



**Waupun Youth Hockey Association  
2023 – 2024  
Parent Handbook**

*[www.waupunhockey.com](http://www.waupunhockey.com)*



## Waupun Hockey Association

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PO Box 285  
Waupun, WI 53963

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## 2023-2024 WHA PRESIDENT'S GREETING

Dear Members and Friends of the Waupun Hockey Association,

The 2023-2024 hockey season is upon us and I would personally like to welcome each skater, goalie, parent, coach, hockey fan, relative and friend to the Waupun Hockey Association. This year marks the 59th year of our existence, and the 49<sup>th</sup> year having the rink.

The Waupun Hockey Association has been around for this long due to the dedication of members and volunteers that help make it one of the finest in the state and one of the least expensive, in terms of operation and registration fees. Your Board of Directors have been working hard during the off season to make this one of the best hockey seasons yet. We are proactive in making sure our children have a place to learn this great game. Prior to the season we replaced the ammonia condenser for our cooling system. This will help the efficiency of our system and ensure we don't have a major mechanical failure for years to come. This year we are also starting a campaign to replace the in-floor cooling system. This will be a huge undertaking and comes at a very large expense. We will be doing more fundraising, seeking donations, and looking at every avenue to secure funding for this project. It will take everyone in our hockey family to make this a reality.

Team Managers will send out weekly practice and game schedules. You may also go to [www.waupunhockey.com](http://www.waupunhockey.com) to view the game schedule and keep current with events. Also, please make use of [www.signup.com](http://www.signup.com) for scheduling concession stand and public skate work hours, which should make the process for getting these work hours scheduled easier.

Fundraising is a big part of our association. Hockey Unlimited and our pizza sale were very successful fundraisers last year. A big "Thank You" goes out to each and every one of you for your help and support at these fundraisers. These events help us keep registration costs at one of the lowest levels in the State.

Remember the purpose of the Waupun Hockey Association (WHA) is to provide an affordable opportunity for children in the Waupun and surrounding communities to learn and play the game of hockey. We also strive to teach teamwork and sportsmanship, not only for our players, but for our parents as well. It is my hope that all parents and players show respect to opposing players, coaches, referees, and facilities as well as to our own. Keep in mind there are always "little eyes and ears" watching and listening not only at home in Waupun, but on the road as well. Encourage one another to make the Waupun Hockey Association an "example" that other associations strive to be like. If anyone has any questions, concerns or suggestions, feel free to contact me or any board member. We appreciate your input. Together, we can make this year the best hockey season yet!

**Lucas Dawson**

President

## **WHA Mission Statement**

The Waupun Hockey Association is a community-based, non-profit organization formed to instruct, promote and provide an affordable opportunity for our youth to compete in the sport of ice hockey.

As Board members, coaches, parents or players, we are committed, but not limited to...

- Putting our children's interest first!
- Providing a positive and proactive environment of learning the great game of hockey.
- Promoting and developing mutual respect for our facility, for ourselves, our teammates, our coaches and our competition.
- Providing and promoting a safe environment for everyone
- Developing life skills through building character, self-reliance, teamwork, and the value of hard work and honesty
- Providing an environment where all members are welcome and encouraged to: ask questions, communicate concerns and offer suggestions.
- Striving for continuous improvement and forward thinking
- Remembering that we are only successful if our youth are having fun!



## **WHA Handbook**

We provide this handbook to all WHA members to help assist with frequently asked questions. This book is located on our website and will not be handed out in a hard copy form.

While the policies in this book are both reviewed and revised on an annual basis, the WHA still reserves the right to make changes or revisions after the handbook has been released. We will keep you informed of any changes or revisions that may occur.

**Waupun Hockey Association Executive Board of Directors  
2023-2024**

Position	Name	Phone#	Term Ends Spring of	E-mail
President	Lucas Dawson	608-617-6924	2024	<a href="mailto:waupunhockeypresident@gmail.com">waupunhockeypresident@gmail.com</a>
Vice President	Tyler Loomans	920-296-2841	2025	<a href="mailto:mloomans21@gmail.com">mloomans21@gmail.com</a>
Secretary	Brittany Falk	920-219-0931	2026	<a href="mailto:bfalk411@outlook.com">bfalk411@outlook.com</a>
Treasurer	Justine Koehoorn	920-296-8888	2024	<a href="mailto:treasurerwaupunhockey@gmail.com">treasurerwaupunhockey@gmail.com</a>
Director Director of Hockey	Adam Pulda	920-296-2274	2024	<a href="mailto:pulda.aj@gmail.com">pulda.aj@gmail.com</a>
Director Registrar	Dana Kibbel	920-979-1117	2025	<a href="mailto:mooredana8@gmail.com">mooredana8@gmail.com</a>
Director	Ivy Schears		2026	<a href="mailto:lschears87@gmail.com">lschears87@gmail.com</a>
Director	Nick Sanchez	262-822-1993	2024	<a href="mailto:Nicholas.sanchez32@gmail.com">Nicholas.sanchez32@gmail.com</a>
Director	Matthew Tank		2025	<a href="mailto:mtank16@gmail.com">mtank16@gmail.com</a>
Director	Angela Voigt		2026	<a href="mailto:Angelak2@live.com">Angelak2@live.com</a>
Director	Danielle McKnight	920-948-7448	2026	<a href="mailto:Mcknightd519@gmail.com">Mcknightd519@gmail.com</a>
Director	Nick Arndt	920-296-2991	2025	<a href="mailto:nick_pick12@yahoo.com">nick_pick12@yahoo.com</a>
Director	Chris Huebel	920-319-0227	2024	<a href="mailto:chrish26@hotmail.com">chrish26@hotmail.com</a>
Director	Trek Hoinacki	920-382-3599	2024	<a href="mailto:trek.hoinacki@gmail.com">trek.hoinacki@gmail.com</a>
Director	Jeremy Hopp	920-210-1033	2026	<a href="mailto:Jhopp26@hotmail.com">Jhopp26@hotmail.com</a>
Director	Mike Friese	920-583-0540	2025	<a href="mailto:mwfriese@gamil.com">mwfriese@gamil.com</a>
Director	Steven Polenska	920-960-0393	2026	<a href="mailto:Stevenpolenska02@gmail.com">Stevenpolenska02@gmail.com</a>

*Election nominations and voting occur at the end-of-the year Banquet*

### 2023-2024 Executive Board Appointed Positions

Appointed Position	Name	Contact Info
Ice Scheduler	Lucas Dawson	608-617-6924
Tournament Director	Chris Huebel	920-319-0227
Recording Secretary	Brittany Falk	920-219-0931
Registration/Registrar	Dana Kibbel	920-979-1117
Scrip Coordinator	Tiffany Schultz	920-904-2260
Referee Coordinator	Mike Friese Jeremy Hopp	920-583-0540 920-210-1033
Director of Hockey	Adam Pulda	920-296-2274
Webmaster	Doug Koerner	<a href="mailto:wolveshockey13@yahoo.com">wolveshockey13@yahoo.com</a>
Concession Stand Scheduler	Tiffany Schultz	920-904-2260
Concession Stand Manager	Nick Sanchez	262-822-1993
Banner Sales & Ice Advertising	Justine Koehoorn	920-296-8888
Rink Maintenance	Trek Hoinacki	920-382-3599
Compressor Maintenance	Brett Pribbenow	920-948-6512
Discipline Committee	Executive Board	920-617-6924
Equipment Manager	Nick Sanchez	262-822-1993
Work Hours Tracking	Tiffany Schultz	920-904-2260

#### **Contact person**

The following is a contact list for activities that happen within the Waupun Hockey Association.

Hockey Unlimited – Justine Koehoorn or Ivy Schears

Volksfest – Lucas Dawson

Rink Maintenance – Trek Hoinacki

Zamboni – Trek Hoinacki

Coaches/Hockey Development Committee – Adam Pulda

Youth Events – Brittany Falk or Danielle McKnight

## Waupun Hockey Association Mandatory Work Hours Policy

Work hours accumulate May through April each season. Work hours not completed will be billed at \$30 per hour at the end of April and must be paid before the start of the next season or your child will not be allowed on the ice. Please see exceptions in each below work hour category that pertain to families with more than one child registered in youth hockey. You may donate hours worked to another family, but this must be noted on the sign in/sign out sheet.

	<b>Learn to Skate</b>	<b>Cross Ice</b>	<b>First-time Families</b>	<b>Squirt, PeeWee, Bantam</b>	<b>Buyout / Penalty for all levels</b>
Hockey Unlimited (HU)	0	4 or \$75 donation	0	4 or \$75 donation	\$30 / \$20
Mandatory Work Hours for 1 child	0	16 hours total; 4 hours must be at a Special Event	16 hours total; 4 hours must be at a Special Event	26 hours total; 4 hours must be at a Special Event	\$30/ \$20
Mandatory Work Hours for 2 children	0	20 hours total; 4 hours must be at a Special Event	16 hours total; 4 hours must be at a Special Event	30 hours total; 4 hours must be at a Special Event	\$30/ \$20
SCRIP	0	\$200 in gift cards	\$200 in gift cards	\$200 in gift cards	\$75

- **Mandatory Work Hours:** 16 hours or 26 hours (depending on level of child(s) involved) must be worked doing glass cleaning, rink set up, board take down and maintenance, home tournaments (other than your child's), board of director sub-committee, etc.
- **Hockey Unlimited Work Hours:** 4 hours at our Waupun Hockey Unlimited (HU) Fundraiser event typically held in October. Families are required to work the event, solicit or contribute an auction item valued at \$75 or more.
- **Special Event Hours:** 4 of the mandatory work hours must be at one of the special events; Volksfest, Playdowns or State Tournament when hosting.

**Helping out with time clock, score sheet, penalty box during your child's game does not count towards these hours. All parents are expected to take turns helping in those areas during their child's game.**

### Recording of Work Hours

- Each family will have a log sheet to record their work hours. These sheets will be kept in a binder in the downstairs office.
- When recording your hours, please print legibly. If the hours cannot be read, they will not be credited.
- Each family is responsible for scheduling their own work hours. Opportunities for work hours are usually posted on our website or will be sent out via email.
- It is the responsibility of each family to have a current email address on record with the

registrar.

\*\*A Board member should verify and initial your sign in/out sheet to be credited the hours worked.

**Buy Out Option:**

You may buy out your hours at \$20.00 per hour, which must be paid by November 1st. Hours buy out after November 1<sup>st</sup> will be charged at \$30.00 per hour.

**CONCESSION STAND INFORMATION**

The Waupun Hockey Association is proud to offer quality skating programs at a reasonable cost to the youth in our area. Our concession stand provides a valuable and cost-effective opportunity to contribute to the funding of these programs. As all skaters benefit from this resource, we require each hockey family to contribute by assisting the association with the staffing of the concession stand throughout the season. Please reference concession stand work hours on the prior page.

The concession stand schedule will be set up on “signup.com” website. A copy will also be found in the concession stand.

- Members that do not sign up willingly will be assigned hours by the scheduler.
- It is the responsibility of each family to ensure that the WHA has the most updated email address.

A WHA Board Member (Rink Manager) will be there to open the stand for you. If you are the first person scheduled for the day, please do not hesitate to ask questions. When working the stand, please check the list of shift duties and/or closing procedures posted on the back of the door. The procedure for depositing money is posted by the cash drawer. There is NO free food, drinks, or IOU’s.

If you cannot work your scheduled time, it is **your** responsibility to find a replacement. If you do not show up for your scheduled time the following will take place:

1. The Concession stand scheduler will confirm the “no show”
2. A fee of \$30.00/hour missed will be assessed. Your child will not be allowed to skate games until this fee is paid.
3. You will be rescheduled as soon as possible.

**Note:** For safety concerns, it is important that a parent be present for the entire shift. During busy times, such as High School games and tournaments. Children **will not** be allowed in the stand on weekends, tournaments, or during High School games.

*\*Please contact the Concession Stand Manager with any other questions.*

Rink Managers are responsible for opening the concession stand as well as providing communication and assistance as needed. If you have any questions regarding stand policies or procedures, please feel free to contact a board member/rink manager.

**ADDITIONAL INFORMATION & POLICIES**



## **Waupun Hockey Association Board of Directors**

The WHA BOD oversees club operations. There are a total of 15 board members who are elected by the association members at the annual meeting. Executive officers of the Association consist of the President, Vice-President and Secretary. These positions are elected by the Board of Directors.

Any individual elected into the Board of Directors as the President must have previously held a board position for one full term prior to their President election.

Board of Director Meetings are open to all association members and attendance by the general membership is encouraged. Board meetings are typically held the second Wednesday of each month. Please feel free to contact any board member to inquire about the location or for more information.

## **Rink Clean Up**

It is important that we respect and maintain our facility throughout the season. You and your team may be assigned rink clean up duties which include, but not limited to, removal of garbage, sweep or mop the bleachers, locker rooms and Pro Shop. Schedules and details will be communicated through the website and posted in the hockey rink on the board near the warming room.

## **Safety Policy**

Your safety and that of your children is very important to WHA. To provide and promote a safe environment for everyone, all members and visitors are required to follow all posted safety notices and policies that include but are not limited to; no horseplay, running, equipment storage etc. WHA is not responsible for watching/babysitting of any minor children. It is the responsibility of all parents/guardians to watch over minors under their care. If anyone is incapable of doing so, steps may be taken up to and including removal from the rink. Penalties enforced are at the sole discretion of the acting rink manager. We ask that you keep an eye on your children not only for their safety but for the safety of all in the rink. Thank You for your cooperation.

## **Equipment Policy**

To help keep your costs down, WHA does have a limited supply of used equipment that may be checked out this year. It is the responsibility of the parent or guardian to see that the equipment is kept in good shape and returned at the end of the season. WHA reserves the right to financially bill families for equipment not returned on time or returned at all.

## **Public Skating**

The ice rink is typically available for the public skating on Friday nights from 5:15pm- 6:45pm and Sunday nights from 4:45pm-6:45pm. On certain occasions, there may be additional public skating dates added. The dates and times of public skating will be posted on the website and are subject to change without notice.

Fees for Public Skating:

Students...\$5.00

Adult...\$5.00

Price includes skates

There will be 1 position available to work “mandatory hours” during each of the open skating sessions. This position can be reserved on the “signup.com” link found on the website. Due to the increase in the number of children attending, it would be appreciated if parents would remain to supervise their children. Public skating has a ZERO tolerance for bad behavior. If such behavior is observed the person will be asked to leave the facility.

### **End of the year party/ Annual Meeting/Youth Banquet**

This is an informal gathering for all members of WHA just prior to the ice going out. It typically consists of a “potluck” and the last opportunity to skate on the ice. This is also the time for Board member nominations. Coaches speak about and award players and teams. Board member elections take place. It typically occurs in late February or early March. Further information will be emailed and posted on the website toward the end of the season.

### **Fundraising**

Fundraising efforts are a vital part of our organization. Rink operations and maintenance costs are extremely high, and to keep registration fees at a minimum, it is the responsibility of all members to actively participate in fundraising activities. Some of the programs that WHA participates in are;

**Hockey Unlimited (HU):** This is an annual social event that typically involves a meal and fundraising opportunities, such as an auction and raffles, and occurs in the fall.

**Volkfest:** This is an annual community wide event that is held in September each year. This event involves local vendors, food, drink and music. This event is a community wide advertisement on the hockey program and we encourage participation.

**Tournament Opportunities:** WHA is also given the opportunity each year to hold several tournaments such as, but not limited to State, Regional, and Senior Class Tournaments.

#### **SCRIP Program:**

To keep registration costs low, the Board of Directors has made SCRIP participation mandatory. Each family is required to purchase \$200 in SCRIP during the 2023-2024 season. Our hope is that once members start using SCRIP, they will continue purchasing gift cards through this program to save on next season’s registration, as well as raise funds for WHA’s rink maintenance. Instead of adding another major fundraiser like Hockey Unlimited, we have decided to focus our efforts towards making SCRIP a bigger fundraising program of Waupun Hockey Association.

- SCRIP participating retailers sell gift cards to the Waupun Hockey Association at a discount.
- Members buy the cards for full face value and redeem them at face value.
- WHA keeps half the discount as revenue and half goes into an account for your family, which may be used to offset your registration fees.
  - A SCRIP account can be “cashed out” at any time with completion of the form submitted to the SCRIP Coordinator.
- Failure to participate in SCRIP will result in a \$75 buyout
- Please see the Waupun Hockey website for more information or contact Tiffany Schultz, SCRIP coordinator, at whascrip@gmail.com or 920.904.2260.

#### **Banner Sales:**

- Sell a banner to a local business owner. Pricing information is located on the Waupun Hockey

website, [www.waupunhockey.com](http://www.waupunhockey.com)

- Collect the money and electronic image of the design the business would like on the banner and give to the Banner Sales contact
- Collect the renewal fee yearly from each business that you sold a banner to. Your SCRIP requirement is considered fulfilled if you sell a banner.
- If the banner owner no longer pays the yearly fee, the banner will come down in the rink. The business owner owns that banner.
- If the person who sold a banner does not try to collect the yearly fee, the association will invoice the business, and the SCRIP requirement is not waived.
- Yearly renewal fees are going to be considered due by October 1st of each year.
- A list will be kept of all banners, who sold them, and when the money was collected.

## **COACHING/MANAGERS**

### **Application and Selection Procedures for Coaches**

- The Hockey Director solicits volunteers for coaching candidates. The Hockey Director functions as a liaison between the WHA Board, the coaches, and the Hockey Development Committee.
- Anyone is welcome to apply for a coaching position. At the time of application a background check form (USA Hockey/Wisconsin Amateur Hockey Association Sexual and Physical Abuse Policy) must be completed. Once the background check is passed the applicant will be added to the list of potential coaches.
- The Board will consider USA Hockey coaching level attained, years of coaching experience, general hockey experience, and other relevant factors when selecting the coaches. Coaches are governed by the WHA Board of Directors with input from the Hockey Director and the Hockey Development Committee.
- The Director of Hockey will recommend coaches for each team and the WHA Board of Directors will approve coaches by voting at a Board Meeting. Coaches are strongly encouraged to express their interest in coaching to the Hockey Director before the September meeting.

### **Director of Hockey / Hockey Director**

A Director of Hockey / Hockey Director will be appointed by the Board of Directors whose duties will include:

- Organize and develop, at a minimum, two coaching meetings for all coaches and instructors prior to the start of the season and regular meetings during the season.
- Evaluate and/or supervise coaches by offering constructive criticism at a minimum, two practice sessions per team. First evaluation to be held before December 31<sup>st</sup>, with follow up evaluation(s) at "ACE" Coordinators discretion. The Hockey Director will intervene if he perceives there to be a problem.
- Plan, Develop and Organize Specialty Clinics. The Hockey Director may recruit help in administrative duties, camp, clinics, and workshops; however, any monetary settlement rendered to specialists recruited must be pre-approved by WHA Board of Directors
- Establish and maintain an association resource center for coaches, instructors and players.

Although the Hockey Director serves as support and a resource to all coaches and instructors, the WHA Board of Directors retains full control in selection of coaches.

## Coaching Responsibilities

- All coaches on the bench must have certification in accordance with USA Hockey Rules.
- Coaches must attend pre-season and in-season meetings put on by the Hockey Director and Hockey Development Committee.
- Coaches must conduct at least two or more practices per week.
- Coaches may develop guidelines for their team and implement their own team strategies. For example: fore checks, power plays, breakouts, etc.
- Coaches will receive credit for ten “Other” work hours and ten hours for participating on the Coaches Committee towards their required volunteer hours.

It is strongly advised that the Head Coach designates an Assistant Coach(s) and designate a person to serve as the Head Coach in their absence.

## Manager Responsibilities

- Each manager will schedule off-ice officials (penalty boxes, scorekeeper, timekeeper,) for their team’s home games. A USA Hockey manual for off-ice officials and a rulebook will be kept in the scorer’s booth.
- Managers will schedule games for any remaining dates given to them by the game scheduler and update the website as necessary.
- Managers will contact opposing teams’ manager to confirm all home and away games.
- Managers must input scores of division games played on the WAHA website for play downs. If scores are not entered, teams will not be seeded to play.
- Managers will assist the tournament director in recruiting teams for their tournament and help run their respective tournament.
- Managers will ensure rink is cleaned up throughout the weekend and end of tournament.
- Managers will receive credit for ten “Other” work hours towards the Volunteer Hours required.

## Tournaments

- Tournament Director will be appointed by the President and responsibilities will include:
  - Set dates for Home Tournaments
  - Schedule games
  - Purchase awards and patches
  - Register teams
- Fees charges for home tournaments will be determined by level.
- Tournament Clean-Up
  - Team/teams hosting tournaments are responsible for rink clean up throughout the weekend and following Sunday’s last game.
- The WHA away tournament allowance for each team will be equal to and will not exceed the entry fees for the WHA tournament registration at each level.

**Note:** If a team does not host a tournament that is scheduled for them, WHA will **not** contribute towards an away tournament and that expense will fall on the coaches and parents of that team.

## Players Moving Up

Parents wishing to have their child move up a level must submit a letter to the WHA Executive Board of Directors prior to the start of clinics outlining the reasons for wanting their child to move up. The board, along with the Hockey Director and the Hockey Development Committee, will discuss the

request using the following criteria:

- Does a higher level team need player(s)?
- Does the player exceed at the current level he/she is in to be qualified to move up to the next level?

Both questions answered No, end of discussion

Both questions answered Yes, move to question 3

One No – One Yes, further discussion needed as to the player vs. team concept; however, the answer will generally be obvious.

- Does the higher level team coach want the player?
  - No, end of discussion
  - Yes, player moves up

**Note:** Opinion of a lower level coach has no weight outside of his/her team players, as the player does not belong to a coach. Additionally, numbers are more important at a higher level because of increased injuries and potential duration of a player being out.

## Rink Rules

1. Spectators must always stand behind the plexus-glass.
2. No noise makers are allowed in the bleachers in accordance with WAHA rules.
3. No children under the age of 16 allowed on the ice while the Zamboni is on the ice.
4. No one under the age of 18 may be in the score booth during games unless approved by the Rink Manager.
5. Any children on the benches or in penalty boxes must wear helmets.
6. Any time there are pucks on the ice, anyone under the age of 18 must have full equipment on. NO EXCEPTIONS!!
7. Helmet and gloves must be worn in the shooting cage by all users at all times.
8. All children under the age of 12 using the upper viewing area must be accompanied and supervised by an adult.
9. Rink clean up runs from Monday through Sunday and includes High School games. The schedule will be posted by the team on the bulletin board.
10. Any unruly or inappropriate fans will be asked to leave the facility.

## Misconduct

Alleged improper conduct by any member, including players, parents and coaches, on or off the ice, is subject to review by the Disciplinary Committee. If an alleged violation occurs a written notification explaining the details must be delivered to a Board or Committee member, by the complainant, within 48 hours or as soon as possible following the alleged violation. The Committee will then, under the guidelines of Robert's Rules Disciplinary section, make a recommendation to the WHA Board to act upon.

## Fair Ice Policy

### Meaning of "Fair Ice":

"Fair ice" does not mean "equal ice" in each game. The flow of the game, penalties, power plays and penalty killing may occasionally result in unequal playing times in a particular game. In addition, some teams may carry two lines of defense and three lines of forwards that will obviously result in different playing times between defensemen and forwards. Further, coaches may choose to use certain players

during the last few minutes of a close game to give the team its best chance to win. This could result in some players finishing the game with more ice time than other players. Coaches are, however, encouraged to fully use all players as “specialty” situations (e.g. power play, penalty killing, etc.) develops players and is strongly encouraged. For these reasons, ice time may not be equal in each and every game, but should be even out over the course of the season.

### **Level of Play:**

The level that a team plays may also have an impact upon playing time. “Cross-Ice” level teams should have nearly equal ice times among all players. On the other hand, “Bantam” level teams may be in more games where ice times differ among players and may require the stronger players on the ice more at the end of some games. However, even among the older teams, the goal remains to give all players roughly equal amounts of ice and a variety of game experiences, taking into account the competitive nature of play.

### **Motivation/Discipline:**

Motivation and discipline may also affect ice time. Coaches may use a player’s ice time as a motivation/disciplinary tool, either for violations of team rules, repeated failures to follow directions or lack of “hustle” during a game. When this occurs, the coach should explain to the player how he/she failed to meet the coach’s expectations and the impact that this will have on the player’s ice time. As is always the case, motivational/disciplinary actions should be applied consistently and without reward to the perceived “importance” of a player to a team. A coach may suspend a player for up to one game at his or her discretion. However, any such disciplinary action by the coach beyond one game must be approved by the WHA board.

### **Goalies:**

In general, the “fair ice” policy applies to goalies. However, it is left to the coaches to decide how to rotate goalies on teams with more than one. Coaches may choose to play both goalies in one game. The coach may also choose to play goalies game-by-game. In the latter situations, coaches are not required to play goalies in alternating games. Coaches may choose to play a goalie in consecutive games so long as the games played during the course of the season roughly even out between the goalies. This is not considered disciplinary action, as discussed above, and will not normally involve the WHA Board.

## **Waupun Hockey Association Policy on Abuse**

*“WHA adopts all USA Hockey policies and operates in accordance with all USA Hockey policies.”*

### **SEXUAL ABUSE**

It is the policy of the Waupun Hockey Association (WHA) that there shall be no sexual abuse of any participant involved in any of its Member Programs, whether such participant is an adult or a minor,

by an employee, volunteer, independent contractor or another participant. Sexual abuse of a minor occurs when an adult employee, volunteer, independent contractor or other participant touches a minor for the purpose of causing the sexual arousal or gratification of either the minor or the employee, volunteer, independent contractor or other participant. Sexual abuse of a minor also occurs when a minor touches an employee, volunteer, independent contractor or other participant for the sexual arousal or sexual gratification of either the minor or the employee, volunteer, independent contractor or other participant, if the touching occurs at the request or with the consent of the employee, volunteer, independent contractor or other participant.

Sexual contact between or among children also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent, if there is the existence of an aggressor, or where there is an imbalance of power and/or intellectual capabilities. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.

Neither consent of the minor to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Sexual abuse may also include non-touching offenses, such as sexually harassing behaviors; an adult discussing his/her sex life with a minor; an adult asking a minor about his/her sex life; an adult requesting or sending nude or partial dress photos to a minor; exposing minors to pornographic material; sending minors sexually explicit electronic messages or photos (e.g. "sexting"); deliberately exposing a minor to sexual acts; or deliberately exposing a minor to inappropriate nudity.

Sexual abuse may also occur between adults or to an adult. Sexual abuse includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participants.

Without limiting the above, any act or conduct described as sexual abuse, sexual misconduct or child sexual abuse under applicable federal or state law constitutes sexual abuse under this Policy.

Any USA Hockey member who engages in any act of sexual abuse or misconduct is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

## **PHYSICAL ABUSE**

It is the policy of the Waupun Hockey Association that there shall be no physical abuse of any participant involved in any of its Member Programs by any employee, volunteer, independent contractor or other participant. Physical abuse means physical contact with a participant that intentionally causes or has the potential to cause the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment.

In addition to physical contact or the threat of physical contact of a participant, physical abuse also includes the providing of alcohol to a participant under the age of consent and the providing of

illegal drugs or non-prescribed medications to any participant.

Without limiting the above, any act or conduct described as physical abuse or misconduct under applicable federal or state law constitutes physical abuse under this Policy.

Physical abuse does not include physical contact that is reasonably designed to coach, teach, demonstrate or improve a hockey skill, including physical conditioning, team building and appropriate discipline. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants during the course of a game or practice by touching or moving them in a non-threatening, non-sexual manner.

Any WHA member who engages in any act of physical abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

### **EMOTIONAL ABUSE**

It is the policy of the Waupun Hockey Association that there shall be no emotional abuse of any participant involved in any of its Member Programs by an employee, volunteer, independent contractor or other participant. Emotional abuse involves **a pattern** of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support.

Examples of emotional abuse prohibited by this Policy include, without limitation: **a pattern of** (a) verbal behaviors that (i) attack a participant personally (e.g., calling them worthless, fat, or disgusting); or (ii) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive motivational purpose; and (b) physically aggressive behaviors, such as (i) throwing sport equipment, water bottles, or chairs at or near participants; or (ii) punching walls, windows, or other objects.

Emotional abuse does not include generally-accepted and age appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline, or improving athletic performance.

A WHA member who engages in any act of emotional abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

**Note:** *Bullying, threats, harassment, and hazing, defined below, often involve some form of emotional misconduct.*

### **BULLYING, THREATS AND HARASSMENT**

The Waupun Hockey Association supports an environment for participation in hockey conducive to the enjoyment of hockey that is free from threats, harassment, and any type of bullying behavior. The purpose of this Policy is to promote consistency of approach and to help create a climate in which all types of bullying, harassing or threatening behavior are regarded as unacceptable.



## **Bullying**

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with any WHA sanctioned activities or events.

Examples of bullying prohibited by this Policy include, without limitation **physical behaviors**, including punching, kicking or choking; and **verbal and emotional behaviors**, including, the use of electronic communications (i.e., “cyber bullying”), to harass, frighten, degrade, intimidate or humiliate.

While other team members are often the perpetrators of bullying, it is a violation of this Policy if a coach or other responsible adult knows or should know of the bullying behavior but takes no action to intervene on behalf of the targeted participant(s).

A WHA participant or parent of a participant who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior and/or result shall be taken into consideration when disciplinary decisions are made.

## **Threats**

A threat to harm others is defined as any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Threatening behavior is prohibited in any manner in connection with any WHA sanctioned activities or events.

Any WHA participant or parent of a participant who engages in any act of threatening or harassing behavior is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the threatening behavior and/or result shall be taken into consideration when disciplinary decisions are made.

## **Harassment**

Harassment includes **any pattern** of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation, or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual participant or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability.

Examples of harassment prohibited by this Policy include, without limitation such non-physical offenses as (a) making negative or disparaging comments about a participant’s sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; and (c) withholding or reducing playing time to a participant based on his/her sexual orientation, gender expression, disability, religion, skin color or ethnic traits.

Sexual harassment is a type of harassment prohibited by this Policy. It shall be a violation for any employee, volunteer, independent contractor or other participant to harass a participant(s) through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual

harassment or participates in a harassment investigation. USA Hockey and/or its Affiliate organizations shall investigate all indications, informal reports and formal grievances of sexual harassment by any employee, volunteer, independent contractor or other participant and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the participant being harassed are the same sex and whether or not the participant resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a participant's participation in any activity; or
2. Submission to or rejection of such conduct by a participant is used as the basis for decisions affecting the participant; or
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a participant's ability to participate in or benefit from a hockey related program or activity or it creates a hostile or abusive environment.

Any conduct of a sexual nature directed by a minor toward an adult or by an adult to a minor is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Legitimate non-sexual touching or other non-sexual conduct is **not** sexual harassment.

While other team members are often the perpetrators of harassment or sexual harassment, it is a violation of this Policy if a coach or other responsible adult knows or should know of the harassment or sexual harassment but takes no action to intervene on behalf of the targeted participant(s).

A WHA participant or parent of a participant who engages in any act of harassing or sexually harassing behavior is subject to appropriate disciplinary action, including but not limited to, suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the harassing or sexually harassing behavior and/or result shall be taken into consideration when disciplinary decisions are made.

## **HAZING**

There shall be no hazing of any participant involved in any of WHA's Member Programs by any, volunteer, independent contractor or other participant.

Hazing includes any conduct which is intimidating, humiliating, offensive, or physically harmful. The hazing conduct is typically an activity that serves as a condition for joining a group or being socially

accepted by a group's members.

Examples of hazing prohibited by this Policy include, **without limitation**, requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs; tying, taping, or physically restraining a participant; sexual simulations or sexual acts of any nature; sleep deprivation, or the withholding of water and/or food; social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule; beating, paddling, or other forms of physical assault. The activity known as "Locker Boxing" (fighting with helmet and gloves) is also a form of hazing that can produce head trauma in children and young adults and is prohibited in any WHA Member Program.

Activities that fit the definition of hazing are considered to be hazing regardless of a person's willingness to cooperate or participate.

Hazing does not include group or team activities that are meant to establish normative team behaviors, or promote team cohesion, so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant. Examples of activities that do not constitute hazing include directing or allowing a younger player to pick up pucks or move nets after practice or bring or fill water bottles, or giving older players first preference in team assignments, responsibilities, accommodations, facilities, or equipment.

While other team members are often the perpetrators of hazing toward their teammates, it is a violation of this Policy if a coach or other responsible adult knows or should know of the hazing but takes no action to intervene on behalf of the targeted participant(s).

A WHA participant or parent of a participant who violates this Hazing Policy is subject to appropriate disciplinary action, including but not limited, to suspension, permanent suspension and/or referral to law enforcement authorities.

Reporting of any Abuse shall coincide with USA Hockey's "reporting of concerns of Abuse" policy Section IV of the Safesport program handbook. Copies of handbook can be found on the USA hockey webpage, [www.usahockey.com](http://www.usahockey.com). A hard copy of this handbook is available upon request. Please note that any of the above forms of abuse, misconduct, threats, etc. are not limited to player on player interactions and include the inappropriate and unnecessary behavior of parents, coaches, refs, etc. that are in contact with players in our facility.

**Waupun Hockey Association**  
**Electronic Communications Policy**  
*Adopted from the USA Hockey handbook*

As part of USA Hockey's emphasis on safety, communications involving any participant, and especially our minor participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Electronic Communications Policy helps reduce these risks.

All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication **must** also copy or include the player's parents.

**Social Media**

Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. Coaches are prohibited from having players joined to or connected through their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to players through that site. All electronic communication of any kind between coach and player, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

**Email, Text Messaging and Similar Electronic Communications**

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and players must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant **must** include a copy to the player's parents. Where possible, a coach should be provided and use the organization web site email center (the coach's return email address will contain "@organization.com") for all communications with the team, players, and player's parents, where applicable.

**Request To Discontinue All Electronic Communications or Imagery with Athlete**

Following receipt of a written request by the parents of a minor player that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the local program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

**Abuse and Misconduct**

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

**Reporting**

Infractions of USA Hockey's Electronic Communications Policy should be reported to the appropriate person as described in Section IV of this Handbook.

A USA Hockey participant or parent of a participant who violates this Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

## **Waupun Hockey Association 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 Waupun Hockey Association's (WHA) goals. WHA 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, WHA 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.

At Waupun Community Center there are 5 locker rooms available for our program's use. Each of the locker rooms shares a restroom and shower area with one or more locker rooms]. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. WHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

### **Locker Room Monitoring**

WHA 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. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

### **Parents in Locker Rooms**

Except for players at the younger age groups (L2S cross-ice, and squirt) 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, WHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

### **Cell Phones and Other Mobile Recording Devices**

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. [It may be permissible to have team manager collect phones]

### **Prohibited Conduct and Reporting**

WHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in WHA 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](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

**Waupun Hockey Association**  
**Affiliate Screening Policies**  
*Adopted from the USA Hockey Policies*

As a condition of its affiliation with USA Hockey, each Affiliate of USA Hockey shall adopt a screening policy in compliance with the requirements set forth below:

- A. The Affiliate shall cause all volunteers and employees over the age of eighteen (18) that will have regular, routine or frequent access to youth participants to be screened **prior to** such volunteers or employees having such access. An approved screen shall be valid for two (2) years. All previously screened persons must be re-screened every two (2) years.
- B. The Affiliate shall manage and directly supervise the screening program within its Affiliate. The Affiliate shall select one or more screening vendors and shall require that all local programs have the required volunteers and employees (see below) screened through the Affiliate's vendors in compliance with the Affiliate's screening program.
- C. All screens of coaches and officials, and all other volunteers and employees in USA Hockey Member Programs over the age of eighteen (18) that will have regular, routine or frequent access to or supervision over minor participants, must at a minimum include a "national" screen that covers a national criminal database, the sex offender registries for all 50 states, and every county database in which the applicant has lived during the previous five (5) years. With respect to screens of volunteers or employees that have less contact with youth participants, an Affiliate may request that the USA Hockey SafeSport Program Committee approve of a screening policy for that Affiliate in which certain categories of volunteers or employees are not required to have a "national" screen, but in all cases such screens must include the sex offender registries for all 50 states, and every county database in which the applicant has lived during the previous five (5) years. For screens of individuals that will serve as a team driver, the screen must also include a Department of Motor Vehicles check. Affiliates may in their discretion include additional databases in their search.
- D. The Affiliate or its vendor shall verify the identification of the screened individual through a social security number verification or other acceptable identity verification process.
- E. The Affiliate shall have an Affiliate Screening Coordinator (who may also be the Affiliate SafeSport Coordinator) who is responsible for monitoring and reporting on compliance with the screening policy by the Affiliate and all of the Affiliate's local programs.
- F. The Affiliate's screening policy shall require that the following persons be screened in accordance with this policy:
  1. Members of the Affiliate Board of Directors
  2. Local program administrators
  3. Coaches
  4. Team managers
  5. Officials
  6. Locker room monitors
  7. Team drivers (unless professional transportation companies are used)
  8. Travel chaperones
  9. Anyone with regular, routine or frequent access to youth participants



The Affiliate and/or local program may require that additional persons be screened.

- G. The following are the **minimum criteria** that must be searched for by the Affiliate's background screening provider (each Affiliate may include additional criteria with the approval of USA Hockey) and which may serve as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer:
1. Any felony (any crime punishable by confinement greater than one year).
  2. Any lesser crime involving force or threat of force against a person.
  3. Any lesser crime of a sexual nature, or in which sexual relations is an element, or classified as a sex offense including but not limited to "victimless" crimes of a sexual nature such as prostitution, pornography, and indecent exposure.
  4. Any lesser crime involving controlled substances (not paraphernalia or alcohol).
  5. Any crime involving cruelty to animals.
  6. Sex offender registrant.
  7. Any lesser crime involving harm to a minor.

Convictions of (whether disclosed by the applicant or sourced in a criminal records search), and pending dispositions for any of the above crimes or registrations shall be reported to the Affiliate and the Affiliate shall make a determination of whether the applicant shall be approved for the position sought. Affiliates shall designate the Affiliate Screening Coordinator or a screening review committee who shall receive and review any screens in accordance with the requirements below.

In addition to the **minimum criteria** above, and any additional criteria that the Affiliate elects to include in its search by the screening vendor, the following additional criteria (which are unlikely to be found in a criminal record search) shall also serve as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer in any USA Hockey Member Program:

1. An expunged or sealed conviction for any of the minimum criteria above.
  2. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
  3. Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection.
  4. Had their parental rights terminated.
  5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.
  6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.
  7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey.
- H. The Affiliate's screening policy must include such consents and notifications from and to screened persons as are required by applicable state and federal law, including without limitation compliance with the Fair Credit Reporting Act.
- I. The Affiliate's Screening Policy must have adequate security for the safekeeping, privacy and production of documents and information in connection with its screening of all applicants.

- J. Each Affiliate shall submit its screening policy and plan to USA Hockey each year for approval by the USA Hockey SafeSport Program Committee. The submission shall include without limitation the positions to be screened, the criteria to be searched, screening vendor to be used, databases to be checked (and if different databases for different personnel, shall specify those differences), the means of Affiliate enforcement to require screens are completed before access, and the means by which the Affiliate handles any “hits” and any appeals from a denial of eligibility, as well as such other information as is necessary to demonstrate compliance with this policy.
- K. Each Affiliate shall submit to USA Hockey on a yearly basis during the month of April a report for the just completed playing season that identifies the number of screens completed in each category of screened individuals (see paragraph F above).
- L. In the event that the Affiliate’s policy does not meet the minimum criteria set forth herein, the SafeSport Program Committee shall report such finding to the USA Hockey Executive Committee to take appropriate steps to require compliance by the Affiliate.
- M. USA Hockey recognizes that some Affiliates may not have arrangements with a screening vendor that complies with the requirements set forth herein. These Affiliates should contact USA Hockey for referral and contact information for screening vendors that are capable of complying with such requirements.
- N. While the Affiliate is responsible for managing and directly supervising the screening program within its Affiliate, local programs within the Affiliate must monitor and supervise their programs so that screening is completed before any employee or volunteer has regular, routine or frequent access to youth participants. This will require more planning by the local program to screen adequate numbers of employees and/or volunteers to operate their program.

**Handling “Hits” and Appeals**

- Decisions related to screening and the eligibility of any person screened by an Affiliate shall initially be made by the Affiliate Screening Coordinator or a person or group of persons designated by the Affiliate to make such decisions. The Affiliate Screening Policy shall designate that a decision denying eligibility of any employee or volunteer shall be appealable to the Affiliate’s board of directors, or a designated committee of such board of directors, in compliance with USA Hockey Bylaw 10.E.

## **Waupun Hockey Association Travel Policy**

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

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

### **Local Travel**

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

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

### **Team Travel**

Team travel is overnight travel that occurs when WHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally.

Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, WHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within WHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- WHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. WHA will make efforts to provide adequate supervision through coaches and other adult chaperones. WHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.
- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.

- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

### **Prohibited Conduct and Reporting**

Waupun Hockey Association prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in WHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies or may call 1-800-888-4656.