

Washington County Youth Hockey Association
Handbook
(restated October 3, 2016)

Section 1: Introduction

Welcome to the Washington County Youth Hockey Association (WCYHA), formally known as the Washington County Youth Ice Skating Association Inc.! We are a private, non-profit association dedicated to the development of youth hockey players. Through a dedicated staff of certified coaches, we strive to teach youth sportsmanship, ice skating, teamwork, build self-esteem, and develop discipline. WCYHA fields teams through high school aged youth, and supports and maintains the Kettle Moraine Ice Center, which is owned by the WCYHA. We operate completely with volunteers dedicated to putting on a first class program for the youth of our community and surrounding areas.

If you currently skate or would like to skate for the WCYHA and live outside Washington County, you must obtain a release from the hockey association where you reside to be eligible to skate for WCYHA.

This handbook is designed to provide you with information on WCYHA policies. For further clarification of these policies you should contact a WCYHA board member or attend one of the WCYHA board meetings – typically held on the third Monday of each month at the Kettle Moraine Ice Center.

How We Started

Mike Quigly, Garnet Ward, Horst Wagner, John Gehl and Connie Hall formed this association in 1975. The first practice was held on Big Cedar Lake near Garnet Ward's home. It was then moved to a neighborhood rink on Little Cedar Lake.

From there the rink moved to a pond at Silverbrook and Hickory. As the association grew, the need for a more permanent site became necessary. The association contacted Gary Anderson of the West Bend Recreation Department, and the rink was set up on one of the ball diamonds at Regner Park. This proved to be a problem as the water used to form the ice ran out onto the road and through the middle of the park.

In 1977 the Park Commission agreed to a new location behind the warming house at Regner Park. In 1992 the "Ice '92" fundraising campaign finally helped us to realize our goal of an indoor ice facility, The Kettle Moraine Ice Center. It is located at 2330 South Main Street, on the south side of West Bend.

Section 2: Programs

A. Intro To Hockey

An introductory in-house program for ages 4-12 designed to introduce children to the sport of ice hockey. All new skaters under the age of 9 with no prior skating experience in an organized hockey association must skate their first year in the Pre-Hockey program. Brochures are available at the Kettle Moraine Ice Center explaining this program.

B. ADM/Mite

The American Development Model (ADM) is a progressive, skill development model introduced by USA Hockey that has shown a great deal of success in developing American hockey players. It is a tool that will ensure every skater will have the same chance to succeed. By implementing ADM, associations like ours will focus on skill development, teach the value of teamwork and increase the retention of hockey players at a very early age.

C. Girls Team

This program could be available if there is enough interest shown via the pre-registration forms. If your skater desired to play hockey in a girls-only setting, please contact the Director of Player Development to communicate this interest.

D. Travel Teams – Squirt through Bantam

These teams are for the experienced skaters. The travel teams often encounter extensive travel during the season. Travel teams play an average of 30-40 games. Included in the fee structure is the cost of Playdowns, the State Tournament entry fee (if the team qualifies). A team can choose by majority vote not to participate in Playdowns and State competition. This decision has to be made by the team prior to the designated WAHA deadline and no state roster will be submitted for that team. Most teams participate in 3-4 tournaments per season, with 2-3 of those tournaments being away tournaments. The cost of tournaments those away tournaments is the responsibility of each team. The amount of travel involved and tournament participation is generally determined by a team vote, with the majority ruling.

E. High School

Our association does not have a high school team per se at this time, as most high-school aged players are playing for the Ice Bears co-op team.

Section 3: Equipment

A All parents are obligated to provide proper protective equipment for their own skaters for all practices and games. This equipment includes skates, stick, mouthguard (colored), protective cup, shoulder pads, elbow pads, shin pads, breezers (pants), gloves, and a HECC approved helmet with full cage.

B. All players on travel teams will be required to purchase a home and away jersey. Numbers are assigned by the association in order to avoid duplication. Requests for a specific number should be directed to the Registration Committee.

C. The WCYHA team colors are black, green, and white. Helmets, gloves and breezers should be black whenever possible.

D. WCYHA jackets, wind suits, and hats are available to purchase. Please contact our President or a team manager for further information.

E. All players under the age of eighteen (18) must wear a helmet with a full cage whenever they are on the ice or on the bench. This includes practices and games. Helmets are not to be removed until the player has left the ice surface or is no longer on the bench; unless they are participating in a photographic setting. Helmets may also be removed from an injured player if a licensed physician deems it necessary for him/her to do so.

F. Mouthguards must be worn during all practices and games. Players without them will be asked to leave the ice and will not be allowed to return until they correct the situation. There are no exceptions to this rule!

Section 4: Registration

A. Every child who wishes to participate in the program must register annually with WCYHA and pay a fee determined by the board.

B. A deposit is required by May 1 to hold your spot in the next year's program. The deposit is non-refundable and is applied to your registration fees. The number of travel teams and the maximum number of players on each team for the coming season will be determined by the board, usually (but not always) at the May board meeting. This is necessary to allow scheduling of ice time not only for our association but others who would like to rent available ice from us.

C. Registration fees must be made in full by the deadline stated in the registration packet. The association will accept skaters who have not preregistered on first come first served basis until the maximum number of players at each level has been reached. That maximum number (and a minimum number of skaters to split into two or more teams) is determined by the Board of Directors. New skaters registering after this point will not be guaranteed a spot. The Director of Coaching and the Director of Player Development will review the pre-registration rosters at

each level and make a recommendation regarding the size of teams at each level to the Board of Directors. It is the intention of the association not to turn away any skater; however, members not ending the prior season in 'good standing' (as determined/defined by the Board of Directors) may not be guaranteed a roster spot at the time of pre-registration. Those members and their skaters will be provided their release upon written request to the Board of Directors.

D. If special payment terms need to be set up, this must be requested prior to the date noted in the registration packet. You must contact the President or Treasurer directly. All requests for special payment terms will be kept strictly confidential.

E. Traditionally, the WCYHA has concurred with USA Hockey in recommending that players skate at the level deemed appropriate by birth year. However, team sizes and other factors can impact and have impacted that decision-making process; and the decision regarding playing up at one level of skating may not be/may not have been appropriate for another level. With that in mind, WCYHA has established the following procedure:

Pee Wee/Bantam:

-Skating up to these levels is only allowed in the case of an actual tryout being held, in which case there will be a minimum of two teams and all skaters will be participating in a tryout/team selection process.

-Skating up is also allowed when there are not enough age-appropriate skaters to field one team of two full lines + one goalie (11 skaters) at either level.

-A child is not allowed to skate up to a team when a tryout is not being held because a) the maximum number of pre-registered age-appropriate skaters for this team (16) has been exceeded; and b) there is an inadequate number of skaters pre-registered to field two teams at that level. This is not an attempt to punish a skater; but rather an attempt to be most fair to the majority of skaters.

-If two teams are formed at one of these levels, skating up will be permitted only if the results of the tryout/team selection process determine that the skater has made the A-team at the higher level. If the skater does not make the A-team at the higher level, they are placed on the team dictated by their evaluation results in their tryout at the age-appropriate level, without regard to their evaluation results in their tryout at the higher level. This means.....that we recommend that skaters looking to tryout at a higher level, also participate in the evaluation process at the age-appropriate level as well. Failure to tryout at the age appropriate level could result in them being placed at the lowest team at their age-appropriate level, should they not make the A-team at the level they were attempting to skate up to.

ADM/Mite/Squirt

-Skating up to the Squirt level by an age-appropriate ADM/Mite player is discouraged by WCYHA. However, we realize that not every skater or situation is identical; and for that reason, we have implemented the following: A skater that is new to the association and is looking to enter the ADM/Mite program must complete at least one session of Pre-Hockey, or have the ADM/Mite coach(es) and/or Director of Player Development's approval before being allowed to skate in that program.

-Any child under the age of 8 that is asking to skate up to the Squirt level must have successfully skated for a minimum of one session of a Pre-Hockey, ADM or Mite program – with WCYHA or another association. In addition, the skater will need to have a written endorsement from the previous year’s Head Coach to be considered eligible to skate up to the Squirt Level. The benefits of the ADM/Mite program are many – both here and throughout the country. As such we want to make sure that a) the skater handle the physical/mental requirements to “skate up”; and b) that in the Director of Player Development’s opinion that they have mastered these ADM/Mite skills to the point that any further time “skating down” would have a detrimental effect on the skater; and c) that the “skating up” player will positively impact the higher (Squirt) team. *These rules may be suspended from time to time at the request of the Director of Player Development and with the approval of the Board of Directors if the only way to field a single team is to ask skaters to “skate up” from a lower level.

**Minimum team sizes and maximum team sizes are determined by the Director of Player Development, The Director of Coaching and the Board of Directors prior to the start of the season. This is done to try to ensure that there are enough skaters to participate to make the team safe and competitive; and at the same time allow for the proper development of all skaters.

F. New skaters should contact the hockey hotline @ 262-335-0876, or send a post card to WCYHA P. O. Box 462, West Bend, WI 53095, or visit the association’s website at www.wcyha.org to obtain a registration packet.

Section 5: Team Selection/Tryout Process

A. Players have the option to participate in the team selection process. If a player chooses not to participate they will automatically be placed on the lowest level team for their age level, in accordance with USA Hockey’s guidelines. We encourage all players to go through the team selection process, as this helps establish a base-line for the most accurate evaluation of all players. Once again, if a player is attempting to skate up, we recommend that they tryout at both the higher and age-appropriate levels, in case they fail to make the A-team at the higher level. Should they fail to make the A-team at the higher level and also not try out at the age-appropriate level, they will automatically be placed on the lowest team at the age-appropriate level.

B. All players and their families must be current with all registration requirements and have their account in good standing in order to participate in the team selection process. “Good standing” is determined by, and in the sole discretion of the Board of Directors.

C. All players must comply with all standards of WCYHA in regards to proper equipment. If a player comes to the team selection process/tryouts missing the proper protective gear (as referenced in Section 3.A of this Handbook), they will not be allowed on the ice until the standards and requirements are met. If a player comes to the team selection process/tryouts wearing any personalized equipment (name on their jersey, name on their helmet, etc.), they will

not be allowed to participate in the team selection process until the personalized equipment has been removed or the personalization remedied; and there will be no special consideration or ice time provided by the evaluators.

D. If a player is in violation of any registration or equipment guideline, they will be asked to leave the ice and return when the situation is corrected - without any special consideration from the evaluators.

E. Squirt level players may participate in the selection process as skaters or goalie. If your skater is interested in committing to the goalie position full time at the Squirt Level, please contact the Director of Player Development to express your interest. Skaters are welcome to attend tryouts for Squirts at the Goalie position. Goalies will be judged and scored by independent evaluators. Team placement is determined by goalie's ability and what is most appropriate and in the best interest of the goalie's development. Team placement will be determined by a committee comprised of the Director of Player Development, Director of Coaching and the Squirt Level Coaches. At the Squirt level, skaters who request and opportunity to play goalie should be accommodated. Accommodation will be at the head coach's discretion with the development of each player in mind.

F. PeeWee level players and above may participate in the selection process as a skater or a goalie. Having a goalie selected for a team does not preclude another skater from playing goalie at times during the season.

G. When there are more goalies trying out than there are teams to play on, the top team will carry one goalie and the lower team may carry two goalies, as determined by the Director of Coaching and the Director of Player Development. Differing opinions on the matter will be settled by the President of WCYHA.

H. Players that can play Bantam hockey by age but also attend high school are the players in WCYHA that have 'dual eligibility'. Those players must decide whether they want to play as Bantams or for the Ice Bears high school co-op team; they cannot play for both teams.

I. Any player that is unable to participate in the team selection process for medical reasons or otherwise (that wants to tryout for the top-tiered team) must submit a written (or emailed) request for their excused absence to the Director of Player Development. If the absence is excused/approved, a vacancy will be left at the top team for a maximum of two weeks. Within that period of time, the player will be evaluated by three people: the Head Coach at the appropriate level, the Director of Player Development and the Director of Coaching. The player will be placed on the appropriate level team within two weeks of the team tryout completion. If a player's excused absence is medically related and involves an extended absence, the Director of Player Development will decide when and how to evaluate and/or place that player.

J. All players are asked to be at the team selection process 45 minutes prior to their scheduled ice time. All returning skaters should avoid wearing any jersey or equipment that is personalized or provides any form of identification.

K. All parents (especially those new to the tryout/team selection process) are encouraged to attend a question and answer session presented by the Director of Player Development. The time and date of the Q & A session will be determined and published at least 1 week prior to the session being held. Parents will be reminded at that time that the Tryouts/Team Selection process is a closed session; and that parents are not permitted in the rink area proper once the session begins, or until the session ends. Since it is our goal to ensure a proper and fair evaluation of each player, it's possible that the session goes longer than expected or scheduled in order to properly evaluate them. We would ask that parents be mindful of this and not enter the rink area until the skaters emerge from the locker room, or the parents are beckoned into the locker rooms by the coaches.

L. All WCYHA teams will be evaluated by independent evaluators – who are not affiliated with or members of WCYHA. These evaluators will be educated on the selection process by the Director of Player Development and made aware of the WCYHA mission statement. The evaluators will be responsible for ranking each skater for placement. The Head Coach of the top team at each level will fill the final two roster spots, with the approval of the Director of Player Development and the Director of Coaching. The Director of Player Development and/or the Director of Coaching will act as back-up evaluator(s) if necessary and will also be responsible for tallying all scores. The Director of Player Development and/or the Director of Coaching reserves the right to bring in other players whose skills they feel will assist with and help expedite the evaluation process.

M. The Director of Player Development will be responsible to design the drills used during the selection process. The Head Coach with assistance from the other coaches will be responsible for running the on-ice portion of the selection process. The Head Coach has input to the selection process between the skills portion and scrimmage portion. This input is limited to a conversation between the Director of Player Development and him in regards to the placement of players at that level. This input from the coaches will be communicated back to the evaluators in regards to what they may want to look at during the scrimmage portion in regards to specific players. At no time should a coach have any other conversation with the evaluators during the selection process!

N. The skill portion of the team selection process consists of numerous drills designed to highlight basic skills of the player. During this portion of the selection process the players will be evaluated using the follow criteria:

1. Forward Skating
2. Backward Skating
3. Passing & Receiving
4. Puck Control
5. Shooting

The above criteria has been numerically weighted to correspond with the WCYHA mission statement that encourages “finesse” hockey or “skaters” hockey. Therefore the ability of a player to skate holds more value than a player’s ability to shoot.

O. Following the skills session of the tryouts/team selection process, all players will participate in the scrimmage portion of the team selection process. The coaches at each level will divide the players in order to create two equal teams with equal lines. The scrimmage will be controlled by the evaluators in regards to the format and number of players on the ice at any given time. The evaluators may choose to play 3 on 3 rather than 5 on 5 to better see players ability. The evaluators have the right to remove players from the ice at any time during the scrimmage portion. The evaluators will use the same evaluation form during the scrimmage portion that was used during the skill portion of the evaluation. Please note; As long as WAHA and USA Hockey continue to allow checking at the PeeWee and Bantam levels, this type of legal, physical contact will be allowed in the same degree for those same levels of play during those level’s team selection process; and thus, a player’s ability to check another player or withstand a check by another player may be considered in the player’s overall evaluation. For that reason, players that are new to checking and physical contact are strongly encouraged to attend the WCYHA pre-season Checking Camp prior to participating in the team selection/tryout process.

P. The evaluation form used during both the skills and scrimmage segments of the team selection process was established during the summer of 1993. Since its inception it has gone through numerous modifications and is a valuable tool in the team selection process. The evaluation form is designed to be evaluator- friendly by its simple layout and grading system. Each of the criteria being evaluated has numeric values assigned and weighted according to the WCYHA mission statement. After completion of the skills segment of the selection process the scores for each player will be totaled and each player will be ranked using an ordinal ranking process. The reason for using the ordinal ranking process is to minimize the evaluator with the greatest numeric variation. Using the ordinal process eliminates statistical anomalies and recognizes the evaluator’s expertise in the relative ranking of players but does not attempt to arithmetically add scores together. The methodology used is that each evaluator ranks numerically his/her set of evaluations from highest score to lowest. The player with the highest score receives a “1”, the next a “2” and so on. If two more players receive the same score, they each receive the same ranking. The next score in line will receive the rank based upon the

number of players before him/her. All players will be ranked in this manner. When all players have been ranked on all of the evaluator's forms, these rankings (ordinal) will be added together for a final score.

Example:

	Eval #1	Eval #2	Eval #3	Eval #4	Total
Player 1	1	2	1	3	7
Player 2	3	5	4	2	14
Player 3	2	1	3	4	10

The player with the lowest is then ranked first, the next lowest is second, and so on. The head coach of the higher level team will decide critical ties located at team separation points.

Q. Upon completion of the team selection process final rosters will be compiled for each team. In order to keep evaluators and coaches focused on the team selection process, all teams will be announced within 24 hours of the last level selection process. Note: Complete final rosters may be affected by excused absences of a player. In these situations rosters will be finalized within two weeks of the teams being announced.

R. All questions regarding the team selection process need to be submitted in writing to the Director of Player Development within one week of the teams being announced/posted. Evaluation forms are not made available to the players or parents at any time; however, the Director of Player Development will summarize scores and comments regarding a player, if requested. The Director of Player Development and the Director of Coaching were selected to be an advisory committee to the Board of Directors in hopes of making WCYHA one of the best associations in the state. Any parent may petition the Executive Board if they are not satisfied with the team selection process. However.....any such petition does not guarantee anything than an inquiry into whether or not the tryout/team selection process was held in accordance with these provisions. If it is determined by the Executive Board that these provisions were not followed, the Executive has the right to remediate the situation as they deem necessary.

Section 6: Coaching Selection and Evaluation

A. Anyone interested in coaching should submit an application prior to the deadline posted to the Director of Coaching

B. Coaches will be selected based upon but not limited to the following: experience, coaching philosophy, desire, availability, appearance and demeanor.

C. All coaches and prospective coaches must submit to and must abide by the provisions of the Wisconsin Amateur Hockey Association (WAHA) Background Screening Policy. Our

association follows the USA Hockey and WAHA guidelines and will not allow anyone to coach who is not in compliance with these guidelines, or who does not pass the background screen.

D. All head coaches must be current with their certification through the USA Hockey Coaching Program and complete the online age-specific coaching module prior to USA Hockey's deadline. Failure to do so by the deadline will result in their immediate removal from the position.

E. An evaluation process will be used by the Director of Coaching to determine the effectiveness of each coach.

F. Coaches are encouraged to attend an annual Sport Safety Training seminar put on by the American Red Cross.

G. All coaches will abide by the USA Hockey Coaches Code of Conduct and WCYHA's Code of Conduct.

Section 7: Code of Conduct

A. Washington County Youth Hockey Association endorses the USA Hockey Code of Conduct. All parents and skaters within the membership of the WCYHA will sign a Code of Conduct agreement as determined by USA Hockey and agreed to by the WCYHA Board of Directors prior to tryouts for a travel team. For those skating in the ADM program, Code of Conduct agreements will be signed prior to the first practice. Parents and skaters will be held to the standards determined within the code. Infractions committed within the Code of Conduct will be subject to review by the WCYHA Board of Directors and will be dealt with by reprimands and penalties up to and including expulsion from WCYHA.

B. Coaches Code of Conduct

1. Winning is a consideration, but not the only one; nor the most important one.
2. Care more about the children's development than winning the game. Remember, players are involved in hockey for fun and enjoyment.
3. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
4. Be generous with your 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.
5. Adjust to personal needs and problems of players; be a good listener; never verbally abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
6. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.

7. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association and your team at the start of the season.
8. Be concerned with the overall development of your players. Stress good health habits and clean living.
9. To play the game is great, to love the game is greater.

C. On-Ice Officials Code of Conduct

1. Act in a professional and businesslike manner at all times and take your role seriously
2. Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
3. Know all the playing rules, their interpretations and their proper application.
4. Remember that officials are teachers. Set a good example.
5. Make your calls with quiet confidence; never with arrogance.
6. Control games only to the extent that it is necessary to provide a positive and safe experience for all participants.
7. Violence must never be tolerated.
8. Be fair and impartial at all times.
9. Answer all reasonable questions and requests.
10. Adopt a "zero tolerance" attitude toward verbal and physical abuse.
11. Never use foul or vulgar language when speaking with a player, coach or parent.
12. Use honesty and integrity when answering questions.
13. Admit your mistakes when you make them.
14. Never openly criticize a coach, player or other official.
15. Keep your emotions under control.
16. Use only USA Hockey-approved officiating techniques and policies.
17. Maintain your health through a physical conditioning program.
18. Dedicate yourself to personal improvement and maintenance of officiating skills.
19. Respect your supervisor and his/her critique of your performance.

D. Parents Code of Conduct

1. Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
2. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
3. Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
4. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
5. Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.

6. Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice- it is destructive. Work toward removing the physical and verbal abuse in youth sports.
7. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them regularly, respect them and support them.
8. If you enjoy the game, learn all you can about hockey- and volunteer.

E. Players Code of Conduct

1. Play for FUN.
2. Work hard to improve your skills.
3. Be a team player- get along with your teammates – on the ice, off the ice and in the locker room.
4. Learn teamwork, sportsmanship and discipline.
5. Be on time for practices and games.
6. Learn the rules and play by them. Always be a good sport.
7. Respect your coach, your teammates, your parents, opponents and officials.
8. Never argue with an official's decision.

F. Spectators Code of Conduct

1. Display good sportsmanship. Always respect players, coaches and officials.
2. Act appropriately; do not taunt or disturb other fans; enjoy the game together.
3. Cheer good plays of all participants; avoid booing opponents.
4. Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
5. Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
6. Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
7. Support the referees and coaches by trusting their judgment and integrity.
8. Be responsible for your own safety- be alert to prevent accidents from flying pucks and other avoidable situations.
9. Respect locker rooms as private areas for players, coaches and officials.
10. Be supportive after the game - win or lose. Recognize good effort, teamwork and sportsmanship.

Section 8: Zero Tolerance Policy

A. Washington County Youth Hockey Association endorses and enforces the zero tolerance guidelines of USA Hockey.

B. In an effort to make hockey a more desirable and rewarding experience for all participants, the Youth, Junior, and Senior Councils of USA Hockey have instructed the officiating program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. The following points of emphasis must be implemented by all On-Ice Referees and Linesmen.

C. Players

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

D. Coaches

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators. Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

E. Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

F. Parents/Spectators

The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

Section 9: Athletic Code of Conduct

A. Tier I Rules

1. No player shall use, possess, purchase, or sell any tobacco products, including chewing tobacco, alcoholic beverages, controlled substances, or illegal drugs.
2. No player shall attend an event where he/she knows or has reason to know that alcoholic beverages will be illegally possessed or consumed by athletes or non-athletes or that controlled substances or illegal drugs will be present.
3. Conduct shall be such that it will not bring discredit to the player, his/her parents, his/her team, or the WCYHA. This will include, but is not limited to vandalism, theft, gross disrespect directed at any on-ice official, coach, player, spectator or member of the WCYHA and acts of violence or horseplay that results in injury or potential injury to another player.
4. Any player receiving two game misconducts during the season will be considered in violation of a Tier I rule.

B. Violations of the Athletic Code of Conduct may be presented to the President by a parent, coach, member of the association, or anyone observing the infraction of the code.

C. The complaint must state the alleged violation and supporting details, and must be signed (signature will be held in confidence).

D. Penalties for in-season violations. (a season is defined as beginning on the first day of practice and continuing until the day following the last contest in a specific sport)

1. First Violation: The skater will be ineligible to compete in 15% of the competitive contest season schedule in which he/she is or will be competing. During this period of suspension the skater will be required to participate in all practices and meet all team obligations. Failure to do so will result in the skater's dismissal from the team.
2. Second Violation: The skater will be ineligible to compete in 50% of the competitive contest season schedule in which he/she is or will be competing. If necessary, the second inseason suspension will carryover into the next hockey season. During this period of suspension the skater will be required to participate in all practices and meet all team obligations. Failure to do so will result in the skater's dismissal from the team.
3. Third Violation: The skater will become ineligible for one calendar year.

E. Penalties for out-of season violations.

1. First Offense: Suspension from participation for up to three games.
2. Second Offense: Suspension from participation for up to 10 games.
3. Third Offense: Suspension from participation for one calendar year.

F. Suspension Procedure: To suspend a skater for a Tier I rules violation the President or his/her designee must first:

1. Give the skater oral notice of the alleged violation.
2. Give the skater an explanation of the information, which the Board of Directors has, which supports a finding that the skater has committed a Tier I rule violation.
3. A meeting will be scheduled with the disciplinary committee. The committee will consist of the association president, coaching director(s), and the head referee. During this meeting the committee will present the alleged violation and will give the skater an opportunity to present his/her side of the story. The skater may be accompanied by his/her parents or guardian during such presentation. Once all the information has been presented the player and parents will be excused and the disciplinary committee will determine if a violation has occurred. If it has been established that a violation has indeed occurred then the disciplinary committee will determine the appropriate action. If it is determined that no violation has occurred then no further action will be required and the player and parents will be notified as such.
4. If it is determined that the skater has violated a Tier I rule the President or his/her designee shall promptly give the skater notice of the suspension and reason for it

and shall send a written notice to the skater's parents. The skater and his/her parents shall also be given written notice of their right to appeal.

G. Appeal Procedure: This process recognizes the rights of the individual. The appeal procedure outlined hereafter is the process a skater and his/her parents are to follow in the event he/she feels the alleged offense did not occur or the proper procedures were not followed.

1. A skater and/or his/her parents may formally appeal a suspension decision in writing to the President within one week from the time of the suspension notification.
2. The date for the appeal hearing shall be set by the President to take place no later than one week from the appeal request.
3. The appeal hearing shall be conducted by the WCYHA Board of Directors.
4. Proceedings of the hearing, including the decision, shall be put in writing and a copy of these proceedings must be mailed to the skater and his/her parents within one week of the date of the hearing.

H. Re-instatement Procedures: Any skater suspended from game competition for a Tier I rules violation must be reinstated by the Board of Directors. A conference with the President and the Board of Directors will be conducted before the skater returns to competition. A written notification of this conference will be sent to the parents and to his/her coach.

I. Tier II Rules

1. Players will obey curfew hours and dress codes, if any set by coaches.
2. Players will attend all practices and games and notify coaches in advance if unable to attend either. The coach will make the determination if the absence will be considered excused or unexcused. After the third unexcused absence the player will be considered in violation of a Tier I rule and will be subject to the disciplinary procedure outlined for Tier I rule violations.
3. Players will refrain from swearing, taunting, derogatory remarks, or displaying disrespectful conduct toward players, coaches, or officials on or off the ice.

J. Any player who violates a Tier II rule will be subject to the following:

1. First Offense: Up to a one period suspension.
2. Second Offense: Up to a one game suspension.

3. Third Offense: Tier I rule violation.
- K. All Tier II rules violation penalties shall be determined and administered by the coach of the team involved.

Section 10: Volunteer Hours

- A. WCYHA tries to keep costs down by relying on members to volunteer to work at the rink.
- B. Mandatory volunteer hours are 45 per family. Any family that does not meet the mandatory 45 hours by the date specified in the Volunteer Agreement will be billed at a rate of \$25 per hour for each hour not fulfilled.
- C. All Directors and Coordinators voted to the WCYHA Board of Directors and Coordinators, when meeting their position's requirements on an annual basis will have their annual volunteer hours credited in full.
- D. All travel hockey team head and assistant coaches that meet their position's requirements on an annual basis will have their annual volunteer hours credited in full.
- E. All ADM/Mite coaches will receive 20 hours of their annual volunteer hours commitment and ADM/Mite team managers will receive 12 hours of their annual volunteer hours commitment credited that meet their position's requirements during their entire season.
- F. The following count for volunteer hours:
 1. Zamboni driver.
 2. Concessions worker (practices, Ice Bear games, Bomber's games, KMFSC events).
 3. Rink cleaning: Sweep floors, run floor scrubber, empty garbage cans, clean concessions, locker rooms, or restrooms, etc.
 4. Volunteer for school rentals during weekday open skate.
 5. Any other work done for the rink, as approved by the Rink Manager or Executive Board (including making ice, cutting grass, shoveling snow, etc.).
 6. Rink sponsored events, like the dartball tournament, figure skating shows, 3v3 tournament, etc.
 7. Tournament hours count if your child's team is NOT participating in the tournament.
 8. Off-ice officials count, including clock, scorekeeper, penalty box (1 only) or music..
- G. The following **do NOT** count for volunteer hours:
 1. Tournament hours (concessions or otherwise during your team's home tournament).
 2. Keeping stats for your team.

3. Volunteer hours worked by another member family (non-transferable between members).
4. Any other activity not addressed in the handbook, registration packet or this agreement that is not sponsored by the association, or approved by the Board of Directors as being eligible for credit.

H. You must be participating in a WCYHA-sponsored event or activity in order to get credit for volunteer hours. Final approval of volunteer hours requested to be credited against the required number of hours rests with the Board of Directors.

I. As a non-profit organization, we rely heavily upon all members to conduct our day-to-day activities. From a volunteer standpoint, no one member is more valuable to us (regardless of duty) than another. Abuse of these provisions or of Volunteer Hour Agreement will not be tolerated, and will be grounds for an expulsion hearing by the Board of Directors (if the abuse is identified or is confirmed during the season), and is grounds for a refusal of a skater's registration if the abuse occurs, is identified or is confirmed in the off-season by the Board of Directors.

Section 11: Fundraising

A. Each skater is responsible for raising an amount of profit that is predetermined prior to registration. You must choose your fundraising option at the time of registration (options listed in 'D' below or registering a four-some in the golf outing), If you choose not to participate in the fundraising you may buyout of your obligation.

B. If you choose to buyout you must pay for the buyout at registration.

C. Anyone choosing not to buyout at registration and chooses to buyout at a later date will pay a higher amount, as outlined in the registration materials.

D. Listed below are examples of different fundraising activities that we have successfully used. You can do any one of the fundraisers or any combination as long as you raise the required amount of profit.

1. Cookie Dough Sales
2. Discount Card Sales
- 3.
- 4.
- 5.
6. Holiday Wreaths Sales

E. You must accumulate your fundraising balance by the date specified in your registration packet, or you will not be allowed to skate.

Appendix A
By-laws
Of
Washington County Youth Ice Skating Association, Inc.

Article I

Organization

Section 1. The name of this organization shall be Washington County Youth Ice Skating Association, Inc., and its location and principal office shall be at 2330 S. Main St. (Hwy. P), West Bend, Washington County, Wisconsin 53095.

Section 2. Washington County Youth Ice Skating Association, Inc. is organized for the purposes of coordinating, promoting and assisting in the development of a youth ice skating program for the youth of Washington County, Wisconsin, including attracting youth into the sport of ice skating regardless of sex, race, or religious background, also including the scheduling of ice skating events with other youth ice skating groups and also include teaching of and appreciation of the game of ice hockey, figure skating, speed skating and recreational skating. These By-laws shall apply to the Washington County Youth Hockey Association and/or other ice skating group or association developed by the Washington County Youth Ice Skating Association, Inc. Washington County Youth Ice Skating Association, Inc. is empowered to enter into any and all lawful contracts, agreements or negotiations necessary or advisable to accomplish these purposes.

Section 3. This organization shall be non-partisan and non-sectarian and shall take no part in, nor lend its influence to the election or appointment of any candidate for federal, state, county or local government office.

Section 4. This organization shall be non-stock and not for profit. No dividends or pecuniary profits shall be declared or paid to any members thereof, and no part of any net earnings shall inure to benefit of any private member or individual.

Article II

Membership

Section 1. Any person or family interested in the coordinating, promoting and assisting in the development of a youth ice skating program for the youth of Washington County, Wisconsin shall be eligible for membership. Members shall be elected by the Board of Directors, on the tender of dues, if any, for the current year, or as otherwise provided in these By-laws. Only those members, 18 years and older are eligible to vote or hold office. Families are afforded one vote, regardless of the number of skaters.

Section 2. Any member may be expelled by affirmative vote of three-fourths of the members of the Board for non-payment of dues, if any be due, or other conduct detrimental to the purposes for which Washington County Youth Ice Skating Association, Inc. is organized.

Article III

Board of Directors

Section 1. The business of this organization shall be managed by a Board of Directors consisting of no less than three nor more than ten persons. The initial directors named in the Articles of Incorporation shall hold office until the first annual meeting of the members of this organization. Thereafter, each director shall hold office for the term for which he is elected and until his successor shall have been elected and qualified.

Section 2. Directors shall be elected at the annual meeting by the membership of the Washington County Youth Ice Skating Association, Inc. The term of office shall be three years. No more than two elected board members' term shall expire in the same year. No person who has completed two successive terms of office as a director shall be eligible for re-election until after the lapse of one year, unless no other member accepts nomination for said director's position. All positions on the Board must be held by separate individuals. One person cannot occupy two Board positions at the same time during the same term.

Section 3. The Board of Directors shall post the list of all Executive Board, Directors & Coordinator's positions for which interested persons can be nominated, or for which they can express interest in. Names of the nominees shall be furnished to all members at least two weeks prior to the annual meeting. Additional nominations may be made at the annual meeting by the general membership. The election for Directors shall be by written ballot and shall take place at the annual meeting. Those members not being able to attend the annual meeting may request and be provided an absentee ballot by the Secretary (either in written form, or via email), for utilization in casting their vote on or before the date of the annual meeting. Such ballot shall remain in a sealed envelope until which time all other envelopes are opened and ballots are counted at the annual meeting.

Section 4. In the event that an officer or board member shows lack of interest in the activity of the association, the board of directors shall have the President inquire of the officer or board member. Said lack of interest can be determined by the lack of attendance to 3 consecutive board meetings without informing the President prior to each unattended meeting. President shall report back to the Board of Directors. The Board of Directors shall vote on appropriate action to be taken.

Section 5. Any vacancy occurring in the Board of Directors may be filled until the next succeeding annual election by the affirmative vote of a majority of the directors then in office.

Article IV

Officers

Section 1. The officers of this organization shall consist of a President, a Vice President, a Secretary, and a Treasurer. The officers shall be elected by the members of the association. Election of officers shall take place at the annual meeting of the members. The succession of officers shall be Vice President, President and Past President/Board member. The term of office for the Vice President shall be for a minimum of three years; one or two years as Vice President, one or two years as President and one or two years as Past President/Board member. All years are consecutive and in order. The term of office for Secretary and Treasurer shall be for two years and said terms shall not expire the same year. The President and Vice President shall not be eligible to succeed themselves more than once.

Section 2. Officers shall have the following powers, duties and responsibilities:

- A. The President shall preside at all meetings of members and at all Board meetings. He shall appoint all committees, may sign checks in the absence of the Treasurer, and shall have such other powers as may be reasonably construed as belonging to the chief executive of any organization.
- B. The Vice President shall have all the rights, privileges and powers of the President in the event of the absence or inability of the president to exercise his office.
- C. The Secretary shall keep the minutes and records of the organization, shall file certificates and reports required by law, shall give all required notices to members, shall be the official custodian of all records, may sign checks in the absence of the Treasurer, shall be responsible for all correspondence, and shall perform such other duties as may be assigned to him/her by the Board of Directors.
- D. The Treasurer shall have care and custody of all funds, credits, and securities belonging to this organization. He/she shall deposit funds, sign checks, and shall render such statements and accountings as are required by the Board. The Treasurer shall preside at meetings in the absence of both the President and Vice President.

Article V

General Membership Meetings

Section 1. The first annual meeting of the members was held at West Bend, Wisconsin on March 29, 1979. Thereafter, the annual meeting shall be held in April of each year on a date determined by the Board.

Section 2. Regular meetings of members shall take place at the discretion of the Board at a time and place designated by the Board. Special meetings may be called by the Board, or by the President or Secretary upon written request of at least 50% of the members.

Section 3. Written notice of the annual meeting shall be given by mail or personal delivery to each member in good standing at least two weeks prior to such meeting. Written notice of regular monthly meetings or a special meeting shall be given in the same manner at least five days prior to such meeting, and shall state the purpose or purposes for which such meeting is called.

Section 4. 30% of the membership shall constitute a quorum for the transaction of business at any meeting of the members.

Article VI

Board Meetings

Section 1. Regular meetings of the Board of Directors shall be held at Least monthly at a time and place designated by the Board, unless said meeting has been canceled by prior board approval. Special meetings of the Board shall be held upon call of the President.

Section 2. A majority of directors holding office shall constitute a quorum for the transaction of business at any Board meeting.

Article VII

Committees

Section 1. The officers of this organization shall constitute the Executive Board, and shall meet upon call of the President.

Section 2. Other Coordinator or Director positions and committees may be established or dissolved by the Board from time to time in its discretion. All committee appointments shall be made by the President. All Coordinator or Director positions shall be elected by the members at the annual meeting.

Section 3. Finance Committee is created according to board resolution May 17, 1993 and operation procedures of said meeting.

Article VIII

Amendments

Section 1. These by-laws may be amended or repealed by a three-fourths vote of members present at any regular or special meeting of the members of Washington County Youth Ice Skating Association, Inc., provided that the meeting notice shall have contained a description of all proposed changes.

Section 2. These by-laws may also be amended or repealed by a three-fourths vote of directors present at any regular or special meeting of the Board, provided that no by-law adopted by the members under Section 1 of this Article, shall be so amended or repealed by the directors. Restated by the Board of Directors of Washington County Youth Ice Skating Association, Inc. and approved by its membership this 26th day of October, 2015.