



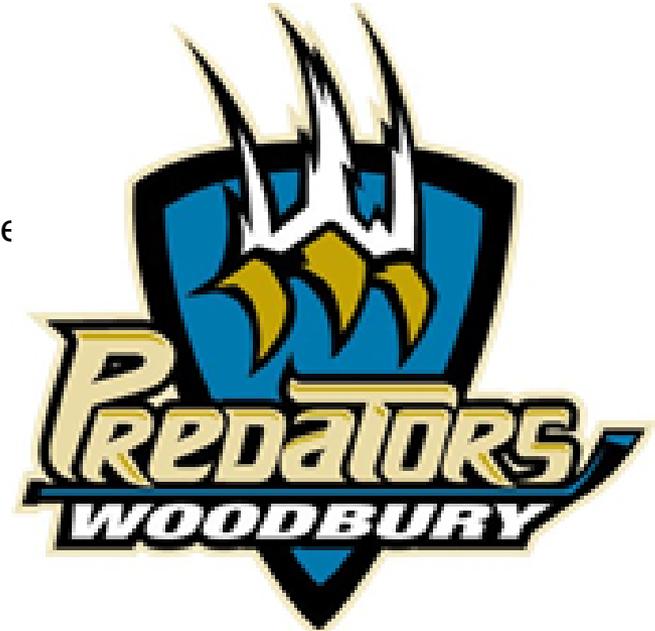
Woodbury Area Hockey Club
2023-24 Team Manager Meeting

Welcome & Introductions

Ice Scheduling Overview

Team Management Overview - Highlights

- Governing Bodies
- Rules, References, Resources
- Team Rosters & USA Hockey Awards
- Game Jerseys & Practice Jerseys & Equipment
- Team Website
- Score Reporting
- Scrimmages
- Home Games
- Tournaments
- Team Budgets
- Coach Apparel Package
- Volunteer Requirement
- Policies/SafeSport-Team Locker Room & Travel & WAHC Incident-Grievance Process
- Injury Management



Governance

- ▶ WAHC is governed by the following groups:
- ▶ See [Rulebooks](#) linked on the D8 website for your convenience



▶ 14 Associations within District 8:

- ▶ Apple Valley
- ▶ Eagan
- ▶ Inver Grove Heights
- ▶ Lakeville
- ▶ Sibley Area
- ▶ Farmington
- ▶ Red Wing
- ▶ Cottage Grove
- ▶ Eastview
- ▶ Hastings
- ▶ Johnson Como / North St. Paul
- ▶ Rosemount
- ▶ South St. Paul
- ▶ Woodbury

WAHC BOARD & LEADERSHIP

President

HOCKEY GROUP

Treasurer	Secretary	VP Admin-Ops	VP Hockey Ops	VP Girls Hockey	VP 8 & Under
Budget	Communications	District & Representative	Tryout Coord-Youth	Tryout Coord-Girls	Mites Mini Mites
Financial Aid	Compliance	Rink Facility Readiness	Coach Recruit-Youth	Coach Recruit-Girls	Girls 8U 6U
Audit	Corporate Records	Equipment	Team Structure Management	Team Structure Management	Termites
Tax Reporting	Social Media	Volunteer Coordination			Intro to Hockey
	Web Management	Grow the Game Initiatives			Breakfast Club
		Community Relations			Try Hockey for Free Little Wild

CORE OPERATIONS TEAM

Fundraising	Gambling	Tournaments	Administrator	Level Directors YOUTH TEAMS	Level Directors GIRLS TEAMS	Hockey Advisory
Sponsorships	Ray-J's	Invitational	Member Relations	Bantam-Upper	Girls-Upper	Standing Committee
Mandatory Fundraiser	Carmina's	Post Season	Facility Relations	Bantam-Lower	Girls-Lower	
Restaurant Family Nights	Business Development		Accounting Financial Reporting	Pee-wee-Upper		
Golf Event			Compliance Reporting	Pee-wee-Lower		
			Registrar Rostering	Squirt-Upper		
			Player Registration	Squirt-Lower		
			Tournament Registration			



Resources – How-To's & Rules

SPORTSENGINE

- ▶ SportsEngine / Support: <http://help.sportsengine.com/>
- ▶ To access the Mobile app, [download the SportsEngine App](#) in the App store, follow your team

WAHC

- ▶ Woodbury Hockey's Manager page: [Hockey Ops/Manager/ManagerResources](#)
- ▶ Woodbury Hockey's Coach page: [Hockey Ops/Coach](#)
- ▶ WAHC's [Blue Book](#)

USAHOCKEY MINNESOTA HOCKEY DISTRICT 8

- ▶ District 8 Website / League Information / Coach-Manager Meeting PPT & RuleBook: <https://www.minnesotahockeydistrict8.com>
- ▶ Minnesota Hockey: <https://www.minnesotahockey.org> See Parents/Handbook/Youth Rules, Regions & State Tournament Info
- ▶ USA Hockey: www.usahockey.com Coaching Requirements / Safesport / Injury Management

MANDATORY D8 Coach Meetings

SQ/Girls 10U & above

TBD
via ZOOM
(link to be emailed)

MITES/8U (including MM/6U)

TBD
via ZOOM
(link to be emailed)

Team Books

▶ Team Books:

- ▶ Copy of Approved Roster (After 12/31/2023, printed roster must be dated Jan 1, 2024 or later to show red-lined coaches etc.) & Link
- ▶ ~~Consent to Treat forms (USA Hockey no longer requires)~~
- ▶ Player & Coach contact information
- ▶ ~~Signed Player & Parent Code of Conduct forms~~
- ▶ ~~Player & Coach~~ labels for Scoresheets (see Manager tab on WAHC website for templates)

Bring ~~Team Book~~/Roster Link to ALL Team Events!

Team Rosters

Team Rosters –

- ▶ ALL rules pertaining to rosters are governed by Minnesota Hockey and District 8 (**not WAHC**).
- ▶ NO player or Coach can participate in ANY on-ice activity with a non-WAHC team until they are properly rostered; that is, coaches must:
 - be registered with USA Hockey (# has 9 digits and 5 letters), and
 - have a Verified background screening,
 - have completed safesport training, concussion training and
 - have completed the online Age Specific Module
 - (By 12/31) completed CEP certification. This is the COACHING CLIFF.

▶ Player Rostering Requirements:

- ▶ Registered with USA Hockey (provided USA Hockey Registration # at time of WAHC registration. This is an annual membership and is effective 9/1/2023-8/31/2024 and is paid directly to USAHockey/MNHockey)
- ▶ Birth date verified (mostly new players only)
- ▶ Non-US citizen players need to provide residency documentation
No International/Canadian player can participate in ANY ice activity (including practice) until transfer is COMPLETED.
- ▶ Players outside of WAHC boundaries (ISD833 school boundary of Woodbury, Afton & Newport) must provide fully signed Player Participation Waiver form.
- ▶ If the Registrar emails you with a screen snip stating a player is redlined the player cannot be on the ice with any non-WAHC teams until the issue (usually a birth certificate) is resolved
- ▶ Substitute Player*/Substitute Goalie Rules – for District 8 only.*To bring player roster to 10 only.

► Coach Rostering Requirements:

Requirements and Links are on the WAHC website: [COACHING page](#)

- To place a coach on the roster the following must be completed:
 1. Coach USA Hockey Registration number provided to Registrar
 2. Coach Background Screening with a VERIFIED determination (valid for 2 seasons)
 3. SafeSport training (NEW: valid for 1 season)
 4. On-line age specific module
 5. Concussion training certification (the age-module training counts toward this concussion certification-if completed in the current season).
- WAHC reimburses all rostered coaches for the registration, certification, screening and training costs. Receipts with mailing address should be sent in a single email to administration@woodburyhockey.com.
- SPECIALTY COACHES: examples of a Specialty coach include, speed skating coach, goalie coach, etc. These coaches are not required to be rostered but must be registered with USAHockey and screened. They cannot be on the bench, and can only be on the ice periodically (less than 20% of practices).

▶ Rosters – General Information:

- ▶ Rosters are now delivered electronically, however the roster must be printed, and available upon request at every team event - and shown when requested.
- ▶ Even though rosters are delivered electronically; please allow three days to be APPROVED - after everything has been submitted
- ▶ In order to get an *approved* roster ASAP, a coach other than the Head Coach may have been designated as HC. Once the actual HC is listed in the roster you can request that I update the designation.
- ▶ The HC listed on the roster will be sent a link to the roster link. This link will remain the same throughout season eliminating Supplemental rosters. (IF the coach who receives the link does not share it with you, feel free to email me.)
- ▶ Review roster carefully making sure everyone is included who needs to be and that there are no additional players/coaches included.
- ▶ No signatures

- ▶ Coach Rostering Requirements post December 31 2023:
- ▶ To stay on the roster after 12/31/2023, coaches must have:
 - ▶ Current CEP level for the remainder of the season
- ▶ Electronic rostering makes a team's roster accessible via the link provided. Team Managers can readily track/check the Coach CEP/Module/SafeSport status and reprint the most current roster as necessary.

Players & Coaches not properly
rostered cannot participate in
any on-ice activity with a
non-Woodbury team
(with or without Officials)!

All Team Managers and Locker Room Monitors need to:

- ▶ Register with USA Hockey (no charge) as a volunteer
Please email Registrar with number once obtained
- ▶ Complete the required Volunteer Background Screening
- ▶ Complete the online SafeSport Training

▶ USA Hockey Awards

▶ Hat Trick – scoring three goals in a game



▶ Playmaker – registering three assists in a game



▶ Zero Club – goalkeeper playing a **complete** game* without allowing a goal**



Must be a game, not a scrimmage.

Limit of ONE award each per player per season

► To request USA Hockey Awards for your players:

1. Complete the *Awards Request Form* available from the Managers section on the WAHC website
2. Follow the instructions and provide appropriate documentation – including a readable, unaltered **copy** of the score sheet
3. Email WAHC Registrar at Registrar@woodburyhockey.com to coordinate delivery of the form and documentation.
4. Allow 10-14 days for processing by the District Registrar
5. Patches will be mailed to you-Team Manager from the District

- ▶ Questions?
- ▶ Please contact: WAHC Registrar via:
registrar@woodburyhockey.com
- ▶ Please ensure you identify your complete **team name** in any communications

Ice Scheduling

- ▶ Team calendars on individual WAHC team pages are always the most accurate source for your team's ice functions. Use the iCal feeds, which synchronize team calendars with smart phones. However, if you ever see a discrepancy between your team calendar and the iCal feed, the team calendar on the WAHC team page is correct.
- ▶ **Published Ice Schedules:** Non-practice pre-scheduled functions like district games, goalie development, and hockey development will be loaded to team calendars at the start of the season. Practice schedules are published incrementally at start of season.
- ▶ For WAHC Hosted Tournament Weekends, assume that teams will not have access to practice ice on those weekends, so those would be good dates to look into away district games, additional tournaments, away scrimmages, and dryland activities.
- ▶ Focus on weekends for scrimmages during the season as there will be no weekday dedicated ice available to teams for scrimmages. If you want to schedule a weekend scrimmage for a future month that doesn't yet have a published practice schedule, please contact the ice scheduler directly.
- ▶ **Do not schedule over any of the commitments already on your team calendar**, like Hockey Development or Goalie Development. These sessions require a lot of time, energy and coordination to schedule, and rescheduling is difficult if not impossible.

- ▶ **District 8 League Schedules are OFFICIAL:** Compare your team's D8 published schedule to your team calendars. Any differences should be sent to Marshall/Ice Scheduler to make necessary updates to master schedule (and ultimately to your team page)

- ▶ For added scrimmages, tournaments, district game reschedules and practice trades, please email WAHC Ice Scheduler woodburyhockey@avarioscheduler.com with all details. This ensures
 - Ice for scrimmage will not be reassigned or shared
 - Unused ice can be reassigned to another team

- ▶ District Game Reschedules must also be reported to District 8 using the [online District Game Reschedule process & form](#). Follow the instructions on the online form. Payment of a rescheduling fee is required.

Jerseys & Socks

GIRLS 6U/8U and MITE/MINIMITES:

- ▶ Each player will receive a custom reversible jersey and pair of hockey socks
- ▶ Jerseys are sublimated – so please use caution when adding names to back of jerseys. It is generally not recommended (high temperatures).

SQUIRT/10U, PEEWEE/12U & BANTAM Players:

- ▶ Each player will receive a custom home (light) and away (dark) jersey set & two pairs of game socks. Names & #ing & Sizing.
- ▶ Players tryout jerseys serve as their practice jerseys in season. These are the players' to keep at end of season. Please have your player bring both to every practice.
- ▶ **NO** additional patches, names, etc. allowed on the jersey.
- ▶ Team Sponsorships

Equipment & Rink Storage

- ▶ Each team is provided with:
 - A puck bag containing 50 pucks (BN/PW/12U), 50 pucks (SQ/10U), 30 pucks (8&Under) for practices and games
 - ~~A first aid kit~~
 - 8&Under Teams may have also received ringettes
- ▶ For replacement pucks & med items or any other coach/training aids your team would like, please contact: WAHC Administrator at administration@woodburyhockey.com and include your Team Name and what supplies/equipment are needed.
- ▶ Equipment will be collected from Teams at the end of the Season – Date & Location tbd
- ▶ At the Rink: It is important that we leave the ice, player benches and locker rooms ready for the next team. Please assign your players to help return tires, cones, dividers to their designated areas – properly stowed.
- ▶ Please also pay attention to the ice clock. When the rink clock is at :00 – the rink should ALREADY BE CLEARED and nets moved for ice resurfacing. This ensures that the ice can be properly resurfaced in time for the next team to take the ice as scheduled.

Team Website

▶ Team Website Minimum Expectations:

▶ On your Team Home Page:

- ▶ Ensure you include a listing of all coaches and team manager(s)
- ▶ Use the “Contact” object to include email addresses (at a minimum) and phone numbers
- ▶ May include a Team Roster.

Note: To protect player identity & safety – it is WAHC policy to only display the player’s first initial and last name on the online roster.

▶ Calendar Management:

- ▶ District games and club-assigned practices will **automatically** appear on the team calendar
- ▶ For additional practices, scrimmages, and tournaments scheduled by the team, please notify the WAHC Ice Scheduler per the instructions on the Ice Scheduling page.
- ▶ Encourage parents to use the mobile options: iPhone App (search for SportsEngine) & iCal Feed

▶ League Game Results/Non League Games & Tournament Results:

- ▶ Should be updated within 24 hours (consistent with D8 Game Results reporting)

▶ Team Website Optional:

▶ Sub-seasons

- ▶ Scrimmages
- ▶ Regular Season
- ▶ Tournaments

▶ Individual & Team Statistics (can make private using permissions)

- ▶ Goals
- ▶ Assists
- ▶ Points
- ▶ Penalty Minutes
- ▶ Power Play %
- ▶ Penalty Kill %

▶ Team Website Optional:

▶ Tournament Results

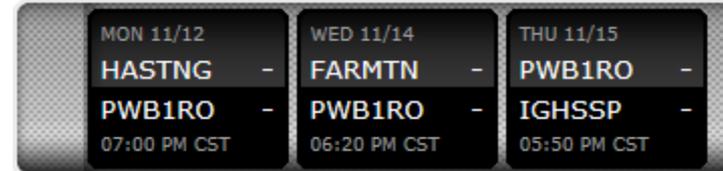
▶ Leverage “widgets”:

- ▶ Scoreboard Ribbon
- ▶ Game Highlights
- ▶ Countdown Timers

▶ Integrate with photo hosting sites

▶ Social Media/ Facebook / Twitter

Please email lafleur.kt@yahoo.com (and copy social@woodburyhockey.com)



Scoring & Reporting

▶ Scoring & Reporting

- ▶ To District 8: All District/League game scores for Squirt/10U and above teams are to be reported to D8. This is now automatic via GameSheet. Please make sure your games are uploaded before you leave the rink.
- ▶ **NEW** Electronic Game Scoring via **GameSheet, Inc**
Score games with the app. View score sheets on the web. Update website automatically.
- ~~▶ To Woodbury Area Hockey Club – Development Team:
All scores (games, tournament, and ref'd scrimmages) should be reported on your team page/game schedule via SportsEngine QuickScore/Edit Stats or Live Scoring. This will allow us to run an export and review quality of games, teams' competitiveness as we plan for the upcoming season.~~

On-demand video training

<https://help.gamesheet.app/article/29-training-videos>

Weekly Training sessions

for Teams, for Scorekeepers and for League Admin. Visit the GameSheet website for schedules. These trainings include:

- Team Specific – Coach/Manager
- Scorekeeper Specific
- League Admin – Web Integration



Exhibition Games & Scrimmages

Scrimmages

- ▶ All players and coaches must be properly rostered.
- ▶ Add to your team calendars (as outlined on the Ice Scheduling info above).
- ▶ Only use dedicated/solo ice if hosting a scrimmage
- ▶ If Officials are needed and you are the *home* team:
 1. Complete the NEW online [District Scrimmage Request form](#) (available on the D8 website)
 2. Seven days in advance of scrimmage – WAHC Ref Assignor-Pete Stuckert will confirm once scheduled
 3. Ensure you have payment (check or cash) available at the game (Officials prefer cash). See [Referee Rates](#)
- ▶ 8&Under – All out-of-district play (including Jamborees) must be approved by District8Director. Please email rrakness@comcast.net

Interstate Travel

- ▶ [Interstate Travel Form](#) – to notify District that team will be participating in an event outside of Minnesota.

Home Games

▶ Home Games

- ▶ Teams must provide volunteers to staff the following minor officials for Home games (hours do not count toward WAHC volunteer requirement):
 - ▶ Clock
 - ▶ Scorebook
 - ▶ Penalty Boxes (preferably one for each box)
 - ▶ Locker Room Monitor (may be Coaches)

Note regarding SCOREBOOK:

- ▶ New electronic Scoring via GameSheet
- ▶ (Back-Up) Paper Scorebooks:
 - Per District 8, **scorebooks must be kept at each rink – not by the team**
 - If books are full, new scorebooks can be obtained at the rink offices
 - Officials take the White copy, the **last** page remains in the book (the other two copies are for the teams)

Tournaments

▶ Tournaments

WAHC pays for the Team Registration/Entrance Fee and the Team Gate Fee for the tournaments listed below. The only exception is the 'pay at the door' tournaments where the individual team or parents will be responsible for the gate or ticket fee.

- ▶ SQUIRT/10U: **four** tournaments (entry fees & gate fees). This includes: 3 invitational tournaments & Districts * (including Regions & State)
- ▶ BANTAM/PEEWEE/12U: **five** tournaments (entry fees & gate fees). This includes: 4 invitational tournaments & Districts * (including Regions & State)
- ▶ JRGOLD: **three** tournaments (entry fees & gate fees). This includes: 2 invitational tournaments & METRO LEAGUE PLAYDOWN (including State)
- ▶ GIRLS 15U: **four** tournaments (entry fees & gate fees). This includes: 3 invitational tournaments & Districts * (including Regions & State)
- ▶ For 8&Under teams: WAHC pays for 1 additional Jamboree up to \$250

***District 8 Playoff Opt Out Form** must be submitted by **December 31, 2021** if your team is not going to play in the District Playoffs.

▶ Tournaments

▶ Invitational Tournaments:

- Contact the host association as soon as possible to ensure 1) your team has been accepted into the tournament, 2) payment has been received, 3) gate fees paid and 4) to share your contact info for future mailings w/brackets, times, etc.
 - Confirm hotel room blocks and encourage your families to reserve early
 - Report all tournament game results via SportsEngine QuickScore/Live Scoring
 - Report any placements, e.g. 1st, 2nd, 3rd, and Consolation Championships and send pictures to social@woodburyhockey.com for posting to the WAHC Social Media *Trophy Tuesday* post.
- ▶ For District Playoffs, please stay tuned to your email as host associations may inform teams directly when entry fee payment is due. Please forward these emails to Lonie at administration@woodburyhockey.com or email Lonie request for entry fee payment and date of first game as checks will be due at check-in if not requested sooner.

Team Budgets

▶ Additional Team Costs

- ▶ It is recommended that you compile a complete list of estimated additional team costs at the beginning of each season for approval by your families.

- ▶ Typical costs include:
 - Team socials / beginning & end-of-season parties
 - Scorebook Labels
 - Additional Practice Ice
 - Scrimmage Officials
 - Additional tournaments
 - Transportation/Player Door Signs/Welcome bags for out-of-town tournament
 - NonParent Coach – lodging, etc.

- ▶ It is expected that budgets are reasonable and that an accurate accounting of expenses be made available to your families.

Fundraising

- ▶ Charitable Gambling :RayJs-
Pulltabs/Carmines/3rd Act

- ▶ Other: Amazon Smiles, EverEve
Style Socials, WAHC Nites-
Chipotle, Culvers,

- ▶ Club / Program Sponsors:
 - Sunshine Photography
 - Land O Frost
 - Strauss

- ▶ Tournament Sponsors:

- ▶ Team Sponsors
Bank Mortgage-Adam Roloff
The Goddard School-Woodbury



Coach Apparel Package

▶ New Coach Apparel Package

- ▶ Our coaching apparel package typically runs on a 3 year cycle. With the MNHockey decision on the SPLIT pending at time of budget, the WAHC Board decided to hold on any coach apparel for the 23-24 season. We will budget to gear-up rostered Head coaches and (new coaches) in 24-25.
- ▶ The Coach Apparel Package is offered through Strauss and includes CCM midweight jacket, skate pants & ballcap. Coaches can try on apparel at our sizing events and in store at Strauss Skates & Bicycle (1750 Cope Avenue E., Maplewood, MN <http://www.shopstrauss.com/>). To order, please email administration@woodburyhockey.com w/ Coach Name, Rostered Team Name, item(s) and Size(s). Please direct all questions to Lonie at administration@woodburyhockey.com.
- ▶ Coaches will be notified by email when their apparel is in and ready for pick up.

Volunteering -

▶ Volunteer Hours

- ▶ All families are required to complete 8 hours of volunteer time (per family).

- ▶ Volunteer opportunities can be found on DIBS and include:
 - Pre-season camps, clinics & Tryouts & Intro to Hockey
 - Equipment/Jersey distribution/returns
 - Spirit wear sales
 - Hosted Tournaments
 - Leadership teams & Committees

- ▶ Coaches Allocations – New Team Social Media



▶ Locker Room Policy:

- ▶ Head Coach or their designee, e.g. Team Manager is responsible for compliance and monitoring
- ▶ Must have one responsible screened adult monitoring the locker room during ALL team events to assure that only coaches, players, and approved team personnel enter the locker room.
- ▶ **Monitor must be in the locker room while players are present.** A monitor must be assigned for all scheduled practices/scrimmages/games (consider setting up a parent rotation similar to game duties for clock, scorebook, penalty box)
- ▶ Locker rooms should be locked when participants are on the ice
- ▶ Use of cell phones and other devices with recording capabilities are prohibited at any USA Hockey sanctioned event
- ▶ Parents in the locker rooms -

▶ Travel Policy

- ▶ Parents are responsible for making all local travel arrangements
- ▶ Coaches and volunteers who are not the actual player's parent should not drive alone with an unrelated minor and should only drive with at least two other players or another adult at all times
- ▶ A coach shall not share a hotel room or other sleeping arrangement with a minor parent (unless the coach is the parent, guardian, or sibling of the player)
- ▶ Anyone providing travel arrangements must have:
 - ▶ Valid drivers' license
 - ▶ Auto liability insurance
 - ▶ Vehicle in safe working order
 - ▶ Comply with state and local laws
- ▶ Regular monitoring and curfew checks by screened adults
- ▶ No coach or chaperon shall at any time be under the influence of alcohol or drugs while performing their coaching/chaperone duties

ELECTRONIC COMMUNICATIONS POLICY

- ▶ appropriate, productive, and transparent.
- ▶ For the purpose of communicating information about team activities. All communication to a player (any email, text, social media, or similar communication) must also copy or include the player's parents.
- ▶ 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.

▶ Facebook:

- Coaches are prohibited from having players joined to or connected through their personal Facebook page or any other similar social media application.
- Team Facebook page may be set up and players and parents may join (i.e. Friend) and coaches can communicate to players through that site.

▶ Email, Text Messaging & Similar Electronic Communications

- Coaches, team managers and players may use email and text messaging to communicate.

▶ WAHC Incident Report

- Located under the Manager / Forms page.
- This report is to be used to inform the WAHC coach(es), Coaching Director, Level Director, Player Development Director, WAHC Board of Directors and involved parents of any incidents that occur at any WAHC-sponsored events. This includes games, practices, scrimmages, team meetings or any other WAHC events. It includes on and off ice incidents at Woodbury and out of town facilities.
- An incident may involve players, coaches, parents, spectators, rink personnel, or officials. Such incidents might include verbal or physical abuse of an official or coach, an altercation between spectators, confrontations in a parking lot, in the lobby or anything else that is detrimental to the game of amateur hockey and displays poor sportsmanship or poor ethical behavior. Incident examples are further defined by WAHC player and parent code of conduct contracts and USA Hockey's Zero Tolerance policy

Injury Management

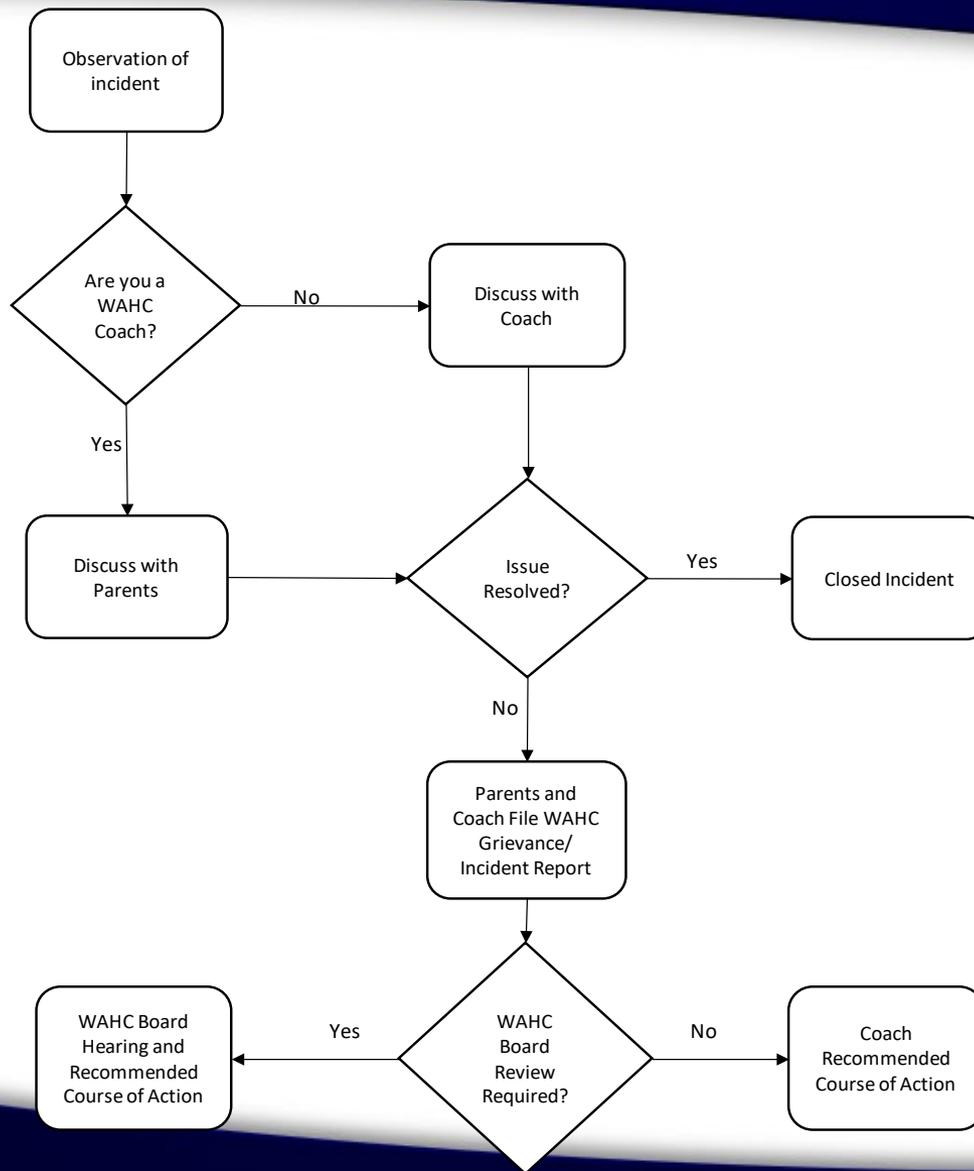
USA Hockey Injury Management Resource Guide

- Prevention: Full Face Guards, Mouth-Guards
- USAHockey Guidelines:
<https://www.usahockey.com/playersafety>
- Concussion Management Guidelines: Return to Play Protocols & Form
- Neck/Spine Injury:
Please note **DO NOT MOVE the athlete** protocol for suspected neck/spine injury

Accident Claims Report

- Filing a Claim:
<https://www.usahockey.com/filingclaim>
- First file with your primary insurance carrier. If uninsured, USAH plan is primary plan with a deductible.
- Contact WAHC Registrar for claim form. Don't delay – Timely filing provision
- USAH plan requires treatment within 30 days of injury

Incident Reporting & Grievance Process



WAHC Incident Reporting /Grievance Process

- ▶ Tim Affeldt, WAHC VP-Administration responsible for the grievance process for WAHC.
- ▶ [LINK TO WAHC INCIDENT / GRIEVANCE Report Form \(See Blue Book Appendix E\)](#)
 - ▶ This report is to be used to inform the coaches, directors, WAHC Board of Directors and involved parents of any grievances or incidents that occur at any WAHC sponsored events. This includes games, practices, scrimmages, team meetings and any other WAHC events. It includes on and off ice incidents at Woodbury and out of town facilities.
 - ▶ A grievance or incident may involve players, coaches, parents, spectators, rink personnel, or officials. Such incidents might include, issues with coaches, fair play policy violations, verbal or physical abuse of an official or coach, an altercation between spectators, confrontations in a parking lot, in the lobby or anything else that is detrimental to the game of amateur hockey and displays WAHC policy violation, poor sportsmanship, or poor ethical behavior. Incident examples are further defined by WAHC player, parent, and coach code of conduct contracts and USA Hockey's Zero Tolerance policy.
 - ▶ Depending on the severity of the grievance or incident, the coach, Vice President of Administrative Operations, WAHC Hockey Group (including Vice President of Hockey Operations, Vice President of Girls Hockey, Vice President of 8&Under_Youth) or WAHC Board of Directors may be involved in determining the appropriate course of action.
 - ▶ To report an incident, complete the WAHC Grievance/Incident Report form. Scan and e-mail this form within 48 hours of the incident to: WAHC Administrator at administration@woodburyhockey.com.

Questions?

- ▶ Please check the Managers Resources page
- ▶ Still have a question?

Relating to:	Contact	Email
Rosters	Nicole Dettling WAHC Registrar	registrar@woodburyhockey.com
Ice Schedules	Stephen Randall (AVARIO) WAHC Ice Scheduler	woodburyhockey@avarioscheduler.com
Officials/Referees Scheduling ions	Pete Stuckert WAHC Referee Assignor	peterstuckert@comcast.net
WAHC Hosted Tournaments	Nick Nyhus Director-Hosted Tournaments	tournaments@woodburyhockey.com
Outside Tournaments	Lonie Nelson WAHC Administrator	administration@woodburyhockey.com
When In Doubt	Lonie Nelson WAHC Administrator	administration@woodburyhockey.com