



# **Willmar Hockey Association (WHA)**

Handbook & By-Laws

2023-2024



# Willmar Hockey Association 2022-2023 Handbook



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## MISSION STATEMENT

The purpose of the Willmar Hockey Association (“WHA”) is to provide a healthy, competitive environment for Players to develop hockey playing skills and game knowledge, and in which the ideals of being a good sport, integrity, honesty, and fair play are always abided by.

This will be achieved by meeting the following goals:

- Creating a safe and fun experience for all participants in the WHA program, including Players, Coaches, and Parents.
- Fostering a strong relationship between the WHA and the Willmar High School hockey programs.
- Preparing players with the skills and knowledge to play at a highest level of which they are capable.
- Promoting the sport of hockey for youth in the Willmar.

## AFFILIATIONS

**USA Hockey** is the national governing body for amateur hockey in the United States. Any team joining USA Hockey automatically comes under the jurisdiction and control of the local, district and state associations affiliated with USA Hockey (USA Hockey By-Law No. 3).

**Minnesota Hockey (MH)**, an Affiliate Association of USA Hockey, Inc. (USAH), shall abide by and act in accord with the Articles of Incorporation, By-Laws, Rules and Regulations, Playing Rules and decisions of the USAH Board of Directors, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of MH.

MH shall have jurisdiction over all member-team activities, including but not limited to, registration of teams, formation of leagues, sanctioning of tournaments, and conducting playoffs and region and state tournaments. Activities involving MH teams must be sanctioned by MH. Further, MH shall assist USAH in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USAH, within and upon its members and/or within its jurisdiction, and agrees to be guided by the following USAH core values:

- **SPORTSMANSHIP** - Foremost of all values is to learn a sense of fair play. Become humble in victory, 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.
- **INTEGRITY**- Foster honesty and fair play beyond mere strict interpretation of the rules and regulations.
- **PURSUIT OF EXCELLENCE** - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- **ENJOYMENT** - The hockey experience must be fun, satisfying and rewarding for the 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.



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USAH acknowledges that MH is and shall remain a separate entity with complete authority to conduct subject only to the express obligations and restrictions contained in this By-law and in its affiliate agreement with USAH.

MH is separated into Districts which are comprised of various hockey communities. WHA is within **District 5**. A Board of Directors is established from within each District to organize and govern all hockey within that District. Each Association within the district has a representative, who is responsible for voting on behalf of the Association and for communications between District 5 and the Association. As per MN Hockey By-Laws, all District Boards shall operate as an adjunct part of MN Hockey.

## LOCAL ASSOCIATION

The Willmar Hockey Association is a non-profit corporation under section 501c(3) of the Internal Revenue Code. WHA operates according to the Minnesota Hockey 2020-2021 Handbook and all its articles, by-laws, rules, and regulations, and under the Policies and By-Laws of WHA. If any matter arises that is not covered in the handbook, the Board shall make the final ruling. The primary means of communication with WHA members will be via the website at <https://willmarhockey.pucksystems.com/> and mass emails. Members are encouraged to read the information contained on the website and in the emails sent. Association meeting minutes and the WHA handbook will be located on the website. Printed copies will be available upon request. The content on the website and in mass association wide emails will be approved by the WHA President or Webmaster prior to posting.

## ASSOCIATION STRUCTURE

**Official Colors:** Cardinal Red, White & Grey

**Association Membership:** Membership to the association is required for all families of any player. A membership fee is included with the season registration payment. Membership entitles you to one vote per family at the annual association meeting for elected officers, privilege of holding an elected position and to receive all association mailings. The member must be in good standing in order to maintain these privileges.

**Player:** A Player is any youth who meets the eligibility policy and maintains eligibility as a Player, including timely payment of dues. Under no circumstances can a Player be a member.

Players represent the WHA, the Willmar area, their Family, their team, and themselves at all times during the hockey season, whether at a WHA event or not, and should conduct themselves accordingly.

**Parent:** Parents shall be defined as both natural parents, stepfather or stepmother and shall also include a skater's legal guardian where the skater resides.

**Member:** A Member is any individual who is at least eighteen years old and either 1) a Parent of a current Player, or 2) a Director of the WHA - *Any non-member elected or appointed to the Board or coaching position shall automatically be granted membership.* There shall be no other requirement for individual Members. Under no circumstances can a Member be a Player.

**Coach:** A Coach is any person permitted by the Board to be present and working with Players during practices and/or games for a specific team for a given season. All Coaches are required to submit to and



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pass background checks and screenings per Minnesota Hockey rules and have all required current certifications. All Coaches serve at the pleasure of the Board.

*Head coaches within the WHA program will waive their right to hold seat on the WHA Board of directors, consequently, all WHA Board members will waive their ability to hold head coaching position within the WHA. Exception to this requirement is at the discretion of the board of directors in a case-by-case situation based on team needs. In no circumstances will coaching duties be put before board duties and requirements.*

**Head Coach:** The Head Coach is responsible for running practices and making team strategy decisions during games. The Head Coach of any given team is selected by roll call vote of the Board. Head Coaches may select Assistant Coaches pursuant to District 5 and Minnesota Hockey rules, subject to approval by the Board. Coaches are not Members unless otherwise eligible. The WHA supports its Coaches by trusting in their judgment and integrity.

### WHA COMMITTEES & POSITIONS

#### **Conflicts of Interest**

Any WHA Board Member that may have potential conflict of interest where their actions or relationships present the potential for improper personal gain or advantage or will have adverse effects on the interests of the WHA, shall report such incidents to the WHA President for further review and determination.

**Committees:** There shall be standing committees of the WHA: Fundraising, Hockey Operations Committee, Off-Ice Operations, Finance, Grievance, Marketing & Recruitment, and Tournaments. Each Director shall serve on at least one of the standing committees during any given year.

Ad hoc committees may be created by designation of the President. Each committee be comprised of at least five (5) and no more than seven (7) members, excluding the Tournaments committee. Each committee shall elect a chairperson and that chairperson shall provide a report of the committee's activities at each regular meeting of the Board and at the Annual meeting.

All matters before committees shall be resolved by majority vote of those present unless otherwise stated. Any Member can be a member of a committee. Committee members must abstain from the consideration of and voting upon any issue involving themselves or any member of their Family.

#### **Hockey Operations Coordinator**

- Establishes team sizes and levels that those teams play to the board for approval
- Establishes tryout procedures and implements tryout process
- Obtains volunteers to assist with tryouts
- Arranges for judges to evaluate players
- Computes scoring and verifies player rankings
- Initiates Exception Review Committee as needed
- Recruits, and interviews Head Coaches for each team
- Ensure teams have adequate coaching staff
  - Tournament Coordinator Sub Level



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- Looks at home tournament dates, and entry fee amounts for each level and then present to board for approval.
- Determines trophy, medals, and/or other gifts to give away at the home tournaments.
- Works with Off-Ice Coordinator on apparel orders for the home tournaments.
- Works directly with WHA host team manager at each level to ensure the home tournament volunteer hours are cover.
- Find, setup, and give cost to the treasurer for payment for the away tournaments for each level
- Serve as chair of the Tournament Committee and facilitate meetings and agendas

### Coaching Education (ACE) Coordinator

- Administer all coaching and educational programs
- Communicate with coaches on certification needs prior to season
- Maintain contact with coaches of all level teams throughout season to review teaching plans
- Represent WHA at all district, and/or state ACE meetings
- Provide updates as necessary at all WHA meetings
- Serve on the WHA Hockey Operations Committee

### Fundraising Coordinator (Sub-Committees: Greens / Bingo) Ad Hoc meetings when needed

- Coordinate the annual Association fundraisers
- Coordinate Greens Sales, including setup with Stacey's Nursey
- Coordinate with the Gambling Coordinator and assist where needed
- Responsible for distributing information to members
- Collects and verifies money for yearly Association fundraisers
- Point of contact for all team level fundraisers to ensure they fall within guidelines

### Gambling Coordinator

- Oversee all WHA gambling activities and file all necessary documentation with the State of Minnesota
- Work alongside the Fundraising Coordinator for future projects and current needs

### Off-Ice Coordinator

- Obtains bids from vendors for pictures
  - Coordinates scheduling of team picture nights
  - Distributes picture orders to players/teams
- Apparel
  - Obtain bids from vendors and presents to board for approval
  - Reviews products available and identifies needs/request from association for products



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- Coordinates ordering time frames and timely delivery of product
- Distributes products to members
- Team apparel orders
- Ensures that there is a consistent look and logo for the association.
- Equipment manager for the WHA room
  - Pucks / Bags
  - First Aid Kits
  - Coaches Jackets
  - Practice Jerseys
- Jersey check out and check in
- Order socks for each player
- Coordinate with all team managers on team related items.

Positions: The Board may also appoint one or more persons to the following positions each season: Bookkeeper, Ice Scheduler, Registration Manager, ACE Coordinator, Safe Sport, Website Coordinator, Team Manager(s), Game Sheet(s), Boys/Girls Coordinators, or any other position deemed necessary or desirable by the Board. The Board may also provide compensation or reimbursement for these, or any other position as deemed appropriate.

## **Ice Scheduler** (Salary \$3,000)

- Coordinate all ice activities for Association
- Point of contact for all area arena managers
- Schedule district games, scrimmages, and practices
- Secure ice time, and schedules games for home tournaments
- Post schedule in a timely manner
- Communicate ice schedule changes to appropriate team/level personnel
- Verify ice bills to ensure accuracy
- Serve on the WHA Hockey Operations Committee

## **Registration Coordinator** (Salary \$1,000)

- Postdates of registration on website
- Determine necessary registration fees and present to Executive board for approval
- Record all player registration materials necessary for WHA
- Record all player registration materials necessary for District 5
- Record all player registration materials necessary for USA Hockey
- Collect registration fees for current season
- Complete rosters for district approval
- Record all coaches' registration materials necessary for WHA
- Record all coaches' registration materials necessary for District 5
- Submit all USA Hockey Volunteer requirements (Safe Sport / Background Checks)
- Record all coaches' registration materials necessary for USA Hockey

## **Website Coordinator**



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- Maintain operation of Association web site
- Post announcements and information on website
- Send out mass communication via website/email to members

## SafeSport Coordinator

- Oversight of mandated training of SafeSport
- Establish, monitor, and enforce safety policies
- Coordinate with teams/coaches SafeSport information and policies
- Receive and address SafeSport complaints
- Work with MN Hockey SafeSport coordinator to investigate and respond to complaints

## Team Manager(s)

- Collect all parent USA Hockey Confirmation numbers and submit to the WHA Registrar.
- Individual team managers help the ice scheduler/head coach find scrimmages for the team.
- Coordinate volunteer hours for parents for all team activities.
  - Home Games
    - Operate Clock
    - Operate Game Sheet/Announcer
    - Operate Penalty Box/Music
  - Away Games
    - Operate Penalty Box
  - Locker Room Shift Monitor for practices and games/scrimmages.
- Coordinate all tournament activities.
- Assist the team coaches in any team communications.
- Coordinate jersey pick up/collection times.
- Manage Game Sheet data using the WHA provided iPad
  - Scrimmage loading into the iPad
  - Return to charging location for next use

## FINANCIAL

### WHA Property

- The Board is responsible for the day-to-day and long-term management of all business affairs and property of the WHA.
- The fiscal year of the WHA shall run from May 1st to April 30th.

### WHA Dues and Fundraising

- Player dues, fundraising requirements, and business sponsorships finance the WHA. It is the intent of the WHA to keep dues as low as possible. To accomplish this, the WHA depends on fundraisers and volunteers. All Players and Parents are required to participate in WHA fundraising activities unless a Player chooses to buy out of the [Greens fundraiser](#). WHA dues do not include USA Hockey membership fees.





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- No fundraisers, solicitations, or donations may be sought for the WHA without prior Board approval. This is so that the WHA’s fund raising base does not conflict with related hockey fund raising events.
- Dues, fundraising requirements, and volunteer requirements shall be set by the Board and modified from time to time as necessary to maintain sustainable finances of the WHA.

<b>DUES, FUNDRAISING REQUIREMENTS, AND BUYOUT FOR CURRENT SEASON (UPDATED BY THE BOARD OF DIRECTOR’S EACH YEAR BASED ON BUDGET FORCAST)</b>					
Level	Birth Date			Registration Fee w/o Buyout	Registration Fee w/Buyout
Bantam	6/1/2008	-	5/31/2010	\$1350	\$2150
Pee Wee / 12U	6/1/2010	-	5/31/2012	\$1250	\$2050
Squirt / 10U	6/1/2012	-	5/31/2014	\$925	\$1725

Each Player not paying the buyout is required to sell \$800 worth of greens. Families with two Players not paying the buyout are required to sell \$1300 worth of greens. Families with three or more Players not paying the buyout are required to sell \$1500 worth of greens.

- Players who sell greens, but who do not sell the required amount of greens, shall pay 75% of the difference between the amount of greens sold and the required amount.
- Dues for Goalies at all levels will be regular price, but goalie family will receive up to \$500 towards continued goalie specific training. Goalie equipment is not provided by the WHA at those Levels. Final goalie roster determinations will occur after tryouts, with a maximum of two (2) goalies per team. A Player who registers as goalie but is not selected to play goalie will be responsible for full dues.
- A Player registering after the fundraiser concludes, but before January 1st, will be responsible for full dues and the full buyout.
- Other fundraising initiatives may be required, as directed by the Board and may or may not have a buyout option.

### Financial Aid

Player financial aid is available through the Willmar Hockey Boosters' Financial Aid Program. Requests for aid are confidential and forms are available on the WHA web site: [www.willmarhockey.com](http://www.willmarhockey.com)

### Payment Options

- Pay in Full. To pay in full, submit Player primary registration fee online upon conclusion of registration session via Visa, MasterCard, Discover, or PayPal account. Any Player forced to cease playing due to illness or injury prior to January 1st will be refunded one quarter of the



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total payment (exclusive of greens sales) upon the Player providing documentation from a healthcare provider that they are no longer able to play. Any Player forced to cease playing due to illness or injury after January 1st will not receive any refund. Any Player that ceases playing due to illness or injury under this section will not be allowed to return to play with WHA without clearance from a health care provider and payment in full of any unpaid dues.

- **Payment Plan.**
  - o Option 1: To pay under a payment plan, submit one quarter of the Player's primary registration fee online upon conclusion of online registration session via Visa, MasterCard, Discover, or PayPal account. The remaining balance of the Player's primary registration fee will be automatically debited from the same account used for the first quarter in equal installments of one quarter of the total payment on November 1st, December 1st, and January 1st, respectively.
  - o Option 2: To pay under a payment plan, submit one monthly payment of the Player's primary registration fee online upon conclusion of online registration session via Visa, MasterCard, Discover, or PayPal account. The remain balance of the player's primary registration fee will be automatically debited from the same account used for the first month in equal installments on the 1<sup>st</sup> of each month of the total payment on September 1<sup>st</sup>, October 1<sup>st</sup>, November 1<sup>st</sup>, December 1<sup>st</sup>, January 1<sup>st</sup>, February 1<sup>st</sup> respectively.
  - o Any Player forced to cease playing due to illness or injury prior to January 1st will not need to make the scheduled payments for January 1st upon the Player providing documentation from a healthcare provider that they are no longer able to play. Any Player forced to cease playing due to illness or injury after January 1st will not receive any refund. Any player that ceases playing due to illness or injury under this section will not be allowed to return to play with WHA without clearance from a health care provider and payment in full of any unpaid dues.
- **Late registration fee.** There will be a late fee of \$100 if registration is completed after the registration period has expired. No late fee applies to Mite/8U registration.
- **Delinquent account.** No Player is allowed on the ice with a past due account. This section applies to future seasons as well as the current season. Any account over 30 days past due will be assessed a 10% late fee on balance past due

### VOLUNTEER WORK POLICY

WHA is a non-profit organization that relies heavily on volunteers to conduct the operations of the organization, off-set program costs, and meet district and regional obligations. We greatly appreciate our hockey families, and those parents/guardians that have given and will give much more of their time than required. This policy has been developed to promote an equitable distribution of volunteer credit hours among our hockey families.

#### Volunteer Requirements:

- Families with **one skater** must contribute **25 Credits** of volunteer time. Families with **two or more skaters** must contribute **35 credits** of volunteer time.
- There is no maximum number of credits a family can contribute in a given year. There is no roll-over of volunteer credits from year to year.



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- Volunteers must complete Background screening prior to Locker Room Monitoring or prior to completing certain positions as required by MN Hockey/USA Hockey (e.g. Team Manager, Coach, Board Member) and SafeSport Training as required by MN Hockey/USA Hockey (e.g. Team Manager, Coach). The background screenings are done through USA Hockey and are valid for 2 seasons.
- Credit Values
  - Home Tournament Duties – 1 credit per shift
  - Locker Room Duty – 1 Credit per shift
  - Game Duties – 1 Credit per shift
  - Fundraising Credits – 1 credit per slot
  - Greens Sorting – 2 Credits (Date and location TBA)
  - Board Member – 15 Credits
  - Team Greens Coordinator – 10 Credits
  - Team Manager – 15 Credits
  - Bingo Event Worker – 3 Credits
  - WHA Committee Non-Board Member – 1 Credit per Meeting
  - Parent Head Coach – 15 Credits
  - Parent Assist Coach – 10 Credits

### Volunteer Deposit

- A volunteer deposit of \$625 for families with one skater and \$875 for families with 2 or more skaters must be submitted at Parent meeting. Please post-date the volunteer deposit check to April 15th.
- Each credit is valued at \$25 (For example, if you are two credits short, WHA will cash your check and reimburse you \$450)
- NO PLAYER will be allowed on the ice if this check is not on file with the Dibs coordinator.
- Families completing volunteer hours will have the volunteer deposit check shredded upon the completion of the season. If a family wishes to have the voided check returned, a self-addressed stamped envelope must be submitted to the volunteer coordinator prior to completion of hours.
- Families with incomplete hours will have their volunteer deposit cashed by April 30.

### UNIFORMS AND EQUIPMENT

Each Player on a traveling team will be furnished with a set of jerseys (home and away) and a pair of hockey socks. Any replacement socks during a season will cost \$15. A \$250 deposit is required for each Player per set of jerseys. It is the responsibility of the Player to care for the jerseys per the WHA care instructions and return them at season's end in the same condition as when received, excepting normal wear and tear. Any maltreatment of the jersey will result in forfeiture of the jersey deposit.

### Player Furnished Equipment

Players other than Mites and Squirt/10U goalies shall furnish all equipment. Required equipment includes the following:

Skates

Stick



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Helmet (White) with face mask

Mouth guard

Chest protector

Shoulder pads

Supporter and cup/pelvic protector

Breezers

Elbow pads

Gloves

Shin guards

Equipment assistance is available through the Willmar Hockey Boosters.

## **WHA Equipment**

1. Any equipment loaned to a Player must be returned within at the end of the season. All loaned equipment shall be returned to the Team Manager at season's end in the same condition as when received, excepting normal wear and tear. Any maltreatment of the equipment will cause a loss of the jersey deposit.
2. Goaltending equipment is available through the WHA for the Squirt/10U levels. Pee Wee/12U and Bantam/15U goalies must furnish their own equipment. Equipment assistance is available through the Willmar Hockey Boosters.

## **WHA LOCKER ROOM POLICY**

Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because they are less supervised than at many other times. Athlete-to-athlete problems, such as sexual abuse and bullying, harassment, and hazing, often occur when coaches and/or volunteers are not in a position to observe – this is especially true in locker rooms. Adherence to WHA's locker room policy enhances privacy and reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a game or practice have an adult present to confer with regarding such injury. It is the policy of the WHA that teams have at least one responsible adult present and directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. These individuals will be called "Locker Room Monitors."

### **Locker Room Monitors**

- Serve as the responsible adults that monitor and supervise the locker room.
- Completed the required SafeSport training screened in compliance with Section III of the USA Hockey SafeSport Program Handbook.
- Must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.
- Shall be of the same gender as the team they are monitoring. If a team is co-ed a team monitor of both genders will be required.
- Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach.



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- WHA teams may prohibit parents from the locker room. However, in doing so the team shall ensure that properly screened individuals monitor and supervise the locker room as required above.
- With younger, Mite/8U/6U aged players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should be allowed to do so.
- Violations of the locker policy may result in loss of locker room privileges.

### **Co-Ed Locker Rooms:**

As a team sport in which youth teams can often include both male and female players, special circumstances may exist that can increase the chance of abuse or misconduct. If a team consists of both male and female players, both female and male privacy rights must be given consideration and appropriate arrangements made. It is not acceptable for players, coaches, locker room monitors or any other WHA member to be observing the opposite gender while they dress or undress. Where possible, the male and female players should undress/dress in separate locker rooms and then convene in a single dressing room prior to the game or team meeting. Once the game is finished, the players may come to one locker room to discuss the game, but no player may begin undressing until the opposite gender has proceeded to their separate dressing room. Coaches are prohibited from discussing hockey in the locker room unless both genders are present. If separate locker rooms are not available, the genders may take turns using the same locker room. One gender must wait to use locker room until all opposite gender's players have finished and left the locker room. When male and female players are together in the locker room there should be at least two adults in the locker room.

### **Cell Phone Locker Room Policy**

WHA **prohibits** the use of cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras from being used in locker rooms without specific approval from the team's locker room monitor and/or coach. Approval will only be granted when all persons present in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

### **COMMITMENT POLICY**

The WHA recognizes that the success of its program is dependent upon the commitment of all coaches, parents, and players. Additionally, hockey is a sport which places substantial focus on a player's strength within the context of the team as a whole. With that in mind, the WHA's policy is that any unauthorized missed practices and/or games may result in less game time at the discretion of the head coach. Moreover, this player commits to participate in the entire post season process including, but not limited to, District and/or State Playoff games.



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## HOCKEY OPERATIONS COMMITTEE (HOC): STRUCTURE AND FUNCTIONS

The following is an overview of matters pertaining to team formation, activities, practice, games, and coaching within WHA.

### **Purpose Statement**

The Willmar Hockey Association (WHA) HOC directly supports the mission of WHA “to provide youth with the opportunity to enjoy the game of hockey and develop individual skills to their full potential.” Through its membership of hockey expertise, the HOC serves to maximize the enjoyment and optimize the development of all WHA players. The HOC operates within the WHA Guiding Principles in execution of its core functions. Specifically, the HOC will proactively determine and define the core values that will form the basis of decisions made for the good of development of the whole group of players within WHA and within each level of play, as well as provide timely communication and clear articulation of issues and decisions. The HOC demonstrates its commitment to the Association through rigorous analysis and application of best practices from USA Hockey, Minnesota Hockey, and other Associations.

### **Functions**

The HOC is responsible for “all things hockey” and as such will manage all questions, concerns, and complaints pertaining to hockey functions presented by parents and/or players to the WHA Board. The HOC will make decisions, communicate with parents, and inform and advise the WHA Board in the following primary subject areas:

- Team determination and tryout processes are time-limited functions each year.
- Player Development Model and Curriculum, to include Goalie Development, and including competition, practice models, game/practice numbers, and practice format
- Coaching Coordination, Selection, and Support
- Numbers of Teams and Team Size determinations at each age-group division, plus issues pertaining to player placement and movement across and within the divisions

### **Membership**

The HOC is comprised of knowledgeable current and past coaches that represent the teams and levels of the entire program. Proposed membership group would be as follows:

- HOC Chair (reports directly to the board)
- Boys High School Head Coach
- Girls High School Head Coach
- ACE Coordinator(s)
- At-Large Members – Based on need

## **TRYOUT PROCESS AND PROCEDURES**

The HOC will make every effort to promote consistency and transparency with decisions and issues during tryouts to effectively articulate the basis of said decisions.



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**Tryouts.** Whenever the Board determines that tryouts are necessary given the number of Players in each Level, tryouts shall be held.

- Players are chosen for each Team on the basis of skill level, including skating, shooting, passing, stick handling, and checking, but also on a Player’s ability to be a good teammate, positional needs, hockey IQ, and attitude.
- The evaluators for tryouts are approved by the Board, based on the recommended by the HOC Activities Committee. The evaluators will use methods to evaluate players that are assigned to them by the HOC committee. This may include paper or electronic forms.
- Any player who becomes ill or injured during or prior to tryouts, must present a doctor’s note indicating that they cannot participate in the tryouts. If the injury occurs before tryouts, the note must be provided prior to the first night of tryouts and if the injury occurs during the tryouts, the note must be provided before the final tryout session. If a note is not provided, the player is not excused from tryouts and their tryout scoring will reflect that.
- The player must predictably be able to return by the start of league play in order to be considered eligible for an HOC review on placement. If the player can predictably return by the start of league play, the HOC will review the player’s past placements and any current observations of the player. They will make a recommendation to the Board for team placement or another plan for a further observation period should time allow. If the player cannot return by the start of league play, they will be placed on the lowest level team.

**Team Selection.** The selection and placement of Players on Teams will be made by the evaluators, including non-parent coaches, with oversight by the HOC Activities Committee. Team Rosters will be posted no later than 48 hours after the tryout session(s). Any member of the selection committee that has a family member at the level will not be part of that team’s selection.

## TEAMS

The WHA runs programs at the following Levels, unless otherwise decided by the Board:

<u>BOYS</u>	<u>GIRLS</u>
Bantam	
Pee Wee	12U
Squirt	10U
Traveling Mites	8U/Traveling Mites

These levels may be divided into Tiers (A, B, C), and Tiers into Teams (B1, B2) as necessary, as determined by the Board due to Player numbers or ability levels.

## REGISTRATION

Each Team must be registered in District 5 of Minnesota Hockey. The requirements for Team sizes set by District 5 shall be followed.



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Players should always register for their age eligible Level and for a Level that corresponds with the gender with which they identify. Minnesota Hockey rules permit a Player that identifies as a female to play on a “male” Level team, but do not allow a Player that identifies as a male to play on a “female” Level team.

### PLAYER MOVE UP POLICY

- If a Player intends to tryout for a Level that does not correspond to their age eligible Level or for a Level that does not correspond with the gender with which they identify, they must submit a petition, with the approval of their Parent(s), to the HOC no later than October 1 before a given season.
- Once having stepped on the ice the first day of tryouts for a given Level, a Player must play at that Level no matter on what Tier or Team the Player is ultimately assigned, unless they are relegated to their age eligible level.
- After being assigned to a Team, a Player may only be moved to another Team upon the unanimous agreement of a) the Head Coaches of both Teams involved, b) the Player, c) the Player’s Parents, and d) the Board.
- All Player move-up requests are subject to approval by the Board, and that decision is final.
- All Players who are approved to move-up are subject to any adjustments in dues, fundraising requirements, and/or any other team fees at their new Level of play.
- All Players who are approved to move-up are required to sign a waiver. It is the responsibility of the Player's Parents to sign a waiver for each consecutive Level move up year.

### PLAYING UP POLICY

- It is the policy of the WHA that all Players play in the Level for which they are age eligible and for a Level that corresponds with the gender with which they identify. However, exceptions to this policy may be allowed pursuant to District 5, Minnesota Hockey, and USA Hockey rules.
- The HOC, with approval of the Board, may invite a younger Player to try out for a higher Level team, but only to fill spots on a team that would otherwise be too small to play under the rules. Players may decline the invitation if they so choose and play at their age eligible Level. The WHA Tryout Policy governs these tryouts as in all other tryouts. If Coaches and/or the Family of a Player feel that the Player cannot find comparable competition at their age eligible Level, and a move up would not adversely affect the numbers of either Team involved, the Family of the Player may petition the HOC to have the Player considered for playing up a level prior to tryouts for that season. If one of the preceding exceptions occurs, then the following process will be implemented:
  - o All Players who have not submitted a petition to tryout for a different Level team must begin the season skating with their age eligible/gender identified Team, at which time Coaches will evaluate them. The HOC will notify Coaches of any petitions received.
  - o Coaches may recommend Players to the HOC for invitation to the tryouts of a higher-Level team. Upon approval, the HOC will extend an invitation to the appropriate Player and inform them of the times for tryouts.





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- o Players accepting the invitation will then skate with that Team for a tryout period that will allow the Coaches to further evaluate the Player at that Level of play.
  - o A Player's acceptance to a Team will be based on the Coaches' determination of their skills, maturity, and overall ability to succeed at that Level. Careful consideration will be given to ensure that each Player matches the appropriate skill and maturity levels for maximum development, safety, and enjoyment of the game. Receiving an invitation or participating in the petition process for a Player to play up is not a guarantee that the Player will be placed on a higher-level Team.
  - o If the Player is chosen to join the Team, they will be notified through the normal roster posting process.
  - o The Family of the Player will be responsible for any increase in dues and/or fundraising requirements as a part of their Player joining the higher-level Team.
  - o In no event will an age-appropriate Player be removed from a Team to allow an otherwise non-age eligible Player to participate at any Level of WHA hockey.
- 
- Any appeal as to the placement of any Player on a Team will be heard by the HOC. After the hearing of such an appeal, the decision of the HOC is final.

### **PEER UP POLICY**

- It is the policy of the WHA that all Players play in the Level for which they are age eligible. However, exceptions to this policy may be allowed pursuant to District 5, Minnesota Hockey, and USA Hockey rules.
- The HOC, with approval of the Board, may allow Players to play at the same Level of their "peer grade" when appropriate and when the WHA is running a program at that Level. If a Player's birth date makes them age eligible for Mites, but they are in the 4th grade for that season, the Player may play on a Squirt/10U Team. If a Player's birth date makes them age eligible for Squirt/10U, but they are in the 6th grade for that season, the Player may play on a Pee Wee/12U Team. If a Player's birth date makes them age eligible for Pee Wee/12U, but they are in the 8th grade for that season, the Player may play on a Bantam/15U Team.
- A Parent of a Player may petition the HOC to have the Player considered for peering up a Level prior to tryouts for that season. If approved, the Player then must stay at that Level for try-outs and play with the Team to which they are assigned.
- Players electing to move up to play with their peer group are only allowed to play two (2) years at the Squirt/10U or Pee Wee/12U Level. In other words, once the decision has been made to peer up, that Player will remain with their peer group until completing the Pee Wee/12U Level. Once the Player has entered the Bantam/15U Level, they may petition the HOC Activities Committee to play an additional (3rd year) if desired.



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## PLAY DOWN POLICY

Under no circumstances will the WHA allow a Player to “play down” a Level, pursuant to District 5, Minnesota Hockey, and USA Hockey rules.

## PLAYING TIME

The following guidelines are used regarding playing time at the Squirt, Pee wee and Bantam levels.

This guideline assumes adequate practice attendance and participation (effort, conduct) by the player.

Level of Play	Playing Time	Power Play Unit	Short Handed Unit
Squirt A / U10A	Equal over the course of the season	Rotate lines	Rotate lines
Squirt B / U10B	Equal, rotate lines	Rotate lines	Rotate lines
Squirt C	Equal, rotate lines	Rotate lines	Rotate lines
Pee wee A / U12A	Earned, may not be equal but should try to be equal over the course of the season	Allowed	Allowed
Pee wee B1 / U12B	Equal over the season	Rotate lines	Allowed
Pee wee B2	Equal, rotate lines	Rotate lines	Rotate lines
Bantam A	Earned, not necessarily equal	Allowed	Allowed
Bantam B	Earned, may not be equal but should try to be equal over the course of the season	Allowed	Allowed

Playing time at any level may be adjusted by the player’s coach in conformance with discipline required under the Code of Conduct or as described in the coach’s attendance policy.

Salaries of the non-parent coaches will be set by the board of director each year for each level with payment each month with a request for payment receipt submitted by the coach. Parent coaches will receive no salary payments and will receive 10 volunteer credits for the season.

All coaches will be reimbursed for cost to become certified coach at the level they are coaching. Expense for overnight must have board approval before attending any training classes.

## WHA ICE SCHEDULING

WHA shares its ice with many other users, such as the WarHawks, Diamond Edge Figure Skating Club, Willmar boys and girls high school teams, Glacial Ridge Curling Club, Adult leagues, and public skating/hockey. Keeping a functional schedule between all parties involved is not always an easy one, but with the patience, understanding, and support of our members we are able to fulfill many of our members ice needs.



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## PRACTICE POLICY

Only rostered players are allowed on the ice unless a specific request is made to the board and approved by a simple majority. Goalies are allowed within their level and individuals invited by the coaches to “teach a specific skill” may be allowed on the ice. For example, a high school or college hockey player may be invited to demonstrate a skill to younger players, or older players and goalies may be assigned as part of a “Mentor Program” to younger players to demonstrate a skill. The intent of the Mentor Program would be to demonstrate for players one division below the mentor. The Association recommends that these invited individuals have a current coaching certificate.

## PRACTICE TO GAME RATIO POLICY

Teams should strive for a ratio of 3 hours of focused practice to every game played during the season.

## GAMES AND TOURNAMENTS

### Games & Scrimmages

- Games are defined as D5 district games. The number of district games are set at the D5 scheduling meeting. D5 also sets whether these games are home or away games.
- Scrimmages are games played outside D5 set games and do not count towards district standing.
- Total number of Games/Scrimmages each team plays each year are set at the beginning of the year by the board. The cost of playing more games then set by the board will be the responsibility of the parents of that team.

### Playoff Games

Play-offs are held for Bantam, Pee Wee, Girls U15, and Girls U12 leagues. All teams are seeded into the Double Elimination playoff format. Regional tournament entry awards for Bantam A, Bantam B, Pee Wee A, Pee Wee B, Girls U14A, Girls U12A, and Girls U12B district playoff teams are identified in the posted brackets. Minnesota hockey does not hold regional tournaments at the C level. A District play-off tournament will also be held for Squirts and G10U. District 5 will count the entire play-off tournament as one game towards the season game maximum.

Willmar Hockey Association will budget and pay for all district playoff games for all teams. Furthermore, teams advancing beyond Districts will have their fees paid by the Association. Bantams, Pee Wee/12U District Playoffs (See Web Site calendar for dates)  
Squirt/10U District Playoffs (See Web Site calendar for dates)

### Home Tournaments

Under the supervision of the Tournament Committee, each Team will host one home tournament with four (4) guaranteed games for each participating team. There are no gate fees for participants and parents for the home tournament. Parents shall share in the work of the tournament equally. At least two Parents associated with each Tier must work with the Tournament Committee to recruit teams for each tournament.



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## Away Tournaments

- **Costs:** Each season Squirt and 10U teams will be scheduled for one (1) away tournament and Bantam, Pee Wee, and 12U teams will be scheduled for two (2) away tournaments, with the WHA covering the tournament registration fees. All other expenses are the responsibility of the Parents. Parents are responsible to pay for one double room per non-parent team Coach per away tournament, as well as \$30.00 per away tournament for meals. The Team Manager, or their designee, will calculate these amounts, collect from the Parents, and disperse the money to the non-parent Coaches. Parent Coaches with a Player on the team will not be eligible to receive reimbursement for out-of-town tournament meals, lodging, or travel expenses.
- **Additional Away Tournaments:** Participation in any additional away tournaments must be approved by the Parents in sufficient numbers to allow the minimum number of rostered Players required for the tournament. All registration fees and expenses are paid by the Parents for these additional tournaments.
- **Post-Season Play:** Teams may also participate in post-season district, regional, and state organized tournaments provided by Minnesota Hockey. Those team entry fees are paid by the WHA. The WHA will not provide funds for Players to participate as back up goalies for other associations.
- **Tournament Travel Distance Restrictions:** Tournament travel distance restrictions shall abide by Minnesota Hockey guidelines.
- **Travelling Mites:** The WHA will cover the registration fee for one (2) jamboree or similar event per season for the Travelling Mites. All other expenses are the responsibility of the Parents. Participation in any additional events must be approved by the Parents in sufficient numbers to allow the minimum number of rostered Players required for the tournament. All registration fees and expenses are paid by the Parents for these additional events.

## VIOLATIONS OF LAW & EMERGENCIES

**Violations of Law:** If any Player, Parent, Member, Family, Coach, Director, Officer, or any other person associated with the WHA reasonably believes that a crime has occurred, they are to IMMEDIATELY make a full report of said crime to the local law enforcement authorities in the place where the crime occurred. After the crime has been reported to law enforcement, the reporting party must then notify their Team Manager and at least one Board member as soon as possible.

**Health Emergencies:** Any health emergency involving the safety or well-being of any Player, Parent, Member, Family, Coach, Director, or Officer should be IMMEDIATELY reported to the closest appropriate medical facility or public agency.

## GRIEVANCE PROCEDURES

### Member Grievance Procedures

- **Informal Resolution.** Any Player, Parent, Member, Coach, Director, or Officer who has a grievance (the "Grievant") with any other Player, Parent, Member, Coach, Director, or Officer (the "Respondent(s)") must first discuss the issue with the Respondent(s) in an attempt to resolve the issue informally. This discussion should not occur until at least 24 hours have passed



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from the issue arising. If an informal resolution is reached, there is no need to enter into the formal grievance procedure.

- Formal WHA Procedure. If, after informal discussions, the Grievant is not satisfied that the issue is resolved, the Grievant may submit a formal grievance to the President.
  - o The grievance must be submitted in writing, and must state the nature of the grievance, the parties involved, a statement summarizing the relevant facts of the situation, and the Grievant's proposed resolution. Within 48 hours of receipt of the grievance by the President, the President will assign the grievance to the appropriate committee for review.
  - o Once assigned to the appropriate committee, the committee chairperson will provide a copy of the written grievance to each listed Respondent involved as soon as possible. Each of the Respondents may then submit a written response to the grievance to the committee chairperson within 72 hours. The response should also include a statement summarizing the relevant facts of the situation, and the Respondent's proposed resolution to the issue. If no written response is timely received from a Respondent, the Respondent thereby waives any further input toward the resolution of the grievance.
  - o After receipt of all responses, the appropriate committee will meet to discuss and investigate the issue, and may request that any Player, Parent, Member, Coach, Director, or Officer appear to provide information toward resolution of the grievance. After concluding its investigation, the appropriate committee will forward its recommended resolution to the Board for discussion at the next regular Board meeting, or at an ad hoc meeting as set by the President.
  - o At the Board meeting where the grievance is discussed, the resolution of the issue shall be reached by a roll call vote of those Board members present, taking into account the policies and procedures of the WHA. The Grievant and all Respondents shall be notified of the Board's decision, including any disciplinary action, in writing. The decision of the Board is final.
  - o Any committee member or Board member must abstain from the consideration of and voting upon any issue involving themselves or any member of their Family.

### **MINNESOTA HOCKEY GRIEVANCE PROCEDURE**

Minnesota Hockey has a Grievance Committee that will hear complaints regarding any player, team, or incident arising from participation in Minnesota Hockey events. The party must file a complaint in writing. All complaints arising out of game situations or occurrences must be postmarked no later than 48 hours after the game time. All grievances submitted to Minnesota Hockey will be handled by the Grievance Committee within 7 days. See Minnesota Hockey Handbook for additional information.

### **GUIDING POLICIES**

#### **Player Conduct**

- Players must abide by the WHA Player Code of Conduct at all times, whether on or off the ice. All Players, along with at least one Parent, must sign the WHA Player Code of Conduct online before the season starts. Any violation of the WHA Player Code of Conduct is subject to discipline by the Board up to and including suspension for an entire season.



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- Full equipment is to be worn at all times. Jewelry is not permitted to be worn during practices or games.
- All Players are expected to attend all practices, games, tournaments, and playoffs. If a Player is unable to be at an event, they must inform their Coaches as far in advance as possible, with an explanation. Failure to do so may result in suspension, as approved by the Board.
- No hazing, bullying, secret initiations, or other mistreatment (collectively “Player Misconduct”) of any other Player or opposing player will be tolerated. Any Player determined by the Board to have engaged or participated in Player Misconduct shall be subject to discipline, up to and including a permanent prohibition from attending any and all WHA events.

### **Parent/Family Conduct**

- All Parents, Family members, and their guests must abide by the WHA Parent Code of Conduct at all times, whether on or off the ice. All Parents must sign the WHA Parent Code of Conduct online before the season starts. Any violation of the WHA Parent Code of Conduct is subject to discipline by the Board.
- Parents are expected to participate in WHA fundraisers, work at the home tournament, and assist in any district, regional, or state tournament hosted by the WHA.
- Because the WHA is a volunteer-based organization, Parents are required to equitably volunteer for the duties necessary to run the WHA. Failure to do so may result in discipline by the Board, and up to and including prohibition from attending WHA events and/or suspension of a Player until volunteer hours are worked by the Parent.
- No hazing, bullying, secret initiations, or other mistreatment (collectively “Parent Misconduct”) of any Player, Parent, Member, Family, Coach, Director, or Officer, or any opposing player, parent, or coach will be tolerated. Any Parent determined by the Board to have engaged or participated in Parent Misconduct shall be subject to discipline, up to and including a permanent prohibition from attending any and all WHA events.
- Parents are expected to be good sports at all times by showing respect to all Players, Parents, Members, Families, Coaches, Directors, Officers, and referees at all times, including the participants and fans from opposing teams. This includes cheering in a positive manner and encouraging fair play. No profanity or insults will be tolerated. Parents are also expected to be supportive of all Players, Parents, Members, Families, Coaches, Directors, and Officers regardless of the outcome of any game, tournament, playoff, or season. Good effort, teamwork, and sportsmanship are to be recognized and applauded.

### **REVISIONS**

The WHA Board of Directors shall have the authority to amend this Handbook in order to conform with any applicable revisions to laws, regulations, judicial decisions and MN Hockey rules and regulations. In addition, the WHA Board of Directors may amend the Handbook to correct scrivener’s errors or omissions and amend and restate the Handbook in order to consolidate into one document.

Amendments, exhibits, and appendices previously adopted by the WHA Board. Amendments to the Handbook shall occur at a duly noticed WHA Board meeting and require a majority of the Board members, provided a quorum is established.



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### WILLMAR HOCKEY ASSOCIATION PLAYER CODE OF CONDUCT

The Willmar Hockey Association (“WHA”) has implemented a Code of Conduct governing all Players. Players must always abide by the WHA Player Code of Conduct, whether on or off the ice. Players represent the WHA, the Willmar area, their Family, their team, and themselves at all times during the hockey season, whether at a WHA event or not, and should conduct themselves accordingly.

***Below is a non-exclusive list of specific offenses and the corresponding penalties to be expected in typical situations, in addition to any penalties levied by District 5 or Minnesota Hockey.*** Any violation of the WHA Player Code of Conduct is subject to discipline by the Board of Directors (“Board”), up to and including suspension for an entire season. The Board reserves the right to impose any disciplinary action it deems appropriate in any given circumstance. Players and their Parent(s)/Guardian(s) (“Parent(s)”) must read, sign, and submit this document online before being allowed on the ice at the beginning of each season.

Offense	Penalty
1. Failure to comply with equipment regulations	Discretion of the Board of Directors
2. Unexcused tardiness to a practice/game	Discretion of the Board of Directors
3. Unexcused absence from a practice/game	Discretion of the Board of Directors
4. Vandalism or theft of property	Discretion of the Board of Directors
5. Use of cell phones in locker rooms	Discretion of the Board of Directors
6. Unsportsmanlike conduct of any kind	Discretion of the Board of Directors
7. Misconduct (Hazing, Bullying, etc.)	Discretion of the Board of Directors
8. Physical abuse of any person	Discretion of the Board of Directors

We, the undersigned, have read and understand the WHA Player Code of Conduct and agree to abide by its terms. We understand that violation of the WHA Player Code of Conduct will result in discipline, up to and including suspension for an entire season. We understand that disciplinary decisions of the Board are final.

\_\_\_\_\_

Player Date

\_\_\_\_\_

Parent/Guardian Date



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## WILLMAR HOCKEY ASSOCIATION PARENT CODE OF CONDUCT

The Willmar Hockey Association (“WHA”) has implemented a Code of Conduct governing all Parents/Guardians (“Parents”). Parents must abide by the WHA Parent Code of Conduct and District 5 Parent Code of Conduct at all times, not just when at WHA events.

Below is a non-exclusive list of specific offenses and the corresponding penalties to be expected in typical situations, in addition to any penalties levied by District 5 or Minnesota Hockey. Any violation of the WHA Parent Code of Conduct is subject to discipline by the Board of Directors (“Board”), up to and including prohibition from WHA events for an entire season. The Board reserves the right to impose any disciplinary action it deems appropriate in any given circumstance. Parents must read, sign, and submit this document online before being allowed to attend or volunteer at WHA events each season.

<u>Offense</u>	<u>Penalty</u>
1. Vulgar, rude, or taunting behavior	(1st offense) Warning
2. Vulgar, rude, or taunting behavior	(future offenses) Ejection from facility
3. “Coaching” from the stands	(1st offense) Warning
4. “Coaching” from the stands	(future offense) Ejection from facility
5. Going into the bench area or on to the ice surface	Ejection from facility
6. Throwing objects into the bench area or onto the ice surface	Ejection from facility
7. Vandalism or theft of property	Prohibited from WHA events
8. Use of cell phones in locker rooms	Prohibited from WHA events
9. Misconduct (Hazing, Bullying, etc.)	Prohibited from WHA events
10. Aggressive or threatening behavior toward any person	Prohibited from WHA events
11. Aggressive physical contact with any person	Prohibited from WHA events

We/I, the undersigned, have read and understand the WHA Parent Code of Conduct and agree to abide by its terms. We/I understand that violations of the WHA Parent Code of Conduct will result in discipline, up to and including prohibition from WHA events for an entire season. We/I understand that disciplinary decisions of the Board are final.

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date





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## WILLMAR HOCKEY ASSOCIATION Coach's Responsibilities and Rights

The Coaches in WHA will be required to sign and abide by the following code of conduct:

" I understand that as a member of the WHA that I must conduct myself as an ambassador of my community. The personal growth and development of the hockey player will be a large part of my responsibility. People of other communities will judge the community in which I live, my team, and my association based upon the behavior that I display in public."

I further understand and agree to the following:

- It is a privilege and not a right to coach hockey for WHA
- That sportsmanship and fair play are essential to the sport of hockey
- To abide by all rules stipulated for coaches below
- To ensure the team members abide by the Player Code of Conduct
- To accept as final the consequences as decided by the WHA for not abiding by this policy
- Make every reasonable effort to attend all team practices, games and scrimmages

WHA coaches' **responsibilities** include:

- Be a role model to players, coaches, and officials.
- Be prepared and present at all practices and games. Make arrangements for assistant coaches when not possible to attend.
- Create a positive atmosphere and treat players fairly.
- Strive to provide each player with positive and constructive feedback.
- Coaches are required to have the appropriate level certifications as required by Minnesota Hockey and USA Hockey.
- Teach the rules of hockey to make it a safe game for all players on the ice.
- Teach "each player to compete to win" instead of trying to "coach a win at the expense of a few players". The goal of a coach is to develop all your players without focusing on wins and losses.
- Engage the WHA Board in any persistent player behavioral problems, progressive disciplinary action and prior to implementing any type of behavioral contract.
- Coaches will invest in all players growth and development, regardless of ability level or position.
- Head coaches may move names of assistant coaches forward to the HOC, however, all coaches will be voted on and approved by the WHA Board of Directors before taking the ice.
- Agree to coach to two areas of control – Effort and Attitude – and will look for ways to reinforce this daily, through practices and games.
- Understand that no coach will attempt to intimidate, threaten or harm a player, parent, WHA member or official.
- Only rostered players and up to three rostered coaches will be allowed on the bench during games and scrimmages unless otherwise approved by the WHA Board.
- Coaches should have the flexibility to reduce a player's ice time if the player is not meeting the work ethic required during practices and or to solve a disciplinary problem, if it is in the best interest of the team, but only after discussing the issue(s) with the player.



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## Rights

- Be treated with respect by players, parents and the WHA
- Access to necessary safety and practice equipment
- Access to necessary resources within WHA



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## WILLMAR HOCKEY ASSOCIATION Coaches Code of Conduct

The Willmar Hockey Association (“WHA”) takes pride in our coaches. As the highest representative of the WHA at any game, practice and or team functions, it is important that our coaches set the example for the team and the WHA community.

Therefore:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers, WHA Board Members and referees at any youth hockey event.
- I understand that it is a privilege not a right to coach for WHA.
- I will treat players, fellow coaches, opponents’ facilities, fans, and referees with respect.
- I will refrain from the use of any inappropriate language within the presence of players.
- I agree to discipline my own emotions in a way that honors the team, program and our WHA community. Although I may be passionate about the game, I will understand my influence and handle myself with class and discipline.
- I will not consume alcohol or drugs before any games or practices.
- I will not use any tobacco around players.
- I will wear a buckled helmet for all on-ice practices per MN Hockey rules and understand that I am personally responsible for any fines incurred for not wearing a helmet.
- I will respect and adhere to all rules and Code of Conduct Responsibilities and Rights of the WHA, District 5 Minnesota Hockey, and USA Hockey.
- I understand that if I cannot abide by these rules or violate them I will be subject to disciplinary action as outlined in the WHA Handbook.

### Coaches Code of Conduct, Responsibilities and Rights Consequences

Complaint of the violation of the Coaches Code of Conduct, Rights and Responsibilities may be brought to the Hockey Operations Committee and/or President of the WHA to be dealt with on an individual basis as determined by the WHA Board of Directors.

Coaches are accountable to the Board and serve at the pleasure of the Board. The Board reserves the right to terminate any Coach, at any time, for any reason. The reasons may include, but are not limited to, conduct or behavior detrimental to 1) the WHA, 2) the mission and goals of the WHA, or 3) any person(s) affiliated with the WHA, either on or off the ice. Any Coach that is terminated or does not complete a season forfeits any reimbursement payments not already made during that season. Any Coach that is terminated may not be engaged to coach by the WHA until at least two (2) full seasons have elapsed since their termination.

I understand that if I cannot abide by these rules or violate them, I will be subject to disciplinary action up to and including termination.

\_\_\_\_\_  
Printed Name and Coaches Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team

\_\_\_\_\_  
Season



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## HANDBOOK ACKNOWLEDGMENT FORM

Sign this acknowledgment and return it when you attend your team's parent meeting.

I have read and agree to adhere to the requirements of the WHA Hockey Handbook.

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Player

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Parent/Guardian

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Parent/Guardian

Date signed: \_\_\_\_\_



# Willmar Hockey Association 2022-2023 Handbook



## WHA By-Laws (Revised 4-25-2022)

### Article I. Name and Boundaries

#### Section 1. Name

- This Corporation shall be called the “Willmar Hockey Association, Inc.” Willmar, Minnesota.
- The Corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service.

#### Section 2. Membership

- Any person who is a resident of that area of Independent School District No. 347 whom shall attend Willmar Public Schools and such other persons as shall be designated from time to time as members by the Board of Directors shall be eligible for membership.
- This corporation may waiver in on an equal basis individual from other school districts that do not have organized Hockey programs.

### Article II. Purpose

Section 1. The purpose of the Corporation shall be to promote, sponsor, provide facilities for and organize a program dedicated to recreation, sportsmanship, and excellence in ice hockey for youth in Willmar and the surrounding area.

Section 2. It is the intent of this corporation to follow and abide by the rules of the Minnesota Hockey.

Section 3. No member, director, or officer of this corporation shall have any right, title, or interest in or to any property of any kind owned by this corporation, nor any income or other funds received or held by this corporation, except in return for services rendered to the corporation. Each participant shall be given the opportunity to compete at the level best suited to aid in the development of individual physical and mental qualities.

### Article III. Membership

Section 1. The following will be considered the members of the Corporation: all members must be current with all financial obligations to WHA (“**In Good Standing**”):

- Must have a player registered with this corporation.
- It is mandatory for all players to have at least 1 parent or guardian as a voting member of this corporation.
- Shall pay annual dues per family, due at registration time of the players but no later than October 1, except for travel team, which must be paid before tryouts. Names and addresses of voting parent(s) or guardian(s) must be declared at time of payment.

Section 2. Website will be maintained to keep parents informed of association information. Parents must submit the proper registration forms to the corporation.

Section 3. A delinquent member shall lose their privilege as of the meeting following the date the dues are due.



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Section 4. All members In Good Standing will be eligible to vote only at the annual Spring Election Meeting or any association wide vote. There shall be one class of membership and all members shall enjoy the same rights and privileges. Each family, as set forth in Article III shall be entitled to one vote.

Section 5. Non-voting members of this corporation:

- Non-Parent WHA Coaches
- Willmar High School Hockey Coaching Staff
- Willmar Hockey Booster Board of Directors
- Willmar Parks and Rec Department Hockey Directors

## **Article IV. Board of Directors**

Section 1. The Board manages the business affairs and property of the WHA. Families of the WHA elect twelve (12) Directors to three-year terms, who then in turn elect Officers to one-year terms. Board and Officers are accountable to the Members through regular elections and by petition for the redress of grievances.

Section 2. Board of Director Eligibility – No WHA family can hold more than one (1) position on the board at any one time during the year, and all Board of Directors will remove themselves from all head coaching duties during their WHA Board of Directors tenure, exception will be at the full discretion of the Board of Directors.

Section 3. One third of the Board of Directors is elected each year. The Directors are elected by secret ballot on/after the Spring Membership Meeting. The incoming board members will be voted on at the next meeting following the vote.

Section 4. Any Director with two (2) consecutive unexcused absences from regular Board meetings, or four (4) overall unexcused absences during any season, will be automatically removed from their position. Automatic termination of a Board Member may be waived by a two-thirds vote of the Board of Directors who are present and entitled to vote at any regular or special meeting of the board. Any Director so removed shall not be eligible to be re-elected as a Director until at least three (3) full seasons have elapsed since their removal.

Section 5. Any Board of Directors member may be removed for cause from the Board of Directors at any meeting of the Board of Directors by a two-thirds vote of the Board of Directors who are present and entitled to vote, provided that written notice of such proposed action to remove a board member from the Board of Directors be emailed to all Board of Directors members thirty days prior to such meeting.

Section 6. Officer: The Officers of the WHA shall be comprised of the following positions: President, Vice-President, Secretary, and Treasurer. No two offices should be held by the same member. To be eligible, the Officer candidates must be Directors. The Officers shall comprise the Executive Committee. The Officers are elected by the Directors by secret ballot.

Any Officer with two (2) consecutive unexcused absences from regular Board meetings, or four (4) overall unexcused absences during any season, will be automatically removed from their position. Automatic termination of a Board Member may be waived by a two-thirds vote of the Board of Directors who are present and entitled to vote at any regular or special meeting of the board. Any Officer so



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removed shall not be eligible to be re-elected as an Officer until at least five (5) full seasons have elapsed since their removal.

- **President.** The President is responsible for running the meetings of the Board, the Annual meeting, and any other meeting of the full WHA. The President shall prepare an agenda for each meeting based upon the ongoing business of the WHA and other matters properly submitted by Members. The President is also responsible for other duties as established herein, and as decided by the Board. The President may offer their opinion on any subject before the Board but shall have no vote on matters before the Board, unless the Board be equally divided.
- **Vice-President.** The Vice-President is responsible for running the meetings of the Board and the WHA in the absence of the President. In the event of a vacancy of the office of the President, the Vice-President shall become President for the remainder of the President's unexpired term. The Vice-President is also responsible for other duties as established herein, and as decided by the Board.
- **Secretary.** The Secretary shall take, keep, and timely post the minutes of every Board meeting, the Annual meeting, and any other meeting of the full WHA. The Secretary is also responsible for other duties as established herein, and as decided by the Board.
- **Treasurer.** The Treasurer is responsible for preparation of the WHA annual budget, monitoring the monthly financial statements, comparison of the monthly financial statements to the budget, handling all payments from and deposits to the WHA, working with the bookkeeper in preparing accurate documents to support WHA files for tax purposes, and monthly reporting of the WHA's financial position to the Board. The Treasurer is also responsible for other duties as established herein, and as decided by the Board. Yearly salary of \$1,000

Section 5. Quorum: Seven (7) Directors shall constitute a quorum of the Board, so long as least two (2) of the Directors present are also Officers.

Section 6. Voting: Each Family is eligible to cast up to four votes to elect four new members of the Board at each annual meeting or as otherwise established by the Board. The four Director candidates receiving the most votes are elected to the Board.

- ☐ In the case of a vacancy on the Board, the remaining Directors may elect a successor to hold office for the unexpired term.

Section 7. Each Director, other than the President as described below, is eligible to cast one (1) vote on any motion brought before the Board.

Section 8. All matters before the Board shall be resolved by majority vote of those present unless otherwise stated. Board members must abstain from the consideration of and voting upon any issue involving themselves or any member of their Family.

Section 9. Officers: Each Director is eligible to cast one vote to elect each Officer position after the election of Directors at the annual meeting. The Officer candidate receiving the most votes for each position is elected to that position. In the case of a vacancy of an Officer, the Directors must elect a successor to hold office for the unexpired term within 30 days of the vacancy, excepting the office of President as described above. Each Director is eligible to cast one (1) vote on any motion brought before the Board, except the President who shall have no vote unless the Board be equally divided.



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## **Article V Meetings of Board of Directors**

Section 1. Regular Meetings shall be held Monthly at a time and place determined by the Executive Committee and are open to all Members. Any Member wishing to be heard by the Board on any matter shall contact the President to request to be put on the agenda at least three (3) days prior to the next meeting. The President shall have the discretion to allow matters to be heard without such notice by consent of the Board.

Section 2. Annual Meeting: The annual meeting of the Members is held in March/April at a time and place designated by the Board. Other meetings of the full WHA may also be held from time to time as directed by the Board.

Section 3. Executive Committee Meetings: Executive Committee meetings shall be set by the President, as necessary. Only Officers are permitted to attend Executive Committee meetings unless others are invited to attend.

- ☐ Any Member or Director wishing to be heard by the Executive Committee on any matter shall contact the President to request such a meeting. The President shall have the discretion to allow such requests to be heard by consent of at least two (2) other Officers.

## **ARTICLE VI Committees**

Committees shall be authorized and established by the Directors to serve at the Board's discretion. The chairman of the committee may appoint or remove members thereof on subcommittees and name their chairman. The budget and policies of any such committee or committees shall be submitted to the Board of Directors for approval and authorization.

## **Article VII. Fiscal Year**

The fiscal year of this Corporation will be from June 1 to May 31. The Executive Board shall reserve the right to audit the Corporation's books prior to the transfer of the books of account to the new Treasurer.

## **Article VIII. Audit of Books**

The Executive Board shall reserve the right to audit the Corporation's books prior to the transfer of the books of account to the new Treasurer and prior to the yearly payment of the current treasurer.

## **Article VIII. Amendment of Bylaws**

The Board of Directors may from time to time adopt, amend, or repeal all of any of the Bylaws of this corporation with a two-thirds (2/3) majority vote of the Board of Directors.