



# WILDCAT YOUTH HOCKEY ASSOCIATION

## PARENT HANDBOOK



September, 22 2017

[www.wildcathockey.org](http://www.wildcathockey.org)

# WILDCAT YOUTH HOCKEY

## 2017-2018 PARENT HANDBOOK

### Introduction

Welcome to the Wildcat Youth Hockey Association (“WYHA”). Our youth hockey association provides boys and girls in the Waunakee, Deforest, Lodi, Poynette, and surrounding communities with the opportunity to participate in the sport of youth hockey.

### WILDCAT YOUTH HOCKEY BYLAWS

#### By-Laws

##### Article One - Name

*SECTION 1* The registered legal name of this organization shall be the Waunakee Youth Hockey Association, Inc.

*SECTION 2* The club will use the name Wildcat Youth Hockey Association for public use including for USA Hockey, Wisconsin Amateur Hockey Association (WAHA), and all general public related communication.

*SECTION 3* The Waunakee Youth Hockey Association, Inc. / Wildcat Youth Hockey Association is hereafter referred to as Wildcat Youth Hockey Association or WYHA.

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##### Article Two - Purpose

*SECTION 1* The WYHA is a non-stock corporation incorporated in the State of Wisconsin, and a 501 (c) (3) not for profit organization under the U.S. Treasury Internal Revenue Code.

*SECTION 2* The WYHA is organized to provide a hockey program for youth development. This program is for youths who reside in the Waunakee and the surrounding area.

*SECTION 3* The WYHA shall provide equal access to coaching, facilities, practice and participation for youths in the Waunakee and the surrounding areas regardless of their abilities.

*SECTION 4* No youth shall be denied participation in the WYHA regardless of race, color, sex, creed, religion, national origin, disability (which would not prevent the youth from safely participation), or sexual orientation.

*SECTION 5* The WYHA shall administer the regulations of the Wisconsin Region 4 Hockey Council or its successor, the Wisconsin Amateur Hockey Association, Inc. and USA Hockey, Inc.

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##### Article Three – Office

*SECTION 1* The principal office of the WYHA shall be the current Post Office, Box Number 156, located at Waunakee, WI 53597-0156.

## Article Four – Participants

*SECTION 1* Any youth shall be a member for the purposes of participation as a youth hockey player provided his or her parent or guardian has completed the registration requirements and maintained current with money and fund-raising obligations.

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## Article Five – Annual Meeting/Special Meeting, Membership and Voting Rights

*SECTION 1* Voting membership in the WYHA shall be each parent or legal guardian of any participant in the WYHA with a limit of two voting members per participant regardless of the number of participants per family.

*SECTION 2* The Board of Directors may approve membership to others for services rendered to the WYHA.

*SECTION 3* Coaches are members of the WYHA.

*SECTION 4* Each member as designated in Section 1, 2, and 3 above has one vote in any WYHA action.

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## Article Six – Meeting of Members

*SECTION 1* The Annual Meeting of the WYHA shall be held at a time and place designated by the Board of Directors on or before April 30 with sufficient notice given to the membership.

*SECTION 2* At the Annual Meeting, the first order of business shall be the report of the Treasurer, who shall account for all assets and liabilities and income and expenses.

*SECTION 3* At the Annual Meeting, the WYHA shall hold elections for vacant Executive Board positions, per the WYHA Election Procedure.

*SECTION 4* Special meetings of the voting membership may be called by the Board of Directors as it deems necessary.

*SECTION 5* A quorum at the annual meeting of the WYHA shall be the voting membership in attendance. A quorum at any special meeting of the WYHA shall consist of fifty percent of the voting membership of the WYHA. A quorum at a board meeting of the WYHA shall consist of a majority of the board members.

*SECTION 6* Assuming a quorum, a majority vote shall carry or defeat a motion except as otherwise provided for in these by-laws.

*SECTION 7* In the case of tie votes, one succeeding vote may be taken by the WYHA to break the tie, if so desired by any member of the WYHA.

*SECTION 8* The fiscal year of the WYHA shall be July 1 through June 30.

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Article Seven – Executive Board

*SECTION 1* The officers of the WYHA shall consist of a President, President-elect, Vice President, Treasurer, Secretary, and Past President.

*SECTION 2* The President shall preside at all meetings, appoint committees, attend or appoint a representative to represent the WYHA at County, State and Regional hockey meetings and shall, in general, perform the duties required of the office.

*SECTION 3* The President-elect shall assume all the powers and perform all the duties of the President in the President’s absence or in the event of an inability or refusal to act, shall assume the office of President.

*SECTION 4* The Fund Raising Director shall have the responsibility for fund raising activities of the WYHA. The Vice Presidents shall turn over to a duly elected successor, all accounts, books, papers, vouchers and records pertaining to the office. (The Vice President of Fundraising position was renamed to the Fund Raising Director. This change will be finalized by vote during the 2018 Annual meeting.)

*SECTION 5* The Secretary shall keep a record of the meetings and conduct necessary correspondence for the WYHA. The Secretary shall disseminate the minutes of the meetings to the Executive Board. The Secretary shall turn over to a duly elected successor, all accounts, books, papers, vouchers and records pertaining to the office.

*SECTION 6* The Treasurer shall keep the accounts of the WYHA. The Treasurer shall receive money, pay bills, and make an itemized statement of the financial condition of the WYHA monthly and/or when asked to do so by the Executive Board. The Treasurer shall turn over to a duly elected successor, all accounts, books, papers, vouchers and records pertaining to the office.

*SECTION 7* The Past-President shall serve as an advisor to the Executive Board.

*SECTION 8* The ACE Director shall serve on the Executive Board. The ACE Director shall recommend coaches at all levels, arrange for proper training of coaches and assist the Executive Board on disciplinary cases.

*SECTION 10* In addition to the Officers, the Executive board shall include five (5) Age Level Directors (Bantam/U14, PeeWee/U12, Squirt/U10, U8Mite, and U6Mite/Developmental). In addition to participating in the Board’s decision-making process, the Directors’ purpose shall be to promote the WYHA and serve as committee chairpersons as determined by the Executive Board.

*SECTION 11* The terms for the Executive Board is as follows:

President	1 Year	Secretary	2 Years
President-elect	1 Year	Treasurer	2 Years
Past President	1 Year	ACE Director	1 Year
Fundraising Director	2 Years		
Age Level Directors	1 Year with 2 <sup>nd</sup> year option		

*SECTION 11* The Executive Board shall elect a new officer or Board Members to fill the unexpired term of a vacated position.

*SECTION 12* The Executive Board shall meet monthly unless otherwise agreed upon by the Executive Board.

*SECTION 13* The executive Board shall serve annual terms from July 1 through June 30.

*SECTION 14* Any Executive Board Members not attending three (3) consecutive or a total of four (4) meetings of the Board of Directors, during a fiscal year, without an excused absence from the President shall be removed from office by the remaining Directors and a new Director appointed. Proper notice shall be given to the director.

*SECTION 15* No two family voting members may serve on the Board at the same time as either an Officer or Director. If two members from the same family are nominated to serve on the Board, as either an Officer or Director, only one (1) may accept the nomination.

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Article Eight – Discipline

*SECTION 1* Both parent and skater have the right to appear before the Executive Board to appeal any disciplinary action.

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Article Nine – Amendments

*SECTION 1* Amendments to these by-laws are permissible. The method of amendment shall be by submitting, in writing to the Secretary, the exact text of the proposed amendment at least fifteen days prior to the Annual or Special Meeting. The Amendments will be submitted to the general membership for a vote at the Annual meeting.

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Article Ten – Administrative Structure

*SECTION 1* The President shall, with the approval of the Executive Board, establish any administrative structure consistent with these by-laws.

*SECTION 2* The Executive Board may create or revise rules and/or policies by majority vote of the Board. Any rule and/or policy created or revised by the Board will be reported to the membership via the newsletter or meeting. The membership may create or revise a rule and/or policy by a majority vote at any meeting called for that purpose.

Adoption Date: April 13, 2003

Amended: April 17, 2005, April 22, 2007, April, 25 2010, April 13. 2014

# WYHA Policies and Procedures

## WYHA Levels of Play

Playing Level	Age*
<b>Learn to Skate (LTS):</b> Children learn the fundamentals of skating (forward, backward, stopping) combined with fun games on the ice. *Full hockey equipment is not needed.	Any age (most are 4-7)
<b>Beginner Hockey/Learn to Play (LTP):</b> Children continue the fundamentals of skating with added hockey skills and fun scrimmage games. Skaters must be able to skate the full length of the ice without assistance. *Full hockey equipment is required. Hockey Skates, Hockey Helmet, Shin Guards, Gloves and Stick are required at minimum, full hockey gear is available to rent.	Any age (most are 4-7)
<b>U-6 Mite U-6 (cross-ice without goalies):</b> Continued skating and hockey skill development through one-two practice session each week; plus one hour game ice per week. For skaters aged 5-6. Full hockey equipment is required and can be rented through the club.	6 & under
<b>U-8 Mite (Half-ice w/goalies):</b> Similar to U6-Mite, but for 7-8 year old hockey players; two practice sessions per week and one game ice per week (2-3 games per hour game ice). Rotating Goalies week to week.	7 & 8
<b>Club Programs:</b> Skaters are placed on teams based on age and skill level. Each season, teams are allocated approximately 30 – 60 one-hour practices (dependent on age level) and 10 home games. The total number of games per season generally equals the 10 home games, plus 10 reciprocal games plus tournament games, and usually ranges from 25 – 35 games.	
<b>Squirt:</b> No checking. Approximately 2-3 practices per week and 1-2 60 minute games on weekends.	10 & under
<b>PeeWee:</b> No checking. Approximately 2-3 practices per week and 2-3 75 minute games per weekend.	12 & under
<b>Bantam:</b> Checking. Approximately 2-4 practices per week and 2-3 90 minute games per weekend.	14 & under
<b>Midget/High School 2:</b> Checking. Program availability is dependent on registration numbers. (Currently a Co-op with another organization, Middleton or Sun Prairie)	16 & under

### **Skater Evaluation and Team Placement Process (See Appendix A)**

WYHA will conduct formal team placement tryouts each year at the beginning of the season for the levels of Bantam, PeeWee and Squirt. For the levels of U6 and U8 Mites informal evaluations will be done during the first practices of the year. See Appendix A for the full tryout process including the specific drills.

### **Registration / Fees**

WYHA will publish a fee schedule in July prior to each season.

All Skaters are required to register with USA Hockey (free for skaters ages 6 and under).

Skating fees include a \$150 nonrefundable administration/ice time fee for skaters who leave the club after tryouts for whatever reason.

A minimum of one half (50%) of the skating fees per skater, the \$100 for Raffle tickets, and the volunteer hours charge (if buying out hours) are due prior to the first tryout session/practice. The remaining balance of fees, unworked volunteer hours charge and any other charges are due by January 31st. No skater will be allowed to skate after this date without fees being paid. All skater fees can be viewed on the skater's profile on the Wildcat website.

### **Multiple Skater Discount**

Families registering Multiple Skaters at U8Mite and above will receive a fee discount as follows:

- The second Skater will receive a 30% reduction in the fees for his/her division. The "second" skater will be considered the younger of the two skaters.
- The Third (or more) Skater placed at or above the U8Mite level will receive a 60% reduction in the fees for his/her division. The "third" skater will be considered the youngest of the three skaters.
- Families with a DC Diamond skater will receive a 10% discount on their skater in the WYHA, if they have an additional second skater in the WYHA they are treated as a second skater and receive the 30% reduction for the youngest skater and so on following the WYHA multiple skater policy.

### **Skater Transfers**

All transfers into and out of Wildcat Youth Hockey Association must be reviewed and approved by the board. WYHA will grant a financial release for a skater under WAHA rule when a skater is moving to a higher classified organization. Requests for transfer must be submitted to the WYHA Board President in writing, and the family may be required to appear before the board in person to discuss the transfer.

### **Policy on Late Transfer into WYHA or Registration**

Skaters joining or transferring into the club after the start of the season may be eligible for a reduction in fees, raffle ticket sales and/or Volunteer hours.

Billing – Fees will be prorated based on games and practices missed. USA Hockey registration fees cannot be prorated and will need to be paid in full.

Raffle –

- Skaters transferring into the club from out of the local area after the season starts will be exempt from the raffle ticket sales for the first year (local area is Waunakee, Deforest, Poynette, or Lodi school districts).
- Skaters registering late will be required to sell their tickets until the raffle takes place, if the skater registers after the raffle there will be a \$50 charge.

Volunteer hours –

- Volunteer hours are prorated as follows: 25% reduction after November 15th, 50% reduction after December 15th.
- The family can make an effort to make up these hours helping with club functions (Try Hockey for Free, Concessions, Tournaments, Board designated committees, etc.).
- The families can and are encouraged to earn their full volunteer hours if opportunities exist.

### **Double Rostered Skaters and Goalies:**

From time to time, it may be appropriate for a team to include players on its roster from a lower level team. In general, this is done in order to address a “critical shortage” of skaters and/or goalies (WYHA will always make an attempt to double goalies per USA Hockey and WAHA guidelines), and is not intended to give the opportunity for a player to “double-up” on ice time by attending practices and/or games of multiple teams. The intent of this policy is to provide rules and guidelines for the double rostering of players. All roster decisions must be in compliance with WAHA rules and abide by the policy, which is detailed in Appendix E.

### **Team Rosters / Final Rosters**

WYHA Team Rosters will be finalized by December 1<sup>st</sup> of each season. The Registrar will provide each team with a final roster signed by WAHA. Supplemental rosters will be issued in January with updated coaching credentials. Only Players and coaches on the official WYHA and WAHA team roster may practice or play with team. WYHA Rosters teams, made up of WYHA players only, for the playing season (September – March) and does not roster any teams out of season.

### **Skaters and Goalies playing up for a season:**

WYHA does not allow skaters to play at levels above their current age group except for special cases where skaters are needed to complete a higher level team as determined by the WYHA board. The criteria for a skater moving up are:

- Must be in the second year of the current level.
- Must be in the top five skaters at the skating up level from tryouts.
- A skater may only move up if there are players needed at the next higher level.
- Must be approved by the parents, coaches and WYHA Board.

### **Fee Reduction for Injured Players**

A player that is significantly injured in which the injury results in a loss of play for six weeks or greater could be given a pro-rated credit on their skater fees based upon the number of weeks they were lost from play (must equal six weeks or greater). A family wishing to apply for the fee reduction must submit a request in writing to the WYHA Board of Directors for consideration. Any skater who is injured for at least six weeks must provide a signed doctor’s note to return to play.

**2012 WI Concussion Law:** The law contains all three components of the National Football League's model legislation: Parents of students under 19 years old must sign a concussion-information form each season before their kids can participate on a sports team; any student-athlete suspected of a concussion must be immediately removed from play; and those student-athletes who get removed cannot return until obtaining medical clearance. WYHA will educate skaters, parents, and coaches on concussions per the WI State Law. Any WYHA Coach or Official may remove a skater if a concussion is suspected.

### **Return To Play After Injury**

It is the policy of WYHA that any injury requiring the medical attention of a physician of any kind that prohibits the player from playing the game or practice of any duration will require the physician to sign a return to play release allowing the injured player to return to the ice to play or practice the game of hockey. The release will give the date at which they are allowed to return and must be signed by the treating physician. Any guidelines or limitations that the physician requires regarding the return of the player must be outlined on the signed release form.

In the case of a suspected concussion by a coach, or one diagnosed by a physician, the player will not be allowed to return to the ice per Wisconsin Law. The skater is required to seek medical attention, and will not be allowed to play or practice with the team until medical clearance is obtained in writing from a medical professional. The document must be presented to the head coach and forwarded to the ALD of the skater’s level.

Please note: The WYHA Board is committed to preserving all players, as well as their families, personal medical information. All HIPAA requirements in effect at the time of the injury will be adhered to.

## **Equipment**

Protective hockey equipment is important to the safety and well-being of all skaters participating in the sport of hockey. Skaters must wear protective equipment. All WYHA Skaters above Learn to Skate level must wear the following properly fitted and well maintained USA Hockey approved equipment for all regularly scheduled games and practices:

- Helmet with face mask and securing straps (HECC approved with a valid expiration date)
- Colored mouth guard
- Shoulder pads (solar plexus padding strongly recommended)
- Elbow pads
- Gloves
- Breezers with hip pads and thigh and tailbone protection
- Protective cup for boys/pelvic protector for girls
- Knee and shin pads
- Hockey skates
- The board strongly recommends the use of a neck guard
- Anyone 18 and under must wear a helmet when on the bench

## **Rental Equipment –**

Learn to Skate skaters are able to use equipment free with a refundable deposit. Learn to Play skaters can rent equipment based on the fee schedule of the Website. U-6 Mite Level and above, only first year skaters can rent equipment. Fees can be found on the Website for all applicable age levels. Refunds will be applied as a credit to the family account unless a check is specifically requested. WYHA will provide Goalie equipment to teams with rotating goalies at no charge.

## **Coaches**

It is WYHA intention to use qualified and certified parent and non-parent coaches for their teams. WYHA will pay a stipend to a non-parent coach approved by the Board of Directors of WYHA. These coaches must meet all certification criteria. WYHA will perform background checks on all coaches in compliance with USA Hockey rules and Guidelines.

## **Student Coach**

WYHA will also allow the use of student coaches per the WYHA and USA Hockey Policy (see Appendix B). The Student coach must follow the USA Hockey Policy which includes auditing of the Level 1 CEP class or Special WYHA Training Class. WYHA requires the student coach to be registered with USA Hockey and can only coach two levels below their current level (i.e Bantam -> Squirt, PeeWee -> Mite).

## **WYHA Locker Room Policy**

WYHA follows the USA Hockey Policy instituted with their SafeSport Program.

WYHA team managers will assign 2 monitors per locker room (up to 4 total per practice) at Squirt level and above for 20 minutes before and 20 minutes after the practices / games. Monitors are responsible to watch activity in locker rooms at all practices. Monitors are to assure that only participants (coaches and players) and family members are permitted in the locker room and to supervise conduct inside the locker room. The Monitors can stand outside the door but they should regularly enter the locker room to check activity inside. If monitors are inside the locker room there must be two monitors present. It is recommended that even screened adults always have a second adult present when in the locker rooms.

The Monitors should report all concerns or possible infractions of the Player Code of Conduct (Player Code of Conduct is found in Appendix C) to the team manager and Age Level Director. If further action is needed the ALD will contact the club SafeSport Coordinator (WYHA President Elect). Disciplinary action follows the Discipline and Appeal process detailed in the WYHA Parent Handbook which includes notification of parents in writing and possible suspensions from games and/or practices.

### **Safe Sport Travel Policy**

WYHA follows the guidelines for Travel based on the USA Hockey Safe Sport program. The Travel Policy is in place to protect the skater, coaches and families. The complete WYHA Travel Policy can be found in Appendix D.

### **Inclement Weather Policy**

WYHA does not want to put any Coach, Player, or Parent in a situation where they do not feel safe driving to a game or practice. The rule of thumb as to whether a game or practice is cancelled is determined if the rink you are traveling to is open or closed. If the rink is open, then the game or practice is still scheduled to happen.

The final decision to practice or play a previously scheduled game lies with the head coach and team manager. Team Managers should contact the facility directly if you have questions about their operating status. It is the responsibility of each parent to decide whether, under the circumstances, it is safe to travel to the facility. WYHA will be charged for home ice time whether the time slot is used or not and may be fined for the cancellation by the opposing team. Referees must be contacted immediately when the decision is made to cancel as WYHA may still be charged for the officials and even fined for the cancellation.

### **Team Sponsorship Program**

The Team Sponsorship program was designed as a team fundraiser. This is a great way to build your team's tournament fund, which is used to cover costs of tournament fees, team parties, team equipment, team apparel and extra sheets of practice / game ice. Use the Team Sponsorship brochure to approach businesses for support. The Vice President of Fundraising has copies of the Team Sponsorship brochure or you can obtain a copy at [www.wildcathockey.org](http://www.wildcathockey.org) under Info, Volunteer/Fundraising Opportunities.

### **Team Sponsorship Distribution / Use**

Any team that is sponsored must first fulfill the sponsorship level requirements before funds are distributed to the team. After all sponsorship level requirements are met, 10% of the remaining dollars go to the club and 90% can be used, by the sponsored team, to reimburse or pay for the following:

- Tournament Fees
- Purchasing additional sheets of ice
- Team Equipment
- Team Apparel
- Team Parties

Any funds that have not been spent will be used by club to reduce overall skater fees.

Any Team Sponsorships that are not designated to a specific team or age level will be allocated to the oldest team first. Each additional unspecified sponsorship will be allocated to the team one level below. Ex. Bantam A, then Bantam B, then Pee Wee A, then Pee Wee B, etc.

Any Team Sponsorships that are designated for a specific age level will first be allocated to the top team at that age level. Each additional age level specific sponsorship will rotate through the teams at that age level.

## **Scholarship Assistance Program**

It is WYHA policy to assist in making hockey affordable for local youth. In keeping with this, each season WYHA offers a limited number of scholarships based upon financial need. These scholarships will be offered on a first come, first serve basis. Scholarship application, approval or denial is kept confidential.

Scholarship requests should be received by the Treasurer of WYHA at P.O. Box 156 Waunakee WI 53597 by September 1<sup>st</sup> the month prior to the start of the fall season. Exceptions will be reviewed on a case by case basis. Partial or full scholarships will be awarded based on available funds. Scholarships are for skating fees only. All other expenses for the season are the family's responsibility. Factors determining scholarship approval include, but are not limited to:

1. Number of children per family participating in the program.
2. Family income must fall within guidelines set by the National School Lunch Program amended to exclude unemployment income.
3. Memo documenting the family situation indicating financial hardship.
4. The WYHA Board of Directors, based on the Scholarship Committee recommendation, will determine scholarship approval or denial.
5. Based upon scholarship approval, the player/parent of guardian will be responsible for the annual USA Hockey Registration fee at the beginning of the season.
6. The season's equipment fees, if any, will be waived. If equipment is not returned at the end of the season, the player will not be eligible for future scholarships or participation in the youth hockey program.
7. Parental and player involvement in fundraising activities is mandatory (including raffle tickets and volunteer hours).
8. Incomplete or falsified forms will be denied.

## **Scholarship Procedures**

Any WYHA member family meeting the National School Lunch income requirements may apply for scholarship assistance from the WYHA for their skater(s) fees full or partial amount (they may not include volunteer hour credits). Families will be responsible for annual USA Hockey registration fee, team fund fees, hotels for tournaments, jerseys and socks. The following procedures should be followed:

1. Using the form supplied (see [www.wildcathockey.org](http://www.wildcathockey.org)), send forms to the Treasurer at P.O. Box 156 Waunakee WI 53597 by September 1st of upcoming hockey season.
2. The Treasurer will review the request form and verify financial information submitted.
3. The Scholarship Committee, which consists of the current WYHA President, Treasurer and appropriate Age Level Director will meet and make a recommendation to the WYHA Board of Directors as to approval or denial.
4. The WYHA Board of Directors in closed session will vote to approve or deny applicants after considering the Scholarship Committee's recommendation.
5. Applicants will be notified of results in writing immediately following the WYHA Board of Directors meeting where the vote took place.

Funds for the scholarship fund will be set aside or replenished when necessary in years where there is a budget surplus and at the discretion of the WYHA Board of Directors. The funds must be allocated to the scholarship fund prior to the close out of the current budget year, which ends annually on June 30<sup>th</sup>. Fund allocations will require a recommendation by the Treasurer to the Board, and will require a majority vote of the Board for funds to be allocated.

## **WYHA Volunteer Policy (20 Volunteer Hours)**

### **General Requirements**

WYHA is a parent run organization and depends solely on volunteer hours to run a very large and complex organization. Each family with a Skater U8 Mite age and above is required to work 20 Volunteer Hours.

It is the member family's responsibility to seek volunteer opportunities. Volunteer opportunities are communicated via e-mail, WYHA newsletters, and the WYHA website. Any questions you have in regards to volunteer hours can be directed to your Age Level Director (ALD).

Because of insurance issues, family members under the age of 18 must be accompanied by their parent to volunteer. Some Opportunities may be set at an 18 year old limit. Families must sign in and out of their shift for credits to be applied. Volunteer hours cannot be shared or transferred from one family to another without the approval of the WYHA board of directors.

The hours must be worked in the Season from July 1st to June 30th each year.

Volunteer hours will be credited at \$20 per hour (\$400 total). The hours will be credited to your online account on a monthly basis. Any unworked hours, as of the last week of January will need to be paid by January 31<sup>st</sup>. Hours worked after the last week of January will continue to be credited to the family's account and will be available for:

1. Refund after May board meeting
2. Carry over for next year's fee
3. Tax deductible donation to WYHA.

### **Buying Out Volunteer Hours:**

If a family elects to buy out their volunteer hours instead of working them, they will be charged \$400 at the time of registering their skaters and this will be included in their first half of the season dues. If a family chooses to buy out their volunteer hours after the registration time period, the buyout charge will be \$500 and this will be added to the family's second half of season dues.

### **Concession Stand Volunteer Hours:**

There will be many opportunities to work volunteer hours in the concession stand during the months of October through March. Parents will be credited \$20 per hour worked in the concession stand. Open volunteer hours will be posted up to 6 weeks in advance. The online link to sign up for concession stand hours will be made available through email and will be posted on the Wildcat Website.

Canceling Concession Stand Volunteer Hours:

1. You may cancel your volunteer hours in the concession stand up to 1 week in advance of when you were to work without penalty.
2. If you need to cancel within 7 days of the time that you volunteered for, you must either find a replacement for your time or pay a \$35 fee.
3. A No-Show for a volunteer spot in the concession stands will be charged a \$35 fee.

### **Working Hours for Next Season:**

When special cases arise where we have open concessions positions the Concession Manager will allow families to work hours towards next season's volunteer hour requirements. These only apply if the family has completed all their hours for the current season and no one else is able to work the open concession shift.

Extra time worked that does not fall under the above case cannot be applied to the next season. For those working hours for next season, WYHA will only credit volunteer hours, WYHA will not pay a family for extra hours worked.

**Examples of Volunteer Opportunities:**

- Working Concessions at the Rink – Main opportunity for Volunteer Hours for the club.
- Head Coach - Rostered and Approved Coaches at or above Learn to Play level (if applicable due to having older skaters requiring volunteer hours).
- Assistant Coaches - Rostered and Approved Assistant Coach of an individual team (maximum of two per team at Squirt level and above and one per team for U-8 Mite and U-6 Mite) per the official USA Hockey Roster.
- Team Manager Squirt and Above – Will earn their 20 hours of volunteer services.
- Team Managers U8 Mite Level and below - Granted 10 volunteer hours they can earn 10 additional hours working with the Mite ALD and Tournament Director in putting on the Mite Jamboree
- Specific Fundraiser or Event Chairperson. Specific hours are determined, awarded and tracked by the VP of Fundraising per event not based on actual hours spent. The board has the discretion to award the volunteer hours based on time served.
- Other special cases approved by the board of directors including special events, tasks or hardships.

**Activities specifically NOT qualified for Volunteer Hours Include**

- Off Ice Officiating for games (running the scoreboard, staffing penalty boxes)
- On Ice help by parent not rostered as an official coach
- Locker Room Monitor for practice and games
- Tournament hours other than concessions, or other activities specified by the tournament director, for parents of skaters at the level of the tournament.
- Ice Pond run activities (putting in and taking out ice, Adult Tournaments, etc.)

**Individual Fundraisers:**

The WYHA will provide families opportunities to reduce their skater fees via one or two individual fundraising programs per year. Typically the money raised will be distributed 90% to the family skating fees and 10% to the club to cover administrative costs of the programs.

## **Codes of Conduct – See Appendix C**

Wildcat Youth Hockey supports the USA Hockey Zero Tolerance policy as it relates to conduct by coaches, players, parents, and fans in the sport of youth hockey. It is our hope that by enforcing this policy, everyone has a pleasant youth athletic experience. Parents, Skaters and Coaches will review and sign the codes of conduct in the team and coaches meetings at the start of each season and turn into the ALD or ACE director. See Appendix C for the Codes of Conduct.

## **24 Hour Rule**

WYHA has adopted a "24 Hour Rule" in that coaches will not discuss a game or situation until at least 24 hours after the fact. This important rule does two things. First, it moves the discussion away from the presence of the players. Second, it allows all parties to have time to put things in perspective and "cool off", if necessary.

## **Discipline / Appeal Committee**

The Discipline Committee will consist of at least 5 of the following: ACE Director, Head Coach Elect, Head Coach Emeritus, the appropriate Age Level Director, and WYHA Board Officers (President, President-elect, Vice President, Treasurer, Secretary, and Past President.) No committee member involved in the complaint or with a child on a team from which the complaint originated shall serve on the committee.

## **WYHA Appeal Procedure**

Identifying and addressing a problem or concern is not always easy. Therefore, we have established this procedure in order to resolve conflicts/issues as well as to appeal disciplinary decisions.

### ***Conflict/Issue Resolution***

1. WYHA encourages parents to take the initiative in resolving conflicts that they or their child may have with other team members, parents, and/or coaches, via respectful communication directly with those involved.
2. If the issue cannot be resolved in step 1, the team manager is the first line of official communication for all parents and players. The complaint must be presented to the Team Manager who should notify the ALD for information purposes only.
3. If the problem is such that the Team Manager is unable to resolve the conflict it should be escalated to the appropriate Age Level Director for resolution.
4. As a last resort in resolving an issue, or as the first step in the appeal of a disciplinary action, the complaint, may brought to the WYHA Board Officers (President, President-elect, Vice President, Treasurer, Secretary, and Past President.)
5. The complaint must be submitted to the WYHA Board Officers in writing.
6. The WYHA Board Officers will assign a Discipline Committee to review the complaint within 24-72 hours after notification and will contact the individual(s) filing the complaint to further assess and review the problem.
7. If requested, the individual(s) against whom the complaint has been filed shall appear before the Discipline Committee and be asked to respond to the complaint.
8. The, Discipline Committee, acting in the best interest of WYHA, will further investigate the complaint as deemed appropriate and are authorized to enforce disciplinary actions as appropriate. These actions may include written warnings and/or temporary and/or permanent suspension from the program.
9. All actions taken by the Discipline Committee will be communicated only to the individuals involved during a closed session or by an official letter.

### **Background Screening - WYHA / USA Hockey Screening Policy**

Per WAHA and USA Hockey guidelines, WYHA will screen coaches, team managers, employees of the association, association board members and Adults (18 yrs. and older) skating on youth teams through Protect Youth Sports, a national criminal background search service. The screen will consist of a National Criminal Database and National Sex Offender Search. WYHA will cover the screening cost. The current WYHA President will shoulder the role of "Point Person". The Point Person will be trusted to maintain confidentiality while implementing the screening process fairly and diligently. WYHA, through its President will enter screens via our account with PROTECT YOUTH SPORTS (screens are valid for a 3 year period). The President will submit a "Verification of Association Compliance with Abuse Screening Policy Form" (WAHA Form 9-15-2010) to the appropriate WAHA Secretary annually after screening is complete.

### **USA HOCKEY Screening Policy**

It is the policy of USA Hockey and USA Hockey Inline that it will not authorize or sanction in its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey or USA Hockey Inline before he/she is allowed to have routine access to children in USA Hockey's and USA Hockey In-Line's programs. Further, it is the policy of USA Hockey that it will require its Affiliates to adopt this policy as a condition of its affiliation with USA Hockey, and it is a policy of USA Hockey Inline that it will require its sanctioned leagues to adopt this policy as a condition of its sanctioning by USA Hockey Inline.

A person may be disqualified and prohibited from serving as an employee or Volunteer of USA Hockey and USA Hockey Inline if the person has:

1. Been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes.
2. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
3. Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection.
4. Had their parental rights terminated.
5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.
6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.
7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey or USA Hockey Inline.

## **WYHA Board of Directors Election Procedure**

1. Open Elected Positions will be communicated to the General membership in early January.
2. All candidates must submit in writing a desire to run for a position before March 1st.
3. A short 3-4 sentence bio needs to be submitted by the candidate explaining why they are running and what would make them a good candidate. This is due 5 weeks before the Annual meeting.
4. All Bios will be sent out to the general membership by the first week of April.
5. The Ballot (or link to an online ballot) will be set and sent out via e-mail by the first week of April with voting instructions.
6. Write in votes are only allowed if there is no candidate for the open position.
7. Voting membership in the WYHA shall be each parent or legal guardian of any participant in the WYHA with a limit of two voting members per participant regardless of the number of participants per family.
8. The voting will be closed and votes tallied at the Annual Meeting. Voting can start at the beginning of April and can be conducted via a paper ballot and/or online form.
9. Winners will be announced at the Annual Meeting.

## **WYHA Elected Board Voting Positions (Referenced in the Bylaws)**

President Elect – This positions moves from President Elect to President to Past President resulting in a 3 year term, all voting positions.

Fundraising Director – Overseas Clubs Fundraising activities and tracking, 2 year position.

Treasurer – Handles club finances, 2 Year voting position.

Ace Director - This position begins as Head Coach Elect to Ace Director to Head Coach Emeritus resulting in a 3 year term of which only the Ace Director is a voting position.

Secretary – Responsible for all meeting documentation, newsletters and handbooks. 2 Year voting position.

Age Level Directors – Liaison between board and the age groups (Bantam, PeeWee/, Squirt/, U8 Mite, U6Mite/LTP/LTS voting positions.

## **Appointed / Non-Voting Board Members**

The Executive Board of Directors will appoint individuals to the following positions as appointed, non-voting members of the Board. Each position will be expected to serve a two year term (unless otherwise noted) upon approval at the July WYHA Board of Directors meeting. These positions are expected to attend the monthly Board meeting.

Apparel Manager - duties include organizing jersey number assignments to players, maintenance of inventory of hockey jerseys, organizing and oversight of Wildcat Hockey apparel merchandise and sales.

Director of Recruiting & Marketing - duties to include promotion of the club, Learn to play/skate programs, assist with development and implementation of marketing strategies to recruit new families/skaters.

Equipment Manager - duties include maintaining adequate inventory of hockey equipment for rental to new families and Learn to Play/Skate children, goalie equipment, and coaching equipment. Managing rental of all equipment and purchasing of needed equipment for the club.

Ice Scheduler - duties to include scheduling and securing adequate amount of practice and game ice time for each team/age level, based on the number of teams anticipated for the upcoming season. The ice buy will incorporate practices, scrimmages, tournaments, goalie practice, tryouts, learn-to-play, cross ice programs and any co-ops WHYA may be involved in.

Registrar - maintain & updates of WYHA database of players, team rosters, and USA Hockey Rosters. Additionally to help as registrar for initial Learn to Play/Skate sessions as needed.

Tournament Director – duties include scheduling and registering of tournaments, coordination of tournament planning, staffing tournament committee, managing budget, and overseeing tournament weekend activities.

Concessions Manager – duties to include volunteer coordination of the rink concessions area.

Head Coach Elect - Head Coach Elect is elected each year in the general election, and then moves to Ace Director after one year of service) - duties to include assisting the ACE Director with tryouts, midseason and year-end evaluations, maintenance of coaching certificates, and learning aspects of ACE Director position. The Head coach elect focuses on the younger levels of the clubs coaches LTS, LTP, U6 Mite.

Head Coach Emeritus - The Ace Director moves to this position after serving one year as Ace Director. - duties to include assisting the ACE Director with tryouts, midseason evaluations, maintenance of coaching certificates, and advising the ACE Director and Head Coach Elect as needed. The Head coach elect focuses on levels of PeeWee, U14, Bantam and High School / Midget.

Skills Development Director – The Skills Development Director will oversee and manage the goalie development, dry land, and stick handling programs.

### Handbook Revision History

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Date of Adoption: March, 2003

Amended – July 2004, March 2005, February 2006, September 2007, August 2008, March 2009, October 2009, August 2010, August 2011, July 2012, June 2013, June 2014, June 2016, July 2017

# Appendix A - Tryout Drills / Skills

## Skater Evaluation and Team Placement Process (Squirt, PeeWee and Bantam Levels)

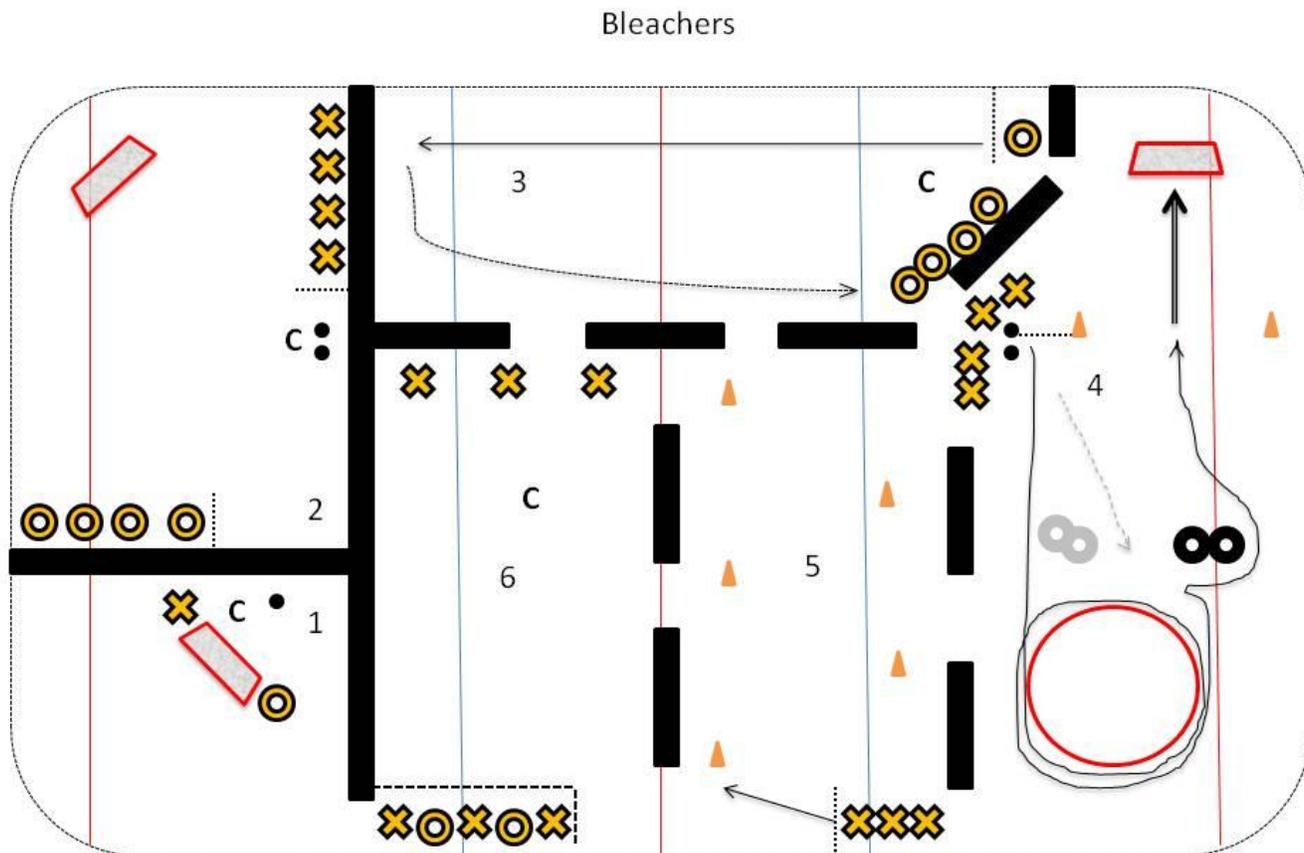
1. The season would begin with staff coaches conducting practices (which will include stations our skaters will see in tryouts). This will help skaters readjust to hockey and introduce new skaters to our process. Tryouts would then follow.
2. Teams to be selected for Squirt level and above.
3. U-8 Mite and U-6 Mite level placement will be done during initial practices by separating skaters into top, middle and bottom thirds.
4. Team placement from the prior year will initially be used to \*snake draft\* players into groups for tryouts (equal numbers of players from A,B,C is the objective). The groups will then be randomized for each subsequent tryout session for fairness.
5. Tryouts will consist of up to 4 try out sessions using up to 6 stations with a mixture of skills, small area competitive games and scrimmages. There will be an invite only 5th bubble try out to make final determination of player placement.
6. Each tryout session will consist of the same stations and scrimmage format. It is highly recommended that players participate in all tryout sessions. **Parents must email their ALD 24 hours in advance of any tryout dates that their skater will miss.**
7. In all practice sessions, drills, small area competitive games and scrimmages, the skaters will be skating at their-age appropriate level. Skaters must try out at their age level.
8. Evaluations will be done using a scale of 0 (low) to 10 (high). Scoring numbers will be whole numbers only: 0,1, 2, 3, 4, 5, 6, 7, 8, 9, 0r 10. One Evaluator will be responsible for evaluating one station, so as to get a look at all of the kids during one session. At the end of each station each evaluator will give each assigned player one overall score for the day.
9. Evaluations will be conducted by independent evaluators, current and past coaching staff members, and/or board members who do not have a skater at the level being evaluated.
10. Goalies will be evaluated year to year for team placement. Due to the uniqueness of this position, a separate tryout screening process will take place.
11. Final team selections will take place after the controlled scrimmages are completed and scores have been tallied. A committee consisting of the President, President Elect, Past President, ACE Director, Head Coach Emeritus, and Head Coach Elect will determine the team rosters. The team lists will be shared with the Board, and the Board will approve the teams and Head coach. The team rosters will be made available on the WYHA website no later than Tuesday after the last day of tryouts.
12. The ACE Director, Head Coach Emeritus, and Head Coach Elect will act as tryout coordinators. Age-level Directors will be used to assist with the organization of tryouts. Two tryout statisticians will tabulate all scores and provide the results to the Selection Committee. The statisticians will not be a part of the Selection Committee.
13. Questions or concerns after tryouts will be directed to the ACE Director who will share information about their individual child's tryout evaluation (may provide scores and rankings for the individual child only, and evaluation procedures).
14. Skaters must tryout at their age level. The only exception is a determination from the WYHA board that players are needed at an upper level to field a team. See the Skating Up Policy for more clarification.
15. If a player misses the tryout due to injury, transfer to WYHA, or chooses not to be evaluated, the player will be placed by default on the lowest team of the level. Written documentation of the injury must be provided. The legal guardian of the Skater must contact the ALD and ACE Director prior to tryouts to report the absence due to injury or not wanting to be evaluated.
16. A skater, who is unable to attend tryouts due to the conditions above (not including:

choosing not to be evaluated) and contests the placement on the lowest level team, can formally request an evaluation be conducted. This request must be made through the ACE Director. The evaluation committee will include Head Coaches at the skater's level as well as an additional qualified evaluator and/or current board member who does not have a skater at that level. Evaluations will be conducted over a minimum of 2 practices. If agreed upon by all Head Coaches of that level, the skater may be asked to play in a scheduled game(s) to help determine appropriate placement. Current level coaches are permitted to obtain prior skate history from previous coaches. All Head Coaches at that level need to be in agreement with the recommended placement. ACE Director has final say in placement.

17. Final WAHA / USA Hockey Rosters will be established by December 1<sup>st</sup>.

## Skills/Small Area Game Stations:

The following is a diagram and description of stations that can be used during tryouts. This is approximate and there may be changes based on age-level, number of skaters, etc.



- 1 – 1v1: Net facing the corner. Puck battle in the corner. 20 second shifts. X/O on deck, beside net. Single line along boards (in station 6.)
- 2 – 2v2: Net in corner. Two lines. Spacing and puck movement. 20 second shifts.
- 3 – Fundamentals: Forward sprint, backwards skating, stops, knee touches, pivots.
- 4 – Cross Over/Deke/Shoot: Encourage the skaters to be creative. Stick handle around the circle with cross over, deke the tire and shoot before the cones. Two times through and then move tires and work opposite crossovers (grey dashed line.)
- 5 - W Drill: With out and with pucks: Forward starts & stops. Tight turns. Pivots, transitions.
- 6 – Movement: Move and get open. Receive pass and then make pass. Crisp and clean.

## **Scrimmage:**

5 on 5, 4 on 4, and/or 3 on 3 scrimmages, continuous rotations, change matchups throughout the scrimmage, and make sure all kids play all positions. Evaluators can request additional specific matchups as needed. Prior to scrimmages skaters will be divided so that skaters with similar abilities will skate against one another.

## **Bubble Tryout:**

The bubble tryout is an invite only event. It will consist of a combination of skills, small area games and scrimmages.

**The following is a list of skills and concepts that evaluators and coaches will be looking for when evaluating players. It is not a complete all-encompassing list, but it should give you a good idea of the types of things that will be evaluated.**

### **1. Skating Skills (agility, speed, acceleration, pivots, stops, forward, backward)**

Is the player a strong, middle of the pack, or weak skater?

Can the player make tight, controlled turns?

Can the player turn and stop both directions?

What are the player's strongest and weakest skating components?

### **2. Puck Control Skills (passing, receiving, stick-handling, shooting) - Can the player do the following:**

Handle a puck in a crowd?

Control the puck while making tight turns?

Keep head up while stickhandling the puck?

Make good, accurate passes?

Skate at full speed while handling the puck?

Shoot hard and accurately (both forehand and backhand)?

### **3. Defensive Play - Can the player do the following:**

Maintain proper "Gap?"

Cover the player in front of the net?

Play the body (take away the lane) of the opponent?

Take away options from the puck carrier (force the puck carrier wide)?

Go to where the puck is likely to be rather than chasing the puck?

Demonstrate good judgment as to when to hold the blue line or back up?

### **4. Offensive Play - Can the player do the following:**

Step up the skating speed to the next level to beat a defensive player?

Pass to open teammates rather than always shooting?

Dig the puck out along the boards?

Hang onto the puck rather than just throwing it away or dumping it?

Move without the puck?

Go hard to the net?

### **5. Hockey Sense - Does the player understand important concepts such as:**

Angling

Support

Fore-checking

Back-checking  
Positioning  
Team Defense

**6. Positional Play - Does the player do the following:**

Move to open ice when not in possession of the puck?  
Skate in proper lane verses chase the puck?  
Stay spread out instead of always skating close to the puck carrier?  
Adjust position to the movement of teammates and opponents?  
Cover for a teammate if necessary?

**7. Determination**

Does the player do the following:  
Skate hard both ways (offensively and defensively)?  
Get up right away when knocked down?  
Hustle to the puck, beating teammates and opponents?  
Play the man (or lane) and remain persistent?  
Show second effort (or does he/she quit)?  
Continue to give good effort when something doesn't come easily?  
Work on his/her individual weaknesses or focus only on strengths?

## **Appendix B - WYHA Student Coach Policy**

WYHA provides an opportunity for older skaters (13 to 17 years old) to act as Student Coaches per the USA Hockey guidelines for younger skaters in the organization.

### ***WYHA / USA Hockey Student Coach Policy***

1. Must attend a training session conducted by WYHA or audit a Level 1 clinic (not required to pay nor will they receive certification credit)
2. Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try-outs and in the locker room.
3. May help out at practices, clinics, try-outs only. (May not participate as a player in drills, scrimmages or games when acting as a STUDENT COACH).
4. May not act as a head coach or an assistant coach during practices or games.
5. May be on the bench during games with an adult. The STUDENT COACH will count as one of the maximum of four Team Officials allowed on the bench.
6. Must wear a helmet with full face shield, gloves and skates while on the ice. Must wear helmet during games while on the bench.
7. May only work with players at least two full playing age level down.
8. All Student Coaches (18 years of age and under) are required to fill out a Student Coach Application found on the WYHA Coaches tab of the website.
9. Upon reaching the age of 18, the STUDENT COACH must comply with the USA Hockey Screening Program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.
10. Student coaches need to be a positive addition to the practice environment; they are on the ice to help, not for extra ice time. Whether student coaches are welcome to help with practices, and the number of student coaches on the ice for practices is the head coach's prerogative.

# Appendix C - Codes of Conduct

## **Players, Parents & Spectators**

Wildcat Youth Hockey supports the USA Hockey Zero Tolerance policy as it relates to conduct by coaches, players, parents, and fans in the sport of youth hockey. It is our hope that by enforcing this policy, everyone has a pleasant youth athletic experience.

### **PLAYER CODE OF CONDUCT**

(To be reviewed and signed at the beginning of season team meeting by skaters and parents as a member of a WYHA team, participating in USA Hockey for the current season.)

1. No swearing or abusive language on the bench, in the rink, or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
3. Anyone who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated.
5. There will be no drinking, smoking, chewing of tobacco or use of illegal substances at any team function.
6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions.
7. There will be no Horseplay in the locker rooms or any area of the rink. This includes throwing objects, fighting, pushing, wrestling, etc.
8. Show respect at all times:
  - No derogatory comments or Hazing
  - No Ethnic, Racial, Sexual comments or behavior.
  - No Profanity or Profane gestures.
  - Be ready on time for practice and games.
  - Listen to coaches and parents when addressed individually or as a group.
  - Keep areas clean - pick up trash in locker rooms and other areas
  - Players will be held responsible for any destruction of property.
  - Do not take items that do not belong to you, give them to a coach or parent.
9. Don't linger in the locker rooms. The Locker Room is a place to get ready, to learn, or a place to get dressed.
10. No cell phone cameras, mp3 cameras, video or camera equipment of any kind in the locker room. Locker rooms are for changing - not taking pictures. Players who take pictures in the locker room are subject to suspension.
11. No weapons of any kind are permitted at any WYHA practice, game or event.
12. In the presence of members of the opposite sex, all undergarments need to be covered. If a skater needs to change to anything less than this, it must be done where no members of the opposite sex are present (i.e. Bathroom).

Violations of this policy will result in disciplinary actions or sanctions that include, but are not limited to: verbal reprimands, written reprimands, games suspensions, season suspensions, and (in extreme cases) termination from the WYHA with no refund for season fees. Recommendations on any violations will come from the Head Coach. Individual appeals will be conducted following the WYHA Appeal Procedure

## **PARENT CODE OF CONDUCT**

(To be reviewed and signed at the beginning of season team meeting by parents as a member of a WYHA team, participating in USA Hockey for the current season.)

1. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
2. Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
3. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the younger age levels.
4. Know and study the rules of hockey, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
5. Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice. It is destructive. Work toward removing physical and verbal abuse in youth sports.
6. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
7. If you enjoy the game, learn all you can and dedicate time as a volunteer!

## **SPECTATOR CODE OF CONDUCT**

1. Display good sportsmanship. Always respect players, coaches and officials.
2. Act appropriately; do not taunt or disturb other fans. Enjoy the game together.
3. Cheer good plays of all participants, avoid booing opponents.
4. Cheer in a positive manner and encourage fair play; profanity and objectionably cheers or gestures are offensive.
5. Help provide a safe and fun environment; throwing objects on the ice surface can cause injury to players and officials.
6. Do not lean over and pound on the glass; the glass surrounding the ice surface is part of the playing area.
7. Support the referees and coaches by trusting their judgment and integrity.
8. Be responsible for your own safety and remain alert to help prevent accidents.
9. Respect locker rooms as private areas for players, coaches and officials.
10. Be supportive after the game, win or lose. Recognize good effort, teamwork and sportsmanship.

## COACHES CODE OF CONDUCT

(To be reviewed and signed at the beginning of season coaches meeting by coaches as a member of a WYHA, participating in USA Hockey for the current season.)

- Never verbally or physically abuse a player, official, parent, spectator or other coach.
- Care more about the child than winning the game--winning is a consideration, but not the only one, nor the most important one.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Give all players the opportunity to improve their skills, gain confidence, and develop self-esteem.
- Adjust to each player's personal needs and challenges. Be a good listener.
- Encourage all your players to be team players
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of your players.
- Be generous with your praise when deserved, be consistent, honest, fair and just. Never criticize players publicly.
- Maintain an open line of communication with your players and their parents. Reinforce the goals and objectives of WYHA.
- Teach the basics, continue to study and learn the game to become a better coach and communicator.
- Know the rules, techniques, and strategies of hockey.
- Organize ADM practices that are challenging and fun for your players.
- Encourage equal playing time for all skaters
- Follow all USA Hockey Coaching Requirements
- Follow the Wisconsin Concussion Law and WYHA guidelines.
- Never be under the influence of Drugs or Alcohol while coaching any game or practice.

As a coach, you will be held accountable for your actions both on and off the ice. As a member of Wildcat Youth Hockey, you represent our teams and association at practices, games, hotels, restaurant, etc. WYHA expects you to conduct yourself in a sportsmanlike manner at all times and to observe the following coach's rules:

- Respect – You are to show respect at all times for coaches, officials, players, spectators and opponents. Do not argue with referees, linesman, timekeepers, scorekeepers, spectators or coaches. Disrespect will not be tolerated and will result in appearing before the Discipline Committee.
- Profanity – ZERO TOLERANCE. Use of profanity is strictly prohibited on the ice, in locker rooms, hotels, restaurants while representing WYHA. The first violation of this policy will result in a verbal warning. A second violation will result a one (1) game suspension. The WYHA Executive Board shall determine the penalty for repeated violations.
- Intentionally damaging WYHA equipment and or facilities will result in appearing before the Discipline Committee.
- Conduct on the ice – If a coach receives a misconduct or a game misconduct, the coach will be suspended for one (1) game immediately following a report to the WYHA Executive Board per USA/WAHA rules.
- Other inappropriate behavior – will be handled in accordance with the Grievance Procedures.

## USA HOCKEY ZERO TOLERANCE POLICY

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, league officials and administrators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned events. Thus, the following points of emphasis must be implemented by all on-ice referees and linesman:

### **Players**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues with such action.

### **Coaches**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any signs of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

### **WYHA Extensions**

The above constitutes the USA Hockey "Zero Tolerance" policy in its entirety. WYHA extends the policy to include parents and spectators at WYHA events. Should a parent or spectator violate the above standards, their team may be assessed a bench minor for unsportsmanlike conduct. Should the parent or spectator persist in such actions, the game may be halted until they can be removed from the rink.

In addition, WYHA will investigate all situations involving parent/fan violations of the "Zero Tolerance Policy". If the situation was found to be a violation of the policy, a warning letter will be issued from the Board of Directors to the offending person or persons. This letter will outline the offense and stipulate possible consequences for any further violations. These stipulations could include, but are not limited to, verbal reprimands, written reprimands, games suspensions, season suspensions, and (in extreme cases) termination from the WYHA with no refund for season fees. Individual appeals will be conducted following the WYHA Appeal Procedure.

## **Appendix D: WYHA Safe Sport Travel Policy**

WYHA has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. WYHA has established policies to guide our travel minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

### **Local Travel**

Local travel occurs when WYHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches, and/or volunteers of WYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of WYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

### **Team Travel**

Team travel is overnight travel that occurs when WYHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players. Whenever possible, WYHA strongly encourages teams traveling to adhere to all local travel policies.

- When possible, WYHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within WYHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- WYHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. WYHA will make efforts to provide adequate supervision through coaches and other adult chaperones. WYHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.
- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- Prior to travel, the coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings with an additional coach or adult within viewing distance or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

### **Prohibited Conduct and Reporting**

WYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in WYHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

## **Appendix E - Policy for Double Rostering of Skaters**

From time to time, it may be appropriate for a team to include players on its roster from a lower level team. In general, this is done in order to address a “critical shortage” of skaters and/or goalies (WYHA will always make an attempt to double roster goalies per USA Hockey and WAHA guidelines), and is not intended to give the opportunity for a player to “double-up” on ice time by routinely attending practices and/or games of multiple teams. The intent of this policy is to provide rules for the double rostering of players. All roster decisions must be in compliance with WAHA rules and abide by the policy which is detailed in Appendix E.

### **Definitions**

- 1) Age-appropriate team – the lowest level team that a player is qualified to play for, based on their age and birth date.
- 2) Critical shortage – having less than 10 skaters and/or 1 goalie available for a game.
- 3) Designee – an individual selected by the head coach to act in his/her stead.
- 4) Skate up – a player playing a game for a team above his/her age-appropriate level. This can be a skater or a goalie.

### **Rules and Guidelines**

- 1) A player may be double rostered on a team at a level immediately above their age-appropriate level. For example, a child at the age-appropriate level of Squirt could potentially qualify to be double rostered on one Pee Wee team.
- 2) A player may not be double rostered on more than one team at any age level. For example a player may not be rostered on a Squirt A and Squirt B team.
- 3) If the need for double rostered players is identified for a given team, the players to be included will be determined as follows:
  - a. The head coach, or designee, from the team in need of double rostered players will meet with the head coach, or designee, of the lower age level team to identify which players are eligible for double rostering. Both must agree that a particular skater is an appropriate choice, and may seek input from other appropriate sources, such as the ACE director, or previous coaches. Safety, skill, maturity, and size should always be considered, especially when double rostering to a level permitting checking, from one which does not.
  - b. After the players are identified, the coaches or designees will meet with the parents of the skaters to review this policy and to seek the parent's consent.
  - c. Upon obtaining parental consent, the coaches or designees will submit the players names to the ACE Director for approval. If approved, the ACE director will notify the registrar to add the names to the roster.
- 4) Rosters, including double rostered players, must be finalized by the WAHA deadline. After this deadline, a player is not permitted to participate on a given team unless he/she is on that team's roster, or unless a special dispensation is granted by WAHA.

- 5) A player must play at least 5 games with a team between December 15<sup>th</sup> and the first playdown game, to be eligible to play for that team in the Playdowns and/or at the State Tournament. For example, an age-appropriate Squirt that is double rostered on a Pee Wee team must play at least 5 games with the Peewee team between December 15<sup>th</sup> and the first playdown game to be eligible to play for that team in the Playdowns and/or at the State Tournament.
- 6) The double rostered player's primary obligation should be to their age-appropriate team. Such a player should not compete for the higher level team if it will adversely affect their age-appropriate team, unless agreed to by the coaches of both affected teams.
- 7) The intent of the double roster is not to give a player additional ice time on a permanent basis, but to assist teams with a critical shortage of skaters. Therefore, a double rostered player should routinely practice with their age-appropriate team. They should not routinely practice for teams for which they are double rostered.
- 8) Skating up as a double rostered skater
  - a. The need for player to skate up must be determined based on a critical shortage or on the need to have the skater play 5 games for the team in order to qualify for playdowns and/or the State Tournament (NOTE: 5 games must be played between 15-Dec and playdowns). Skating up will not be permitted for any other reason.
  - b. Permission to skate up must be obtained through consensus agreement of coaches/designees of the affected teams and the parent of the player.
  - c. Every effort should be made to provide a reasonable amount of lead time when requesting a double rostered player to skate up. This will allow time for the player to attend a maximum of one practice with their double rostered team, the week before the game for which they will skate up.
  - d. If more than one player is double rostered for a given team, every effort should be made to provide equal opportunity for them to skate up, such as establishment of a rotation.

#### **Addressing Issues and Interpretation of this Policy**

- 1) Disagreements or issues regarding this policy should be brought to the attention of the ACE director for resolution.
- 2) The ACE director in conjunction with the board reserves the right to interpret or modify this policy based on majority vote of the board.