



VERONA WILDCATS

YOUTH HOCKEY 2023-2024

PARENT HANDBOOK

Introduction

Welcome to the Verona Wildcats Youth Hockey Association 2023-2024 season.

The Verona Wildcats Youth Hockey Association (VWYHA), previously known as Southwest Eagles Youth Hockey Association, was formed in 1986 when the youth hockey programs in Middleton and Verona merged.

The Verona Wildcats Youth Hockey Association provides boys and girls in the Verona Area School District the opportunity to participate in the sport of ice hockey. Players from surrounding school districts without a youth hockey association are also eligible to participate in the Verona Wildcats hockey program.

In 1994, Eagle's Nest Ice Arena was built in Verona. We are very proud of our home ice and consider it to be the premier ice hockey facility in the area. In September 2014, Eagles Nest Ice Arena changed its name to Verona Ice Arena, or VIA. VWYHA is proud to support the expansion of the Verona Ice Arena and look forward to continued partnership with Ice, Inc.

In 2018, meetings were held throughout the state to discuss the issue of like-skill options for girls at U14. It was recognized that girls often do not have the same opportunity as boys to play like-skill hockey at U14 (Bantam for boys) in a safe environment with no-checking. Larger co-ed organizations offer multiple teams at Bantam, allowing boys to be paired with like-skill players, whereas girls do not have this option. VWYHA, DC Diamonds, West Madison Polar Caps, and Middleton Wings worked together to address this issue by offering a like-skill option for U14 girls under a program offered by Verona Wildcats Youth Hockey Association called the Madison Mavericks.

The Association's activities are carried out by a Board of Directors (the Board) and a number of committees. All activities are governed by the Association's by-laws. Members of the Board are elected by the membership, and committee members are appointed by the Board. The Board generally meets once a month, on the third Thursday, with the meeting convening at 7:00 P.M. The Board meetings are held in the Boardroom located in the mezzanine of the Verona Ice Arena.

Parents are encouraged to attend any of the board meetings but should first verify the date and time.

The Verona Wildcats Youth Hockey Association is operated entirely by parent volunteers. As a parent, you will be called upon to participate in the operation of the Association. Committee work includes coaching, fundraising, tournaments, goalie development, and evaluations. Parents are also needed to serve as team managers, coaches, concessions, jersey and equipment managers, and board members. Please consider where you can contribute to the betterment of our Association. Your involvement will offer opportunities to meet other parents in the Association, and you will experience the satisfaction of providing the highest quality youth hockey program for all of our skaters.

Verona Ice Arena is operated by I.C.E., Inc. The I.C.E., Inc. Board consists of seven (7) voting Directors and one (1) non-voting Director. It is suggested, but not required, that four (4) of the Directors be members of the Verona Wildcats Youth Hockey Association, one Director be the Verona area high school hockey coach, and that two (2) of the Directors be At-Large Members. The non-voting member shall be the rink manager. Each Director shall hold office for a term of three (3) years, with no Director serving more than nine (9) years. The rink manager oversees the day-to-day operations of the rink.

The remainder of this handbook provides additional details concerning the operation of the Verona Wildcats Youth Hockey Association, and youth hockey in general. We hope this information will help you and your skater(s) have an enjoyable and successful hockey season.

Goals of the Verona Wildcats Youth Hockey Association

Our goal is to provide an organization and environment that allows youth hockey players an opportunity to grow as individuals and develop hockey skills by:

- Giving skaters the opportunity to participate in competitive hockey regardless of their skill level.
- Encouraging skaters to achieve individual and team goals through positive reinforcement.
- Providing practice and game facilities that are safe and always supervised by qualified coaches.
- Promoting the ideals of teamwork, sportsmanship, competition, and fair play in victory and defeat.
- Encouraging parent involvement and guidance in helping skaters achieve their individual and team goals.

- Teaching skaters the importance of practice time and long-term skill development.

Youth Hockey's Organizational Framework

We are a Division 1A, Tier 2 club, and reside in Region 4 of the Wisconsin Amateur Hockey Association (WAHA). WAHA is an affiliate of the USA Hockey organization. WAHA has rules governing the sport of youth hockey.

Verona Wildcats Organizational Structure

Board of Directors

The Board of Directors is the governing body of Verona Wildcats Youth Hockey Association. The Board consists of a President, Past President, Vice President, Secretary, Treasurer, Registrar, Ice Scheduler, Director of Hockey, Webmaster, Fundraising Coordinator, Girls Hockey Committee Chair, and a division representative for each age level. This includes Learn to Play, U6 Cross-Ice, Red-White-Blue (RWB), Squirt, Pee Wee, Bantam, Madison Mavericks (girls), and U18 Midget/High School 2. Board Members except the (Ice Scheduler, Director of Hockey, Fundraising Coordinator and Webmaster who are appointed by the Board) are elected by the membership at the annual meeting of the Association, usually held in April. They generally serve for terms of one or two years, depending on the position. The Executive Committee is represented by the President, Immediate Past President, Vice President, Treasurer, and Secretary.

President (2-year term)

The President shall preside at all meetings and have general supervision of all affairs of the Association. The President shall act as Agent of the Association and as such, shall have authority to sign all deeds, leases, conveyances, and other legal and official documents.

Immediate Past President

The Immediate Past President shall assist the President/Board as requested with duties and matters pertaining to Board functions and duties, and will be available for assistance, and counsel on Verona Wildcats hockey business. The Immediate Past President shall also provide advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Association and will support the President and the Vice President on an as-needed basis.

Vice President (2-year term)

The Vice President shall perform all the duties of the President in the event of his/her absence or disability, and such other duties as the president shall prescribe. The Vice President shall chair the Evaluation Committee and is responsible for recommending to the Board any tryout process improvements or changes. The Evaluation Committee also must obtain and organize materials, evaluators, on-ice help, and off-ice personnel needed for the tryout sessions.

Secretary (2-year term)

The Secretary shall create agendas for monthly meetings, keep record of all proceedings at meetings, and distribute minutes from meetings to be posted on the website. They shall also countersign documents which by law require the countersignature of the Association Secretary. The secretary will also keep all books, papers, records, and documents belonging to the Association or in any way pertaining to the business thereof.

Treasurer (2-year term)

The Treasurer shall keep and account for all moneys, credits, and property of any and every nature of the Association that come into his or her hands; keep an accurate account of all moneys received and disbursed, render such accounts, statements and inventories of money received and disbursed, and of money and property on hand; and generally keep all matters pertaining to his or her office as required by the Board of Directors. Unless otherwise provided by the Bylaws or the Board of Directors, he or she shall sign all checks, drafts, and vouchers by or through which the moneys of the Association are disbursed. The Treasurer shall also manage the building of the association's annual budget.

Registrar (2-year term)

The Registrar shall account for all skater registrations, including USA Hockey registrations for both skaters and coaches. Any payments accompanying registrations shall be accounted for and passed along to the Association Treasurer. Any ice credits that come into his or her hands from the Treasurer's records shall be accurately accounted for. In addition, the Registrar shall process paperwork for transferring skaters, and Association skaters born outside of the US, for submission to WAHA, and/or USA Hockey. The Registrar shall prepare official team rosters and submit them to WAHA **prior** to the deadline of December 31, and distribute patches earned by players at the end of the season. All moneys received, statements, and inventories of moneys received, and generally all matters pertaining to his or her office shall be reported to the Board of Directors.

The Age Level Directors (ALDs) (1-year terms)

The Age Level Directors consist of 8 elected officials that serve one-year terms. Age Level Directors are responsible for addressing any issues that arise with players, coaches, parents, or teams during the year at their level. Age Level Directors shall assist with the registration and needs of all skaters at their level.

The positions include:

U18 Midget/High School 2 Director
Madison Mavericks (girls) Director
Bantam Level Director
Pee Wee Level Director
Squirt Level Director
Red, White, and Blue (RWB) Director
U6 Cross-Ice Director
Learn to Play Director

Ice Scheduler (Board appointed, 2-year term)

The Ice Scheduler shall be responsible for the purchase and distribution of ice. The Ice Scheduler shall coordinate with the ice arena manager, age level directors, board members, and coaches to develop practice and game schedules.

Director of Hockey (Board appointed, 2-year term)

The Director of Hockey is an experienced individual with a strong coaching background who serves as the administrative link to USA Hockey and its Coaching Education Program (CEP). In their role, the Director of Hockey organizes and manages the CEP requirements, assists Verona Wildcats hockey in the development of a well-trained coaching staff, promotes parent education, and provides clear goals and objectives for player skill development.

Fundraising Coordinator (Board appointed, 2-year term)

The Fundraising Coordinator shall assist the organization with various organizational events. The Fundraising Coordinator will also facilitate and organize any and all fundraising events and efforts for the Association.

Webmaster (Board appointed, 2-year term)

The Webmaster is responsible for the design and management of the Association's website and distribution of information to the Association membership. The Webmaster shall; create and administer pages on the website via the online site administration tools provided by the website host; manage website administrator accounts and privileges; work with the registrar to ensure the accuracy of the website membership database information; work with the registrar and treasurer to facilitate online registration; and handles posting of evaluation results, coaching assignments, and other association-related information in a timely fashion. They also help manage social media. The Webmaster does not need to be familiar with html mark-up, but significant experience with Microsoft Excel and Microsoft Word is recommended.

Legal Counsel (Board appointed, 2-year term)

The Legal Counsel will provide advice and information to all board members and officers, as necessary, on all matters having legal implications for the Association. This position reports to the President of the Association, acting as his or her advisor in all matters of legal nature. For any legal advice, information, or representation beyond the scope of legal counsel's knowledge, training, or the reasonable time commitment for this position, this individual will make an appropriate referral to the board for an attorney that can handle those matters.

Girls Hockey Coordinator (Board appointed, 2-year term)

The Girls Hockey Coordinator will facilitate all Girls Hockey Committee meetings. The Girls Hockey Coordinator will work organization-wide VWYHA key volunteer roles and recruitment to support development activities to grow the game.

Committees, Coordinators, Team Managers, and Coaches

Concessions

Concessions Schedule Coordinator (DIBS)

The VWYHA Concessions Schedule Coordinator is primarily responsible for posting available concession hours online and tracking association members' volunteer concession hours. The Concessions Schedule Coordinator works with the Ice Scheduler, tournament committee members and other members of the board to track rink events/practice times/games to make sure concessions staffing meets the rink needs. This position requires ongoing communication with members throughout the year to ensure concessions are staffed, members are aware of their responsibilities and trained, and be available for questions on an on-call basis.

Concessions Deposits Coordinator

The Deposits Coordinator is responsible for deposits and cash, recording all deposits for the year from the concession stand on a regular basis, and reporting the deposits to the Association Treasurer. In addition, the Concessions Deposits Coordinator shall keep the concession stand stocked with adequate change on a weekly basis, especially for big events like high school hockey games, tournaments, and other events at the rink.

Concessions Inventory Coordinator

The Inventory Coordinator is mainly responsible for ensuring that the concession stand is appropriately stocked with a mix of items for sale including (but not limited to): concession fun foods, soda, water, Gatorade, and candy. The inventory coordinator is also responsible for ensuring that adequate cleaning supplies are on hand and overseeing the maintenance of the concession equipment. The coordinator is responsible for managing the Point of Sale software. They will also ensure that all volunteers who are working in the concession stand are properly trained. This position requires frequent contact with local concession suppliers to resupply the stand, and with the staff at VIA for coordination of various events & operational issues of the stand. Also, this position is responsible for ensuring compliance with Dane County Health Department regulations.

Coaches Committee

The Coaches Committee is composed of senior coaches and is chaired by the Director of Hockey. All coaches must be certified at the appropriate level through the USA Hockey Coaches Education Program. The Committee meets to establish policy, conduct interviews for assigning coaches, select evaluation staff, and hold disciplinary hearings when necessary. Their recommendations for coaching assignments, along with the appropriate levels ALD, are submitted to the board for final approval. The Coaches Committee also sets player development skills standards, works to maintain a consistent coaching philosophy, and maintains a library of coaching manuals, drill books, videos, and online resources.

Girls Hockey Committee

The Girls Hockey Committee will be comprised of members who subscribe to the committee's role and support of VWYHA's overall Mission. Based upon this initial Charter, 2023-2024 goals have been established for the Girls Hockey Committee. These include:

1. Serve as a vital and committed resource to the VWYHA board of directors and membership.
2. Promote the game of hockey for girls participants.

3. Promote representation of female skaters, coaches, and committee members throughout the association.
4. Support the coaching and development philosophy for coaches and parents set forth for all association teams.
5. Work collaboratively with the VWYHA Board of Directors to maximize functional support and minimize redundancy.

Coaches

The coaches direct the players at practices and games/scrimmages. Many of our coaches are parents of skaters, but there are also non-parent coaches on our staff. All of our coaches are unpaid volunteers. They are required to attend USA Hockey certification clinics to learn and develop coaching skills. Coaches are responsible for communicating team rules to skaters and parents....and more.

Evaluation Committee

The Evaluation Committee, chaired by the Association Vice President or designee, is responsible for recommending to the Board any tryout process improvements or changes. The Coaches Committee will assist the Evaluation Chair with obtaining and organizing materials, evaluators, on-ice help, and off-ice personnel needed for the tryout sessions. The Director of Hockey and Coaches Committee are required to be members of the Evaluation Committee.

Tournament Committee

The Tournament Committee organizes and operates Verona-hosted tournaments at the Verona Ice Arena. A Tournament Chair is appointed by the Board each year.

Mavericks Girls Hockey Committee

Region 4 associations supporting the Madison Mavericks Girls Hockey Program are welcome to provide an appointed member to serve on this committee. The committee will be tasked with communicating upcoming season opportunities for girls to association members, gathering and disseminating information, and making recommendations to VWYHA on areas for improvement and growth of girl's hockey.

Rental Equipment Manager

The Rental Equipment Manager oversees the rental equipment inventory, distributing and collecting rental equipment. The Rental Equipment Manager also makes recommendations to the Board when equipment needs to be purchased.

Photography Coordinator

The photography coordinator will work with photo companies to coordinate all team and individual pictures.

Communications Director

The communications director will send out communications to the association along with a weekly update regarding what is happening at the rink during the season.

Jersey Coordinator

The coordinator works with the Age Level Directors and Registrar to ensure that there is a sufficient supply of rental jerseys and socks for the Squirt, Pee Wee, U14 and U12 Girls, Bantam, and Midget for the upcoming season and orders any additional needed. The Jersey Coordinator inventories, manages, and maintains the jerseys for each season.

Apparel Coordinator

The Apparel Coordinator works with a vendor to make branded warmups available for purchase. The Apparel Coordinator manages the ordering of coaches' jackets for each season. In addition, the coordinator will set up an apparel fan store so the association has logoed clothing options for purchase.

Collection Coordinator

The Collection Coordinator will follow up with families and/or ALD's regarding past due accounts. Follow up with families regarding returned payments for insufficient funds and credit card payments declined for other reasons. Respond to emails regarding amounts due, setting up payment plans, providing scholarship applications, etc.

Recruitment/Retention

The Recruitment/Retention Coordinator is responsible for the distribution of information about the Verona Youth Hockey program and attracting prospective children and families to participate

in Verona Youth Hockey programs. The coordinator will advertise and announce Verona Youth Hockey programs through various media, including internet advertising, social media advertising, local newspaper advertisements, and print media. They will work to coordinate programs such as, the Learn to Play Open House, Try Hockey for Free events sponsored by USA Hockey, Hometown Days Parade, VAHS Homecoming Parade, and miscellaneous events happening in the local area that would benefit exposure to Verona Youth Hockey Program. The coordinator will also create and maintain our advertising media such as flyers, advertisements, banners, yard signs, etc.

Team Managers

Team Managers (TM) are the parents who volunteer to assist the head coach in managing the activities of each team. The TM is responsible for distributing and updating schedules for games/scrimmages, as well as other information to the skaters and their parents. Communication to the team is done through the Verona Wildcats website, veronayouthhockey.com or through email. The TM may find another parent volunteer to manage or assist with tournament duties, concession schedules, and other team duties. The TM is the communication link between the parents, the coaches and the Age-level Director (ALD) for that level, and the Board of Directors. A TM training session is conducted each season to allow both new and experienced TMs, ALDs, and the Board to share their experiences and answer questions.

Skater Age Levels

The following Age Classifications shall apply for the 2023-2024 season:

<u>Age</u>	<u>Year of Birth</u>	<u>Wildcats Level</u>
4 – 5	2019-2020	Learn to Play
5 – 6	2017-2018	U6 Cross-Ice
7 – 8	2015-2016	U8 - Mite Red, White, and Blue (RWB)
9-10	2013-2014	U10 - Squirt
11 – 12	2011-2012	U12 - Pee Wee / U12 Mavericks (girls)
13 – 14	2009-2010	U14 - Bantam / U14 Madison Mavericks (girls)
15 -18	2004-2008	Midget U18 / High School 2

Skill Levels

Skaters for U10 and above must participate at their respective age levels. For U8 and below, it is highly encouraged for skaters to participate at their respective age levels. Requests to change age levels for U6 and U8 will be reviewed and approved by a committee of the U6 ALD, U8 ALD, Director of Hockey, Vice President, and President. Exceptions can be expected to be limited. Process for change from U8 to U10 is described elsewhere in the Parent Handbook.

U6 and RWB will play their games in a reduced surface (cross-ice, half-ice, studio rink) format to develop skills and have fun.

The Verona Wildcats have been designated as a Division 1A, Tier 2 Association by WAHA. This means that the most skilled team at each age level must play at the "1A" level in the WAHA State Tournament. The second team at each age level must play at the "1B" level, the third team at the "1C" level, and fourth team at the "C2" level.

Verona Wildcats Youth Hockey Association fields several teams at all age levels. This allows all teams the opportunity to play at a skill level better matched to their ability.

Registration

Verona Wildcats skaters primarily reside in the Verona School District unless the school district in which they live is in an "un-districted region" as defined by WAHA policy. Players from outside of these areas (Verona School District or an un-districted region) are allowed to transfer in accordance with WAHA guidelines. The transfer policies of WAHA are complex and some limited exceptions to this rule can be made by the Board.

All appropriate registration and payment obligations must be completed by all skaters, regardless of residence prior to attending any on-ice practices, evaluations, or team assessments. There is a nonrefundable portion of the fee, (\$150.00) for skaters who participate in evaluations and preseason conditioning, but do not end up playing with Verona Wildcats Youth Hockey Association.

50% of full registration fees are due by October 15, 2023. 100% of registration fees are due in full no later than December 31, 2023. Failure to pay will result in skater not being able to participate.

Payment options are detailed during the registration process with questions being directed to the Treasurer.

Code of Conduct

Verona Wildcat Youth Hockey Association promotes and enforces standards for acceptable behavior for all association members including parents, skaters, and coaches. Each member is

required to read, sign, and submit a Code of Conduct form every season and agree to promote a positive experience and abide by the expectations of the association at all games, practices, and sanctioned events.

Questions or concerns regarding Code of Conduct Violations can be directed to the Age Level Director (ALD) at the level for which you have a concern or potential violation to report.

Please take an opportunity to review our association Code of Conduct forms and familiarize yourself with our expectations for behavior during the season. Verona Wildcats is a ZERO TOLERANCE club.

Equipment

It is essential for the protection and safety of the skaters that they have properly fitted equipment. It is not necessary to buy new or the most expensive equipment, but it must be the right size to give proper protection. If you are not familiar with hockey equipment, please seek out people who are more knowledgeable about proper fitting of equipment. Suggested local sources for equipment include House of Hockey, Pure Hockey, Play-it-Again Sports, and Dick's Sporting Goods. There are also a variety of dealers online. The following equipment is necessary: Athletic supporter with cup/pelvic protector, shin guards, hockey socks, breezers (hockey pants) that are black in color, belt or suspenders to hold up breezers, elbow pads, shoulder pads, hockey practice jersey, a HECC-approved helmet and face mask that is not expired and is black in color, mouth guard, hockey gloves that are primarily black in color, 1 or 2 hockey sticks, and hockey skates.

Optional equipment may include a neck guard, a garter belt or board shorts for holding up socks (which can otherwise be taped), and some alternate styles of equipment. A mouth guard is optional until the skater becomes a Pee Wee. **VWYHA strongly recommends all skaters wear neck guards and mouth guards.**

All skaters (Squirt level and higher) must rent their new or used game jerseys from VWYHA. Your Team Manager will help coordinate jersey rentals with the Jersey Coordinator to avoid number conflicts on your team. Skaters must wear a practice jersey, not game jerseys, for practices to maintain the appearance and value of their game jerseys.

“Uniform Compliance”- Players must wear a helmet that is black in color, pants/breezers that are black in color and gloves that are primarily black in color to be compliant with the Verona Wildcats uniform and brand. Questions regarding uniform compliance for the Madison Mavericks Team(s) can be addressed to the ALD.

Jersey Rental

The Verona Wildcat Youth Hockey Association implemented a jersey rental program as part of our rebranding campaign during the 2014-15 hockey season.

Skaters at the Squirt, Pee Wee, and Bantam levels are required to rent a set of jerseys each season, which is included in your season fees. Specific details regarding care, returns, distribution, number assignment, and purchase options can be directed to the VWYHA Jersey Coordinator.

JERSEY SETS ARE ONLY AVAILABLE FOR PURCHASE UPON A SKATER REACHING THEIR FINAL YEAR OF ELIGIBILITY WITH VERONA WILDCATS YOUTH HOCKEY ASSOCIATION. Squirts, Pee Wees, and Bantams with remaining eligibility cannot purchase their jerseys and must abide by the association rental agreement and return policy. Players making the VAHS Wildcat High School Hockey Team or girls switching from Wildcats to Mavericks will be allowed the opportunity to purchase their Wildcats jerseys.

Jerseys for skaters at the Learn To Play, U6, and U8 levels are included in the ice fees and distributed to the teams prior to their first game. THERE IS NO RENTAL FEE FOR SKATERS AT THESE LEVELS.

Jersey Numbers

Upon reaching the Squirt level (U10), skaters will be issued a set of association rental jerseys. When skaters outgrow their jerseys, they will be allowed to choose a new number from those available at that next jersey size. There are no number guarantees.

Should there be a jersey number conflict amongst multiple skaters at a level or on the same rostered team, Verona Wildcats Youth Hockey will employ the following “tie-breaker” rules to determine who will retain that number.

1. Skater with most seasons registered with the association (Southwest, Verona, and Mavericks: LTP through Midget).
2. If the skaters have been with the association for the same number of years, it will be given to the second-year skater at that level.
3. If the skaters have been here for the same number of years, and are both second years at the level, it will be a coin toss conducted by Jersey Coordinator and ALD of level with disputed number.

Scholarships and Financial Assistance

Verona Wildcats Youth Hockey has funding and scholarship opportunities available to assist families and skaters with the cost of playing hockey. It is important that our association not allow family financial challenges to be a reason for non-participation in this great game.

Recipients of scholarships and financial aid will be required to actively volunteer for additional VWYHA fundraising opportunities in addition to the required concession and volunteer hours. Additional opportunities may include support and planning of tournaments, Verona Fest, service on committees, coaching, etc.

Player(s), parent(s) and/or guardian(s) must remain members in good standing with VWYHA. Further aid will be denied if the member does not remain in good standing, is subject to "Code of Conduct" violations, is not forthright regarding the need for financial assistance, or for any reasonable concern as identified by the VWYHA Board of Directors.

Contact Association Treasurer Erin Ludmer with questions or to learn more.

Verona Ice Arena Concession and Volunteer Work

To staff the concession stand and tournaments at the Verona Ice Arena and to keep our ice fees as low as possible, parents will be required to volunteer in the concession stand. Annual hours will be determined based on skater participation in the Association. Parents will be informed about the number of required concession hours at the beginning of the season. If a family chooses not to participate, **they must indicate this at the time of registration** or as close to the start of the season as possible. This will subsequently result in a "buyout" fee of \$25 per credit hour. The yearly requirement must be completed by the final State Tournament weekend in March.

Some additional hours during the season may be available, subject to staffing requirements and participation. However, those satisfying the yearly hour's requirement are given priority in scheduling. Please contact the concession chairperson for further details. At the end of the year families not fulfilling their DIBS requirements will be billed through Sports Engine at \$35 per unearned hour. Please visit the website for more details regarding the concession stand policies and procedures.

Only children 16 – 17 years of age can accompany parents into the concession stand and earn credit toward their required hours. Young adults age 18 and older can work without parental supervision. This is a Verona Ice Arena policy. Parents must keep a watchful eye over their children if they choose to bring them into the concession area. The parents are financially responsible for any items consumed.

In addition to any DIBs obligations they may have, families of U8 (RWB) skaters are required to volunteer for duties related to the annual mite tournament. The U8 age level director will communicate these requirements to these families as planning progresses through the season.

DIBS No Show Policy

No shows will not be tolerated and there are significant penalties associated with missing a time shift. A penalty of \$125 will be assessed to the family for missing a two (2) hour time shift. An emergency call list is available to help find last-minute substitutions. However, it is the complete responsibility of the volunteer family to find/call substitutes when needed.

Player Selection Process

Skaters. The evaluation process will consist of three sessions. All sessions are weighted equally, with each session accounting for one third of the player's total evaluation score. The first session will be a skills session. The second session will be a scrimmage that includes all players in a specific age classification using a 3 vs. 3 reduced surface format. The third session will be a scrimmage that includes all players in a specific age classification using a 5 vs. 5 format. The Evaluation Committee may change the format of the scrimmage sessions in consultation with the evaluators.

Skills (33 1/3 %) The player is graded on the skills of skating forward and backward, stops, passing, shooting, and puck control. **Scrimmage 3 vs. 3, (33 1/3%), 5 vs. 5 (33 1/3%).** Players are evaluated on their overall hockey performance, with equal weight given to offensive and defensive awareness and expertise, in each controlled scrimmage.

Goalies. The evaluation process will consist of three sessions. All sessions are weighted equally, with each session accounting for 33 1/3% of the player's total evaluation score. The first session will be a skills session. The second and third sessions will be the scrimmage sessions for the age division. **Skills (33 1/3%)** The player is graded on the skills of angles, glove/pad saves, use of stick, puck control (rebounds), and movement/reactions. **Scrimmages (66 2/3%)** The player will be evaluated on overall performance in a game situation in both scrimmages for their age level.

Four evaluators (approved by the Board of Directors) will evaluate each age division. All evaluators should be qualified "outside evaluators". An **outside evaluator** is defined as a person who is not the parent of a player in that age division. If possible, the evaluators are asked to score all sessions for an age division. Parent coaches may be asked to participate if necessary. A parent coach shall not evaluate their child.

At the end of the third session, up to 10 skaters closest to the proposed breakpoint at each level (A to B, B to C, C1 to C2 (if applicable)) will participate in an additional evaluation session. The additional evaluation session will be a 30-minute session where the skaters will be evaluated and ranked (highest to lowest) collectively by the outside evaluators. This separate evaluation will replace the tabulated evaluation score that is referenced below for the determination of final team placement.

Evaluation scores will be tabulated by members of the Board of Directors who do not have skaters at that level. Representatives from the Board of Directors will divide skaters into teams after all evaluation phases have been completed. In the case of tie scores at the cutoff points, the Board considers the following guidelines in the following order:

Coach's preference. Second-year skater or last year skating at the level. In case of tie scores for goalies, the Board considers the following guidelines in the following order: Coach's preference. Second-year goalie or last year skating at this level. Greater number of seasons played in goal for the association. Only players that tryout for goalie will be allowed to play that position except as provided below. Goalies will be evaluated on a combination of skills and scrimmage scores.

Squirt - Primary goalies will be placed on the 1A, 1B, and 1C teams. The primary goalie must commit to and will play in goal at least 90% of the time for the entire season. The remaining 10% will be open to other members of each team who have a desire to play in goal. Other members of the team playing goalie will be at the coach's discretion. When a skater is playing in goal the primary goalie may skate out.

In the event that there are fewer goalies than rostered teams at an age level, the top-rated goalie will be assigned to the A team, the second rated goalie will be assigned to the B team, etc.

If there are more goalies than teams, at an age level, goalies whose scores are most similar will be placed together on the appropriate team. Squirt goalies could skate out when not playing goal in their games at the coaches' discretion.

Pee Wee/Bantams/Midget (HS2):

Midget, Bantam, and Pee Wee first-year skaters (those who have not previously played hockey) will not be allowed to try out for goalie. Goalies will be evaluated on a combination of skills and scrimmage scores. The top-rated goalie will be assigned to the A team. The second-rated goalie will be assigned to the B team, etc. The assigned goalie must commit to and will play for the entire season.

If there are more goalies than teams, they may be paired together, up to a maximum of 2 per team. Goalies whose scores are most similar will be placed together on the appropriate team. The two assigned goalies must commit to and will play in goal approximately 50% of the time for

the entire season. If there are more goalies than positions available, the bottom-rated players will not be given the opportunity to play goalie.

All players will be placed on a team according to their evaluation scores. After teams are formed, it is sometimes necessary to move a player(s) up to a higher team within an age division to fill a vacancy. If a space must be filled on a higher-level team, the player with the highest evaluation score on the lower team will be moved. **A player may not decline assignment to a higher team.** For age divisions with 5 or more teams, only the top three teams will be selected by ability and the remaining teams will be equalized and will have players of mixed abilities. After evaluations are completed, the Board may determine that teams should be equalized at any level within an age division due to many players with comparable evaluation scores.

Players are required to attend all evaluation sessions. If a player misses any of the evaluation sessions, they will be placed on the lowest level team at that age level. The player may be moved to a higher-level team in the age division with approval of the Division Coaches and Board of Directors. This roster change must be completed prior to the USA Hockey deadline for submission of official rosters.

All Bantam and U14 (girls) players must try out, even if they are planning to try out for their high school hockey team. The Board of Directors will determine the number of teams and team size. Team number and/or size may change after high school tryouts. This could change the way the teams are organized or when the results of the evaluations are posted. For Bantams only, due to concerns about unskilled player's safety, a minimum competency score may be required and enforced.

All skaters must be registered by the first day of tryouts to be placed on a team (except Learn to Play; U6 Cross-Ice; Red, White, and Blue; and Recreational program skaters).

The Board of Directors and Evaluation Committee will make every effort to ensure proper team placement. Evaluators are individuals with a high degree of experience and knowledge of youth hockey who devote many hours of service to the association. They are required to make very difficult decisions regarding players whose skill levels are often very comparable. All players are placed on a team based solely upon their final evaluation ranking. The judgment of the evaluators is **not** subject to appeal. Any parent may request a review of their child's score by **notifying the division director in writing within 72 hours of team posting.** If a review is requested, the Board of Directors will recalculate the players scoring to assure that no mathematical errors were made, and the parent may review the player's score. **A player will not be moved to a higher team unless it is determined that a mathematical error was made in the calculation of the player's combined score.** No player will be moved down after teams are posted.

EXCEPTIONS: Learn to Play, U6, Mite Blue, Mite White, and Mite Red teams will be equalized (at each respective level) as best as possible and have skaters of mixed abilities. Team rosters for

these age groups will be selected and placed by the ALD after 2-3 practices without a formal evaluation process.

Double Roster Policy (does not apply to Madison Mavericks)

The intent of double rostering is to assure that every team has enough players on their roster to compete. *It should be the exception and not the rule.* **The intent of double rostering is not to give players from the younger age levels additional playing time.** Team rosters must be finalized by December 31st. Players are double rostered only for games and not normally for practices. The double-rostered player is only invited to games when there is a concern that there will be too few players to play in a game or to meet the requirements to play at a state tournament. (A player must play in at least 5 games with a team between December 15th and the first playoff game to be eligible to play for a team at state).

Criteria for double rostering

A double roster request may be made when a Midget/HS2 team has less than 12 skaters and a Bantam, Pee Wee, or Squirt team has less than 10 skaters. The purpose of the double roster is to return the team requesting additional skaters to the minimum number of skaters referenced for that level. Teams that do not meet these criteria may request to double roster but must justify why it is necessary.

Player's eligible to double roster

Players may only be rostered one age level up. Only second year skaters will be considered for double rostering except for RWB and Goalies.

RWB players and Goalies may be double rostered without regard to age.

Players will be considered for double rostering in the order of tryouts (A player will normally not play lower than a B team of the upper division). If a player meets the criteria in this policy, his/her primary team may not prevent the player from being double rostered. If a team has only one goalie, double rostering of that goalie is discouraged.

The Coaches Committee will recommend to the Board which players are appropriate for double rostering based on factors such as safety, evaluation performance, ability to skate at the next age level, and input from coaches with the affected teams and levels. A rotational basis will be used when multiple skaters are double rostered to a higher team. The number of games played by double rosters should be split evenly amongst the players designated as double rosters for a particular team.

Required Approvals:

The double-rostered player can only play in games that are board approved and is based on a week by week basis.

*Board Approval: 3 out of the 5 following board members need to approve: the ALD of the level needing the skater, ALD of the level giving the player, President, VP, and Director of Hockey.

*Parent Approval of double roster: It is suggested that parents of a double roster seek input from the head coach of the player's primary team.

Double Rostering Fee

A fee of \$25 shall be paid by the double roster regardless of the number of games played (there shall be no fee for goalies). The fee shall be made payable to VWYHA and shall be submitted to the Division Director before the child is placed on an additional roster. This fee may be waived upon approval by the Verona Wildcats Youth Hockey Association Board of Directors. The fee will be refunded if the child is not suited up for any games. **Equal Ice Time Policy.** The equal ice time rule applies to the double roster when he/she dresses for and is present on the bench during a game or scrimmage (substantially equal ice time as other skaters present). The double roster may only practice with the higher age level team with prior board approval, on a practice-by-practice basis. Players who are double rostered can play a maximum of 3 games in a day or 5 games in a weekend. The player's first commitment is to their primary team.

Double Rostering Process

Before December 1st, the coach or team manager must notify the Division ALD of the desire to double roster. The Division ALD will determine whether double rostering is appropriate under the terms of this policy and make a recommendation to the Executive Committee. Before December 15th, the Executive Committee will meet with the necessary Division ALD and the Registrar to determine whether double rostering is appropriate and to determine which players are eligible to double roster under this policy. The Coaches Committee will then provide to the Board a recommendation on which skaters should be used to meet the double roster request.

If any participating party would like to appeal the decision that is made by the Division ALD, Executive Committee, or Board of Directors may make an appeal in writing to the President and it will be reviewed by the full Board at the next scheduled board meeting.

Players must be added to the gaining team's roster no later than December 31st.

Players will not participate in a game or scrimmage with the older level team without going through this process.

Double Rostering for U14 Madison Mavericks

From time to time, it may be appropriate for a Girls team to include players on its roster from a co-ed or lower-level girls' team.

These double rostered players can then be available to "fill in" at times when the team finds itself short-handed. The double-rostered player's primary obligation will be to the team for which they are registered. Such a player will not compete for the double roster team if it will adversely affect his/her obligation to their primary team. The intent of double rostering is not to give a skater additional ice time on a permanent basis, but rather to assist teams and align like-skill teams going forward. If a need for a double roster is identified for a given team, the players to be included will be determined as follows:

1. The coach from the team in need of double roster players will meet with the ALD to identify which skaters are eligible for double roster.
2. Upon obtaining consent, the coaches will submit the skater's names to the board for approval to add the names to the roster. If approved, the Registrar will add the names to the roster.

Skating at a Higher Age Classification

USA Hockey rules allow players to play up one age group. The Verona Wildcats Youth Hockey Association will allow a player to play up one age group, provided the following requirements are met: A player may move up only one age classification. Players requesting to play up must obtain a recommendation from the Coaches Committee and notify the appropriate Division Director by the first Sunday in September. A player will be allowed to try out at the older age classification unless the Board of Directors determines that it will adversely affect team sizes at either age classification.

All requests to play up require the parent, player, and Director of Hockey signatures. If a player chooses to try out at an older age classification, that player will also be required to try out at their normal age classification. If, after participating in tryouts at the older classification, the player's total tryout score is in the top five for that older classification, the player will be considered eligible for placement in that older age classification. If the player's total tryout score is not in the top five for the older classification, the player will be placed on a team at their appropriate age classification based on tryout scores at that level. The Verona Wildcats Board of Directors may

make exemptions to this policy if a majority vote of the Board decides that the situation warrants special consideration due to the number of skaters at each of the age divisions affected. This policy is primarily for players that have demonstrated exceptional skills and by playing up they will have the opportunity to compete at a level that is appropriate for their skill level.

FURTHER, THE VERONA WILDCATS YOUTH HOCKEY ASSOCIATION BOARD OF DIRECTORS WILL ALWAYS CONSIDER THE SUCCESS OF THE ENTIRE ORGANIZATION WHEN MAKING ANY DECISIONS REGARDING SKATER PLACEMENT, COACHING ASSIGNMENT, OR ANY OTHER DECISION AS TO THE OPERATION OF THE VERONA WILDCATS YOUTH HOCKEY ASSOCIATION.

Board Liaison Assignments for 2023-2024

Committee/Area	Board Liaison
Apparel Coordinator	Kaiti Bohacek
Coaches	Joe Beyler
Collections	Ann Carlson
Communications	Kristen Manning
Concessions Hours (DIBS)	Desiree Bates
Concessions Deposit	Lesley Steffin
Concessions Inventory	Brian Lindow
Equipment	Mark Markham
Evaluations	Justin Temple
Jersey Coordinator	Karin Shippar
Legal Counsel	Brian Severson
Patches (Registration)	Mike Bakalars
Pre-Season Conditioning	Joe Beyler
Photography Coordinator	Jill Scheibel
Recruitment	Angela Hunt
Region 4	Jason Mattila
Rental Equipment	Mark Markham
Tournaments	TBD

2023-2024 Board of Directors

President Jason Mattila 608-444-9099	Past President Jamie Stebbeds 608-845-9408	Vice President Justin Temple 608-239-6585	Secretary Lauren Koehler 608-695-7442
Treasurer Erin Ludmer 912-257-8273	Registrar Mike Bakalars 608-212-8931	Ice Scheduler Mike Tollefson 608-845-8994	Director of Hockey Joe Beyler 608-335-2699
Fundraising Mindi O'Brien 608-712-8400	Webmaster Karin Shippar 608-213-3391	Midget/HS2 Director Janis Strutt 608-999-1474	Bantam Director Bill Snow 608-469-4075
Mavericks Director PJ Gregoire 608-516-7985	Pee Wee Director Todd Carlson 608-509-2148	Squirt Director Kyle Dziubla 608-347-5675	Mite RWB Director Amanda Ferwerda 608-770-0428
U6 X-Ice Director Wayne Pfahler 419-615-8979	Learn to Play Director Danielle Pellitteri 608-358-6990	Girls Hockey Coordinator Angela Hunt 608-712-1420	