



**The Lakeville Hockey
Association
Member
Handbook**

(REVISED Sept. 29, 2010)

Lakeville Hockey Association Member Handbook

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This handbook is published for the members of the Lakeville Hockey Association to provide a handy reference to various aspects of the association and its operation. This handbook is intended to provide general information and is not an absolute set of rules; but rather guidelines that the board uses to help administer the program.

A. General and Administrative Information

Lakeville Hockey Association Philosophy Statement

It is the philosophy of the Lakeville Hockey Association to offer a developmental program in which youth can learn the basic skills of hockey in a healthy competitive environment. Mastering of the fundamental skills and the fun of playing are essential to the development of a life-long interest in hockey.

LHA Board of Directors for 2010-2011

Position	Name	Phone Number	Term Expires
PRESIDENT	Dave Rucki	952.469.4838	2012
Past President			
VICE PRESIDENT - ADMINISTRATION	Tony Canney	612.369.3261	2012
Secretary	Carol Pankow	952.994.5205	2011
Registrar	Tonyea Patterson	612.968.0403	2012
Equipment Director	Brett Belschner	763.257.3585	2011
Ice Director	Kevin Wetzel	952.738.1284	N/A
Communications Director	Karen Mellott-Foshier	612.298.9914	N/A
Technology Director	Jeff Atkins	651.231.5848	N/A
Volunteer Coordinator	Robin Lundberg	612.236.5133	N/A
VICE PRESIDENT - DEVELOPMENT	Bart Winkler	952.432.7101	2011
Association Head Coach	Kevin Boland	952.288.4179	2012
Player Development Coordinator	Brian McKinney	952.292.2250	2011
Development Administrator	John "Gus" Barger	952.469.1249	N/A
Association Goalie Coach	Jeff Casper	952.356.5619	N/A
Lakeville North Boys Varsity Head Coach	Randy Schmitz	952.435.2638	N/A
Lakeville North Girls Varsity Head Coach	Buck Kochevar	651.460.3524	N/A
Lakeville South Boys Varsity Head Coach	Kurt Weber	612.978.1107	N/A
Lakeville South Girls Varsity Head Coach	Perry Wilkinson	952.240.5322	N/A
VICE PRESIDENT - OPERATIONS	Open	Open	2012
Mite-Prep Director	Liam McDonald	651.260.0030	2011
Mite Director	Dan "Fuzz" Sender	952.797.6905	2011
Squirt Director	Deb Hazlett	952.985.5121	2011
PeeWee Director	Bryan Mohr	651.387.0440	2012
Bantam Director	Nick Branson	952.270.0303	2012
Junior Gold Director	Steve Burns	952.210.0709	2012
Girls U8 / U10 Director	Dan Riley	952.797.3883	2012
Girls U12 / U14 Director	Chris Kohlbeck	952.486.0987	2012
Referee-in-Chief	Joe Bystedt	952.994.9157	N/A
Tournament Director	Joni Canney	952.469.5321	N/A
Association Team Manager	Tonyea Patterson	612.968.0403	N/A
TREASURER	Barb Ganzer Haeg	612.619.9191	2012
Bookkeeper	Open	Open	N/A
Gambling Manager	Mark Olsen	952.484.3787	N/A

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Fundraising Director	Rhonda Rasmusson	952.469.4487	N/A
Sponsorship Director	Steve Papacek	952.221.2049	N/A
Concessions Manager	Tami Hobbs	952.240.0099	N/A

Other Important Names and Numbers

Arena Manager	Shayne Ratcliff	952.985.2170
District 8 Director	Rich Rakness	651.455.1725
District 8 Supervisor or Officials	Paul Moen	651.451.1459
Team Picture Coordinators	Linda Sellman	612.710.8746
	Michelle Wentworth	612.618.0127

LHA mailing address: P. O. Box 135, Lakeville, MN 55044

LHA Board e-mail address: board@lakevillehockey.org

For individual board member e-mail addresses, visit www.lakevillehockey.org

General Information Regarding the LHA

The Board of Directors

The Board of Directors administers the Lakeville Hockey Association (LHA) operations. Each director is elected to a two-year term. The LHA board meets on the second Wednesday of each month. These meetings are held at the Ames Arena and generally begin at 7 p.m. A member may request placing an item on the agenda by calling or e-mailing the LHA president or secretary at least a week before the meeting.

The election for board members is held during the annual general membership meeting typically in March. Each year approximately half the board positions are due for election. Any general member may call or e-mail the LHA president or secretary to request placing their name on the ballot by March 1. After the March 1 nomination deadline, the LHA president may nominate a person for any vacant Board position. A Board of Directors vote must approve such nominations.

Director Responsibilities

The administration and management of all LHA programs, procedures and activities is the responsibility of the LHA Board of Directors. If you have accepted one of these volunteer positions, it is important you fulfill your duties with the following considerations.

- Serve the entire LHA membership fairly and without prejudice for your own children or friends.
- Take the initiative to fully understand your responsibilities and the timeframes in which your work needs to be completed.
- Understand which decisions other directors make that will impact you and which of your decisions impact others.
- Attend LHA Board meetings; can be dismissed if you miss more than 3 meetings per calendar year.
- Be prepared with your committee updates for each Board meeting.
- Few decisions made on behalf of the association are made in a unilateral manner.
- Be supportive of other Board members and Board decisions.
- LHA Board members are subject to formal background checks.

LHA Bylaws

The LHA has a formal set of Bylaws (included on the LHA website) and is a recognized nonprofit organization registered with the State of Minnesota in accordance with Minnesota Statutes Chapter 317A and IRS 501c3 (the "Non-profit Statutes"). The Bylaws specify the structure of our board of directors, monthly meeting requirements, election procedures and non-profit standing. The Board of Directors may enact Bylaws. Such Bylaws and the Articles of Incorporation may be amended from time to time by two-thirds majority vote of the Board of Directors of the Corporation in accordance with Minnesota Statutes Section 317A.133 and Section 317A.181.

E-mail Privacy Policy

The LHA strictly prohibits the unauthorized use of members' e-mail addresses by LHA members for any means of solicitation. The use of LHA members' e-mail addresses is solely for the purposes of communicating LHA business and is treated as confidential. The LHA Board reserves the right to send sponsor advertisements using the internal e-mail notification list. LHA will never rent, sell or distribute member e-mail addresses to any sponsors or outside parties.

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Member Handbook

This Member Handbook is a guide to inform the membership of necessary communications and serves as a source for LHA's policies and procedures. The Member Handbook and its contents, policies and procedures are developed and approved by the LHA Board of Directors annually. Any changes or modifications require LHA Board of Directors approval.

Support Our Sponsors

The LHA relies on its team sponsors to provide a source of income to our hockey program. These sponsors provide support and income that reduces your registration fee or yearly ice costs. It is imperative that we recognize these sponsors for their contribution to our youth and the LHA program. Please acknowledge them by patronizing their business and let them know that you appreciate their support.

LHA Affiliates

The LHA is formally affiliated and holds a franchise agreement with the Minnesota Hockey Association (MHA). MHA is the recognized state affiliate of USA Hockey, which governs all amateur hockey in the United States. Many of the rules that we enforce, such as age classifications, playing rules, level classifications, etc. are established by either USA Hockey or MHA.

MHA has assigned the LHA to District 8 for play from the Squirt through Junior Gold levels. This is the district that we have been assigned to since our inception. This district includes other community hockey programs typically south and east of the Minneapolis/St. Paul metropolitan area. Our franchise boundaries are the same as Independent School District 194 (Lakeville, Minn. schools).

Insurance

The Lakeville Hockey Association annual budget provides for USA Hockey Insurance Coverage for three registered coaches per team and all registered players born within the last eight years prior to the year in which the current season begins. This insurance is the major component of the approximately \$40 per person registration fee charged by USA Hockey and MHA.

The LHA will permit other assistant coaches to help the head coach as requested. These assistants can either buy this same insurance at the then current rate at their own expense or they can rely on their personal health insurance coverage. This coverage is for injury during hockey activities and starts after a significant deductible, as prescribed by the USA Hockey insurance policy.

Waiver Policy and Procedure

The LHA is following the Minnesota Hockey Participation Rule passed at the winter 2010 board meeting. LHA participation is based on residency, with an option to waiver participation based on school attendance. You can find more details and FAQs at www.minnesotahockey.org/news_article/show/42548. Please review this information if you think you will be affected.

If you have questions regarding how this rule change may impact your family's situation, please contact your District Director. You can find contact information at www.minnesotahockey.org/page/show/80570-districts-associations

LHA Volunteer Policy

To strengthen our organization and increase participation, we implemented a volunteer requirement during the 2009-2010 season. Only with our combined efforts and contributions will we continue to make our program succeed. In addition to working the concession stand as part of the team commitment, parents must fulfill a minimum of four volunteer hours during the season. The four hours are per family, not per skater. If you have multiple players in LHA, you are only required to fill the minimum of four volunteer hours.

Note: Families unable to fulfill this four-hour volunteer commitment are required to pay \$125 fee with their last team payment.

Volunteer Opportunities: Fulfilling your four hours (minimum) of volunteer requirement is easy. Opportunities include:

- Tryouts
- Association tournaments and jamborees
- Fundraising events
- Other events throughout the season

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All shifts are posted in the Online Volunteer System on the LHA website, notification of new shifts will be sent via e-mail.

1. Simply log into the system. An account was created for you during registration.
 - a. User name: your e-mail address that you registered with (all lower case.)
 - b. Initial password: 10-digit phone number used during registration (no dashes, spaces or parentheses; e.g., 9521234567) Once logged in, you can change your password.
 - c. If you forget your password, you can request your password to be reset. Do not create a new volunteer profile.
2. Review the shift availability (many shifts available with variable time requirements).
3. Select your shift that best meets your schedule.
4. Once you commit to a volunteer shift, it is your responsibility to cover it.
 - a. Cancellations are allowed if made at least 7 days before your shift. If you need to cancel within the 7 days, you must find someone to cover your shift and we will make a shift transfer.

Note: Only shifts tracked on the volunteer website will count toward the four-hour requirement. Concession time assigned to you through your team, and any other specific team needs, such as game clock or scorebook will not count toward the four hours.

Volunteer Policy Exemptions: All board members, rostered and certified coaches (up to four per team), and team managers (up to two per team) are exempt from the volunteer requirement. As we know, time commitments for these positions far exceed the number of volunteer hours required.

Membership

According to the LHA Bylaws, membership is granted when a parent or legal guardian registers a child with the LHA for the upcoming hockey season or a non-parent is selected as a coach. Adults without a registered child in the program may be granted membership by applying to and receiving approval from the Board of Directors. Non-member membership approval by the Board of Directors is for no more than 12 months and expires at the end of the fiscal year.

As a member, you have the right to attend monthly Board meetings, speak during open discussion sessions at Board meetings, be elected to a Board position and vote at the Board elections held annually. General members do not vote at monthly Board meetings except when voting on matters dealing with the gambling operation. Members may address the Board and are limited to two minutes. Members are not allowed discussion time during the board meeting.

As a member, you are also expected to stay current with your financial obligation to the LHA and to abide by the rules of the LHA, MHA and USA Hockey. Any member not in good standing will not be able to register and tryout for the upcoming season. All previous payments must be paid in full.

Financial Information

The fees in this section reflect costs paid directly to LHA and do not include extra ice, coach's fees, additional tournaments and/or any other costs your team specifically incurs and you pay.

Registration Fees and Payment Schedule

The following outlines the 2010-2011 registration fees required for each participant at the various levels within our program. These fees are due at registration and are used to offset the cost of general and administrative expenses of the LHA. The fees due on or around Nov. 15, 2010, and Jan. 14, 2011, cover the estimated costs to purchase ice for your team, LHA pre-paid tournaments and district fees. Final team financial reconciliation is completed by March 20. At that time, members will receive either a credit or additional bill. Since some teams may decide to purchase more or less ice, enter additional tournaments or spend money in some other manner not included in the initial budget, the actual fees may differ. If payment is not received as required, the team manager will notify the appropriate level director. The level director will notify the Treasurer and the player is subject to suspension from all team activity until the fees are current. At the discretion of the Treasurer, a money order or certified check may be required.

Online Registration

All registrations are completed online. Registration starts Aug. 20, 2010, for all levels. Registration ends Aug. 30, 2010 for Squirt, PeeWee, Bantam, U10 and U12 levels. Registration ends Oct. 4, 2010 for Mite/Mite Prep levels. An early-bird

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discount of \$50 is applied if registered before the closing date. Fees outlined below are inclusive of the early-bird discount. Players must first register with USA hockey (\$40 additional fee) before proceeding with LHA registration. You must enter your USA Hockey confirmation number in order to complete your LHA online registration.

Level	Registration Cost	Due Nov. 15, 2010 (estimated)	Due Jan. 15, 2011 (estimated)	Total Cost of Hockey (estimated)
Mite Prep (boys & girls)	\$195	\$0	\$0	\$195
Mite/U8 1 and Mite/U8 2	\$350	\$0	\$50	\$400
Mite/U8 3	\$350	\$0	\$170	\$520
Mite/U8 4	\$350	\$0	\$220	\$570
Squirt	\$275	\$495	\$495	\$1,265
PeeWee	\$275	\$615	\$615	\$1,505
Bantam	\$275	\$705	\$705	\$1,685
Jr. Gold	\$255	\$535	\$535	\$1,325
Girls Under 10	\$275	\$525	\$525	\$1,325
Girls Under 12	\$275	\$565	\$565	\$1,405
Girls Under 14	\$275	\$605	\$605	\$1,485

In addition to the fees listed above, additional fees may also be required as stated below.

- An annual pre-registration fee of \$35 per family is due from all families that have not yet contributed a total of \$245 to the construction for the arena we now use.
- A \$25 non-sufficient fund check fee will be charged on all returned checks.

Equipment Credit for Goalies

The LHA will supply goalie gear (stick, leg pads/chest protector/blocker glove/catcher glove) to Mites, U10 and Squirts. For the 2010-11 season, goalies at the Squirt/PeeWee/Bantam/Jr. Gold/U10-U14 levels are eligible for a \$300 goalie credit. The Jan. 15, 2011 payment will reflect the goalie credit.

Refund Policy

LHA's formal refund policy applies in all cases when a registered participant wishes to withdraw from the program. This policy is applied equitably across all cases of withdrawal from the LHA and at all levels.

This policy was adopted with consideration that the LHA incurs costs almost immediately after a child is registered. Many of these costs are not refundable to the LHA by the district or USA Hockey; therefore, we cannot refund them to the participant.

Once a decision to withdraw is made, it is the member's responsibility to immediately notify the appropriate level director and follow-up with a written request for a refund if necessary. The level director, registrar and treasurer will review the policy and determine what, if any, refund will be allowed. Under no circumstance will the initial registration fee be refunded once that players' level has begun tryouts or clinics.

Injuries, although rare, are a part of the game of hockey and are not allowable reasons for withdrawing from the program and requesting a refund. If a player is injured during the course of the year, all fees are due to the team regardless of the length of injury.

Family Catastrophe

The Board of Directors reserves the right to suspend all of the above requirements to the fees of any member in the event that a catastrophe befalls a person or persons (e.g., the death of a parent of a player during the course of the season).

Financial Aid

In a very few extreme cases each year, the LHA may assist families with partial scholarships. Those members that believe they may qualify for some level of assistance should e-mail the treasurer each year. These members must prepare a letter outlining their need and complete a questionnaire. The Financial Aid Committee consisting of the president, treasurer and vice president of Operations will review these confidential documents. Short-term financial situations are not considered to be acceptable reasons to qualify. Typically, qualified applicants are those with long-term or permanent financial need. If approved, the most assistance granted is 50% of the cost of hockey for the level requested. The applicant must pay the

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registration costs; any financial aid given is applied to the secondary payments that are due. For those receiving financial aid, end-of-season team refund checks will be paid directly back to LHA. The president will advise the Board of Directors about any financial aid provided, but will not disclose the names of the recipients. All financial aid approvals are applicable for the current season only. All decisions are final.

Withdrawals

Once a decision to withdraw is made, it is the member's responsibility to immediately notify the appropriate level director and follow up with a written request for a refund. The level director, registrar and treasurer will review the policy and determine what, if any, refund will be allowed. Under no circumstance will the initial registration fee be refunded once that player's level has begun tryouts or clinics. Team costs incurred up to the time of the player leaving the team will also need to be paid to the team. This policy includes players who make a LHA team and subsequently try out and make a high school varsity or JV team.

Partial Budget for 2010-2011

This section is intended to provide an overview of how different items impact the cost of a hockey program, both at the association level and team level. This partial budget was prepared July 2010. The number of players and teams are estimates; final numbers are determined after registration. The LHA uses an actual cost per player for budget purposes. See Page 9 for Level Budget Costs.

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Level Budget Costs

The items that impact the estimated cost per player are listed below and adjusted by level.

BUDGET	Mite Prep	Mites / U8	Squirts	PW	Bantam	Jr. Gold	U14 Girls	U12 Girls	U10 Girls
Prior year players	0	0	0	0	0	0	0	0	0
# Players	60	240	140	150	131	60	35	58	55
# Teams	5	16	9	10	9	3	2	4	4
# coaches	15	48	27	30	27	9	6	12	12
# Hours/team	8	10, 16, 19	50	60	75	40	60	60	50
Admin. Fee	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$69	\$69
Evaluations (evaluators and Ice)	\$0	\$35	\$68	\$68	\$68	\$68	\$68	\$68	\$68
Jerseys/Socks	\$21	\$21	\$41	\$41	\$41	\$41	\$41	\$41	\$41
Ice Costs (8 hours Prep, 14 hours Mites/U8)	\$90	\$195							
Goalie Programs (was included in Admin. fee in prior years)	\$0	\$0	\$29	\$29	\$29	\$29	\$29	\$29	\$29
Bond Fee	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Player Registration Cost	\$230	\$370	\$257	\$257	\$257	\$257	\$257	\$257	\$257
Suggested 2010 Registration Cost	\$195	\$350	\$275	\$275	\$275	\$255	\$275	\$275	\$275
Last Year Reg. Fees (09/10) charge including fundraiser	\$295	\$450	\$320	\$320	\$320	\$220	\$320	\$320	\$320
\$ Change	\$100	-\$100	-\$45	-\$45	-\$45	\$35	-\$45	-\$45	-\$45
Fundraiser Fee Due at Tryouts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Registration Fee	\$195	\$350	\$275	\$275	\$275	\$255	\$275	\$275	\$275
Other Team Expenses (based on 15 players per team)									
Ice Cost			\$667	\$800	\$1,000	\$533	\$795	\$800	\$667
Dryland Training			\$70	\$70	\$70	\$70	\$70	\$70	\$70
Tournaments			\$160	\$160	\$160	\$160	\$160	\$160	\$160
Other Team Expenses			\$93	\$200	\$180	\$307	\$185	\$100	\$153
Mites Additional Ice Costs									
Mite1/U8		\$50							
Mite3/U8		\$170							
Mite4		\$220							
Total Estimated Yearly Costs	\$195	\$400- \$570	\$1,265	\$1,505	\$1,685	\$1,325	\$1,485	\$1,405	\$1,325

*Cost per player is the best estimate, with the estimated fixed cost collected at registration along with any past-due fees and pre-registration arena fees, if applicable.

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Age Definitions for Levels of Play

The following are the *Minnesota Hockey Association age definitions for levels of play*. The LHA follows these age definitions strictly. Players to be eligible must have been born on or between the following dates.

<u>Level</u>	<u>Age Brackets – 2010/2011 Season</u>	<u>Born on/or Between</u>
Mite-Preps	(1)	
Mites/U8		7/1/01– 6/30/04
Squirts		7/1/99– 6/30/01
PeeWee		7/1/97– 6/30/99
Bantam		7/1/95– 6/30/97
Junior Gold		Born after 7/1/91
Girls U10 (2)		7/1/99– 6/30/01
Girls U12		7/1/97– 6/30/99
Girls U14		7/1/95– 6/30/97

- (1) Any player in first grade or younger that has not played organized hockey will play in the Mite-Prep program during the first year of participation in the LHA.
- (2) Any girl born after 6/30/01 will play in the Mite or Mite-prep programs and will be given the choice to play on an all-girls team if numbers and interest permit such teams at those levels.

Proof of age for the Squirt/U-10 levels and above will be required. A copy of the player's official birth certificate should be given to the team manager. The LHA may elect to accept registrations for children that turn 5 years old after July 1 on a space-available basis.

Note: Exceptions to these age classifications are considered on a very limited basis. Please see the Player Move-up Policy listed later in this section for more information. There is absolutely no provision for playing down to a younger classification.

Fundraising

Fundraising is a topic that generates a great deal of discussion each year. It is, however, a fact of life for almost all youth groups, whether they are athletic associations or educational, service or church related groups. The LHA has been involved in fundraising almost every year of its existence. In the past, the membership has raised funds to reduce the cost of hockey.

For the 2010-2011 season, there will be no required fundraisers. There will be more information posted to LHA members about optional fundraisers available to help reduce hockey costs to families.

Concession Stand

The LHA will operate the concession stand for the 2010-2011 season. The LHA has hired a part-time concession stand manager because of the amount of time and effort required to run the concession stand. The concession stand manager orders supplies, makes daily deposits, schedules volunteers and prepares a monthly report for the LHA Board. Each team is responsible to provide adequate staffing for a short amount of time throughout the hockey season. This is a mandatory team activity and a vital function to the LHA. LHA will assess a team \$75 for each shift missed during that team's scheduled duty.

Charitable Gambling - Pull Tabs

The LHA also raises significant funds annually through the operation of charitable gambling sites. The LHA is a licensed Gaming operation with the State of Minnesota. The LHA Gambling Board operates pull-tabs sales at Red Fox Tavern, Ole Piper Inn, Boulder Point Golf Club, Harry's Café and The Chart House. These operations are managed strictly by the rules and policy established by the State for Charitable Gambling Operations.

The LHA has an agreement with the City of Lakeville to use the pull-tab profits to retire the long-term debt on the Lakeville Ames Arena. We can use any pull-tab profits exceeding our \$95,000 debt payment to the City to offset the cost of

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hockey. Since the pull-tab operations at these sites are critical to our long-term success as an association, we encourage LHA members to patronize the above-referenced businesses in support of Lakeville Hockey.

History of the Lakeville Ames and Hasse Arenas

After several failed attempts by the LHA and the City of Lakeville to secure funding for an arena, an agreement was reached in 1992. The LHA, Lakeville Community Corporation (LCC), City of Lakeville and School District 194 entered into a formal agreement that subsequently led to the construction of the Lakeville Ames Arena. The Lakeville Community Corporation and LHA provided the initial funding. Together they provided the City with funds or donations of professional services in excess of \$900,000.

The money raised by the LCC came principally from local businesses within Lakeville. The single largest contribution came from the Ames family. Their generosity provided the momentum that pushed this project over the top and in recognition of that significant contribution; we are honored to have their name on our arena. Additionally, there are many businesses in Lakeville and the surrounding area that contributed. The next most significant are recognized with their names of the dasher boards inside the arena or on the sides of our Zamboni. The dasher boards and Zamboni sponsors donated between \$12,000 and \$15,000 each for the rights to have their business name displayed. There was also \$50,000 in personal donations from the LHA families at that time. It is important to note that the LHA membership at that time was much smaller than it is today. The remainder of the building funds was secured through the sale of general obligation bonds.

Within three years of constructing the first arena by creating this unique partnership, the LHA was faced again with a severe ice-hour shortage. Members were forced to travel to other communities for practice time once again. The LHA Board began the process of constructing a second sheet. After a failed attempt, a grant was secured from the Mighty Ducks Program of \$250,000. The grant application outlined the unique partnership that had been formed to construct the original arena and pledged to continue the arrangement. The second sheet of ice opened in the fall of 1999. The LHA contributed \$250,000 in cash to construct the second sheet. Additionally, the LHA pledged \$95,000 annually from the Charitable Gambling Operation to the City of Lakeville to payoff the debt service on the bonds that were sold to finance the arena projects.

To raise funds upon its inception for an arena, the LHA imposed an arena fee for its membership. The pre-registration arena fee is assessed to all members who have not previously donated \$245 to the construction of the arena. The fee is still assessed to raise revenue for the LHA, assist with the upkeep of the arena and provide backup funds for arena debt in the event of a pull-tab shortfall.

LHA as a Gambling Organization

The LHA is a licensed Gaming operation with the State of Minnesota. The LHA Gambling Board operates pull-tabs sales at Red Fox Tavern, Ole Piper Inn, Boulder Point Golf Club, Harry's Café and The Chart House. Bingo is also held at Ole Piper Inn every Wednesday and Saturday and at Red Fox Tavern every Thursday. Bingo is held at Champions during racing season. These operations are managed strictly by the rules and policy established by the State for Charitable Gambling Operations.

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B. Hockey Operations and Development Information

Overview of Player Evaluation Process

A member of the Hockey Development Committee (HDC) will oversee the process at every tryout session, making sure all the policies and procedures are followed. The pertinent level director gathering data and overseeing the evaluators will also be present. In addition, each session throughout the evaluation process will have a volunteer association member-at-large, who will act as a silent observer of the evaluation process to add integrity and transparency to the process.

Each session will have three to five evaluators and one to two goalie-specific evaluators, including the appointed, non-parent A-level coach or a parent A-level coach deemed to be the lead candidate for the job (but not officially appointed until the tryout process is complete and his/her athlete is placed at the A level). The parent coaches will not provide a score for their athlete. The evaluators will make every attempt to honor the athletes' declaration of preferred position in at least one of the first two scrimmage sessions. The evaluators reserve the right to move athletes (in the athletes' best interest) to gather the most information for placing the athlete appropriately. Any parent/athlete concerns during the evaluation process are to be brought to their pertinent level director.

Goalie Tryout Session - Skill Session

A separate goalie tryout session of up to two hours will be held prior to the beginning of skater tryouts. All age-level goalies will be included in this session. Goalies will be grouped by age and will move from station to station, and will be evaluated by one to two goalie-specific evaluators and the A-level coach. Goalies will be evaluated and ranked according to their skill. Goalies will be evaluated throughout all additional sessions.

Session 1 - Skill Session

Players are assigned alphabetically and split equally as possible between the tryout groups. Session 1 will be up to two hours in length and devoted entirely to skills. Several level-appropriate skill drills, with the possibility of including some timed drills will be created by the development administrator and the player development coordinator and approved by the Tryout Committee. After Session 1, players will be split into equitable groups based on their skill-session ratings.

Session 2

With the players now split into two to three groups, the Evaluation Panel, and an available member of the Tryout Committee and/or HDC will set up and manage small area games and situational drills in which the athletes will be observed in smaller groups at a high tempo. Some special situations for goalie evaluations will be allowed. After Session 2 is complete, players are ranked again and placed into two to three groups (depending on numbers) for Session 3. Movement between groups is possible and frequently happens.

Session 3

This session is similar to Session 2 with regards to the skaters, with additional situational play and a high tempo scrimmage. Once Session 3 is complete, players will again have their scores averaged, re-ranked and reviewed by the HDC, Tryout Committee and Evaluation Panel. Upon completing the review, four to six athletes deemed by said groups to be A-level athletes (their average score clearly indicates they cannot fall out of the A roster pool) will be pulled from the active evaluation process and asked to wait the final A Team roster decisions. This process will allow the said groups to move additional players up in the player pool levels. This enables athletes to receive more evaluation time and compete at a higher level. Again, movement between groups is possible. Goalies will be evaluated during this session. After this session, players will begin to be placed at a more specific level of competition.

Session 4

This session will include inter-squad or North/ South scrimmages depending upon need. Movement during these scrimmages is possible. Focus will be on players not yet assigned to a specific level.

Session 5 – Scrimmage Session (needed only when deemed necessary)

Session 5 will include inter-squad or North/ South scrimmages depending on need. The concept is to provide the evaluators with one additional opportunity to view the skaters and goalies. Structure: Teams (A, B1, B2, C, etc.) will scrimmage another team at the same level. Example: North Scrimmage 5 Group 1 vs. South Scrimmage 5 Group 1 or similar inter-squad scrimmages.

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Note: The Tryout Committee reserves the right to change the number of tryout sessions based on the current circumstances.

LHA Hockey Tryout Process

The 2010-2011 hockey season tryout process is outlined below.

Declaration of Tryout

All LHA players properly registered at an age level where traveling teams are offered may choose to participate in that level's tryout process. A player has the choice to not participate in the tryout process. In this scenario, the player will be placed on a team in the lowest level of play for that level for the upcoming season. Players will not be eligible to participate in more than one LHA tryout process per season. When a player is eligible to try out for two different levels (e.g. girls U-10 and squirts) the player's declared tryout will dictate the level they play at during that season. Once this declaration has been made, the player will not be eligible to tryout at the other level that season.

Declaration of Position (Issue of dual position tryout)

Players will be required to declare themselves as trying out for goalie or skater and will be required to stay at that position throughout the tryout process. The only exception to this is when a particular level does not have enough goalies for all teams. In this case, exceptions may be made only when this will benefit all the participants at a particular level. At the Jr. Gold, U16, Bantam and Pee Wee levels, all goalies who try out at goalie and are selected for a team must play goalie throughout the season. Exceptions: At the Jr. Gold B, Bantam C, PeeWee C and Squirt C levels, goalies may skate out when not playing goalie.

Team Assignment Date and Time

Team assignment will occur within two to three days after the final tryout session with the exception of any level that breaks in to a level pool skate for further observation. Tryout results will be posted on the LHA website articulating the team designation, coach's name and first ice hour.

Evaluator Training

Evaluators will be required to attend a meeting where they will be instructed on how to evaluate the players and to become familiar with the tryout process.

Open Tryouts

The rink doors will be open; however, the bleachers will be partitioned off to keep the evaluators separated from the parents. The evaluators will be located where they can best observe the tryout process and the participants. Conversations between parents must be kept to a whisper. Inflammatory conversations between parents will not be tolerated. Any parent who raises his/her voice for any reason will be escorted to the lobby. Any parent or adult attempting to influence a player on the ice by sending signals or trying to influence or discuss his/her child with the evaluators will be escorted outside of the rink. These individuals will be required to remain in the lobby for the remainder of the evaluation sessions. A second attempt to influence their players or evaluators will be asked to leave the arena immediately.

Inability to Try Out/Medical Absence

Players unable to try out because of existing health or medical reasons must notify their appropriate level director in writing before tryouts begin. The player will need a physician's note excluding the player from tryouts and the expected return date of play. This note needs to be submitted before tryouts begin. These athletes will be placed on a team by the HDC. This decision will be based on past performance scores, past abilities demonstrated, previous coach's input, and severity of the injury. This decision is final.

Once tryouts commence, if a player is unable to complete tryouts due to illness or injury, he or she must contact the appropriate level director immediately with an explanation. Players in this scenario will be placed on a team by the HDC. This decision will be based on past performance scores, past abilities demonstrated, previous coach's input, and severity of the illness/injury. The family will have the option of using evaluation scores obtained up until the injury/illness coupled with the HDC process or discard them and defer solely to the HDC placement process. This decision is final.

Non-medical Absence

Tryout participation is mandatory, but an athlete can choose not to participate and will then be placed on the team at lowest level of play for that level for the upcoming season. If participating, a player must complete a majority of scheduled

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tryouts to obtain a score. Players missing the skills session will be placed with the lowest-ranking group. Players missing two or more sessions will be placed on a team by the HDC.

Post-tryout Move-ins

Players moving into the association after tryouts are complete will be placed on the lowest level of play for that level for the upcoming season, with possible movement by the HDC if deemed necessary and numbers allow.

Player Move-up

Move-up Policy

It is LHA policy that players should play on teams as defined by USA Hockey age groups and classifications. While some players may be more advanced at a particular age than others, the LHA agrees with USA Hockey that overall development of the player emotionally and physically is best served by having him or her progress normally through the age levels and team classifications. The LHA does recognize situations could arise beyond the normal scope of this policy. The following are the situations in which a player move-up would be considered.

Note: LHA reserves the right to regulate the number of players and teams at all levels and oversees the movement of players as outlined as follows.

A. Players are needed at an older level to fill teams.

The following guidelines will apply.

1. There must be room at the level to accommodate a player move-up.
2. Players from the lower level evaluations will be offered the opportunity by the appropriate level director to move-up in order of ranking from evaluations. Only final year players will be chosen. These players will be given the opportunity to play on the "C" team of the next level. If there is no "C" team at that level, then the player will be placed at the lowest team level.
3. The number of players needed to be moved up to fill teams will be determined by the Hockey Development Committee after evaluations are completed.

B. The player wishes to play with his/her grade level.

The following guidelines will apply.

1. The player must have the ability to play at the next level.
2. The player will try out and play where evaluated.

Note: In all the above situations, the Hockey Development Committee will discuss the requests and make a recommendation for approval or denial and will inform the player's parents/guardians.

Move-up Procedure

Listed below are the steps to follow in the case of a move-up request.

1. Parent or guardian of the player must provide the Player Development Coordinator with a letter describing the player's circumstances surrounding the grade level move-up request that includes name, age, grade and the levels of play for the last four years at or before registration.
2. The Player Development Coordinator will meet with the members of the Hockey Development Committee to consider the request.
3. The Player Development Coordinator will contact the parent/guardian of the player to report the committee's approval or denial of the request prior to tryouts.

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Note: The Hockey Development Committee will consider all requests with the player's physical safety and emotional wellbeing first and foremost. The integrity of the LHA will not be compromised by any player move-up.

High School Tryout Procedure

1. Player will go through regular LHA tryout process.
2. Player/Parent/Guardians should inform the level director if they intend to try out for the high school team after they have been placed on a specific LHA team.
3. If the player is unable to make the high school team, that player will remain on the same team they were placed on as determined by their LHA tryout.
4. If the player makes the high school team, the Hockey Development Committee will decide which player, if any, will move up to replace the player moving to the high school team.
5. Any LHA player who is selected for a high school program and accepts that position by participating in a regular season practice may not return to an LHA team for that season.

Participation on Multiple Winter Season Teams

The LHA recommends that a player not participate on two hockey teams during the winter season. If a player elects to play on two teams, any missed practices or games due to participation on another team will be considered an unexcused absence. The LHA coach will take appropriate disciplinary action against the player consistent with the LHA position.

LHA Play Policy

LHA has adopted a play policy that enables every player to enhance his/her ability through challenging practice and equal opportunity in all game situations. The following expectations will ensure that players will have a positive experience while given every opportunity to develop to his/her full potential.

- Practices are designed to challenge and be instructional for both individual and team skills with all players being involved.
- Players are to be prepared to play in all game situations and understand concepts and responsibilities of the game.
- If in good health and no disciplinary issues, all players are to be played equally and in all situations. A regular shift rotation is mandated as part of our play policy (absolutely no shortening of the bench).
- All players should be treated with respect and dignity and given equal opportunity.

These play policy procedures are the responsibility of the coaching staff of each team. Failure to follow the play policy will invoke disciplinary action by the Hockey Development Committee (HDC) with possible termination.

AAA Policy

LHA teams will not enter into a game, scrimmage or practice with any AAA-type teams. LHA teams will not enter into any tournament where the majority of the competing teams are of AAA nature.

Exception: If an LHA team participates in a tournament that unknowingly contains an AAA team, the LHA team may participate in the tournament.

Team Designation

To determine a player's team placement, the LHA will use current boundaries set by the School District for the player's high school assignment.

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For LHA members Squirt/U10 age or older levels, the location of the player's primary residence within the school district boundaries on the first day of tryouts determines the player's placement. The LHA reserves the right to create cooperative teams, which is the placing of players on teams that do not align with the boundary criteria (when it is in the best interest of the LHA).

All teams are considered cooperative at the Mite/U8 level.

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C. Code of Conduct Information

Lakeville Hockey Association Coach's Code of Conduct

The following is a copy of the agreement that each LHA coach has with this association.

A. Rules for Coaches

1. Head coach will not be able to pick any parent of an association player as an assistant coach until after tryouts. The Coaches Development Committee reserves the right for approval or disapproval.
2. Coaches must attend all games and practices or arrange for a proper substitute.
3. Coaches cannot use any tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug in the locker room or on the bench (except as prescribed by a physician).
4. Coaches are not allowed to physically, emotionally or psychologically abuse any player, parent, game official or directors.
5. Only registered coaches of participating teams are allowed on the participant's bench during the game. Coaches must enforce this rule. The maximum number of managers/coaches allowed on the bench is three.
6. Only rostered team members and coaches are allowed on the ice during games, scrimmages and practices unless other arrangements are made with an appropriate level director.
7. The coach and/or assistant coach is required to be in the locker room with his/her team until the last participant has left the locker room.
8. In accordance with Minnesota Hockey rules, coaches must wear a certified helmet at all times when on the ice participating in LHA activities.
9. Coach jackets are not paid for by the association. Teams can choose to pick up the cost of a jacket and will be billed by the association for the jacket.
10. Coaches are required to maintain a minimum USA Hockey coaching degree.
 - Mite and girls U8 coaches need Level 1 certification.
 - Squirt and girls U10 coaches need Level 2 certification.
 - PeeWee and girls U12 coaches need Level 3 certification.
 - Bantam and girls U14 coaches need Level 3 certification.
 - Junior Gold and girls U16 coaches need Level 3 certification.

These are the desired requirements of certification per level. Exceptions to policy will need approval by the HDC.

LHA will reimburse USA Hockey levels 1, 2 and 3 coaching certification clinic costs. Coaches need to provide copies of the coaching card with a current level sticker and receipt from the clinic. Submit the receipt for reimbursement to the LHA treasurer. Reimbursement for Level 4 is \$100 and requires approval by the LHA head coach prior to the clinic. Submit Level 4 receipts and a copy of the coach card to LHA head coach upon completion of the clinic.

B. Guidelines for Coaches

1. Coaches should show good sportsmanship at all times.
2. Coach's main objective is to teach hockey.
3. Coaches should use discretion to keep practices and games in good proportion.
4. Coaches are required to play all players as equitably as possible and in accordance with the LHA's Play Policy.
5. Coaches are encouraged to develop several power play and penalty kill lines.
6. Coaches should be available to discuss any problems with the participants and/or parents/guardians.
7. Coaches are required to attend coaches development meetings held throughout the season.
8. Coaches are required to hold at least two parent/player team conferences during the season to inform educate and/or discuss appropriate matters. This should be a positive and informative experience.
9. Coaches must complete a mid-term and end-of-the-year evaluation of each player. Mid-year evaluations are due by Jan. 15, 2011.
10. Coaches are responsible for all communications to players/parents and it should be done in a timely manner.
11. LHA coaches are subject to and must pass a background checks.

C. Consequences for Coaches

1. Verbal warning with written summary.
2. Written warning
3. Game suspensions

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4. Removal from coaching and/or LHA

D. Reporting

1. Head Coach
2. Level Director
3. Association Head Coach
4. Hockey Development

Lakeville Hockey Association Player's Code of Conduct

The following is a copy of the agreement that each LHA Player has with this association. Players are expected to acknowledge acceptance of this code of conduct by signing a similar form at the beginning of the season.

A. Rules for Players

1. All players are expected to attend all scheduled games and practices unless they have notified the head coach. If not properly notified, the coach may impose penalties.
2. Only rostered players are allowed on the bench during scrimmages and games.
3. Players are not allowed to verbally, physically or psychologically abuse any other player, coach, parent, game official or director. All players will treat each other, parents, coaches and officials with respect and dignity, regarding language, attitude, behavior and mannerisms. Violations of this rule are disciplined according to the LHA Discipline Policy.
4. No player under the age of 18 is allowed on any LHA-related ice without helmet, facemask and mouthguard.
5. All players on the players' bench and penalty bench must wear helmet and face mask while in those bench areas.
6. All players will respect the property and equipment used at any sports facility, both home and away.
7. All players will encourage good sportsmanship through their actions by demonstrating positive support for all players, parents, coaches and officials at every game and practice.
8. All players will treat other players, coaches, officials, parents and spectators with respect, regardless of race, color, creed, sex or ability.
9. All players will refrain from any form of hazing or the initiation of other players regardless of how insignificant it may seem.
10. All players will agree to abide by the grievance policy set forth by the LHA for items of concern.

B. Guidelines for Players

1. Players should play clean hockey only.
2. Players should be at the arena 30 minutes before practice and 45 minutes before games and scrimmages. (Individual head coaches may amend this guideline.)
3. Players should come to each game or practice ready to play and should give their complete attention to the coach.

C. Substance Abuse

LHA enforces the same policy as MHA and/or USA HOCKEY regarding the use and possession of mood-altering chemicals by players. Mood-altering chemicals include tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug (except prescriptions by a physician).

D. Weapons

LHA enforces the same policy as the Minnesota State High School League (MSHSL) regarding the possession of a dangerous weapon with intent to use or intent to conceal.

E. Consequences for Players

1. Verbal warning with written summary.
2. Written warning
3. Game suspensions
4. Removal

F. Reporting

1. Team Head Coach
2. Level Director
3. Player Development Coordinator

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4. Hockey Development Committee

Lakeville Hockey Association Parent's Code of Conduct

The following is a copy of the agreement that each LHA parent has with this association. Parents are expected to acknowledge this code of conduct by signing a similar form at the beginning of the season.

A. Rules for Parents

1. Parents should make sure all fees and assessments are paid on time as indicated by the team manager and/or Board.
2. Parents must turn in all necessary forms (e.g., birth certificates) promptly.
3. Parents must equip their player properly so they can participate in all practices, scrimmages and games.
4. Parents should keep abreast of all information pertinent to their player's team.
5. Parents should notify the head coach in advance when their player cannot make a scrimmage or game, stating the reason.
6. Parents will encourage good sportsmanship through their actions by demonstrating positive support for all players, parents, coaches and officials at every game and practice.
7. Parents will promote the emotional and physical wellbeing of all the skaters, ahead of any personal desire to win or any personal-reflected glory. This includes, but is not limited to, providing support for coaches, officials and all others, to provide a positive experience.
8. Parents need to remember that the game is for the players and not for the parents and win or lose, will appreciate the efforts of all players and coaching staff.
9. Parents will treat all other parents, players, coaches and officials with respect; including attitude, language and mannerisms.
10. Parents will inform the coach of any physical or medical ailment that may affect the safety of their player or any other player.
11. Parents will agree to abide by the grievance policy set forth by the LHA for items of concern.
12. Parents are not allowed to physically, emotionally or psychologically abuse any other parent, player, coach, game official or directors. Violations of this rule are disciplined according to the LHA Discipline Policy.

B. Guidelines for Parents

1. Parents should ensure their player arrives at practices, games and scrimmages at scheduled times.
2. Parents should be understanding and supportive of the times and numbers of practices, scrimmages and games.
3. Parents should be encouraging, not critical, of their player, coach and team.
4. Parents should try, as much as possible, to be available to assist in the LHA and team functions as requested.

C. Consequences for Parents

1. Verbal warning with written summary
2. Written warning
3. Games suspensions
4. Removal

D. Reporting

1. Team Head Coach
2. Level Director
3. Vice President, Hockey Development
4. Hockey Development Committee

Team Manager Responsibilities

The team manager is the liaison between the LHA Board and the team. The manager supports the coaching philosophy of the team in order to foster good communications among all participants and generally manages the business of the team along with other responsibilities the coach may assign. The following outlines typical team manager responsibilities.

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- Distribute equipment/jerseys at the start of the season and collect at the end, if equipment/jerseys have not been purchased individually.
- Compile the team roster. Include the players and parents' names, addresses and phone numbers. Distribute only to parents.
- Assist the level directors to ensure all registration forms are complete and signed in the timeframe required by District 8.
- Work with the coach to arrange for scrimmages. This includes arranging for referees for home scrimmages through the LHA referee-in-chief.
- Arrange for timekeepers for all home games and scrimmages, as well as scorekeeper and penalty box attendants.
- Keep a score book or arrange for someone to keep the score book for the coach.
- Ensure scores are properly recorded with the District following league games.
- Make arrangements for tournaments. Send in registration forms, and ensure entry fee is included and that information regarding tournament dates, location, times and lodging, if required, is communicated to parents in advance.
- Publish monthly calendar of team activities.
- Manage the team's financial matters and checkbook.
- Collect fees to pay ice costs.
- Teams purchasing ice outside of Ames or Hasse must pay for the cost via the team. LHA will not pay for any outside ice unless it is approved by the ice director and must be approved before the ice is used.

Communication is the team manager's principle responsibility. Ensuring coaches, players and parents know what is going on well in advance can make the difference between having an enjoyable winter with hockey and not. When in doubt, communicate.

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D. Other Information

Equipment

Equipment Rules

Keeping the cost of hockey in check includes being responsible for your team-issued LHA hockey equipment. LHA provides all in-house players with a jersey and all traveling players with home and away socks and jerseys. The traveling game jerseys are the property of the LHA and need to be returned at the conclusion of each hockey season.

Observe the following guidelines.

1. Parents are responsible for washing, minor repairs and upkeep of the game uniform. Return the game jerseys washed and in relatively the same condition as when they were issued to you. All captain/assistant captain patches, etc. need to be removed from all jerseys prior to their return, if return of the jerseys is required.
2. The LHA game jersey will be worn for scrimmages; league and tournament games or as specified by the head coach.
3. Game socks issued for the hockey season should only be worn for scrimmages and games.
4. LHA issues stop patches and are required on all LHA game jerseys for Squirts through Junior Gold. Stop sign patches should be sewn on the backside, lower top area (below name placards but above the jersey number) of the game jersey.
5. Jerseys, socks and team equipment (i.e., pucks, medical kits, water bottles and team goalie gear) will be distributed and collected by the equipment director each season.

Required Participant Equipment

LHA players must wear the following equipment during all LHA ice times.

- Cut-resistant neck guard
- League-approved helmet (black preferred) with face mask, chin and mask straps
- Attached internal mouth guard (colored)
- Shoulder pads, elbow pads and shin guards
- Gloves
- Breezers (black with no white stripe on the sides is preferred)
- Skates
- Athletic supporter/pelvic protector depending on gender

It is recommended that Mites and Mite-preps wear all equipment listed. It is required that everyone wears helmets with face masks that feature fully functional chin and mask straps.

During the 2003-04 hockey season, the LHA Board of Directors adopted a policy that requires all LHA players to wear cut-resistant neck guards during all LHA ice times. Every LHA coach is responsible to make sure this rule is enforced. If a player gets on the ice without a neck guard, the coach should remove that player from the ice and not let them return until they are wearing it. In addition to the team coaches, all parents must assist in the enforcement of this rule to minimize the likelihood of another LHA player receiving a life-threatening cut across the throat.

Required Goalie Equipment

All goalies from Mite 2 Level on up are required to wear the following equipment at all LHA ice times.

- League-approved helmet (black preferred) with face mask, chin and mask straps or goalie helmet
- Attached internal mouthguard (colored)
- Chest protector
- Neck protector
- Catch glove
- Goalie stick
- Blocker glove
- Athletic supporter/pelvic protector depending on gender
- Leg pads

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LHA will supply goalie equipment (leg pads/chest protector/catch glove/blocker glove) to all teams/goalies at the Mite 2, 3, 4, Squirt and U10 levels.

Goalie equipment may be checked out to an individual LHA goalie at the Mite/Squirt/U10 levels and coordinated by the equipment director. All goalies checking out LHA gear are required to pay a damage deposit of \$200. All LHA- issued goalie gear must be returned at the end of each season. Goalies/teams may use LHA goalie equipment for clinics, camps, etc., however, the gear must be checked out through the LHA equipment director using the same procedures as defined previously.

Grievance Procedure

Grievances

It is possible that conditions arise where a member feels are unfair or unjust. This situation may be with a particular coach, team or the association in general.

If your concern is with a team-related situation, you should first attempt to resolve the issue informally by speaking with the head coach. It is recommended to do this after you have considered the situation and your perspective for at least 24 hours. If this informal discussion does not resolve the matter, you then have the option to follow the formal grievance process as outlined below.

If your grievance is with the LHA, you should first inform the coach and then approach the level director. Any grievance taken beyond the coaching level must be submitted in written form.

Formal Process

1. Initial contact should/must be with the player's head coach. [In the event that a coach cannot resolve the situation with the parent(s) and/or players, the coach will involve the appropriate level director.]
2. The second level of contact should be with the appropriate level director. [If the situation cannot be resolved, then it will be elevated to the LHA president for final resolution.]
3. The last level of contact is the LHA president. [Note: #1 and #2 must be exhausted before proceeding to #3.]

If the matter is still not resolved to your satisfaction, you do have the right to escalate your grievance to the District, MHA and finally the USA Hockey levels, in that specific order.

Ames Arena Trophy Case Policy

The following trophy case placement policy will be considered for the LHA trophy case located in the Ames Arena when teams have been awarded league or tournament trophies. The following outlines how tournament levels are prioritized followed by the placement within a tournament.

- Across tournaments the following consideration is in order of highest to lowest priority: (State Tournament, Regional Tournament, District Tournament, Final League Standings and finally all Invitational tournaments)
- Within a tournament, the following placement is considered from highest to lowest priority: (1st, 2nd, 3rd and then Consolation)

If this policy does not place a trophy in the trophy case, the team manager and/or coach are responsible to award the trophy to a member of the team using a method that is equal and fair to all players.