



WWFHA BOARD AND PERSONNEL CODE OF ETHICS

WWFHA adheres to a high standard of transparency, honesty, and commitment to service to membership.

WWFHA's Board and Personnel values are:

- Respect, demonstrated by embracing commonalities and differences in all members;
- Accountability, reflected in operating responsibly toward members;
- Integrity, shown through being just, fair, and honest;
- Service, provided by meeting the needs of members;
- Excellence, by achieving the highest standards in all operations and services.

Consistent ethical behavior is expected of elected members of the Board of Directors, employees, directors, committee members, coaches, and volunteers (collectively referred to as WWFHA BOARD AND PERSONNEL).

Such behavior includes protecting the reputation of WWFHA through adherence to the principles of confidentiality and signed confidentiality statements.

POLICY:

1. WWFHA BOARD AND PERSONNEL shall follow all USA Hockey, PNAHA, PCAHA, and WWFHA rules, regulations and policies.
2. All WWFHA BOARD AND PERSONNEL shall perform their duties in accordance with the goal of the organization and shall communicate in an ethical and honest manner regarding WWFHA business and operations.
3. All WWFHA BOARD AND PERSONNEL shall be responsible for:
 - A. Performing their responsibilities, services and activities ethically, competently, efficiently, and honestly, in keeping with policies and applicable with association, state, national and international governing bodies.
 - B. Avoiding dishonesty, including fraud, theft, lying, or misuse of WWFHA funds or property, including technology and credit cards. Such behavior will not be permitted. Any reported acts of dishonesty shall be investigated and if necessary reported to the auditor, the Board of Directors, or law enforcement authorities.



Penalties for dishonesty may include immediate termination of employment, volunteer service, or membership with WWFHA.

C. Adhering to the fiduciary responsibilities of WWFHA.

D. Making reasonable and properly authorized expenditures considering safeguarding the physical and financial resources of WWFHA.

4. WWFHA BOARD AND ADMINISTRATORS shall also specifically:

A. Support programs that train and educate players, coaches, parents, officials and volunteers.

B. Promote and publicize programs; seek out financial support when possible.

C. Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.

D. Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.

E. Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.

F. Encourage coaches and officials to attend USA Hockey clinics.

G. Make every possible attempt to provide everyone, at all skill levels, with a place to play.

H. Read and be familiar with the contents of the *USA Hockey Annual Guide* and USA Hockey's official playing rules and other governing bodies.

I. Abide by consensus—the Board of Directors will not always be unanimous in decisions. Once a decision has been reached, support the outcome.

J. Develop other administrators to advance to positions in your association, perhaps even your own.

5. WWFHA Coaches shall also specifically:

A. Care more about the child than winning the game.

B. Be a positive role model to players. Display emotional maturity and be alert to the physical safety of players.



C. Be generous with praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.

D. Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.

E. Organize practices that are fun and challenging for players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all players to be team players.

F. Maintain an open line of communication with players' parents. Explain the goals and objectives of your association.

G. Be concerned with the overall development of players. Stress good health habits and clean living.

H. Wear appropriate attire representing WWFHA. Support, advocate and promote the Association for the long term.

I. Support and respect all your WWFHA's teams and players at every level.

J. To play the game is great; to love the game is greater.

6. To the extent necessary, confidentiality agreements must be executed by all WWFHA BOARD AND PERSONNEL, to protect the business and financial affairs of WWFHA.

7. Confidentiality by WWFHA BOARD AND PERSONNEL shall be maintained about the business and personnel matters of WWFHA, particularly in regard to the examination program, as detailed in the confidentiality agreement.

8. WWFHA BOARD AND PERSONNEL shall communicate and interact with anyone whom they come in contact with on behalf of WWFHA with professionalism and civility. This includes contact with coworkers, volunteers, members, guests, representatives of other organizations, and vendors.

9. WWFHA BOARD AND PERSONNEL shall conduct themselves without personal conflicts or the appearance of impropriety. See 'PNAHA, USA Hockey Conflict of Interest Policy' for specific details. Any conflicts of interest or undue influence must be promptly reported to the appropriate WWFHA BOARD AND PERSONNEL.



10. WWFHA BOARD AND PERSONNEL will bring to the attention of the Board of Directors, or Executive Director of Operations any ethical or financial violation of which they become aware. They will also notify of any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur.

11. WWFHA expects and encourages good faith reporting to foster the ethical integrity of its operations. No retaliation or adverse action shall be taken against any WWFHA BOARD AND PERSONNEL or members who makes a good faith report of wrongdoing.

12. Any use of social media by WWFHA BOARD AND PERSONNEL representatives must not contain, or link to, libelous, defamatory, or harassing content; must not comment on or publish information that is confidential or in any way sensitive about WWFHA, WWFHA BOARD AND PERSONNEL or its members; and must not bring WWFHA or WWFHA BOARD AND PERSONNEL into disrepute; must follow the established Social Media, Mobile, and Electronic Communications Policy.

13. WWFHA BOARD AND PERSONNEL representatives may not use the WWFHA brand to endorse or promote any opinion, cause, or political candidate. Any such endorsements must clearly be portrayed as representative of the individual and not representative of the views of WWFHA BOARD AND PERSONNEL.

14. Any trademarks belonging to WWFHA may not be used in personal social media applications, except where such use can be considered incidental (where incidental is taken to mean "happening in subordinate conjunction with something else."). Trademarks include WWFHA logos, and images depicting WWFHA BOARD AND PERSONNEL representatives where they can be identified as being affiliated with WWFHA, except with the permission of those individuals and within other stated guidelines, or agreed to in waiver format.

15. Social networking sites allow photographs, videos, and comments to be shared with thousands of other users. WWFHA BOARD AND PERSONNEL representatives should recognize that it may not be appropriate to share photographs, videos, and comments in certain situations, such as when content is recorded at a private or semi-private WWFHA event, such as a WWFHA Board Meeting, Annual General Meeting for example. Representatives should not post information when they have been asked not to or for which consent has not been sought and given.

16. WWFHA BOARD AND PERSONNEL should also not appear publicly in inappropriate situations that might result in photographs, videos, or other social media content that would be controversial for WWFHA if it could in any way be linked to their role as a representative. Under no circumstances should offensive comments be made about other representatives of other organizations or WWFHA BOARD AND PERSONNEL online.



17. A breach of this policy may result in disciplinary action by WWFHA BOARD. Such action may include verbal or written warnings, or termination of employment, or termination membership of WWFHA. Members should report any known or suspected breach of this policy to the WWFHA BOARD, Executive Director of Operations, or other designated individual.



Travel Policy

Some WWFHA teams travel regularly to play individual games, two or three games at a time, or tournaments, and some teams' travel to only a few events per year. WWFHA's established policies guide travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines increases player safety and improves the players' experience while keeping travel fun and enjoyable.

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel"). We define "chaperone" to mean coach, manager or other designated travel volunteer.

Local Travel

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

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



Team Travel

Team travel is overnight travel that occurs when WWFHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, chaperones often travel with the players.

- When possible, WWFHA provides reasonable advance notice before team travel. Travel notice includes designated team hotels for overnight stays and a contact person within WWFHA or the team. This individual serves as the point of contact to confirm your intention to travel and to help with travel details.
- WWFHA coaches, managers or travel volunteers post specific travel itineraries when they become available. These itineraries communicate expectations and requirements to all members of each team, including a detailed schedule of game times, meetings, team meals, etc., a list of supervisors and their responsibilities, a complete list of all individuals traveling with the team, and contact information for team travel chaperones. WWFHA strives to provide adequate supervision through coaches and other adult chaperones. WWFHA attempts to provide at least one coach or adult chaperone for each five to eight players. However, we rely on parents to serve as chaperones and thus may be limited in providing gender match.
- Regardless of gender, a coach will not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, chaperones often travel with the players. No employee, coach, or volunteer engages in team travel without the proper safety requirements in place and on record. WWFHA screens all chaperones in compliance with the USA Hockey Screening Policy. An unscreened parent may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.
- Players may share rooms with other players, with the appropriate number of players assigned per room depending on accommodations.
- The coach establishes a curfew by which time all players return to their hotel rooms or in a supervised location. At least two properly screened adults perform regular monitoring and curfew checks of each room.
- Team personnel will ask hotels to block adult pay-per-view channels.



- Individual meetings between a player and coach occur only in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- PNAHA requires teams participating in PNAHA events (such as tiering, league games and State Tournaments) to utilize the host hotels listed on the PNAHA website.
Per PNAHA rules, failure to do so will result in a \$400 per night fine payable to the host association.
- The team makes every effort to accommodate reasonable parental requests when a child is away from home without a parent. If you require any special arrangements for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings will not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- Parents will be notified of any disciplinary action required for a player during travel without her parents before any action is taken, or else promptly after the action if immediate action is necessary.
- WWFHA prohibits performance of coaching and/or chaperoning duties under the influence of alcohol or drugs.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches and chaperones help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy and all other WWFHA Policies.
- Prior to any travel, coaches endeavor to make players and parents aware of all expectations and rules. Coaches support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.



Prohibited Conduct and Reporting

WWFHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in WWFHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. To report any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or call 1-800-888-4656.



Player Participation Policy

WWFHA promotes the development of female hockey players by providing a place to practice and play games on an organized team with consistent teammates. Thus, WWFHA prohibits:

- Practice-only players
- Game-only players
- Tournament-only players (except at 10U, 8U and U6)
- Tournament Teams (except at 10U, 8U and U6)

Rostering

WWFHA expects players to be full-time participants with WWFHA. This statement means:

1. Each player attends all practices, games, tournaments, and team events barring illness, injury or pre-approved absences from the coach.
2. A player who double-rostes on a WWFHA team and on a boys'/youth team is expected to make WWFHA practices and games her first priority when there is a conflict, primarily because boys' teams tend to have larger rosters than girls' teams. Thus, girls' teams generally feel great impact when even one person is missing. In addition, WWFHA must be the primary association for 19U double-rostered players due to travel schedules inherent to girls' hockey.
 - a. Exceptions may be made for 14U and 12U players – declaration of primary association will be made at the beginning of each season.

Arrival Time

To impart practice plans, game plans and other important information in the most effective manner, WWFHA coaches and managers enforce an arrival time policy for regularly scheduled practices and games.

12U players: Arrive at all practices a minimum of 20 minutes prior to the published start time and 30 minutes prior to game time. Be fully equipped (including skates and helmets) at least 5 minutes prior to ice time.

14U and 19U players: Arrive at all practices a minimum of 30 minutes prior to the published start time and 45 minutes prior to game time. Be fully equipped (including skates and helmets) at least 10 minutes prior to ice time.

Coaches have the right to ask that players arrive earlier than this policy states for dry land training, off-ice warm ups, etc.



Absences

Players must inform coaching staff and/or a team manager of any absences in a timely manner. WWFHA supports absences under the following guidelines:

- Medical and family emergencies
- Special graded school activities, such as concerts, field trips, SATs. etc.
- Special family functions, such as weddings, graduations, church, etc.

Players are expected to manage their time; for example, missing practice to study for a test is typically not an acceptable excuse. In the event of an unexcused absence that results in a player missing a portion or a complete practice, the coach may deduct ice time at his or her discretion.

Accumulation of three or more unexcused absences may result in release from program.

New Members

A prospective member interested in learning about a WWFHA team may participate in two practices at no charge.

1. The Board and Head Coach will be notified of the request.
2. The request must be granted by the Board and Coach.
3. The player must provide a valid USA Hockey ID number to WWFHA prior to stepping on the ice.
4. The player must be properly equipped per USA Hockey policy prior to stepping on the ice.
5. The player may participate in two free practices per team per season.

Substitutions

A WWFHA team may require a player due to a short roster or unforeseen events. In this case, the coach or manager will submit a written request for an additional player(s) to the Board well in advance of the requirement. Substitute/additional players must be selected from WWFHA membership when at all possible and according to league rules. See the following scenarios.

1. A WWFHA team needs a player for a game. Situation: A WWFHA team with less than twelve (12) available skaters from their roster would like to pick up a player(s) for a game (Team's league rules apply first).
 - a. The head coach sends a request to the Board stating how many players are requested and for what event as soon as possible.



- b. The Board notifies the head coach of the appropriate WWFHA team and asks if he or she can spare a player(s) for the stated event.
 - c. If WWFHA players are not available, then the head coach may petition the Board to pick up non-WWFHA player(s).
 - d. Guest WWFHA or outside players(s) pay their fair share of the event fees.
- 2. A WWFHA team needs a player for a tournament. Situation: A WWFHA team with less than twelve (12) available skaters from their roster would like to pick up a player(s) for a tournament (Tournament's rules apply first).
 - a. The head coach sends a request to the Board stating how many players are requested and for what event as soon as possible.
 - b. The Board notifies the head coach of the appropriate WWFHA team and asks if he or she can spare a player(s) for the stated event.
 - c. If WWFHA players are not available, then the head coach may petition the Board to pick up non-WWFHA player(s).
 - d. The guest WWFHA or outside player(s) may not participate in more than one tournament per season without joining the team.
 - e. Guest WWFHA or outside players(s) pay their fair share of the tournament fees.



Safety and Risk Management Policies

General

To maintain a safe environment, all WWFHA participants and spectators must adhere to USA Hockey, PNAHA, and PCAHA policies and procedures as outlined by each organization. These policies embody the minimum acceptable standards of safe conduct, and participants and spectators (even if they are not members of these organizations) may be disciplined or sanctioned for violating these policies, up to and including exclusion from WWFHA programs, activities and events.

Safety Rules

No one, other than WWFHA registered players, coaches, or team personnel may go on the ice or bench during any of a team's activities, whether a game or practice.

No player, official or other participant will be permitted on the ice unless he or she is wearing appropriate helmet, pads and other personal safety equipment that has been properly fitted and is in good repair. Modifications to personal equipment that increase danger to the wearer or owner, or to others, are not permitted. All sticks, skates, gloves etc., must conform to standards established by USA Hockey and any other governing or standards setting bodies exercising oversight for WWFHA activities.

All players and other participants will be trained by coaches and other staff in the permissible limits of physical contact during games, and in proper techniques for warming up, stretching, skating, playing the game, etc., to minimize the risk of injury or illness.

No participants known to be under the influence of drugs or intoxicating substances, or with such substances in his or her system will be allowed in WWFHA programs.

Report any illness or injury suffered by or occurring to a player or other participant during any team on-ice activity or other team event (including during travel) to the head coach immediately. Coaches and/or other WWFHA representatives will promptly and thoroughly investigate every injury, illness or accident to find its cause, and take corrective actions to prevent a recurrence.

Report any illness or injury suffered by a spectator during any team on-ice activity or other event as a result of an interaction with a player or other participant (i.e., being hit with a puck or stick, a collision with a player, etc.) to the head coach immediately.



Report any illness or injury which causes a player to miss any team ice activity the head coach.

The above essential safety rules are not exclusive. Other specific safety rules and practices will be reviewed with participants by their coaches and/or WWFHA representative.

Screening and Record Check

Coaches must be properly screened in accordance with USA Hockey rules.

If, after passing the screening required by the USA Hockey Policies included in its Ethics Code Handbook, a coach or other participant engages in conduct that, if discovered in a Screening, would have disqualified the individual from participating in USA Hockey affiliated or sanctioned programs, the individual may be required to withdraw from participation or involvement in WWFHA programs and events, or to take other actions as directed by WWFHA that will minimize the potential risks to other participants or to the programs and events.

Substance Abuse

All participants involved in WWFHA will abide by a zero tolerance policy for misbehavior related to drugs and alcohol at any event and for threatening behavior to players, parents, volunteers and administrators.

Players shall not possess, ingest, sell, provide, be under the influence of, or have in their system alcohol, tobacco, performance-enhancing drugs or other controlled substances not prescribed by a licensed physician in connection with a legitimate and supervised course of treatment for a diagnosed medical condition.

Any player required carrying a prescription drug or other medication during practice or games must notify her coach at the beginning of the season (Please note on consent to treat form) or when the prescription is issued. WWFHA may require a physician's authorization and, where appropriate, a note from a physician indicating any limitations on activity that may be necessitated by the prescription, or which may be advisable given its possible effects. This policy applies *at all times* to all participants in WWFHA programs, activities and events.

This policy applies: on the property of any WWFHA affiliates; during, or immediately before or after, any WWFHA programs, events or activities, including but not limited to practices, games, tournaments, and exhibitions; while en route to or from such programs, events or activities; at all times when traveling overnight with teams or other organized groups, in hotels, restaurants, airliners, busses, etc.



Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to WWFHA's goals. WWFHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, WWFHA maintains the following locker room policy\ designed to maintain personal privacy and to reduce the risk of misconduct in locker rooms.

Teams in our program regularly travel to play games at various arenas, and their locker rooms, rest rooms and shower facilities vary from location to location. WWFHA team organizers attempt to provide information on the locker room facilities in advance. At unfamiliar arenas, plan extra time and some flexibility in making arrangements for players to dress, undress and shower if desired.

Locker Room Monitoring

WWFHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This schedule allows for direct and regular monitoring of locker room areas.

Team personnel conduct a sweep of the locker rooms and changing areas before players arrive, and either a coach or voluntary locker room monitor (all pre- screened) will be posted directly outside of the locker rooms and changing areas during periods of use, leaving the doors open only when adequate privacy is still possible, so that only participants (coaches and players), WWFHA-approved team personnel and family members are permitted in the locker room. Team personnel secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Parents are not permitted to enter locker rooms except when truly necessary. If a player needs assistance with her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that the player needs some assistance.

We encourage parents to teach their players as young as possible how to get dressed so that players learn to get dressed independently. In circumstances where parents are permitted in the locker room, the head coach may ask that the parents leave for a short



time before the game (15 minutes) and for a short time after the game (5 minutes) so that the coach(es) may address the players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms, per USA Hockey rules. Take phones or other mobile devices outside of the locker room for use. Team managers or designees collect players' cell phones and other mobile recording devices prior to locker room activity.

Prohibited Conduct and Reporting

WWFHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in WWFHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. To report any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or call 1-800-888-4656.



Social Media, Mobile, and Electronic Communications Policy

As part of USA Hockey's emphasis on participant safety, communications involving our minor participants should be appropriate, productive, and transparent. The improper use of mobile and electronic communications can result in misconduct.

Adherence to the Social Media, Mobile and Electronic Communications Policy helps reduce these risks.

Social Media

Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved.

Coaches are prohibited from connecting to players ('Friend', Follow, or other forms of connection) through their personal social media account or any other similar social media application (Facebook, Twitter, Instagram, SnapChat, etc.).

This policy is intended to protect the interests of WWFHA and its members by defining the requirements expected in the use of social media. Any mention of the WWFHA, the WWFHA BOARD AND PERSONNEL, any of its members, or of any association within governing bodies must be done appropriately and with care for the accuracy and suitability of comments.

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. WWFHA recognizes the benefits of social media as an important tool of engagement and enrichment for its members, member staff, Association staff, directors, volunteers, and other individuals who represent WWFHA or the surrounding hockey community.

Along with those benefits are associated risks to the reputation of WWFHA, its members and followers, and individuals who might interact with WWFHA through social media channels.

1. Social media includes the development or sharing of content by an individual. It includes, but is not limited to:

A. Maintaining a profile page on social networking sites (such as Facebook, Twitter, Instagram, SnapChat, etc.)

B. Content sharing including photo sharing sites such as Pinterest and video sharing sites such as YouTube

C. Commenting on blogs for personal or business reasons



- D. Leaving product or service reviews on retailer sites or customer review sites
- E. Taking part in online votes and polls
- F. Taking part in conversations on public and private web forums (message boards)
- G. Editing a Wikipedia article or other editable page

2. This policy includes anything posted online where information is shared that might affect members, staff, directors, or WWFHA as a whole. It applies to WWFHA members, WWFHA BOARD AND PERSONNEL staff, directors, volunteers, and any individuals representing themselves as agents of WWFHA BOARD AND PERSONNEL (collectively, “WWFHA BOARD AND PERSONNEL representatives”).

When individuals clearly identify an affiliation with WWFHA, WWFHA BOARD AND PERSONNEL and/or discuss their involvement with WWFHA and WWFHA BOARD AND PERSONNEL in areas defined as social media, they are expected to behave and express themselves appropriately and in ways that are consistent with WWFHA’s stated values and policies.

3. The boundaries between an individual’s profession, volunteer time, and social life can often be blurred. It is therefore essential that a clear distinction is made between what one does in a personal or professional capacity and what one does, thinks, or says in his/her capacity as WWFHA BOARD AND PERSONNEL representative. When using the Internet for professional or personal pursuits, WWFHA BOARD AND PERSONNEL representatives should take care to follow certain guidelines in order to ensure WWFHA’s intellectual property, confidential information, and the reputation of WWFHA as a whole.

Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and players must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant **must** include a copy to parents.

Request to Discontinue All Electronic Communications or Imagery with Athlete

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



Abuse and Misconduct

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

Prohibited Conduct and Reporting

WWFHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in WWFHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. To report any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or call 1-800-888-4656.



Grievance Policy

WWFHA recognizes that conflicts, complaints or concerns arise in the course of group interaction. WWFHA expects that the individuals involved will make a good faith effort to resolve such situations amongst themselves. However, WWFHA also recognizes resolution cannot always be accomplished. This policy ensures a positive and productive forum for a parent or guardian of a registered player, a registered player, a coach, or other team or WWFHA personnel to express a grievance and have any issue redressed before it becomes detrimental to the individuals involved or the orderly operation of WWFHA.

In cases where a parent or guardian of a registered player, a registered player, a coach, or other team or WWFHA personnel is involved in a situation or incident where the persons involved cannot readily resolve the situation or incident between themselves and the other party, take the following steps:

1. If the grievance involves a coach, the affected person will not approach coaches immediately after a game to air a grievance. To prevent further escalation and poor communication, observe a 48 hour "cooling off" period. File a grievance within 30 days of the incident.
2. The person involved in the dispute should first go to the Team Manager for assistance. The Team Manager acts as a liaison between the parties to resolve the issue. Document the issue and steps for resolution in writing and obtain signatures from both parties. The Team Manager does not have the authority to make any findings of right or wrong; rather, they facilitate the parties to come to a mutually agreeable solution.
3. If the problem remains unresolved to the satisfaction of either party, notify the Coaching Director promptly. The Coaching Director makes every effort to solve the problem between the parties involved. If a team matter arises, the Coaching Director calls a team meeting at his/her discretion to resolve the issue.
4. If the problem remains unresolved to the satisfaction of either party after review by the Coaching Director, refer the matter to the Board of Directors. Escalation can be initiated by any of the involved parties.
5. To bring a matter before the Board of Directors, deliver a written request to a Director. A Director can also request a hearing by the Board of Directors on behalf of the Association (in the case of rule infractions).



6. The Board of Directors may request a meeting of all the members involved in the grievance, including coaches and managers of affected teams. Attendance by the person(s) bringing the grievance is mandatory. At this meeting, all persons involved have an opportunity to present their issues to the board, who will decide upon a binding resolution. If the person(s) bringing the grievance fails to appear at such meeting, the grievance will be determined to be without grounds. In any case where the steps outlined by the Grievance Policy are not adhered to, the person(s) involved will be considered in violation of the WWFHA Code of Conduct, and subject to appropriate discipline.
7. If, at any step along this grievance process, PNAHA is determined to have jurisdiction, the matter will be guided by PNAHA rules and procedures.
8. During the investigation of the dispute, if the Board of Directors deems suspension appropriate, one or more parties may be temporarily suspended from WWFHA activities until resolution occurs.
9. The Board of Directors will investigate the issue, and may impose disciplinary action or make recommendations for changes based upon their findings. The Board of Directors' authority allows them to suspend members, including coaches, players and/or parents, as a result of their findings, in accordance with PNAHA Rule 10.
10. Disciplinary action for parents may include being barred from ice rinks and team functions for a period of time. If a parent violates this disciplinary action by attending a practice, game or other team function, their player will not be allowed to participate in these functions. PNAHA requires WWFHA to report whenever a player or parent is suspended.



Use of WWFHA Logos, Apparel and Trademarks

WWFHA branding devices may not be used in print, embroidery, social media, or elsewhere without the express, written consent of Western Washington Female Hockey Association (WWFHA). These branding devices include the Western Washington Female Hockey Association name, the acronym “WWFHA”, and Washington Wild team name and logo.

Each season Western Washington Female Hockey Association authorizes select vendors to supply Association-specific products to WWFHA teams and members. WWFHA does *not* receive a royalty on merchandise sold, but provides these products at direct, pass-through cost to keep costs low for WWFHA members.