

**NORTH ST. PAUL
AREA HOCKEY ASSOCIATION**



RULES AND GUIDELINES

North St. Paul Area Hockey Association Rules and Guidelines

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Rules & Guidelines last updated at the Board of Directors Meeting conducted on 4/3/07. Bylaws and Constitution last updated by 2/21/06 membership vote.

**North St. Paul Area Hockey Association
Mission Statement**

The mission of the North St. Paul Area Hockey Association is to empower all players with the knowledge, skills, and attitudes for success.

To accomplish this mission, the coaches will emphasize individual player skills and team skills, in an environment in which youth players can learn the basic skills of ice hockey, master these skills and have fun while developing a life long interest in hockey.

**North St. Paul
Area Hockey Association**

The North St. Paul Area Hockey Association (NSPAHA) has been registered with the State of Minnesota as a non-profit corporation since 1967. Its purpose is to support and encourage both recreational and competitive hockey programs for youth that reside within the North High School boundaries (North St. Paul, Oakdale, Maplewood, etc.). It is operated by volunteers and is totally self supporting through registration fees, fundraising events, donations, and team sponsorships from the business community. It is run by several officers and a Board of Directors, who are elected by the members of NSPAHA. The monthly Board of Directors meetings are open to all members.

NSPAHA is an affiliate member of USA Hockey and Minnesota Hockey. As an affiliate member, NSPAHA agrees to abide by USA, Minnesota Hockey, and District 2 guidelines.

These rules and guidelines are effective with the start of the 2005/2006 hockey season and will remain in effect until they are specifically amended by the NSPAHA Board of Directors or are superseded, where applicable, by changes in USA Hockey and Minnesota Hockey rules and regulations.

Guidelines

NSPAHA has developed the following guidelines for all participants.

- A. Registration and Refunds**
- B. Ice Scheduling**
- C. Disciplinary Actions**
- D. Parents' and Fans' Conduct**
- E. Player & Coach Development**

A. Registration and Refunds

1. Each player shall register with NSPAHA.
2. A registration fee as determined by the NSPAHA Board of Directors shall accompany each registration. All players shall register and pay the basic amount set by NSPAHA for their age level, including the fundraising fee, in order to play.
3. Player registration will include the parent or guardian signature of approval.
4. Any deliberate falsification of information on a registration form will mean an automatic dismissal from NSPAHA.
5. A late fee may be assessed at the discretion of the Registration Director and/or the NSPAHA Board for registrations received after the published registration dates.
6. Players selected to play on various traveling teams will be assessed an additional fee to cover the additional expenses associated with those teams. Traveling team fees will be set by the Board of Directors and may vary from team to team. The fees must be paid to the Registration Director or the appropriate Age Level Director by the first practice after team selection, before players go on the ice.
7. Additional costs, above the fees charged by NSPAHA for the regular season, may be incurred on a team by team basis for tournaments, extra ice time and referees. Team members shall be responsible for paying such additional costs. A breakdown of these costs must be disclosed by each coach or manager to team members/parents.
8. Any player who decides not to play hockey prior to the second practice, will be issued a refund. Players who are injured and have to miss more than 50% of the season shall be given a prorated refund. (Note: Refunds exclude fundraising and insurance fees.)

B. Ice Scheduling

The NSPAHA Board of Directors has adopted a philosophy that places more emphasis on practice and teaching fundamentals than on winning games. A three (3) to one (1) practice to game ratio is recommended during the regular season. Practice time shall be shared at a ratio set by NSPAHA, in order to increase ice time for practice and to keep costs down.

1. The Director for Ice Scheduling will allocate ice to the teams.
2. Ice should be allocated to teams based on level Directors' and Player/Coach Development Director recommendation, allowing for shared practices, full sheet practices, league games, and playoff games.
3. All teams shall be encouraged to share ice with another team. Coaches may decide to arrange shared ice practices between themselves, in addition to those set by the Ice Director. This will increase ice time for players.
4. Tournaments are secured by individual teams and are not considered as part of the ice allocated to each team. However, if a team schedules more than three (3) tournaments, it shall be at risk of not receiving all of the practice ice that might otherwise have been allocated to it. The Ice Director shall attempt to reasonably accommodate up to three (3) tournaments per team, provided he/she is given proper notice of the tournaments. (Note: All coaches/managers are responsible for getting tournament dates to the Ice Director by the first Saturday after the teams are formed. If a coach/manager does not meet this deadline, that team may be allocated ice that it cannot use and will remain responsible for such ice. To facilitate scheduling, level Directors may block out tournament dates for individual teams, even before teams/coaches have been selected.)

5. Consideration will be made for age when allocating and assigning or selecting ice times. Note: Mite age players shall be given the best available ice hours on weekends and during the week. The following is a recommended set of guidelines for start times:

	Sun – Thurs	Fri – Sat
Squirts/10U Girls – No later than	8:00 p.m.	9:00 p.m.
PeeWees/12U Girls– No later than	8:30 p.m.	9:30 p.m.
Bantams/14U Girls – No later than	9:00 p.m.	10:00 p.m.
Jr. Gold – No later than	10:00 p.m.	10:00 p.m.
(Fri – Sat guidelines may be used during off periods at school.)		

6. Situations will arise where initially scheduled ice time cannot be used due to conflicts such as tournaments or school events; the following guidelines shall be used:
- Exact exchange of hours between coaches is allowed.
 - Hours that are not exchanged and are lost, will remain as hours charged to the team and are not cause for obtaining additional hours.
 - Coaches are required to submit any game reschedules to the NSPAHA Ice Director and the appropriate individuals as designated by District 2.
7. All ice schedules shall be posted by the Ice Director at the Polar Arena office and on the NSPAHA Website.

C. Disciplinary Action

Any player, coach, team, league official, referee or other person or organization that fails to comply with or violates any of the Constitution, Bylaws, Rules, and/or Guidelines of this organization, may be suspended from participation as is deemed appropriate by the NSPAHA Board of Directors.

1. Grievance Committee

A Grievance Committee (3-5 members) shall be appointed by the President with Board approval. All grievances and protests within NSPAHA will be handled by the Grievance Committee. The Grievance Committee shall have the power to suspend. The Chairperson of the Grievance Committee must be a voting member of the Board.

a) *Filing Complaints*

A grievance may only be commenced by a formal written complaint. Any member, person, coach, or official may file a complaint regarding any player, member, Board Member, team or incident arising from participation in NSPAHA events. The party filing the complaint must do so by submitting a written signed statement to an NSPAHA officer. An unsigned statement of complaint will not be accepted. Complaints arising out of game situations or other specific occurrences must be presented no less than 24 hours and no more than 72 hours after the game or event.

b) *Grievance Process*

The Grievance Committee shall make every reasonable effort to handle any grievance within seven (7) business days after receipt of a signed statement. All parties involved in the incident and witnesses shall be given the opportunity to give their version of the facts. The Grievance Committee may limit the time of each party's presentation, as long as each party has substantially equal time to present their case. Automatic suspensions involving violations of USA Hockey, Minnesota Hockey and District 2 rules do not require a hearing. Written notification of the Grievance Committee's decision shall be sent to all parties concerned. Any decisions made by the Grievance Committee may be appealed to the NSPAHA Board of Directors for a period of ten days after written notification was sent. The decision by the Board of Directors may also be appealed within ten (10) days of the decision. (See Minnesota Hockey Bylaws for further appeal procedures.)

2. **Players' Discipline**

Player discipline problems involving any member of any team in the NSPAHA program are subject to the following disciplinary procedures:

a) Responsibility to report discipline problems lies with the following:

- Head coach of the player with discipline problems
- Head coach of any team in the North St. Paul program
- Any game official – volunteer or sanctioned
- Any member of the NSPAHA Board of Directors

Normally coaches, referees, and other game officials will assess disciplinary action for infractions during play. Game conduct infractions such as kicking, spearing, butt ending, match penalties, etc. as well as non game problems requiring further action will be immediately submitted in writing to the NSPAHA Grievance Committee.

b) When a player is reported, in writing, to the NSPAHA Grievance Committee, the player is subject to the following minimum disciplinary actions:

Suspension from game play, but not from practice, until a hearing determines action.

First incident: One game suspension at the discretion of the player's head coach or an NSPAHA grievance hearing.

Second incident: Mandatory two (2) game suspension imposed by player's head coach and a review by the NSPAHA Grievance Committee for further action. This review will involve the player, parents, coaches, and the members of the Grievance Committee. (The two-game suspension will involve the following two league games.)

Third incident: Immediate review by only the NSPAHA Grievance Committee with a vote on season suspension mandatory. Failure of a suspension vote will require discipline no less severe than that for a second incident.

3. **Coaches, Managers, and Game Officials**

a) Coaches, managers, and other game officials are responsible for implementing and enforcing the NSPAHA Board of Directors' disciplinary guidelines. The personal conduct of all coaches, managers, and game officials should reflect these guidelines. Failure to do so will be cause for review of their performance by the Grievance Committee.

b) Coaches must exercise their options in disciplining a player or players. These options are:

- Sitting a player for infractions committed on or off the ice
- Discussing a persistent problem with the player's parents
- Contacting the Board of Directors in writing when a major penalty has occurred and/or with a continuing problem.

If a disciplinary problem involves NSPAHA teams or players, Minnesota Hockey and/or District 2 will act on whatever penalties such as misconduct, game misconduct, or gross are involved. Unsportsmanlike conduct, a minor penalty, will also be handled by Minnesota Hockey and/or District 2 if such actions persist.

Discipline and good sportsmanship are expected of our players, coaches, managers, parents and fans – WIN OR LOSE.

These procedures and disciplinary actions are at the sole discretion of the NSPAHA Grievance Committee and the NSPAHA Board of Directors. The stated procedures may be modified and the stated penalties may be increased and may be imposed in addition to any penalties imposed by current Minnesota Hockey and/or District 2 disciplinary guidelines when applicable.

D. Coaches' Conduct

1. A coach should always leave a good lasting impression with his players. Therefore, any coach who does not remain consistent with regard to NSPAHA rules and guidelines, particularly with regards to conduct, is subject to disciplinary action up to and including removal by the NSPAHA Board of Directors, if necessary.
2. Players deserve the best a coach can provide. This includes use of good judgment, common sense and leadership in the area of good sportsmanship. Coaches should not use abusive or offensive language, nor should they tolerate use by others.
3. Use of abusive, offensive, obscene or profane language toward any Game Official will result in a bench minor penalty and may result in disciplinary action by the NSPAHA Board of Directors.
4. Coaches cannot smoke in the locker room or while on the bench.
5. Coaches are expected to conduct themselves in a respectable manner on and off the ice and to see to it that their teams do so as well. Players, coaches, parents and fans represent our communities as well as NSPAHA. If a coach's conduct does not appear to be beneficial to the NSPAHA program, such conduct will be evaluated for further action by the NSPAHA Grievance Committee.
6. A coach should discipline players when needed, even if it means missing a shift, a game, or whatever seems appropriate.
 - a) If a player does not respond to disciplinary action by the coach, the player's conduct should be brought before the NSPAHA Grievance Committee by the coach.
7. Coaches must discipline players who retaliate violently out of frustration, and must make every reasonable attempt to prevent such conduct.
 - a)...Frustration leading to rule violations should be eliminated from the teams' "game plan."
 - b)...Elimination of retaliatory penalties should be part of a coach's "game plan," with instructions to the team very clearly spelled out on the subject.
 - c)...Coaches should demand that players stay with the "game plan," which should include instructions to play hockey and to always display a positive attitude, even when losing.
8. Coaches are required to be certified according to the USA Hockey Coaching Education Program guidelines. Contact the Player/Coach Development Director or the appropriate level Director for information on coaching clinics.
9. Only certified registered coaches/managers and participating teams are allowed on the players bench during the game. Coaches must enforce this provision. The maximum number of coaches/managers permitted on the bench is three (3) or as indicated by District 2 and/or Minnesota Hockey.
10. Coaching Objectives
 - a)...Practice: organized, constructive and interesting.
 - b)...Stress concern for teammates and for the welfare of the team.
 - c)...Stress skating fundamentals for all players, improve the skills of your weaker skaters.
 - d)...Major Objective: Improvement as the season progresses in all aspects of the game, from the team and from each individual player.
 - e)...Avoid promotion of the "superstar" over other players or at the expense of the team.
 - f)...Remain open minded toward acquiring additional skills, and knowledge of the game; try to show the same progress you expect from your players.

E. Parents' and Fans' Conduct

1. Parents' support and involvement in our program is vital to its success. However, the rights of parents and fans at any given game, scrimmage, or practice is solely restricted to the enjoyment of that event.
2. Parents and fans must show respect for all players, teams, parents, fans and officials. At games, we must consider the impact of our actions on our youth. If our actions are of support and positive reinforcement, we can be sure that our players will know it and be proud of their team and NSPAHA. If we conduct ourselves otherwise, this too will be reflected in players conduct. Abuse of players on any team, coaches, managers, or game officials will not be tolerated.
3. The NSPAHA Board of Directors will deal with actions by parents and fans that are not consistent with NSPAHA policy.
 -Coaches and Referees, have been instructed to advise the NSPAHA Board of Directors of actions by parents/fans which are not conducted within NSPAHA rules and guidelines and which are not in the best interest of amateur hockey.
 -Verbal abuse, including offensive and negative criticism, should be eliminated. Any parent of fan conducting themselves in this manner will be asked to leave the ice arena.
 -Similar conduct occurring after an event is completed will result in a ban from future events.
 -Continued problems by a parent will result in that parent's player being unable to continue play during the game involved.
 -Game officials have the option of penalizing a team for such disturbances as well.
 -Repeated incidents of this nature by an individual or group will be reviewed by the NSPAHA Grievance Committee for resolution.
4. Parents should first try to resolve any problems arising with their player's team coaches. If the problem cannot be resolved, the next step is to contact the level Director as appropriate for resolution. Direct discussion with Game Officials is not permitted.
5. Parents that have problems with Game Officials must submit them in writing to the head coach to be forwarded to the appropriate level Director or to Minnesota Hockey District 2.
6. The following two rules are part of current Minnesota Hockey regulations:
 - a....Spectators standing by the boards behind the Goalkeepers are not allowed to deliberately distract the Goalkeeper and may be asked to move or be expelled from the arena by the referee for violation of this rule. In an appropriate case, the referee may even declare the game to be forfeited to the team of the Goaltender being distracted. **Coaches should advise parents and other fans of this rule.**
 - b....Each team is responsible for the conduct of its fans. Should fan conduct become so abusive that, in the referee's opinion it's distracting to the game or inciting the players, the referees may stop play and ask the appropriate coach to have specified individuals removed from the arena. Failure of the coach to cooperate with the referee's request within two minutes will result in a bench minor penalty and a warning from the referee that after two additional minutes the game will be forfeited. Such a situation will be immediately reported by the referee to the Supervisor of Officials who will then inform the appropriate District 2 representative(s).

F. Player & Coach Development

1. ... A "Player/Coach Development Committee" shall be established by the President, with Board of Director approval. The President shall appoint a minimum of 3-4 members.
2. ... The Player/Coach Development Committee will educate parents and players about the advantages of emphasizing skill development. The committee will also conduct an evaluation of all coaches' and players' development. Chairperson for this committee is the Player/Coach Development Director.
3. ... All coaches must have the USA Hockey Coaching Certification Program Card according to their level of play as required by USA Hockey and Minnesota Hockey.

Rules for all Players/Coaches/Managers/Teams

A. Eligibility

1. Any youth living within the North High School boundaries of District 622 is eligible to play, providing conditions of registration are met. The player must also be within the age limits prescribed for level of play by NSPAHA or have followed the Advancement of Players to the next Level Age Division guidelines established by NSPAHA. Any youth living outside the North High School (School District 622) boundaries must seek NSPAHA approval to play on an NSPAHA sponsored team.
2. Current Minnesota Hockey rules shall determine the cut off dates for assignment to age level playing groups.
3. A birth certificate and a parent or guardian signed statement will be required to establish eligibility.
4. A copy of a players' birth certificate must be on file or turned into the Registration Director prior to the first practice. This must be done to comply with USA Hockey and Minnesota Hockey sanctioning. Players may not practice or play until this is done.

B. Sportsmanship

1. Poor sportsmanship by players **will not** be tolerated, and will result in immediate discipline by the coach. If further action is needed, the player may be disciplined by the NSPAHA Board of Directors.
2. Coaches should show good sportsmanship at all times. This includes refraining from the use of abusive language.

C. Discipline

1. Each Player (and coach/manager/parent/fan) must abide by the discipline rules and guidelines stated in this publication.
2. A player receiving a game misconduct penalty will be suspended for the remainder of that game and the next two games.
3. A player receiving a match penalty must appear before the NSPAHA Grievance Committee.
4. The use, consumption or possession of mood altering chemicals by players will not be allowed. Mood altering chemicals include tobacco, beverages containing alcohol, marijuana, or any substance defined by law as a controlled substance. It is not a violation for a player to use, consume or possess a legally defined over-the-counter drug or a drug specifically prescribed for the player's own use by the player's doctor.

1st Violation: After confirmation of the first violation, the player shall lose eligibility, for the next two consecutive league or playoff games or two weeks of the hockey season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

2nd Violation: After confirmation of the second violation, the player shall lose eligibility for the next six consecutive league or playoff games or three weeks, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

3rd Violation: After confirmation of the third violation, or subsequent violations, the player shall lose eligibility for the remainder of the hockey season. The player must obtain NSPAHA Board of Directors approval to be reinstated for the next season.

After the 3rd violation, if the player on his/her own volition becomes a participant in a chemical dependency program or treatment program, the player may be certified for reinstatement in Minnesota Hockey activities after a minimum period of six weeks. Such certification must be issued by the Director or a Counselor of a chemical dependency treatment center.

D. Divisions/Tiers and Advancement

1. The divisions and age limitations shall be in accordance with Minnesota Hockey Rules and Regulations. The classifications of a player shall be determined by his/her age at midnight on the date established by Minnesota Hockey.
 - a. Divisions:

The divisions and age limitations shall be

 - Mite (up to age 8 years)
 - 10U Girls (up to age 10 years)
 - Squirt (up to age 10 years)
 - 12U Girls (up to age 12 years)
 - PeeWee (up to age 12 years)
 - 14U Girls (up to age 14 years)
 - Bantam (up to age 14 years)
 - Jr. Gold (up to age 18 years)
 - b. Additional divisions may be added by the NSPAHA Board of Directors.
2. Advancement of Players to the next Level Age Division
 - a) NSAPAHA, in agreement with Minnesota Hockey, believes that all players should play at the appropriate age level.
 - b) If a player chooses to attempt to advance to a level higher than their appropriate age level, players must declare their intentions, before the end of registration (dates published by NSPAHA) and they must follow the process implemented by NSPAHA. (See Team Selection/Ratings section of this booklet.)

E. Equipment

1. Personal equipment for all skaters includes skates, stick, helmet with USA Hockey – H.E.C.C. approved face mask, internal mouthguard (the mouthguard must cover all upper teeth), protective cup or pelvic protector, jersey, shin pads, elbow pads, shoulder pads, breezers or girdle and hockey gloves. (This includes the Mite level.) All items listed are mandatory.
2. Goalkeeper Equipment – Goalies equipment shall include skates, helmet with face mask, shoulder pads, chest protector, shin pads, protective cup or pelvic protector and throat protector. All items listed are mandatory.
3. Failure to wear mandatory equipment can result in a penalty. Players are reminded that this means the mouthguard must be inserted and not left hanging loose.

F. Coaches Selection

1. All head coaches wishing to return for the next season should make their intentions known to the Player/Coaches Development Director by March 1st of the current year. Returning head coaches will be given first opportunity for their current position, barring significant negative feedback from members of the association. Returning head coaches should receive final approval by the NSPAHA Board of Directors no later than the regular March Board Meeting.
2. .. A-level head coaches will go through an interview process. A Coaches Selection Committee shall interview each candidate and make a recommendation to the Board of Directors. The Board of Directors reserves the right to approve a returning head coach without the interview process.
3. .. Head coaches at other levels shall be subject to approval by the Coaches Selection Committee and/or the Player/Coach Development Director.
4. .. Coaches evaluations will be handed out to all players/parents. Coaches evaluations should be returned to the Player/Coach Development Director for tabulation and review.

5. .. Each coach shall have at least one assistant coach. Assistant coaches are subject to approval by the Coaches Selection Committee and/or the Player/Coach Development Director.
6. All coaches are required to be certified according to the USA Hockey Coaching Education Program guidelines.

G. Team Selection

1. Purpose
The purpose of the tryout process is as follows:
 - a) To provide a structure that allows both players and parents to know how the tryouts will be conducted and what expectations/responsibilities each have in the process.
 - b) To provide a fair and equitable environment for all players to compete in.
 - c) To provide a system and format for all evaluators (Raters) to use that will make ratings and evaluations consistent.
 - d) To provide continuity and consistency between evaluators of different player levels and between tryouts from year to year.
 - e) To provide the rules as necessary regarding conduct of players, parents and evaluations.
 - f) To provide for a means of communication and constructive evaluation for players and parents after selection decisions have been made.
2. Format
 - a) Any player who wishes to play on an NSPAHA team must be rated. Exceptions must be approved by the Board of Directors. It is recommended by NSPAHA that players skate with their "age level" as defined by Minnesota Hockey.
 - b) All players trying out for an NSPAHA Traveling Team are required to attend evaluation sessions. These will involve skill drills and inter-squad scrimmages. The quantity of skaters and quality of abilities will determine the number of skaters in each pool. (Please note NSPAHA does not offer any "in-house" teams beyond Mites. All teams at or above the Squites/10U level are viewed as traveling teams)
 - c) All players will be furnished with a jersey. No player shall wear any other jersey or otherwise dress in any way that tends to draw special attention (e.g., odd colored or non-matching socks, extraordinary helmet decorations).
 - d) Any girl intending to try out for a boys team must declare her intentions before the end of Registration (dates published in the NSPAHA Newsletter and/or on the NSPAHA website). Female skaters will not be allowed to switch from a boys team to a girls team (or vice versa) once tryouts have commenced.
 - e) Players trying out must comply with District 2 and Minnesota Hockey residency requirements.
3. Ratings
 - a) All players will undergo ratings.* Raters will consist of qualified individuals selected by the age level Directors, under the guidance of the gender appropriate Coordinator. There should be at least 4 Raters per age level (A and/or B head coaches and 2 or more experienced/knowledgeable hockey persons).
 - b) No names will appear on the Raters' evaluation forms.
 - c) No immediate relative of the candidate may be a Rater for the player's age bracket or level of play, with the exception of an A or B coach.
 - d) All players will be evaluated on the basic fundamental skills of hockey.
 - e) Each player will be given a list of basic fundamental skills that will be used for evaluations.

* Mites will undergo their own ratings at the beginning of their season.

- f) Skills include:
 - Individual Skills:
 - All edges (inside, outside, forward, backward)
 - Agility
 - Puck Handling
 - Passing & Receiving
 - Speed and Acceleration
 - Shooting
 - Checking (when appropriate)
 - Team Skills (scrimmage/game situation)
 - Understands the team concept
 - Demonstrates an understanding of the nuances of the game
 - Plays position
 - Demonstrates a positive TEAM concept
 - Demonstrate behavior which is conducive to success
 - g) After each rating session scores are sealed and delivered to a Board-approved accountant or other Board-approved representative for tabulation.
 - h) Player notification will be done by posting the tentative rosters in the lobby of Polar Arena within 48 hours after the last evaluation. Rosters will include the name of individual players selected for each team. (Note: Any roster changes due to High School Tryouts must come to the age level Director and Board of Directors for proper action.)
4. Moving Up and Player Selection Process
- a) NSPAHA, in agreement with Minnesota Hockey, believes that all players should play at the appropriate age level. However, if a player chooses to be rated at a level higher than his or her appropriate age level, the conditions set forth in the following paragraphs must be met.
 - b) A player must declare his or her intentions, before the end of Registration (dates published in the NSPAHA Newsletter and/or on the NSPAHA website).
 - c) A player who chooses to be rated at a level higher than his or her appropriate age level must be rated at both age levels, with an extra rating fee assessed for the second rating. (Extra fee to be set by Board of Directors, based on the number of rating hours.)
 - d) If a player ranks in the top eight skaters at the "A" level during the ratings, the player will be automatically placed on the "A" traveling team, subject to the limitations set forth in paragraph 7 and provided that circumstances do not require application of paragraph 4(l) below (pertaining to underage players).
 - e) If a player rates from number 9-20, the coach can choose to place the player in one of the remaining seven slots (9-15) on the "A" traveling team. (Note: Board approval is required for adjustment if more than 15 skaters are placed on a team.) If they are age appropriate, players not selected for the "A" traveling team will be placed on teams at the next level (B, C). Players not of the appropriate age level will be placed on a team at their age appropriate level, based on their age level tryout rating.
 - f) In addition, if more players are needed to roster a team, players may be asked to move to a higher age level to complete a roster. If requested to move to a higher level, a player will be responsible for all costs associated with playing at that level.
 - g) Coaches should form teams in the best interest of the team and not the individual players.
 - h) Everything being equal, the second year player should be chosen for any "A" or "B" team.

- i) C teams will be organized to divide talent within the age groups as equally as possible.
 - j) Nothing in this section or in any other portion of these Rules gives a player a right to play at a level above the player's age appropriate level. All move-ups are within the discretion of NSPAHA. NSPAHA reserves the right to deny a request to move up to a higher age level, at any time, based upon the impact that the requested move-up is likely to have on other players in the association.
5. Coach/Rater Responsibilities During Tryouts
- a) Raters will be required to attend all sessions.
 - b) An alternate Rater will be identified at each level in the event a regular Rater is unable to attend a session.
 - c) Coaches and Raters should not talk to anyone regarding tryout performance before tryouts are concluded.
 - d) Coaches and Raters should not approach or talk to parents before, during or after tryout sessions until tryouts have concluded.
 - e) There should be no preliminary notification of a player's status by any coach or Rater during tryout sessions.
 - f) Players who may have secured a spot on the team must sit on the bench (fully dressed) for the duration of tryouts if the coaches or evaluators wish to spend more time evaluating players on the bubble.
6. Number of Players
- a) Each team should have 15 skaters, plus 2 goalies. The Board of Directors may approve a lesser number if sufficient qualified players are not available or if other circumstances so warrant.
 - b) The Board of Directors may approve a greater number if the situation so warrants. Each team should not exceed a maximum of 20 players (including goalies)
7. Player Responsibilities During Tryouts
- a) Each player must attend all sessions, unless excused because of an illness or injury. (See Section 10-Policy for an Illness or Injured Skater during Tryouts). Other excused absences are at the discretion of the age level director or the gender appropriate Coordinator. An unexcused absence will result in a zero score for that tryout session. All communication should be through the age level directors.
 - b) Any inappropriate conduct could affect a player's tryout rating. Penalty situations during scrimmages, such as illegal checking, tripping, elbowing, and foul language, may also affect a player's rating.
 - c) Any abuse of language, alcohol, drugs, or tobacco by a player may be regarded as grounds for dismissal from tryouts.
8. Parents' Responsibilities During Tryouts
- a) Parents should not approach or talk to evaluators before, during or after tryout sessions.
 - b) All communications by a parent regarding his/her child must be done only with the appropriate age level director.
 - c) Parents should call the appropriate age level director if they want to meet with the head coach after tryouts. Age level directors can be called within 48 hours after teams are formed between 12:00 PM and 8:00 PM and a meeting with the coach and the age level director will be scheduled within one week. Parents will be allowed to have their child attend this meeting. The meeting will last no longer than 20 minutes. During the meeting, the coach will review the individual child's performance evaluation during tryouts. Coaches will not compare the individual child's performance with other team members. The purpose of the meeting is to educate the parent(s) and child with respect to the player's placement and ability as evaluated during the tryout process. No team placement will be changed because of this meeting.

9. Ill/Injured Skaters
 - a) All players must attempt to be on the ice for evaluations and tryouts.
 - b) When a player is not able to participate due to illness or injury, the parent is responsible for contacting the appropriate age level director. The age level director, along with Player Development Committee, can make a decision regarding the seriousness or validity of illness for one session. If the player will miss multiple sessions, proper physician forms and a skater history form must be obtained. This must be completed and presented to the age level director BEFORE TRYOUTS BEGIN. If NSPAHA does not have this information it will be impossible to evaluate the player for placement on a team and the player will simply be placed on a team at the lowest age appropriate level.
 - c) Should a player become ill/ injured during the tryout process, the player must undergo a medical examination within 24 hours after the onset of the illness/ injury. The examining physician should provide a written medical evaluation at the time of the exam. This evaluation must be received by the appropriate age level director within 24 hours after the medical exam.
 - d) After the player's medical evaluation is received by the age level director, the director and the Player Development Committee will decide where the player will be placed.
 - e) Past performance and previous coaches' input can be used to place an ill/injured player at the proper level of play.
10. Non-Medical Absence
 - a) NSPAHA will attempt to accommodate legitimate scheduling conflicts with regard to tryouts, provided that the appropriate age level director receives written notification 72 hours prior to the first scheduled tryout session.
 - b) NSPAHA will review the options with the affected parties (player and parents). The player and parent(s) will ultimately select the option that best meets their interests.
 - c) If no attempts were made to notify the appropriate age level director and to follow through thereafter, the player will receive a zero for any missed tryout session(s).
11. High School Tryout Policy

As long as NSPAHA Bantam, U14, and U12 team tryouts are held prior to Boys' and Girls' Varsity and Junior Varsity Tryouts:

 - a) Any player intending to try out for Varsity or Junior Varsity must declare that intent prior to the close of Registration. A player who fails to abide by this rule and appears on the ice for Junior Varsity/Varsity tryouts after making an NSPAHA team may be declared ineligible for the balance of the season of the NSPAHA team on which he or she is rostered. Any player declared ineligible under this paragraph will not be entitled to a refund of any NSPAHA fees or charges and the parent of any such player will still be responsible for complying with all NSPAHA volunteer requirements and for any team specific fees.
 - b) So long as the Girls High School tryouts are held two weeks prior to the Boys High School tryouts, any player who makes the Boys Varsity or Junior Varsity will automatically forfeit \$400.00 of the NSPAHA registration fee and any player who makes the Girls Varsity or Junior Varsity will automatically forfeit \$300.00 of the NSPAHA registration fee. In addition, the parent of any such player will still be responsible for complying with all NSPAHA volunteer requirements.
 - c) Any player who unsuccessfully tries out for Varsity or Junior Varsity after providing the notice set forth in paragraph a above, may return to play on an appropriate NSPAHA team *if space is available*, but will not be guaranteed a place on their previous team or any other NSPAHA team. A player who is turned away by NSPAHA under this paragraph (after failing to make the Varsity or Junior Varsity) may request a partial refund of NSPAHA fees or charges and/or to be excused from further NSPAHA volunteer requirements. The NSPAHA Board shall have jurisdiction over any such request.
 - e) Any player declaring their intent to try out for Junior Varsity or Varsity must pay all NSPAHA and any team specific fees in full before the player appears on the ice for

high school tryouts. If payment is not made in full prior to said time, the skater will be declared ineligible for the balance of the season on any NSPAHA team.

12. **Additional Tryout Rules and Procedures**

Additional specific rules and procedures governing tryouts may be established each year by the NSPAHA Board and/or by the Player Development Committee (or other designated NSPAHA committee). Any such additional rules shall be published no later than the first day of Registration.

H. Game Rules

1. USA Hockey/Minnesota Hockey rules of play apply.
2. It is the responsibility of every coach to play all players on the team evenly during scrimmages. For games, playoffs, and tournaments the following exceptions apply:

Player Advantage: A line may be composed of players who have the skills to capitalize on an opponent's disadvantage in numbers of players on the ice.

Penalty Killing: A line may be composed of players with the skills to kill a penalty (*i.e.*, the ability to backcheck at our end and forecheck at the opponent's end in a tenacious manner). This is part of the game and should be used when circumstances require.

Coaches should, if possible, rest players used in the above situations before they again take a regular shift.

Coaches are advised to sit a player who has been injured on a previous shift when necessary. This situation would also call for a mixing of lines.

In some situations the other team may put a line on the ice out of regular rotation. Coaches may counter with a line of comparable skills and ability. This tactic is part of the game and should be accepted by our players and parents.

All team members reporting for a game must play a reasonable amount of time in each period. Note: Coaches may withhold a player(s) as a disciplinary measure. Penalty time served is considered playing time.

A player shall not play consecutive shifts unless Player Advantage, Penalty Killing, or situational play exists.

Coaches may substitute goalies when necessary.

I. Captains

1. Only on ice captains are allowed to discuss rule interpretation with the referee. Each team will have one (1) captain and two (2) alternates (or any combination of the same).
2. If the coach wishes to talk to the referee, the request must go through the captain. The referee is expected to exercise good judgment when handling these requests. Note: Violation of this rule may result in a bench minor or misconduct penalty.
3. Captains or Alternate Captains shall display a "C" or an "A" while on the ice.
4. Goalkeepers can be designated as a captain or alternate, but are not allowed to leave the goal crease without the referee's permission.

J. Fundraising

1. All players registered with NSPAHA shall take part in the Association's fundraiser(s). The Ways and Means Director will make a recommendation on what the fundraiser(s) will be for each year. The NSPAHA Board of Directors will vote on the recommendation.
2. Any other fundraising conducted by individual teams must be under the guidance of the Ways & Means Director and be approved by the NSPAHA Board of Directors. Fundraising conducted without Board approval will result in those funds raised being placed in the general fund.

K. Tournaments

1. Teams, with the Board of Directors approval, may participate in tournaments run by other organizations. NSPAHA requires all coaches to select tournaments that are Minnesota Hockey sanctioned only. All teams traveling outside of Minnesota must have a travel voucher from Minnesota Hockey.
2. NSPAHA Teams participating in tournaments should adhere to the following:
 - a. All team members reporting for a game must play a reasonable amount of time in each period. Note: An exception to this rule – a coach may withhold a player as a disciplinary measure. This action by the coach must be explained to the official scorer prior to or during the game. The opposing coach must be notified.
 - b) A player shall not play consecutive shifts.
3. Tournament fees allocated to each team shall be set by the Board of Directors.

L. Game Officials/Minor Officials

1. Referees will be assigned by District 2, Official Scheduler. All games should have a minimum of two (2) referees.
2. Referees must be USA Hockey certified.
3. Minor Officials (Time Keeper, Scorekeeper and Penalty Box) will be assigned in accordance with D2 and Minnesota Hockey rules.

M. Miscellaneous Rules

1. USA Hockey, Minnesota Hockey and District 2 rules apply.
2. Players in NSPAHA may participate on only one Minnesota Hockey sanctioned, USA hockey registered team because of insurance regulations.
3. Players will be disciplined by coaches and according to the discipline procedures as outlined in these rules.
4. If a situation occurs that is not covered by league rules but affects a game in any way the NSPAHA Board of Directors shall rule on the outcome.

Policy on Discipline Involving the
PLAYERS – COACHES – MANAGERS – PARENTS – FANS –
REFEREES and OTHER GAME OFFICIALS

The North St. Paul Area Hockey Association believes that positive discipline is essential to the successful conduct of organized hockey and that punitive discipline should normally not be necessary. Positive discipline should result in improved player skills, both individual and team, as well as better enjoyment of the game. Negative discipline, if needed on a recurring basis, shows that a player, a team, a coach, or an association is in trouble.

What is positive discipline? Above all else, it is self discipline on the part of players, coaches, managers, parents, fans, referees, and other game officials. Positive discipline involves a commitment to abide by rules of common courtesy and respect for others before, during, and after games, scrimmages, and practices and observance of the rules of the game as defined in USA Hockey, Minnesota Hockey, District 2 and/or NSPAHA rules and guidelines.

Coaches are responsible for team and player discipline; referees and other officials handle infractions during play. Negative discipline will be used when the above responsibilities are not met, prove ineffective, or require further action. The procedures involved in carrying out this action are listed in the foregoing rules and in the rules established by USA Hockey, Minnesota Hockey and District 2.

NSPAHA believes that the game of ice hockey is **not** a violent game; it is a fast paced, hard played game, when conducted within established rules. Intentional disregard of rules or continued unintentional violation of rules, after warning, **is** violence. **VIOLENCE IN ANY FORM WILL NOT BE TOLERATED** during the game or in any activities associate with NSPAHA. Violence in this context can be physical or verbal or can involve the abuse of controlled or uncontrolled substances (drugs, alcohol, nicotine, etc.) directed at person, property, or the general peaceful enjoyment of the game and its associated activities. In the end, persons and players who cannot, or **will not**, observe this policy will not participate in NSPAHA games and activities.

Coaches will make sure that players are aware of all applicable rules. Parents should reinforce the coach's disciplinary effort and guidelines. Parents wishing coaches to assist in implementing academic progress discipline for their player(s) should discuss the extent of such discipline with the coach prior to the start of the season. At a minimum, NSPAHA believes that players incurring failing grades **do not** have time to play hockey.

Parents have **ultimate responsibility** for the total conduct of their player(s). Coaches and officials should reinforce the conduct when it is positive and take action to abate it when it is negative. **Parents and players who cannot discipline themselves should not count on remaining a part of NSPAHA teams and activities.**

Constitution

Article I – Name

- Section 1. This organization shall be known officially as the North St. Paul Area Hockey Association (NSPAHA).

Article II – Purpose

- Section 1. The purpose of this organization is to promote ice hockey sportsmanship, enjoyment, recreation and competition among the youth who reside in the North St. Paul Area Hockey Association boundaries established by Minnesota Hockey.
- Section 2. This organization will encourage an environment in which youth players can learn the basic skills, master these skills and have fun while developing a life long interest in ice hockey.

Article III – Non Profit Organization

- Section 1. This organization was formed and exists for purposes that do not afford pecuniary gain to its members.

Article IV – Membership

- Section 1. Any person of good character, is eligible for active membership in this organization with privileges thereof as stated in the Bylaws.

Article V – Government

- Section 1. Authority to govern this organization resides in a Board of Directors consisting of a president, two vice presidents, secretary, treasurer, senior advisor, and directors.
- Section 2. Method of selection, qualification, and duties of the various officers shall be specified in the Bylaws.
- Section 3. In the event of the dissolution of the corporation, all or its remaining property after payment of all debts and obligations, shall be distributed to an organization exempt under Section 501, (c), (3) of the Internal Revenue Code of 1954, serving purposes similar to those for which the corporation is formed. None thereof shall be transferred to, or in any respect whatsoever inure to the benefit of any officer, director, or member of the corporation.

Article VI – Meetings

- Section 1. Meetings of this organization shall be specified in the Bylaws.

Article VII – Amendments

- Section 1. The articles of this constitution may be amended by a two-thirds vote of the membership in attendance, provided that written notice of the amendment or amendments has been mailed to the address of each member at least thirty (30) days prior to any action thereon.
- Section 2. No parts of these articles of the constitution may be suspended.

Bylaws

Article I – Name

Section 1. This organization shall be known officially as the North St. Paul Area Hockey Association (NSPAHA).

Article II – Purpose

Section 1. The purpose of this organization is to promote ice hockey sportsmanship, enjoyment, recreation and competition among the youth who reside in the North St. Paul Area Hockey Association boundaries established by Minnesota Hockey.

Section 2. This organization will encourage an environment in which youth players can learn the basic skills, master these skills and have fun while developing a life long interest in ice hockey.

Article III – Membership

Section 1. There will be four types of membership as follows:

- a) Participant: A participant member shall be a player who is duly registered in accordance with the requirements established by the Board of Directors. Participant members shall have no voting rights.
- b) Regular: A regular member shall be registered parents or legal guardians of a duly registered participant. Regular members may participate in all programs and projects of the organization and shall be allowed to vote on the management of the affairs of the organization at the Annual Meeting and all special membership meetings of the organization. For voting purposes, each regular member will be allowed one (1) vote.
- c) Associate: An associate member shall be an individual not otherwise a member who supports the objectives of the organization and who meets one of the following requirements:
 - Being elected as an officer or director of NSPAHA
 - Is serving as a NSPAHA registered USA Hockey coach or team manager.Associate members are entitled to the same rights and privileges as regular members.
- d) Honorary: Honorary memberships may be awarded at the discretion of the Board of Directors. Honorary members do not have to pay annual dues. Honorary members shall have no voting rights.

Section 2. Termination of Membership: Any member in good standing may resign at any time by providing written notice to the Board. A membership may be terminated by revocation as provided in Article XII of the Bylaws.

Section 3. All applications for membership must be accepted by a majority vote of the Board of Directors.

Article IV – Dues

Section 1. Membership dues for each category of membership shall be in such amount as set by the Board of Directors. Dues must be current by January 31st each year to hold office, serve on a committee and vote at the Annual Meeting of the Membership. No member may vote, hold office, or serve on a committee whose dues and assessments are not paid for the current year.

Article V – Government

- Section 1. Authority to govern this organization resides in a Board of Directors. The composition of the Board of Directors shall consist of qualified members as specified in Article III of the Bylaws, who are at least 18 years or older.
- Section 2. The Board of Directors shall have control and management of both property and organization, subject to the will of the membership.
- Section 3. The organization shall bond the Board of Directors for the protection of the organization and its properties.
- Section 4. Funds of this organization shall be deposited in a bank by the treasurer or designated agent. Money withdrawn from this organization's checking account shall be by signature of the president or treasurer. Money withdrawn from this organization's savings account shall be by signature of the president and treasurer with preapproval of the Board of Directors.
- Section 5. Vacancies in any office of this organization shall be appointed and filled for the duration of the term by vote of the Board of Directors.
- Section 6. The non-officer members of the Board of Directors will be assigned titles and duties by the first regular Board meeting following the Annual Meeting or as soon thereafter as appointments are made. The president shall discuss the experience, qualifications and interests with each incoming Director prior to assignment of titles and duties. Assignments will be approved by a majority vote of the five elected officers.
- Section 7. Each member of the Board of Directors is expected to attend all Board Meetings and special meetings. Three absences will result in review of the member's status on the Board of Directors.

Article VI – Duties of Officers

- Section 1. The President is the chief executive officer of the organization and shall preside at all meetings of the organization and vote only in case of a tie. The President has the power of appointment as elsewhere specified in the Bylaws and shall supervise the organization's affairs and activities.
- Section 2. The First Vice President shall preside as membership and Board of Director's meetings in the absence of the President and shall also work with the President on internal affairs of this organization.
- Section 3. The Second Vice President shall work with the President on external affairs of this organization.
- Section 4. The Secretary shall record the minutes of such meetings of the organization. The Secretary is chief custodian of all books, records, and other property of the organization, except the financial records. The Secretary shall keep a register of the members and perform such other duties as are consistent with and usual to such office.

- Section 5. The Treasurer or designated agent shall keep a book of account showing all receipts and disbursements and report at each annual membership meeting and Board of Directors meeting of the organization. The Treasurer shall submit an annual proposed itemized budget to the organization for adoption by the Board of Directors by July 15th of each year. The Treasurer shall issue notice of dues payable and be responsible for the collection thereof and perform such other duties as are consistent with and usual to such office.
- Section 6. The Senior Advisor shall serve primarily to give the benefit of past experience as immediate past president of the organization. The Senior Advisor shall have voting rights.

Article VII - Elections

- Section 1. The annual election of Officers and Directors of the organization shall be held in April of each year.
- Section 2. Officers and Directors shall take office May 1. The fiscal year shall begin July 1.
- Section 3. At the annual election there shall be elected in the following order; a President, two Vice Presidents, a Treasurer, a Secretary, and the Directors specified in number by the Board of Directors. The Senior Advisor position will be filled by the previous President.
- Section 4. Voting shall be by secret ballot by members, and no person shall cast more than one ballot. Proxies will not be recognized. The Secretary will issue ballots to members whose dues are paid to date. The person(s) receiving the highest number of votes, cast for each position shall be elected to that position. A coin flip shall determine tie votes.
- Section 5. A nominating committee shall be appointed by the President, with the approval of the Board of Directors, not less than thirty (30) days prior to the annual election.
- Section 6. One or more candidates shall be nominated for each expiring director and officer. The nominating committee shall make its report, which consists of a ballot, and publish it on the NSPAHA web site and at Polar Arena not less than ten (10) days prior to the annual election.
- Section 7. The nominating committee shall be obligated to include on the ballot the name of any member who files a request with the Secretary that his/her name appear on the ballot for a particular position no less than twenty (21) days prior to the annual election. Nominations from the floor at the annual election shall not be permitted and only properly nominated candidates may be elected.

Article VIII – Meetings

- Section 1. The organization shall hold regular membership meetings at a designated place on such dates as may be set by the Board of Directors.
- Section 2. At all Membership meetings, at least three officers must be present.
- Section 3. Notice of the date, time and location of annual elections shall be published at least thirty (30) days prior thereto by (a) publishing such notice on the NSPAHA web site, (b) posting such notice at Polar Arena, and (c) e-mailing such notice to those members that have signed up to receive e-mails from NSPAHA.

Section 4. Meetings of the Board of Directors shall be held at prearranged dates or at the call of the president. Two-thirds of the officers on the Board of Directors shall constitute a quorum.

Article IX – Committees

Section 1. The Board of Directors shall determine the committees deemed necessary to fulfill the purpose and to carry out the work of this organization.

Section 2. The president shall appoint, with ratification of the Board of Directors, all committee chairpersons.

Section 3. The president shall be an ex-officio member of all committees.

Article X – Parliamentary Authority

Section 1. The rules contained in Robert's Rules of Order shall govern the proceedings of all meetings of the organization to which they are applicable, and in which they are not inconsistent with the Bylaws.

Article XI – Amendments

Section 1. The articles of the Bylaws may be amended by a two-thirds vote of the membership in attendance, provided that written notice of the amendment or amendments has been mailed to the address of each member at least ten (10) days prior to any action thereon.

Article XII - Revocation of Membership

Section 1. The membership of any individual in the organization serving as an officer, director, committee member, coach, manager, or any member within the organization may be revoked by the Board of Directors (a three-fourth vote of the entire Board of Directors shall be required to revoke a membership) for conduct deemed detrimental to the organization.

Article XIII - Anti-Discrimination Policy

Section 1. It is the policy of the NSPAHA to provide an equal opportunity to all members, coaches, and officials to participate without discrimination on the basis of race, religion, sex, handicap, or national origin. The NSPAHA will take the necessary steps to comply with this policy.

North St. Paul Area Hockey Association
Application for Membership

Name: _____

Address: _____

Phone: _(_____)_____

Email: _____

Return with annual dues of \$3.00 per member to:

North St. Paul Area Hockey Association
P.O. Box 9004
North St. Paul, MN 55109

I am interested in helping with the functions checked below, please have someone contact me.

Concession Area: _____

Assist at Tournament:

Squirt A (end of December) _____

Boys C (January/February) _____

Serve on a committee: _____

Areas of Interest _____

Help as needed: _____

List skills: _____

[This application is to be used for those individuals that would like to be a member of the Association, but do not have a player skating in the Association and are not participating as a coach or manager.]

Player/Parent Code of Conduct

This page must be signed by the player, parent and/or guardian, and returned during the Registration process or to the Head Coach or Team Manager of the player's team by the end of the first week of practice.

It is the parents' and players' responsibility to show respect to other players, teams and their parents and fans. Poor sportsmanship will not be tolerated.

By signing this statement, the parent and/or guardian and player agree to read and discuss the Rules and Guidelines established by the North St. Paul Area Hockey Association (available at www.nsphockey.org) and to abide by those Rules and Guidelines.

By signing this statement, the parent and/or guardian and player also agree to abide by the following Ramsey County Code of Conduct:

- Respect – all aspects of the game; yourself, coaches, officials, teammates, opponents, fans and the rules, regardless of the behavior of others.
- Support your teammates. Be a team player.
- Recognize who and what you are representing.
- Show no bias, prejudice, or preferential treatment on or off the ice.
- Take responsibility for your behavior.
- Be humble in victory, gracious in defeat.

Signatures

Player: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Team: _____