

# AVHA Member Guide

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## **MISSION STATEMENT**

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**The mission of the  
Apple Valley Hockey Association  
is to create a fun, fair and safe hockey  
environment that develops respect for others,  
self confidence, leadership and teamwork  
in our student athletes.**

**We will strive to provide  
the best competition at all levels while  
maintaining the highest degree of  
sportsmanship.**

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# HISTORY AND GENERAL OVERVIEW

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## 1. Association History

1.1. A hockey league was formed in Apple Valley during the fall of 1969 as part of the Valley Athletic Association. Valley Region Hockey Association was incorporated as a separate entity in May of 1974, coinciding with the opening of Apple Valley High School. Also at this time, AVHA moved to the District 6 league to provide competition with many of the same teams the High School was playing. The Association was renamed the Apple Valley Hockey Association in 1985.

1.2. In late 1995, through continuous efforts of the AVHA Board, the ongoing encouragement of Councilman Tom Goodman, and the support of Mayor Will Branning, the approval was finally given and construction began at the Hayes Community Center site in May of 1996. AVHA raised \$100,000 for the arena through individual contributions, fundraising, pull-tabs, and a special assessment. Opening date was December 15, 1996. A formal opening was held in early January, which included City officials and the AVHA Board. Brown-Ferris Industries, through the sponsorship of Tom Bauer, contributed a new zamboni for the new rink. Hayes Arena quickly became the favorite place to have a game or practice because of the great lighting, pleasant atmosphere and big locker rooms. The summer of 1996 and 1997 saw the new arena used for lacrosse, indoor soccer, and rollerblade hockey.

1.3. The Apple Valley High School girl's program was started in 1994-1995. In their first year, they won the inaugural Girl's State High School Tournament 3-1, over South St. Paul at Aldrich Arena. In February 1998, the AVHS Girl's Hockey team once again captured the state title, beating Hibbing in overtime with a 1-0 score.

1.4. The Apple Valley High School boys' team won the State Tournament in 1996, beating Edina 3-2 in the championship game after defeating Duluth East 5-4 in 5 overtimes in one of the most memorable games in high school tournament history. This was the longest state tournament game ever played.

1.5. With the 2010-2011 Season, Apple Valley Hockey Association has joined District 8 of Minnesota Hockey, leaving District 6, as part of a statewide reorganization of Minnesota Hockey.

## 2. Association Organization

2.1. The Apple Valley Hockey Association is a member of the District 8 Hockey Association, and accordingly follows the rules and procedures of District 8 Hockey, Minnesota Hockey, and USA Hockey. See their respective websites and rulebooks for rule clarifications and procedures.

2.2. The Association is governed by a Board of Directors consisting of 16 total directors, which includes four officers; President, Vice President, Secretary and Treasurer; the immediate Past President, who serves in a non-voting advisory capacity, and 11 additional directors. The Directors are elected to three year terms by member elections held in March. Officers are elected for one year terms by the Directors, at the March Board of Directors meeting. The areas of responsibility of Officers and Directors are published in the AVHA website: [www.applevalleyhockey.com](http://www.applevalleyhockey.com). AVHA also has a Gambling Manager, who is a voting member of the Board and a paid employee of the Association, as mandated by the State of Minnesota.

2.3. The **Board of Directors** holds regular meetings at 7:00 pm on the second Wednesday of each month, throughout the year. The Board approved supplemental meetings for 2008 held the fourth Wednesday of April, May, June, July, August, and September at 7:00 pm. The general membership is welcome to visit the meetings, and may bring up items to the Board during the Open Microphone time on the Agenda. Notice to the Secretary is requested for formal time on the agenda. The current meeting place is the Apple Valley Community Center on Hayes Road.

2.4. **Membership in AVHA** is on a per family basis, regardless of the number of players in the family. Membership is automatic at registration. In accordance with the Bylaws, membership entitles each family to one vote in elections.

2.5. **AVHA playing divisions** are determined by the age of the players, as of June 30, in the year the season starts according to the table below:

<b>Boys</b>			Designation
Mites	8 & under	Ages 5, 6, 7, & 8	In-house
Squirts	10 & under	Ages 9 & 10	Travel
PeeWee	12 & under	Ages 11 & 12	Travel
Bantam	14 & under	Ages 13 & 14	Travel
Junior Gold / Midget	19 & under	Ages 15-18, & 19 if in high school	Travel
<b>Girls</b>			
Mites	8 & under	Ages 5, 6, 7, & 8	In-house
10U	10 & under	Ages 9 & 10	Travel
12U	12 & under	Ages 11 & 12	Travel
14U	14 & under	Ages 13 & 14	Travel
16U	16 & under	Ages 15 & 16	Travel
19U	19 & under	Ages 15-18, & 19 if in high school	Travel

2.6. **Association communication** is delivered via email and the website [www.applevalleyhockey.com](http://www.applevalleyhockey.com). To ensure you are receiving all communications visit the website often, use the Email List Manager on the lower right hand corner of the website (scroll down) to sign-up for the Association and team emails . Also add message@applevalley.com to your email "safe list" so that emails do not go to your "junk or spam mail" folders.

### 3. Registration and Costs

3.1. **Registration:** The dates for on-line and in-person registration and amount of registration fees will be published on the AVHA website, [www.applevalleyhockey.com](http://www.applevalleyhockey.com). Registration fees are paid at the time of registration. All costs for preseason clinics and/or travel team tryouts are included in the registration fees. Each year, AVHA will hold registration during August and early September for Squirt, Pee wee, Bantam, 10U, 14U levels. Mite registration will be held during September and October. JrGold and 16U registration will be held in November.

3.2. **Mandatory Parent Meetings:** Mandatory parent meetings for traveling players are scheduled for mid-September with notices posted on [www.applevalleyhockey.com](http://www.applevalleyhockey.com). Registration questions, including late registration, may contact the Association Registrar at [registration@applevalleyhockey.com](mailto:registration@applevalleyhockey.com).

3.3. **Requirements:** In addition to registration with AVHA, each player and coach must register on-line with USA Hockey. USA Hockey registration, AVHA registration, and Consent to Treat form are required to be completed and submitted to the AVHA Registrar prior to your son/daughter taking the ice. All AVHA players must have a copy of their Government Issued Birth Certificate on file with the Association Registrar. The required forms and birth certificate copies (first year players only) may be turned in at any walk-in registration, mandatory parents meetings, or by mail to AVHA, Attn: Registrar, P.O. Box 240504, Apple Valley, MN 55124. Residency requirements defined by AVHA high school attendance boundary must be met or appropriate residency waiver acquired by the skater. Residency waiver requests may be directed to the association president.

3.4. **Mite and 8 & Under Team Financial Responsibilities:** Most AVHA mite teams are in-house, non-traveling teams. Registration fees cover a portion of the normal ice activities. Non-traveling mite teams are prohibited from playing in any games, scrimmages, or practices with teams outside of our association. AVHA also may form one or more advanced mite teams, which may participate in games or scrimmages with other mite teams within District 8. Advanced mite teams are self-supporting and have financial responsibilities same as traveling teams for team costs beyond participation in the in-house, non-traveling mite program. Minnesota Hockey rules prohibit 8 & Under (Mite) teams from playing any team outside their district in any form of game, practice, or scrimmage without permission of the District 8 director.

3.5. **Traveling Team Financial Responsibilities:** All boys and girls 10 & Under teams and above are traveling teams and will play a District 8 league schedule. Traveling teams are self-supporting. Each player is responsible for paying their proportional share of the travel team costs. Ice fees are paid on-line or to the AVHA treasurer. Payments are based on the team statement of approximate costs, provided to the team managers by the Treasurer. The final payments may vary depending on the actual costs the teams incur. It is important for the players to remain current in their payments. If a player becomes "unreasonably past-due", the player may be unable to participate until their payments are current or payment plan has been established. At the end of the season, traveling team players must be paid-up or they will be unable to register for AVHA hockey for the following year until their account is settled. Collection action may be taken for unpaid balances at the end of the season. The travel team manager is responsible for collecting payments from the players for other team expenses.

## 4. Finances

4.1. **AVHA Goals:** The goal of the AVHA is to provide the best program at reasonable cost to participants. The Association is a non-profit organization. All monies come from the members through registration, team fees, and fundraisers. In addition, AVHA also receives revenue from legal pull-tab gambling and sponsorships.

4.2. **Refunds:** Refunds will be given for AVHA registration fees minus USA hockey and Minnesota hockey registration fees (which are non-refundable), if written notice is given to the Treasurer prior to participation in clinic and or tryout sessions at the beginning of the season. Any other refunds must have AVHA Board approval.

4.3. **Financial Support (Scholarships):** Families in need of scholarship assistance and/or alternative payment arrangements are required to submit an application to the Treasurer of the Association. Application forms are available on [www.applevalleyhockey.com](http://www.applevalleyhockey.com). Such applications are confidentially reviewed by the Scholarship Committee, including the President, Treasurer, and one additional board member without check writing authority. AVHA resources for providing financial support are limited; therefore all applications may not receive support. Alternative payment arrangements and/or financial support/scholarship assistance may be provided to fund player ice costs on a case by case basis, upon approval of the Board. Families granted financial support/scholarships are expected to volunteer, in some capacity, within the association above and beyond the volunteer and fundraising activities requested of all member families. Support is limited to two years.

## 5. Volunteer Responsibilities and Fundraising

5.1. **Concessions:** To help keep the cost of hockey affordable the AVHA operates the concession stand at Hayes and AV Sports Arena. Mite families are responsible for opening and staffing the stand when the mites are on the ice. Traveling team families are responsible for opening and staffing the stand during home play of other traveling teams. Each team will be given a block of concession stand time to be covered by the team's families. In addition, each AVHA family will be required to volunteer for five (5) hours during the Big Apple Boys Tournament, Lady Big Apple Girls Tournament, District Tournament or Regional tournament.

5.2. **Fundraising and Contributions:** All monies

5.3. **Sponsor Contributions:** AVHA solicits and is grateful for Sponsor Contributions received from local businesses. In addition, several additional fundraising opportunities will be available each year to help offset ice bills as well as fund AVHA. All families are expected to participate in AVHA fundraising activities. AVHA also receives revenue from legalized gambling (pull-tabs) from local establishments.

5.4. All monies collected from Fundraisers, except those specifically stated for financial assistance, go directly into the AVHA program to be used for equipment, coaches training, ice time, and long-term projects and programs to enhance the Apple Valley Hockey Association.

## 6. Insurance

6.1. All AVHA players are registered with USA Hockey and MN Hockey prior to the beginning of each season. All USA Hockey registered players have medical coverage available through USA Hockey. For more information on the coverage or for claim forms, contact the Association Registrar.

## 7. Clinics

7.1. AVHA may sponsor preseason clinics for boys Squirt, Peewee, and Bantam levels, and girls 10U, 12U and 14U levels. Registration for these clinics is restricted to AVHA members. The annual season registration and fees includes clinics and try-outs.

7.2. AVHA does not sponsor any other off-season ice activities. Any activity of this type is the sole responsibility of the organizer. The Board encourages organizers to be fair to all AV players at a particular age and skill level when putting off-season teams or clinics together.

## **8. Equipment**

8.1. All players on AVHA teams are required to wear protective equipment during all games and practices as required by USA Hockey, Minnesota Hockey or District 8.

8.2. Neck guards are optional equipment under Minnesota Hockey/District 8 rule. The player and his/her parents are responsible for providing and for wearing of neck protection.

8.3. All goalie equipment must be checked out from the AVHA equipment manager at the beginning of the season and checked back in at the end of the season with the AVHA Equipment Manager. Equipment may be rented for use during the off season upon availability. Contact the Equipment Manager as listed on the AVHA website for more information.

8.4. Players are encouraged to purchase a white helmet, when a new helmet is needed for an AVHA player. Please do not purchase a new helmet only for color.

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# **POLICIES**

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The Apple Valley Hockey Association has documented common policy questions in order to define the process which the Board follows to resolve issues and maintain fairness.

## **9. Grievance Committee and Policy**

9.1. AVHA has established a Grievance Committee to provide an orderly procedure for the hearing and resolution of all problems, concerns and formal grievances. The Committee will consist of 5 people; 3 members from the Board and 2 non-Board members. The goal is to resolve issues at the most immediate level and in the fairest manner possible to all. The prime criterion in the resolution of any issue is what is best for the respective player, his or her team, and what is in the best overall interest of the Association.

9.2. Guidelines established to follow for Grievance issues are:

1. A 24 hour cooling off period is requested before presenting issue/concern/grievance.
2. Meet or contact the head coach of the team to discuss concern. Problems or concerns that have to do with the coaching of a team, such as playing time, positions, practices, etc. should be first taken to the coach or the team manager of the respective team. If the problem cannot be resolved at this level, the Level Coordinator (for all traveling teams) should be contacted.
3. Meet or contact the Level Coordinator to discuss concern. If the problem cannot be resolved at this level, the Grievance Committee should be contacted.
4. Meet with Grievance Committee to discuss concern.

9.3. No problem or concern should be taken to District 8 of MN Hockey without first exhausting all potential avenues of resolution with the Grievance Committee and the AVHA Board.

9.4. Grievances that are a result of infractions assessed by a referee or official at a game, tournament, or scrimmage, are handled by the Minnesota Hockey District 8 Grievance Committee. See Minnesota Hockey and the District 8 rulebook.

## 10. Move-up Policy

10.1. The AVHA Board of Directors believes that players should play on teams as defined by the USA Hockey age groups. While some players may be more advanced at a particular age, the overall development of the player socially and competitively is best served by having him/her progress normally through the age levels. The Board recognizes that there may be some exceptions to this policy and reserves the right to allow a player to move to a higher level than is determined by the player's age.

10.2. MN Hockey age limited for playing levels change on July 1 of each year, while Minnesota school age limited for grade change on September 1 of each year. If a player's birth date falls between July 1 and August 31 and the player is enrolled in the grade corresponding to the player's school age, then the player may be registered to play at the higher level by notifying the Registrar.

10.3. All other requests for a player move-up must be submitted to the AVHA President and the PDC in letter form with signature of parent or legal guardian before the main board meeting on the second Wednesday of August at 7pm. The President and/or PDC will seek advice from one or more of the player's past coach(s) and the Level Coordinator(s). The move-up request and recommendation information will be brought to the AVHA board by the PDC and/or President.

10.4. The AVHA Board will consider the move-up request and recommendation information. With Board approval, a player will participate in the clinics and tryouts for the higher level team. If the player is a skater, he/she must finish tryouts ranked within the top 5 and if the player is a goalie, he/she must finish tryouts in the top 2, in order to be placed on a higher level team. If this ranking is not achieved in the tryouts, the player will be placed or tryout for a team at their current level. A player achieving a move-up may not revert to his/her old level after being placed on a team.

10.5. The AVHA board has the ability to invite players up to the next level to fill out a team when enrollment numbers necessitate.

## 11. AVHA "Mood Altering Chemicals" Policy

11.1. The Apple Valley Hockey Association supports the Minnesota State High School League (MSHSL) in efforts to eliminate the use of alcohol, tobacco, and "mood altering" drugs (when not prescribed by a medical doctor for the player's own use) during games, practices, team trips, or any other AVHA team function. Players who violate this rule shall be suspended from participation in all AVHA sponsored activities for the time specified below. These guidelines were initially adopted from the MSHSL rules, with minor adaptations for the AVHA.

11.2. **Philosophy and Purpose:** The AVHA recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood altering chemicals will affect participation in AVHA activities. Others are also affected by the misuse and abuse of family, team members or other significant persons in their lives.

11.3. **Policy:** During the AVHA season, regardless of the quantity, a player shall not:

- a. Use a beverage containing alcohol
- b. Use tobacco, or
- c. Use, consume, have in possession, buy, sell, or give away, any controlled substance.

11.4. The policy applies to the full AVHA season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use, by his/her doctor.

### 11.5. Penalties:

- a. **First Violation:** After confirmation of the first violation, the player shall not be permitted to participate for the next two (2) weeks of the season. No exception is permitted for a player who becomes a participant in a treatment program.
- b. **Second Violation:** After confirmation of the second violation, the player shall not be permitted to participate for the next six (6) weeks of the season. No exception is permitted for a player who becomes a participant in a treatment program.
- c. **Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the player shall not be permitted to participate for the next twelve (12) weeks of the season.
- d. **Cumulative Penalties:** Penalties shall accumulate beginning with the player's first violation and continue through their AVHA hockey career.
- e. **Denial Disqualification:** When the player denies violation of the rule and is allowed to participate, but then is subsequently found guilty of the violation, the player shall be disqualified from all AVHA activities for nine (9) additional weeks beyond the player's original period of ineligibility.

11.6. If after the third or subsequent violations, the player has been assessed to be chemically dependent and the player, on his/her own volition, becomes a participant in a chemical dependency program or treatment program, then the player may be certified for reinstatement in AVHA activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center, and approved by the AVHA Board of Directors.

## 12. Member Information Privacy Policy

12.1. It is the policy of the AVHA to not distribute member information to organizations or individuals outside of the Association. Furthermore, a member of the Association may not distribute member information unless it is in the ordinary course of business on behalf of the Association, or unless in accord with Board guidance. Member information may include name, address, phone number, email address, children, birthdates, and any related personal information that is provided to the Association.

12.2. In a spirit of cooperation with other outside non-profit organizations or government organizations (i.e. community events, sports, schools, etc...) the Board, or an Association member with Board guidance, may allow other such organizations to be a beneficiary of our member information by allowing distributions to our members that the Association controls. All information would need to be submitted to an Association Board Member for advance approval, and the information would be distributed at the control of the Association, and the direct costs would be assessed to the outside organization. In no event will the Association bear any of these costs, nor will the Association provide member information to the outside organization.

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# CODES OF CONDUCT and DISCIPLINE PROCESS

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## 13. Player's Code of Conduct

The Apple Valley Hockey Association is made up of Players, Coaches and Parents/Guardians. Please remember your participation in an AVHA hockey program is a privilege, not a right, which requires you to conduct yourselves with good behavior and sportsmanship. AVHA and its coaches recognize that your obligations to hockey are secondary to church, family and school.

**To provide a healthy and fun environment for all the following are your responsibilities as an AVHA Player:**

- Have pride and confidence in yourself.
- Give 100%. Work hard in practices and games to improve yourself and your team.
- Be a competitor. Perform up to your ability and contribute to team unity.
- Be a team player; respect and compliment your teammates and let the coaches handle criticism.
- Respect your coach, teammates, parents, opponents and officials.
- There will be no abusive language in the locker room, on the bench, or on the ice by coaches or players.
- Never argue with an official's decision.
- Participation in all games and practices is expected.
  - Players unable to attend a game or practice must notify the coach in advance.
  - Excessive unexcused practice absences MAY result in a player sitting out for a portion of a game(s).
- Bring and use proper equipment to all practices and games; keep it in good condition and clean.
- Be on time and ready to skate at the time designated for practices and games.
- Have a responsible attitude towards your health. Be aware of and adhere to the AVHA policy on drinking, smoking and drugs. It is located in the Member Handbook
- Your obligations to hockey are secondary to church, family and school.
- Demonstrate good conduct on and off the ice. Remember that you, as well as your team, represent the Apple Valley Hockey Association.

### **Inappropriate Behavior Discipline Policy**

Inappropriate behavior may result in a penalty ranging from Written Warning to Suspension from AVHA based on the number of offenses and the severity of the violation:

- **First Offense:** Written letter from the AVHA Board explaining the violation in need of remedial action.
- **Second Offense:** Suspension from all AVHA activities for a minimum of one week or two games; whichever is longer.
- **Third Offense:** Suspension from all AVHA activities for the remainder of the season. During this time the suspended party is not allowed in any facility during an AVHA event as a participant or spectator regardless if that parent has another child on another team. Reinstatement for the following season will be at the discretion of the AVHA Board.

The AVHA Board reserves the right to modify, including but limited to, skipping or combining lower level sanctions at their discretion based on the severity of the violation.

## 14. Coach's Code of Conduct

The Apple Valley Hockey Association is made up of Players, Coaches and Parents/Guardians. Coaches contribute many things to support their players, team and our association; they can also cause unnecessary distractions. AVHA and its coaches recognize that their obligations to hockey are secondary to church, family and school.

**To provide a healthy and fun environment for all your responsibilities as an AVHA Coach are the following:**

- Understand, support and champion all District 8 rules and guidelines.
- Understand, support and champion all association rules and guidelines. The AVHA Member's Handbook; can be found on the AVHA website.
- Understand, support and champion the philosophies of HEP. To accomplish this, coaches are expected to read, understand utilize the HEP materials.
- Recognize that obligations to hockey are secondary to church, family and school
- Coaches will be evaluated on the degree of progress and advancement of individual and team skills; not their win/loss record.
- Respect your fellow coaches and work together in a cooperative manner. Never criticize or bad-mouth your fellow coaches in front of parents or players.
- Keep your relationships with parents strictly professional.
- Attend mandatory coaches meetings and clinics when requested; AVHA and D8 meetings.
- Coaches will provide parents and players a written handout of goals, philosophies, expectations and team rules for the upcoming season regarding behavior, attendance at practices, respect for the coach and other players etc. Along with the consequences if the player fail to meet rules.
  - Coaches are expected to have all players review and sign the AVHA Players Code of Conduct within the first week of the season.
- There will be no abusive language in the locker room, on the bench, or on the ice by coaches or players.
- Arrive for practices and games in a timely fashion and remain at the practice/game facility until all players are accounted for; have transportation and are not left by themselves.
- Use the team's practice ice efficiently and effectively. A written practice plan should be developed for all practices. Ice time is expensive so chalk talks should be reserved for off-ice instruction. In other words, keep the kids moving after briefly explaining the drills.
- Be available to discuss any problems with the players and or parents, keeping in mind that your primary responsibility is to the whole team and not any one individual.
- Any coach (head or assistant) ejected from a game will be required to meet with the Level Director and Player Development Coordinator before they will be allowed to coach in a game situation.

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- **Second Offense:** Suspension from all AVHA activities for a minimum of one week or two games; whichever is longer.
- **Third Offense:** Suspension from all AVHA activities for the remainder of the season. During this time the suspended party is not allowed in any facility during an AVHA event as a participant or spectator regardless if that parent has another child on another team. Reinstatement for the following season will be at the discretion of the AVHA Board.

The AVHA Board reserves the right to modify, including but limited to, skipping or combining lower level sanctions at their discretion based on the severity of the violation.

## 15. Parent's Code of Conduct

The Apple Valley Hockey Association is made up of Players, Coaches and Parents/Guardians. Parents can contribute many things to support their child, team and our association; they can also cause unnecessary distractions. Please remember your child's participation in an AVHA hockey program is a privilege, not a right, which requires them and you to conduct yourselves with good behavior and sportsmanship. It also requires a significant financial and time contribution. AVHA and its coaches recognize that your child's obligations to hockey are secondary to church, family and school.

**To provide a healthy and fun environment for all the following are your responsibilities as a Parent/Guardian of an AVHA Player:**

- Support our coaches and managers; remember they have many children for whom they are responsible.
- Leave the "coaching" to the coach; let them handle the coaching and constructive criticism.
- Do not compare your child with other players. Be honest with yourself about his/her skills and abilities.
- Behave in a law abiding manner when at AVHA events.
- Keep negative comments to yourself. Never yell, taunt, or inflict physical violence upon any player, coach, official, or spectator at any youth hockey activity.
- Refrain from the use of threatening, abusive or vulgar language, racial, ethnic or gender-related slurs while at the rink or any youth hockey activity.
- Teach your child to have fun and enjoy competition. Compliment and encourage your player; win or lose. Never tell him/her that winning does not matter because it does and he/she knows it. Instead, help him/her to develop a healthy, competitive attitude towards winning and losing.
- Personally, make sure your player has transportation to and from games, practices, scrimmages, and tournaments and that he/she is on time.
- Remember, the locker room is for the players and coaches; not parents.
- Take care of your financial responsibilities to the AVHA promptly.
- Fulfill your volunteer responsibilities to the AVHA and offer to go over and above whenever possible.
- Remember you, as well as your team, represent Apple Valley Hockey Association.
- Support the philosophies and policies of the AVHA and remember that hockey is a game, not a career.

### **Inappropriate Behavior Discipline Policy**

Inappropriate behavior may result in a penalty ranging from Written Warning to Suspension from AVHA based on the number of offenses and the severity of the violation:

- **First Offense:** Written letter from the AVHA Board explaining the violation in need of remedial action.
- **Second Offense:** Suspension from all AVHA activities for a minimum of one week or two games; whichever is longer.
- **Third Offense:** Suspension from all AVHA activities for the remainder of the season. During this time the suspended party is not allowed in any facility during an AVHA event as a participant or spectator regardless if that parent has another child on another team. Reinstatement for the following season will be at the discretion of the AVHA Board.

The AVHA Board reserves the right to modify, including but limited to, skipping or combining lower level sanctions at their discretion based on the severity of the violation.

## 16. Code of Conduct Discipline Policy Process

1. Code of Conduct Violation is reported to the appropriate Level Coordinator
2. Level Coordinator discusses the incident with all involved parties; gathers and documents the details
3. **Incident Review and Evaluation:** Level coordinator reviews the gathered details and documentation with the Vice President to determine if there was a Code of Conduct violation. Decision and recap will be communicated to the Board at a Board meeting or via email; to address in a timely manner.
4. Board determines if a Code of Conduct Violation occurred and the severity
  - a. If the Board determines there was a Code of Conduct violation Phase 1, 2 or 3 of the discipline policy will be implemented based on the determined violation severity.
    - i. Phase One:  
A letter is sent (by the Vice President) to all involved, as stated in the Code of Conduct Discipline Policy, detailing the behavior that must be corrected and next steps that will be taken if there is another incident.
    - ii. Phase Two:  
Those involved will be suspended from all AVHA activities for a minimum of one (1) week or two (2) games; whichever is longer.
    - iii. Phase Three:  
Those involved will be suspended from all AVHA activities for the remainder of the season. During this time the suspended party is not allowed in any facility during an AVHA event as a participant or spectator regardless if that parent has another child on another team. Reinstatement for the following season will be at the discretion of the AVHA Board.
5. If the involved parties do not agree with the outcome they may file a formal grievance with the Grievance Committee.

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# THE MITE PROGRAM

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## 17. The Mite Program (8 & Under):

17.1. The Mite Program provides a great opportunity for boys and girls of age 8 and under (as of June 30 the year the season starts) to develop their hockey skills within the Apple Valley Hockey Association.

17.2. The AVHA Mite Program is based on the U.S.A. Hockey Development Program along with the Minnesota Hockey Development Program, and additional programs adopted by the Board in consultation with the Player Development Coordinator. The purpose of these programs is to place the players in a nurturing and learning environment where hockey skills are taught in a fun and stress free way.

17.3. Players are placed on teams to help develop team play and to meet new friends. Teams are generally comprised of 10-15 players. Mite teams include boys and girls. All girl mite teams may be formed if a sufficient number of girl players are available in a team level. The number of teams at any level may vary from year to year according to the number of participants. Each player will be provided with a team jersey and socks.

17.4. Player Evaluation: A simple evaluation of the skill level of the mite program will take place during an identified evaluation period at the beginning of the season. This evaluation process is used to help balance the skill levels of the teams and facilitate player development. Following the evaluation process, mite players will be grouped into teams at an appropriate team level.

17.5. Team Level: The Mite Coordinator will determine the number of teams and levels of play based on the recommendation of the Player Development Coordinator. If there are two teams at the same level, the teams will be picked to be evenly matched. The Player Development Coordinator, Mite Coordinator and the mite coaches involved will decide the format of dividing the players. Mite Teams will be formed at 4 levels. The number of teams at each level will depend on the demographics and skills to be developed by the players:

- Mite 1: Beginner -- new players
- Mite 2: Intermediate – 5 & 6 year olds
- Mite 3: Intermediate – 7 & 8 year olds
- Mite 4: Advanced – 7 & 8 year olds only

17.6. Mite teams at team levels 1, 2, 3 and 4 are in-house; non-traveling teams.

17.7. Additional Mite teams, including Advanced, Intermediate and U8 mite teams, collectively referred to as "Advanced mite teams, may be formed from players from in the Mite 4 and Mite 3 groups. Participation in Advanced mite teams is strictly voluntary. Advanced mite team players will participate in their in-house mite program team (above) and a limited traveling team schedule with an advanced mite team including games and/or scrimmages against other advanced mite teams within District 8. The advanced mite team(s) will be limited to 7 and 8 year olds, who are also in at least their second year of mites, and recommended by mite evaluators for participation at the advanced level. Players participating in the advanced mite program will be responsible for the additional costs beyond the in-house mite program in a similar manner as other AVHA traveling teams.

17.8. Mite Coordinator: The AVHA Board appoints a person to coordinate the mite program. The Mite Coordinator leads and organizes: assistant coaches, equipment helpers, team managers, clinics, jamborees, special events, newsletter coordinators and mite parent involvement.

17.9. Parent Involvement: Parents are a very important part of this program. They can volunteer to help the program coordinator in the many job responsibilities he/she has. Any help will be greatly appreciated. Parents' enjoyment and positive feedback to their child will help to insure enjoyment and fun for all the players.

17.10. Coaches Training: The Initiation/Mite Program will give the coaches the tools to teach basic hockey skills in a fun and low stress environment. All mite coaches are required to have a level 1 coaching certification by December 31st of the year he/she is coaching. Level 1 coaching clinics are offered from September to November of each year. Dates, times, and locations for the clinics can be found on the Minnesota Hockey website: [www.minnesotahockey.org](http://www.minnesotahockey.org). The AVHA ACE Coordinator/Player Development Coordinator will be able to help you with any coaching related questions.

**ANYONE, NO MATTER WHAT HOCKEY SKILLS OR HOCKEY KNOWLEDGE, CAN BE A GOOD COACH. ENJOY THE FUN AND LOVE OF HOCKEY WITH YOUR CHILD BY BEING A COACH!!**

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# TRAVELING TEAM PROGRAM

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## 18. Traveling Team General Information:

18.1. All levels beyond the Mite Program are designated traveling teams. Traveling teams provide a competitive hockey experience at several levels within each age group.

18.2. Parent participation is a must in this program because of the additional costs and transportation involved. Section 3 Finances and Costs.

18.3. All levels, except Squirt C, participate in District 8 league play and tournaments. The AVHA Board may elect when forming teams at the Squirt C level to either participate in District 8 league play or have an “in-house” developmental focus with limited travel. Both options include tournament participation.

18.4. Player placement in AVHA playing divisions is determined by the player’s age, as of June 30, in the year the season starts according to the table below:

<b>Boys</b>		
Squirts	10 & under	Ages 9 & 10
PeeWee	12 & under	Ages 11 & 12
Bantam	14 & under	Ages 13 & 14
Junior Gold / Midget	19 & under	Ages 15-18, & 19 if in high school
<b>Girls</b>		
10U	10 & under	Ages 9 & 10
12U	12 & under	Ages 11 & 12
14U	14 & under	Ages 13 & 14
16U	16 & under	Ages 15 & 16
19U	19 & under	Ages 15-18, & 19 if in high school

18.5. Players are grouped into teams by skill level based on results of a formal tryout. Tryouts will be held when there are enough players for two or more teams at level; or when players may be moved to another level to balance team player numbers. The number of teams offered is determined by the number of skaters registered at each level. Upper levels, such as “A” or “B” teams are recommended for players who are more skilled in the game and are willing to devote more time and effort to the sport. Those players choosing not to try out will be placed on a C level team or lowest level team offered at that age level.

18.6. Jersey and Socks: Traveling team players are provided with one set of home and away team game jerseys and socks at no charge to the player. New socks are provided each year. These jerseys and socks are only for game use by AVHA teams. Game jerseys and socks are not to be worn for practices. The players own these jerseys and are responsible for maintaining their jersey in an acceptable condition. Use of a garment bag is recommended since the jerseys will be used by the player for multiple seasons. Replacement cost of any jersey for any reason, including a player outgrowing their jersey, will be the sole responsibility of the player. The decision regarding whether or not a jersey need to be replaced is at the sole discretion of the player’s coach. Third option jerseys may be purchased by teams, but must be pre-approved by the Board prior to purchase. Unapproved jerseys may not be worn during games, scrimmages, or tournaments.

18.7. Goalies must declare interest at registration or may not be guaranteed a goalie position. Any player meeting the age requirement may try out.

18.8. Goalie Equipment: Goalies on Squirt, and Mite teams and Girls 10U teams are provided with leg pads, chest protector, arm pads, stick glove, and catching glove. Some equipment is available for other levels. Mite teams are provided with leg pads, chest protector and goalie stick. All goalie equipment must be checked out at the beginning of the season and checked back in at the end of the season. Contact the Equipment Manager for more information. Goalie equipment may be checked out for use during the off season upon availability. Contact the Equipment Manager for more information. Rental fees may apply. Goalies at Peewee and 12U levels and above are provided a rebate each year, up to an amount set annually by the Board, for equipment purchased by the player.

## **19. Traveling Team Coach Selection:**

19.1. The AVHA Board of Directors appoints a Coaches Selection Committee to work with the Player Development Coordinator in the recruiting and selection of interested traveling team coaches. Advertisements may be run on the AVHA website and other AVHA communications, in hockey-related newsletters, and in local newspapers. Applications for coaching positions are available online at [www.applevalleyhockey.com](http://www.applevalleyhockey.com). All applications for traveling team coaches are invited starting April 1 and must be received by the last AVHA player registration date, typically the end of August. Candidates are interviewed by the Player Development Coordinator and/or members of the Coaches Selection Committee. Interviews may be conducted on a rolling basis as coaching applications are received. The Player Development Coordinator will make recommendations to the Board. The Board will then review the selections and either approve the Player Development Coordinator selections or request that other candidates be found. The Board and the Coaches Selection Committee make every effort to fill all coaching positions as early as possible.

19.2. Selection Process: In selecting a coach, the Board will consider an applicant's commitment to spend approximately 300 hours during the hockey season. Past hockey coaching experience, personal coaching philosophy and support of AVHA principles are important criteria.

19.3. Parent Coaches: Non-parent coaches are preferred. However parents may be allowed to coach upon approval by the Board.

19.4. Renewal of Coach: Coaches are selected for one-year commitments. The AVHA Board recognizes that having a strong coach in the same position from season to season is a significant strength to the program. If a coach wishes to continue in the same position, survey results, personal observation and responsible feedback to the Coaching Coordinator will be used to assess the coach's performance and fitness to continue. If the Coach's Selection Committee and the AVHA Board agree that the coach has done an excellent job, the coach can maintain his/her position at the same level for the next season and the position will not be opened.

19.5. Coach Certification: All coaches must be certified at the appropriate USA Hockey level for the team they are coaching.

19.6. Coach Screening: Minnesota Hockey and District 8 require confidential screening of all coaches. Please contact the Association Registrar or AVHA ACE Coordinator/Player Development Coordinator for further information and screening form.

## **20. Traveling Team Tryout Process:**

20.1. The Player Development Coordinator will establish a try-out process for AVHA traveling teams with approval by the AVHA board. The goal of the tryout process is to ensure that all players are given a fair evaluation and that players are placed at the best level for their abilities.

20.2. Clinics and/or short developmental season may be offered prior to the try-out process. For the '08-'09 season, Squirt and 10U players may participate in a developmental season prior to evaluation and team formation in late October.

20.3. Level Coordinator: An AVHA Board Member or past Board member is appointed to be the Level Coordinator for each age group. The Level Coordinator is responsible to work along with the Player Development Coordinator in the organization and evaluation of the tryout process. The Level Coordinator and Player Development Coordinator also serve as liaison to the AVHA Board on the tryouts.

Level Coordinator email addresses:

Girls: [girls@applevalleyhockey.com](mailto:girls@applevalleyhockey.com)

Squirts: [squirts@applevalleyhockey.com](mailto:squirts@applevalleyhockey.com)

Pee Wees: [peeweess@applevalleyhockey.com](mailto:peeweess@applevalleyhockey.com)

Bantams: [bantams@applevalleyhockey.com](mailto:bantams@applevalleyhockey.com)

20.4. Selection Committee: The Player Development Coordinator (PDC) and Level Coordinator will be part of and determine additional members of a selection committee for each level, with Board approval. The Level Coordinator and additional selection committee members shall have no children or relatives under evaluation at this level. The Selection Committee includes non-parent coaches of the level under evaluation. The Selection Committee's functions are to:

- Rate the skill levels of all players trying out
- Determine the bottom level cuts
- Assist non-parent coaches of each tryout team in assessing borderline players

20.5. Team Selections: Teams are selected based on the Evaluation process defined by the Player Development Coordinator, and the judgment of the Selection Committee. As the tryout progresses, the Selection Committee will build a tentative list of players, based on the tryout ratings.

20.6. Tryout Results: The final posting will consist of the team levels and the player's names in alphabetical order and/or tryout jersey number.

20.7. Team Level: The AVHA Board of Directors will determine the number of teams and levels of play based on the recommendation of the Player Development Coordinator. If there are two teams at the same level, the teams will be picked to be evenly matched. The Selection Committee involved will decide the format of dividing the players.

20.8. Final Authority: The Selection Committee is the final authority on player placement during the tryout. No changes will be considered after the tryout unless the head coach feels there is a significant skill discrepancy or a serious discipline problem (See Roster Changes). Issues with the tryout process should be directed to the Player Development Coordinator.

## **21. Traveling Team Player Selection:**

21.1. Traveling team tryouts are held in October. Jr. Gold and Boys under-16 tryouts are held in November, immediately after the respective High School tryouts. If a player does not make a Jr. Gold or Boys U16 team, offered by AVHA, the Association will make every effort to find a place for the player to play, either in another association or on a rainbow team.

21.2. Tryout information is obtained at registration. A fee to cover ice rental is paid by all participants wishing to tryout, at registration. Tryouts are for A, B1, and B2 levels. Players not trying out or selected for any of these teams will be placed on a C level team.

21.3. Tryout drills are designed to test individual skills and team play. Desire, hard work and self-control are also determining factors in evaluation and selection.

21.4. Tryouts consist of several separate sessions. The specific tryout format will vary by age group, but will generally have the following pattern as the tryout sessions progress:

- Skating skills: Speed, turning, agility, proper form
- Individual hockey skills: Puck handling, passing, receiving, shooting
- Team skills: Offense, defense
- Positional play: Teamwork, game skills, awareness

21.5. Goalies may be assessed individually by evaluators with hockey goalie experience along with the Player Development Coordinator.

21.6. Players should attend all tryout sessions, unless there are extenuating circumstances. The Player Development Coordinator must be made aware of any absences from the tryout sessions. Players who miss a significant number of tryout sessions for a valid reason will be placed on a team at the discretion of the Player Development Coordinator.

21.7. Each player will receive a numbered pullover at the September parent's meeting, and these must be returned at the conclusion of the tryouts. A \$40.00 fee will be assessed for tryout jerseys not turned in. White or plain colored jerseys without names or significant markings are to be worn during the tryouts. Names may not appear on helmets.

21.8. If two players are judged to be equal in skills, a second year player will be given preference over a first year player.

21.9. Players who choose not to tryout will be placed on a C level team.

21.10. Prior team level (previous year) does not guarantee same level of play for the current year.

## **22. Traveling Team Roster Size and Roster Changes**

22.1. AVHA supports Minnesota Hockey and District 8 rules on team registration, including roster size limits, eligibility, playing rules, etc. Please refer to current District 8 and Minnesota Hockey rules for additional requirements regarding traveling team roster changes.

22.2. The goal of AVHA hockey program is to develop as many players as possible with sound hockey fundamentals. The AVHA Board is responsible for submitting the level and number of traveling teams to District 8 in September of each year. The teams submitted are based upon projected numbers of participants at each level, with Board discussion and approval.

22.3. The Player Development Coordinator, Level Coordinators, Coaches, and Board must carefully consider the impact of roster changes and moving players up or down on the respective players and the teams affected, particularly at the younger age groups. Unless there is a significant skill discrepancy or a serious discipline problem develops, teams will remain intact for the season. If changes do need to be made, the PDC must be contacted confidentially by the team coaching staff as early as possible after tryouts. The next highest player from the tryout evaluation rating may be asked to move up.

22.4. Effect of Players at the Bantams and Girls 14U age groups trying out for High School Teams. Since Bantam and Girls 14U tryouts are typically in October and the High School tryouts are not until mid November, the situation can arise where freshman or sophomore players, typically at the A level, move up to an Apple Valley High School (AVHS) team, causing a ripple effect through the Bantam and 14U program. This can be disruptive to the teams involved if the coaches, players, and parents are not prepared. Any players considering to tryout for High School, but want to participate with AVHA if they do not participate on a AVHS team, are requested to register with AVHA and participate in AVHA tryouts at the beginning of the AVHA season. During High School tryouts, the player may not participate in AVHA team activities. AVHA policy is to do what is best for the players involved. Most players want to play on the AVHS team if he/she is able to make the team. AVHA supports the move.

22.5. Any player who moves to a High School team or out of the association is responsible for all ice costs incurred while part of AVHA. Please contact the AVHA Treasurer and AVHA Registrar if a move is made.

22.6 Coaches at each of the affected levels should be prepared for this possibility and have names of players from the next lower level who could be moved up to take the open spots. The Board has the option of not moving players up to fill in, but is strongly encouraged to take a developmental approach. No tryout or evaluation will be done to fill in open spots created by this situation. The Player Development Coordinator, following the tryout evaluation rating, will choose the player(s) from the next level that he/she feels will make the best contribution to the team. The Coaching Coordinator will ensure that all the coaches at this level are aware of this process and work with all the head coaches involved to ensure that transitions are smooth and in the best interests of the players involved. A player cannot continue to play for his/her old team once a transition is made. A player does have the choice of staying with his original team. All transitions must be completed by December 1, unless later by Board approval.

## **23. Traveling Team Player Participation:**

23.1. Every player on a team must be given a fair opportunity to develop and improve his/her hockey skills throughout the season. It is the coach's responsibility to ensure this by using all players fairly in all hockey games. Each player must be given equal game playing time so that individual skills can be improved. Players and parents should recognize that due to the flow of the game or penalties, all players may not get exactly the same playing time in a particular game, but that over the season, this will average out. Coaches are given some discretion in special situations, such as the final minutes of a game. Even in these situations, coaches should weigh the desire to win against the developmental needs of his players. Never, except for physical or disciplinary reasons, should any player go without skating his/her regular shift.

23.2. At the Jr. Gold, Boys U16 and Bantam level age groups, designated power play and penalty kill lines may be used, which can mean that not all players get equal ice time.

## **24. Traveling Team Playoffs:**

24.1. District Playoffs are held for 12, 14, 16 and 19 & Under boys' levels and 12U & 14U girls' levels. No playoffs or standings are kept for the 10 & Under boys or girls teams.

## **25. Traveling Team Minnesota Hockey District 8 Grievances:**

25.1. The various Minnesota Hockey District 8 Grievance Committee(s) meets regularly during the season. Any player or coach who has to appear before the committee is suspended until the hearing at which time the penalty will be determined and put into effect.

## **26. Team Activity Levels:**

26.1. A game is defined as the convening of a team or some of its members under direction of a coach, manager, or captain for the purpose of a game or organized scrimmage or practice. AVHA lays out the proposed activity levels based on District 8 guidelines and expects teams to conform. Exceeding these levels in violation of this policy may be cause for dismissal of the coach, manager, or both. In addition, District 8 may also impose penalties potentially affecting all traveling teams in AVHA. Agreement of parents to support more activities is not sufficient reason to waive this rule. Total games include tournaments.

26.2. The maximum number of official games that an AVHA team can play in a season is mandated by MN Hockey and District 8 rules. The total games rule does not include District, Regional or State Playoffs.

26.3. A game is defined by Minnesota Hockey as any competition between two teams from different associations that does not have as its primary intent a strong instructional purpose. For teams to have a practice together and not have it count as a game there must be no referees, no scoreboard, and no clock. Coaches must be on the ice and the primary purpose of the session is to teach. Any scrimmage activity must be done in the context of instruction from the coaches.

26.4. At 10U, Squirt, 12U, Bantam, 14U, and Pee Wee levels, a ratio of 3 hours of practice per game is recommended for good skills development. 19 & Under teams may be closer to a 1.0 ratio of practice hours to games. Parents should recognize that because tournaments must be scheduled far in advance of the season, most teams have an out of town tournament already scheduled. AVHA strongly recommends AVHA traveling teams have no more than one out of town tournament per season, excluding end of season regional and state tournaments if applicable. "Out-of-town" is considered anywhere outside the 7 county metropolitan area where it would be reasonably expected that players and parents spend the night away from home.

26.5. Practice and game activity levels, additional ice: AVHA recognizes that its members want different levels of activity, depending on the level of competition. All traveling team levels will be allocated approximately the same number of hours of practice ice from the Association. Many teams do acquire additional practice hours at other arenas or from ice turned in.