

West Madison Polar Caps



Policies and Procedures

I. General Club Policies

a. Practices, Games & Tournaments

1. The amount of practice time will be determined by ice availability, budgets, and scheduling practices. The Club will strive to provide the following:
 - i. Cross-Ice 6U: One to two practice hours per week
 - ii. Red, White, and Blue (RWB) 8U and in-house U10, U12+: Two practice hours per week
 - iii. Squirts, Peewees, Bantams, Midgets: Two to three practice hours per week
2. Ice times will be as convenient as availability allows with the earlier times being given to the younger age levels.
3. Number of Games - The Coach's Committee has recommended, and the board has approved, the following number of home games for each age level:

Squirts: 11; Peewees: 12; Bantams: 14; Midgets: 12. These numbers do not include away games. It is expected that for each home game, a team will receive a reciprocal away game. These numbers also do not include invitational tournaments, state playoffs or state tournament games. The number of invitational tournaments will be determined by each individual team at the start of the season.

The number of Cross-Ice 6U and RWB 8U games per season are determined by the Dane County league each fall, and are typically 10-12 for Cross-Ice and

12-15 for RWB. The amount of home ice to be provided by the Polar Caps is determined by the league.

4. Player skater fees will cover entry to two invitational tournaments, up to a budgeted amount, set equally across all teams at each travel level (Sq, PW, Bantam and Midget). ALDs will register for the two tournaments during the summer leading up to the regular season. Teams wishing to exceed budget amounts established for the two tournaments included in skater fees, or wishing to schedule a third invitational tournament, may do so using team 'slush funds'. Team lead coaches are responsible for ensuring 'slush fund' contributions do not get excessive and that there is general consensus on the team to participate.

b. Equipment Rental

1. The Club's rental equipment will be handled by the Equipment Manager.
2. Rental fees will be established by the equipment manager and approved by the Board. Rental fees are non-refundable and go into the equipment budget.
3. Initiation, Cross-ice, and RWB skaters will have the first priority to rent equipment. Next priority goes to new skaters in the In-House program. All renters must complete an equipment rental form and maintain the equipment in good repair. Renters will be assessed full cost for any loss or permanent damage requiring replacement or repair.
4. The club will provide goalie equipment through the Squirt level. In most cases, a team will be assigned a set of goalie equipment that will be handed off between team members desiring to play goalie. A rental fee may be imposed for the use of goalie equipment during the summer for the purpose of summer hockey, or goalie camps only. Equipment must be returned on time and in good condition.

c. Mandatory Use of Proper Equipment

Protective hockey equipment is important to the safety and well-being of all skaters participating in the sport of hockey. It is therefore the policy of the Association that all skaters must wear properly fitted and well-maintained protective equipment. All Association skaters for all regularly scheduled games and practices must wear the following USA Hockey approved equipment:

- Helmet with face mask and securing straps (HECC approved)
- Colored mouth guard recommended for practices; required for games at peewee age and above.
- 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

d. Official Polar Cap Hockey Uniforms

The official helmet color of the Polar Caps is white. The official breezer and glove color of the Association is black. Home and away jerseys and socks must be purchased by players for travel teams Squirts to Midget.

e. Fundraising and Volunteer Hours

The Club will provide fundraising opportunities to help reduce overall ice fees for the club. In some cases, fundraising may allow members a means of earning a portion of their skater fees. The Fundraising Committee and the Board shall determine what fundraising events the club will participate in. As part of this process, they will also determine which events will be “mandatory” events requiring club wide participation and which events will be voluntary and used for skater fee reductions. The fundraising events for the upcoming season will be identified at registration. The fundraising requirement includes up to ten (12) hours of volunteer duties per season per family.

1. Each family’s DIBs requirements are set according to the following levels (highest reqs win out: i.e. if you have a skater at cross-ice and RWB, then your family must complete 12 DIBs hours):
 - a. Learn to Play (LTP) - 0 hours.
 - b. Cross-ice - 6 hours.
 - c. In house U10/U12/U14 - 12 hours.
 - d. Red White Blue - 12 hours.
 - e. Squirrt, Pee-Wee, Bantam - 12 hours.
2. The above volunteer hour requirements may be adjusted by the board, as needed. Board Members, Coaches, and Team Managers that satisfactorily fulfill the responsibilities of their roles, including completing required training, may have their DIBs requirements waived.
 - a. DIBs waivers will be issued by 10/31 for all eligible volunteers.
3. ALL DIBs volunteer shifts and hours will be tracked in SportsEngine. Any DIBs hours earned outside of posted volunteer shifts must have prior approval from the board president. Transfer of earned DIBs hours to another family must have prior approval from the DIBs coordinator.
4. Staffing the concession stand during high school games is a high priority for the club and the main opportunity for families to complete DIBs requirements.
 - a. DIBs shifts for high school games through 12/31 will be posted online by the DIBs coordinator by 11/1. DIBs shifts for high school games through 3/31 will be posted online by the DIBs coordinator by 1/1.
 - b. Families will have 2 weeks from the date of posted high school game DIBs shifts to sign up.

- c. After the 2 weeks have passed, the DIBs coordinator will assign DIBs shifts on a rotating basis to any families who have not yet completed their DIBs volunteer hours.
 - d. Any high school games not adequately staffed by DIBs volunteers will be assigned to PC travel teams on a rotating basis. Team managers will be responsible for soliciting volunteers from their respective teams for assigned games.
5. The Club DIBs coordinator will audit DIBs progress by December 31st and communicate with families that have not yet met at least 50 percent of their DIBs requirements for the season. Families not current with or scheduled for 50 percent of DIBs by December 31st will be asked to refrain from participating in Polar Caps activities (games, practices, etc.) until they are scheduled to complete 50 percent of their DIBs requirements.
 6. Skaters of families who do not fulfill DIBs requirements by the end of a current season will be invoiced for the DIBs buyout fee of \$30 per volunteer hour not fulfilled. Skaters of families who do not pay DIBs buyout fee invoices prior to the start of the next season will be asked to refrain from participating in Polar Cap activities (games, practices, skater evaluations, etc.) until invoices are paid.
 7. Families asking for a hardship waiver of DIBs requirement should do so in writing to the DIBs coordinator and the Club President by January 31st. The Club President will confer with the Skate Assist Committee to determine if ample funds exist to offset the cost of their Family's DIBs.

f. Playing Time

In order to foster player development, the West Madison Polar Caps expect all skaters on the same team to be provided equal ice times to as great a degree as practical. This is based on the premise that all skaters on a team are assessed the same hockey fee as well as a club philosophy that learning to play the game takes precedence over winning. However, the club does grant its coaches a certain amount of discretion to alter player rotations in certain circumstances such as the last few minutes of game. Habitual shortening of the bench however would be viewed as an abuse of this discretion.

g. Dual Roster Policy

From time to time, it may be appropriate for a team to include players on its roster from the next lower age classification. These dual rostered players can then be available to "fill in" at times when the team finds itself shorthanded. The dual rostered player's primary obligation will be to their age-appropriate team. Such a player will not compete for the higher age level team if it will adversely affect his/her obligation to their age-appropriate team. The intent of dual rostering is not to give a skater additional ice time on a permanent basis, but rather to assist teams with a critical shortage of players. If a need for a dual roster is identified for a given team, the players to be included will be determined as follows:

1. The coach from the team in need of dual roster players will meet with the coach of the team below to identify which skaters are eligible for dual roster. Both coaches must agree that a particular skater is an appropriate choice.
2. After the skaters are identified, the coaches will meet with the parents of the skaters to explain "dual roster" and to seek the parent's consent.

3. Upon obtaining consent, the coaches will submit the skater's names to the board for approval to add the names to the roster. If approved, the Registrar will add the names to the roster.

h. Skate-Up Policy

As a general rule, the Polar Caps discourage skaters from trying out and competing with a higher age level. In most cases, the Association believes skaters are better served skating at their age-appropriate levels. However, in rare instances, it is recognized that a skater may possess such advanced skills that skating up is warranted. If a skater desires to skate at a higher age classification, each of the following criteria must be met:

1. At least two weeks prior to scheduled tryouts, the "Skate-Up Request" form must be submitted to the Board and the Coach's Committee. (form can be downloaded off the website.)
2. The skater must tryout at both their age-appropriate level as well as the level they desire to skate at. (tryouts at both levels are necessary to properly place a skater that does not qualify to skate up)
3. After tryouts, the skater must be ranked in the top five (5) of all skaters trying out at the higher age level.
4. Upon consideration of the skater's age, size, experience and physical/emotional maturity, the Coach's Committee must endorse the skater's placement at the higher age level.
5. Upon consideration of the numbers of skaters at each level, the Board will determine whether moving the skater will adversely affect balance at either level. If the Board finds that moving the skater up will have a detrimental effect on numbers, it will not approve the request.

A player eligible for Cross-Ice 6U, may "play up" to RWB 8U if the player meets the following criteria:

1. The player's birth year is one year from RWB eligibility (that is, they would be eligible for RWB in the following season)
2. The player has played at least one season of Cross-Ice 6U.

i. Transfer & Release Policy

It is the policy of the Association that it will not release skaters residing in its district to skate with teams of other associations.

- a. Families requesting a transfer or release for their skater should provide the board a brief outline of the circumstance surrounding their request. The Board will review the request and provide its consent/dissent at the next scheduled Board meeting.
- b. Families must request transfers/releases each subsequent season following an initial approved transfer/release in accordance with the WAHA transfer/release policy.
- c. It is WAHA's policy that no more than two out-of-district players may compete on the same team, if the team will play in the State Tournament. Since we encourage our teams to strive towards State, the club will adhere to these standards and make this policy known to all families requesting in-transfers. Players will be assigned to

teams at the Placement Meeting (see Section III). For comparing in-transfers only, the Placement Meeting will incorporate an additional criterium for team placement: longevity with the club. Those with longer club tenure will receive priority for placement onto the higher level team. However, because placements are qualitative and incorporate numerous factors, longevity will not be the sole determinant of team placement between competing in-transfer players.

j. Complaint Procedure

If a member has a complaint as to the happenings on a given team, the proper channels for lodging a complaint with the Board is to first voice the complaint to your Team Rep./Manager. The Team Rep will in turn pass the complaint on to the Age Level Director (ALD). The ALD, who is a member of the Board, will relay the complaint to the Board. If a member does not feel comfortable expressing the complaint to the Team Rep, they may voice the complaint directly to the ALD.

k. Board Meetings

The time and date of monthly board meetings will be published in advance on the Polar Caps website calendar. These meetings are generally open to the membership. Any member wishing to attend such a meeting should feel free to do so. If a member wishes to address the Board or have an item considered by the Board, they are encouraged to contact the Association's Secretary in order that they may be placed on the meeting agenda. On occasion, the time and place of the board meeting may change. It would be a good practice of any member wishing to attend a meeting to confirm with the club's secretary the time and place of the meeting.

l. Skater Fees

The Polar Caps are required to purchase ice for practices and games. The only way the Association can afford to purchase ice is through the collection of skater fees and mandatory fundraising. Delinquent skater fees can adversely affect the Association's ability to purchase ice for its teams. The Association reserves the right to suspend a skater's skating privileges for non-payment of fees or non-compliance with mandatory fundraising requirements. The Association will not grant refunds for injury or illness unless there are extenuating circumstances as determined by the Board.

m. Facilities

Madison Ice Arena (MIA) is the home rink for the West Madison Polar Caps. All players are expected to treat the facility, including its locker rooms, restrooms and lobby area with respect. The Association reserves the right to suspend a skater's skating privileges for abuse of the facilities.

n. Acute Medical Issues.

When necessary, the club may enact special policies and procedures outlining the club's response to acute medical issues (e.g. viruses, other contagions). It's the expectation that all club members (players, parents, coaches) abide by these policies when enacted and approved by the board. These guidelines will be clearly

communicated to the club and available for reference on the club website, and may be frequently updated to reflect current conditions and public health guidance.

II. Hockey Operations and Coach Selection

- a. The Director of Hockey Ops, VP of Travel Team Coaching, VP of In-House Coaching, and two additional coaches at large shall be the Coaches Committee.
- b. The Coaching Committee and its members have the following Roles and Responsibilities:

Coaching Committee Responsibilities

- Assign age level lead coaches (both travel and in-house) - BA, PW, SQ, RWB, X-ice, LTP, U14, U12, U10.
- Assign team head coaches (both travel and in-house)
- Confirm evaluator slate and tryout process for each age level
- Hear disputes and recommend actions related to coaching for the Polar Caps
- Reviews nominations for and recommends annual awardees for Coach Sauer Award
- Committee assigns spokesperson; Default is Director of Hockey Ops
- Decisions will be made by consensus or majority vote
- Voting Board member

Director of Hockey

- Plan and coordinate pre/post season activities, including supplemental skill and off-ice training
- Organize and manage coaching resources including IHS, club drills and videos
- Plan and coordinate supplemental skill and off-ice strength training
- Plan and coordinate goalie training and development
- Communicate out of season developmental opportunities as they occur
- Makes recommendations on use of facilities for skill training (MIA or other locations)
- Coordinate with and support age-level leads to ensure evaluations and team placements for travel teams follow Club policy manual guidelines
- Coordinate team placement meetings
- Voting Board member

VP In-house coaching (LTP, Cross-Ice, RWB, U10/U12/U14 In-House Level)

- On-board new in-house coaches
- Ensure in-house coaches are meeting coaching certification requirements
- Resolve any coaching issues within the in-house organization as they occur throughout the season.
- Communicate organization needs to in-house coaches as they occur

- Plan/present at pre- and post- season all-coaches meetings
- Coordinate discussions concerning placement disputes.
- Serve as coaching committee member
- Serve as placement committee member
- Voting Board member

VP Travel team coaching (Squirt, PW, Bantam, Midget)

- On-board new travel coaches
- Ensure travel coaches are meeting coaching certification requirements
- Resolve any coaching issues within travel team organization as they occur throughout the season.
- Communicate organizational needs to coaches as they occur
- Plan/present at pre- and post- season all-coaches meetings
- Coordinate discussions concerning placement disputes.
- Serve as coaching committee member
- Serve as evaluation committee member

Age-Level Lead Coaches

- Serve as Lead Evaluators (see PC policy manual)
- Propose evaluator slate and tryout process to Coaching Committee
- Other responsibilities in Policy Manual

Board President

- Nominates Director of Hockey for Board approval (Preferably by Annual Meeting - April).
- Presents Coaching Committee Slate to Board for approval (Annual Meeting - April)

- c. Parent coaches (head and assistant) will not be placed on a specific team until after the skater placements have been completed. To the extent possible, requests made by non-parent coaches to coach a certain team will be given great consideration.
- d. Only the Board of Directors may remove or replace a head or assistant coach at the travel level.
- e. The club will abide by USA Hockey coaching certification guidelines for specific age levels. It is the intent of USA Hockey that only certified individuals participate in on-ice skater instruction and be on the bench for games.
- f. Upon presentation of coaching course completion, the club treasurer will reimburse individuals for the cost of clinic fees for obtaining the level 1, 2, 3 and 4 coaching certifications, as well costs for coach registration, SafeSport training and background screens.
- g. Travel expenses are incurred in order to coach at the state tournament. Non-parent head coaches will be reimbursed by the club for travel mileage at the prevailing IRS rate. For other tournaments, the individual team will collect to reimburse non-parent coaches for hotel room and travel expenses.

III. Evaluation Placement Procedures

- a) Tryouts are for travel teams only. The Coaching Committee will assign a Lead Evaluator for each age level. The Coaching Committee and Lead Evaluator will agree on a tryout process (see Session Format, below) and Evaluators for each age level. At the conclusion of the process, the Coaching Committee, Evaluators, ALDs, and past coaches will be invited to the Placement Meeting for that age level. A discussion among all present at the Placement Meeting will result in team assignments.
- b) Session Format. Only skaters, coaches and Evaluators will be allowed in the rink area during tryout sessions. Parents and other family members will be asked to remain in the lobby area. The tryout placement procedure will consist of multiple sessions for each age level. All sessions will concentrate on both individual skills and competitive situations. The skills will focus on hockey fundamentals, i.e. skating skills, stickhandling and shooting. The competitive situations will focus on game type situations including team play.
- c) Evaluators. In-house and outside evaluators may be used for evaluations, at the discretion of the Coaches Committee. A minimum of four (4) and a maximum of eight (8) Evaluators are recommended. A Lead Evaluator will be appointed for each level. The Lead Evaluator will be responsible for developing the tryout process, staffing the tryouts (Evaluators and on-ice coaches), coordinating with on-ice coaches for player match-ups, and collecting and presenting the evaluations at the Placement Meeting.
- d) Rating System. Skaters will be rated on each skill. At the end of the last tryout sessions, the skaters will be ranked from highest to lowest according to the rating scheme used by the Evaluators. These rankings will be used in the Placement Meeting alongside other Placement Considerations. Once teams have been formed, the ALD for each age level will give the list of players' names and contact information to the head coaches of each team. The head coach and their assistant(s) will contact each player to inform them of their team placement.
- e) Placement Considerations. When making placements in the Placement Meeting, rankings will be considered foremost. Secondly, input from past coaches regarding such things as coachability, physical, mental and emotional maturity, and attitude will be considered. Among players with similar ability, friendships and neighborhood or school affiliations may be considered. All teams within each age level will have an equal number of skaters whenever possible. If a difference in the number of skaters per team is necessary, it will not be greater than two unless the Coaches Committee determines it is in the skater's and/or club's best interests. Unless extenuating circumstances as determined by the Coaches Committee exist, a skater making a team cannot refuse the spot to skate on a lower-level team.
 - i) It is not the intention that this paragraph be applied mechanically so that skaters of significantly lower ability are placed in higher teams solely to meet this variance requirement. When evaluating an age level, natural breaks in ability can be considered in determining if a deviation from the above rule is appropriate.
 - ii) In determining the number of skaters on a team for purposes of this

paragraph, the number of dedicated goalies shall not be considered. For example, if the top team at an age level had one dedicated goalie and 14 skaters and the second team had two dedicated goalies and 13 skaters, the variance in the number of skaters for the purposes of this paragraph would be one. When two or more skaters are evaluated as being very similarly skilled and all are vying for limited “bubble” spots, a second-year skater’s experience playing at that age level should be given consideration as a potential “tie breaker” as between that skater and other first year skaters.

- iii) Bantams and Midgets will participate in tryouts in accordance with general club policies. If the Board and Coaches Committee determine circumstances warrant, final rosters will not be determined until after area WIAA High School hockey team placements have been finalized. If this option is used, Bantams and Midgets will be placed on squads of roughly equal skill and ability on a composite team basis for the purpose of playing and practicing. During this interim period, the tryout committee and coaches will continue to evaluate player performance and may shift players in between squads during the interim until final team designations are made. All team rosters will be set by November 15 of the year of the tryouts, or other date as required by WAHA.
- f) Goalie Placements. In order to encourage and promote the skating and athletic development of goalies, dedicated goalies will not be permitted at the RWB level without Board approval. At the Squirt level and above, players may try to become a dedicated goalie via the tryout process. Goalies will be rated during the placement skill sessions. If necessary, separate goalie sessions will also be used. It is the discretion of the Placement Meeting whether a dedicated goalie will be assigned on any team.
- g) Missed Sessions. Any player that misses a session will be evaluated on the sessions they attend, the input from previous coaches, and the coaches of the current level. If a player does not attend the tryout sessions they may be evaluated by the coaches of that level in conjunction with team practices. Players who miss tryout sessions will be at a disadvantage in demonstrating improved skills and maturity from the prior season.
- h) Vacancies. If, after tryouts, a team permanently loses a player or players to such things as injury, family relocation or making a high school team, the Coach’s Committee will determine if adding a player from the next lowest team is warranted. If it is determined that such a move is warranted, consensus on chosen player(s) will be obtained from the coaches of both teams, the skater, and the parents.
- i) Tryout Grievance Procedures The West Madison Polar Caps will assign hockey players to appropriate teams based on our Club’s evaluation process. The Club volunteers strive to make these team placements a fair and positive experience for all West Madison families. Any grievances or issues regarding the evaluation or placement process must be made in writing to the board describing in detail the basis for the request for review within 48 hours of notification of placement, through the ALD or president.
 - i) Upon receipt of a timely request, the Vice President of Coaching shall designate three (3) reviewers from within the club to sit on the grievance committee and hear the grievance. The reviewers shall be familiar with club policies and the evaluation and deliberative processes used by the club for placements. The

- reviewers may not have participated in or been present for the placements for that age level.
- ii) At the grievance hearing, the reviewers shall review the scoring summaries for the age level, along with any notes or minutes of the placement committee. The reviewers may solicit comments from any person present at the placement sessions. The parents of the aggrieved skater are entitled to a redacted copy of the scoring summaries, showing distribution of scores and the aggrieved skater's rank, but masking the names or other identifying information of all other skaters.
 - iii) The grievance committee shall not substitute its judgment for that of the placement committee, or review whether one child was more deserving than another of a placement on a specific team. The sole issue shall be whether the placement committee made its placement decision for that child in accordance with club policies and placement committee criteria. If the grievance committee finds that the placement committee did not follow club policies or criteria, and that such failure resulted in an improper placement, the grievance committee shall correct the placement for the aggrieved skater, regardless of whether the corrected placement results in an otherwise excessive numeric imbalance. No other skaters shall be replaced, except by their consent.
 - iv) Review of the grievance will be completed within 5 days. The player will remain with the team they were placed on until the committee can make a ruling, which will be final.

IV. Coaches Responsibilities

a. To Individual Players

1. Coaches are to provide a safe and healthy environment for the skaters.
2. Coaches are to provide equal opportunity for participation on special teams.
3. Coaches are to treat all players with dignity at all times.
4. Coaches are reminded that skaters at all levels are still children and are encouraged to promote the "fun" aspect of the sport.
5. Coaches are encouraged to play all skaters at all positions, including goalie, and continue this practice through the Squirt level to ensure a better understanding of the game as well as to facilitate overall development.

b. To the Team

1. Coaches are to exemplify qualities of good sportsmanship, conduct, and other positive traits that they expect from their players. It is never appropriate for coaches to take illicit drugs, to use tobacco during a game or practice, to attend a game or practice while intoxicated, or to drink in excess in the presence of the team.
2. Coaches are expected to foster team spirit and actively encourage cohesiveness and camaraderie.
3. Coaches are to work to develop maximum team effort and play, as opposed to encouraging individual play.
4. Coaches are expected to maintain and uphold team discipline. In exercising discipline, coaches should deal with unacceptable behavior immediately and uniformly.

c. To Parents Coaches should provide an atmosphere of open communication with parents at all times. Coaches are responsible for discussing and explaining their expectations for the season.

d. To the Club

1. Coaches are expected to be supportive of the West Madison Polar Caps philosophy and guidelines.
2. Coaches are reminded that they are representatives of the West Madison Polar Caps and that their attitudes and behaviors not only reflect on themselves, but on the club as well.

e. Age-level Lead Coaches. The Coaching Committee may appoint an age-level lead coach at an age level with multiple teams in order to help mentor other volunteer coaches and foster continuity and cohesion in practice planning.

1. Age-Level Lead Coaches are expected to develop practice plans and serve as the on-ice lead whenever the full age group is on the ice. They may delegate this leadership, but continue to be responsible for high quality age-level instruction.
2. Age-Level Lead Coaches are expected to ensure that new volunteer coaches at their age-level have sufficient mentorship.
3. Age-Level Lead Coaches are expected to serve as a resource for all coaches at that age-level and provide timely and appropriate advice on drills, coaching tactics, etc.
4. Age-Level Lead Coaches are expected to monitor whether age-level coaching meets the high standards of the organization and bring issues to the attention of the Coaching Committee.

V. Age Level Directors

Age Level Directors (ALDs) represent a level (ie RWB, Squirts, etc.) on the Board of Directors. ALDs are responsible for maintaining open communication between and among parents, Team Managers/Reps within an age level, and the Board of Directors.

1. The ALD should be made aware of any problem within a team and is responsible for making the Board aware of any major problems.
2. Problems not resolved by the Manager and the individual should be brought to the ALD.
3. ALDs make sure that the USA Hockey rosters are completed accurately and timely.
4. ALDs participate in the Placement Meeting.
5. ALDs are the Manager for all teams within an age level until team selection is made.
6. ALDs are responsible for the recruitment of Managers and the coordination of their activities as soon as possible at the start of the season, and maintaining communication through the season.
7. ALDs are responsible for communicating fundraising information within an age level.
8. ALDs are responsible for communicating club information and arranging meetings for issues that impact all players/teams within an age level.

VI. Team Representatives (Managers)

The smooth accomplishment of a successful hockey season is the responsibility of the Manager and the Coaching staff. The Manager should work closely with the head coach to clarify practice and game scheduling policy and communicate this to parents and serve as the conduit of information between the coaches and parents/skaters (in both directions), and to coordinate tournaments etc. The team manager shall

1. Solicit assistance and assign responsibilities such as tournament registration, hotel booking, water bottles, team social events, etc., to additional parents on the team.
2. Distribute information to coach and team members concerning practices and game schedules.
3. Schedule all games by being the lead communication point for the team when booking opponents and maintaining the team schedule.
4. Attend region scheduling meetings to coordinate in region games with awareness of playdown requirements.
5. Schedule scrimmage games at the discretion of the head coach. For each scrimmage game initiated by West Madison teams, the Manager should obtain a game hour in return.
6. Coordinate a meeting of team parents and coaches shortly after the team is formed to meet, review club/team/coach philosophies, review schedules and answer or identify remaining questions that parents may have about the upcoming season.
7. Work with the coaches and parent volunteers to schedule tournaments and organize travel arrangements. Identify need and appetite for a team 'slush fund' to cover additional tournaments and other team activities.
8. Update Sport Engine with team schedule and confirmed games.
9. Allocate equipment and jerseys at the beginning of the season, collect it at the end of the season, and return it to the Equipment Manager. The Manager shall also provide the Equipment Manager a roster of team players with jersey numbers.
10. Provide each team parent a complete roster of skater names, addresses, and phone numbers.
11. Provide a team roster and one team scorer for each game. (Create roster labels and provide three for every game. Provide a scoresheet for every home game to be presented to the on ice officials before the game. Collect the score sheet after every game.
12. Recruit and coordinate off-ice officials from among the parents on the team, and coordinate their training in running the clock, penalty box, score sheet, etc.
13. Ensure that the USA Hockey code of conduct is communicated to all parents at the beginning of the season.
14. Be the first person to contact for any problems or concerns within the team. If difficulties cannot be resolved, the Manager will present the situation to the Age Level Director.
15. Will be reimbursed for expenditures during the season not to exceed \$100.
16. First level in the complaint reporting process.

VII. Skate Assist Program

The club currently has in place a limited fund known as the “Skate Assist” fund. The principal of this fund is in an interest-bearing account. Interest generated by this account will be made available to skater’s seeking financial help. Any skater seeking assistance from this fund must apply via a form available on the website. The form must be turned into the club Secretary by September 1. Any requests received after this date will be subject to the availability of remaining funds.

- Number of years with the Club
- Past compliance with the Player Code of Conduct, i.e. behavior, attendance, etc.
- Must have satisfied all mandatory fundraising requirements from the previous year.
- Agree to participate in all mandatory fundraising obligations for the upcoming year.
- To the extent possible, commitment to participate in extra club-organized fundraising activities designed to earn skater credits when available.
- Timely resolution of any portion of fees that remain the responsibility of the skater.
- Development of a plan by the skater and their family on how the skater will be able to get to practices, games and tournaments.
- The amount awarded will depend on the number of applicants. Applications to Skate Assist will be reviewed by a committee consisting of the President, Treasurer, Secretary, a member of the Coach’s Committee and one additional board member. The awarded funds can be used to defray skater fees or other costs such as tournament expenses.

VIII. Codes of Conduct and Disciplinary Measures

a. Player Code of Conduct

Philosophy: The West Madison Polar Caps Youth Hockey Association is a private organization which emphasizes the development of basic hockey skills and the promotion of hockey as an enjoyable recreational activity as well as competition. Our philosophy is to emphasize individual participation by providing relatively equal attention to players during practices and relatively equal playing time in scheduled games, except when an individual member does not participate in scheduled practice sessions, demonstrates attitudes or conduct not conducive to good team morale, displays unsafe or dangerous conduct and/or is being disciplined by the coach.

All players and parents are ambassadors on behalf of the Polar Caps and USA Hockey, on and off of the ice. We are all committed to act as a group of class individuals at the ice rink, when traveling to tournaments, at hotels, at other rinks, and even in the locker room. It is our mission to encourage a positive and enjoyable experience for all involved, at all times.

Players Code of Conduct

I will conduct myself in a way that reflects positively upon my parent(s)/guardians(s), my friends, my teammates, my coaches, the club, and myself. I will not use alcohol, tobacco, or illegal drugs. I realize that swearing, nasty language, and disrespectful conduct is not acceptable on or off of the ice.

I will abide by team rules, follow the directions of coaches and officials promptly and without complaint, and accept their decisions without verbal criticism or gestures that imply criticism. I will treat other players, coaches, parents, fans, and officials with respect, regardless of race, sex, creed, or ability.

I am expected to attend all games and practices. If unable to attend, I will inform the coach at least one day ahead. I will practice hard, play hard, and graciously accept the outcome. Most of all, I will have FUN and be FUN to be with!

When players violate these rules and/or disrupt team activities, coaches are encouraged to enforce discipline according to the following guidelines:

- First offense – Time out at practice and/or sit out one period;
- Second offense – Sit out two periods;
- Third offense – Sit out one game;
- Fourth offense – Three-game suspension plus skater and parents appear before the Board.

Repeated and/or dangerous actions may be referred directly to the Board for accelerated discipline. When continued disregard for the rules seriously disrupts club and/or team activities or behavior is determined to be dangerous to others, the Board of Directors reserves the right to terminate the player's club membership. All disciplinary actions may be appealed to the Board of Directors, but the action taken will remain in effect until a final Board decision has been made.

Skater's signature: _____ Date: _____

b. Parent Code of Conduct

Philosophy: The West Madison Polar Caps Youth Hockey Association is a private organization which emphasizes the development of basic hockey skills and the promotion of hockey as an enjoyable recreational activity as well as competition. Our philosophy is to emphasize individual participation by providing relatively equal attention to players during practices and relatively equal playing time in scheduled games, except when an individual member does not participate in scheduled practice sessions, demonstrates attitudes or conduct not conducive to good team morale, displays unsafe or dangerous conduct and/or is being disciplined by the coach.

All players and parents are ambassadors on behalf of the Polar Caps and USA Hockey, on and off the ice. We are all committed to act as a group of class individuals at the ice rink, when traveling to tournaments, at hotels, at other rinks and even in the locker room. It is our mission to encourage a positive and enjoyable experience for all involved, at all times.

Parents/Guardians Code of Conduct

- I will provide positive support and encouragement for my skater participating in youth hockey, and emphasize the importance of achieving common goals through teamwork.
- I understand that the club evaluators try to be as fair as possible. I will support their team placement decisions to my player and other parents.
- I will place the emotional and physical well-being of my skater ahead of my personal desire to win. I will remember that the game is for youth – not adults – and will do my best to make youth sports fun for my child and all Polar Cap players.
- I will not confuse players by countermanding the coaches' instructions. I will follow team rules regarding arrival times, attendance, etc.
- I will be a respectful fan and encourage good sportsmanship by demonstrating positive support for all players, coaches, parents and officials at every practice, game, or other youth hockey event. I will treat other players, coaches, parents, fans and officials with respect, regardless of race, sex, creed, or ability.
- I will refrain from criticism of referee decisions. I will set an example and conduct myself in a way that reflects positively on the skaters, the club, and other parents.
- I will refrain from communicating with my player during a practice or game without the explicit permission of the coach.
- The people active in this club are unpaid volunteers. I will support the hockey program and become involved to whatever extent I am able.

When parents violate these rules and/or disrupt team activities, the Age-Level Directors and the Board of Directors will enforce the Code of Conduct according to the following guidelines.

- First offense – The Age-Level Director shall speak with the parent and others who witnessed the incident, and then talk with the parent and/or write a letter of reprimand.
- Second offense – The parent shall appear before the Board to explain the

- incident.
- Third offense – The parent shall be suspended from all practices and games for the balance of the season.

Repeated and/or dangerous actions may be referred directly to the Board for accelerated action. When continued disregard for the rules seriously disrupts club and/or team activities or behavior is determined to be dangerous or extremely disruptive to others, the Board of Directors reserves the right to terminate club membership.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

c. Coaches Code of Conduct

Club Philosophy: The Polar Caps believe involvement in any youth sport should be fun and strives to help children develop a balance between skill improvement and competition. Sportsmanship is stressed at all levels. Hockey is a fast paced, fun game that helps promote these objectives. Polar Cap coaches emphasize skating, stick handling and positional play within a team environment. Our coaches attend yearly coaching clinics and are certified by USA Hockey and the Wisconsin Amateur Hockey association (WAHA). Excessively rough play, conduct that is disrespectful to coaches, other players and officials is not tolerated. All players, parents and coaches are required to sign a "Code of Conduct" agreement at the start of the season to help foster a positive family atmosphere within our club.

Coaches Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Never consume alcohol or illegal drugs prior to any contact with your team including practices, games or team events. The Polar Caps will enforce zero tolerance regarding this issue.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of the association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater.

By signing this code of conduct I agree to abide by the spirit of its intent.

Coach Signature: _____ Date: _____ Print

Name: _____

d. 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, 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, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey -sanctioned games.

The following points of emphasis must be implemented by an On-Ice Referee and Linesman.

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

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at any particular person.
- 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 such action.

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

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language in a boisterous manner to anyone at any time.
- Visually displays any sign of dissatisfaction with an official's decision including standing in the bench doorway with 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.

PARENTS AND SPECTATORS: The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with the other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, the play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

Disciplinary Procedures

When players or parents violate these rules and/or disrupt team activities, coaches are authorized to enforce the rules using progressive discipline concepts. Coaches are authorized to implement up to a three-game suspension depending upon the severity of the offense. If the coach or a parent feels that the conduct merits more than a three-game suspension, the conduct shall be reviewed by the Polar Cap board. The board has the authority to submit the issue to the coaches committee for resolution. If the board or the coaches committee determines that there is the potential for imposing more than a three-game suspension then the individuals involved in the incident and their parents, the level coordinator and the team's coach will be afforded an opportunity to present their position and concerns to the board in an informal investigation/meeting. The determination of the Board or the coaches committee is final.

Repeated and/or dangerous actions may be referred directly to the Board or Coaches committee for accelerated discipline. When continued disregard for the rules seriously disrupts club and/or team activities or behavior is determined to be dangerous to others, the Board of Directors reserves the right to terminate the player's/parent's membership. Any disciplinary actions imposed by a coach may be appealed to the Board of Directors, but the discipline imposed will remain in effect until the Board or the Coaches Committee has reviewed the matter and a decision has been made.

In addition to the above suspension process, when parents or players violate these rules and/or disrupt team activities, the Coaches, Age-Level Coordinators, coaches committee and the Board of Directors may also enforce the Codes of Conduct using the following additional procedures for violations:

1. First offense – The Age-Level Coordinator and Coach shall speak with the parent, player and others who witnessed the incident, and then talk with the parent and player and may write a letter of reprimand.
2. Second similar offense – The parent or parent and player shall appear before the Board or Coaches Committee to explain the incident.
3. Third similar offense – The parent or parent and player shall be suspended from all practices and games for the balance of the season.

Obviously, for serious violations of rules and policies the club is not obligated to invoke a progressive discipline process and may impose a discipline that is appropriate for the nature of the offense. Under WAHA rules, threatening legal action or recourse to the courts before exhausting all the rights as set forth in the association and the WAHA Bylaws and Constitution is considered to be ungentlemanly conduct and a violation of the rules entailing the immediate suspension and disqualification of any such member.

Club Policies on Bullying

The Polar Caps are committed to providing players a fun, positive, and secure environment in which to learn and enjoy the game of hockey. We do not tolerate bullying at any practice, game or other WMPC event. We will promote a TELLING atmosphere. This means that anyone who knows that bullying is taking place is expected to report the incident. Players and parents should be assured that they will be supported when bullying is reported.

Definition of Bullying <https://www.stopbullying.gov/bullying/what-is->

Potential signs of bullying <https://www.stopbullying.gov/bullying/warning-signs>

Procedures for Parents, Coaches, and the Age Level Director (ALD)

1. Parents should report bullying incidents to the team coach or manager. If the problem persists, reach out to the ALD. If necessary and appropriate, police may be consulted.
2. In all cases of reported bullying, parents of the player who was bullied shall be informed as soon as possible and may be asked to meet with the respective team coach and/or ALD to discuss the incident. In all cases, strict confidentiality shall be maintained. It is not our goal to make a public example of reported incidents.
3. The negative behavior must be investigated, and the bullying stopped immediately. The parents of any player who is reported to be bullying will be contacted as soon as possible by the respective team coach and ALD, and asked to meet to discuss the incident to help the bully or bullies change their behavior.

Consequences of Bullying

1. In a first offense situation involving bullying, an attempt will be made to encourage the bully (or bullies) to modify their behavior for their benefit, for the benefit of the person bullied, and for the team. If the bullying persists, disciplinary action against a player may be taken by the team coach and/or ALD, pursuant to the player code of conduct.