

Jefferson Hockey Booster Club Policy

Board Approved: 06/20/2025





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II. MISSION AND VALUES

MISSION STATEMENT

Jefferson Youth Hockey is dedicated to developing youth to achieve their highest potential as hockey players, students, and community members, while growing a love for the game

PURPOSE

Jefferson Youth Hockey (also known as the Jefferson Hockey Booster Club) is a Minnesota non-profit youth sports organization dedicated to serving the communities of Bloomington and Richfield. We provide hockey programming for athletes in Pre-K through 12th grade. Our core mission is to teach the fundamentals of hockey while fostering the development of winning character and positive attitudes in our young athletes, both on and off the ice.

VALUES

- Community-Based - Playing together in the community develops friendships and excellence
- Respect - Treat people and facilities with class and good character
- Teamwork - Teams achieve more together
- Academics - Being a good student is a first priority
- Excellence – hard work and commitment results in positive outcomes



III. HOCKEY DEVELOPMENT CORE BELIEFS

Jefferson Hockey believes that all of our players from mites through high school and Jr. Gold, are all Jaguars, all connected, and are all part of the same team. We will do things to connect our teams, families, players, and association with each other and with the high school program.

Jefferson Hockey believes in:

- The importance of fueling our players' passion, enthusiasm, and love for the game of hockey. Our program, culture, and coaches will promote these qualities in our players which will, in turn, increase intrinsic motivation at later ages in work ethic and improvement.
- A long-term athlete development (LTAD) approach to player development. Being patient with developing players, and making sure there are equal opportunities for all players to develop regardless of what team a player is on in mites, Squirts/10U, Peewees/12U, and Bantams/15U.
- The value of following age-appropriate guidelines for each respective level to ensure that all players have a positive experience and develop as hockey players.
- That all levels, teams, and all players deserve excellent instruction and coaches.
- That a critical part of hockey development is athleticism. We will promote playing multiple sports and emphasize off-ice training.



IV. HOCKEY DEVELOPMENT COMMITTEE

A. STRUCTURE, COMPOSITION AND SIZE

1. The Hockey Development Committee (hereinafter referred to as the HDC) have a minimum of four members, and a maximum of seven members. Four standing members include the Director of Hockey Operations, Director of Hockey Development, the current JHBC President, and JHBC Vice President.
2. The head High School coaches will play an advisory role with HDC along with any other identified individuals selected by the HDC Committee.
3. Remaining Committee members will have coached hockey at multiple levels, understand youth and child development, have a long-term view of hockey development, have a vested interest in Jefferson Hockey, and agree to the mission, vision, and values of JHBC. A diversity of perspectives and experience should be considered in the composition of the HDC.
4. It is recommended that HDC members commit to a minimum of two-years, to ensure continuity of strategies and programs.
5. In the event of vacant positions or the need to add additional members to the HDC, the Hockey Development Director and current JHBC President will be responsible for finding candidates. The JHBC Executive Committee will approve any new members to the HDC.

B. OBJECTIVES, DUTIES AND OPERATING PROCEDURES

1. Objectives: Develop a strategy and plan for hockey player development to be consistent from year to year. The outcomes of the hockey development committee include:
 - a. Well planned and executed hockey development opportunities
 - b. Depth of player skill and athleticism
 - c. Retention of all players through the high school level
2. The HDC will be responsible for setting strategies, directions, and execution recommendations to the JHBC Board for the following:
 - a. Tryout and Evaluations: Ensure tryout processes are in place each year, in compliance with JHBC Policy.
 - b. Coach Development: Set strategies for developing coaches, and providing resources to coaches to improve player development.
 - c. Preseason Development: Establish and improve pre-season development opportunities (e.g.: Fall Clinics).



- d. Goalie Development: Set strategies for goalie recruitment, retention, and development.
 - e. In-season Development and Ice Plan: Establish development goals for all levels, and establish skill development opportunities during the season.
 - f. Off-season Development and Ice Plan: Define program for off-season camps/clinics, and recommendations to the JHBC Board.
 - g. Team Level Assignments and Team Size: Provide recommendation to the JHBC Board for team levels and team size
- 3. Tournaments, Games, and Scrimmages: Provide guidance on tournaments and levels to the Tournament Coordinator, as well as recommendations to coaches for scrimmages opponents.
 - 4. Any recommendations from the HDC that result in a significant increase in cost to JHBC or families, will be recommended to the JHBC Board for final approval.
 - 5. The HDC will also maintain and update the Hockey Development Core Beliefs.



V. REGISTRATION AND FEES

A. REGISTRATION

- a. Registration for the season will open in July of each year.
- b. Parents must complete all registration requirements before a player can try out and be placed on a team. These requirements include:
 - i. Completion of USA Hockey Registration
 - ii. Providing a copy of birth certificates (If applicable)
 - iii. Acknowledgement of the Parent Code of Conduct, Player Code of Conduct and Spectator Code of Conduct.

B. WAIVERS

- a. Rule change modifications with regards to school waivers for Youth and Girls hockey players in Minnesota will be adopted and go into effect prior to commencement of the 2024-2025 hockey season. These changes are statewide and will be implemented across all of Minnesota Hockey's (13) Districts and (130) plus member Associations.
- b. The rule modification allows players the ability to waive into a Minnesota Hockey Association (outside their own Association as determined by residence) whose boundaries incorporate the school in which that player is enrolled and attending. This waiver must now occur prior to the start of the player's first year of Squirts or 10U level. Should a player stop attending school within that association's boundaries, they will revert to their Association of residence for participation. Players who have not obtained a school attendance waiver prior to being eligible for Squirts or 10U, may only play outside their association of residence by obtaining a discretionary waiver.
- c. Any player previously granted a school-based waiver prior to the changes adopted by Minnesota Hockey at the January 20-21, 2024 Winter Meetings will be "Grandfathered" in and allowed to continue to play in the association of school attendance where the player attended at the time of receipt of the waiver.

Youth Rules and Regulation Change - Participation

With the exception of Junior Gold and 19U Players, prior to a player's first year of Squirts or 10U a Mandatory Waiver shall be granted to any player in good standing other than a Mite or 8U and under, without conditions except as described below, who wishes to participate in the MH association whose boundaries incorporate the school in which the player is enrolled and is attending, as follows:



1. Players waived based on school choice shall be deemed to be members of their Association of School Attendance and shall have full rights and privileges accorded to all members of that association, including voting rights. (Exception – see "Changing Schools" below.)
2. Players receiving a waiver based on school attendance shall register with their Association of School Attendance for as long as they continue to attend that school (including the first year). If they stop attending school in that association's area, they revert back to their Association of Residence for participation or waiver.
3. If a player has obtained a waiver based on this section, they shall be allowed to continue to play with their Association of School Attendance. If a player has not obtained a waiver based on school attendance prior to being eligible for Squirts or 10U, they may only play outside of their Association of Residence by obtaining a discretionary waiver.
4. Any player granted a school-based waiver prior to the changes adopted by MH at the January 2024 meeting will be allowed to continue to play in the association of school attendance where the player attended at the time of receipt of the waiver.

Waivers into JHBC

Waivers into the JHBC may be approved for the following reasons and must be approved by the Hockey Development Committee (HDC) and JHBC board:

- In instances where additional players will result in more favorable team roster sizes at an age group, as advised by the HDC.
- If a player lives and attends school in an area, whose association does not offer a team at his age group.
- If any level requires a goalie to complete a roster.
- If a player's home association is not offering a team at the AA or A level as a top team at an age group. Waivers in this instance are contingent upon that player being placed on Jefferson' top team (AA/A) after the Jefferson tryout process. If the player does not make the top team, the waiver is revoked and the player must return to his home association. Consideration will be given to the total number of players at a level to ensure team roster sizes are acceptable as per the HDC.
- Other unique waiver circumstances will be reviewed by the JHBC President, who will consult the HDC.

Waivers out of JHBC

Waivers out the JHBC may be approved for the following reasons and must be approved by the Hockey Development Committee (HDC) and JHBC board.



- If a player attends a school outside the Bloomington/Richfield High School Boundaries and the request is made as a 1st year Squirt or 10U.
- Extenuating circumstances that are approved by the JHBC and HDC. Once tryouts begin, the JHBC will not waiver any players to another Association

C. FEES

- As a part of the registration process, parents will make a first payment that includes a tryout administration fee. The remaining portion of the first payment will be applied to your team's first payment. This first payment must be made before a player may tryout.
- Descriptions of Fees. The following expenses will be included as part of the fees paid by each player:
 - Tryout fee
 - Two game jerseys (home & away), socks, breezer covers, Player Pack
 - District 6 fees
 - Team practices, ice time, referees
 - Jagfest fundraiser
- Expenses not included in Fees, paid by JHBC through fundraising programs:
 - Coach stipends
 - Hockey development consultants/coaches
 - Goalie Subsidy
 - Non-parent coach expenses for out-of-town tournaments
 - Tryout jerseys
 - USA Hockey background check fees for coaches, locker room monitors and board members.
 - Practice jerseys
- In any given year, if fundraising programs are not able to cover these expenses, JHBC may assess membership dues to help cover these costs. The decision to assess membership dues must be decided prior to registration.
- State tournament: If a team makes the State tournament, JHBC will cover:
 - Gate fees for parent(s) of the player
 - Team entry fee
- Payment Schedule: JHBC will establish a payment schedule and process to collect team fees throughout the season. This process may include manual collection through team managers. JHBC may also choose to implement automated charges/withdrawals. The schedule will generally follow the below schedule. Any deviations to this schedule must be approved at a JHBC Board Meeting prior to the close of registration:
 - Initial Payment at Registration
 - Second Payment (October 1)
 - Third Payment (November 1)



- iv. Fourth Payment (December 1)
- v. Fifth Payment (January 1)
- vi. Sixth Payment (February 1)
- g. Sponsorships. JHBC will assign a volunteer to solicit sponsorships with the goal that every team has at least one sponsor. The sponsorship amounts should be applied to the overall team budget. Parents may also solicit additional sponsorships through their own networks, further reducing the overall team cost
- h. JHBC aspires to grow the game of hockey, in some instances, the team fees are not financially feasible for parents. The JHBC Scholarship Program is available for families to help defray team fees.

D. OUTSTANDING BALANCES

- a. Any assessments and/or fees which remain unpaid from any prior year(s) shall result in no player from that family registering or participating in tryouts until all past due amounts are paid in full and current with the Jefferson Hockey Booster Club.
- b. If a player is not current with payments during the season, a “no pay, no play” action can be instituted at the discretion of the JHBC Executive Committee.

E. REFUND POLICY

- a. JHBC spends significant time planning for club and individual team operations before and during a hockey season. This includes significant expenses for and related to ice, ice coordination, tryouts, tournaments and hotels, referees, coaches, dry land, outside instructors, team jerseys, insurance, fundraising and fees paid to USA Hockey, Minnesota Hockey and District 6. Many of these funds are based on either program or team participation and once paid, many are nonrefundable.
- b. The JHBC Board refund policy is as follows:
 - i. Before Tryouts: If JHBC receives a request to withdraw from the program prior to the first tryout session being held, JHBC will refund the first payment, less the tryout administration fee of \$100.
 - ii. During Tryouts: If the JHBC receives a request to withdraw from the program after the first tryout session is held, JHBC will not refund any portion of the first payment. Thus the entire first payment is non-refundable. This includes all reasons for requesting a withdrawal from the program, including but not limited to, an injury sustained during tryouts.
 - iii. In-Season: Once tryouts are complete, a player has been placed on a team and the teams have been posted to the JHBC website, the “In-Season” portion of the season has begun. In-Season Refunds will only



be considered by JHBC for season ending injuries or illness or a player being rostered on a supported varsity program (Jefferson or Kennedy for Bloomington players or Southwest Christian for Richfield players). If a season ending injury or illness occurs “In-Season” and before December 31st, a request for a refund may be made to the JHBC Executive Board for a refund. A refund, if any, will be based upon several factors, including, the date of the injury or illness, the team budget and the costs expended for the team by JHBC. All refund decisions by the Board are final. No refunds will be given for injuries or illness suffered after December 31st of the current season.

- iv. Junior Gold: Junior Gold registrants will follow In-Season refund policy if a team is fielded by JHBC. If a team is not constructed, a full refund will be issued for any payment made.



VI. TEAM STRUCTURE

A. AGE CLASSIFICATIONS

- a. The Jefferson Hockey Booster Club will field Travel teams at the Squirt, 10U, Peewee, 12U, Bantam, and 15U levels in accordance with Minnesota Hockey Age Classification rules. Team levels will be recommended by the HDC.
- b. The JHBC shall run a Mite in-house program for all mite-aged children. The goal of the Mite Program is to provide a pleasant atmosphere in which to develop fundamental skills.
- c. The number of mite teams shall be determined by the Mite Directors and the Hockey Development Committee with approval of the JHBC Executive Committee.
- d. No player may be older than the maximum age. Players may be younger than the minimum age with the approval from the JHBC Executive Committee

B. MOVE UP POLICY

- a. A participant shall have the option to play according to Minnesota Hockey age classification brackets or with their grade in school. This option shall be declared for Mites, Squirts, Peewees and Bantams prior to September 1st of the season affected by the election. The JHBC strongly discourages any participant from reversing their decision to play at grade level since such reversal may adversely impact other players in the program. Requests will go to the HDC for evaluation, who will make a recommendation to the JHBC Executive Committee for a final decision.
- b. If a player is approved for “moving-up”, they may participate in the tryout process, however this does not guarantee them a spot at the move-up level.
- c. For Mite, 8U, Squirt, 10U, Peewee, 12U, Bantam, and 15U teams, players in a “move-up status” need to be in the top five scores of all players trying out (based on evaluator scores). If not, he/she will need to return and play for their original level and respectively made team.
- d. If a player who is approved for “move-up” tries out and is one of the top five scores of all players by evaluators, they do not have the option of moving back down to their age- appropriate level for any reason during that season.

C. RECOMMENDED NUMBER OF PLAYERS

- a. Team sizes will be determined by the Hockey Development Committee. It is recommended that teams will consist of 13-15 skaters and 2 goalies. The primary factor for determining team size should be based upon creating the best scenario for hockey development for all players.



D. AGE GROUPING OF TEAMS

- a. As a general rule, if players are deemed of near equal talent, the older player should be selected for the higher team and the younger player for the lower team.

E. JR. GOLD / 16U

- a. JHBC will seek to roster Jr. Gold or 16U teams, to give opportunities for high school-aged players an opportunity to keep playing competitive hockey. The Hockey Development Committee will recommend the number of teams and levels.
- b. Jr. Gold/16U teams will be formed following completion of the high school tryout. There will be an evaluation session following the high school tryout for any players interested in playing Jr. Gold/ 16U.
- c. The Jr. Gold/16U head coach(es) and the High School coaching staff should agree on a communication and data sharing process about potential Jr. Gold/16U players to help JHBC plan for the Jr. Gold/16U season.
- d. Additions to the Jr. Gold/16U rosters will not be allowed after the first game of the season. Exceptions to this policy will require review by the HDC and approval by the JHBC President.



VII. TEAM ICE ALLOCATION PROCESS

- A. JHBC is responsible for scheduling ice under its agreement with Bloomington Amateur Hockey Association (BAHA) for Bloomington Ice Garden and Richfield Ice Arena, and subsequently under the contracts with those two facilities. JHBC will follow the process of ice allocation as agreed upon by BAHA.
- B. The JHBC Executive Committee will retain an ice coordinator(s) to ensure JHBC gets maximum usage and ice allocation for all teams and development activities.
Responsibilities of the Ice Coordinator include:
 - a. Representing JHBC traveling teams at the District 6 Game Draw
 - b. Communicating the BAHA ice allocation process to all team coaches and managers, and the JHBC board.
 - c. Providing historical ice time usage/budgets for coaches and managers
 - d. Reconciling and providing final ice bills to team managers
 - e. Acquiring contracts and ice times, outside of BAHA managed ice to supplement ice time
 - f. Submitting ice requests to BAHA for pre-season, tryouts, and all off-season development ice.
 - g. Allocating and scheduling ice for fall clinics, tryouts, and team practices through the end of October for all levels.
 - h. Allocating allotment of ice to the Mite Program and Jr. Gold teams
- C. The Coordination of Ice Allocation will be done in part by the Ice Coordinator with guidance from the Hockey Development Committee (HDC). The Ice Coordinator will follow this process for allocating ice for the preseason and winter season:
 - a. Communicate with the HDC to determine the club's skill development objectives for each level. These preferences will be determined by the Board with input from the HDC.
 - b. Communicate and coordinate with the Tournament Coordinator to obtain the list of tournament dates for each team.
 - c. Take the ice allotment for September and October and allocate the ice for preseason development, tryouts, and practices.
 - d. Take the ice allotment for November thru March and block out ice necessary for Jefferson skill development initiatives and priorities.
 - e. Take the remaining ice allotment and block out ice times for the Junior Gold game draw.
 - f. Take the remaining ice allotment to the D6 game draw and schedule D6 games for the teams, taking into account the team tournament schedules and blackout date preferences of coaches.
- D. BAHA will define the process for how remaining ice will be allocated for practices and scrimmages. The process can vary from year to year, with responsibilities falling primarily on coaches and managers to select ice allocation. If the process from BAHA



requires more centralized scheduling, the Ice Coordinator will work with the HDC and JHBC President to ensure ice is allocated in accordance with development goals and as equitable as possible.

- E. Once a team has committed to an ice time, that team is responsible for the cost of the ice. The team may try to sell the ice. The Ice Coordinator will define a process and communication method for the reselling of ice.
- F. The ice allocation the teams receive from the ice coordinator (BAHA, JHBC contracts) will typically accommodate most of the ice they need for the season. Individual teams may secure additional ice and development activities they deem necessary for their teams.



VIII. COACHES SELECTION COMMITTEE

A. STRUCTURE, COMPOSITION AND SIZE

- a. The Coaches Selection Committee (hereinafter referred to as CSC) has six members. These include four members of the JHBC Board and two additional JHBC members. Included from the JHBC Board are the President, Vice President, Jefferson High School Boys Varsity Head Coach and the Director of Hockey Development. The two additional members may also be selected based on criteria listed below:
 - i. New members of the committee will be nominated by the JHBC Executive Committee and selected to replace departing members of the committee. New members of the committee will be elected annually at the April JHBC meeting.
 - ii. The two JHBC members nominated by the JHBC Executive Committee must have either prior coaching experience on a traveling hockey team or prior hockey playing experience through the high school varsity level or beyond.
 - iii. If members of the CSC committee wish to become a candidate for any head coaching decision, they will be removed from the CSC selection process for that head coaching position.

B. DUTIES AND OPERATING PROCEDURES

- a. The CSC will be responsible for identifying and selecting all head coaches for all JHBC boys traveling teams. The JHBC suggests a non-parent as head coach at all levels. Recognizing that this is not always possible, the CSC will continue to identify and select qualified head coaches, if necessary, throughout the tryout period with the objective of selecting all head coaches prior to a team's first scheduled practice. In addition, the names of all assistant coaches selected by the head coach shall be submitted to the committee and are subject to approval by the committee.
- b. Each year, as soon as possible after the April JHBC meeting and election of new members, the CSC shall meet with the JHBC President. The JHBC President will serve as Chairman for the meeting(s) where the CSC will set an agenda and develop a plan for the upcoming year.
- c. At a minimum, the committee must include the following steps in creating a plan for the next season.
 - i. Evaluation forms (in Appendix attached) for each of the head coaches from the prior year will be reviewed and performance will be evaluated and graded.



- ii. The President will contact all head coaches from the prior year and offer to review the findings of the CSC.
 - iii. Members of the committee will begin to network throughout the hockey community to identify qualified head coaching candidates and encourage them to apply for Jefferson head coaching positions.
 - iv. Notices will be placed in appropriate media soliciting applications for head coaching positions. These media may include, but are not limited to, the Bloomington Sun Current, Let's Play Hockey, JHBC website, and other appropriate venues. This should be completed as soon as possible after the committee's initial planning meeting. (See Notice for Prospective Coaches Included as Appendix "D" attached).
 - v. Head coaches from the prior year who wish to reapply for the upcoming year should submit an application by May 1st.
 - vi. As candidates are identified, they must complete an application and/or submit a hockey resume with a one-page essay discussing their coaching philosophy. All applicants should be identified by June 1st, at the latest. Additionally, the committee should try to identify at least two candidates for each open head coaching position. Candidates may come from outside the Jefferson program. It is recommended that all candidates for AA or A team head coaching vacancies not have a child participating in that level.
 - vii. Candidates will be interviewed by the CSC. All CSC members must be present for the interview. If a CSC member cannot attend the interview, that member must make alternative arrangements to interview the candidate(s) in person or by telephone. No CSC member will be allowed to vote on any applicant who has not been interviewed by that member.
 - viii. At least two references should be checked for each candidate.
 - ix. After completing candidate interviews and reference checks, the committee will meet to vote on candidates. A two-thirds majority is required to elect a coach. If possible, all head coaches should be selected by June 15th.
 - x. All selections are contingent upon successful background and reference checks.
 - xi. All coaches are required to agree to and sign the Coach Code of Conduct.
- d. Special attention should be given to the selection of B2 and C coaches, which are typically identified and chosen during tryouts. Until a coach has been identified, the HDC will be responsible for conducting practices for a team until a coach is selected.



IX. TRYOUTS

A. ROLES AND RESPONSIBILITIES

- a. The HDC will provide guidance and recommendations for the tryout process to the JHBC Board.
- b. The JHBC Board will designate a Tryout Coordinator to help manage the logistics and communications during the tryout process. This role will not have any involvement with any evaluation, scores, or final team decisions.
- c. The Head Coach of the A/AA team will be responsible for the on-ice sessions during all tryout sessions.
- d. Independent evaluators, who have strong hockey knowledge, are recommended to be used for tryout scoring.
- e. Non-parent assistant coaches may be needed to assist with on-ice activities, and may also observe tryouts.

B. GENERAL INFORMATION

- a. The HDC and Tryout Coordinator will publish a Tryout Manual to be posted on the site each year. This manual should outline the process, as well as expectations for players and parents for how to approach tryouts and results in a constructive manner.
- b. Tryout sessions will consist of organized drills and game situations so that both hockey skills and game effectiveness can be evaluated. All coaches must present a Tryout Format to the HDC for approval prior to tryouts.
- c. Sessions may vary depending on the number of players. The HDC will recommend the total number of tryout sessions and schedule. Scrimmages with other associations may be included.
- d. Pools of players will be made during the tryouts as necessary, with the final selections posted shortly after the final tryout. Groupings of players should be primarily based on the scores of the evaluators. The A/AA Head Coach will have discretion on the number of players to place in each pool, with guidance from the HDC.
- e. Selected coaches will work together during tryouts to make certain the best players are selected for the AA or A team. This, along with the grading scores should assure that a player makes the proper team.
- f. On ice direction of tryouts can be conducted by qualified individuals other than the coaches involved so that the coaches can observe, grade and select the players.
- g. All players will be furnished with a numbered tryout jersey, which can be seen readily from the stands.



- h. In the case of illness or injury, comments from a player's past coach(es) are welcome, if there is something helpful to the selecting coach(es).
- i. A member of the JHBC Executive Committee will be present at all tryouts and present during the selection of players for the teams. Any present board member should not be a parent of a player participating in that particular tryout. (Ex.: President has a child in Bantam tryout. The President should not be there but another. Provided VP or other board member does not have a player in that tryout, one of them should attend).
- j. Videotaping of tryouts, by anyone other than coaches and evaluators, is strictly prohibited.
- k. Coaches and evaluators will not discuss or communicate any ranking, standing, or grading of any player or players to any player or parent.
- l. Changes to tryout procedures or formats at any level must be approved in advance by the JHBC President.
- m. Tryouts will be closed to any spectator viewing, other than evaluators and non-parent coaches involved in the tryout process. A change or deviation from this policy will need to be approved by the JHBC Executive Committee.
- n. At the completion of tryouts, teams will be posted on the JHBC website as soon as logistically possible.
- o. After tryouts, a 48-hour cooling off period applies during which neither the parents nor players may contact coaches or JHBC Board members. After the cooling-off period, parents may request an evaluation report for their player(s). This report will focus solely on the player's performance during the tryout process. Comparative assessments with other players will not be included.

C. EVALUATING PLAYERS

- a. Evaluators will be hockey-knowledgeable people. Every effort will be made to use independent evaluators.
- b. The HDC will establish a process so evaluators can evaluate players as consistently and fairly as possible.
- c. A point system will be used to evaluate players on various aspects of the game, such as, but not limited to:
 - i. Skating (backward, forward, transitions)
 - ii. Shooting
 - iii. Passing
 - iv. Puck control
 - v. Intangibles: Desire, drive, attitude and general ability under game situations.
- d. Evaluators will be furnished with identical forms, tools, or software and may evaluate different players each day of the tryouts.



- e. Evaluation sheets, tools, or software will aid in selecting a player to the proper team.
- f. All evaluation sheets or data remain the property of the JHBC and will not be made available to the public.

D. ROSTERS

- a. All team rosters will be presented to the JHBC President immediately after the final cut and prior to posting.
- b. The team rosters will include each player's first and last names, birth date, phone number, and address.
- c. The team rosters will include the parents' first and last names, addresses, and zip codes.
- d. The President will check the rosters to ensure compliance with the JHBC guidelines. Any problems or questions regarding any team will be resolved prior to posting of that roster.

E. TEAM REASSIGNMENT POLICY

- a. The JHBC recognizes that in rare instances, players may leave an JHBC team after the JHBC tryout process (i.e.: the player makes his or her school team; the player sustains a season-ending injury; the player's family relocates out of the area). On these occasions of a team losing a player (or players), other player(s) may be reassigned from a feeder team to fill the void if the following conditions are met:
- b. The player is willing to advance to the new level or team.
- c. The team reassignment paperwork is completed before the District 6 registration deadlines (typically late December each year).
- d. The team giving up a player does not fall below District 6 guidelines for team player count.
- e. In multi-player reassignments, the players are reassigned from teams in such a way that the teams allowing players to move up are impacted equally.
- f. Team reassignments may impact multiple teams as a series of players are reassigned to fill openings, with players moving up or horizontally to another team at the same level (i.e.: a player may move from an A team up to an AA team, and correspondingly, a B1 player may be requested to move up to fill the A opening).
- g. The process for requesting a player team reassignment is as follows and in the following sequences:
 - i. The coach losing a player(s) notifies the Director of Hockey Development of their desire to fill the newly vacated position(s) on their team.



- ii. The Director of Hockey Development will then establish a meeting with the feeder team's coaches to discuss the player(s) to be moved from the feeder team(s).
- iii. The Director of Hockey Development will share the situation and proposed reassignments with the JHBC Executive Committee for approval.
- iv. The Director of Hockey Development will communicate the "requests for reassignment" with the players' parents/guardians.
 - 1. If the player(s) accept the adjustments, move to step 5
 - 2. If a player/family rejects the adjustment, step 1 is repeated.
- v. The Director of Hockey Development notifies the Registrar of changes and Registrar prepares Supplement Rosters as needed.



X. COACHING PHILOSOPHIES, DUTIES AND EXPECTATIONS

A. CORE COACHING PILLARS

- a. Engagement: Jefferson coaches are engaged and “coach on their edges.” Helmet buckled...talking to kids...smiles...fueling kids’ passion...bringing our A game to each and every event! (on-ice and off).
- b. Learning: Jefferson coaches are willing to learn and never feel like they “know it all” and are open to hearing other ideas or about new best practices.
- c. Belief in Players: Jefferson coaches believe that all players can improve. Jefferson coaches will work to coach every single player on their team to his/her potential. Our coaches will have high expectations for all players believing that kids will rise, or fall, to the level of our expectations.
- d. Preparation: Jefferson coaches believe in being prepared and organized. Our coaches will show up with a well-thought out, smart plan for practices and games.
- e. Connection: Jefferson coaches believe that relationships with kids drive success. Our coaches will work enthusiastically to build relationships with all of the players on their team.
- f. Development: Jefferson coaches believe that their first priority (after building relationships) is to develop the individual skill of each player.
- g. Collaboration: Jefferson coaches believe in collaboration, working together, and doing things in the spirit of helping all players and all teams. We are all Jaguars regardless of level, team assignment, or ability. BIG TEAM, LITTLE ME.
- h. Teaching: Jefferson coaches believe that they are not only coaches, but “teachers” of the game of hockey. Teaching requires being prepared, organized, and patient.
- i. Communication: Jefferson coaches believe in setting clear expectations and informing players, parents, and all others involved of those expectations. Communication should happen regularly and not just at the beginning of the season.

B. PLAYING TIME PHILOSOPHY

- a. Mites/8U
 - i. All players are played equally in any game, or scrimmage situation 100% of the time.
 - ii. POSITIONS: In any game where there are positions, players will be rotated so they have the opportunity to play all of the positions.
- b. Squirrels/10U
 - i. All players are played equally in any game, or scrimmage situation 100% of the time. This includes district games, tournament games, and playoffs.



- ii. POSITIONS: Players are required to play all of the positions over the course of the season. (wing-center-defense) This may occasionally result in losing a game, but we believe that players' long-term development is more important than a single game.
- c. Peewees/12U
 - i. Coaches should roll the lines in all games and scrimmages.
 - ii. In the last 5 minutes of the game, upon coaches' discretion, playing time might not be equal.
 - iii. Coaches should make every effort to give all players on their team the opportunity to play in key situations during and at the end of a game.
 - iv. POSITIONS: Players should be given the opportunity to play different positions through the season.
 - v. SITUATIONS: All players on a team should be given opportunities to play in all game situations (even strength, power play, penalty kill, and critical game situations).
- d. Bantams/15U
 - i. Coaches should roll the lines in all games and scrimmages.
 - ii. In the last 5 minutes of the game, upon coaches' discretion, playing time might not be equal.
 - iii. Coaches should make every effort to give all players on their team the opportunity to play in key situations during and at the end of a game.
 - iv. POSITIONS: Players can hone in on a preferred position in Bantams/15U. However, coaches can still give players opportunities to play different positions through the season.
 - v. SITUATIONS: All players on a team should be given opportunities to play in all game situations (even strength, power play, penalty kill, and critical game situations).

C. DUTIES AND EXPECTATIONS

- a. All coaches must be current on all USA Hockey CEP requirements, including age-specific modules
- b. Coaches must understand and comply with SafeSport policies and procedures.
- c. The head coach has the discretion to choose assistant coaches for the team, and will review the candidates with the CSC.
- d. The head coach is the leader of the team and is accountable for the behavior and conduct of players and assistant coaches.
- e. All coaches commit to being present for the vast majority of practices and games.
- f. Coaches will be prepared with practice plans and game strategies.
- g. The head coach should establish expectations and follow through on commitments to communicate with parents.



- h. The coach will be available to discuss any problems with the players and/or parents, keeping in mind that the prime responsibility is to the whole team and not any one individual.
- 9. The head coach's main objective is to TEACH HOCKEY and to develop players to be in a position to succeed in the next level of hockey. The coach will exemplify and implement the Jefferson Hockey Coaching Pillars.
- i. The head coach should use discretion to keep practices and games in good proportion, in accordance with USA Hockey and guidance from the HDC.
- j. The head coach should set a good example of sportsmanship and good conduct on and off the ice, bench and in general the community.
- k. Coaches and the manager will meet with parents shortly after the teams are selected.

D. DISPUTE RESOLUTION AND REMOVAL OF COACHES

- a. Unresolved disputes between a player and coach or a parent and coach should be brought to the JHBC Executive Committee for mediation and resolution. The decision rendered by the JHBC Executive Committee is final.
- b. The JHBC Executive Committee is empowered to discipline or remove a coach for violations of the coaching philosophies, duties, and expectations, which the JHBC Board believes to be detrimental to the program.



XI. DUTIES AND RESPONSIBILITIES OF A TEAM MANAGER

The Manager may delegate in part or in total any of the following duties to a parent(s) or appointed assistant(s):

- A. Create, maintain, and adhere to a team budget. Manage a team's finances and handle its checking account with assistance from a team auditor. This requires periodic statements of the team's financial standings to be given to the parents. Make parents aware that guidelines are on the JHBC website and should be reviewed prior to the season.
- B. Team budgets should be communicated to all parents at the beginning of the season.
- C. Significant changes to the budgets need to be communicated to parents for transparency and approval.
- D. Keep and maintain official USA Hockey Team Rosters for verification in games or Tournaments.
- E. Be responsible for equipment in conjunction with the coaches. This includes participating in checking out equipment, having an adequate number of pucks, first-aid kits, etc. 4. Schedule non- league games or scrimmages. With some teams the coach will do this while with others, the manager will handle such arrangements. In any case, this should be clearly defined. Also, reconfirm non-league games the day before. Referees for these games must be obtained by the manager (this is a team expense).
- F. The team manager will assign timekeepers and penalty box duties for home games and scorekeeping and penalty box duties for away games.
- G. Forward official score sheets for District 6 games, per the District 6 submission rules.
- H. Maintain and update the online team calendar in a timely manner with team events. The schedule will include all games, practices and team activities, including parent volunteer responsibilities.
- I. Set up payment schedule for team fees, with final payment due no later than January 15th. Advise the JHBC Treasurer of any outstanding statements past due and of players with possible financial problems. (Team funds must not be used for this purpose).
- J. Secure and submit Players Code of Conduct Forms.
- K. Ensure adherence to District 6 Concussion Protocol process.



XII. MITE/8U GUIDELINES

A. JEFFERSON MITES PHILOSOPHY

- a. The philosophy of the Mite Program (also known as 10U) shall be prioritized as follows: safety, fun and sportsmanship, fundamental instruction and competitiveness.

B. GOVERNING AUTHORITY

- a. JHBC Executive Committee is the governing body.

C. MEMBERSHIP

- a. Mite Director or Co-Directors - Appointed by JHBC President prior to season.
- b. Mite On-Ice Director
- c. Ice Coordinator (may be ice coordinator for entire JHBC)
- d. Treasurer (may be treasurer for entire JHBC)

D. JHBC MITE PROGRAM LEADERSHIP DUTIES

- a. MITE DIRECTOR(S): Supervise selection of teams, establish schedule, administer schedule, make changes in teams to ensure parity, receive complaints and suggestions, investigate and arbitrate disputes, act a liaison between the coaches and/or parents, and the Executive Committee on any matter which require the Board's attention and direction.
- b. MITE ON-ICE DIRECTOR: Assist Mite Director(s) with any on-ice coordination, including, but not limited to selection of teams, recruiting and assisting coaches and creating practice plans.
- c. ICE COORDINATOR: Assist mite director(s) to procure ice time, work with the Director(s) in establishing schedules.
- d. TREASURER: Collaborate with JHBC Treasurer to manage budget and accounting specific to the Mite Program.

E. TEAM ADMINISTRATION/DUTIES

- a. Head Coach: Conduct practices.
- b. Assistant Coach(es): Represent the head coach in the Head Coach's absence.
- c. Team Manager: Work with ice-coordinator and/or treasurer to establish player cost assessments, pass out schedules, contact players and coaches with schedule changes, organize parent participation.



F. PARTICIPANTS

- a. Children ages 5-9. Younger Participants may be accepted at the discretion of the Hockey Development Committee, depending upon players' readiness and the need to fill a pre- determined number of teams for the purpose of maximizing ice utilization.
- b. The Mite Director may, with discretion, limit registration to conform to the dictates of available ice time.

G. FORMAT

- a. Four levels: Mite 1 (rookie), Mite 2 (beginner), Mite 3 (intermediate), Mite 4 (advanced). These can be renamed or re-structured with approval from the JHBC Board (e.g. Mini-Mites, Beginners, Lowers, Uppers).
- b. Grouped according to ability.
- c. The MITE COMMITTEE may add or delete any of the Mite "Levels" dependent on the number of returning players, their abilities and the dictates of available ice time.
- d. Mite 1 - An introductory level program for first-year skaters that are just beginning to learn the game of hockey. Maximum emphasis will be toward all aspects of skating fundamentals. In- house scrimmages and jamborees may be scheduled.
- e. Mite 2 - Beginner program for second-year hockey players with a maximum emphasis on skating and hockey fundamentals. In-house scrimmages and jamborees may be scheduled.
- f. Mite 3 - Number of hours to be determined by season format with the express provision that 80 percent of the hours so designated must consist of practice hours. Hours designated as practice hours consist of at least one-half drills and one-half fundamentals drills. Mite 3 will follow all District 6 limits in regards to scheduling District 6 games. They are able to schedule in-house scrimmages and jamborees.
- g. Mite 4 - Number of hours to be determined by season format with the express provision that 70 percent of the hours so designated must consist of practice hours. Hours designated as practice hours consist of at least one-half drills and one-half fundamental drills. Mite 3 will follow all District 6 limits in regards to scheduling District 6 games. They are able to schedule in-house scrimmages and jamborees.

H. SCHEDULE

- a. Evaluation/team selection - all participants
- b. Practice/Games



I. PLAYING RULES

- a. Equipment - No player shall be allowed on the ice without full equipment which includes the following: Skaters - Helmet with a full face mask, tethered internal mouth guard, neck guard, hockey shoulder pads, cup and supporter, shin guards, hockey gloves, elbow pads, and hockey pants. Goalies - Complete goalie equipment including padded vest, helmet with a full face mask, with throat protector, internal tethered mouth guard, cup and supporter, hockey pants, goalie gloves and leg pads.
- b. Coaches must make every effort to ensure equal playing time.
- c. All players must be rotated and allowed to play different positions during the course of the season.
- d. Mite line changes will occur every two minutes, five players in and five players out.
- e. GAME TIMES - allotted ice time - one hour. Warm up - 10 minutes. Periods - first two will be 16 minutes running time and last balance of hour will be running time. One minute rest between periods. No game will go beyond allotted ice time. Overtime - there will be no overtime.
- f. Penalties
 - i. Minor - Players assessed a penalty are sent to their bench and are replaced with another player for the remainder of that shift
 - ii. Major - Expelled from game (more than one major penalty during the season requires a hearing to determine if the player shall be allowed to continue in the program.
- g. Icing: Icing will not be called (Mites)
- h. Checking: No checking.
- i. COACHES shall try their best to put out lines of equal ability.
- j. COACHES may be on ice during the course of a scrimmage for instruction with Mites but at least one coach must be present on the bench to handle line changes.
- k. Injured Players Any injured player requiring a stoppage of play must come off the ice and be replaced by another player for the remainder of that shift and may not return to the ice until the next player's next regular shift.
- l. At no time will standings as to wins or losses be kept.
- m. Playing rules will conform with any and all District 6 rules



XIII. EQUIPMENT AND UNIFORMS

A. SKATER EQUIPMENT

- a. Parents will be responsible for providing all equipment in compliance with the USA Hockey Rule Book.
(<https://www.usahockeyrulebook.com/page/show/1015111-section-three-equipment>).
- b. All players must also wear a neck guard, in compliance with the District 6 Rulebook.
- c. Any questions on suitable equipment can be directed to the JHBC Board for clarification.

B. GOALIE EQUIPMENT

- a. In order to build and develop a pipeline of goalies, JHBC will provide financial assistance to eliminate cost as a barrier for a player to play goalie. The JHBC does not provide goalie equipment but will help provide options to first-time players to help defray the cost of equipment as they begin to try the position.
- b. Goalies can be given credit by the JHBC for equipment per the following schedule. This credit will be funded from JHBC general operations budget:
 - i. Jr. Gold/16U - \$400 (Team Funded)
 - ii. Bantams/15U - \$600 (Team Funded)
 - iii. Peewees/12U - \$600 (Team Funded)
 - iv. Squirrels/10U - \$400 (Team Funded)
- c. For any player trying goalie for the first time for a season, JHBC will also provide assistance with first time equipment purchase. One of the following options for leg pads, chest protectors, blockers, and catching glove will be offered.
 - i. Parents will purchase the equipment, and JHBC will reimburse the family for 50% of the equipment cost. The total cost should be agreed upon with a member of the JHBC Board, and efforts made to find discounted equipment should be made.
 - ii. The player will use equipment provided by JHBC. If there is not suitable equipment that fits well, JHBC will coordinate options with parents for the purchase.

C. GAME UNIFORM COLORS

JHBC will design and provide two contrasting game jerseys and socks to all traveling teams. Jefferson game colors are Columbia Blue and White.



XIV. CODES OF CONDUCT

Playing hockey in the Jefferson Hockey Program and being a member of JHBC is a privilege and not a right. As with all privileges, there comes the responsibility to maintain that privilege. It is the responsibilities of players, parents, and coaches themselves in a way that reflects positively on one's self, teammates, parents, coaches, the broader JHBC community, and the game of hockey.

A. PARENT CODE OF CONDUCT

In order to maintain the integrity and high standards of Jefferson Hockey, all parents of the JHBC are expected to follow a set of guidelines that are detailed below. Parents will be required to read these guidelines and sign acknowledgement of the following:

- I will be a good role model for the behaviors I want my child to emulate. I will:
 - set positive examples at the practices, games and team functions I attend.
 - remember that the game is for the players, not the adults.
 - only shout words of encouragement from the stands and cheer for all players.
 - allow the coach to coach, not yell directions to, or criticize or belittle my child or other players on any team.
 - place the emotional and physical wellbeing of my child ahead of my desire to win.
 - make every attempt to make sure my child is on time for all team functions.
 - not encourage any behaviors that would endanger the health and wellbeing of any player.
- I will exhibit and encourage the highest level of sportsmanship at all times. I will:
 - control my temper and not use abusive or inappropriate language.
 - be accountable for good sportsmanship as part of the "cheering section".
 - demand that my child exhibits good sportsmanship.
- I will show respect for everyone involved in the game of hockey. I will:
 - respect the coaches and demand that my child does the same. If there is a disagreement, I will speak to the manager/coach in private. If there is still disagreement, I will contact the JHBC Board.
 - respect the opposing team and demand that my child does the same.
 - respect the opposing team, coaches and parents and not engage in any confrontations.
 - respect the referees and not openly criticize them or tolerate my child criticizing them.
 - show respect to all equipment, property, and facilities and ensure my child does the same.



- In addition, I will demand an environment for my child that is free of alcohol, tobacco, and illegal drugs, and will refrain from their use at Jefferson Hockey sports events and strive to make this hockey experience fun for all players, parents, and coaches.
 - I will be actively involved and share in the volunteer responsibilities/opportunities.
 - follow the guidelines of the Minnesota Hockey's Hockey Education Program, which promotes sportsmanship, skill development and fair play.
 - follow all the JHBC rules and policies at all times.

B. PLAYER CODE OF CONDUCT

Playing hockey in the Jefferson Hockey Program is a privilege, not a right. As with all privileges, there comes the responsibility to maintain that privilege. One of your player responsibilities is to conduct yourself in a way that reflects positively on yourself, your coaches, your teammates, your family, JHBC, and the game of hockey.

In order to maintain the integrity and high standards of Jefferson Hockey, all players of the JHBC are expected to follow a set of guidelines that are detailed below. Players will be required to read these guidelines and sign acknowledgement of the following:

- I will give 100% effort all the time and show loyalty and pride in Jefferson Hockey.
- I will strive to have fun and help ensure that my teammates have an enjoyable hockey experience as well.
- I will exhibit and encourage the highest level of sportsmanship at all times. I will:
 - play fair and follow the rules of the game.
 - control my temper.
 - not use abusive or inappropriate language.
 - not taunt opposing players, coaches or referees.
 - be humble in victory and gracious in defeat.
- I am a representative of Jefferson Hockey and will show respect for everyone involved in the game of hockey both on and off the ice. I will:
 - respect and not criticize my teammates.
 - respect my coaches and make every attempt to learn from them.
 - respect the opposing team and shake hands at the conclusion of the game.
 - respect the referees and not openly criticize them or argue an official's decision.
 - show respect to all equipment, personal property and facilities.:
 - make every effort to attend and be on time for practices, games and team functions.
 - be focused on hockey and ready to play 15 minutes before practices and games.
 - behave appropriately and respectfully in the locker room and follow the directions of my coaches.



- work hard to improve my individual and team hockey skills.
- play as a team, pass the puck, play our team systems and fight to win the individual battles.
- not use tobacco, drugs or alcohol while involved in and around Jefferson Hockey.
- agree to follow the guidelines of the Minnesota Hockey's Hockey Education Program, which promotes sportsmanship, skill development and fair play.
- follow all JHBC rules and policies at all times.

C. SPECTATOR CODE OF CONDUCT

- Encourage athletes to compete within the rules and to resolve conflicts positively.
- Never ridicule a participant for making a mistake during a competition, practice or training session.
- Respect the decisions of officials and encourage participants' continued effort.
- Display good sportsmanship. Always respect and show appreciation to all players, coaches, officials and volunteers.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship



XV. DISCIPLINE POLICY AND GRIEVANCE ETHICS

DISCIPLINE COMMITTEE

DISCIPLINE POLICY

This policy applies to misconduct as defined by but is not limited to the USA Hockey Safesport Handbook of any coach, player, or parent participating in the Jefferson program. Additionally, this policy also applies to repeated and/or escalated violations of the Parent Code of Conduct, Player Code of Conduct, Spectator Code of Conduct and Coach Agreement.
(USA Hockey Safesport Handbook pg 12-24 defines Misconduct)

- A. All players, coaches and fans must maintain an environment that encourages mutual respect and promotes respectful and congenial relationships between players, coaches and fans and that is free from all forms of harassment by anyone.
 - a. All hockey players that are involved in an incident involving language, a gesture or conduct that is offensive, hateful or discriminatory in nature ("Occurrence") must inform their coaches as soon as reasonably possible after such an Occurrence, whether it is on or off the ice.
 - b. If a player notifies the coach of an Occurrence during a game, the coach must communicate the Occurrence to the officials as soon as is reasonably possible.
 - c. Upon notification, the official must inform the opposing team and coaches of the report of the Occurrence and warn them that such behavior will result in a Match penalty against each responsible, involved player if observed by an official.
 - d. If at any time, with or without notification, an official observes an Occurrence, a Match penalty must be assessed against each offending player.
 - e. The officials must note a reported or observed Occurrence on the game scoresheet upon completion of the game, and a copy of the scoresheet shall be provided to the District Director of each offending player's team. For observed Occurrences, a Game Report must be filed.
 - f. The District Director will maintain the scoresheet as a record of the Occurrence and may conduct any additional investigation and impose any additional discipline the District Director deems necessary.
- B. Each team is responsible for the conduct of its spectators. Coaches should advise their parents and fans of the conduct rules.
- C. If spectator conduct becomes so abusive that, in the official's opinion, it is distracting from the game or inciting the players, the referee(s) will stop play and ask the coach(es) to control their spectators, and/or ask the coach(es) to request specified individuals to leave the arena.
- D. Use of artificial noisemakers and devices such as laser pointers that could be detrimental to the game are considered abusive conduct and are prohibited at all games.



Use of any such device that could be detrimental to the players or the conduct of the game, is considered abusive conduct and may be reported to local law enforcement.

- E. Any spectator removed under Para. C, D or E above will incur a mandatory minimum 3-game suspension from that team's games and may be subject to further disciplinary action by the local governing body.
- F. Failure of a coach to cooperate with a referee's request within two minutes will result in a bench minor penalty and a warning from the referee that after an additional two minutes, the game will be suspended. The game suspension will be immediately reported to the Supervisor of Officials who will then inform the cognizant JHBC District Director.
- G. JHBC acknowledges the Locker Room Monitoring Policy as established by USA Hockey. Monitors must be the same gender as the players, safesport trained and undergo background screening by JHBC to serve in this capacity. When coaches are not the same gender as the players, coaches may not be in the locker room while players are changing unless the players have a base layer on or come to the rink in a base layer.
 - a. No team or player shall be allowed to enter a locker room prior to a scheduled event until a locker room monitor is present in the locker room and such monitor shall remain in the locker room until the last player leaves the locker room unless coaches are present. When coaches are present in the locker room, they may serve as locker room monitors.
 - b. Any coaches meeting(s) with an individual, minor player shall be conducted on the ice, on the bench, in the locker room with the other team members and/or locker room monitor(s) present, or in an observable and interruptible setting.
 - c. When a player is ejected from a game there must be at least two adults consisting either of locker room monitors or coaches in the locker room with the suspended player. If there is a break and players go to the locker room without coaches, a locker room monitor must be inside the locker room.
- H. Coaches, managers, minor officials, or players exuding the scent of alcohol, or while using any tobacco products (including chewing tobacco) or while using E-Cigarettes, shall not be allowed within the players bench area or the penalty box area.
- I. Coaches/players/managers/spectators may not enter the game official's room without an invitation before, during or after a game. Coaches/players/managers/spectators may not approach or confront a game official inside a rink or in the parking lot of a rink for purposes of confronting, harassing, challenging or otherwise taking any aggressive or inappropriate attitude towards a game official with respect to any aspect of the game official's role as game official. This Rule shall not prohibit the head coach or acting head coach from respectfully questioning game officials during the course of the game. The following actions will take place for violation of this rule:
 - a. For coaches and players a first violation of this Rule will result in a game misconduct. A second violation of this Rule will result in a three game misconduct. A third violation of this Rule will result in a suspension for the



remainder of the year which may be carried to the next year by the District Director and the involved association.

- b. For a manager or spectator (fan) - the game official(s) will report the circumstances to the Supervisor of Officials who will notify the District Director. A mandatory hearing will be held with the team coach and a representative of their association's governing board to discuss possible disciplinary action. For managers or spectators, a violation of this Rule will result in a suspension and/or financial penalty of up to \$1,000.00 as determined by the District Director.
- J. Procedures for Responding to Reports of Offensive, Hateful or Discriminatory Conduct. Any player, parent, coach, volunteer, manager, board member or spectator that would like to report alleged offensive, hateful, or discriminatory conduct prohibited by JHBC or USA Hockey rules may do so in any of the following ways:
 - a. JHBC Safe Sport/Incident reporting form
 - b. MN Hockey Safe Sport reporting form
 - c. USA Hockey Safe Sport reporting form
 - d. JHBC Safe Sport Coordinator
 - e. MN Hockey Diversity Equity and Inclusion ("DEI") & Girls Growth Coordinator
- K. Reporting Reporting parties are encouraged to utilize the JHBC reporting form on their association website (if applicable), the MN Hockey website, or the USA Hockey website. The responses to this form will be submitted electronically to the JHBC Safe Sport coordinator, the MN Hockey DEI & Girls Growth Manager, the association/ district DEI coordinator, and the appropriate District Director.
- L. Intake - Once a complaint has been made, the Grievance, Ethics & Discipline committee will begin their investigation. Every complaint or report of offensive, hateful, or discriminatory conduct made or forwarded to the listed positions will be investigated. If the complaint is made through USA Hockey or directly to Safe Sport, the complaint will be forwarded to the JHBC Safe Sport Coordinator, the applicable Association President(s), the JHBC President, and the appropriate District Director. The report will then be forwarded to the MN HOCKEY DEI & Girls Growth Manager and if applicable, the association/ district DEI coordinator.
- M. Intra-Association Complaint If the alleged offense was committed by another association's teammate, player, volunteer, coach, or parent, the responding association will be notified in writing by the MN Hockey DEI & Girls Growth Manager, or by the JHBC Safe Sport Coordinator, when a complaint is submitted. During the investigation process, the association/district DEI coordinator should be used as a resource for both the family and the association. The DEI coordinator must be made aware of the details of the investigation, and steps being taken by the association to investigate the report.
- N. Outcome - If the investigation determines that conduct violating JHBC, MN Hockey or USA Hockey rules has taken place, Safe Sport suspension/discipline protocol will be followed, including JHBC Discipline Policy, MN Hockey Bylaw Article 6 and USA Hockey Bylaw Article 10 procedures. Discipline may include suspension or possible removal



from the association for repeated or egregious violations. After an offense, the team of an offending player will receive training regarding Safe Sport policy, as well as their association code of conduct. Subsequent offenses will result in either virtual or in person discussion and training from the association DEI coordinator or MN Hockey DEI & Girls Growth Manager. Refusal to attend training will result in further discipline, including suspension.

GRIEVANCE ETHICS DISCIPLINE COMMITTEE

A. STRUCTURE, COMPOSITION AND SIZE

- a. The Grievance Ethics Discipline Committee (hereinafter referred to as GEDC) is composed of at least six members. These include three members of the JHBC Board, JHBC SafeSport Coordinator and at least two additional members. Included from the JHBC Board are the President, Vice President and the Secretary. The remaining committee members may be chosen from within or outside the association.

B. DUTIES AND OPERATING PROCEDURES

- a. The GEDC will be responsible for processing, investigating, overseeing hearings and grievances.
- b. All incident reports submitted to the association website and/or to the JHBC SafeSport Coordinator will be processed by the GEDC members.
- c. At a minimum, the committee must include the following steps in processing incidents and grievances reported:
 - i. Receipt of complaint or grievance
 - ii. Appoint a hearing panel from GEDC members. The Hearing Panel shall consist of a minimum of three (3) reasonably impartial persons.
 - iii. Start investigation:
 1. Contact all parties involved in the investigation to make them aware of the complaint or incident.
 2. Take each party's statement and document.
 3. At this time, inform the accused/defendant that pending investigation, a hearing to determine potential punishment or suspension may take place.
 - iv. Notify all parties of the timeline for resolution (1. Investigation 2. Hearing Date 3. Decision Date)
 - v. Notification of parties of hearing (7-day notice) Note: 7-Day notice can be waived with agreement of all parties.
 - vi. Have hearing (Within allowed time Period-30 days)
 - vii. Render decision (Within allowed time - 5 Days after hearing)



- viii. Notify all parties in writing of decision and next steps (Within allowed time - 15 Days after hearing)
- d. The panel may in its discretion hold a formal or informal Hearing, in person or by telecom/Zoom; hear any evidence it feels is relevant; place limitations on time, evidence and documentation; allow witnesses or written statements; and establish other hearing rules. Each party shall be treated equally, and shall have reasonable opportunity to present their case, in accordance with the established rules. Parties may be represented by counsel, but the counsel's role in the Hearing is limited to listening only. Counsel may advise the parties quietly during the hearing or during a recess in the Hearing. Findings must be supported by a preponderance of the evidence (more likely true than not true) that an applicable rule has been violated. The decision logic must be included in the written findings. The Panel must endeavor to render its decision within (5) days of the Hearing and mail a written decision within (15) days of the Hearing. The decision must include the parties' right(s) of appeal. Decisions can affect only parties that were part of the Hearing (cannot be expanded to discipline a party that was not a subject of the Hearing).



XVI. POLICY ON TOBACCO AND MOOD-ALTERING CHEMICALS

A. PHILOSOPHY AND PURPOSE

- a. The Jefferson Hockey Booster Club 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 for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

B. DEFINITIONS

- a. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- b. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- c. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- d. "Smoking," means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.
- e. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in team-related or social activities is chronically impaired.
- f. "Chemicals" includes but is not limited to alcohol, controlled substances, and toxic substances:



- i. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- ii. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- iii. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- g. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.

C. RULE

During the entire season, commencing with tryouts, use of controlled substances, toxic substances, and alcohol before JHBC team-sponsored events, is prohibited as general policy. Additionally, possession of any type of tobacco, tobacco-related device, or electronic cigarette person smokes or use of tobacco, tobacco-related devices, or electronic cigarettes, is prohibited as general policy.

It shall be a violation of this Policy for any player to use alcohol, toxic substances, or controlled substances at a JHBC team-sponsored event

Should a Coach, Assistant Coach or Manager encounter a player in violation of this rule during the season of play, they must immediately report the same to the JHBC Executive Committee. Failure to do so will be just cause for immediate dismissal.

D. PENALTIES AND RECOMMENDATIONS FOR VIOLATIONS

- a. FIRST VIOLATION: Penalty - Mandatory two weeks suspension apart from the team, which includes all practices, games, scrimmages and tournaments.
- b. SECOND VIOLATION: Penalty - After confirmation of a second violation, the player will be dismissed from the team for the balance of the season (In the event a player is so dismissed as a result of this section, or suspended under Rule 1 above, no refund of money heretofore paid shall occur and all monies still due remain payable).
- c. Violations of this policy may also be subject to the Discipline Policy.



XVII. PHYSICAL & SEXUAL ABUSE POLICY

A. PHYSICAL ABUSE POLICY

- a. It is the policy of the Jefferson Hockey Booster Club that there shall be no abuse of any participant involved in any of its programs by anyone. Physical Abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.
- b. Physical abuse does not include physical contact that is reasonably designed to coach, teach, or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

B. SEXUAL ABUSE POLICY

It is the policy of the Jefferson Hockey Booster Club that there shall be no sexual abuse of any participant involved in any of its programs by anyone. Violations of this policy may be subject to the Progressive Discipline Policy



XVIII. WEAPONS POLICY

A. GENERAL STATEMENT OF POLICY

- a. No person shall possess, use or distribute a weapon when at a JHBC or team-sponsored event. JHBC will act to enforce this policy and to discipline or take appropriate action against any player, parent or coach who violates this policy.

B. DEFINITIONS

- a. “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- b. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non- functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- c. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon
- d. “Possession” means having a weapon on one’s person or in an area subject to one’s control during a JHBC or team-sponsored event.

C. PENALTIES AND RECOMMENDATIONS FOR VIOLATIONS

JHBC Takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by players, members, coaches, and parents.

Consequently, the minimum consequence for players or members possessing, using or distributing weapons shall include

- a. FIRST VIOLATION:
 - i. Player Penalty - Two weeks suspension apart from the team, which includes all practices, games, scrimmages and tournaments.
 - ii. Parent Penalty - Two weeks suspension apart from the team, which includes all practices, games, scrimmages and tournaments.
 - iii. Coach Penalty - After confirmation of a violation, the coach will be immediately relieved of all coaching duties. If the coach is a parent,



he/she is not allowed to attend any remaining team events, which includes practices, games, scrimmages and tournaments

b. SECOND VIOLATION:

- i. Player Penalty - After confirmation of a second violation, the player will be dismissed from the team for the balance of the season (In the event a player is so dismissed as a result of this section, or suspended under Rule 1 above, no refund of money heretofore paid shall occur and all monies still due remain payable).
 - ii. Parent Penalty - After confirmation of a second violation, the parent is not allowed to attend any remaining team events, which includes practices, games, scrimmages and tournaments.
- c. Violations of this policy may also be subject to the Progressive Discipline Policy



XIX. PRIVACY POLICY

JHBC takes privacy and data protection issues seriously. We have designed this Privacy Policy to explain how we handle personally identifiable information collected from participants who register for services, purchase products and submit information to JHBC through the Internet or written forms.

As JHBC services evolve, we may revise this policy, so please check back frequently. If you have questions about JHBC privacy practices please contact the JHBC Board.

A. SCOPE OF THIS PRIVACY POLICY

This Privacy Policy covers JHBC's treatment of personally identifiable information collected from participants who register for JHBC services, as well as consumer information that we acquire in the course of our business.

This Policy also covers the treatment of personally identifiable information that JHBC's business partners may share with it. This Policy does not apply to the practices of companies that JHBC does not own or control, or to people that JHBC does not govern. JHBC is a private non-profit. This Policy is specific to JHBC.

B. INFORMATION COLLECTION AND USE

JHBC collects personally identifiable information when you register for an JHBC product or service. JHBC may also receive personally identifiable information from its business partners. When you register with JHBC, we ask for your contact information (such as your name, street address and e-mail address), along with billing information such as a bank account and/or credit card number.

JHBC uses the information collected to fulfill your requests for certain services, to process payment transactions, to facilitate billing, and otherwise deliver the JHBC products and services. We may also send newsletters, participant surveys and periodic notices about upcoming events, specials and new products. Personally identifiable consumer information is used to process payment transactions and for no other purpose.



C. INFORMATION SHARING AND DISCLOSURE

- a. Protecting personally identifiable information about consumers is an important part of our business. We share and disclose such information only as described below.
- b. JHBC may send personally identifiable information about you to other companies or people when:
 - i. we have your consent to share the information or;
 - ii. we need to share your information to provide the product or service you have requested or;
 - iii. we need to send the information to companies who work on behalf of JHBC to provide a product or service to you (unless we tell you differently these companies do not have any right to use the personally identifiable information we provide them beyond what is necessary to assist us).
- c. Personally identifiable consumer information is shared with third parties (such as banks and credit card processors) to the extent necessary for JHBC to process payments and register participants with USA Hockey and MN Hockey.



XX. MINNESOTA HOCKEY DISTRICT 6 RULEBOOK AND LINK

JHBC Policy states using the rules and guidelines set forth by our local Minnesota District 6 Hockey Association as found on their webpage and rulebook, linked here:
(<http://www.d6hockey.net/page/show/116158-district-6-rule-book>) to help set policy.



XXI. USA HOCKEY SAFESPORT POLICY AND LINK

This Policy section gives notice of the USA Hockey SafeSport Policy, (http://assets.ngin.com/attachments/document/0042/6452/USA_Hockey_SafeSport_Program_Handbook.pdf) which include, but are not limited to; LOCKER ROOM POLICY, SOCIAL MEDIA POLICY, TRAVEL POLICY, and how to handle and report any concerns of other abuse, threat, harassment or misconduct. JHBC will have a SafeSport Coordinator, who along with the President will work on any SafeSport issues that occur. Please notify either (both would be great) of any concern you or your player has, in addition to following the guidance set forth in the USA Hockey SafeSport Policy document.



XXII. LOCKER ROOM POLICY

The policy applies to all USA Hockey sanctioned events (practices and games). In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to Jefferson Youth Hockey's goals. Jefferson Youth Hockey adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, Jefferson Youth Hockey has adopted the language of MN Hockey, published in the MN Hockey Handbook and USA Hockey.

MN Hockey

Minnesota Hockey acknowledges the Locker Room Monitoring Policy as established by USA Hockey. Monitors must be the same gender as the players and undergo background screening by Minnesota Hockey to serve in this capacity. When coaches are not the same gender as the players, coaches may not be in the locker room while players are changing unless the players have a base layer on or come to the rink in a base layer.

1. No team or player shall be allowed to enter a locker room prior to a scheduled event until a locker room monitor is present in the locker room and such monitor shall remain in the locker room until the last player leaves the locker room unless coaches are present. When coaches are present in the locker room, they may serve as locker room Monitors.
2. Any coach'(es) meeting(s) with an individual, minor player shall be conducted on the ice, on the bench, in the locker room with other team members and/or locker room monitor(s) present, or in an observable and interruptible setting.
3. When a player is ejected from a game there must be at least two adults consisting either of locker room monitors or coaches in the locker room with the suspended player. If there is a break and players go to the locker room without coaches, a locker room monitor must be inside the locker room.
4. Alleged violations of these rules shall cause a mandatory hearing to be held in accordance with MH Bylaw Article 6. If warranted, a suspension penalty may be levied upon the head coach or person in charge of the team if the head coach is not present. The penalty for violations of this rule shall be \$500 for the first offense, \$1,000 for the second offense, and \$2,500 for the third offense. These fines are the responsibility of the offending team/affiliate and shall be paid to the applicable district.



Player Guidelines and Expectations:

The use of team locker rooms is a privilege, not a right. Team(s) or individual team member(s) will be asked to remove gear, leave the locker room, and potentially face additional consequences if their behavior does not meet Jefferson Youth Hockey and/or USA Hockey SafeSport policy expectations. Those consequences will be determined by the specific offense and the discretion of the team coach following guidelines set forth by the JHBC Board. Expectations include, but are not limited to:

- Only USA Hockey/JHBC registered players are allowed in the locker rooms.
- No physical misconduct such as fighting, slapping, boxing, wrestling, confinement, or other similar physical contact in the locker rooms that may constitute bullying, hazing, or harassment.
- No verbal or emotional misconduct such as taunting, name-calling, or the use of ethnic, racial, or cultural slurs.
- Display respectful language and behavior to coaches, managers, and teammates, on and off the ice.
- Players should respect the rink and keep their assigned locker rooms clean. Throw away garbage, flush toilets, and store their gear appropriately (hanging items in stalls when possible).
- No food/eating allowed in the locker rooms.
- Leave others' gear alone! Do not hide, damage, or remove others' property from the locker room without their consent.
- No cell phone use inside the locker rooms.
- Players are not to be in locker rooms unattended. A monitor must be present. This may be anywhere from 30-45 minutes before a practice or game (Coach's discretion).

Parent Guidelines and Expectations:

Except for players at the younger age groups (Min-Mites/6U, Mites/8U), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. Parents; please be aware that your player may not be in the locker room unattended. Coaches/managers serving as monitors must be present. This may be anywhere from 30-45 minutes before a practice or game (Coach's discretion). Unattended players in a locker room may result in disciplinary action.



Locker Room Monitor Guidelines and Expectations:

- No player is allowed in a locker room until a monitor is present.
- Coaches or managers will serve as locker room monitors. When they are not available, the coach and/or manager is responsible for communicating the need for assistance to a parent volunteer.
- Monitors are responsible adults who monitor and supervise the locker room when a coach or manager is unable to do so.
- Monitors must be USA Hockey Safesport trained, certified, and screened
 - USA Safesport Volunteer Training
 - USA Hockey Background Screening
- Monitors must be the same gender as the team they are monitoring.
- Monitors must personally observe the locker room environment while participants are present and make sure the locker room is secure during times the participants are on the ice.
- Monitors may not use their cell phones inside the locker room.
- Monitors need to be respectful and keep their own emotions in check.
- Speaking calmly to a player, to help avoid embarrassment, may be best. However, it may be appropriate and necessary to use strong verbal command to stop misbehavior.
- If the attempt to intercede is ignored, or the problem persists, and there is no immediate threat of potential harm, the monitor/supervisor should seek assistance from a coach or another adult to remove the misbehaving player from the locker room and address the issue separately from the rest of the team. If the player's parent(s) are present, they should be engaged.
- In the rare situation where misbehavior could lead to the threat of immediate harm, monitors should intercede to stop the problem (examples may include fighting, boxing, wrestling, hitting with sticks, throwing items, etc.). If monitors are uncomfortable directly engaging to separate players in these circumstances, send someone for help, contact the coach, and continue to calmly attempt to de-escalate the situation.
- Immediately report any misbehavior to the coach and a member of the JHBC disciplinary committee. Monitors should do their best to identify those participants involved as well as anyone who closely witnessed the incident and actions of those involved.

Additional Guidelines:

Mixed Gender Teams:

It is important that the privacy rights of all our players are given consideration and appropriate arrangements be made. Should we have a mixed gender team, Jefferson Youth Hockey will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available,



then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices:

The use of cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, is prohibited in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.



XXIII. JHBC SCHOLARSHIP PROGRAM

A. GOAL

It is the goal of the Jefferson Hockey Booster Club Scholarship Program to provide financial assistance to participants demonstrating a financial need under the provisions of this program.

B. GENERAL POLICY

- a. The Jefferson Hockey Booster Club will set aside an amount of money to offset player's fees who, because of financial reasons, request and are deemed eligible to receive funds. The funds will be donated by an outside organization or through a specific fundraiser designed for scholarships. No funds for the scholarship fund will be provided through the general operations of the Booster Club.
- b. Grants will be based on family need and evaluated by the JHBC Executive Committee.
- c. Amounts of the award are determined by the JHBC Executive Committee and may be as much as 100% of the season registration costs. Funds must be used to help offset said player(s) Jefferson Hockey Booster Club assessments and/or fees.
- d. Open to all traveling team players and In-House mite.
- e. If a family receives a scholarship and then does not respect standard JHBC policies, they will forfeit their rights to apply for a scholarship the following year.
- f. The JHBC Executive Committee makes the decision on all scholarship grants.

C. CRITERIA FOR SCHOLARSHIP

The applicant must be in good standing with the JHBC and exhibit a general financial need. Priority will be given to those who qualify for school lunch subsidies, Medical Assistance (MA) or the Child Health Plan (CHP). Additional consideration will be given to applicants experiencing hardship circumstances such as:

- i. Death of a parent.
- ii. Parent losing employment.
- iii. Other financial hardship.



D. PROCESS

- a. The applicant will submit an application (listed below and in Appendix "C" in the JHBC Policy document) by mail to the JHBC President or Secretary by December 1st.
- b. The JHBC Executive Committee will exercise extreme caution to keep all applications and information confidential.
- c. The JHBC Executive Committee will review applications and approve or deny requests based on eligibility as of the date of the application, the number of applicants, the financial criteria, the amount of available funds and other factors considered relevant by the JHBC Executive Committee. The JHBC Executive Committee will meet as soon as practically possible upon formation of the teams.
- d. The JHBC Executive Committee reserves the right to require additional information at the time the application is being considered.
- e. There are two options for giving the scholarships to the family.
 - i. If the family wishes to keep the scholarship private, between the JHBC Executive Committee and themselves, they can pay their hockey payments in full to the team manager, and the JHBC treasurer will send the family a check for the scholarship amount. If the family finds it acceptable that the team manager is involved, the family's hockey bill will be reduced by the amount of the scholarship.
 - ii. The JHBC treasurer will transfer the amount of the scholarship to the team account in the scholarship designee's name. This transfer serves to keep a documented record of the scholarship. Alternatively, a deduction in the amount of the final sweep from JHBC to the team can be done.
- f. Approved applicants will be given a scholarship, subject to scholarship procedure.



XXIV. CONFLICT OF INTEREST

It is in the best interest of JHBC to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict-of-interest policy is designed to help directors, officers, employees and volunteers of JHBC identify situations that present potential conflicts of interest and to provide JHBC with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in JHBC operations.

A. Conflict of Interest Defined.

- a. In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
 - i. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with JHBC for goods or services.
 - ii. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between JHBC and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - iii. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with JHBC.
- b. Other situations may create the appearance of a conflict or present a duality of interests in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the JHBC Board of Directors or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.
- c. Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of JHBC.



B. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part A of this Policy. 2. An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of JHBC or a major donor to JHBC or anyone else who is in a position of control over JHBC who has a personal interest that is in conflict with the interests of JHBC.
- b. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- c. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- d. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to JHBC is not a Contract or Transaction

C. Procedures.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- d. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be counted in determining the presence of a quorum for purposes of the vote. Such a person's ineligibility to vote shall be reflected in the minutes of the meeting.



- e. Interested Persons who are not members of the Board of Directors of JHBC, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect JHBC's participation in such Contract or Transaction.
- f. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

D. Confidentiality:

Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of JHBC. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of JHBC for their personal profit or advantage or the personal profit or advantage of their Family Member(s).



XXV.VOLUNTEER POLICY

VOLUNTEER REQUIREMENTS

(board approved 09-16-2024)

PLAYER LEVEL	ASSOCIATION	TOURNAMENTS*	TEAM**
Traveling	10 hours (100 points)	BAHA	yes
Returning Mites (all Mites,8U/6U)	5 hours (50 points)	Mite Jamboree	yes
New Mites (all new Mites,8U/6U)	2 hours (20 points)	Mite Jamboree	yes

** all families are required to volunteer for our Bloomington tournaments (separate from ASSOCIATION hours)*

*** all families are also required to help with their children's teams (separate from ASSOCIATION hours)*

All families registering for hockey programs through Jefferson Hockey Booster Club (JHBC) are members of our non-profit 501(c)(3) organization. Members are required to complete volunteer hours in order to ensure that our players continue to be offered appropriate hockey development opportunities and to keep the cost for hockey as low as possible. The registration fees assessed at the beginning of each season do not cover the full costs of playing hockey. JHBC is a volunteer run organization and after our players, volunteers are our most important asset.

JHBC benefits from volunteer hours in several ways.

1. The Association cannot sustain without the work hours contributed by families.
2. The Association receives revenue as a result of some volunteer hours, such as football concessions, BAHA tournaments, Jagfest, golf tournaments, etc.
3. Volunteers are required for the recruitment of new players in order to ensure youth hockey in Bloomington continues to grow even after our own players are gone.
4. Our teams could not operate without the time and efforts of families and friends who step up to work directly with our players and families (examples: team managers and coaches).

Each family is responsible to contribute volunteer hours in order to keep our association running strong. The volunteer season for recording and logging hours begins April 1st and runs through the following year, ending on March 31st.

TOURNAMENTS



Bloomington Area Hockey Association (BAHA) Tournaments

Traveling Player Families: Five annual BAHA tournaments are a significant source of revenue for JHBC that help to keep our individual hockey costs manageable. For the 2024-25 season, the volunteer requirements for the tournaments will be managed in a similar manner to previous years where the tournament coordinators set up volunteer time slots that are fulfilled based on a player's team assignment. Registrations, cancellations, and no-shows adhere to the rules established by the BAHA tournament coordinators.

Mite Jamboree

Mite Player Families: The annual Mite Jamboree is a great event to promote youth hockey in Bloomington and is a significant source of revenue for our Mite program. Each Mite family is required to help fill in volunteer slots at the direction of the Mite and 8U Directors.

TEAM VOLUNTEERS

After teams are formed in the fall, there are many tasks and hours required in order to keep the team running smoothly. The specific requirements vary depending on the team level is Mites or Traveling and is ultimately defined by the team manager and or coach.

There is no buy out option for team volunteer hours. JHBC does not track or log team based volunteer requirements. By signing the parent code of conduct in the registration, we have all agreed to share in these responsibilities. Examples of team based volunteer needs are locker room monitor, traveling team game volunteers (penalty box, time keeper, score keeper), arranging team events, etc.

ASSOCIATION

Volunteer hours necessary for the immediate in-season operations that are outside of team based or BAHA needs are categorized under the Association. These hourly requirements will be set annually by the JHBC executive committee in conjunction with the Volunteer Director. The total association volunteer hours logged by families will be tracked and recorded through our website.

Association volunteer opportunities will be posted when available as a sign-up on the JHBC website. Opportunities include but are not limited to:

Try Hockey for Free, Football Concessions, Tryouts, Golf Tournaments, Jag Fest committee and event helpers, Spirit wear organizing, Recruiting events, Pre-season locker room mom/dad (travel teams only), Fall kick off events, district tournaments, etc. Some of these events (i.e. Pre-season locker room mom/dad) require USA Hockey Registration, MN Hockey Background Screening and Safe Sport Training.



Multiple Player Rules

If you have multiple players in your household, your total ASSOCIATION volunteer hours will be based on the highest level of player. For example if you have a Mite and a Travel player, 10 hours are required for your household. This multiple player cap may not be displayed by the website but will be honored by the Volunteer Director.

Buy Out

If your family is unable to assist through ASSOCIATION volunteer hours, you may request a \$500 buyout from the Volunteer Director. Buy outs do not apply to tournaments or teams.

Exempt Positions

The majority of leadership positions held within JHBC are fulfilled by volunteers. As these positions require hours of invested time that exceed 10 hours, these positions are exempt from additional ASSOCIATION volunteer obligations. These position include:

- Mite Head Coach (does NOT include assistant coaches)
- Rostered Travel Head Coach or Rostered Travel Assistant Coach(s)
- Travel Team Managers (does NOT include Mite Team Managers)
- Travel Team Treasurer
- JHBC/BAHA Board Members
- Non-paid chair/coordinator positions (e.g. golf fundraiser chair, tryout coordinator, Jagfest chair, manager coordinator, registrar, webmaster, social media, etc)
- Other exemptions may be awarded by the JHBC executive board. Volunteers that are in positions that require hours of work may be exempt or partially-exempt. Contact the Volunteer Director to inquire.

Record Keeping

If families are unsure about hours or available volunteer opportunities, they should inquire with the Volunteer Director. Families should track their own hours, but the Volunteer Director will maintain the official record. If a family feels that the hours are inaccurate, it is their responsibility to reconcile with the Volunteer Director.

Failure to Meet Requirements

Families that have not met their association volunteer requirement by January 1st will be notified and given a reminder. If families do not meet 100% of their volunteer hour requirements by March 15th, they may be assessed up to a \$500 fee that must be paid prior to any future registrations at Jefferson Hockey. The fee will be determined by the Volunteer Director in



conjunction with the Executive Committee.

Revisions

The volunteer policy may be revised at any time by the JHBC executive board.

By fulfilling your volunteer obligations, you are contributing to the success of Jefferson Hockey and providing valuable experiences for our players. Thank You Volunteers!



XXVI. APPENDICES

Appendix A: Player/Parent(s) Statement
Appendix B: Medical Consent Form
Appendix D: Notice to Prospective Coaches
Appendix E: Head Coach Evaluation Form
Appendix F: Residency Policy
Appendix G: Player Return to Play/Practice Form
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Appendix A: Players/Parents Statement

To all parents of, and players in, the Jefferson Hockey Booster Club Program:

In an effort to promote better hockey in the Jefferson area, the "Jefferson Hockey Booster Club Guidelines" were developed and made official policy by the Jefferson Hockey Booster Club.

To ensure that these guidelines are understood and followed, a parent or guardian will attend a meeting at which the guidelines are reviewed and explained.

We, the parent(s) of _____ give approval for my/our child to participate in the BAHA and Jefferson Hockey Booster Club sponsored hockey programs. We/I assume any and all risks and hazards related or incidental to such participation including, but not limited to, transportation to and from activities and we/I do hereby waive, release, and the Jefferson Hockey Booster Club, coaches and other participants for and from any claim arising out of any injury or damage to my/our participant or his/her property.

We/I agree to return any equipment in as good condition as received except for normal wear and tear.

We/I understand that if neither of us accompanies our/my player or the team on an overnight trip to participate in games out of the metropolitan area, we/I will be advised prior to departure, if at all possible, as to where our/my player will be staying and where the team's coach or manager can be reached in the event of any emergency

We, Player and Parent(s) have received a copy of the "Jefferson Hockey Booster Club Guidelines". Each of us has read, do understand, and agree to abide by "Jefferson Hockey Booster Club Policy".

Player's Signature Date Parent/Guardian Signature Date

Parent/Guardian Signature Date



Appendix B: Medical Consent Form

(Name of Team)

The undersigned, being the parents and/or sole legal guardians of , a minor, do hereby constitute and authorize, or, together with all other medical, hospital, and emergency personnel to carry out and institute all treatment and diagnosis in situations where it would be impractical or impossible, based upon the circumstances, to obtain additional timely consent.

We certify that to the best of our/my knowledge and upon consultation with our/my player's doctor, our/my player has no physical infirmities or sickness and no allergy or sensitivity to medicines, and is not now taking regularly prescribed medications, except as stated below:

The name, address, and telephone number of our/my family physician and of a person to contact in the event we cannot be reached in case of an emergency is as follows:

Name and address of player's physician Phone Number Name and address of player's dentist

Phone Number Name and address of friend or relative Phone Number

Name and address of Health Insurance Company Phone Number Name of Policy Holder

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



Appendix D: Notice to Prospective Coaches

The Coaches Selection Committee wants to ensure that individuals interested in coaching in the Jefferson Hockey Booster Club Program are considered. If you are interested in coaching during the upcoming season fill out the application below and forward to JHBC President.

Note: The coach applying does not need to live in the Jefferson area. PLEASE RETURN NO LATER THAN MAY 1st.

Name: Phone(H):
Address: Phone (W)

Coaching level desired: (please use 1,2,3 etc. to indicate preference) Sqrirt:
A B1 B2 or C

Peewee:
AA/A B1 B2 or C

Bantam:
AA/A B1 B2 or C

Please detail Coaching experience on back or as a separate attachment.



Appendix E: HEAD COACH EVALUATION FORM (Example Form)

NAME OF HEAD COACH BEING EVALUATED:

Filling out and returning the Head Coach Evaluation Form is a very important part of the JHBC program. PLEASE take a few minutes with your player(s) to thoughtfully complete this evaluation. Once completed, please return to the presiding JHBC Vice President via mail (hardcopy) or email (electronic copy).

The Vice President's addresses are located on the contacts page of the association website.

We are counting on you to provide this feedback for our coaches and for our Coaches Selection Committee. These forms are completely confidential. You may include your name or not. Thank you for your time.

PLEASE USE 1 AS THE LOWEST AND 5 AS THE HIGHEST RATING

How good was your coach at teaching hockey skills and knowledge? 1 2 3 4 5

Comments: Was your coach well organized? 1 2 3 4 5 Comments:

How positive was your coaches attitude and "style" towards the team? 1 2 3 4 5 Be sure to ask your player.

Comments:

Do you believe that your TEAM made sufficient improvement over the course of the season? 1 2 3 4 5 Comments:

Did your player enjoy playing hockey this season? 1 2 3 4 5 Comments:



With respect to behavior, being a role model, and sportsmanship, did the coach set a good example this season? 12345

Comments:

Would you like to have this coach again? 1 2 3 4 5 Comments: Please use the back for additional comments.

Please reflect on the Pros and Cons of the season with your coach.

Do you have other observations about the program which could be helpful? Please comment briefly on the assistant coaches. Be sure to state their names.



Appendix F: RESIDENCY POLICY

As part of the Jefferson Hockey Booster Club (JHBC) affiliate Agreement with USA hockey and MAHA, JHBC must comply with their policies, including those addressing residency.

The JHBC will give every Bloomington/Richfield High School resident the opportunity to participate in the JHBC programs. JHBC determines residency, by USA Hockey and MAHA policies, to the family's "natural hockey community" and expects families who wish to participate in JHBC programs to have the integrity and honesty to comply with JHBC's definition of residency, consistent with USA Hockey and MAHA policies.

To be eligible for membership in the JHBC, the player must maintain a primary residence within the "natural hockey community" of Bloomington/Richfield. The "natural hockey community boundaries" of Bloomington/Richfield High Schools School boundaries as outlined by the School Districts.

JHBC's definition of residing in the "natural hockey community" is clarified by the following:

"to reside" means to maintain a permanent primary residence, dwell for some time or have an intent to dwell for some time, within the JHBC boundaries. (At a minimum, the intent to dwell and maintain a permanent primary residence will be supported with a signed residential real estate purchase agreement or a signed residential lease/rental agreement.) A player cannot use the address of a friend or a relative, which is not his/her actual address, for the purposes of playing hockey in the JHBC community.

"Primary residence" means the main living quarters actually occupied by the family. If the family owns property within the JHBC boundaries, but maintains its primary residence outside, JHBC considers the family to be living primarily outside the JHBC boundaries and will not allow them to participate.

"Natural" means normal, not for show or appearance only. The retaining of a homestead in another community and renting within the JHBC boundaries gives the JHBC the impression of



attempting to maintain a residence for the sole benefit of playing hockey in the JHBC programs. This is not considered a natural behavior and will not be acceptable to JHBC.

In a case where parents or legal guardians of a player are not living together, residency is determined by where the player actually lives. Factors indicative of this include, but are not limited to: a legal determination of physical custody, the address the player uses within the school district, and the bus stop the player uses.

Questions regarding this policy may be directed to the attention of the JHBC Executive Committee. All decisions of the JHBC Executive Committee will be final.



Appendix G: Player Return to Play/Practice Form

In the event that a player becomes injured and must seek medical treatment, and as a result of that injury misses a game or three practices, the player must have written permission from his/her doctor before he/she will be allowed to return to either practice or game situations. Also, in the event a player misses games/practices for seven days in succession, he/she must have written permission from their doctor to return to practice or game situations. The form below can be used for these purposes. The form must be completed, signed and returned to the player's coach before the player will be allowed to return to practice or game situations.

_____ has been cleared to return to hockey practice and hockey games without any restrictions.

The date the player may return is _____.

Doctor's name:

Phone Number:

Player restrictions, if any:



Appendix H: Refund Policy (Traveling Hockey Players):

JHBC spends significant time planning for club and individual team operations before and during a hockey season. This includes significant expenses for and related to ice, ice coordination, tryouts, tournaments and hotels, referees, coaches, dry land, outside instructors, team jerseys, insurance, fundraising and fees paid to USA Hockey, Minnesota Hockey and District 6. Many of these funds are based on either program or team participation and once paid, many are nonrefundable.

The JHBC Board refund policy is as follows:

Before Tryouts: If JHBC receives a request to withdraw from the program prior to the first tryout session being held, JHBC will refund the first payment, less the tryout administration fee of \$100.

During Tryouts: If the JHBC receives a request to withdraw from the program after the first tryout session is held, JHBC will not refund any portion of the first payment. Thus the entire first payment is non-refundable. This includes all reasons for requesting a withdrawal from the program, including but not limited to, an injury sustained during tryouts.

In-Season:

Once tryouts are complete, a player has been placed on a team and the teams have been posted to the JHBC website, the "In-Season" portion of the season has begun. In-Season Refunds will only be considered by JHBC for season ending injuries or illness or a player being rostered on a supported varsity program (Jefferson or Kennedy for Bloomington players or Southwest Christain for Richfield players). If a season ending injury or illness occurs "In-Season" and before December 31st, a request for a refund may be made to the JHBC Executive Board for a refund. A refund, if any, will be based upon several factors, including, the date of the injury or illness, the team budget and the costs expended for the team by JHBC. All refund decisions by the Board are final. No refunds will be given for injuries or illness suffered after December 31st of the current season.

Junior Gold: Junior Gold registrants will follow In-Season refund policy if a team is fielded by JHBC. If a team is not constructed, a full refund will be issued for any payment made.

This form must be signed by a parent or legal guardian prior to a player beginning tryouts. By signing below, the parent or legal guardian is acknowledging that they have



Appendix I: Jefferson Hockey Booster Club Parent's Code of Conduct

Attendance at sanctioned JHBC events is a privilege, not a right. As with all privileges, there comes the responsibility to maintain that privilege. One of your parents responsibilities is to conduct yourself in a way that reflects positively on yourself, your children, JHBC, and the game of hockey.

In order to maintain the integrity and high standards of Jefferson Hockey, all parents of the JHBC are expected to follow a set of guidelines that are detailed below. Please read these guidelines and sign the following acknowledgement.

- I will be a good role model for the behaviors I want my child to emulate as exhibited by:
 - I will set positive examples at the practices, games and team functions I attend.
 - I will remember that the game is for the players, not the adults.
 - I will only shout words of encouragement from the stands and cheer for all players.
 - I will allow the coach to coach, not yell directions to, or criticize or belittle my child or other players on any team.
 - I will place the emotional and physical well being of my child ahead of my desire to win.
 - I will make every attempt to make sure my child is on time for all team functions.
 - I will not encourage any behaviors that would endanger the health and well being of any player.

- I will exhibit and encourage the highest level of sportsmanship at all times as exhibited by:
 - I will control my temper and not use abusive or inappropriate language.
 - I am accountable for good sportsmanship as part of the "cheering section".
 - I will demand that my child exhibits good sportsmanship

- I will show respect for everyone involved in the game of hockey, including:
 - I will respect the coaches and demand that my child does the same. If there is a disagreement, I will speak to the manager/coach in private. If there is still disagreement, I will contact the JHBC Board.
 - I will respect the opposing team and demand that my child does the same.
 - I will respect the opposing team, coaches and parents and not engage in any confrontations.
 - I will respect the referees and not openly criticize them or tolerate my child criticizing them.

- I will show respect to all equipment, property, and facilities and insure my child does the same.



- I will demand an environment for my child that is free of alcohol, tobacco, and illegal drugs, and will refrain from their use at Jefferson Hockey sports events.
- I will strive to make this hockey experience fun for all players, parents and coaches.
- Youth hockey is built on the backs of volunteers. I will be actively involved and share in the volunteer responsibilities/opportunities.
- I agree to follow the guidelines of the Minnesota Hockey's Hockey Education Program, which promotes sportsmanship, skill development and fair play.
- I will follow all the JHBC rules and policies at all times.

I have read and understand the JHBC Parent's Code of Conduct. I understand that any violation of this code may result in disciplinary action being taken against me up to and including being suspended or removed from the association.

Signature of Parent Date Team



Appendix J: Jefferson Hockey Booster Club Player's Code of Conduct

Playing hockey in the Jefferson Hockey Program is a privilege, not a right. As with all privileges, there comes the responsibility to maintain that privilege. One of your player responsibilities is to conduct yourself in a way that reflects positively on yourself, your coaches, your teammates, your family, JHBC, and the game of hockey.

In order to maintain the integrity and high standards of Jefferson Hockey, all players of the JHBC are expected to follow a set of guidelines that are detailed below. Please read these guidelines and sign the following acknowledgement.

- I will give 100% effort all the time and show loyalty and pride in Jefferson Hockey.
- I will strive to have fun and help ensure that my teammates have an enjoyable hockey experience as well.
- I will exhibit and encourage the highest level of sportsmanship at all times as exhibited by:
 - I will play fair and follow the rules of the game.
 - I will control my temper.
 - I will not use abusive or inappropriate language.
 - I will not taunt opposing players, coaches or referees.
 - I will be humble in victory and gracious in defeat.
- I am a representative of Jefferson Hockey and will show respect for everyone involved in the game of hockey both on and off the ice, including:
 - I will respect and not criticize my teammates.
 - I will respect my coaches and make every attempt to learn from them.
 - I will respect the opposing team and shake hands at the conclusion of the game.
 - I will respect the referees and not openly criticize them or argue an official's decision.
 - I will show respect to all equipment, personal property and facilities.
- I will make every effort to attend and be on time for practices, games and team functions.
- I will be focused on hockey and ready to play 15 minutes before practices and games.
- I will behave appropriately and respectfully in the locker room and follow the directions of my coaches.



- I will work hard to improve my individual and team hockey skills.
- I will play as a team, pass the puck, play our team systems and fight to win the individual battles.
- I will not use tobacco, drugs or alcohol while involved in and around Jefferson Hockey.
- I agree to follow the guidelines of the Minnesota Hockey's Hockey Education Program, which promotes sportsmanship, skill development and fair play.
- I will follow all JHBC rules and policies at all times.

I have read and understand the JHBC Player's Code of Conduct. I understand that any violation of this code may result in disciplinary action being taken against me up to and including being suspended/removed from the team.

Signature of Player Date Team



Appendix K: Conflict of Interest Disclosure Form

Date: Name: Position:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between JHBC and your personal interests, financial or otherwise:

I have no conflict of interest to report

I have the following conflict of interest to report (please specify other nonprofit and for profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1.

2.

3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of JHBC.

Signature: Date: