



Shawano Hockey League

Policy Handbook

Effective July 2023

Table of Contents

About Shawano Hockey.....	3
Mission.....	3
Core Values	3
Organizations & Affiliation.....	4
1. Shawano Hockey.....	4
2. WAHA Region 3.....	4
3. USA Hockey.....	5
Shawano Hockey Boundaries	5
Home Associations.....	6
Board of Directors.....	6
Board of Directors General Responsibilities.....	6
Board of Directors Meeting	7
Programs Offered.....	8
Registration.....	9
1. Shawano Hockey Registration.....	9
2. USA Hockey Registration.....	9
3. Registration Fees.....	9
4. Skatership Program.....	10
5. Refund Policy.....	11
Fundraising & Service Hour Requirements.....	11
1. Regular Service Hours.....	11
2. Tournament Service Hours.....	12
3. Open Skate Service Hours	12
4. Rink Set Up Hours.....	12
5. Rink Take Down Hours.....	12
6. Service Hour Policies.....	12
7. Service Hour Buyout.....	12
8. Crawford Center Cleaning Night Policy.....	12
9. Tracking of Service Hours.....	13
10. Service Hours Assigned.....	13
11. Fundraising.....	13
Hockey Uniforms	14
Equipment.....	14
Policies of Shawano Hockey.....	15
1. SHL Coaching Guidelines.....	15
2. SHL Tryout Policy.....	15
3. Double Roster Policy.....	16
4. Playing Up.....	17
5. SHL Release Policy.....	18
6. Locker Room Policy.....	20
7. Background Checks.....	22
8. Off Ice Officials.....	22
9. Weather Policy.....	22
10. Tournament Expenses.....	22
11. Reimbursement For Coaches Expenses.....	23
24 Hour Rule.....	23
Code of Conduct.....	24
1. Players Code of Conduct.....	25

2. Coaches Code of Conduct.....	26
3. Parent/Spectator Code of Conduct.....	27
4. Code of Conduct Committee Guidance Policy.....	28
Website.....	31
SHL Policy Handbook Changes.....	31

About Shawano Hockey

Shawano Hockey League (SHL) is an independent non-profit 501(c)(3) organization created solely for the purpose of promoting youth hockey in the Shawano County region. SHL is governed by the Wisconsin Amateur Hockey Association (WAHA) and USA Hockey. We are classified as a Division 3 level club playing in WAHA Region 3. All SHL Teams (Squirt level and higher) are entered in regional playoffs to qualify for WAHA State Tournaments held in March.

SHL serves girls and boys ages 4 to 14 and we are a 100% volunteer organization. Parents manage the rink and the hockey organization on a volunteer basis, which keeps our player fees much lower than neighboring associations.

We invite you to join Shawano Lightning Hockey. We hope your child will have a fun learning experience while playing an exciting sport!

Mission

The Mission of the Shawano Hockey League (“SHL”) is to provide a safe, fun, and affordable hockey atmosphere. SHL emphasizes skill development, hard work, dedication to set goals, good sportsmanship, and discipline. These achievements are to be attained through the guidance of our youth hockey coaches, parents, and the Board of Directors.

Core Values

The following core values, as adopted from USA Hockey, guides the Shawano Hockey League in planning, programming and play:

- Sportsmanship: Foremost of all values is to learn a sense of fair play, become humble in victory, and gracious in defeat. We will foster friendship with teammates and opponents alike.
- Respect for the individual: Treat all others as you expect to be treated, including your coach and game officials.
- Integrity: We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- Pursuit of excellence at the individual, team and organizational levels: Each member of the organization, whether player, parent, coach, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- Enjoyment: It is important for the hockey experience to be fun, satisfying and rewarding for all participants.

- Loyalty: We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- Teamwork: We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

Organization and Affiliation

Shawano Hockey League

The Shawano Hockey League (SHL) is a Wisconsin Non-Profit Tax-Exempt Corporation dedicated to promoting hockey for the youth in the communities that the SHL serves. The SHL was organized in 1995 and is classified as Division 3 hockey program. The Shawano Hockey League is a member of Region 3 of the Wisconsin Amateur Hockey Association (WAHA).

WAHA Region 3

Wisconsin Amateur Hockey Association, Inc. (WAHA) is the parent organization for Wisconsin Hockey. The purpose of WAHA is: 1.) To encourage, improve, and promote the standards and extent of ice hockey in the state of Wisconsin. 2.) To conduct ice hockey tournaments and to select representative teams for competition in regional and national tournaments. 3.) To encourage youth in the development of high school hockey. 4.) To do all acts necessary or desirable in the furtherance of the foregoing purposes.

The members of the WAHA shall be composed solely of organized amateur ice hockey teams and leagues, all, or a majority of which, are in Wisconsin. The Association is a member of USA Hockey and adheres to its regulations. It is the sincere hope of the Wisconsin Amateur Hockey Association that ice hockey in Wisconsin will grow, and that our organization will not only be a good one, but that eventually, through hard work, it will be one of the best. Shawano Hockey League is a member of WAHA and must be a member to participate in state tournaments.

USA Hockey

USA Hockey Inc. is the national governing body for the sport of ice hockey in the United States. As such, its mission is to promote growth of hockey and provide the best possible experience for all participants by encouraging, developing, and administering the sport.

For the player, USA Hockey annually conducts regional and national championship tournaments in various age classifications; sponsors regional and national player identification and development camps; studies and makes recommendations for protective equipment; distributes Hat Trick, Playmaker and Zero Club Awards; and provides an insurance program that includes excess accident, general liability, and catastrophic coverage.

For coaches and officials, USA hockey conducts clinics and produces training manuals and videos through the Coaching Education Program and the Officiating Education Program. These programs enrich the knowledge of coaches and officials through careful study, training, and examination. USA Hockey also promotes uniformity in playing rules and the interpretations of those rules.

For parents, USA Hockey provides valuable information so you can help your hockey player learn the most while having fun. There are explanations as to what to expect at each level as well as guidelines as to how to support your player in a positive way.

For more information on USA Hockey, go to: www.usahockey.com

Shawano Hockey Boundaries

The Shawano Hockey League serves the youth in the following school districts, Shawano, Bonduel, Clintonville, Marion, Gillett, Gresham, Bowler, Menominee Indian, and Tigerton. These school districts serve as the boundaries of the Shawano Hockey League. The Shawano Hockey League recognizes the following school districts, Pulaski, Wittenberg/Birnamwood, Suring and Oconto Falls as undesignated by WAHA (Wisconsin Amateur Hockey Association). Families with students in those school districts may consider the Shawano Hockey League as their home association or choose another area association.

What does the term “Home Association” mean?

The Wisconsin Amateur Hockey Association (WAHA) has established boundaries to help regulate local hockey associations in Wisconsin. WAHA requires players residing within local associations boundaries to play with that local association. There are some exceptions to this rule and are specified in the WAHA Annual Guidebook and are listed below.

As listed in the Shawano Hockey League Boundary Statement the following school districts are served by the Shawano Hockey League, Shawano, Bonduel, Clintonville, Marion, Gillett, Gresham, Bowler, Menominee Indian, and Tigerton. Players residing in these school districts must skate with the Shawano Hockey League and the SHL will always be considered their “Home Association”. Exceptions to this rule are listed on the next page.

As listed in the Shawano Hockey League Boundary Statement the following school districts: Pulaski, Suring, Wittenberg/Birnamwood, and Oconto Falls are considered undesignated by WAHA (Wisconsin Amateur Hockey Association). This means that families living in these school districts should play for the closest association to them. Per WAHA rules, once a player from an undesignated area name appears on a roster, that family has established that association as their “Home Association” and would need to seek a transfer release to skate with another association. Transfer releases are covered later in this handbook on page 18.

The SHL will ask all new members from undesignated school districts to sign an “Acknowledgement of Home Association Form”. This form will explain the options the family has regarding hockey associations and the rules established by WAHA regarding “Home Associations”. The form will also explain that once the Shawano Hockey League has been established as their home association, they would be required to seek an annual transfer release to skate with another hockey association. Further, it would explain that once the SHL is established as their home association that their player would always be considered an “out of district player” by WAHA if they received a transfer release and skated with another association.

For more information on rules on registration or eligibility, please reference the Wisconsin Amateur Hockey Associations (WAHA) Guidebook, Article 1.

Board of Directors Duties and General Responsibilities

The SHL Board of Directors consists of 13 members, each serving a 3-year revolving term. The 13-member board is set up that each year four positions are up for election. An annual election takes place at the end of each hockey season.

Four board members that make up the officers are as follows: The President, Vice President, Secretary, and Treasurer. The officers of the SHL are elected annually by the SHL Board of Directors.

The following is a list of the SHL Board of Director positions and the general responsibilities of the position.

President: The President shall establish agendas and preside at all meetings of the Board of Directors at which present. The President shall conduct the business affairs of the association and carry out policy as established by the SHL Board of Directors. The President shall appoint members to committees, subject to approval of the SHL Board. The President may delegate such power and duties as seen fit to the Vice President.

Vice President: The Vice President shall, at the request of the President or in the President's absence or disability, perform the duties and exercise the powers of the President. The Vice President shall coordinate and manage the Code of Conduct Committee. The Vice President shall assume the position of President if a vacancy occurs. The Vice President shall maintain the SHL Bylaws and the SHL Policy and Procedure Manual.

Secretary: The Secretary shall maintain all records of the SHL, including minutes of membership meetings and Board of Director meetings, communications, correspondence, and attendance at Board of Director meetings. Shall also coordinate and manage all SHL Service Hours schedules and, provide reports to SHL members on their status of required service hours.

Treasurer: The Treasurer shall be charged with the custody of all papers and documents relating to the property of the SHL and shall manage the collection and disbursement of all moneys. He or she collects member dues, prepares and monitors the budget and maintains accurate financial records. The treasurer shall render to the Board of Directors monthly, with a final accounting at the end of each fiscal year, an accurate account of the Treasurer's transactions and of the financial condition of the Association.

Registrar: The Registrar shall maintain a current register of all participants and coaches in the hockey program. The Registrar shall coordinate the annual registration for the SHL. The Registrar shall Submit, or cause to be submitted, all forms necessary for insurance and to comply with the requirements of USA Hockey, Inc., and the Wisconsin Amateur Hockey Association (WAHA). Registrar shall also coordinate with the program director to verify all coaches are up to date and compliant with USA Hockey requirements.

Program Director: The Program Director should ensure adequate coaching staff, including assistant coaching personnel, for each level of participation, as approved by the Board of Directors. Should arrange for background check, training and certification of all coaches and other coaching personnel. Should coordinate and manage a Coaches Committee which will be comprised of at least one (1) coach from each level of participants. Should facilitate and participate in tryouts and team selection. Should participate in coach development for the Youth Hockey Program. Should facilitate and participate in player development for the Youth Hockey Program. Ensure that the Youth Hockey Program is promoting age-appropriate skill development at all levels. Shall coordinate with Game / Ice scheduler for all ice activities, (practices, games, tournaments, ect.)

Game/Ice Scheduler: Game/Ice Scheduler is responsible for managing ice time to support operation of the association. Will schedule practices, team games, tournaments, and ice rentals. Will schedule officials for all home games and tournaments. Will coordinate with the Shawano High School Hockey program to try and accommodate their schedule. Will request invoices from Treasurer for the use of ice to outside parties including the high school program. Will update associations website calendar. Will communicate all schedule changes to teams during the season.

Rink Manager: The Rink Manager shall maintain the rink and all equipment owned by the SHL and plan for their improvements. The Rink Manager shall coordinate all facets for the set up and take down of the hockey rink. The Rink Manager should coordinate with Shawano County on all building needs or repairs.

Equipment Manager: The Equipment Manager maintain inventory of equipment including rental skates, score sheets, hockey gear, and hockey supplies sold in concessions. Equipment Manager shall coordinate the distribution and return of SHL owned hockey equipment to be loaned out to members for the hockey season and maintain a logbook of hockey equipment. The Equipment Manager shall maintain the SHL jersey inventory and oversee the distribution and return of SHL jerseys.

Fundraising Manager: The Fundraising Manager shall plan activities to raise money which will both be fun and develop a sense of community and arrange for and schedule workers for fundraising activities that require volunteers. The Fundraising Manager shall coordinate SHL's annual 12 Days of Christmas Raffle, solicit monies and other forms of assistance from individuals, businesses, and other organizations for raffle prizes for home hockey tournaments. The Fundraising Manager is responsible for providing monies received to the SHL Treasurer in a timely manner.

Marketing Manager: The Marketing Manager is responsible to oversee the promotion of the Shawano Hockey League throughout all the communities the SHL serves. The Marketing Director coordinates the promotion of the following special events; summer parades, brat fry's, golf outings, back to school events, hockey registration, try hockey free days, Skate with Santa, and the SHL's stand at the Shawano County Fair. The Marketing Director is also responsible to solicit advertising signage that located in the Crawford Center along with selling advertising in tournament programs.

Technology Coordinator /Webmaster: The Technology Coordinator/Webmaster is responsible for the design and management of the Association's web site and online calendar. Responsible to coordinate with registrar and treasurer to setup online registration system. Also responsible for the setup and maintenance of group emails, Point-of-Sale system in concessions, leagues Wi-Fi system, music/PA system, LiveBarn system and help to manage the leagues social media outlets and accounts.

Board of Directors Meetings

The Board of Directors shall meet at least ten (10) times per year at dates, times and places set by the Board of Directors. SHL Board meetings shall be as set by the Board but may also be called by the President or by a majority of the Board of Directors. The President will email SHL Board of Director meeting agendas to SHL members prior to the monthly meetings. Date, times, and location will be posted on league's website.

SHL families are welcomed and encourage to attend SHL Board meetings. A public comment section is generally the first item on the agenda.

The SHL Board may meet in closed session when necessary. During closed session, only members of the Board and invited guests can be in attendance. These sessions will be held periodically for purposes such as, contracts, personnel decisions, issues dealing with player/family or coaches that are of a sensitive nature. Issues related to individual SHL Board member's performance or concerns.

Board of Directors General Responsibilities

1. All board members shall do their best to attend all monthly Board meetings, or any special meetings called by the President.
2. Shall abide by the Parents Code of Conduct as set forth in this document.
3. As elected members of the Shawano Hockey League, it is the responsibility to represent the SHL to the best of his or her ability. Each member shall strive to uphold and enforce the requirements of the SHL by-laws and standing rules.

4. The SHL board is a working board. Board members are expected to lead by example and to perform the many duties, tasks, and responsibilities it takes to operate and promote Shawano Hockey.
5. No member shall use their standing or influence to benefit or achieve preferential treatment for any player at any time.
6. In situations where there is a possible conflict of interest, unethical conduct, or of the appearance of such, the member is expected to disclose the facts to the President and at least one other member of the Board as soon as possible.
7. Confidentiality is expected. Information discussed at closed board meetings must not be disclosed to the general membership.
8. The President may excuse a member from attending monthly board meetings at his/her discretion. Board members will be expected to provide a copy of their monthly Committee report to the President. The report will be read into the minutes of the meeting.
9. Board members missing more than two (2) meetings in a row, or more than three meetings in a rolling 12-month window, can be subject to a board of director's vote of confidence which can be called by any Board member.
10. Per the SHL Bylaws, a Board of Director member may be removed by concurrence of two-thirds (2/3rds) of the total membership of the Board of Directors. Full-Service Hours normally granted to that SHL Board member may be prorated.

Programs Offered

The following programs are offered by Shawano Hockey:

Learn to Skate: Boys and girls ages 4 to 8 years old. This program is designed to teach inexperienced skaters how to ice skate. Basic skating elements taught in this class include standing on the ice with skates, basic balance and movement, basic start and stop skating skills and having fun on the ice. This program will be required if your child plans on joining an SHL team and is not comfortable on ice skates.

Mites: Boys and girls 8 years of age and under. This level is developmental, getting the player used to being on skates with equipment on and learning new skills. The cross-ice games are non-competitive in nature (no score keeping) keeping the emphasis on fun! Teams will plan approximately 20 games and implement the USA Hockey Red, White, and Blue Advanced Development Model (ADM) program format.

Squirts: Boys and girls 9 & 10 years of age. Players build on the skills they have learned as Mites. More focus on positioning, puck control, and even greater skating control. Players are beginning to find a position they like and are comfortable in. Checking is not permitted. The teams will generally play 25 to 35 games.

Peewees: Boys and girls 11 & 12 years of age. Faster play, more complicated maneuvers and working as a team in a more competitive way is introduced. Checking is not permitted. Teams will generally play 30 to 40 games.

Bantams: Boys and girls 13 & 14 years of age. Fast, competitive play where they develop more sophisticated skills while honing the skills they have already learned. Checking is permitted so learning how and when to check are introduced. Teams generally play 30 to 40 games.

WIAA Varsity Reserve: Shawano High School Hockey Program is a team comprised of players from Shawano, Bonduel, and Clintonville high schools. The team is administered by Shawano High School staff under a formal agreement between Shawano High School and the Shawano Hockey League.

Shawano Hockey Registration

Every player who wishes to participate in the Shawano Hockey program must register annually with SHL. As technology has improved, the registration process has become far simpler. The online tool at shawanohockey.org will walk you through the whole registration process step-by-step. The required paperwork and consent forms are even signed electronically. All registration forms must be completed at time of registration. Please note, a player will not be allowed on the ice to practice until all registration forms have been completed and a signed copy of the Permission to Practice Form is received from the SHL. Copies of all the required registration forms are available on the Shawano Hockey website and in the Addendum section at the back of this handbook.

USA Hockey Registration

Shawano Hockey requires all players to be registered with USA Hockey. Registration is done online through the USA Hockey, website www.usahockeyregistration.com. The registration year begins on May 1st and is effective through April 30th of the following year. All players must register with USA Hockey annually.

Depending on the age of your child there may be a fee for the USA Hockey registration. If your child is 6 years old or younger as of December 31st of the current year, the registration fee for USA Hockey is free. Children 7 years and older as of December 31st of the current year, the fee is \$50 for USA Hockey registration.

Once you complete the registration information for your player, you will be given a registration number which you will need when you register your player for any Shawano Hockey program, camp, or clinic. Please print a copy USA Hockey registration form and give a copy to the SHL Registrar. The copy is proof that your player is registered and insured. As a USA Hockey member, USA Hockey magazine will be sent to your address. This is a fun and informative magazine that gives a look at hockey programs across the country.

Registration Fees

Each player who wishes to participate in the Shawano Hockey program must pay a registration fee as determined by the Board of Directors. The goal of the SHL is to provide the best program at the most reasonable cost to its participants. The SHL is a non-profit organization that receives our funding from player fees, fundraisers, concessions sales, ice rentals and donations. The SHL's service hour requirements and required fundraising are intended to help keep registration fees as low as possible.

Registration fees for each level of play are posted on the registration page of the SHL website. These fees include ice time for practice, tryouts, games and entry fees for one away tournament. Fees also cover other expenses such as referees for games, jerseys, equipment and Crawford Center utilities and maintenance.

Payment of registration fees can be made online with a credit card or by checks payable to the Shawano Hockey League. SHL will allow for installment payments to be made as long as all fees are paid by November 30th of the current season played.

If fees are not fully received by November 30th, your Team Manager and your Coach will be informed that your child will be removed from all off-ice and on-ice activities (practices and games) until payment is received. Once final payment is received your child can immediately resume all team activities.

We do understand that unforeseen circumstances arise at times beyond our control. A payment plan other than the one outlined in SHL's normal payment plan may be made with approval from the League President and Treasurer for legitimate hardship circumstances only. The Extended Payment Plan form must be completed, signed and submitted before November 30th.

Skatership Program

Purpose: To assist SHL in providing the opportunity for all children to play hockey regardless of their financial background.

Policy: It is the policy of SHL that no one will be denied the chance to play hockey due to inability to pay full fees. Skaterships are based on the applicant's demonstrated ability to pay and the SHL's available subsidiary funds. SHL does not discriminate on the basis of age, race, creed, color, handicap, sex, national origin, ancestry, sexual orientation, or otherwise.

Procedure: Any parent/guardian may request a Skatership Application form from a member of the SHL Board or download the form at <http://www.shawanohockey.org/>, listed under Skatership.

1. Applications must be filled out entirely, the attached documentation must be attached, and a copy of last year's tax statement & most recent paystub must be included.
2. Applications should then be turned into the SHL Board by sending them to: Shawano Hockey League, P.O. Box 125 Shawano, WI 54166. Mark the outside of the envelop "Confidential."
3. Applications will be accepted up until October 31st of the hockey season.
4. All applicants will be reviewed for eligibility by the SHL Board.
5. Eligibility will be contingent upon the players past adherence to the SHL Code of Conduct.
6. Eligibility will be forfeited if the previous hockey seasons dues are not paid or volunteer hour requirement is not met.
7. Eligibility is contingent upon signed commitment to complete volunteer work hours. Additional Skatership volunteer hours must be completed within the hockey season year.
8. Determination is based on a thorough review of the application and documentation provided. A selection committee of at least (3) SHL board members, will be selected each year to review the applications and make recommendation for recipients.
9. SHL will grant a Skatership to the extent that funds are available. No Skatership amount will be greater than 50% of total fees owed.
10. Skatership amount will be determined using the USDA Income Eligibility Guidelines. This is the program that provides free or reduced price meals, if the household gross income falls at or below these set limits --See attachment A.
 - Note: Gross income is the amount earned before taxes and other deductions.
 - Skatership amount will be based according to the set criteria and on the information provided on the Skatership application.
11. Skatership recipient and/or recipient's parent(s)/guardian will complete 1 hour of volunteer work for every \$25.00 increments of the Skatership awarded. For example, if Skatership equals \$100, 4 hours of volunteer work is required. These volunteer hours are in addition to the annual volunteer work hour commitment and must be worked within the hockey season.
12. SHL reserves the right to refuse assistance to any applicant.

Refund Policy

Refunds are given only upon request. If any registered skater drops out of hockey before November 1st, the family can receive a full refund. If the skater drops out between November 1st and December 31st, the refund is pro-rated based upon season length and the number of weeks played. There will be no refunds given to skaters who drop out after January 1st. Eligible refunds are dispersed 30 days from notification.

Fundraising & Service Hour Requirements

In non-profit sports organizations, the membership must make financial and time contributions in order for the association to succeed. The financial contribution is achieved through registration fees, hosting tournaments, open skate, concession sales and fundraising. The time contribution is achieved through required service hours. With the hard work and dedication of all the Shawano Hockey members, the SHL will continue to grow and ensure hockey is enjoyed by all participants.

Operating a youth hockey organization requires a lot of work and there are many tasks that would be very difficult to accomplish if all the work was done by a small group of people. The SHL has developed service hour requirements to help distribute the workload and to make sure all families are a part of the SHL's success. To make certain that the SHL continues to function as a non-profit organization that strives to improve & increase the opportunities for families to participate in hockey. The following will be our guideline:

Service Hour Requirements

1. Regular Service Hours

Shawano Hockey is a 100% volunteer organization and is responsible for all aspects of maintaining the Crawford Center. To accomplish all of the tasks of operating and maintaining a hockey we require the assistance of all the members of the Shawano Hockey League. By signing up your child to participate in the Shawano Hockey program you are agreeing to help work the required service hours. Below is a list of service hour requirements for member of the SHL.

- a. New Mite families are required to perform 25 service hours.
- b. Returning Mite families are required to perform 30 service hours.
- c. Squirt, Pee Wee and Bantam families are required to perform 40 service hours.
- d. Service hours for the year are to be fulfilled from April 1st of the current year to March 31st of the following year.
- e. ALL** families are required to work (3) three separate open skate sessions.
- f. ALL** families are required to perform service hours during the SHL home tournaments.
- g. ALL returning SHL families (including board, coaches, etc.) are required 4 hours of rink set up.
- h. ALL families (including board, coaches, etc.) are required 4 hours of rink take down.
- i. Head coaches will receive 40 service hour credits.
- j. On ice assistant coaches will receive 20 service hour credits.
- k. Team managers will receive 10 service hour credits.
- l. Board members will receive 40 service hour credits.

** Head coaches and on-ice assistant coaches are exempt.

2. Tournament Service Hours

- a. Squirt, Pee Wee & Bantam families are required to work 6 hours for any of the home tournaments.
- b. Mite families are required to work 4 hours for any of the home tournaments.
- c. Each team will be required to help staff the home tournament at their level.
- d. Service hours are earned when working as an "off-ice official" (i.e. penalty box, score board operator, scorekeeper or announcer) during home tournaments.
- e. Tournament service hours may also be earned by working the raffle table, resurfacing the ice or working in the concession stand.

3. Open Skate Service Hours

- a. ALL families are required to work (3) three separate open skate sessions during the hockey season.
- b. These required service hours may be accomplished by working skate patrol, the ice skate rental table or in the concession stand.
- c. When working open skate sessions, children of the SHL member working skate free.

4. Rink Set Up

- a. ALL returning SHL families that have had a player skate a prior hockey season are required to work 4 hours for rink set up in September and October.

- b. Returning SHL skaters will not be allowed to begin practice until the 4 required hours of rink set up have been completed.
- c. Returning SHL families are defined as any family that had a child on a Mite thru Bantam roster in the prior season.
- d. Skaters of families that do not perform the 4 hours of rink set up will not be allowed to start practicing with the team until hours are completed.

5. Rink Take Down

- a. ALL SHL families, Mites through Bantams are required to work 4 hours for rink take down at the end of the hockey season in late March.
- b. Families that do not complete the required 4 hours will be invoiced \$20 per missed hour.

6. Service Hour Policies

- a. Service hours are not received when working as an “off-ice official” (i.e. penalty box, score board operator, scorekeeper or announcer) at your child’s regular season games.
- b. A list of service hour options is provided at registration. There is also a table which list options located in the Appendix.
- c. Missed shifts will be billed at \$25 per incident.
- d. Families short on service hours at the end of the season will be billed \$25 per missed hour.
- e. Service hours may not be carried into the next year.
- f. You may not gift hours to other members unless approved by the Service Hour Manager.

7. Service Hour Buyout

SHL members wish not to perform their required service hours may “buyout” their service hours at the beginning of the season. SHL members may write a check to Shawano Hockey for \$25 per required service hour.

8. Crawford Center Cleaning Night Policy

All members are responsible for keeping the Crawford Center clean. Each team will be scheduled on a rotating weekly basis to clean the Crawford Center. The schedule will be posted online and on the bulletin board in the warming room. There is a checklist of cleaning duties that need to be completed in the cleaning binder also located in the warming room. Work performed cleaning the Crawford Center qualifies for service hour requirements.

During the course of a normal season each team, Mites through High School, are scheduled three to four Crawford Center cleaning nights on a rotating weekly basis. Each family is expected to have one adult attend the cleaning night the week their player’s team is scheduled to clean. **Families with multiple players on separate teams are expected to clean for each of their player’s teams.**

Attendance at cleaning nights will be taken by Team Managers. Each family is required to work at least two separate cleaning nights. Families with multiple players at separate levels (Ex. Family has a Mite player and a Squirt player) must work at least two separate cleaning night sessions per team. If a family does not fulfil the required two cleaning night shifts, it will be considered a “missed shift” and those families will be invoiced \$25 per missed shift.

Tracking of Service Hours

Each team, Mites thru Bantams, have a Service Hour Team Binder located on the table in the warming room. Every family will have a Service Hour log sheet in their player’s team binder. Families with multiple players at different levels will find their families Service Hour log sheet in their oldest player’s team binder.

Once you have completed a task that qualifies for service hour credit, log them on your family’s sheet in the team binder and have them verified. All service hours must be verified and signed off by SHL board member, concession lead person or team manager at the time the hours are recorded to receive credit.

Service Hours - Short Hours as of January 15th - Assigned

On January 10th, the Service Hour Manager will complete a summary report of every members Service Hours. At that time, any family that has not signed up for tournament hours or has not worked any of the required three open skate sessions will be sent an email. The email will state that they have until January 15th to voluntarily sign up for tournament hours and open skate sessions, or they will be assigned shifts to bring them into compliance with SHL Service Hour requirements. Once these shifts are assigned it will be the responsibility of the family to find a replacement. Missed shifts will be billed at \$25 per incident.

Fundraising

All SHL families are required to participate in the “Twelve Days of Christmas” Raffle fundraiser. These raffle tickets must be paid for at registration (\$150.00 total for all ages except Mites. Mites pay \$100.00). You then can sell the tickets and keep the money that you raise by selling the tickets. Participation in this fundraiser is one way that helps us to keep the registration fees lower than other area organizations.

The SHL also offers several fundraising events designed to generate funds that are used to offset hockey fees for SHL families. Fundraisers such as brat frys, Shawano County Fair Stand, direct sales items are ways SHL members can help offset their player hockey fees. The Fundraising Manager will communicate these fundraising options to our members.

All fundraising events are coordinated by the SHL Fundraising Manager. No SHL member shall solicit any businesses, individual or government agency for donations or carry out any fundraising functions without the approval of the Fundraising Manager or the SHL Board of Directors.

Hockey Uniforms

All SHL teams Squirts - Bantams will be issued Home (White) and Away (Black) jerseys. Team jerseys are to be worn only for scheduled games and tournaments and are not to be worn for practice. Mite level players will be issued one team jersey that will be used for all practices and games.

Jerseys should be returned at the end of the season, washed and in good condition. Players can be assessed a replacement charge for jerseys not returned or returned damaged.

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 SHL that all skaters must wear properly fitted and well-maintained protective equipment. The SHL will make equipment available to members of the Mite program participants on a loaner basis from the SHL for the return at season’s end.

The following USA Hockey approved equipment must be worn by all association skaters for all regularly scheduled games and practices: gloves, shin pads, shoulder pads, elbow pads, hip pads or padded hockey pants, protective cup, tendon pads, plus internal mouthpiece, a HECC approved helmet and a HECC approved full facemask for all games and practices. It is recommended that all protective equipment be designed specifically for ice hockey. The SHL **strongly** recommends the use of a neck guard (not required by USA Hockey).

Anyone under the age of 18 must wear a helmet when on the bench or working penalty boxes.

**** Items available thru the SHL Equipment Loan Program.**

Policies of Shawano Hockey

SHL Coaching Guidelines

1. All teams will have 1 head coach and at least 1 adult assistant coach.
2. All coaches will have a basic knowledge of the game. (Skating skills not required.)
3. All coaches will follow USA Hockey Coaching and ADM guidelines.
4. All coaches will abide by WAHA rules and regulations.

5. All coaches can request to have a student coach.
 - a. Student coaches will have skating skills and hockey knowledge.
 - b. Student coaches will assist at practices only, under supervision of head and assistant coaches.
 - c. Student coaches are not allowed to discipline players.
 - d. Student coaches are not allowed to assist on player benches during games.
6. All player bench coaches during games will have a current USA Hockey coaching card.

SHL Tryout Policy - Squirt, Peewee, Bantam Levels

In the event there are enough players to form more than one team, these guidelines will be followed to ensure the developmental placement of players on to appropriate teams. Teams will be divided into: A level, B level and C level (developmental). All SHL Double Roster policies will be followed as well.

1. The Program Director, in conjunction with the SHL Board of Directors, will select no less than 3 evaluators, having little to no knowledge of the players, their families, or any personal interest in the outcome of the team. Said evaluators will have knowledge of the game and the requirements of skaters to perform at any given level.
2. The Program Director will issue a roster with no names to the evaluators. The roster will consist of a jersey color and number and a list of evaluation categories. The program director will have a “master copy” showing the name of the player that coincides with the jersey color and number.
3. Evaluators will score each player on a scale of 1-5 in each category on the evaluation sheet. At the end of the tryout, the evaluation sheets will be given to the program director to be entered into scoring database which will average the results of the evaluation.
4. The player evaluation score will be used to determine the placement of the player.
 - a. Usually ½ on each team (numbers may vary dependent on skill or siblings “twins” etc.)
 - b. Any skater that does not attend the tryout will be ineligible for the “Top” team. *Exemptions from this rule would be for valid reasons (medical, injury, illness etc...) approved by a majority vote from the SHL board. Players approved for exemption can be evaluated later.*
5. The coach will run a “tryout practice” touching on all of the criteria on the evaluation sheet. Drills can be “rerun” upon request of an evaluator to better judge on performance or skill.
6. Criteria: Skating (forward, backward, balance, agility), speed, puck handling, shooting, passing, team play, hockey sense, players attitude and also coachability.
7. Teams will be made of players at comparative skill levels.
8. Teams will have no less than 10 and no more than 20 players on a team (per Roster Policy)
9. Teams may not be split evenly by number, depending on skill level of players
10. Rosters are not final until December 31st.
11. All roster changes must be approved by the Program Director
12. Head coaches can/will have personal input to the roster, however he/she has no final say in final roster. Program Director, and members of the Coaches Committees will have final say and decide any tiebreakers.
13. Sibling/ Relative exemptions will be made to assure better convenience for families. Parents of siblings that make different travel teams may elect to have both siblings play together on the lower of the teams made by one of the siblings. Siblings can also be left on different teams as they have been assigned.

*** The above only applies to players within the same age group. Players are NOT allowed to play up or down a level for convenience purposes only. If the association needs skaters to fill a roster and make a first, second or third team, a player may request to tryout at the higher level. Please review “Playing Up” policies later in this handbook.*

Double Roster Policy

Each year, a determination will be made on the appropriateness for a team to include skaters on its roster from a lower age level. In general, double rostering is done to address a critical shortage of skaters (less than 10 skaters and/or 1 goalie available for a game) and/or to help in the creation of two teams at a level if there are more than 18 skaters on a team. Double rostering is not intended to give the opportunity for a skater to “double-up” on ice time by routinely practicing or playing games for multiple teams. All roster decisions must be in compliance with USA Hockey and WAHA rules. SHL rules and guidelines for double rostering are as follows:

1. A skater may be double rostered on a team at a level immediately above their age-appropriate level. For example, a skater on a Squirt team could be double rostered on a Pee Wee team.
2. A skater may not be double rostered on more than one team at any age level. For example, a skater may not be rostered on a Squirt A and a Squirt B team.
3. If the need for double rostered skaters is identified for a given team, the skaters to be included will be determined as follows:
 - a. The Head Coach from the team in need of double rostered players will meet with the SHL Program Director and the Head Coach 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, keeping player safety, skill, maturity, and size as primary considerations.
 - b. After the players are identified, the SHL Program Director and Coaches will meet with the skater and their parents or guardians to review the policy and seek consent.
 - c. Upon obtaining consent from the skater and parents or guardians, the skater’s name will be submitted to the SHL Board for approval. If approved by the SHL Board, the Registrar will be directed to double roster the skater.
4. Rosters, including double rostered skaters, must be finalized by the WAHA deadline. After the WAHA deadline, a skater is not permitted to participate on a given team unless the skater 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 15th and the first Playdown game to be eligible to play for that team in Playdowns and/or at the State Tournament should that team qualify.
6. A double rostered skater’s main obligation is to their primary team. A skater should not compete for the older level team if it will adversely affect their primary team, unless agreed to by the Head Coaches of both affected teams.
7. The intent of the double roster is not to give a skater additional ice time on a permanent basis, but to assist teams with a critical shortage of skaters. Therefore, a double rostered skater should routinely practice with their primary team. They should not routinely practice with the team for which they are double rostered.
8. Playing up as a double rostered skater:
 - a. The need for a skater to play 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 be eligible for Playdowns and/or the State Tournament. Playing up of double rostered skaters will not be permitted for any other reason.

- b. Permission to play up must be obtained through consensus agreement of the Head Coaches of the affected teams and the parent/guardian of the skater.
- c. Every effort should be made to provide a reasonable amount of lead time when requesting a double rostered skater to play up. This will allow time for the player to attend a maximum of one practice with their double rostered team in the week leading up to the game in which they are needed.
- 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 play up, such as establishment of a rotation.

Playing Up Policy

It is the policy of the Shawano Hockey League that each registered skater will play in his/her age level as set forth by USA Hockey rules. The SHL agrees with USA Hockey that the overall make up of a player including emotional, social, and physical development is best served by having the player progress normally through the established age classifications.

Returning skaters must initially register at the proper age level. However, there will be from time to time, requests for skaters to play up an age level. These requests to play up will be an exception to the norm and will be evaluated by the SHL Program Director, Head coaches from the teams affected and/or the SHL Board of Directors on a case-by-case basis.

The Association's needs (i.e. teams) shall take precedence over individual desires. For example, there may be a need to fill the roster of a higher age level team to field a team at that level and there may be a few skaters who would be prepared to play up to assist the Association's/team's needs. Additionally, there may be rare exceptions where playing up is in the best interest of a skater's hockey development, although this must not come at the expense of severely weakening or not being able to field a team at the lower age level.

The requirements are as follows:

- **SHL Requested:** If the number of skaters at a certain age level warrant, the SHL may request skaters to play at a level higher than their current age level in order to accommodate reasonable team sizes. The request of skaters will be made after registration when the number of skaters at any given level will be known. The skater's placement will be based upon criteria set forth in the skater requested policy. Final decisions as to which skater(s) play up will be made based upon on-ice skater evaluations. SHL requests are on a voluntary basis only and require consent of the SHL Program Director, team coaches, the skater, and the parent(s) or guardian(s) with approval of the SHL Board. If the skater changes age level at the request of the SHL, the family **IS NOT** responsible for the difference in registration fees.
- **Skater/Parent Requested:** A parent or guardian of an Association skater may request, an age level change (Mite to Squirt, Squirt to Pee Wee, etc.). The SHL Program Director will review the request and forward a recommendation to the SHL Board, which will then act on the request and recommendation. All requests will be reviewed and evaluated on merit with consideration of the following criteria:
 1. Will the team the skater is leaving have enough players remaining?
 2. Does the Coach of the team the skater requested to join need or want/need an additional skater?
 3. The skater must only be one year away from moving to the level requested. For example, a first year Squirt would not be allowed to play up at PeeWee.
 4. Does the skater's ability fit the level requested?
 5. Is the player physically able to handle playing at a higher level?
 6. How would the change of teams effect the team chemistry of both teams?
 7. Is this request to assure better convenience for the family?

Requests will be handled in the order they are received.

As a rule, all requests need to be submitted to the SHL Program Director within two weeks after evaluations and initial team formation. Players moving up at the parent's request will have to be rostered on the lowest of that team's level. If a skater's request to play up is granted, the parent or guardian making the request **WILL BE** responsible for the difference in registration fees.

Shawano Hockey League Player Release Policy

It is the policy of the Shawano Hockey League (SHL) that it will not release players who permanently reside within the boundaries certified by WAHA as the Shawano Hockey League. This policy will also extend to any player from un-districted areas as defined by WAHA that have skated with the Shawano Hockey League for one year or more at the Mite, Squirt, Pee Wee or Bantam level thereby establishing the SHL as their home association. A release needs to be requested annually.

The SHL Board of Directors will consider extenuating circumstances for a release. The family requesting a release to play for another WAHA association will have to complete the following:

- Submit a request in writing to the SHL Registrar explaining the reason/desire to transfer their skater to another association. The family must list the association they wish to transfer to.
- The SHL Board of Directors will not hold a special meeting to handle these requests. The request will be reviewed at the next scheduled SHL Board of Directors meeting.
- The SHL Board of Directors may ask the family to appear at the next scheduled SHL Board of Directors meeting after the request was submitted. This would only be to obtain more information as to why they are requesting to leave the association. The family can request a closed meeting if sensitive information needs to be discussed. The SHL Board of Directors will determine if a closed meeting is required.
- If the SHL Board of Directors grants the request by a majority vote of the SHL board members at the meeting, the [WAHA Tier II Player Request Form](#) is filled out by SHL executives and submitted to WAHA for approval and communication to the destination association.
- All SHL outstanding debt and fees must be addressed before a release can be granted. Part of the WAHA Tier II Player Request process is a financial release. The releasing association (SHL) must provide the financial release or WAHA will prohibit the player from being rostered for the destination association.
- The destination association is not obligated to take an out-of-district (OOD) player. If the destination association rejects the player, that association must grant a release and provide the [WAHA Tier II Player Request Form](#) to send the player to a different association or back to the home association.

Financial Release Requirement

- Any player who transfers to SHL who played for any non-SHL association the previous season (includes Tier I associations) must request a financial release ([WAHA Tier II Player Request Form](#)) from their previous association.
- Players who had a full release already submitted do not require a separate financial release as the financial portion was included in the full release.

- Obtaining a financial release may occur after SHL teams are selected but must occur prior to the USA Hockey official roster deadline (mid-November). SHL assumes returning players and OOD players who do not have a financial release prior to tryouts will obtain one successfully as soon as possible after being selected to an SHL team.

Example Scenarios

Girls Teams

- If SHL does not have a girls team option, a player may request to play for another association's girls team without requiring a full release from SHL. In other words, the home association can't deny the transfer. Only a financial release will be required prior to being rostered on another association's girl's team if the association accepts the player.
- The player is not considered an out-of-district player for the purpose of the WAHA limits on OOD players per team in this situation.

Youth (Co-ed) "A" Teams

- In accordance with current WAHA rules, a player could be selected for a Division 1 "A" team without requiring a pre-release from their home association. In other words, if a Division 1 team accepts the OOD player on an "A" team, the player is allowed to "play up" to the Division 1 association and the home association can't deny the transfer. Only a financial release will be required prior to being rostered on the Division 1 team.

Requests to Come to SHL to Play from a Different Association in Wisconsin

- A family from a different association who would like to play a season for SHL must be released by the home association Board of Directors and approved by WAHA to make the transfer.
- A written request including approval from the home association must be submitted to the SHL Registrar.
- The SHL Board decides on the request at an upcoming board meeting, usually after hearing the family's request – in person or in writing, depending on the situation.
- If the SHL Board grants the request, the [WAHA Tier II Player Request Form](#) is signed by SHL executives and submitted to WAHA for approval and communication to the home association.
- All outstanding debt and fees from the home association must be addressed before a release can be granted. Part of the WAHA Tier II Player Request process is a financial release. The releasing association must provide the financial release or WAHA will prohibit the player from being rostered for SHL.
- SHL is not obligated to take an out-of-district (OOD) player. If SHL rejects the player, SHL must grant a release and provide the [WAHA Tier II Player Request Form](#) to send the player to a different association or back to the home association.
- Releases should be acquired and provided much earlier than the start of tryouts (recommended in August).
- Releases must be re-acquired each season from the home association. WAHA does not support a multi-season release.

Out-of-District (OOD) Player Guidelines

- A family who belongs to a non-SHL association and wishes to play on an SHL team for an upcoming season may be allowed to do so. However, SHL is not obligated to accept out-of-district (OOD) players.
- SHL must follow all WAHA rules in effect. WAHA currently prohibits an SHL team from having more than two out-of-district players.
- A family who desires to play on an SHL team for an upcoming season is encouraged to communicate to the SHL Registrar during the off season, as early as possible (May or June), as team planning and budgeting are underway well before the registration window opens.
- SHL will determine if the addition of OOD players at a given age level will force larger team sizes that are not within the optimal range for the age level. OOD players may be denied or limited if it is detrimental to the team sizes.
- A player from a nearby association who wishes to be eligible to be accepted onto an SHL team must be granted a pre-release from their home association that is approved by WAHA and sent to SHL prior to the start of tryouts for their age level to be considered.
- An out-of-district family that desires to be considered for an SHL team should petition the SHL board by written request to the SHL Registrar to the August board meeting. A decision may be delayed by the board or deferred to the “SHL Process for Determining Team Size and OOD Limits” if the board chooses, as the decision may depend on projected team sizes that are determined once registration numbers are collected. See “SHL Process for Determining Team Size and OOD Limits” below.

SHL Process for Determining Team Size and OOD Player Limits

- The SHL Program Director, SHL board, and Registrar maintain regular communication during the months leading up to tryouts to determine the estimated number of teams and team sizes, and potential situations and recommendations for the upcoming season.
- Due to late registrations and late cancellations that SHL has seen in previous seasons, the final decision regarding the number of skaters, goalies, or team size range and the maximum number of OOD players a coach and the evaluation team must adhere to for the team selection at a tryout could occur as late as the beginning of the tryout.
- If the SHL board does not rule prior to the tryout for a given team or age-level, the final decision regarding the number of skaters, goalies, or team size range and the maximum number of OOD players a coach and the evaluation team must adhere to for the team selection at a tryout is made by reaching an agreement by at least two of three committee members composed of:
 - President (or Registrar or another executive committee member designated if unavailable or conflict of interest)
 - Vice President (or other executive committee member designated if unavailable or conflict of interest)
 - Program Director (or other coaching committee member designated [if chairperson is unavailable or is head coach of team being decided on or has a conflict of interest])

Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the goals of Shawano Hockey. Shawano Hockey adheres to USA Hockey’s SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or

misconduct from occurring in our locker rooms, the SHL has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

Locker Room Monitoring

Shawano Hockey has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room.

Parents in Locker Rooms

Except for players at the younger age groups Mites and Squirts, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, Shawano Hockey will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to change clothes. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Prohibited Conduct and Reporting

Shawano Hockey 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 and volunteers in the SHL may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Background Checks & Child Protection Policy

Shawano Hockey will make reasonable effort to safeguard all children in SHL from harm. Shawano Hockey expects every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of harassment and/or abuse. Coaches and other adult volunteers are strongly discouraged from ever putting themselves in a situation in which they are alone with a child other than their own. The SHL will attempt to ensure the safety and protection of all children involved with it by adherence to the guidelines set forth by WAHA and USA Hockey in the WAHA Guide Book, Article 12, Section K, which includes, but is not limited to, background checks on all coaches, managers and Board Members.

All SHL coaches, managers, and Board of Directors are required by WAHA to fill out screening/background checks before they are allowed to participate. Any coach or board member not filling out a screening form will not, under any circumstances, be allowed to be on the ice with SHL players during the season. SHL coaches, managers, concession leads and Board of Directors are required to complete a background check every two years.

Off-Ice Officials

During the course of the season, each team representative will assign parents to be off-ice officials. These roles include but may not be limited to: Penalty Box Attendant, Score Clock Operator, Score Keeper and Announcer.

While performing these roles, parents must remain neutral and provide the appropriate support for the on-ice officials. The game referee has the ultimate responsibility for decisions impacting the game and off-ice activities.

Weather Policy

Shawano Hockey's stance on bad weather accounts for parents to make an ultimate decision on behalf of the child. The SHL generally does not cancel practice on poor weather days, even if school is called. However, any practices being held on day's school is let out due to weather are considered "optional", yet coaches will attend the practice time for anyone wishing to attend. Players missing such practices will NOT be subject to any team rule sanctions. If coaches do feel that the weather warrants cancellation of practice, coaches and team manager will send out emails and text messages to all affected families.

Tournament Expenses

Away Tournaments

As part of the player fees for the Squirt, Pee Wee and Bantam levels, the SHL pays the entry fee for one away weekend invitational tournament for each team at each level. The SHL will also pay the entry fee for any team that qualifies for the WAHA State Tournament.

If teams would like to attend additional away tournaments, that team must pay the entry fee with private funds. Additionally, teams wishing to play in another away tournament should seek approval from the SHL Board of Directors.

Home Tournaments

The SHL hosts weekend tournaments for Squirt, Pee Wee and Bantam levels. As part of those tournaments the host level team generally decorates the warming area of the Crawford Center and provides participating teams with gift bags consisting of items such as bottled water, granola bars, fruit, etc. for the players. The SHL will provide funds for these items and decorations, but items need to be approved by members of the SHL Board of Directors.

Reimbursement for Coaches Expenses

Shawano Hockey will reimburse coaching expenses for parent coaches and non-parent coaches with the appropriate documentation for the following expenses.

A. Parent Coaches

The following expenses will be reimbursed for parent coaches upon request:

- Coaches Certification, Classes, Modules, and Registration expenses associated with coaching certification through USA Hockey.

B. Non-Parent Coaches

The following expenses will be reimbursed for non-parent coaches upon request:

- Coaches Certification, Classes, Modules, and Registration expenses associated with coaching certification through USA Hockey.
- SHL will reimburse lodging expenses for non-parent coaches attending an away tournament for their team.

24-Hour Rule

Each year 2.5 million people volunteer their time to help coach kids. These coaches are the vehicle that provides organized youth athletics an existence. As parents/guardians we will not always agree with a coach's decision. However, it is important to recognize that a coach's role is to make decisions for the team first and player second. Often, we tend to recognize our coaching staff's decisions through our player first and team second. Also, we need to understand that most players are not aware of any problems until we, as parents/guardians, bring it to their attention.

Many sports throughout the United States have adopted the 24-hour rule in an effort to address significant concerns, while attempting to remove the emotional concerns, particularly in the presence of the youth athlete. The SHL subscribes to the 24-Hour Rule. Briefly, this means that parents/guardians are not allowed to confront a coach, team or league official to discuss any "negative" game or practice situation with the coaching and management staff until at least 24 hours has passed from the completion of the game or practice.

A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one which involves yelling, profanity or derogatory comments toward said coach, team or league official.

After 24 hours have elapsed, the parent/guardian may address their concern with the coach, team or league official however the following protocol must be followed at all times:

1. The parent/guardian will contact the team manager and report their issue or concerns to be addressed; the Team Manager is responsible to document the complaint.
2. If the parent/guardian feels the issue of concern remains and has not been appropriately addressed, the parent/guardian should follow the Code of Conduct complaint procedure as described in the SHL Code of Conduct policy.

Please respect the significance of the 24-Hour Rule Policy. If we all honor this concept, concerns will be moved away from an audience with our children, a possible ill-timed discussion, and issues will be viewed in the proper perspective.

Code of Conduct for Parents, Guardians, Coaches and Players

In personal development throughout youth sports, the player, his/her parents, coaches and administrators play a critical role. To ensure that all participants' work together to get the optimum benefits from a great sport like youth hockey, they need to be on the same page regarding their roles and responsibilities. Each player must understand and respect his/her relationship with each other, the commitments they share, and the requirements as a member of their team, the club, and USA Hockey. Participants must also recognize that to achieve complete success, they should understand both the values and goals of USA Hockey and the Code of Conduct contained herein. The Code of Conduct has been developed to aid the participants in achieving a level of behavior that will allow all concerned to maximize the benefits of youth hockey development and guide the athlete in becoming a well-rounded, self-confident, and productive human being. Three critical points are required to achieve a positive and healthy relationship between players, parents and coaches. They are to (1) clearly define the roles of each participant, (2) establish rules of behavior, and (3) ensure communications of expected conduct to all parties. The contention is that a clear understanding will help to prevent or curtail negative behavior.

Sportsmanship:

A growing problem in youth sports today is the all-too common attitude that winning is everything. Nothing could be further from the truth, and the Shawano Hockey League (SHL) believes this attitude can contribute to players, coaches, and parents displaying poor sportsmanship. In any athletic contest, the competitors should do their best to try and win. After all, striving to win is a part of healthy competition. However, winning or losing is only a result, it should not be the reason we play the game. In addition, we sometimes need to be reminded to respect the opponents and that without them there is no game. We need to applaud good plays by both our team, and by members of the opposing team. Everyone in the game, including the parents and spectators, should have a sense of fair play. Satisfaction for players, coaches, parents and spectators should come from watching athletes playing their hardest and doing their best. There is a big difference between losing and being a loser. If one has done his/her best and played within the rules, a player is never a loser. By the same token, a team may score the most goals in the game, but if the participants aren't humble in victory or played without respect for their opponent, they aren't winners.

Responsibilities:

The Code of Conduct for the SHL is centered on and incorporates the USA Hockey and Wisconsin Amateur Hockey Association (WAHA) Codes of Conduct. The various code provisions give a solid foundation for expectations and goals. The codes set the ground rules, standards of behavior, and establish a perspective regarding the objectives of a youth hockey program.

USA Hockey has emphasized a Zero Tolerance Policy for inappropriate behavior. USA Hockey publishes a Code of Conduct for players, parents and coaches in its Annual Guide. All member clubs are responsible for the dissemination, communication and enforcement of the Code of Conduct. All players, parents, guardians, administrators, and coaches are responsible for being familiar with, and supporting the USA Hockey Code of Conduct. SHL requires that all players, coaches, and parents sign a Shawano Hockey League Code of Conduct Agreement that is kept in their team's binder. The signed document contains an acknowledgement that the participants have read, understand, and pledge to behave in accordance with the Code of Conduct of the Shawano Hockey League. The SHL's intent is that this process will help communicate the standards of behavior to all participants throughout the SHL, and in doing so, help elevate the level of the youth hockey experience for all concerned.

It must be clearly understood that any player violating the Code of Conduct may result in player suspension for a specified period of time under Rule 410 of USA Hockey Official Rules, or to forfeit his/her member status in the Shawano Hockey League. There will be no refund for any unused registration fees as a result of such suspension and/or forfeiture. Any coach or parent violating the Shawano Hockey League Code of Conduct may be suspended for a specified or indefinite period of time determined by the Shawano Hockey League Code of Conduct Committee.

PLAYERS CODE OF CONDUCT

In personal development, as well as athletic development, the athlete himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The athlete must also recognize that to achieve complete success, they must understand both the values and goals of SHL. How an athlete regards his/her sport is often dependent upon their level of behavior and ability to fit into team concepts. The following Code of Conduct has been developed to aid the athlete in their effort to achieve a level of skill and development which will allow them to become a well-rounded, self-confident, and productive human being.

Athletes Have a Responsibility To:

1. Treat everyone fairly, regardless of gender, place of origin, color, religion, political belief, or economic status.
2. Do not direct comments or criticism at the individual.
3. Consistently display high personal standards and project a favorable image of your sport.
4. Refrain from public criticism of other athletes, coaches, or officials.
5. Abstain from the use of tobacco products.
6. Abstain from drinking alcoholic beverages, using performance enhancing or mind-altering drugs.
7. Refrain from the use of profane, insulting, harassing, or otherwise offensive language.
8. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment, and management of medical problems. Respect the concerns these medical people have when they are considering the athletes' future health and well-being and when they are making decisions regarding the athletes' ability to continue to play or train.
9. Regularly seek ways of increasing your athletic development and self-awareness.
10. Uphold the rules of the sport, the spirit of such rules, and encourage other athletes to do the same.
11. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly.
12. Be aware of the role sport plays in all athletes' lives and respect the efforts and commitments made by yourself and other athletes as you strive to balance physical, mental, emotional, and spiritual elements of your lives.

Athletes Must:

1. Report inappropriate behavior of players, coaches, volunteers, and parents to SHL officials.
2. Participate in a manner that ensures the safety of athletes, coaches, and officials that participate in the game.
3. Respect other athlete's: verbal and/or physical behaviors. Never engage in harassment or abuse.
4. Never advocate or condone the use of drugs or other performance enhancing substances.
5. Never use or condone the use of alcohol.

Any of the Following Acts Will Result in Disciplinary Action:

1. Any major incident or repeat minor incident as defined in the SHL Code of Conduct Guidance Policy will result in at least ONE game suspension with further disciplinary actions to be determined by the Conduct Committee.
2. Any WAHA or USA Hockey imposed suspension, for any reason, will result in at least a ONE game suspension with the potential for an additional SHL imposed suspension. Further game suspensions or disciplinary action beyond ONE game will be determined by the Code of Conduct Committee.

3. It is expected by SHL that a suspended player still attend practices during the time period of the suspension with the coach's determination of what would constitute an appropriate practice for a suspended player. SHL expects the suspended player to be present on the bench with his/her team during the game in appropriate protective attire (Helmet) until the mandated game suspensions are served, unless otherwise directed by WAHA or USA Hockey. If the player is not on the bench during his/her suspended game and acting in accordance with the Players Code of Conduct, it will be considered that the player did not serve his/her suspension and will have to serve it at a subsequent game.

COACHES CODE OF CONDUCT

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal, as well as athletic development, of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must not abuse it. Coaches must recognize that they are conduits through which the values and goals of a sports organization are channeled. How an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior that will encourage their athletes in becoming well-rounded, self-confident, and productive human beings.

Coaches Have a Responsibility To:

1. Treat everyone fairly, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status.
2. Do not direct comments or criticism at the individual.
3. Consistently display high personal standards and project a favorable image of their sport and their coaching.
4. Refrain from public criticism of fellow coaches, athletes, officials, and volunteers when speaking to the players, media, or in recruiting athletes.
5. Abstain from the use of tobacco products, while in the presence of his/her athletes, around & during the time of practices & games.
6. Abstain from drinking alcoholic beverages when working with athletes.
7. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
8. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
9. Ensure that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes and educate the athletes as to their responsibilities in contributing to a safe environment.
10. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
11. Regularly seek out professional development and self-awareness improvement opportunities.
12. Treat opponents and officials with respect, both in victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
13. In the case of minors, communicate and cooperate with the athletes' parents or legal guardians, involve them in development decisions and opportunities pertaining to their child.
14. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, emotional and spiritual aspects of their lives.
15. Conduct practices and games in a manner that optimizes team and player success.

Coaches Must:

1. Ensure the safety of the athletes with whom they work.
2. Never become intimately and/or sexually involved with the athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
3. Respect athletes: verbal and/or physical behaviors. Never engage in harassment or abuse.
4. Never advocate or condone the use of drugs or other performance enhancing substances.

5. Never provide underage athletes with alcohol and never encourage its use.
6. Document/Report, to the Conduct Committee by the use of the "Conduct Complaint Form", any major incident, or any repetitive minor incident, as defined in the Code of Conduct Committee Guidance Policy, which the coach feels, is detrimental to the team as a whole.

PARENT & SPECTATOR CODE OF CONDUCT

The USA Hockey Board of Directors has adopted the recommendations of the Adult Behavioral Task Force as it relates to spectator behavior during youth hockey games. The following "Spectators' Code of Conduct" was established and a procedure to address improper behavior was implemented.

PARENT & SPECTATORS' CODE OF CONDUCT

- Display good sportsmanship. Always respect players, coaches, and officials.
- Act appropriately; do not taunt or disturb other fans. Enjoy the game together.
- Cheer good plays of all participants.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and is not acceptable.
- Provide a safe and fun environment; throwing objects on the ice surface can cause injury to players and officials.
- Do not lean over and pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety and remain alert to help prevent accidents.
- Respect locker rooms as private areas for players, coaches, and officials.
- Be supportive after the games, win or lose. Recognize good effort, teamwork, and sportsmanship.
- Refrain from public criticism of players, coaches, fellow spectators, and parents.
- Abstain from drinking alcoholic beverages when around athletes.

On-Ice officials are directed to stop the game when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The On-Ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators' viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the SHL Board of Directors and/or rink officials. Examples of inappropriate and disruptive behavior include:

- Use of obscene or vulgar language, 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 the ice surface.

ALL players, coaches, and parents are required to sign a copy of the Code of Conduct form prior to beginning practices. Players and parents that have not signed a copy of the Code of Conduct form will not be given a sign of Permission to Practice form and that player will not be allowed to practice.

Code of Conduct Committee Guidance Policy

This document describes the Shawano Hockey League (SHL) Code of Conduct Committee Guidance Policy. The following sections are part of this guidance policy:

1. Purpose
2. Code of Conduct Committee Members
3. Confidentiality Requirement
4. Incident Guidelines
5. Responsibilities
6. Complaint Procedure
7. Committee Hearing Procedure

Purpose

The Shawano Hockey League promotes good sportsmanship by all participants; this includes, but is not limited to coaches, players, volunteers, parents and officials. This policy governs all participants before, during, and after all SHL sponsored events, i.e. home and away games, social functions, and overnight stays at hotels. When situations and circumstances arise that are not covered specifically by this policy, the Code of Conduct (CoC) Committee will make a determination, based upon the best interest of the League, and in accordance with its general principals.

The purpose for implementing this program is:

- a. SHL members must be good sports on and off the ice while visiting other associations, when hosting home events or while participating in community activities while representing the SHL.
- b. We want all SHL members to be proud of their organization while enjoying a program that promotes player growth in a family type atmosphere.
- c. SHL supports and will enforce all of USA Hockey's and Wisconsin Amateur Hockey Association's (WAHA) Code of Conduct Policies and Procedures and USA Hockey's Zero Tolerance Policy.

Committee Members

The committee members will be appointed by the President of the SHL Board of Directors with the approval of the majority of the Board of Directors at the beginning of the SHL season. All members on the committee will have an equal vote on any issue brought to the committee for resolution with the exception of the committee chairperson who has a vote only in the case of a tie. The committee will be made up of one SHL member representative, per team, from each level of play. If there are multiple teams at the same level, each team will be represented.

Chairperson: Vice President of the SHL Board of Directors

Members:

Mites	Squirts
Pee Wees	Bantams
High School (non-WIAA)	One coach's representative
Two players (Bantam level or above)	
Two or three at-large members (this may be SHL members or members of the community)	

Confidentiality Requirement

- a. Each member of the committee will exercise care not to disclose confidential information acquired in connection to their status as a member of the Code of Conduct Committee as the disclosure may be adverse to the interest of USA Hockey, WAHA or SHL.
- b. Information received by a Code of Conduct Committee Member in the performance of his/her responsibilities as a committee member will be treated as confidential unless otherwise determined by the Board of Directors.

Incident Guidelines

- a. Minor Incidents: non-serious incidents that involve, but are not limited to: unruly behavior, inappropriate language, poor sportsmanship or not being a good teammate. The following are not considered “conduct” related incidents: playing time, coaching philosophy, practice utilization, or playing position. Concerns over these matters should be discussed with the teams head coach.
- b. Major Incidents: incidents, serious in nature, that involve but are not limited to: repeat incident of a minor incident, sexual or physical assault, abuse of alcohol or controlled substances, stealing or vandalism of property.
- c. Suspension: SHL does not have an automatic suspension for non-playing rules violations. Each incident will be reviewed and the appropriate action or non-action will be taken. Player rules violation, while on the ice, will be enforced per the current USA Hockey and WAHA rules and guidelines.
- d. Non-hockey related suspension: the SHL encourages all of its members to be good citizens and students. In the event of a community or school infraction (i.e. school suspension), the SHL, its board, and its coaches, will support a parent or guardians decision to remove a player from practice or games as they determine necessary. As soon as a parent or guardian-imposed suspension has been lifted, the player will return to the team in good standing.

Responsibilities

- a. Head Coach (per team)
 - i. Resolve minor incidents.
 - ii. Authority to suspend player for a maximum of ONE game.
 - iii. Submit in writing, to the Chairperson of the Conduct Committee, by use of a Conduct Complaint Form, within five (5) days of any player receiving a second coach’s suspension or major incident. With any Conduct Complaint Form submitted, the coach should make a recommendation for what disciplinary action he/she thinks would be appropriate.
 - iv. Enforce the USA Hockey Official Rules of Ice Hockey, WAHA Guidebook, and SHL Policies and Procedures.
- b. Code of Conduct Committee
 - i. Meet with all participants within seven (7) days of receiving an “unresolved” complaint form, disciplinary letter, or notice from WAHA or USA Hockey.
 - ii. Authority to increase or decrease any and all individual or team suspensions, as long as the minimum standards of WAHA and USA Hockey are enforced.
 - iii. Enforce the Official Playing Rules, Policies and Procedures of USA Hockey, WAHA and SHL.
 - iv. Report to the Board of Directors the issue and action taken through the Code of Conduct Committee minutes given by the Chairperson of the Code of Conduct committee (Vice President of the SHL Board of Directors or his designated substitute) at the SHL Board of Directors meeting.
 - v. Keep all personal information confidential.
 - vi. Maintain overall authority for any conduct violations.
 - vii. Keep on record all Conduct Committee meeting minutes, all submitted Conduct Complaint Forms (resolved or unresolved), WAHA or USA Hockey Disciplinary letters, and any other pertinent information regarding disciplinary actions. The Chairperson of the Code of Conduct committee will be responsible for the safe and confidential keeping of this file.

Complaint Procedure

- a. Step One
 - i. For minor issues, approach the individual who you have a concern with.
 - ii. Discuss the situation and agree to a mutual understanding of each other's concerns and determine a resolution for the issue.
- b. Step Two
 - i. If the issue cannot be resolved between the two members concerned, approach the team's head coach. The head coach will meet with all parties and assist in resolving the issue. If the head coach is unable to achieve an agreement between the parties, approach the team representative who is on the CoC Committee. The Committee member will assist the parties in coming to a mutual resolution of the concern. If it cannot be resolved at this level, proceed to step three. If the complaint is resolved at this level, a Conduct Complaint Form should be filled out by the committee member and submitted to the Chairperson of the CoC Committee to place in a file for safe keeping.
 - ii. If the issue involves a coach and after meeting with the coach, an agreement is not reached, discuss the situation with the CoC Committee coach representative to see if a resolution can be achieved. If it cannot, proceed to step three. The coach representative on the CoC Committee will fill out a complaint form and submit it to the Chairperson of the CoC Committee whether a resolution is achieved or not.
 - iii. Committee whether a resolution is achieved or not.
- c. Step Three
 - i. If a complaint cannot be resolved, submit in writing, to the Chairman of the Conduct Committee, a Conduct Complain Form (marked "unresolved"), detailing the issue including the steps taken in trying to resolve the concern. Conduct Complaint Forms may be obtained from any member of the Conduct Committee and will be available at the Crawford Center.
 - ii. The Conduct Committee will review the issue and meet with all parties (according to the Conduct Committee Hearing Procedure) and come to a decision that is final for the resolution of the complaint, pending the next SHL Board of Directors meeting at which the CoC Committee's actions will be presented by the Chairperson of the Conduct Committee (Vice President of the SHL Board of Directors). There is no appeal process after the Board of Directors of SHL has heard the committee's actions and resolution(s) to the complaint.

Committee Hearing Procedure

Any hearing convened shall be conducted under the following rules:

- a. Hearing Time Frame: The Code of Conduct Committee shall offer to hold a hearing within SEVEN (7) days of:
 1. Receipt of an unresolved Conduct Complaint Form
 2. Receipt of a letter of disciplinary action from WAHA or USA Hockey
- b. Hearing Notice
The Conduct Committee shall provide at least THREE (3) days' notice, to the person(s) involved in the complaint or letter, of the convening of the Conduct Committee's hearing.
- c. Hearing Location
The hearing shall be convened in a location which is accessible to all person involved with the complaint.
- d. Hearing Procedure
The person(s) shall be afforded a fair hearing, which shall include, but not necessarily be limited to:
 1. Reasonable notice of the grounds for the complaint
 2. The possible consequences of an adverse finding; and
 3. The reasonable opportunity to present their case and argument in accordance with the Conduct Committee's purpose and guidelines.
- e. Code of Conduct Committee Hearing
The Code of Conduct Committee may, in its discretion, hold a formal or informal hearing. They may also hear any evidence it believes is relevant to the issue(s) before it, place limits on time, evidence and

documentation, have witnesses or written statements, establish other hearing rules so long as each person is treated in a substantially equal manner.

f. Decision

Decisions will be made by majority rules of the voting committee members at the meeting. Ties in voting will be broken by the vote of the Chairperson of the CoC Committee. The CoC Committee will use reasonable efforts to:

1. Render its decision to the persons within THREE (3) days of the close of the hearing; and,
2. Prepare a written decision to the person(s) within five (5) days of the close of the hearing. The written decision shall contain finding of the material facts, conclusions and the disciplinary action or non-action taken. The official written summary will be included on the Conduct Complaint Form. All CoC Committee actions will be provided to the SHL Board of Directors by the Chairperson of the CoC Committee or his/her appointed substitute at the next scheduled SHL Board of Directors meeting. The SHL Board of Directors will serve as the final appeal process.

g. Scope of Suspension:

Except as set forth in the Bylaws of USA Hockey or WAHA, any suspension invoked after the hearing shall be in effect only for the program governed by the suspending authority, subject to the applicable state association of Affiliate Association's authority to review, affirm, extend or modify the action taken. If the suspending authority wishes to extend any suspension it ordered beyond its program, it must notify, as applicable, WAHA.

Website

To find up-to-date information about Shawano Hockey, teams and schedules, please use the website at www.shawanohockey.org

SHL Policy Handbook Changes

Shawano Hockey League members may submit requests for changes to the SHL Policy Handbook anytime throughout the year. The SHL Board reserves the right to amend, correct, or alter the policy handbook at any time through the manner of monthly SHL Board meetings.