

Burnsville Hockey Club



2009-2010 Member Handbook

Table of Contents

I.	CORPORATE STRUCTURE AND ADMINISTRATION.....	2
A.	<u>Articles of Incorporation of the Burnsville Hockey Club, Inc.</u>	2
	(1) Name.	2
	(2) Purposes.	2
	(3) No Pecuniary Gain.	3
	(4) Duration.	3
	(5) Registered Office.	3
	(6) Incorporator.	3
	(7) Members.	3
	(8) Directors.	3
	(9) Personal Liability.	3
	(10) Capital Stock.	3
	(11) Indemnification.	3
	(12) Dissolution.	3
	(13) Consent in Writing.	4
B.	<u>The Bylaws.</u>	4
	(1) Offices and Corporate Seal	4
	(a) <u>Registered Office.</u>	4
	(b) <u>Other Offices.</u>	4
	(c) <u>Corporate Seal.</u>	4
	(2) Members: Meetings and Property Rights	4
	(a) <u>Qualification.</u>	4
	(b) <u>Additional Members.</u>	4
	(c) <u>Member Voting Rights and Meetings.</u>	4
	(d) <u>Property Rights and Member’s Term.</u>	5
	(e) <u>Dues and Fees.</u>	5
	(f) <u>Termination.</u>	5
	(g) <u>Proxies/Rules.</u>	5
	(3) The Board	5
	(a) <u>General Powers.</u>	5
	(b) <u>Number, Qualifications, and Term of Office.</u>	5
	(c) <u>Election and Appointment of Directors.</u>	5
	(d) <u>Organization.</u>	6
	(e) <u>Resignation.</u>	6
	(f) <u>Vacancies.</u>	6
	(g) <u>Removal of Directors.</u>	6
	(h) <u>Place of Meetings.</u>	6
	(i) <u>Regular Meeting.</u>	6
	(j) <u>Special Meetings: Notice.</u>	6
	(k) <u>Notices Excused.</u>	6
	(l) <u>Quorum and Manner of Acting.</u>	7
	(m) <u>Proxies/Rules.</u>	7
	(n) <u>Member Forum.</u>	7

(4)	BHC Officers	7
	(a) <u>Number</u>	7
	(b) <u>Eligibility Elections, Term of Office, and Qualification</u>	7
	(c) <u>Resignations</u>	7
	(d) <u>Removal of Officers</u>	7
	(e) <u>Vacancies</u>	8
(5)	Officer Descriptions	8
	(a) <u>President</u>	8
	(b) <u>Vice Presidents</u>	8
	(c) <u>Secretary</u>	8
	(d) <u>Treasurer</u>	8
(6)	Bond	9
(7)	Financial Matters	9
	(a) <u>Books and Records</u>	9
	(b) <u>Accounting System and Audit</u>	9
(8)	Compensation	9
(9)	Fiscal Year	9
(10)	Checks, Drafts, and Other Matters	10
(11)	Compliance with State Laws Governing Charities	10
(12)	Compliance with State Laws Governing Lawful Gambling	10
(13)	Tournament Sales of Merchandise by Vendor Other Than the BHC	10
(14)	Alcoholic Beverages	10
(15)	Waiver of Notice	10
(16)	Transfer of Assets, Merger and Dissolution	10
(17)	Amendments	10
C.	<u>Election and Appointment Guidelines</u>	11
(1)	Elections and Position Appointment	11
	(a) <u>Elections</u>	11
	(b) <u>Appointments</u>	11
(2)	Nominations	11
	(a) <u>Eligibility</u>	11
	(b) <u>Ballots</u>	11
(3)	Valid Ballots	12
(4)	Election Results	12
D.	<u>Officer Terms</u>	12
E.	<u>Board of Directors Order of Election</u>	13
F.	<u>Job Descriptions For Directors of the BHC</u>	14
(1)	Officers	14
	(a) <u>President/District Six Representative</u>	14
	(b) <u>Vice President of Development</u>	14
	(c) <u>Vice President of Administration</u>	14
	(d) <u>Treasurer</u>	14
	(e) <u>Secretary</u>	14
(2)	Development	14
	(a) <u>Director of Development</u>	14
	(b) <u>Level Directors</u>	14
(3)	Mite and Assistant Mite Directors(s)	15
(4)	Hockey Development Consultant(s)	16

(5)	ACE and Hockey Education Program Coordinator(s)	16
(6)	Administration	16
	(a) <u>Registrar</u>	16
	(b) <u>Ice Coordinator</u>	16
	(c) <u>Fund Raising Director</u>	17
	(d) <u>Tournament Director(s)</u>	17
	(e) <u>Volunteer Coordinator</u>	17
	(f) <u>Corporate Sponsorships/BHC Marketing</u>	17
	(g) <u>Communications and Website Director</u>	17
	(h) <u>Equipment Director</u>	17
	(i) <u>Gambling Manager</u>	17
(7)	Standing Committees of the BHC	17
	(a) <u>Executive</u>	17
	(b) <u>Development</u>	18
	(c) <u>Administration</u>	18
	(d) <u>Finance</u>	18
	(e) <u>Grievance/Disciplinary</u>	18
	(f) <u>Waiver</u>	18

II. HOCKEY OPERATIONS AND DEVELOPMENT..... 18

A.	<u>BHC Tryout Policy</u>	18
	(1) General Rules and Procedures	18
	(2) Tryout Schedule	19
	(3) Evaluators	20
	(4) Scoring For All Levels	20
	(5) Group Assignments	21
	(6) Goalies Only Session	21
	(7) Session One -- Player Skills and Drills/Four on Four Scrimmage	21
	(a) Skills and Drills	21
	(b) Four on Four Scrimmage (pond hockey format).....	22
	(8) Session Two-- Player Competitive Drills/Five on Five Scrimmage	22
	(a) Skills and Drills	22
	(b) Five on Five Scrimmage.....	22
	(9) Session Three -- Five on Five Scrimmage	23
	(10) Session Four -- Practice/Scrimmage set up by the Head Coach(s) at each level	24
	(a) 'A' Team Pool -- All Levels.....	24
	(b) 'B/B1' Team Pool - Squirts/Girls ('B' applies); PeeWee/Bantam ('B1' applies).....	24
	(c) 'B2' Team Pool - PeeWee/Bantam Only	25
	(d) 'C' Team Pool - All Levels.....	27
	(11) Tryout Injury/Illness/Absence Guidelines	27
	(12) Post Tryout Process	28
B.	<u>BHC Rules for Upper Level Players</u>	29
	(1) Age Divisions and Residency	29
	(2) Player Restrictions	30
	(3) Player Assignment	30
	(4) Playing Rules	31
	(5) Play Time Rules	31
	(6) Attendance	32

	(7)	Out of Burnsville Games and Tournaments	33
	(8)	Equipment and Uniforms	34
C.		<u>Playing Rules for Mites</u>	34
	(1)	Age Divisions and Residency	34
	(2)	Player Restrictions	35
	(3)	Player Assignment	35
	(4)	Playing Rules for Mites	35
	(5)	Attendance	36
	(6)	Out of Burnsville Games and Tournaments	37
	(7)	Equipment and Uniforms	37
D.		<u>Coaching Policies</u>	37
	(1)	Coach Selection	37
	(2)	Assistant coaches	38
	(3)	Credentials and Evaluation	38
III.		BHC POLICIES AND OTHER INFORMATION	38
A.		<u>General Code of Conduct</u>	38
	(1)	General Code of Conduct	38
B.		<u>Player Code of Conduct</u>	39
	(1)	Vandalism	39
	(2)	Zero Tolerance Drug Policy	39
	(a)	<u>First Violation</u>	39
	(b)	<u>Additional Violations</u>	40
	(c)	<u>Notification</u>	40
	(d)	<u>Definitions</u>	40
	(3)	Academic Standards	40
C.		<u>Grievance and General Disciplinary Process</u>	40
	(1)	Grievance Policy and Procedures	40
	(a)	<u>Disciplinary and Grievance Committee</u>	40
	(b)	<u>Grievance Policy and Process</u>	41
	(2)	Disciplinary Policy and Procedures	42
	(3)	Immediate Disciplinary Action	42
	(4)	Conflicts of Interest	42
	(5)	Retribution for Filing Grievance	43
D.		<u>Racial/Religious/Sexual Harassment/Physical Abuse Disciplinary Guidelines and Procedures</u>	43
	(1)	Racial or Religious Abuse	43
	(2)	Sexual Harassment/Abuse	43
	(3)	Physical Abuse	44
	(4)	Reporting Procedures	44
E.		<u>Position on Parental Consumption of Alcoholic Beverages</u>	44
F.		<u>BHC Waiver Policy and Procedures</u>	45
	(1)	Participation Policy	45
	(2)	Participation Rule	45

	(3)	BHC Waiver Policy and Procedures	47
G.		<u>Refund/Hardship Policy</u>	48
H.		<u>Volunteer Policy</u>	49
	(1)	Upper Level Teams	49
	(2)	Mites	49
	(3)	Failure to Perform Support Hours.	49
	(4)	Support Opportunities for the BHC at Large include:	50
	(5)	Support Opportunities for respective player teams include:	50
	(6)	Mite player support hour opportunities include:	50
	(7)	Support Hour Tracking and Compliance	51
	(8)	Support hour exemptions	51
	(9)	Reduced support hour requirements	51
	(10)	Support Hours Buyout	51
I.		<u>Fundraising Policy</u>	52
J.		<u>Sponsorships</u>	52
K.		<u>Birth Certificate Policy</u>	52
L.		<u>BHC Website Privacy</u>	52
	(1)	Team Calendars	52
	(2)	Email Addresses	52
	(3)	Sponsor Advertisements.	53
	(4)	Cookies	53
M.		<u>Team Banner Recognition Policy</u>	53
N.		<u>BHC Financial Approvals</u>	54

INTRODUCTORY NOTE FROM THE BURNSVILLE HOCKEY CLUB

Dear Parents:

Whether you are new to the Burnsville Hockey Club ("BHC"), or have long been involved with BHC hockey, we believe the information contained in this Member Handbook will be invaluable. The purpose of this Member Handbook is to familiarize you with the policies, procedures, expectations and guidelines of the BHC. It is our hope that your son or daughter will enjoy their hockey experience. Since you are an integral part of that experience, we want you to enjoy it as well. In order for that to happen, we want you to have as much information as possible regarding the working of our program.

The BHC is proud of the dedication and hard work of our volunteer coaches, team managers, tournament directors, board members and hockey parents. We also know that as good as our organization may be, we need input and suggestions. Please feel free to contact a Board Member with your feedback regarding this Member Handbook or any aspect of BHC Hockey.

THANK YOU FOR BEING A PART OF THE BURNSVILLE HOCKEY TRADITION!

Sincerely,

John Guy
2009-2010 BHC President

I. CORPORATE STRUCTURE AND ADMINISTRATION¹

A. Articles of Incorporation of the Burnsville Hockey Club, Inc. (the “Articles of Incorporation”).²

- (1) **Name.** The name of the corporation is the Burnsville Hockey Club, Inc. (the “BHC”).
- (2) **Purposes.** The objectives and purposes of the BHC shall be, as follows:
 - (a) To provide and promote supervised hockey for all young people, and to instill in them the principles of sportsmanship, honesty, loyalty, enjoyment, character and respect.
 - (b) To promote community-wide support and interest in hockey as a recreational and spectator sport.
 - (c) To foster development of hockey skills for individual youths.

The BHC is organized and shall be operated exclusively to carry out such purposes within the contemplation of Section 501(c) of the Internal Revenue Code of 1986 (“IRC”), as now enacted or hereafter amended, and within the contemplation of Minnesota Statutes (“Minn. Stat.”) Section 290.05, subd. 2, as now enacted or hereafter amended. The BHC shall have only such powers as are consistent with the foregoing purposes, including the power to acquire and receive funds and property of every kind and nature whatsoever, whether by purchase, conveyance, lease, gift, bequest, or otherwise, and to own, hold, invest, expend, make gifts and contributions of, and to convey, transfer, and to dispose of any funds, property, and the income therefrom, for the furtherance of the purposes of the BHC, and to lease, mortgage, encumber, invest and use the same, and such other powers which are consistent with the foregoing purposes and which are afforded the BHC by the Minnesota Non-Profit Corporation Act, and any future laws amendatory thereof and supplementary thereto.

Provided, further, that all such powers of the BHC shall be exercised only so that the BHC’s operation shall be exclusively within the contemplation of both IRC § 501(c), as now enacted or hereafter amended, and of Minn. Stat. § 290.05, subd. 2, as now enacted or hereafter amended.

Provided, further, that the references herein to Minn. Stat. § 290.05, subd. 2, shall not permit the BHC to have or exercise any power which is not within the contemplation of IRC § 501(c). No substantial part of the property or the income of the BHC may be used for the purpose of carrying on propaganda or otherwise

¹ The formal, signed versions of the BHC Articles of Incorporation and Bylaws are on file with the BHC Secretary. The formatting and wording of the BHC Articles of Incorporation and Bylaws in this Member Handbook is slightly different than the formal documents.

² This Member Handbook is published for the members of the Burnsville Hockey Club to provide a handy reference to various aspects of the Club and its operation. This Member Handbook is intended to provide general information and is not an absolute set of rules; but rather guidelines that the Board uses to help administer the program.

attempting to influence legislation within the meaning of the U.S. Department of Treasury regulation 1.501(c)(3)-1(c)(3) or as may otherwise be provided by the department hereafter; provided, in no event shall the BHC participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

- (3) **No Pecuniary Gain.** The BHC shall not afford or pay any pecuniary gain, or dividends to its members, as such, and no part of the net earnings of the BHC shall inure to the benefit of any member or individual, excepting only any member of the BHC which is itself a nonprofit corporation exempt from federal income taxes under IRC § 501(a), as now enacted or hereafter amended. The BHC shall not lend any of its assets to any officer, director or member of the BHC or guaranty to any person the payment of a loan by any officer, director or member of the BHC.
- (4) **Duration.** The BHC shall have perpetual duration.
- (5) **Registered Office.** The location and post office address of the registered office of the BHC in Minnesota is: Burnsville Hockey Club, Inc., c/o Burnsville Ice Center, 251 Civic Center Parkway, Burnsville, Minnesota 55337.
- (6) **Incorporator.** The name and post office address of the incorporator of the BHC is: Pat Braun, 12909 Apple View Lane, Burnsville, Minnesota 55337.
- (7) **Members.** All members are of one class and each member has one vote for purpose of voting for Directors of the BHC (“Directors”). Memberships may not be transferred.
- (8) **Directors.** The number of Directors shall be as provided in the Bylaws of the BHC (the “Bylaws”).
- (9) **Personal Liability.** No director, officer, employee, agent or member, past or present, shall be personally liable to any extent whatsoever for any debts or obligations of the BHC.
- (10) **Capital Stock.** The BHC shall not have capital stock, either authorized or issued.
- (11) **Indemnification.** Each director, officer, employee and agent, past or present, of the BHC, and each person who serves at the request of the BHC as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, and their respective estates, heirs and personal representative shall be indemnified by the BHC in accordance with, and to the fullest extent permissible under, the provisions of the laws of Minnesota as they may from time to time be amended.
- (12) **Dissolution.** Upon dissolution of the BHC, after payment of costs and expenses of dissolution and liabilities and obligations of the BHC, the remaining assets of the BHC shall be distributed to or among such one or more corporations or other entities then in existence which are organized and operated exclusively for the one or more of the purposes described in the IRC, as now enacted or hereafter amended and which are exempt from federal income taxes under IRC § 501(a), as

now enacted or hereafter amended, all in such proportion as shall be determined by the Directors.

- (13) **Consent in Writing.** Provided that all of the Directors are notified of the text of the proposed written action prior to the signing of any of the Directors, any action may be taken by the Directors or any committee thereof without a meeting, by written action of the Directors or committee thereof signed by the number of Directors that would be required to take the same action at a meeting of the Board or committee thereof at which all Directors were present. Such action shall be effective on the date on which the last signature of the required number of Directors is placed on such writing or writings, or such earlier or later date as set forth therein.

B. The Bylaws.

(1) **Offices and Corporate Seal**

- (a) Registered Office. The city, town, or other community in which the BHC is located in Minnesota shall be prescribed by the Articles of Incorporation, or in the most recent amendment or restatement of such Articles of Incorporation, or in a certificate of change filed with the Secretary of State of Minnesota reflecting the adoption of a resolution by the Directors.
- (b) Other Offices. The BHC may have such other offices, within or without the State of Minnesota, as the Directors may from time to time determine.
- (c) Corporate Seal. The BHC shall have no corporate seal.

(2) **Members: Meetings and Property Rights**

- (a) Qualification. Any parent or guardian of a youth who is registered for the winter hockey program, is 18 years of age or older, and a resident of the natural BHC community as defined by Minnesota Hockey and District 6 Hockey rules.
- (b) Additional Members. The Directors may admit additional individuals as members and as such they shall acquire the same rights and obligations as are applicable to other members. Any Head Coach or Director who is not a member per Section III(B)(1) may be granted membership. Any other person of legal age who subscribes to the purposes of the BHC may apply in writing for membership. The Directors shall be required to act to either accept or reject the application within 60 days.
- (c) Member Voting Rights and Meetings. Each household (with one or more youths registered in the hockey program) shall be limited to one member and each member has one vote. Voting by members is limited to the annual election of Directors when the number of candidates exceeds the total number of open seats on the BHC Board of Directors (the "Board"). Memberships may not be transferred. The affirmative vote of the majority of members with voting rights present and entitled to vote is

required for action. The President of the BHC (the "President") will convene meetings of the members as necessary and convenient for the Board.

- (d) Property Rights and Member's Term. The Board shall manage the property, affairs and business of the BHC. No member shall have any right, title, or interest in or to any property of the BHC. A member's term shall be one (1) year commencing upon registration of a youth for the winter season and/or upon acceptance by the Board as an additional member under Section III(B)(2)(b).
- (e) Dues and Fees. There shall be no annual dues or membership fees. The only fees to be collected are fees for program participation and registration.
- (f) Termination. Annual membership shall terminate on the last day prior to registration for participants in youth hockey.
- (g) Proxies/Rules. Proxies shall not be allowed or used. *Robert's Rules of Order* shall apply to all meetings of the members.

(3) **The Board**

- (a) General Powers. The Board shall oversee its committees and publications; shall determine its policies, bylaws, and changes therein; and shall actively carry out its objectives and supervise the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.
- (b) Number, Qualifications, and Term of Office. The Board shall consist of a minimum of 15 people serving various positions. The Directors shall determine the number of positions on the Board, define the duties and responsibilities of a position, and assign Directors to a position. A Director must be a member of the BHC, beginning in the hockey season prior to election and/or appointment. Generally, a Director's term shall be three years, beginning with the first item of business of the April meeting of the Board. Upon approval by the Board, the terms of the Directors may be amended and staggered to avoid the election of a majority of Directors in a single year, without regard to vacancies that are filled by the Board. The Gambling Manager shall be an ex-officio member of the Board.
- (c) Election and Appointment of Directors. Elections shall take place in the month of March each year. Elections will only be conducted in the event the number of candidates exceeds the total number of open seats on the Board. Ballots will be mailed to each member not less than 15 days prior to the election. Voting hours shall be from 9:00 A.M. to 7:00 P.M. on the designated day. The Executive Committee shall monitor and certify election results. If the number of candidates does not exceed the total number of open seats, the candidates shall be appointed to the Board by a majority vote of the existing Directors. At the April meeting, the Board

by majority vote will assign a position to each Director except for Officers who have not completed their terms.

- (d) Organization. At each meeting of the Board, the President or, in his or her absence, a senior member of the Executive Committee shall preside. The Secretary of the BHC (the "Secretary") or, in his or her absence, any person who the President shall appoint, shall act as secretary of the meeting.
- (e) Resignation. A Director may resign at any time by a letter of resignation to the President or the Secretary. The resignation of a Director shall take effect at the time, if any, specified therein or, if no time is specified therein, upon receipt thereof by the President.
- (f) Vacancies. Any vacancy in the Board caused by death, resignation, removal, or any other cause, shall be filled by a vote of the remaining Directors, and the successor shall hold office until that Director's term expires. Vacancies resulting from the addition of a new position on the Board shall also be filled by a majority vote of the Directors; however, the terms of these appointed Directors will be three years, subject to the staggering provisions of Section III(C)(2).
- (g) Removal of Directors. Unless otherwise restricted by the Articles of Incorporation or by these Bylaws, a Director may be removed with or without cause only by the Board at a regular meeting, provided such action was on the published agenda, and only upon a two-thirds vote of the Board. If a Director is absent, without the permission of the President, from three or more monthly meetings in a calendar year, the President at his or her discretion may introduce a motion for removal of the offending Director.
- (h) Place of Meetings. The Board may hold its meetings at such place or places, within or without the State of Minnesota, as it from time to time determines.
- (i) Regular Meeting. The Board shall designate the date, time, and location of its regular meetings. The Board shall not meet less than six times per year. The President may conduct so much of the meeting in executive session as deemed appropriate given the subject matter.
- (j) Special Meetings: Notice. Special meetings of the Board shall be held whenever called by the President or by a majority of the Directors. Notice of each such special meeting shall be mailed electronically to each Director, addressed to him or her at his or her residence or usual place of business, at least 48 hours before the date on which the meeting is to be held, or to be delivered to him or her personally, or by telephone, not later than 24 hours before the time on which the meeting is to be held. Each such notice shall state the time, place and purpose of the meeting.
- (k) Notices Excused. Notice of any meeting of the Board need not be given to any Director who shall be present at such meeting; and any meeting of the Board shall be a legal meeting without any notice thereof having

been given if all of the Directors then in office shall be present there at or waive such notice in writing before, at, or after such meeting.

- (l) Quorum and Manner of Acting. Except as otherwise provided by statute or by these Bylaws, not less than a majority of the total number of Directors shall be required to constitute a quorum for the transaction of business at any meeting, and the act of a majority of the Directors present at any meeting at which a quorum is present shall be the act of the Board.
- (m) Proxies/Rules. Proxies shall not be allowed or used. *Robert's Rules of Order* shall apply to all meetings of the Board.
- (n) Member Forum. Member Forum is held at the beginning of every Board meeting and Members who have information to share will be given five minutes to present their information. Members must contact the Secretary and be placed on the specific meeting agenda in advance. If more than five minutes is needed, written materials should be provided in advance to the Secretary for consideration by the Board. The Board will not make immediate decisions regarding information provided during the Member Forum. All Board meetings are held in the Lower Level of Burnsville City Hall, unless noted.

(4) **BHC Officers**

- (a) Number. The Officers of the BHC shall be a President, a Secretary, a Treasurer, and two Vice Presidents, not to exceed a total of five officers selected by the Board. The same person may hold any two or more offices, except those of the President and Treasurer. The officers of the BHC shall be the only voting members of the Executive Committee.
- (b) Eligibility Elections, Term of Office, and Qualification. All Directors are eligible to be elected as an Officer. All Officers shall be elected to three year terms on a rotating basis wherein: the president is elected one year; the Vice President of Administration and Secretary are elected in the second year; and the Vice President of Development and Treasurer are elected in the third year. Each shall hold office until his or her successor shall have been duly elected and qualified, or until his or her death, resignation, or removal (in the manner hereinafter provided). All Officers of the BHC shall be elected from among the Directors.
- (c) Resignations. Any Officer may resign at any time by submitting a letter of resignation to the Board, the President, or the Secretary. Such resignation shall take effect at the time, if any, specified therein or, if no time is specified therein, upon receipt by the Board, President, or Secretary; and, unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.
- (d) Removal of Officers. Unless otherwise restricted by the Articles of Incorporation or by these Bylaws, an Officer may be removed with or without cause only by the Board at a regular meeting, provided such action was: approved by a majority vote of the Executive Committee;

listed on the published agenda; and received two-thirds vote of the Board. If an Officer is absent, without the permission of the President, from three or more monthly meetings in a calendar year, the President (or a Vice President in case of the President) at his or her discretion may introduce a motion for removal of the offending Officer.

- (e) Vacancies. A Vacancy in any office because of death, resignation, removal, or any other cause shall be filled for the remainder of the term by a majority vote of the Board.

(5) **Officer Descriptions**

- (a) President. The President shall be the Chief Executive Officer of the BHC and shall have general active management of the business of the BHC; shall, when present, preside at all meetings of the Board and at all meetings of the Executive Committee, if any; shall see that all orders and resolutions of the Board are carried into effect; may execute and deliver in the name of the BHC (except in cases in which such execution and delivery shall be expressly delegated by the Directors or by these Bylaws to some other Officer or agent of the BHC or shall be required by law to be otherwise executed and delivered) any deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the BHC, including, without limitation, any instrument necessary or appropriate to enable the BHC to donate income or principal of the BHC to or for the account of such corporations, associations, trusts and corporations as are referred to or described in the Articles of Incorporation and as the BHC was organized to support; shall perform such other duties as may from time to time be prescribed by the Board; and, in general, shall perform all duties usually incident to the office of the President.
- (b) Vice Presidents. Vice Presidents shall have such duties and responsibilities as the Board may from time to time prescribe.
- (c) Secretary. The Secretary shall be Secretary of, and when present, shall record proceedings of all meetings of the Board and of all meetings of the Executive Committee, if any; shall keep a register of the names and addresses of all members of the BHC; shall at all times keep on file a complete copy of the Articles of Incorporation and all amendments and restatements thereof and a complete copy of these Bylaws and all amendments and restatements hereof; shall when directed to do so, give proper notice of meetings of the Board and meetings of the Executive Committee, if any, shall perform such other duties as may from time to time be prescribed by the Board or by the President; and, in general, shall perform all duties usually incident to the office of the Secretary.
- (d) Treasurer. The Treasurer shall keep accurate accounts of all moneys of the BHC received or disbursed; shall deposit all moneys, drafts, and checks in the name of, and to the credit of, the BHC in such banks and depositories as a majority of the Board shall from time to time designate; shall have power to endorse for deposit all notes, checks and drafts received by the BHC; shall disburse the funds of the BHC as ordered by the Board, making proper vouchers; shall render to the President and the

Directors, whenever required, an account of all his or her transactions as Treasurer and of the financial condition of the BHC; shall perform such other duties as may from time to time be prescribed by the Board or by the President; and, in general, shall perform all duties usually incident to the office of the Treasurer.

- (6) **Bond.** The Board shall from time to time determine which, if any, officers of the BHC shall be bonded and the amount of each bond.
- (7) **Financial Matters.**
- (a) Books and Records. The Board shall cause to be kept for a minimum of seven years:
- (i) Records of all proceedings of the Board; and such other records and books of accounts as shall be necessary and appropriate to the conduct of the corporate business.
 - (ii) The Board shall cause to be kept at the registered office or other such office as determined by the Board originals or copies of:
 - (a) Records of all proceedings of the Board, if any.
 - (b) All financial statements of the BHC.
 - (c) Articles of Incorporation and the Bylaws and all amendments and restatements thereof.
- (b) Accounting System and Audit. The Board shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting system for the BHC. The Board shall cause the records and books of account of the BHC to be compiled and reconciled by an independent accountant at least once each fiscal year and at such other times as it may deem necessary or appropriate and may retain such person or firm for such purposes as it may deem appropriate.
- (8) **Compensation.** The Board may at any time and from time to time, by resolution adopted by a simple majority of the total number of Directors, provide for the payment of compensation to, and for the payment or reimbursement of expenses incurred by, any Director, Officer, agent, or employee of the BHC for personal services rendered to the BHC by, or for any expenses necessarily paid or incurred by, any such Director, Officer, agent or employee, but only if and to the extent that the performance of such service or the occurrence of such expenses is directly in furtherance of the charitable purposes of the BHC and the compensation or the amount of expenses paid or reimbursed, as the case may be, is reasonable and not excessive.
- (9) **Fiscal Year.** The fiscal year of the BHC shall be the calendar or such other fiscal year as may be determined by the Board.

- (10) **Checks, Drafts, and Other Matters.** All checks, drafts, or other orders for the payment of money and all notes, bonds, or other evidence of indebtedness issued in the name of the BHC shall be signed by such Officer(s), agent(s), or employee(s) of the BHC and in such manner as may from time to time be prescribed by the Board.
- (11) **Compliance with State Laws Governing Charities.** The Board shall initiate a review of the BHC's business and affairs on an annual if not more frequent basis to assure compliance with the registration, annual reporting and other requirements of the Minnesota Charitable Solicitation Act (Minn. Stat. § 309.50, et seq.) and the Minnesota Supervision of Charitable Trusts and Trustees Act (Minn. Stat. § 501.71, et seq.), as now in force and as may be amended from time to time.
- (12) **Compliance with State Laws Governing Lawful Gambling.** The Board shall cause the business and affairs of the BHC to be reviewed on a semiannual basis to assure compliance with the Minnesota Lawful Gambling Act (Minn. Stat. § 349.12, et seq.).
- (13) **Tournament Sales of Merchandise by Vendor Other Than the BHC.** The Board and the City of Burnsville must review and approve any sales contemplated by sponsors or vendors at any event (tournaments, etc.) associated with the BHC.
- (14) **Alcoholic Beverages.** The BHC and the Board are prohibited from using BHC proceeds for the purchase of alcoholic beverages.
- (15) **Waiver of Notice.** Whenever notice of any meeting is required to be given by these Bylaws or any of the corporate laws of the State of Minnesota, such notice may be waived in writing, signed by the person or persons entitled to such notice, whether before, at, or after the time stated therein or before, at or after the meeting.
- (16) **Transfer of Assets, Merger and Dissolution.** The Board may authorize (1) the sale, lease, exchange, mortgage, encumbrance or other transfer of all or substantially all of the property and assets of the BHC, (2) the merger or consolidation of the BHC with another non-profit corporation organized under the laws of the State of Minnesota or of any other State of the United States or of the District of Columbia, and (3) the dissolution of the BHC. Such actions either (a) may be submitted and voted upon at a single meeting of the Board and be adopted at such meeting, a quorum being present, upon receiving the affirmative vote of not less than two-thirds of the total number of Directors, or (b) may be adopted by a writing signed by not less than two-thirds of the total number of Directors. Provided, if at any time it should occur that there are no persons serving as Directors, the Officers shall promptly apply to the courts of appropriate jurisdiction for dissolution of the BHC as provided by law.
- (17) **Amendments.** The Board may change the Articles of Incorporation, from time to time as amended or restated, and these Bylaws, from time to time as amended or restated, to include or omit any provision which could lawfully be included or omitted at the time such amendment or restatement is adopted. Any number of amendments, or an entire revision or restatement of the Articles or Incorporation or the Bylaws, either (1) may be submitted and voted upon at a single meeting of

the Board and be adopted at such meeting, a quorum being present, upon receiving the affirmative vote of not less than two-thirds of the total number of Directors, or (2) may be adopted by a writing signed by not less than two-thirds of the total number of Directors.

C. Election and Appointment Guidelines

(1) **Elections and Position Appointment**

- (a) Elections. Elections will be conducted in accordance with the Articles of Incorporation and the Bylaws. The membership shall only vote in the event the number of candidates exceeds the number of open seats on the Board. Voters must be at least 18 years old and a member of the BHC (name must appear on the preprinted registration printout). Only one vote per family unit is allowed.
- (b) Appointments. Appointments will be conducted in accordance with the Articles of Incorporation and the Bylaws. If the number of candidates does not exceed the number of open seats, the existing Board will appoint the Director(s) by majority vote.

(2) **Nominations.**

- (a) Eligibility.
 - (i) All members of the BHC are eligible to be elected or appointed to the Board.
 - (ii) A nominee may make a statement (not to exceed five minutes) during the Public Forum portion of the February Meeting.
 - (iii) No campaign material may be hung or distributed in the Burnsville Ice Center.
- (b) Ballots.
 - (i) The BHC will provide the official ballot on designated balloting days.
 - (ii) The ballot will list all candidates, alphabetically, in a minimum of two columns. A/Z even-numbered years, Z/A odd-numbered years.
 - (iii) A star will be placed before each incumbent's name.
 - (iv) Absentee ballots will not be allowed.
 - (v) Separate ballot boxes must be used for each day of balloting. The boxes must be sealed at the end of each day and stored in a committee-approved storage area.

(vi) All ballots and committee paperwork will be kept for six months.

(3) **Valid Ballots.** The following procedure will be used to complete all ballots:

(a) Each member shall locate their name on the provided voter list and sign in the space provided. The election judge will initial each member's signature.

(b) Upon receipt of the official ballot, each member may mark eight or less nominees. Only one vote per nominee will be permitted. A ballot marked in a different manner will be considered invalid and will be destroyed.

(c) When the member has completed voting, they shall fold the ballot in half. The election judge will then initial and stamp the ballot.

(d) The ballot will be returned to the member for deposit in the ballot box.

(4) **Election Results.**

(a) Ballots will be tabulated the day after voting closes. If a member of the Executive Committee is unable to be present, the President shall appoint a substitute.

(b) Nominees elected to the Board will be notified after vote tabulation is complete. Election results will be published at the Burnsville Ice Center and on the BHC website. The total number of votes cast for each nominee will not be published. Any candidate, however, may request the election results.

(c) Ties will be decided by a paper ballot of current and newly elected Board members at the next regular Board meeting. If a tie remains after this balloting, the Executive Committee will take a paper ballot. If a tie still remains the President shall approve one nominee.

D. Officer Terms. The positions of President, Vice President of Administration, Vice President of Hockey Development, Treasurer, and Secretary are positions with a three year term. The remaining of positions, to which the Directors are assigned, entail one year terms. The order of rotation for the three year positions is as follows:

(1) President - Elected 2007, 2010, 2013 and subsequent three-year intervals.

(2) Vice President of Administration - Elected 2008, 2011, 2014 and subsequent three-year intervals.

(3) Vice President of Development - Elected 2009, 2012, 2015 and subsequent three-year intervals.

(4) Treasurer - Elected 2009, 2012, 2015 and subsequent three-year intervals.

(5) Secretary - Elected 2008, 2011, 2014 and subsequent three-year intervals.

E. Board of Directors Order of Election. The order to follow in electing Board positions is:

- (1) President/District Six Representative (if this position is open);
- (2) Vice President of Development (if this position is open);
- (3) Vice President of Administration (if this position is open);
- (4) Treasurer (in the event this position is open);
- (5) Secretary (in the event this position is open);
- (6) Director of Development;
- (7) Bantam Director;
- (8) Pee wee Director;
- (9) Squirt Director;
- (10) Girls Hockey Director;
- (11) Mite Director;
- (12) Assistant Mite Director(s);
- (13) Junior Gold Director;
- (14) Registrar;
- (15) Ice Coordinator;
- (16) Fund Raising Director(s);
- (17) Volunteer Coordinator;
- (18) Corporate Sponsorships/BHC Marketing Director;
- (19) Tournament Director(s);
- (20) Communications & Website Director;
- (21) Association Coaching and Education ("ACE") Coordinator;
- (22) Hockey Education Program ("HEP") Coordinator; and
- (23) Equipment Manager.³

³ Hockey Development Consultant(s) and Gambling Manager are not elected positions; placement on the Board is by virtue of holding this position. Both positions are non-voting positions.

F. Job Descriptions For Directors of the BHC.

(1) **Officers.**

- (a) President/District Six Representative. Chief Executive Officer of the BHC. Chairs the Executive Committee, serves on the Disciplinary/Grievance and Finance Committees, and presides over General Membership and Board meetings. The President also serves as BHC's District Six Representative.
- (b) Vice President of Development. Coordinates and oversees all of the development functions of the BHC, including tryouts. Responsibilities include establishing developmental goals for all ages and skill levels of the BHC and the implementation of on-ice programs and tryout processes. Chairs the Coach Selection and Development Committees, and serves on the Executive and Disciplinary/Grievance Committees. The Vice President of Development will preside over the BHC in the absence of the President and the Vice President of Administration.
- (c) Vice President of Administration. Coordinates and oversees all of the administrative functions of the BHC. The Vice President of Administration serves as the Parliamentarian for Board meetings. Presides over the BHC in the absence of the President and serves on the Executive, Disciplinary/Grievance, and Finance Committees.
- (d) Treasurer. Chief Financial Officer of the BHC. Responsible for establishing an operating budget, maintaining sufficient insurance programs, and ensuring an accurate accounting of all receipts and disbursements. Additionally, the Treasurer will provide current financial reports at all Board meetings. Treasurer chairs the Finance Committee and serves on the Executive and Disciplinary/Grievance Committees.
- (e) Secretary. Responsible for maintaining meeting minutes and communicating the events, actions, and positions of the BHC. Distributes agendas, meeting notices and meeting minutes as appropriate. Serves on the Executive, Disciplinary/Grievance, and Finance Committees.

(2) **Development.**

- (a) Director of Development. Coordinates activities of Level Directors and ACE Coordinator in recruiting, training and evaluating coaches at all levels. Works with the Vice President of Development in all phases of hockey operations including but not limited to team selection (i.e., number of teams per age group/level), tryouts, HEP, etc.
- (b) Level Directors. Squirt, PeeWee, Bantam, Junior Gold and Girls Hockey Directors oversee all teams in their assigned level in conjunction with the Development Committee. The following Level Director duties and responsibilities include, but are not limited to:

- (i) Recruiting, supporting and evaluating coaches;
 - (ii) Conducting regularly scheduled coaches meetings with coaches of their respective level;
 - (iii) Attending practices of their respective level to make sure the development plan is followed;
 - (iv) Performing coaching exit interviews;
 - (v) Collecting the required materials that confirm coaches of the respective level are in compliance with CEP;
 - (vi) Attending and providing input at Development Committee meetings;
 - (vii) Registering each team of their respective level in tournaments for the season;
 - (viii) Coordinating and working at assigned player tryouts; and
 - (ix) Serving as the initial contact for disciplinary and grievance matters involving players, parents, and coaches from their assigned level.
- (3) **Mite and Assistant Mite Directors(s).** Responsible for all aspects of the Mite program in conjunction with the Development Committee. This includes, but is not limited to:
- (a) Recruiting, supporting and evaluating players and coaches;
 - (b) Scheduling games and practices;
 - (c) Securing ice with the Ice Coordinator;
 - (d) Coordinating and assisting with clinics;
 - (e) Conducting regularly scheduled coaches meetings with mite level coaches;
 - (f) Attending practices to make sure the development plan is followed;
 - (g) Performing coaching exit interviews;
 - (h) Collecting the required materials which confirm mite level coaches are in compliance with CEP;
 - (i) Attending and providing input at Development Committee meetings;
 - (j) Registering each team in tournaments (or jamborees) for the season;

- (k) Working with the Communications Director to recruit Mite aged players; and
 - (l) Serving as the initial contact for disciplinary and grievance matters involving players, parents and coaches from the Mite program.
- (4) **Hockey Development Consultant(s).** Advise the Vice President of Development in formulating development goals and objectives for the BHC. Oversee the training and development of BHC players at all ages and levels (including dry land conditioning at the Training Center and on-ice clinics). Depending upon the volunteer consultants involved, they may also serve as the liaison to the Burnsville High School programs. The Hockey Development Consultant(s) is/are non-voting and may be called upon to assist the Development Committee with any other Development related projects.
- (5) **ACE and Hockey Education Program Coordinator(s).** Both coordinators must have a strong coaching background, hockey knowledge and commitment to the sport. The ACE and HEP Coordinator(s) must be comfortable teaching coaches, players and parents as well as Board members. The following duties and responsibilities include, but are not limited to:
- (a) Communicating coaching certification requirements;
 - (b) Coordinating and implementing Minnesota Hockey's HEP;
 - (c) Supporting the Level Directors in assuring the BHC Development progression is implemented;
 - (d) Communicating to players, parents and coaches USA Hockey's Player Development opportunities;
 - (e) Taking a lead role in recruitment, selection, training and evaluation of coaches;
 - (f) Advising the Vice President of Development in formulating development goals and objectives for the BHC; and
 - (g) Assisting with tryouts and other initiatives and activities identified by the Administration and Development Committees.
- (6) **Administration.**
- (a) Registrar. Responsible for player registration and team rostering. Works with the District Six Registrar to ensure all BHC teams are properly certified within the deadlines established by District Six and Minnesota Hockey. Maintains current membership list for the BHC.
 - (b) Ice Coordinator. Responsible for securing and allocating ice time (indoor and outdoor) for the BHC and issuing invoices to the various teams. Schedules league games, tournament games hosted by the BHC, practices, clinics and tryout sessions.

- (c) Fund Raising Director. Explores, develops and coordinates all fund raising activities for the BHC, including but not limited to, the raffle and pizza sale fundraisers and team photographs.
- (d) Tournament Director(s). Coordinates all aspects of BHC sponsored tournaments. Responsible for making the necessary arrangements (e.g., advertising, scheduling, medical personnel, volunteer helpers, etc.). Also responsible for supervising any year-end District, regional or state tournaments hosted by the BHC.
- (e) Volunteer Coordinator. Works with Vice President of Administration, the Fundraising Director(s), Tournament Director(s) and Level Directors to establish volunteer requirements and communicate such requirements to the BHC teams, monitor team compliance and track results.
- (f) Corporate Sponsorships/BHC Marketing. Recruits and secures corporate sponsors for the various teams and develops BHC sponsorships (including the sale of advertising space) and acts as a Board liaison with the City of Burnsville and surrounding cities to promote a positive image of BHC hockey.
- (g) Communications and Website Director. Responsible for (i) maintaining the BHC website; (ii) coordinating the use of the City of Burnsville cable channel and other media outlets including the placement of all BHC player recruitment and registration advertising in print media; (iii) acting as the Board liaison with City of Burnsville and the surrounding cities to promote a positive image of BHC hockey; and (iv) publishing the BHC's newsletter. Other than routine postings (e.g., Training Center hours, fundraising announcements, etc.), the Communications and Website Director shall first publish any items to be listed on the BHC website or sent to BHC members through a broadcast email to the members of the Executive Committee for review and comment. The Executive Committee, in its discretion, may request the input and approval of the full Board prior to final publication.
- (h) Equipment Director. Responsible for maintaining the inventory of hockey equipment and related supplies. Drafts bids for the purchase of equipment and supplies and arranges the necessary repairs of all equipment.
- (i) Gambling Manager. An employee of the BHC, this individual manages all aspects of the pull tab program, coordinates the annual audit of financial results and filing of requisite reports with appropriate government agencies. Minnesota state gambling laws require an individual to be on the Board at least two years before assuming the position.

(7) **Standing Committees of the BHC.**

- (a) Executive. Consists of the Officers of the BHC and chaired by the President; responsible for executing the duties outlined in the Articles of

Incorporation and Bylaws; participates in grievance, disciplinary, and waiver processes.

- (b) Development. Consists of the Development Directors mentioned above and chaired by the Vice President of Development; responsible for the “on-ice” operations and related matters of the BHC.
- (c) Administration. Consisting of the Administration Directors mentioned above and chaired by the Vice President of Administration; responsible for all administrative functions and activities of the BHC.
- (d) Finance. Consists of the President, Vice President of Administration, Treasurer, Secretary, and Fundraising Director; chaired by the Treasurer and responsible for BHC financial matters including oversight of charitable gambling and fundraising, budgeting, auditing /financial reporting, and awarding scholarships.
- (e) Grievance/Disciplinary. Consists of the Executive Committee and the Level Director appropriate for the player involved; chaired by the Secretary and responsible for administering the Grievance/Disciplinary Process outlined in this Handbook other Directors may be designated by the President to sit on this committee in the event of a conflict-of-interest.
- (f) Waiver. Consists of the Executive Committee and the Level Director appropriate for the player involved; chaired by the President and responsible for administering the BHC Waiver Policy with respect to players seeking a waiver to play in the BHC.

II. HOCKEY OPERATIONS AND DEVELOPMENT

A. BHC Tryout Policy

(1) **General Rules and Procedures.**

- (a) All jerseys and socks worn at tryouts must be BHC colors (black/white/gold). A limited supply of BHC colored socks/jerseys will be available at the tryout sessions. Additionally, the BHC prefers that helmets and breezers be black.
- (b) All tryout pennies will be provided by the BHC. Each player keeps the same numbered penny throughout the entire tryout process. Players must turn in their penny at the end of the final day of tryouts.
- (c) No player names will be allowed on jerseys or helmets. Helmets should also have any stickers removed that reference AAA, summer hockey programs or other similar teams or clinics.
- (d) Tryout fees are non-refundable, unless a refund is requested in compliance with the BHC refund policy. Players will not be allowed to tryout if they are not paid in full with respect to registration fees, tryout fees, prior year ice bills and fundraising fees.

- (e) Players at the Pee Wee/12U, Bantam/14U, and JR Gold/Girls 16U levels will state a Preferred Position for tryouts on the Registration Form. Players will be able to choose to try out at Defense, Forward or both. Goalies must declare their position on the registration form at all levels. Skaters at the Squirts/10U level will not state a Preferred Position and will rotate through at all five positions during tryouts.
- (f) If possible, all volunteers assisting with tryouts will be adults. On-ice volunteers will not be allowed on the ice during their own child's evaluation session. If there are not enough adult volunteers, high school players will be considered for on-ice and bench assistance. Whenever possible, an on-ice referee will be utilized during scrimmages to regulate the play and call penalties.
- (g) Parents or guardians will not be allowed in the area designated for the evaluators.
- (h) During the tryout process, it is essential that there be no unnecessary contact or communication between parents or guardians and the evaluators, on-ice volunteers and coaches. Any communication (such as for illness, injury or equipment problems) should be initiated by the player or routed through the Tryout Level Director. Any attempt at "lobbying" will be reported to the Board for appropriate action.

(2) **Tryout Schedule**

- (a) At least one week prior to the start of tryouts, a parent meeting for each level will be scheduled to discuss the tryout process. Parents or legal guardians will be issued the following:
 - (i) A printed copy of this BHC Tryout Process with a signature page acknowledging receipt and understanding of the policy.
 - (ii) The tryout schedule for their player's level including their randomly assigned Session One group number.
 - (iii) Their player's randomly assigned tryout penny number.
 - (iv) A tentative schedule showing dates and estimated times for each group. After the first session, there may be changes made to the length and number of groups based on the evaluators' input (e.g., three-1 hour groups may be changed to two-1.5 hour groups).
- (b) The signature page listed in Section 2(a)(1) above must signed by a parent or legal guardian and turned in prior to receiving a tryout penny.
- (c) Information regarding tryout dates and times will be posted on the BHC website and at the Burnsville Ice Center as soon as it is available (no later than 8:00 a.m. the day after any tryout session). After each day's tryouts, players will be directed to these locations for their next assigned group

number based on the results of that day. The posting will be by penny number. Players are required to show up at their assigned times.

- (d) It is the responsibility of each player to verify which group number he or she is scheduled to participate in for **each** session (a player's group will, in general, change from session to session).

(3) **Evaluators**

- (a) Three outside evaluators and two BHC coaches/staff will evaluate each level of players (except Jr. Gold). In addition, two goalie specific evaluators will evaluate the goalies. All players (skaters & goalies) will receive scores from a total of five evaluators.
- (b) Two outside evaluators and one BHC coach/staff will evaluate each level of Jr. Gold. In addition, one goalie specific evaluator will evaluate the goalies. All players (skaters & goalies) will receive scores from a total of three evaluators.
- (c) BHC expectations will be set with the evaluators prior to tryouts, defining evaluation criteria, tryout format, how to complete forms, the use of comments, evaluation scale, etc.
- (d) The outside evaluators and BHC coaches/staff evaluator(s) will evaluate the players individually (not as a group). All other level coaches are strongly encouraged to observe but not score players. No discussion regarding players shall occur between the evaluators and the general BHC members.
- (e) Any evaluator who has a relative trying out during a session will be allowed to score all other players except their relative. Any player who does not receive a total of five scores from the evaluators will get his or her final score by averaging the other four evaluators' scores.

(4) **Scoring For All Levels**

- (a) Evaluators will use a new evaluation sheet for each tryout session.
- (b) A scale of 1-10 points using a level grade to represent points will be used for scoring players as follows: (A++ = 10, A+ = 9, A = 8, A- = 7, B+ = 6, B = 5, B- = 4, C+ = 3, C = 2, C- = 1).
- (c) A Development Committee member ("score tabulator"), without a player at the level, will tabulate scores following each session. The Tryout Level Director and score tabulator shall review the scores for any major discrepancies and confer with evaluators if necessary.
- (d) All sessions carry equal weight, and each of the evaluators' scores will carry equal weight. The player's placement for the next day's tryout session is based on the cumulative score after each session. For example, if there are five evaluators, each player will receive five individual scores for each session. The total of these scores will determine each player's

placement for the next session. At the end of the second day, the total of the 10 individual scores (five evaluators, two sessions) will be used to determine placement. This process continues until the final day when the coaches are given the players' final pool assignments: A, B or C.

- (e) Evaluators will score players based on the following areas: skating skills, positioning, passing skills, physical play, hustle, effort, team play, attitude, stickhandling skills, shooting skills, etc.
- (f) Goalie evaluators will score players based on the following areas: use of stick, gloves, pads & skates, positioning, control of rebounds, passing skills, puck control, hustle, effort, team play, attitude, mobility, etc.

(5) **Group Assignments**

Initial tryout groups will be established by placing all registered players (goalies shall be similarly ordered and assigned) of the particular level in alphabetical order and numbering 1, 2, 3, 1, 2, 3,... from top to bottom (this example assumes three groups). The number of registered players will determine the number of groups with the Session One group size not to exceed 32 players.

Following completion of each session, Director volunteers (without players at that level) will input the evaluator scores and calculate each player's total score. These scores will be used to group players for the next session.

Group assignments and times will be posted by the player's penny number at the Burnsville Ice Center and on the BHC website by no later than 8:00 a.m. the day following the completion of each session. It is up to each player to verify what group number they are scheduled to participate in for each session.

(6) **Goalies Only Session** (there are no separate goalie sessions for Jr. Gold)

During tryouts, goalies will have a separate goalie only evaluation session with only goalies and shooters allowed on the ice. All goalies for that level must attend this session in addition to their assigned groups. The shooters will be players not trying out for that level (whenever possible shooters will be players that played at that level the previous season). The goalie evaluators will score the goalies during this time as well as during their assigned group sessions.

(7) **Session One -- Player Skills and Drills/Four on Four Scrimmage (Jr. Gold skips Session One and proceeds directly to Session Two).**

(a) Skills and Drills

Drills are determined by the A level coach for each level and reviewed with the Tryout Level Director. An on-ice volunteer will explain the drill to provide players with an opportunity for questions regarding the drill. Players will do each drill and repeat until instructed to stop by the on-ice volunteers. All players will be given an equal opportunity to perform each drill. All drills will be of a noncompetitive nature (skating skills, puck handling skills, etc.). After drills are completed, the group will be randomly split for a four on four scrimmage based on penny number.

- (b) Four on Four Scrimmage (pond hockey format)
 - (i) Benches will be organized in ascending penny order. There will be NO declared positions. Goalies will be rotated equally and will sit in the timekeeper area.
 - (ii) Each line will scrimmage for approximately one minute (ongoing rushes will be allowed to finish), the buzzer will sound, the next line will enter the ice, and play will continue (there is no stopping to drop the puck).
 - (iii) If a goal is scored or the goalie freezes the puck, the opposing team retreats from the offensive zone (crosses the blue line), the goalie puts the puck back in play, and play resumes.
 - (iv) Players will be shuffled during the session to insure random player configuration.

Upon completion of the tryout session, the evaluators' scores will be tabulated to determine each player's group for the next tryout session.

(8) Session Two—Player Competitive Drills/Five on Five Scrimmage

(a) Skills and Drills

Drills are determined by the 'A' level coach for each level and reviewed with the Tryout Level Director. An on-ice volunteer will explain the drill to provide players with an opportunity for questions regarding the drill. Players will do each drill and repeat until instructed to stop by the on-ice volunteers. All players will be given an equal opportunity to perform each drill. Drills can be of a competitive nature (two on one, one on one, etc.) but may include additional noncompetitive drills. After drills are completed, the group will be split for a five on five scrimmage (see procedure below).

(b) Five on Five Scrimmage

- (i) Players will be placed on scrimmage teams by using their total scores following Session One ranked from highest to lowest. Players in each group will be assigned to bench one and bench two as follows:
 - (a) Bench 1: Players ranked 1, 4, 5, 8, 9, 12, 13, 16, etc.
 - (b) Bench 2: Players ranked 2, 3, 6, 7, 10, 11, 14, 15, etc.
- (ii) Players in their respective five-player scrimmage group will change positions after every shift. Players will enter the ice based on the position they will play that shift. Coaches and/or evaluators will not set lines. Four adult volunteers (two on each bench) will assume responsibilities for managing the benches. The volunteers will not be related to a player on their bench.

They will use a systematic player rotation in order to assure all players an opportunity to play positions as equally as possible based on the following:

- (a) Squirts/10U: During Session Two players will play all five positions. Players will be placed on each bench in ascending penny order and will rotate through all positions in the following manner: Left Wing, Center, Right Wing, Left Defense, Right Defense.
 - (b) All other Levels: During Session Two players will be allowed to play their preferred position: Defense, Forward or both. Players will be placed on each bench, by position, in ascending penny order and will rotate each shift and play all three Forward positions or both Defensive positions throughout the session. If a player has declared 'Both' positions he or she will be given an opportunity to play at all five positions during the session.
 - (iii) Each line will scrimmage for approximately one minute (ongoing rushes will be allowed to finish), and then the buzzer will sound. The next line will enter the ice and quickly line up at center ice for a face off. If a goal is scored or the goalie freezes the puck, the opposing team retreats from the offensive zone (crosses the blue line), the goalie puts the puck back in play, and play resumes.
 - (iv) The two on-ice volunteers will referee and have the discretion to enforce a penalty during scrimmages for blatant, cheap checks/play (whenever possible one will be an official referee, and he or she will enforce penalties). A penalty will result in the player sitting for two of his or her shifts during that scrimmage.
 - (v) Players will be shuffled during this session to ensure random player configurations.
 - (vi) Upon completion of the tryout session, the evaluators' scores will be tabulated to determine each player's group for the next tryout session.
- (9) **Session Three – Five on Five Scrimmage (Girls skip Session Three and go to Session Four).**
- (a) Five on Five Scrimmage. For Session Three, the five on five scrimmage is the same as in Session Two.
 - (b) Upon completion of the tryout session, the evaluators' scores will be tabulated to determine each player's group for the next tryout session.

- (c) Players not assigned a group for the final tryout session will be asked to participate in the 'C' level evaluations for their level (*see* tryout schedule for date and time of the 'C' evaluations).

(10) **Session Four -- Practice/Scrimmage set up by the Head Coach(s) at each level.**

(a) 'A' Team Pool -- All Levels.

- (i) The 'A' Team Pool comprises the group of players from which the 'A' Team will be picked, plus some additional players. Participation in this pool does not guarantee placement on any specific team.
- (ii) The 'A' Team Pool will be comprised of the 20 players (plus ties) with the highest total scores. For purposes of scrimmaging, the 'A' team coach may choose to include additional players in order of ranking, but the 'A' team must be picked from the pool of players with the top 20 scores as determined by the evaluators. If the 'A' team coach chooses to include additional players, other team coaches will be notified so they can monitor the scrimmage and view the players that are part of their respective pools.
- (iii) The 'A' team coach and assistants will determine the format of the practice/scrimmage. Upon completion of the tryout session, the 'A' team coaches will meet with the Tryout Level Director and Vice President of Development (if he or she does not have a player participating at the level) to draft their final roster. The available skaters with the highest scores will automatically comprise two-thirds of the team's roster (e.g., of a roster with 15 skaters, the top 10 available skaters will automatically be drafted for the team). In addition, the highest scoring goalie will automatically be assigned to the 'A' team. The remaining players and goalies to be selected for the 'A' team must be selected from the evaluators' top 20 group of available skaters and the available goalies from the 'A' team pool, but which players are selected from that group is at the sole discretion of the 'A' team coach. The typical team size for an 'A' team is 15 skaters and two goalies. Any variation must be approved by the Tryout Level Director and the Vice President of Development.
- (iv) The 'A' team coach will contact the selected players by telephone within 24 hours of the completion of Session Four.

(b) 'B/B1' Team Pool - Squirts/Girls ('B' applies); PeeWee/Bantam ('B1' applies)

- (i) The 'B/B1' team pool comprises the group of players from which the 'B/B1' team will be picked, plus some additional players. Participation in this pool does not guarantee placement on any specific team.

- (ii) Once the 'A' team is picked, players on the 'A' team are no longer available.
 - (iii) The 'B/B1' team pool will be comprised of the 20 available players (plus ties) with the highest total scores. For purposes of scrimmaging, the 'B/B1' team coach may choose to include additional players in order of ranking; but the 'B/B1' team must be picked from the pool of available players with the top 20 scores, as determined by the evaluators. If the 'B/B1' team coach chooses to include additional players, other team coaches will be notified so they can monitor the scrimmage and view the players that are part of their respective pools.
 - (iv) The 'B/B1' team coach and assistants will determine the format of the practice/scrimmage. Upon completion of the session, the 'B/B1' team coaches will meet with the Tryout Level Director and Vice President of Development (if he or she does not have a player participating at the level) to draft their final roster. The available skaters with the highest scores will automatically comprise two-thirds of the team's roster (e.g., of a roster with 15 skaters, the top 10 available skaters will automatically be drafted for the team). In addition, the highest scoring available goalie will automatically be assigned to the 'B/B1' team. The remaining players and goalies to be selected for the 'B/B1' team must be selected from the evaluators' top 20 group of available skaters and the available goalies from the 'B/B1' pool, but which players are selected from that group is at the sole discretion of the 'B/B1' team coach. The typical team size for a 'B/B1' team is 15 skaters and two goalies. Any variation from that must be approved by the Tryout Level Director and Vice President of Development.
 - (v) If there is more than one 'B/B1' team, the 'B/B1' pool size is increased appropriately. The goal in forming teams will be to make each team **as equal as possible**. The coaches will draft players in a manner and order resembling the following (assumes two teams):
 - (a) Team one coach drafts 1, 4, 5, 8, 9, 12, 13, 16, etc.
 - (b) Team two coach drafts 2, 3, 6, 7, 10, 11, 14, 15, etc.
 - (vi) This pattern will repeat until each coach has completed drafting his or her full roster of skaters. Each 'B/B1' team coach will contact the selected players via telephone within 24 hours of completion of Session Four.
- (c) 'B2' Team Pool – PeeWee/Bantam Only
- (i) The 'B2' team pool comprises the group of players from which the 'B2' team will be picked, plus some additional players.

Participation in this pool does not guarantee placement on any specific team.

- (ii) Once the 'A' and 'B1' teams are selected, players on the 'A' and 'B1' teams are no longer available.
- (iii) The 'B2' team pool will be made up of the 20 available players (plus ties) with the highest total scores. For purposes of scrimmaging, the 'B2' team coach may choose to include additional players in order of ranking, but the 'B2' team must be picked from the pool of available players with the top 20 scores, as determined by the evaluators. If the 'B2' team coach chooses to include additional players, other team coaches will be notified so they can monitor the scrimmage and view the players that are part of their respective pools.
- (iv) The 'B2' team coach and assistants will determine the format of the practice/scrimmage. Upon completion of the session, the 'B2' team coaches will meet with the Tryout Level Director and Vice President of Development (if he or she does not have a player participating at the level) to draft their final roster. The available skaters with the highest scores will automatically comprise two-thirds of the team's roster (e.g., of a roster with 15 skaters, the top 10 available skaters will automatically be drafted for the team). In addition, the highest scoring available goalie will automatically be assigned to the 'B2' team. The remaining players and goalies to be selected for the 'B2' team must be selected from the evaluators' top 20 group of available skaters and the available goalies from the 'B2' pool, but which players are selected from that group is at the sole discretion of the 'B2' team coach. The typical team size for a 'B2' team is 15 skaters and two goalies. Any variation from that must be approved by the Tryout Level Director and Vice President of Development.
- (v) If there is more than one 'B2' team, the 'B2' pool size is increased appropriately. The goal in forming teams will be to make each team **as equal as possible**. The coaches will draft players in a manner and order resembling the following (assumes two teams):
 - (a) Team one coach drafts 1, 4, 5, 8, 9, 12, 13, 16, etc.
 - (b) Team two coach drafts 2, 3, 6, 7, 10, 11, 14, 15, etc.
- (vi) This pattern will repeat until each coach has completed drafting his or her full roster of skaters. Each 'B2' team coach will contact the selected players via telephone within 24 hours of completion of Session Four.

- (d) 'C' Team Pool – All Levels
 - (i) All participants in the 'C' team pool will play on a 'C' team. Every player is guaranteed a spot.
 - (ii) Once the 'A', 'B/B1', and 'B2' (if applicable) teams are selected, players on the 'A', 'B/B1', and 'B2' teams are no longer available. The 'C' team pool will be made up of the all available players, even those who did not participate in tryouts. **Players who did not participate in tryouts must participate in 'C' team evaluations, so that equal 'C' teams can be formed.**
 - (iii) The 'C' team coaches and assistants will determine the format of the practice/scrimmage. Upon completion of the session, the 'C' team coaches will meet with the Tryout Level Director and Vice President of Development (if he or she does not have a player participating at the level) to draft their final roster.
 - (iv) Depending on the number of 'C' teams, the coaches will draft players in a manner and order resembling the following (assumes two **equal** teams):
 - (a) Team one coach drafts 1, 4, 5, 8, 9, 12, 13, 16, etc.
 - (b) Team two coach drafts 2, 3, 6, 7, 10, 11, 14, 15, etc.
 - (v) This pattern will repeat until each coach has completed drafting his or her full roster of skaters (all skaters are guaranteed a spot). The 'C' team coaches will contact their selected players via telephone within 24 hours of completion of the session.

(11) **Tryout Injury/Illness/Absence Guidelines**

- (a) Procedure for players injured/ill prior to tryouts (who will miss the entire tryout process):
 - (i) Parents or legal guardians of an injured/ill player unable to tryout must approach the Board with an appeal for a tryout waiver with a written doctor's excuse, prior to the tryout sessions.
 - (ii) An injured/ill player must be expected to return to 100% of his/her playing capabilities by December 1st, based on doctors' estimation, to be eligible for a spot on an 'A' or 'B' team. This date is based on Minnesota Hockey roster deadlines. Players who cannot be expected to perform at their full playing potential by December 1st will be placed on a 'C' team for the season, provided there are openings.
 - (iii) Placement of an injured/ill player that is expected to return to 100% by December 1 will be discussed between the player's previous year's coach and the Development Committee

members. The final decision regarding such player's placement will be made by the Development Committee members with full consideration being given to coaches' recommendations.

- (b) A player who will miss the entire tryout process for a reason other than injury or illness will not be considered for placement on an 'A' or 'B' team.
- (c) Scoring for players who are injured/ill/absent during part but not all tryout sessions:
 - (i) The player will be awarded a score for the missing session that is computed as follows:
 - (a) The score from each evaluator during the immediately preceding session (or second session if missing during the first day of tryouts)
 - (b) Reduce each evaluator's score by two points for the first missed session and three points for the second missed session.
 - (c) For example, a player skates in the first two sessions and is given scores of seven and eight points by one evaluator. The player then gets sick/injured or is absent and does not skate in the third session. The score awarded for session three from that evaluator would be 6 (immediately preceding session score minus two). Each evaluator's score would be calculated using the same method giving the player a total for the day missed. The player's total score is then calculated in the same manner as all other players to determine the player's next session assignment.
 - (ii) The matter will be discussed between the player's previous year's coach and the Development Committee members. The final decision regarding an injured/ill/absent player's placement will be made by the Development Committee members with full consideration being given to scoring for tryout sessions attended and past coach's recommendations.

(12) **Post Tryout Process**

- (a) An assessment of the tryout process will be solicited from the outside evaluators. The Development Committee will review the evaluations, make a report to the Board and retain for historical data.
- (b) A post-tryout evaluation form will be made available at the Burnsville Ice Center and on the BHC website for feedback/comments from parents or guardians about the process.

- (c) Player final ranking or score result will not be shared with players, parents or guardians. Comments from the evaluators, however, can be made available by submitting the request for this information in writing (include a self addressed stamped envelope) to the appropriate Level Director. The response may take up to three weeks and will be in writing.
- (d) Within 24 hours of notification of team selection, players may decline to play at the level they are selected for and move to any lower level of play. They may not, however, choose the team they want to play for at that lower level.
- (e) All scoring data will be turned in to the Vice President of Development for a post-tryout review and analysis. The Development Committee will meet to review and discuss the analysis, outside evaluator assessments, and parent or guardian feedback/comments to determine what changes (if any) should be made.

B. BHC Rules for Upper Level Players

The following are some highlights of BHC player participation rules. Applicable rules can also be found in the Minnesota Hockey and District Six policy manuals. Links to those manuals are as follows:

http://s3.amazonaws.com/assets.ngin.com/attachments/document/0007/2186/Mn_Hockey_Handbook_2009-2010.pdf

<http://s3.amazonaws.com/assets.ngin.com/attachments/document/0007/5904/district6handbook1118.doc>

(1) Age Divisions and Residency

The then current Minnesota Hockey and District Six rules will determine (i) whether the individual can play for the BHC, and (ii) the appropriate age group and level.

Players may register to play at a higher level than their age allows if they are enrolled in the following grade:

Boys		Girls	
Level	Grade	Level	Grade
Squirt	4th	U10	4th
Peewee	6th	U12	6th
Bantam	8th	U14	8th

The parents of a player who requests to play at a higher level must submit a request in writing and attach a copy of their last report card. No BHC player will otherwise be allowed to prematurely “move up” into the Peewee, Bantam or Junior Gold levels.

Girls may be “moved up” in order to accommodate a full roster at the discretion of the Development Committee. Players being moved up will only be eligible for the lowest level team at that age group. A full Girls team roster will have a minimum of 12 skaters and one goalie, with a preference to have 15 skaters and two goalies.

(2) **Player Restrictions**

The following restrictions apply to all persons participating in BHC hockey, and will be enforced regardless of whether or not a formal protest is filed:

- (a) BHC players may not register or play hockey with any other organization or team during the winter hockey season, including playoffs. If a player is found to be registered or playing with another team, the President, Vice President of Development and Level Director shall decide what type of suspension shall be applied.
- (b) Individuals will not be allowed to register unless they have paid all outstanding registration fees, ice bills, allocated team fees, fines from prior seasons and fundraising fees.
- (c) The use of an ineligible player in a scheduled BHC game results in an automatic forfeiture to the opponents of all games in which the ineligible player participated.
- (d) Individuals and/or teams **may not** engage in independent fundraising activities without the advanced written approval of the Fundraising Director.
- (e) No BHC team may play a number of games in excess of the maximum established by Minnesota Hockey or District Six. Scrimmages and “controlled scrimmages” are generally counted as “games” for this purpose.⁴ For information on game limits, as well as the definitions for “games”, “scrimmages” and “controlled scrimmages”, see the District Six Rule Book at Sections 10.3 and 13.2:

<http://s3.amazonaws.com/assets.ngin.com/attachments/document/0007/5904/district6handbook1118.doc>

(3) **Player Assignment**

- (a) Players for the ‘A’ and ‘B’ teams will be assigned according to the tryout procedure outline above.
- (b) Late registration is allowed with approval of Level Director and the Vice President of Development. A late registration fee in an amount

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These are District Six rules. There are no exceptions. At the District Six level, failure to follow these rules will result in all BHC teams being barred from post season play. If post season play is completed when these rules are broken, all teams could be barred from the next season’s playoffs. Failure to follow these rules will result in the disqualification of the BHC coach for the following season.

determined by the Board may be charged in addition to the normal registration fees. Late registrants may be assigned to a team at the discretion of the Level Director and the Vice President of Development.

(4) **Playing Rules**

For playing rules, see the USA Hockey, Minnesota Hockey and District Six handbooks. Links to the handbooks are as follows:

http://s3.amazonaws.com/assets.ngin.com/attachments/document/0007/2186/Mn_Hockey_Handbook_2009-2010.pdf

<http://s3.amazonaws.com/assets.ngin.com/attachments/document/0007/5904/district6handbook1118.doc>

(5) **Play Time Rules**

(a) Specific Play Time Rules.

The BHC believes in a policy of “equal play for equal effort” and BHC coaches at all levels are instructed to follow this policy. Equal play for equal effort means that over the course of a season all players who are giving equal effort on the ice at practice and games, have good attendance at team events, display a good attitude both on the bench and in the locker room and conduct themselves as good citizens should play approximately an equal amount of time. If a player, however, is not giving good effort, is causing disruption to their team on or off the ice, not listening to the coach, missing team events, taking bad penalties, playing selfish hockey or not following team rules, etc., they may be subject to discipline which can include “sitting” the player. Any such discipline will be applied in a consistent manner to all players on the team.

Although it is discouraged, coaches of Junior Gold, Bantam ‘A’/‘B1’, Pee wee ‘A’/‘B1’, Girls ‘U14A’ and ‘U12A’ teams are the **only** teams that may consider the use of distinct power play/penalty kill lines in game situations. The BHC requires that all players on every team be given the opportunity to experience and develop in all facets of the game. In instances where distinct lines are being utilized, it is BHC policy that coaches will work with **all** players on developing their skills for power play/penalty kill situations during practice and give opportunities to demonstrate their ability to perform on these specialty units.

These levels are also the **only** levels that are granted the following exceptions to the playtime policy. These exceptions must be exercised with good judgment, balancing the priority of developing players with winning closely contested games.

- (i) In the final minutes of the third period and overtime for Pee wee ‘A’ and Pee wee ‘B1’ teams as well as Girls ‘U12A’ and ‘U14A’ teams.

- (ii) In the last half of the third period and overtime for Junior Gold, Bantam 'A' and Bantam 'B1'.

At **all** other levels coaches are required and expected to play **all** players as equally as possible in every type of game situation including power play and penalty kill situations. The BHC believes that it is important for players at these levels to experience and develop in all facets of the game.

Squirt 'A', 'B', 'C' and 'U10A' and 'B' coaches are required to have their players be exposed to playing both forward and defense during the season so they can develop their skills at both positions.

- (b) The BHC will support its coaches regarding their decisions on how to best run and develop their teams as long as they are following this playtime policy and the BHC's 'Coaches Code of Conduct' set forth below in this Member Handbook. Should a player, parent or legal guardian feel that the coach is not following this policy or the Coaches Code of Conduct, they should take the following actions:
 - (i) Set up a meeting with the coach to discuss the issue and seek resolution. Parents or legal guardians are not allowed to confront coaches at practices/games. They must set up a meeting with the coach with both parties trying to accommodate the others schedule. Hopefully by utilizing open communication the coach and parent or legal guardian will better understand the situation and be able to find common ground that is acceptable to both parties.
 - (ii) If the parent or legal guardian believes the situation has not been resolved by talking with the coach, they must put their concerns in writing for the Level Director to review. The Level Director will review the situation and, if they agree that the parent or guardian has a legitimate concern, they will meet with the coach (possibly including the parent/guardian, player and Vice President of Development) to discuss the situation and try to resolve the issue to everyone's satisfaction.
 - (iii) If the situation is still not resolved, a formal grievance may be filed consistent with the process outlined in this Member Handbook.

(6) **Attendance**

All BHC upper levels teams are "traveling" teams and are designated as 'A', 'B' or 'C' level as defined by Minnesota Hockey. 'A' level teams will typically have more practice time and team events than 'B' level teams, and 'B' level teams will typically have more practice time and team events than 'C' level teams. There is a similar correlation in the increase of the amount of practices and team events as a player progress from the Squirt/U10 level through the Bantam/U14 level. The BHC understands that not all players/families want to dedicate as much time to the sport of hockey, so families are given the opportunity to request to not play

above a certain level if they desire. That request should be made in writing to the Vice President of Development **prior** to the commencement of tryouts unless the player desires to play at 'C' level ('B' level for girls). Players at these levels do not participate in tryouts and will be assigned to a team after tryouts are completed.

No matter what level of hockey a player desires to play it is important to understand that hockey is a team sport and practices and other team events are critical to overall team development. Players must make every effort to attend **all** team functions throughout the season. If a player realizes that they have a conflict and will be unable to attend a team event they must notify the coach as soon as possible. Players will be excused for occasional absences due to:

- (a) Sickness or injury;
- (b) Church/Religion classes;
- (c) Required school obligations; and
- (d) Major family obligations.

The head coach of each team will communicate specific team policies regarding attendance at the start of the season and make clear their attendance expectations. Coaches are allowed to limit playing time in games or scrimmages for players who miss team events for any reason other than those stated above. If a player is going to be "benched" for any part of a game due to an absence the coach must notify the player of their status prior to the start of the game. It is expected that the team rules regarding attendance will be applied in a consistent and defined manner to all players of the team.

All BHC players are subject to the Players' Code of Conduct and Academic Standards set forth in this Member Handbook.

(7) Out of Burnsville Games and Tournaments

- (a) All BHC upper level teams are eligible to play games and scrimmages outside of the City of Burnsville. Out-of-town tournaments and games are defined as those beyond a seventy-five mile radius of the Burnsville Ice Center.
- (b) All tournaments must be USA Hockey/Minnesota Hockey sanctioned. It is strongly recommended that teams do not register for tournaments that require players to miss school.
- (c) Generally, all upper level teams (with the exception of Squirrt 'C' teams) are allowed to participate in a maximum of four tournaments, excluding post-season playoffs. The total must include the Burnsville Tournament (provided there is one) and may include one out-of-town tournament as defined above (excluding post-season playoffs). Failure to follow these rules may result in District Six sanctions and/or BHC discipline of the head coach.

- (d) Squirt C teams are allowed to participate in a maximum of three tournaments, including one out-of-town tournament.⁵
- (e) The BHC will subsidize the entry fee for any team that advances to a regional, state, or national tournament as sanctioned by Minnesota Hockey or USA Hockey.

(8) **Equipment and Uniforms**

- (a) Maintenance of Equipment
 - (i) Players and parents or legal guardians are responsible for maintenance of equipment issued to them. A refundable deposit will be required for BHC members who are issued goalie equipment. They also will be required to sign an “Equipment Use Agreement”.
 - (ii) If goalie gear requires repairs during the season, the member should contact the Equipment Director.
 - (iii) All equipment must be returned within three weeks of the season’s completion. The coach or team manager is responsible for equipment return. Failure to return equipment will result in the forfeiture of part or all of their deposit, depending on the replacement cost of the missing equipment as determined by the Equipment Director.
- (b) All BHC players must wear equipment prescribed by USA Hockey, Minnesota Hockey, and District Six.
- (c) All BHC teams must use BHC supplied uniforms (jerseys and socks) for all league and playoff games and scrimmages.

C. Playing Rules for Mites

(1) **Age Divisions and Residency**

The current Minnesota Hockey and District Six rules determine (i) whether the individual can play for the BHC, and (ii) the appropriate age group and level. To participate in the BHC Mite program, players must be age eligible for Kindergarten as determined by the Burnsville/Eagan/Savage public school district (“ISD 191”).

Players may register to play at a higher level than their age allows if they are enrolled in the following grade:

Boys		Girls	
Squirt	4th grade	U10	4th grade

⁵ This limitation is mandated by District Six and is outside the control of the BHC.

The parents of a player who requests to play at a higher level must submit a request in writing and attach a copy of their last report card. Once a skater has “moved up” and begun the tryout process at the higher level, he or she must remain at the level chosen for that season.

(2) **Player Restrictions**

The following restrictions apply to all persons participating in BHC hockey, and will be enforced regardless of whether or not a formal protest is filed:

- (a) BHC players may not register or play hockey with any other organization or team during the winter hockey season, including playoffs. If a player is found to be registered or playing with another team, the President, Vice President of Development and Level Director shall decide what type of suspension shall be applied.
- (b) Individuals will not be allowed to register unless they have paid all outstanding registration fees, ice bills, allocated team fees, fines from prior seasons and fundraising fees.
- (c) Individuals and/or teams **may not** engage in independent fundraising activities without the approval of the BHC Fundraising Director and the Gambling Manager.

(3) **Player Assignment**

The Mite Director will assign 8-15 players to each team. Late registration is allowed with approval of the Mite Director and the appropriate coach. A late registration fee in an amount determined by the Board may be charged in addition to the normal registration fees. Late registrants may be assigned to a team in any area at the discretion of the Mite Director.

(4) **Playing Rules for Mites**

For playing rules, see the USA Hockey, Minnesota Hockey and District Six handbooks. Links to the handbooks are as follows:

http://s3.amazonaws.com/assets.ngin.com/attachments/document/0007/2186/Mn_Hockey_Handbook_2009-2010.pdf

<http://s3.amazonaws.com/assets.ngin.com/attachments/document/0007/5904/district6handbook1118.doc>

The Mite program is an instructional program with a major emphasis on individual player development and not on games. No scores will be kept for games played at any level. Rule enforcement and game format will depend on the level and the coaches for that game.

All rules outlined in Minnesota Hockey and District Six policy manuals control. In addition, the BHC will emphasize that checking and intentional slap shots are not allowed at the Mite level.

Coaches are required to keep playing time equal. This is a top priority. If positional play is used players must rotate positions every game at a minimum.

Players and coaches will be held to the following standards of conduct:

- (a) Insubordination. Referees will be in charge of games without exception. There is zero tolerance for abusive behavior during games. If a player refuses to abide by a referee's decision or is in the referee's opinion unduly abusive, they will be ejected from the game.
- (b) If a head coach or assistant coach, in the opinion of the referee, becomes unduly abusive or attempts to intimidate the referee, his or her team will be asked to leave the ice and forfeit the game. The rest of the hour may be used by the remaining team for practice.
- (c) Any fighting, deliberate attempts to injure or blatant high sticking will result in immediate ejection.
- (d) Anyone involved in an ejection will be required to meet with the Mite Director before they will be allowed to play or coach in a game situation.
- (e) The Mite Director will support the referee's decisions without question unless the offending party is able to prove incompetence or bias.
- (f) Any additional ice time not supplied or approved by the BHC must be approved by the Mite Director.

(5) **Attendance**

- (a) Mite Levels One, Two and Three. The BHC encourages all families and athletes to participate in 100% of the practices, games and team activities so that the athletes will receive maximum benefit from the program.
- (b) Mite Level Four. Players must attend the scheduled practices and games or notify the coach to be excused. Players will be excused for legitimate reasons, such as:
 - (i) Sickness or injury;
 - (ii) Church obligations;
 - (iii) School obligations; and
 - (iv) Family obligations
- (c) Unexcused absences from the scheduled practice sessions and games will, at the option of the head coach, make the players ineligible for the next game. Any player in this category must be notified of his or her status by the head coach before the game is started. This rule must be applied in a consistent and defined manner to all players.

(6) **Out of Burnsville Games and Tournaments**

- (a) All BHC Mite level games and scrimmages must be played within the District Six boundaries. Mite teams are not allowed to host teams from outside District Six boundaries.
- (b) All jamborees must be within District Six boundaries.
- (c) No scrimmages or games are allowed prior to the official District Six start date.
- (d) Per District Six policy, Mite level teams are limited to 12 games or scrimmages with teams outside of the BHC. This includes all jamboree games and scrimmages.

(7) **Equipment and Uniforms**

(a) Maintenance of Equipment

- (i) Players and parents or legal guardians are responsible for maintenance of equipment issued to them. A refundable deposit will be required for BHC members who are issued goalie equipment. They also will be required to sign an "Equipment Use Agreement".
- (ii) If goalie gear requires repairs during the season, the member should contact the Equipment Director.
- (iii) All equipment must be returned within three weeks of the season's completion. The coach or team manager is responsible for equipment return. Failure to return equipment will result in the forfeiture of part or all of their deposit, depending on the replacement cost of the missing equipment as determined by the Equipment Director.

- (b) All BHC players must wear equipment prescribed by USA Hockey, Minnesota Hockey, and District Six.
- (c) All BHC teams must use BHC supplied uniforms (jerseys and socks) for all league games and scrimmages.

D. Coaching Policies

(1) **Coach Selection**

- (a) Coach Selection Committee. The Coach Selection Committee will, at minimum, consist of the President, Vice President of Development, ACE Coordinator, and the appropriate Level Director. The Vice President of Development shall have overall responsibility for the process.
- (b) Selection Process. The Coach Selection Committee will recruit and contact the candidates, interview the candidates, and forward recommendations

to the Development Committee for discussion and recommendation to move forward and present the particular coaching candidate to the Board for approval.

- (c) The Board will consider the Coach Selection Committee's recommendations and either approve or reject the recommendations on the basis of a majority vote.
- (2) **Assistant coaches.** Head coaches may select their own assistant coaches with the following restrictions:
- (a) All assistant coaches are subject to approval by the Coach Selection Committee.
 - (b) No assistant coach may be selected or named before the season begins if he or she has a player at the same level where he or she intends to coach.
 - (c) A head coach's player is not guaranteed a position on the head coach's team.
- (3) **Credentials and Evaluation**
- (a) All upper level coaches must enroll in and complete the requisite USA Hockey Associate Level Clinics. The BHC will reimburse any coach for tuition expenses required to coach their appropriate level. Coaches should present their receipt and completion certificate to the appropriate Level Director.
 - (b) Level Directors will perform exit interviews with their coaches at the conclusion of the season. It is recommended that the entire Development Committee participate in these interviews.
 - (c) Returning coaches will be evaluated on information received through performance review forms and other information. Performance reviews should cover, but not necessarily be limited to, attendance at games, practices, clinics and attendance at District Six coaches meetings and BHC coaches clinics, parent meetings and tryout sessions.

III. BHC POLICIES AND OTHER INFORMATION

A. General Code of Conduct.

- (1) **General Code of Conduct.** The General Code of Conduct is not intended to be an all-inclusive list of BHC rules concerning player, coach, and parent behavior. BHC players, coaches, and parents affiliated with the BHC are expected to conduct themselves in a manner that is respectful of others and reflects positively on the BHC.
- (a) BHC players, coaches and parents are expected to use good judgment and common sense in their behavior consistent with social standards of conduct normally expected in youth athletic settings and the core values of hockey clubs affiliated with USA Hockey.

- (b) Foremost of all values is a sense of fair play. BHC players, coaches and parents should be humble in victory and gracious in defeat.
- (c) The BHC seeks to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- (d) Each member of the BHC should seek to perform each aspect of the game to the highest level of his or her ability.
- (e) It is important for the hockey experience to be fun, satisfying and rewarding for all participants.
- (f) The BHC aspires to teach loyalty to the ideals and fellow members of the sport of hockey.
- (g) The BHC values teamwork and the strength of learning to work together. Teamwork is reinforced and rewarded by success in the hockey experience.

B. Player Code of Conduct

- (1) Consistent with the BHC's core values, each and every player registered with the BHC should:
 - (a) Play for fun;
 - (b) Work hard to improve his or her skills;
 - (c) Be a team player and get along well with their teammates;
 - (d) Learn teamwork, sportsmanship and discipline;
 - (e) Be on time for practices and games;
 - (f) Learn the rules, play by the rules and always be a good sport;
 - (g) Respect their coach, teammates, parents, opponents and officials; and
 - (h) Never argue with an official's decision.
- (2) **Vandalism.** Players found to be responsible for or a party to property damage or vandalism at the Burnsville Ice Center, any other hockey rink or facility or at any team activity under the auspices of the BHC (including out-of-town tournaments) will be subject to suspension from the BHC and/or reimbursement for damages.
- (3) **Zero Tolerance Drug Policy.**
 - (a) First Violation. The penalty for the first confirmed violation of the BHC's substance abuse rules shall be suspension for the next two District Six games and two consecutive weeks of the season. This penalty will commence when the President has communicated the violation to the

Board and the involved player(s). The Board may impose a more severe penalty (including suspension for the season) in the event the first confirmed violation involves the sale and/or distribution of illicit drugs as defined by applicable state and local law.

- (b) Additional Violations. The penalty for an additional, confirmed violation of the BHC's substance abuse rules shall be suspension for the season in which the additional, confirmed violation occurs. This penalty will commence when the President has communicated the violation to the Board and the involved player(s). The Board may impose a more severe penalty (including permanent expulsion from the BHC) if: (1) a player has three or more confirmed violations while a member of the BHC; or (2) a player has two or more confirmed violations involving the sale and/or distribution of illicit drugs as defined by applicable state and local law while a member of the BHC.
- (c) Notification. Violation of the BHC's substance abuse policy must be reported by a team coach or manager to the President, Vice President of Development, Vice President of Administration, or Secretary within 48 hours after learning of the violation. Failure to report the violation could result in disciplinary action by the Board against the subject coach(es) and/or manager(s).
- (d) Definitions. For purposes of these provisions the term "confirmed violation" includes: (1) admission by the player to the head coach while in the presence of an assistant coach, team manager, the player's parent or guardian, law enforcement personnel, or parent of a teammate; (2) admission by the player to the Board; (3) observation of the violation by law enforcement personnel that is corroborated by some witness or evidence; or (4) observation of the violation by a team coach or parent or guardian that is corroborated by another witness (other than a parent or guardian) or other evidence. The term "game" means a District Six game (during the regular season or playoffs). It does not include a scrimmage or tournament game.

- (4) **Academic Standards.** The BHC seeks to encourage all players to maintain at least a 2.0 ("C") grade point average on a 4.0 point system. Parents or legal guardians may at any time suspend the player from participation for a minimum of two weeks or until the player can demonstrate satisfactory academic improvement to the parents or guardians. Notification of a suspension shall be provided pursuant to a private meeting between the head coach, Level Director, player and parents or legal guardians. Any suspension for academic reasons will not be considered in any way in future team selections.

C. Grievance and General Disciplinary Process

(1) **Grievance Policy and Procedures.**

- (a) Disciplinary and Grievance Committee. The Disciplinary and Grievance Committees shall consist of the Executive Committee, the Level Director appropriate for the player, coach or parent involved, and two at-large, non-Board members of the BHC; chaired by the Secretary and

responsible for administering the Grievance/Disciplinary Process outlined in this Member Handbook. Such at-large positions shall be appointed by the Board for each season prior to the first tryout session.

- (b) Grievance Policy and Process. The prime criterion in the resolution of any issue within the BHC is what is best for the respective player, his or her team, and what is in the best overall interest of the BHC.

It is the belief of the BHC that most disputes are minor if dealt with in a prompt and open fashion, and the best manner in which to resolve a dispute is for the parties to meet, discuss, and attempt to resolve the dispute. This is true whether the dispute involves a coach, player, parent, or a member of the Board.

It is suggested that before any grievance is presented to a coach, team manager, or Director, a one-day cooling off period should be observed, so that the grievance is based upon thoughtful contemplation rather than emotions. It is recommended that when approaching a coach, team manager or Director regarding a grievance, a neutral time and place is selected to present the grievance; grievances should not be presented during or immediately after a game or practice, or within earshot of players, parents or legal guardians.

Problems or concerns that have to do with the coaching of a team, such as playing time, positions, practices, etc., should be first addressed to the coach or the team manager of the respective team. The aggrieved party should attempt to meet or contact the head coach of the team to discuss the aggrieved party's concerns. If the problem cannot be resolved at the coach level, the applicable Level Director should be contacted. When an issue is raised to the Level Director, the grievance (with the details of any incidents or issues involved, as well as the parties involved and witnesses) must be presented to the Level Director in writing.

If a grievance cannot be resolved at the team level or by the Level Director, then the following grievance process can be initiated in the order stated below:

- (i) The aggrieved party must promptly file a written grievance with the Secretary. The Secretary will schedule a meeting of the Disciplinary & Grievance Committee and all of the involved parties (aggrieved party(ies), the accused party(ies), and witnesses) within 10 days of receiving the written grievance. The parties may introduce relevant evidence and testimony (in person and/or in writing) in support of their respective positions. Following the meeting, the Disciplinary & Grievance Committee shall issue a decision and notify the relevant BHC member parties of the decision, and notify the relevant non-BHC member parties that a hearing was conducted and a decision made regarding the grievance (but without the details of the decisions made and/or disciplinary actions taken) in writing, within five days of the hearing, unless the committee requires additional time to do so.

- (ii) Any aggrieved party or accused party may appeal the Disciplinary and Grievance Committee's decision to the Board. The appeal must be made in writing and submitted to the Vice President of Administration. At its next regularly scheduled meeting after the appeal is submitted, the Board will hear a report from the Disciplinary and Grievance Committee and then discuss, consider, and decide the appeal at such meeting. The aggrieved party(ies), accused party(ies) and witnesses may attend the Board meeting; however, the Board need not, but may, take testimony and statements in connection with its consideration of the appeal. The Board shall have the option to close the Board meeting to the public (i.e., go into executive session) for the Disciplinary and Grievance Committee's report and consideration of the appeal.
- (iii) If the matter is still not resolved to the aggrieved party's or accused party's satisfaction, either shall have the right to escalate the grievance to District Six, thereafter to the Minnesota Hockey and finally to USA Hockey, in that specific order.

- (2) **Disciplinary Policy and Procedures.** If the comments, actions and/or behavior of any player, coach, parent, consultant, employee, or Director constitute a violation of a BHC rule or adversely affect the operation or standing of the BHC, and a grievance is filed with the Board, the accused party shall be required to appear before the Disciplinary and Grievance Committee. The BHC's general disciplinary process entails the procedural steps listed above for grievances.

The Disciplinary and Grievance Committee can impose sanctions it deems appropriate based on the facts and circumstances presented. Any sanction entailing expulsion will be brought to the Board for final confirmation. Any process and sanctions expressly stated within any specific rules and policies (e.g., the Zero Tolerance Drug Policy) in this Member Handbook shall supersede the General Disciplinary Process and penalties set forth in this Grievance and General Disciplinary Procedures, to the extent the provisions conflict with one another.

- (3) **Immediate Disciplinary Action.** Alleged misconduct involving severe verbal abuse, physical assault or racial, sexual or ethnic harassment of others if considered so serious that immediate disciplinary action is warranted, the President may immediately suspend a player, coach, parent, guardian, consultant, employee or Director pending a hearing under the General Disciplinary Process or other prescribed process.
- (4) **Conflicts of Interest.** If any person that is to participate in hearing and making a decision with respect to a specific grievance has a conflict of interest, or a perceived conflict of interest, in connection with such grievance, that person shall be replaced with: (i) another Director - for Directors with a conflict or perceived conflict; and (ii) another at-large member of the BHC - for at-large members of the Disciplinary and Grievance Committee. Replacement members of the Disciplinary and Grievance Committee shall be appointed by the highest ranking Executive Committee member without a conflict or perceived conflict.

If the person identified (within this Grievance and General Disciplinary Process) as the person to report a grievance to, is the subject of such grievance, then the grievance should be submitted to the next person up the list of authority as set forth in this Member Handbook.

- (5) **Retribution for Filing Grievance.** The BHC will not tolerate any retribution by a player, coach, parent, guardian, team manager, employee, consultant or Director against another player, coach, parent, team manager, employee, consultant or Director based upon a party raising issues, or filing a grievance, within this Grievance and General Disciplinary Process, and any such retribution shall be grounds for disciplinary action, including without limitation dismissal of the coach, team manager, employee, consultant, or Director, and suspension of a player, parent or guardian.

D. Racial/Religious/Sexual Harassment/Physical Abuse Disciplinary Guidelines and Procedures.

These abuse and disciplinary policies include racial, religious, sexual harassment and abuse, physical abuse, and any similar behaviors. The BHC will enforce these policies in accordance with applicable state and local law and the rules of the Minnesota Hockey and USA Hockey.

(1) **Racial or Religious Abuse.**

- (a) Harassment or abuse on racial or religious grounds means any distinction, exclusion, restriction, preference or physical, verbal or written conduct or communication based on race, skin color, national or ethnic origin, or religious affiliation.
- (b) It shall be a violation of this policy for any player, coach, parent, guardian or other person affiliated in any manner with the BHC to exclude, restrict, prefer, harass or abuse another person based on race, skin color, national or ethnic origin, or religious affiliation.

(2) **Sexual Harassment/Abuse.**

- (a) Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal, written or physical conduct or communication of a sexual nature. Sexual abuse is a physical act that includes a sexual act or purpose. The BHC is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortable. The BHC prohibits any form of sexual harassment or sexual abuse.
- (b) It shall be a violation of this policy for any player, coach, parent or other person affiliated in any manner with the BHC to sexually harass or abuse another person.

(3) **Physical Abuse.**

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

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

- (b) It shall be a violation of this policy for any player, coach, parent, guardian or other person affiliated in any manner with the BHC to physically harass or abuse another person.

(4) **Reporting Procedures.**

- (a) Consistent with the Grievance and General Disciplinary Process set forth above, the Disciplinary and Grievance Committee will act to investigate all complaints of racial, religious, sexual harassment and abuse, physical abuse, and any similar behaviors and discipline any involved party.

- (b) Consistent with the Grievance and General Disciplinary Process set forth above, the Board reserves the right, upon proof of violation of this policy, to suspend or permanently expel any violators from further involvement or association with the BHC.

E. Position on Parental Consumption of Alcoholic Beverages

The BHC is deeply concerned about substance abuse by its players. This concern is evidenced by the BHC's adoption of a strict substance abuse policy. In order to further its policy on substance abuse by the players, the BHC has adopted a policy on parental consumption of alcohol. This policy prohibits the consumption of alcohol by parents or guardians at certain team events.

The BHC believes that parents and guardians stand to be the best teachers of and models for our players' behavior. The BHC recognizes that it has no place in regulating the affairs of the players and their families away from the rink; however, the BHC also recognizes that families differ in their views and practices. Consequently, the position of the BHC is limited to organized team events in which both the players and their parents are in attendance.

Examples of organized team events include team banquets or parties and transportation for a team on a coach bus. This policy does not apply to situations such as parents or guardians and players going out for dinner on an ad-hoc basis and parties involving only the parents or guardians. For those situations not covered by the BHC policy, the BHC strongly encourages parents and guardians to exercise good judgment.

F. BHC Waiver Policy and Procedures

The BHC follows the Minnesota Hockey Participation Rule as revised in 2009. This Rule and the information presented below can be viewed at the following website:

http://www.minnesotahockey.org/page/show_article/80470/29857

Beginning with the 2009-2010 season, association participation will now be based on school attendance rather than residency. A grandfather clause has been included within the new Rule which allows affected players to make a one-time choice to remain with their association of residency. Mite players will be able to register for hockey by either school location or residence.

The full text of the new Participation Rule is as follows:

- (1) **Participation Policy.** Minnesota Hockey is a community-based amateur hockey program. Members in good standing are to participate on teams from their local affiliate (local association) based on where they attend school and the established Minnesota Hockey affiliate boundaries as defined in the Affiliate Agreements. Mite-aged players are allowed to participate based on residence.
- (2) **Participation Rule.**
 - (a) Youth Hockey players must play within the affiliate boundaries as defined by Minnesota Hockey. If a player desires to play on a team outside of the player's affiliate boundary, the player must obtain written permission (waiver) from the president of the governing body of both the releasing and receiving organization and receive the approval of the responsible district director(s). A player that participates without a necessary waiver is considered an ineligible player. Refer to the Section entitled Eligibility Provisions. A waiver must be obtained before a player can participate outside their affiliate boundary. A player that registers or participates with their affiliate cannot participate with any other affiliate without a waiver.
 - (b) Starting with the 2009-2010 season, Affiliate Participation for Squirt-aged players and above is redefined as players attending school in the Affiliate's geographic area, rather than those who are residing in the Affiliate's geographic area.
 - (i) Mite-aged players may choose to register in either their Affiliate of School Attendance or their Affiliate of Residence.
 - (ii) For school districts with multiple High Schools and multiple Minnesota Hockey Affiliates, participation for Squirt-aged players and above shall be defined by one of the following:
 - (a) A player attending an elementary, middle or junior high school whose geographical attendance area is completely within the geographical attendance area of a single high school is a member of the Minnesota Hockey Affiliate covering that high school's area.

- (b) A player attending an elementary, middle or junior high school whose geographical attendance area overlaps the geographical attendance areas of multiple high schools is a member of the Minnesota Hockey Affiliate covering the location of the residence of the player's parent(s) or legal guardian(s).
 - (c) Changing Schools. A player who newly enrolls in a school outside of the geographic boundary of their current Affiliate without a corresponding change of residence shall elect one of the following:
 - (i) Retain full eligibility to compete at any classification in their Affiliate prior to the new school enrollment for one year beginning with the first day of attendance in the new school, after which time the player shall become fully eligible in their Affiliate of School Attendance; or
 - (ii) Be eligible at the 'B' classification or lower in their new Affiliate of School Attendance for one year beginning with the first day of attendance in the new school.
 - (d) For the 2009-2010 Season, players that participated in their Affiliate of Residence for the 2008-2009 Season but attended school elsewhere will be given a one-time choice to continue participation in their Affiliate of Residence. This alternate participation determination will continue through that player's career unless the player moves outside of their Affiliate of Residence geographical boundary, at which time school attendance will be used to determine Affiliate participation.
- (3) A player who is denied a waiver by his/her affiliate may appeal in writing to the responsible District Director who, after investigation, will issue a ruling. The decision of the District Director is final. Also see Section entitled Eligibility Provisions.
- (4) Players having dual citizenship, one being the United States, must also conform to the Participation rule.
- (5) Some special provisions of the new Rule include:
- (a) Mite/U8 players can choose to register either based on the association that covers the location of their residence, or the association that covers the location of the school they are attending. This provision was included to encourage more mite aged players to try hockey.
 - (b) Squirt/U10 players and up must participate with their association of school attendance. Participation in any other association must be by waiver.
 - (c) Players must be attending school (public or private) in an association's geographic boundary for one year before they are eligible for 'A' teams.

(d) Beginning with the 2009-2010 Season, players previously attending school outside of their association of residence will have a one-time choice to continue participation with their association of residence.

(6) **BHC Waiver Policy and Procedures.** Under the new Participation Rule as set forth above, in order for a player to play hockey outside of his or her Affiliate of School Attendance he or she must obtain a waiver signed by two hockey associations. First, the individual must obtain permission or releasing-waiver from the home association. Second, the individual must obtain permission or acceptance-waiver from the hockey association in which he or she seeks to play for the season.

(a) No waivers will be issued, regardless of the circumstances, after tryouts have commenced.

(b) The BHC President will automatically grant a releasing-waiver to any individual who resides in ISD 191 but seeks to play in another hockey association in the following instances:

(i) District Six or Minnesota Hockey waiver rules require an automatic releasing-waiver; or

(ii) To participate on a “rainbow” team (a team that is comprised of players from more than one association).

(c) The President may grant a discretionary releasing-waiver to any player who resides in ISD 191 but seeks to play in another hockey association. The decision of whether to grant a discretionary releasing-waiver will be based on the facts and circumstances of each case. The President’s denial of a waiver request may be appealed to the Board. Releasing-waivers are granted on an annual basis and are effective for only one season.

(d) Waivers to Play in the BHC. The President will automatically grant an acceptance-waiver to an individual who resides in a public school district other than ISD 191 but wishes to play in the BHC if:

(i) Mandated by District Six or Minnesota Hockey waiver rules;

(ii) The BHC is organizing a “rainbow” team (as defined above) and the home association has granted a release;

(iii) The individual resides within ISD 191 boundaries and his or her Affiliate of School Attendance has granted a release; or

(iv) The individual (a) has played in the BHC for at least five consecutive years, (b) as of the 2008-2009 season is playing at the Squirt/U10, PeeWee/U12, or Bantam/U14 level, and (c) has been granted a release by his or her Affiliate of School Attendance.

(e) A waiver panel comprised of the Executive Committee and the Level Director for the age level of the individual seeking to play in the BHC

may grant a discretionary acceptance-waiver. The decision of the panel will be based on the facts and circumstances of each case. In the event the panel denies the request for a discretionary acceptance-waiver, the denial may be appealed to the Board. Acceptance-waivers are granted on an annual basis and are effective for only one season.

- (f) Discretionary Waiver Procedures. Players, parents or legal guardians are responsible for obtaining a waiver form from the Registrar and obtaining the requisite signatures prior to player registration. It is critical that an individual even considering a discretionary waiver contact the President as soon as possible. Sufficient time must be allowed for: (i) the President or waiver panel to carefully consider the request and if necessary schedule a special meeting; (ii) a possible appeal to the Board; and (iii) the reciprocal association to take the necessary action. Meetings of the waiver panel or the Board will be convened at a time and manner that is necessary to obtain a quorum and reach a decision in a timely basis.

G. Refund/Hardship Policy

- (1) Refunds may be provided for portions of registration fees (including tryout fees, clinic fees, and volunteer fees) with the exception of District Six, Minnesota Hockey and USA Hockey fees which are non-refundable. Any refund request must be provided to the Registrar in writing and will be reviewed in accordance with the following guidelines:
 - (a) District Six, Minnesota Hockey and USA Hockey fees are not refundable under any circumstances.
 - (b) Registration fees (including clinic fees, tryout fees, volunteer fees and other fees) may be refunded on a pro-rated basis as determined by the Executive Committee (which may, in its discretion, defer consideration and approval of any such request to the Board), subject to the following limitations:
 - (i) All clinic fees are non-refundable once the player attends the first clinic session.
 - (ii) All registration fees are non-refundable once the player attends the first tryout session.
 - (iii) All registration fees are non-refundable once the player attends 'C' team evaluations, in the case of a player electing not to tryout.
 - (iv) If a player does not register for a clinic, tryouts or attend 'C' team evaluations (as in the situation where they sign up two weeks after tryouts and are placed on a 'C' team), once they attend the first team event (practice, game, scrimmage, etc.), all fees are non-refundable.

- (2) Injuries are part of the game of hockey and are not approved reasons for receiving a refund. All team specific fees are due to the team regardless of the length or severity of the injury.
- (3) The Board reserves the right to refund members in the event of a catastrophic event (death of a family member, life threatening illness of a player, etc), or other circumstances that the Board may determine require separate action.

H. Volunteer Policy

To ensure the success of the BHC, the family of each player is required to fulfill a preset number of support hours during each hockey season.

(1) **Upper Level Teams**

- (a) Parents or guardians of players on upper level teams shall perform 10 support hours for each hockey season; five hours to the BHC at large and five to their respective team.
- (b) Parents or legal guardians with multiple upper level players are assessed 10 support hours for the first player and five hours for the second player. There are no additional support hour requirements for parents or guardians with more than two upper level players.

(2) **Mites**

- (a) Parents or guardians of players on mite teams shall perform the following support hours for each hockey season:
 - (i) Four support hours for third and fourth year mites (including U8 and advanced mites).
 - (ii) Two support hours for first and second year mites.
- (b) Parents or guardians of both an upper level player and a mite player are required to perform 10 support hours for the upper level player as set forth above as well as the corresponding hours listed for the mite player.

(3) **Failure to Perform Support Hours.** Parents or guardians failing to perform or make arrangements to perform the required support hours by January 1 of each hockey season will be assessed the amount of \$250.00. Payment in full to the BHC will be due by January 20 of the same hockey season.

- (a) Parents or guardians failing to meet a minimum of 80% of their required support hours will be assessed the amount of \$250.00.
- (b) Parents or guardians assessed the amount of \$250.00 who either fail to pay in full by the above-described deadline or who furnish checks to the BHC which are unable to be cashed or returned for insufficient funds will not be allowed to register their player to play for the next hockey season until the amount of \$250.00 has been paid in full.

- (4) **Support Opportunities for the BHC at Large include:**
- (a) BHC Thanksgiving Tournament (2.5 hours)
 - (b) BHC Spaghetti dinner (2.5 hours)
 - (c) Other Fundraising Events (Varies)
 - (d) District Six tournaments hosted by the BHC (2.5 hours)
 - (e) District Six tournaments assigned to the BHC by District Six at other District Six arenas (2.5 hours)
 - (f) BHC-related events at the City of Savage Dan Patch Days events (2.5 hours)
 - (g) BHC-related events at the City of Burnsville Firemuster (2.5 hours)
 - (h) Assistance during tryouts (2.0 hours)
 - (i) Other opportunities, TBD
- (5) **Support Opportunities for respective player teams include:**
- (a) Scorekeeping (1 hour per time)
 - (b) Time clock (1 hour per time)
 - (c) Penalty box (1 hour per time)
 - (d) BHC Spaghetti Dinner basket donation (2.5 hours)
 - (e) Coordinating team apparel (2.5 hours)
 - (f) Parent party organizer (2 hours)
 - (g) Team party organizer (2 hours)
 - (h) Team music CD (2 hours)
 - (i) Team photographer (2 hours)
 - (j) Team video (2 hours)
 - (k) End of the year party organizer (2 hours)
 - (l) Team picture day organizer (1.5 hours)
- (6) **Mite player support hour opportunities include:**
- (a) Fundraising organizer (2 hours)
 - (b) BHC Spaghetti Dinner basket donation (4 hours)

- (c) End of the year party organizer (2 hours)
 - (d) Team picture day organizer (1 hour)
 - (e) Other opportunities, TBD
- (7) **Support Hour Tracking and Compliance⁶**
- (a) Support hours that support the BHC at large will be listed on the BHC website and will be tracked by the Fundraising Director(s).
 - (b) Support hours that support respective player teams will be tracked by team managers through the BHC website.
- (8) **Support hour exemptions.** The following persons are exempted from team support hour requirements:
- (a) Head coaches at all levels;
 - (b) Team managers at all levels; and
 - (c) Assistant coaches at all levels to a maximum of three assistant coaches per team.
- (9) **Reduced support hour requirements.** The following BHC involved positions are presumed to require hours of participation well in excess of the support hour requirements set forth above. Therefore, they are reduced or exempt from the support service requirements for any and all players in their family.
- (a) Directors (voting and nonvoting) are only obligated to four support hours for each respective player team.
 - (b) If a Director has multiple players, their total team support hour obligation is four hours and they may select the team by which to meet their support hour requirements.
- (10) **Support Hours Buyout**
- (a) Parents or guardians of upper level players may buyout of their support hour commitment at the beginning of the season through advance payment of \$300.00 per player.
 - (b) Families that require financial assistance through the Bloom Fund or other means are not allowed to buyout their required support hours.

⁶ Persons performing support hours must be fully capable of performing the tasks and must be 16 years or older (18 years or older to operate the time clock or scorekeeping). Players may assist during events such as the BHC Spaghetti Dinner provided that the event staff is notified in advance by the parents or guardians.

I. Fundraising Policy

In effort to keep operating costs as low as possible, the BHC will undertake yearly fundraising events. These fundraising events (e.g., raffle ticket sales, pizza sales, etc.) will be discussed at the preseason parent meetings. Information will also be available on the BHC website at the time of registration. Each summer before the new hockey season commences, the Fundraising Committee in conjunction with the Board will review the fundraising events undertaken during the previous hockey season and make any appropriate adjustments.

The Fundraising Committee and the Board may offer an optional fundraising event “buyout” option. The availability of a “buyout” option will be decided and adjusted on an annual basis.

Families that require financial assistance through the Bloom Fund or other means are not allowed to participate in any fundraising event “buyout” option.

J. Sponsorships.

Through its Director of Corporate Sponsorships/BHC Marketing, the BHC solicits and is grateful for sponsor contributions received from local businesses and individuals. The BHC relies on its sponsors to provide a source of income to the hockey program. Sponsors provide support and income that reduce registration fees, yearly ice costs and other similar expenses. The Board believes that it is imperative that members recognize sponsors for their contribution to our youth and the BHC. Please acknowledge them by patronizing their business, and let them know that you appreciate their support.

In making purchasing decisions for the BHC, the Board will strive to use BHC sponsors when possible.

All Members need to be actively involved in the recruitment and securing of Corporate Sponsors from the local community and are strongly encouraged to do so.

K. Birth Certificate Policy

USA Hockey and Minnesota Hockey require that each player provide a copy of a government issued birth certificate or passport prior to registration. In addition, players who are not United States citizens are required to provide a copy of their Visa. Birth Certificates and Visa copies will be maintained by the Registrar. Copies of these documents **must** be received before tryouts or the player will not be allowed on the ice.

L. BHC Website Privacy

- (1) **Team Calendars.** The BHC website calendar for each team is password protected so as to avoid listing times that players, coaches and parents or legal guardians may be away from their homes for practices, games and tournaments.
- (2) **Email Addresses.** All email information collected by the BHC will remain confidential. The BHC will not rent or sell email addresses.

- (3) **Sponsor Advertisements.** The Board reserves the right to send sponsor advertisements to BHC members. If a sponsor advertisement is sent, the BHC will not release email addresses to that or any other sponsor.
- (4) **Cookies.** The BHC uses cookies to simplify user experience of the BHC website. For example, the calendar password will be stored in a cookie on a respective user's computer, so it does not have to be entered each every time the calendar is accessed. The BHC will not use cookies to collect information on the web surfing habits of members.

M. Team Banner Recognition Policy.

The Burnsville Ice Center has provided the BHC with two areas to hang team recognition banners. The Burnsville Ice Center will allow the BHC to provide a banner for hanging in Rink 1 to recognize any BHC sponsored team that wins a Minnesota Hockey State Championship. An area at the far end of Rink 2 has also been provided for up to 15 banner spaces. The Board will approve use of these spaces.

At the conclusion of each hockey season, the appropriate Level Director will bring before the Board for approval any team which meets one or more of the below-listed criteria (this report should be provided no later than the April Board meeting). Whenever possible, the Level Director should consult with the head coach of the specific team regarding the criteria that were met; any other accomplishments of that team and what the coach feels should be highlighted on their banner. A simple majority vote of the Board is needed to approve the purchase, placement and wording of the banner (the BHC will pay for any approved banner).

The below-listed criteria will be considered by the Level Director when determining if a banner recognizing a team accomplishment should be purchased and placed. In addition, once the space provided by the Burnsville Ice Center is filled, this hierarchy (in reverse) will be used for determining banner removal (i.e., oldest banner at lowest level first; then the newer banner at that level second. Once all the banners at the lowest level are removed, than the remaining banners will be moved up to the next level, etc.).

- (1) Minnesota Hockey State Champions (Rink 1);
- (2) Minnesota Hockey State Runner-Up (Rink 2);
- (3) Minnesota Hockey State 3rd Place (Rink 2);
- (4) Regional Playoff Champions (Rink 2);
- (5) Regional Playoff Runner-Up (Rink 2);
- (6) District League Champions (Rink 2);
- (7) District Playoff Champions (Rink 2);
- (8) District League Runner-Up (Rink 2); and
- (9) District Playoff Runner-Up (Rink 2).

N. BHC Financial Approvals

The following expenditures and income items represent the areas of financial interest the Board has deemed necessary and appropriate to provide a quality hockey experience to BHC members. These items shall be known as “BHC” responsibilities and, as such, will be the only items under the purview of the BHC or for which the BHC’s Tax Identification Number shall be associated. BHC areas of financial interest include:

- (1) As set forth below, items designated “Code A” require approval from a Board appointee(s) and become subject to review by the Board at the next Board meeting. The Board appointee(s) shall be current Board members with two or more years of service.
- (2) Items designated “ Code B” require approval by a majority of the Board before the expenditure is made. Exceptions to “Code B” transactions are marked below by an asterisk(*). These transactions tend to be recurring and level and are transactions for which the Treasurer has been granted preauthorization from the Board. The list of preauthorized items will be reviewed no less than annually, preferably at the July Board meeting, and are subject to change at any time.
- (3) Items designated “Code A” totaling \$250.00 or less per Board member from 7/1 to 6/30. Expense reports with original receipt(s) will be provided to a Board appointee(s) for approval. If accepted, the Board appointee(s) will sign the expense report and forward it to the Treasurer for payment. The Board appointee(s) retains the right to refuse to take action and, instead, present the expense report to the Board for approval at the next Board meeting. All approved Expense Report transactions will be listed and distributed by the Appointee at the next following meeting of the Board. The list will indicate who made the purchase; what was purchased; why it was purchased and the cost of the purchase.
- (4) Items designated “Code A” totaling \$251.00 to \$750.00 per Board member from 7/1 to 6/30. Code “A” requests of this amount shall be made prior to⁷ making the purchase. Two Board appointees consisting of current Board members with two or more years of service on the Board will be appointed to approve all such expenditures. To make a request:
 - (a) The requestor shall contact both (a) the Board Appointees, and (b) the Treasurer. The preferred method of contact shall be by email.
 - (b) A description of the purchase shall be communicated along with what the purchase is for, why the purchase needs to be made, the cost of the purchase and a deadline for response.
 - (c) The Board appointees may ask the requestor to provide competitive quotes.

⁷ Hockey Moms has been granted a special exemption by the Board. Board appointee authorization prior to purchase is not required; all transactions, however, remain subject to Board appointee review. A listing of Hockey Moms transactions shall be provided to the Board by the Board appointees at the next following Board meeting.

- (d) The Board appointees retain the right to refuse to take action and instead forward the purchase request via any means necessary, including email, to the Board for a vote of approval. If a majority of the Board responds affirmatively, the purchase may be made.
- (e) All Board appointee approved transactions will be listed and distributed at the next meeting of the Board. The list will indicate who made the purchase; what was purchased; why it was purchased and the cost of the purchase.

(5) A list of BHC areas of financial interest include:

Code	Expense Category	Notes
1.)	BHC Team Expenses:	
	B a) Home and Away game jerseys	
	B b) Practice jerseys	
	B c) Home and Away game socks	
	A d) Hockey pucks and puck bag	
	A e) Water bottles	
	A f) First Aid kits	
	A g) Bus charter	
2.)	BHC Ice Rental	
	B a) BHC Ice Rental	Scheduled through BHC
	B b) District Six or VFW League Games	Scheduled through BHC
3.)	Tournament Entry Fees:	
	B* Invitational, District, Regional, State or VFW	Scheduled by Level Directors
4.)	B Referees for District Six League Games	
5.)	BHC Training Center	
	B* a) Lease Agreement	
	B b) Equipment	
	B* c) Utilities (water, trash, telephone)	
	B* d) Independent Contractor(s)	
	B* e) Insurance Premiums	
6.)	A BHC Promotion, Advertising and Printing	
7.)	A BHC Office Supplies and Technology	
	B* a) BHC website	
8.)	BHC Hockey Moms (Board exemption granted)	
	A a) Cash	Quarterly - report
	A b) Inventory	Monthly - review receipts
	A c) Income	Monthly - review deposits
	B d) Purchases for the benefit of the BHC	
9.)	BHC Fund Raising	
	B a) Income	Review deposits
10.)	B USA Hockey, Minnesota Hockey & District Six	
11.)	B Federal Tax Payments (unrelated business income tax)	Form 990T

- (6) All requests or proposals to reduce or eliminate registration fees or any other BHC or team fees and expenses for a particular player must be brought to the Board for its consideration and approval.