



MYHA Handbook



Effective July 15, 2025

McFarland Youth Hockey Association

Table of Contents

Mission Statement 1

Program Information 1

 McFarland Youth Hockey Association 1

 Wisconsin Amateur Hockey Association 2

 Dane County Hockey Officials Association..... 2

 WAHA Region 4 3

 McFarland Hockey, Inc..... 3

 McFarland Community Ice Arena 3

 McFarland Hockey Boosters 3

MYHA Levels of Play3

 Intro to Hockey 3

 U6 (6 years of age and under)..... 3

 U8 (8 years of age and under)..... 4

 Squirt, Peewee, and Bantams 5

 Double Rostered Players..... 6

 Team Rosters/Final Rosters..... 6

MYHA Participation Expectations 6

MYHA Program Fees and Financial Assistance 7

 USA Hockey Registration 7

 Mandatory Annual Fundraising Requirements 7

 Squirts, Peewees and Bantams 8

 Multiple Player Discount..... 8

 Financial Assistance..... 8

MYHA Payments and Dues Reduction 8

 Payment Details 8

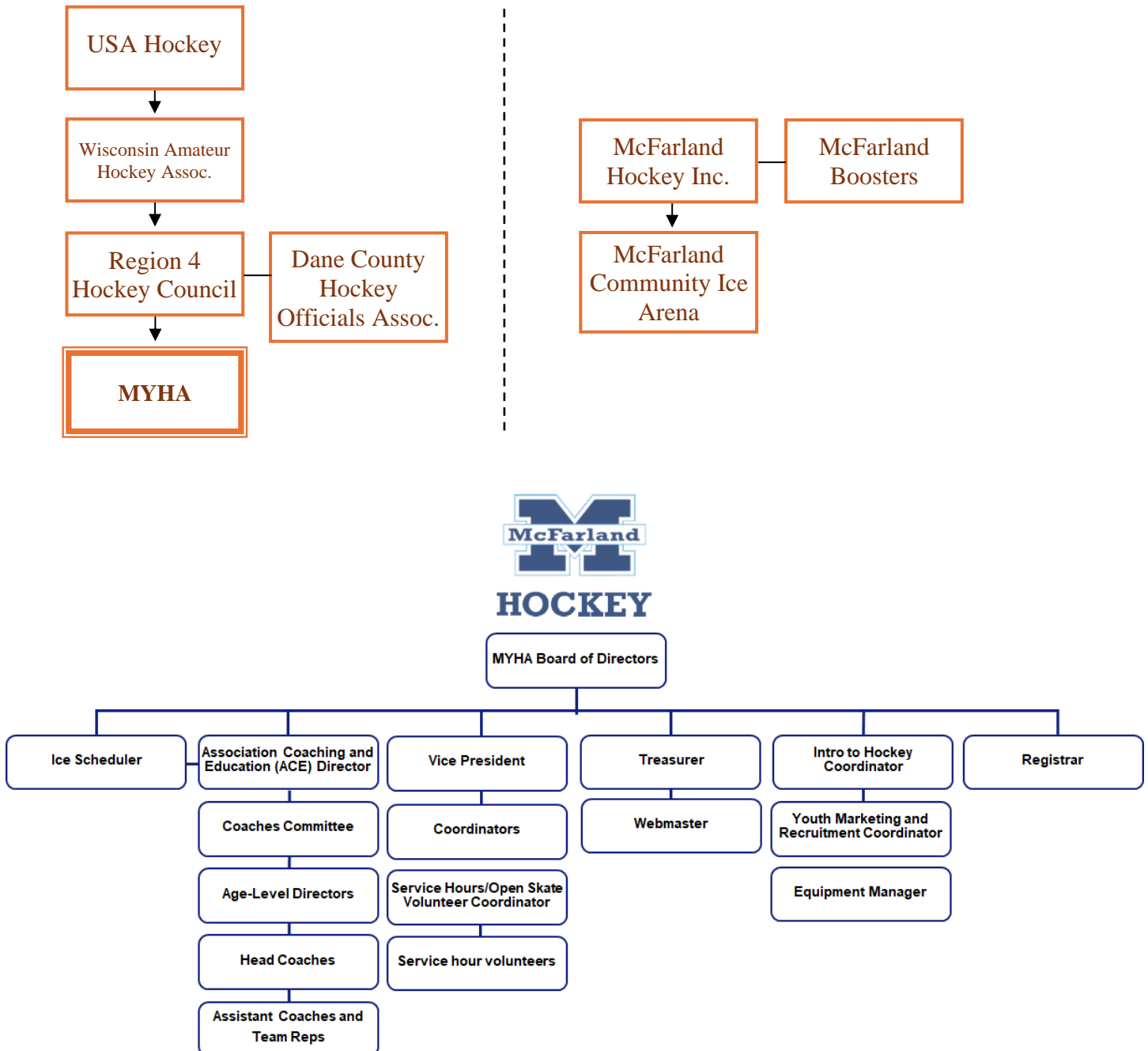
 Non-Payment Procedures 9

Refund Policy	9
Dues Reduction.....	9
Service Requirements.....	9
Concessions work and other service opportunities	10
Buying Out Service Hours	10
Extra Service Hours	10
No Show or Unclaimed Shifts.....	10
Other Volunteer Needs Not Counting Toward Service Hours.....	10
Equipment & Uniforms	10
Non-Goalie Equipment	10
Goalie Equipment.....	11
MYHA Uniforms.....	12
Special Circumstances	12
Bantam Players Leaving MYHA for MHS Program	12
Partial Season Participation	12
Player Transfers out of MYHA.....	12
Player Transfers into MYHA.....	12
Playing for a Different Association.....	13
Policies	13
Background Screening	13
Inclement Weather Policy.....	13
Locker Room Policy	13
Questions and Contact Info.....	15

Mission Statement

MYHA's mission is to provide McFarland area children with the opportunity to learn the game of hockey in an affordable, fun, and safe environment where they'll build character and self-esteem as they compete, succeed, and fail in a supportive environment.

Program Information



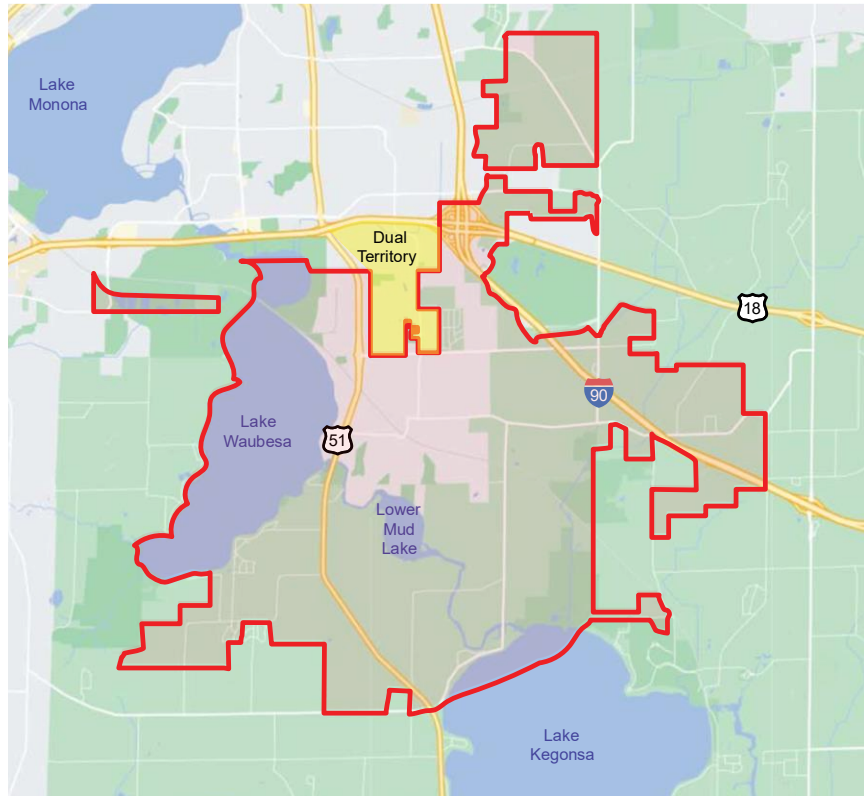
McFarland Youth Hockey Association

The McFarland Youth Hockey Association (“MYHA”) is a non-profit 501(c)(4) organization that was started in 1977 by a group of hockey families wishing to bring hockey to McFarland. The current structure consists of a Board of Directors and a Coaches Committee. These governing bodies have volunteer positions that

are filled at the Annual Spring Membership Meeting. MYHA is a member of USA Hockey and Wisconsin Amateur Hockey Association (“WAHA”). as a Tier II, Region 4 Division 2 Association. Teams are classified as 2A, 2B and 2C.

During registration, parents will verify that their player(s) who are registering for travel teams (U10, U12, U14) legally reside within either:

- the Village of McFarland
- the McFarland School District
- the area defined by WAHA region 4 as “dual territory” with the Madison Patriots, highlighted yellow in the map below.
- Adjoining areas not served by sanctioned Youth Hockey Associations as defined by WAHA.



Families may be required to show proof of district residency per WAHA rules. Players who receive a release from another association may play with MYHA

Families who have skaters that are birth years U8 and younger may register for MYHA no matter where they reside.

USA Hockey

USA Hockey, Inc. is the national governing body for the sport of ice hockey in the USA. As such, its mission is to promote the growth of hockey and provide the best possible experience for all participants by encouraging, developing, advancing, and administering the sport. More at: www.usahockey.com. MYHA is a member of USA Hockey and adheres to its regulations.

Wisconsin Amateur Hockey Association

WAHA is the governing body of amateur hockey in Wisconsin. The members of WAHA shall be composed solely of organized amateur ice hockey teams and leagues, all, or a majority of which, are in Wisconsin. MYHA is an affiliate of WAHA. More information can be viewed at www.waha-hockey.com.

Dane County Hockey Officials Association

DCHOA provides ice officials for all of our games at the Squirt - Bantam levels in the Dane County area. If you're interested in becoming an official, please visit their website at www.dchoa.org.

WAHA Region 4

One of six regions in WAHA and includes MYHA. Region 4 is sometimes referred to as Dane County Youth Hockey. www.region4hockey.org

McFarland Hockey, Inc.

McFarland Hockey, Inc. ("MHI") is a non-profit organization that owns and operates the McFarland Community Ice Arena ("MCIA"). Their board of directors determines the ice fees. Please contact the Rink Manager to schedule ice time for your personal use.

McFarland Community Ice Arena

MCIA is a private ice arena owned and operated by MHI. MCIA rents ice to MYHA, MHI, the McFarland High School ("MHS") Spartan hockey team, and other organizations. The Village of McFarland has no ownership or involvement with MCIA.

McFarland Hockey Boosters

The McFarland Hockey Boosters is a non-profit 501(c)(3) initiated in 1986 to support the MHS hockey program and MYHA.

MYHA Levels of Play

MYHA offers a wide range of programs suited to the needs of each individual child. Our coaches and assistants closely monitor skill level and aptitude of each player to make sure the hockey experience is positive and rewarding. Level of play is based on birth year as of January 1.

<u>Level</u>	<u>Age Range</u>	<u>Birth Year</u>
Intro to hockey	4+ years old	<u>2022 and older</u>
U6	4-6 years old	<u>2019 and younger</u>
U8	6-8 years old	<u>2017, 2018</u>
Squirt	9-10 years old	<u>2015, 2016</u>
Peewee	11-12 years old	<u>2013, 2014</u>
Bantam	13-14 years old	<u>2011, 2012</u>

Intro to Hockey

Focus on learning to skate with certified coaches. All equipment is provided by the McFarland Hockey Boosters, including ice skates to check out during each session. A deposit (cash or check) is required and refunded after equipment is returned at the end of the session. All sessions will be at the McFarland Community Ice Arena (MCIA). Online registration will be available at www.mcfarlandhockey.org. A USA Hockey membership # is required. Register at www.usahockeyregistration.com.

U6 (6 years of age and under)

Equipment is provided, if needed. A monetary deposit is required and refunded after equipment is returned. *Mandatory fundraising and volunteering hours. See "Mandatory Annual Fundraising Raffle Tickets Requirements" within MYHA Program Fees and Financial Assistance section.*

- Recommended for beginning skaters ages 4 and up.
- Regular season is October – February. Games are typically December – February.
- Typically, two practices per week and one game per weekend.
- Practice/game jersey provided for the season.
- USA Hockey Certified Coaches.
- USA Hockey ADM (American Development Model) instruction (www.admkids.com)

- Limited and casual competition only. Skating skills and small area activities will be incorporated in every practice ice session.
- Teams will consist of 6-12 skaters and will participate in **cross-ice games** with other the Dane County associations.
- There are no goalies.
- Games will be at MCIA and other area rinks and typically begin in December.
 - Approximately two out of town tournaments, typically in Wisconsin, but Iowa and Minnesota trips are allowed. Out-of-town tournament fees are not included in registration fees and will be collected by your Team's Rep at the beginning of the season after locations are determined.
- The amount of travel involved, and tournament participation is determined by team coaches at the beginning of the season. Parents are needed to help operate the scoreboard during home games. These duties do not count toward service hours (see Service Hours for more information).
- Players will be grouped into teams of like abilities to match up with opponents and keep it FUN!

U8 (8 years of age and under)

Some skating experience required or at least one session of Intro to hockey completed. See *"Mandatory Annual Fundraising Raffle Tickets Requirements"* within MYHA Program Fees and Financial Assistance section.

- Recommended for ages 6 to 8.
- Regular season is October – February. Games typically run November – February.
- Typically, two practice sessions per week and 1-2 games per weekend.
- Practice/game jersey provided for the season.
- USA Hockey Certified Coaches.
- USA Hockey ADM (American Development Model) instruction (www.admkids.com)
- Limited and casual competition only. Skating skills and small area activities will be incorporated in every practice ice session.
- Teams will consist of 6-12 skaters and will participate in **Half-ice games** with other the Dane County associations.
 - Approximately two out of town tournaments, typically in Wisconsin, but Iowa and Minnesota trips are allowed. Out-of-town tournament fees are not included in registration fees and will be collected by your Team's Rep at the beginning of the season after locations are determined.
 - The amount of travel involved, and tournament participation is determined by team coaches at the beginning of the season.
- Practice sessions may include goalies. Half-ice games will include goalies. The goaltender position will rotate among interested team members.
- Parents are needed to help operate the scoreboard during home games. These duties do not count toward service hours (see Service Hours for more information).
- Players will be grouped into colored teams of like abilities, with Red being the most experienced, White intermediate, and Blue being the least experienced, to match up with opponents and keep it FUN!
- Players unavailable for level evaluations and placement, or who join MYHA after those evaluations have occurred, will be placed on the Blue (least experienced) team with possible roster change to another team as the season progresses and the players' skills are evaluated.
- Parent requests for specific team/level placement are against MYHA policy and will be denied immediately.
- Parents may request that multiple, same age group players from the same family, be placed on same team. However, all players would be placed on the lowest level team attained by the siblings during placement.

Squirt, Peewee, and Bantams

- Team selection at each level is determined during evaluations held during the first weeks of the season. Each player will be placed on an age-appropriate team with players of comparable skills. Teams are denoted as the A, B, or C team at these age levels. Practices begin immediately after teams are announced.
- Regular season October – February and games throughout.
- Typically, three on-ice practices per week.
- Two – three home and/or away games per weekend against other youth teams in Dane County or surrounding counties.
- Parents are needed to help during games as Off-Ice Officials performing the following during home games: operating the scoreboard, completing the score sheet, and running the penalty box and tallying saves (away games too). These duties do not count toward service hours (see Service Hours for more information).
- Expect at least two out-of-town tournaments, typically in Wisconsin, but Iowa and Minnesota trips are allowed. Out-of-town tournament fees are not included in registration fees and will be collected by your Team's Rep at the beginning of the season after locations are determined.
 - The amount of travel involved, and tournament participation is determined by team coaches at the beginning of the season.
- Teams will participate in the WAHA Region 4 state tournament playdowns in February and, if eligible, the state tournament in the first or second week of March.
- Players unavailable for level evaluations and placement, or who join MYHA after those evaluations have occurred, will be placed on the lowest-level team with possible roster change to another team as the season progresses and the players' skills are evaluated. Any team changes will be made by the age level coaches, the ALD and/or the ACE coordinator at their discretion.
- Parent requests for specific team/level placement are against MYHA policy and will be denied immediately.
 - Parents may request that multiple, same age group players from the same family, be placed on same team. However, all players would be placed on the lowest level team attained by the siblings during placement.
- MYHA is committed to quality coaching for all teams. A minimum of two coaches are generally needed to run a bench during games, and MYHA invests in quality coaches in the form of service hour waivers for up to three parent/guardian coaches per team. All coaches must submit a coaching application, be approved by the coach's committee, complete SafeSport Training, pass a criminal background check, and complete coaching training as mandated by WAHA and USA Hockey. If, after team placements are complete and a team has only one or zero parent/guardian coaches, the coaches committee will try to locate at least one additional coach. If a non-parent/guardian coach is placed on the team that has only one or zero parent/guardian coaches and attends at least 80% of the team's practices and games, MYHA may contribute up to \$600 to hockey game/tournament related lodging costs of the non-parent/guardian coach. The team members are responsible for the remainder of the coach's hockey tournament lodging costs as well as \$50 per diem to cover food and gas.

Skaters and Goalies Playing Up

MYHA does **not** allow skaters to play at levels above their current age group except for special circumstances as determined by the MYHA Ace coordinator, the Age Level Director, MYHA Executive Board and Registrar and upon approval from WAHA if necessary.

- See WAHA Guidebook Article 1: <https://wahahockey.com/>

Skaters and Goalies Moving Up

MYHA is dedicated to matching players with others who have similar skills. Skills can change dramatically within a season, especially among our youngest age groups. MYHA coaches have the authority to recommend the movement of players to higher levels as the season progresses.

- Must be approved by the parents of the skater, coaches, MYHA Executive Board, and ACE Coordinator
- Moving U8 players to the 10U Squirt level requires WAHA approval. Paperwork must be submitted to WAHA by November 15.
 - Link to WAHA Move-Up Policy: [WAHA Player Move-Up Policy](#)

Double Rostered Players

Players may not be registered with more than one USA hockey association or more than one team in the same age classification. It may be appropriate to roster players from a lower age level to address a “critical shortage” of skaters and/or goalies, as determined by the MYHA ACE Coordinator, the Age Level Director and Registrar. All roster decisions must comply with WAHA rules and be approved by MYHA Executive Board

- See WAHA Guidebook Article 1: <https://wahahockey.com/>

Team Rosters/Final Rosters

MYHA Squirt, Peewee, and Bantam team rosters must be finalized by 11:59pm CST on December 31 of each season. The MYHA Registrar will provide each team with a final roster signed by WAHA.

Supplemental rosters will be issued in January with updated coaching credentials. Only players and coaches on an official MYHA and WAHA team roster may practice or play with the team.

MYHA Participation Expectations

Full Time Commitment: MYHA does not accept part-time player registrations or participation. MYHA wants parents to understand that playing with a USA Hockey-sanctioned organization such as ours is a full-time commitment. By registering your child for MYHA, parents understand their skaters(s) are expected to practice and play consistently throughout the entire season. For cross-rostered skaters who have listed MYHA as their secondary team, you are expected to participate when you are not in conflict with your primary team. For the avoidance of doubt, cross-rostered skaters and families are expected to fulfill their service hours and financial commitments in full. The only exception would be if your skater is playing on a STORM team hosted by McFarland. You will be expected to complete service hours at your home association.

Attendance: MYHA recognizes that players have many demands on their time including school, religious and family activities. We understand players may occasionally miss practice or games due to such demands. It is important to recognize that MYHA distributes players across various teams at each age level to maximize practice and playing time. The absence of any player at any time can have an adverse effect on the whole team. We encourage families to discuss excused absences with their head coach ahead of practices and games.

Absences for practices and games should be communicated to the head coach as far in advance as possible. For example, if parents know their skater will miss a game due to travel during a holiday break, those parents need to tell the head coach right away so they can assess if there will be enough players available to field a team. If insufficient players are available, the game will be cancelled.

MYHA Program Fees and Financial Assistance

LEVEL	Required USA Hockey Membership Fee	Required Season Dues Fee	Players Provide Their Own Equipment	Tournament Fees (not included with dues)	Required Fundraising	Required Volunteer Service Hours (Per Family) ¹
Intro to Hockey	Yes		Not Required	No	\$0	0
U6	Yes	Costs Available	Usually	TBD	\$200	10
U8	Yes	at	Usually	TBD	\$200	20
Squirt	Yes	Mcfarlandhockey.org	Yes	~\$150	\$300	20
Peewee	Yes	Website	Yes	~\$150	\$300	20
Bantam	Yes		Yes	~\$150	\$300	20

¹All families must ensure that at least 4 hours of their required volunteer service hours are fulfilled in either the concession stand or during open skate. Only families that have multiple exemptions through fulfilling multiple board, coaching, and/or coordinator positions or fulfill certain positions/roles (see descriptions below) are excluded from this requirement.

*Registration with USA Hockey is mandatory before the beginning of each season. Please reference the USA Hockey Registration section below.

**First half of the season dues are collected at time of registration and fundraising and service hour checks are due prior to games. The second half season dues are due by December 31st. For a skater to remain eligible to play, all dues must be paid in full on or before their due date. Non-payment will result in ineligibility and the skater will not be able to play until full payment is made.

***Regular season tournament fees and non-parent coaches' fees (if applicable) are collected by the team rep in the first few weeks of the season. Fees must be paid by October 31st in order to participate. If necessary, state tournament fees are collected after playdowns and no later than Feb 15. For a skater to remain eligible to play in the state tournament, all tournament fees will be due to the team rep by Feb 15. Non-payment will result in ineligibility and the skater will not be able to play in the state tournament until full payment is made.

****Required Volunteer service hours may be "bought out" at the beginning of the year via a \$750 payment to McFarland Youth Hockey Association. This reduced rate is only available if selected during the time of electronic registration and payment is received by October 31st of the current season.

*****Access to future MYHA registration and MYHA scholarships depends on complete payment for the prior season (complete payment includes second half dues, service hours, raffle ticket fees, non-parent coaches' fees, and tournament fees).

USA Hockey Registration

The first step in the MYHA registration process is registration with USA Hockey, our governing body. Registration and payment (depending on the age of the skater) must be completed online, by a parent/guardian for each player at www.usahockey.com prior to completing MYHA's online registration. Membership benefits include world class insurance in the event of an injury, subscription to USA Hockey magazine and many other benefits that can be found on our website within "Documents."

Register at www.usahockey.com.

If you have questions, please use the contact link on the MYHA website.

Mandatory Annual Fundraising Requirements

Families are required to participate in a mandatory annual fundraiser for the above listed amount based on the oldest skater in your family. This year's mandatory fundraiser is the 2025-2026 MYHA Raffle.

Parents pay \$20 per raffle ticket for 10 to 15 tickets per family, depending on the age of their skater. To conform to State of Wisconsin raffle rules, you can enter your own name and deposit them in the black box. You can also gift them to friends or family members to fill out their information and enter their name in the drawing.

MYHA offers families an alternative to raffle tickets. If you do not wish to participate in the raffle, you can purchase four open skates passes for the current season for \$200, or six open skate passes for \$300 depending on the age of your older skater.

Squirts, Peewees and Bantams

- Players registered for MYHA Squirt, Peewee, or Bantam teams in the previous year, but who fail to register by the close of registration will incur an additional \$50 late registration fee, payable with 2nd half season dues.
 - Bantam players: see “Special Circumstances: Bantam Players Leaving MYHA for MHS Program)
- Travel Team players choosing to leave MYHA are not eligible for any refunds.
- See below for policies related to Bantam and High School players who enroll in MYHA and are later offered and accept MHS roster spots.

Multiple Player Discount

Families registering multiple players at U6 (Intro to Hockey not included) and above will receive a fee discount as follows:

- The second player will receive a 15% reduction in the fees for their division. The second player will be considered the younger of the two players.
- The third and more players will receive 25% reductions in the fees for their division. The third and more players will be considered the youngest of the players.
- Families provide service hours in total based on the requirements of their older skater; no additional service hours will be required for the second, third, or more players per family.

Financial Assistance

MYHA strives to make hockey an affordable activity for all players. In cases of financial hardship, MYHA scholarships are available (See Appendix 1 for application). WAHA and USA hockey also offer scholarships that you may apply for, which can even cover USA hockey fees.

MYHA Payments and Dues Reduction

Payment Details

Registration: Opens in July via www.mcfarlandhockey.org
Dues are divided into two (2) payment installments as follows:

Payment 1: Due at registration

- First half dues (*50% of annual dues*)
- If applicable, payment of outstanding negative balance on account (registration is not complete until the outstanding balance is paid)

Service Hours Refundable Deposit / Mandatory fundraising fee: Due prior to games starting. Checks for service hours are to be postdated January 1 for the current hockey season year. Checks will be cashed only if service hours are not fulfilled by the end of the season in mid-March.

MYHA may also issue invoices for shortfalls to the mandatory volunteer service hours requirements.

Payment 2: Due by Dec. 31

- 2nd half dues/final payment (*if applicable, the following dues reductions/MYHA credits will be applied: Wreath sales, Raise Right, Bucky Books credits*)

Payment 2 invoice and statement will be emailed to the Primary Household the last week of November via QuickBooks. Options to pay: Visa, Mastercard, American Express, Discover or Bank Transfer (ACH) through QuickBooks.

Any questions about invoices or payments should be directed to the MYHA Treasurer using contact information on the website.

Non-Payment Procedures

MYHA reserves the right to suspend players from participating in MYHA sanctioned events (practices, games, tournaments, etc.) until payments are received.

Refund Policy

The registration fee is **not** refundable. Players choosing to leave MYHA prior to tryouts will be refunded any dues, or raffle tickets paid minus the non-refundable registration fee on a pro-rated basis. Please see "Special Circumstances" below for refunds for players choosing to leave MYHA **after** tryouts.

Dues Reduction

Bucky Books: Available to sell in September and October. The MYHA board will email information to families when it is available.

Wreath Sales: Available to sell in late fall. The MYHA board will email information to families when it is available.

McFarland Hockey Boosters (<https://www.mcfarlandhockey.org/page/show/867299-mcfarland-hockey-boosters>) may offer credits to volunteers for annual fundraising events.

McFarland Community Ice Arena (<http://mcfarlandice.org/>) hosts a display advertising program, participating individuals may be eligible for credits that can be applied towards MYHA accounts.

Raise Right: Offers families to purchase / link to others to purchase gift cards. Families keep 75% of the profit and MYHA 25%.

Credits on MYHA accounts will remain on the account and **cannot** be paid out in cash. If you age out of MYHA and have credit remaining on your account, it will be available for 2 years after leaving. You may sell or donate the credits to another MYHA family or donate the credit to MYHA. If your player will participate in the MHS' Hockey program, credits may be applied toward your dues. Please contact MYHA's Treasurer for assistance.

Service Requirements

Your help is what makes MYHA a successful youth association. As a non-profit organization, MYHA thrives when members become involved and share their time and talents. Broad arrays of service opportunities exist that are necessary to make MYHA successful! Several MYHA positions are associated with service hour exemptions and/or full or partial dues reductions as described in the position descriptions (Appendix 2). All other families are "non-exempt" and are required to fulfill the amount of service hours listed above in the "MYHA Program Fees and Financial Assistance" section. If your family is required to complete service hours, MYHA will collect a postdated check in the amount of \$800 to cover 20 service hours at the

beginning of the season (or \$400 to cover 10 service hours for U6-only non-exempt families), of which at least 4 service hours must be worked in the concession stand or during open skate.

If service hours are completely fulfilled, the check will be returned or shredded. If the service hours are not completely fulfilled, \$40 will be deducted for every unfulfilled service hour (including for those who complete more than 20 service hours and do not fulfill at least 4 hours in the concession stand or during open skate) and the remainder will be returned to families. If additional service hours are offered, and you go above the required amount, MYHA may offer credits per additional hour worked.

Concessions work and other service opportunities.

Concessions provide needed food services during MYHA games, playoffs, and McFarland High School hockey games. Training is provided by the Concessions Manager. The sign-up process used by the Service Hours Coordinator is also used to fill needed service hours. The volunteer calendar will run from October through mid-March in Dibs

Buying Out Service Hours

Families can buy out all of their service hours, including the required concession stand and open skate hours. Buyout payments are available during the online registration process and it is the only time they can be bought out for the above-mentioned reduced rate.

Extra Service Hours

The MYHA Board of Directors or Service Hours Coordinator may offer extra service hours as needed for specific events.

No Show or Unclaimed Shifts

If you cannot fulfill your claimed shift or task, it is your responsibility to find a qualified replacement. In case of an emergency, contact the Service Hour Coordinator(s) to make them aware of your cancellation/replacement or to see if they can assist you in finding a replacement for the shift or task. Do not simply remove yourself from the sign-up. ***Failure to show up to a shift or task you claimed (without finding a replacement) will result in a monetary penalty of \$40 per shift hour. Cancellation of a claimed shift within 72 hours of scheduled time will also result in a penalty of \$40/shift hour and you will not receive credit for that service hour time.***

Other Volunteer Needs Not Counting Toward Service Hours

There are many other volunteer duties needed to be filled to make each season a success, such as running the scoreboard during games, staffing the penalty box, helping on the bench, counting saves during games, etc. These volunteer duties, while important, do not count toward your required service hours. All families are expected to equally participate in the activities needed as requested by the team manager.

Equipment & Uniforms

Non-Goalie Equipment

- McFarland Youth Hockey Association leases equipment (\$50 cash or check deposit, refunded after equipment is returned at the end of the session/season) to Intro to Hockey participants. Hockey skates are not included, but skaters can use the rink's rental skates (they need to be obtained before each session and returned after each session).
- Jerseys will be provided for U6 and U8 players at the beginning of the season and must be returned to the team rep at the end of the season.
- U6 and U8 are expected to have their own equipment, but if needed and if equipment is available, they may request rental of equipment from MYHA for the season. Players must have their own skates. A family may submit a request to the Equipment Manager that their player keep the rented equipment for off-season hockey activities. All rented equipment must be returned by the end of August.

Squirt, Peewee and Bantam players must have their own equipment.

Goalie Equipment

- MYHA encourages full-time Peewee and Bantam goalies to purchase their own equipment. Players are expected to share the team equipment set if they don't have their own.
- MYHA provides 1 set of goalie equipment per team as needed. The equipment will be checked out by the head coach from the Equipment Manager. A set includes a stick, leg pads, chest protector, glove and blocker, neck guard or helmet, and bag. MYHA has a limited amount of goalie helmets and miscellaneous equipment. Helmets, left-handed glove sets, and extra equipment will be prioritized by size and need as determined by the equipment manager, ALDs, and ACE coordinator. Peewee and Bantam goalies should consider additional equipment that MYHA does not provide: Goalie athletic protector, knee guards (protect under leg pads), goalie pants, and goalie skates. Goalie gear sizing will be prioritized in the following order: mite, squirt, peewee, bantam. The head coach must return equipment to the Equipment Manager at the end of the season.
- Players wanting to use a set of gear for team placements may do so free of charge with the understanding that they may need to return the set after team placements conclude. Sets for team placements can be coordinated by the age level director and equipment manager.
- Coaches of teams with full time goalies providing their own gear may want a backup set to bring to tournaments. This may be coordinated with the equipment manager and coaches.

Off- season rental: MYHA will rent goalie gear for off-season training to goalies for camps and summer leagues. Parents may rent gear directly from the equipment manager. Parents/skaters will be responsible for returning the gear in good order within the agreed upon timeframe by the equipment manager, no later than September 1st of each summer so equipment can be inventoried and checked for repair for the upcoming MYHA season.

The equipment manager will require a \$200 deposit for lost or damaged items. *The fee for summer rental for Peewee and Bantam players is \$50.* All funds collected will be used to maintain and purchase goalie equipment in the future.

Equipment cares and expectations: After each session, gear must be taken out of the bag and dried. Gear cannot be stored in extreme temperatures and conditions. Do not store in vehicles, outside, or in wet basements.

Stick blades must be kept taped. Tape worn off at the heel of the blade is a good indicator a stick should be re-taped.

Please report any damage promptly so the gear can be repaired.

Goalie equipment cannot be used for street hockey, roller hockey, or lacrosse. Ice hockey only!

Families using goalie gear are expected to take care of it. MYHA reserves the right to charge for lost or excessively damaged items.

MYHA Uniforms

- MYHA's colors are Navy, Columbia Blue and White.
- The preferred helmet, glove, and hockey pant color is navy.
- Squirts, Peewees and Bantams must purchase game jerseys and socks.
 - When purchasing jerseys, players will select a number that will stay with them until they age out of MYHA. The same number may be reserved for younger siblings if they choose to use the same number. This allows them to wear the same jerseys and save some money.
 - If a player leaves for a season and returns the following season, their jersey number may not be available upon return.
 - Jersey numbers are selected by Squirts, Peewees or Bantams (younger skaters cannot 'reserve' numbers before they are eligible to receive jerseys.
 - The player's last name, first initial and last name, or Spartans are allowed on the back of the jersey.

Special Circumstances

Bantam Players Leaving MYHA for MHS Program

MYHA will allow a pro-rated refund of dues and raffle tickets (if paid) for the current season if a player wishes to leave MYHA to participate in the MHS hockey program. The official Bantam hockey begins with "Knock the Rust Off."

Notification of this situation is requested in writing via email or letter to MYHA's President within two (2) weeks of the player leaving MYHA.

Partial Season Participation

MYHA projects enrollment levels when establishing fees for the next hockey season. Costs are fixed for the entire season and do not vary by the number of registered players. If a player is no longer able to play hockey due to injuries, school or other family issues, MYHA must consider the financial impact to the association. The following reimbursement guidelines have been established:

Injury: Dues will only be reimbursed at a prorated amount for loss of playing time related to injuries per the following conditions:

- The injury was incurred while playing hockey.
- The injury was "season ending" and/or resulted in the player missing at least six weeks of the season.

Relocation/Leaving MYHA Boundaries: In the event your family moves from MYHA's boundaries determined by WAHA, dues will be reimbursed at a prorated amount. Notification is requested in writing via email or letter to MYHA's President within two (2) weeks of the player leaving.

Player Transfers out of MYHA

All transfers out of MYHA must be made to the MYHA BOD President in writing and accompanied with a Tier II release form signed by a willing receiving organization. The request will be reviewed, and a decision rendered by the MYHA president, ACE Coordinator, Registrar and Treasurer. MYHA will grant a financial release, provided there is a zero balance on the account, for a player under WAHA rules who is moving to a higher classified organization.

Player Transfers into MYHA

MYHA is founded on and deeply committed to providing a fun and competitive hockey experience for all skaters. There are circumstances when out of district transfer players can enrich MYHA and its hockey

teams. Transfer requests will be considered and evaluated according to the policy below. MYHA supports a competitive team placement process to place kids on teams with other players of comparable abilities. This team placement process will be applied to out-of-district transfer players just as it is applied to in-district players. Under no circumstances will any player's team, or player's coach, be determined before evaluations and team placements.

Out of district players transferring to MYHA agree to accept their team placement and play the entire season with MYHA. In accordance with WAHA rules, any player accepted as a transfer to MYHA will require a written release from MYHA if they desire to leave and will forfeit all fees already paid to MYHA.

An out of district player accepted into MYHA will be a member of MYHA for one year. The player is welcome to request transfer to MYHA in the following year, but acceptance of transfer request is not guaranteed.

MYHA is not required to accept any out-of-district skaters. Transfers will be considered by a committee consisting of the Registrar, ACE Coordinator, and President, in the context of balancing the number of players per team, position (if applicable), age level, and WAHA state tournament eligibility.

We expect players who are seeking a transfer already have an agreement in principle from their home associations before they approach MYHA. Requests for transfer received by MYHA on or before July 1 will receive priority review.

Playing for a Different Association

No refunds are granted in the event your player tries out for another youth association or decides to quit MYHA. Notice must be provided in writing via email or letter to MYHA's President.

Policies

Background Screening

Per MYHA and USA Hockey guidelines, MYHA will reimburse the cost to screen coaches. Screens are valid for 2 years.

Inclement Weather Policy

MYHA does not want to put any coach, player, or parent in a situation where they do not feel safe driving to practice or games. If the rink you're traveling to is closed, then practices or games will be canceled. If the rink is open, then practices or games will take place. The final decision to practice or play a previously scheduled game lies with the Head Coach **and** Team Rep. Team Reps should contact the facility directly if you have questions about their operating status. It is the responsibility of each parent to decide whether, under the circumstances, it is safe to travel to the facility. MYHA will be charged for home ice time whether the time slot is used or not and may be fined for the cancellation by the opposing team. On-ice officials must be contacted immediately when the decision is made to cancel as MYHA may still be charged for the officials and even fined for the cancellation.

If school is canceled, this does not dictate if practice is canceled. If the rink is open, practices and games will occur; however, your Head Coach and Team Rep will make the final decision.

Locker Room Policy

MYHA adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. There are five locker rooms available for MYHA at the McFarland arena. Four locker rooms share a restroom and shower area with another locker room. MYHA teams will travel to play games at other arenas, and those locker rooms, restrooms and shower facilities will vary from location to location. MYHA's Team Reps will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in deciding for their child where to dress, undress, and shower if desired.

Locker Room Monitoring

MYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitor (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room.

When possible, team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the Mite and Squirt levels, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that they will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed.

We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of our players are given consideration and appropriate arrangements made. Where possible, MYHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Prohibited Conduct and Reporting

MYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in MYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at

Questions and Contact Info

Additional information, training documents, and contact information for the MYHA Board of Directors, coaches and various coordinators are available at www.mcfarlandhockey.org.

Thank you and welcome to the “Coolest the Game in Town!”

Go Spartans and STORM!!!!

Appendix 1: Scholarship / Payment Plan Policy and Application
Effective: July 14, 2025

Purpose:

The McFarland Youth Hockey Association (“MYHA”) Board of Directors (“BOD”) has created a policy to allow skater families who experience hardship to request financial assistance. Families can request a payment plan and/or a scholarship.

Policy:

1. Eligibility

Financial assistance for fees relating to participation in the MYHA program will be considered and granted based on the following criteria:

- a. Availability of funds
- b. Player is in good standing with MYHA
- c. Player must have participated in MYHA for a minimum of 1 year or at the discretion of the board on a case-by-case basis.
- d. Player would not otherwise be able to participate during the current season because of hardship.
- e. Financial needs of the players parent/legal guardian for financial request
- f. Player’s family must be required to participate in the MYHA volunteer and fund-raising activities.

2. How to Apply

a. If seeking a payment plan:

- i. complete the “Applicant Information” section of the scholarship application.
- ii. Propose a payment plan with dates and amounts that add up to the total fee for skater(s) in your family.
- iii. The MYHA board of directors will vote to approve, modify, or decline the proposal within 10 business days of application receipt.
- iv. The first payment is due on or before the date of registration.
- v. The final payment is due on or before February 28th of the current season.
- vi. Late payment policy: Failure to make each payment by the approved deadline will result in ineligibility and the skater will not be able to play until payment is made.

b. If seeking a scholarship:

- i. Complete the MYHA scholarship application form.
- ii. Attach supporting documentation.
- iii. Submissions must be received by August 15th of the upcoming season for consideration. Submit the application form and supporting documentation by Email to: treasurermyha@gmail.com or by Mail to: MYHA P.O. Box 264 McFarland, WI 53558 The MYHA board will select winning applications by the second Tuesday in September of the upcoming season. Scholarship recipients will be notified by a MYHA Board Member, and the financial award will be disbursed to the players MYHA account.

3. Fund Substance

- a. Scholarship funds may be obtained through MYHA budget contribution, corporate donation, or other sources of income.
- b. MYHA Scholarship committee, comprised of the MYHA President, and Treasurer shall verify the information contained within an Application and select scholarship recipients deemed necessary. Deliberate misrepresentation of material facts in the Application may be cause for disqualification. Awards for financial assistance are granted through a confidential Board process based upon eligibility criteria, and there is no guarantee made regarding the awarding of financial assistance or the amount of any award. Applicants must apply each year for financial assistance consideration.

*The McFarland Youth Hockey Association Board of Directors is responsible for the success of the entire organization, and if requests for scholarships are deemed detrimental to the organization based on the number of skaters or teams, the BOD may be required to deny all requests.

**MCFARLAND YOUTH HOCKEY ASSOCIATION
Scholarship / Payment Plan Application**



How to Apply:

1. Complete the form below
 2. Attach supporting documentation
 3. Submissions must be received by August 15th of the upcoming season for consideration.
 4. Mail application forms to: MYHA P.O. Box 264 McFarland, WI 53558, **OR** Email: treasurermyha@gmail.com
- The MYHA board will select winning applications by the second Tuesday in September of the upcoming season.

Applicant Information

Players Name:		Age:		
School & Grade Entering in the Fall:				
Address:				
City:	State:	Zip Code:		
Telephone number:		Email:		
League Playing Level (Check one):				
<input type="checkbox"/> U6	<input type="checkbox"/> U8	<input type="checkbox"/> U10 Squirts	<input type="checkbox"/> U12 Peewees	<input type="checkbox"/> U14 Bantams
Number of years with MYHA:				
Name of previous association (if applicable):				
Reason for application:				
<input type="checkbox"/> Requesting Payment Plan				
<input type="checkbox"/> Requesting Scholarship				
<input type="checkbox"/> Requesting Payment Plan and Scholarship				
Scholarship amount requested (If applicable):				

Request Justification

What does sportsmanship mean to your skater?

What qualities does your skater have that they believe will help their teammates and the youth hockey program?

Please list up to 5 extracurricular activities (including volunteer community service and/or organizations) that your skater participates in outside of hockey:

Describe the situation justifying this request (attach supporting documents if applicable).

Do you qualify for free or reduced lunch? (Yes / No)
Number of people in household: _____
Annual household income (gross): <input type="checkbox"/> Under \$25,000 <input type="checkbox"/> \$25,001 – \$50,000 <input type="checkbox"/> \$50,001 – \$75,000 <input type="checkbox"/> \$75,001 – \$100,000 <input type="checkbox"/> Over \$100,000
Are there any extraordinary circumstances impacting your financial situation (e.g., job loss, medical expenses)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain briefly:

I certify that the information provided in this Application is accurate, and I give authorization to the MYHA Board of Directors to verify the information contained within this Application. Deliberate misrepresentation of material facts in this Application may be cause for disqualification. I understand that awards for financial assistance are granted through a confidential Board process based upon outlined criteria, and there is no guarantee made regarding the awarding of financial assistance or the amount of any award. I also understand that the Fund's financial assistance awards are determined annually, and that I must apply each year for financial assistance consideration.

Signature of Parent or Guardian

Date

MYHA USE ONLY:	
Date Received:	Season:
Scholarship Amount Awarded:	
Date Communicated to Applicant:	

APPENDIX 2: MYHA position descriptions

Position: Association Coaching and Education Coordinator (ACE Coordinator)

Appointment Term: 1 year (renewable upon board vote)

Compensation: All service hours waived + one free skater per season if affiliated with MYHA; non-MYHA member receives \$1000 at end of season

Training Required/Provided: SafeSport, level 1 USA Hockey Coaching Certification, USA Hockey Website, area seminars, conversation with former MYHA ACE Director

Other Individuals to Work With: President, Vice President, USA Hockey, Coaches Committee, MCIA's Rink Manager, Age-level Directors, Ice Scheduler, Coaches

Preferred Qualifications:

- Strong communications skills
- Organizational skills
- Coaching (youth hockey levels) experience
- Working knowledge of Microsoft Word and Excel

Description/Summary of Duties:

- Serve as coaches committee chair and establish policies for recruitment, training, and oversight of the coaching staff.
- Work with coaches committee to organize and conduct team tryouts.
- Work with coaches committee to hear MYHA member appeals.
- Communicate with the District ACE Director, their Affiliate ACE Coordinator, and USA Hockey on all issues related to MYHA coaching.
- Develop a coach tracking system to ensure CEP certification requirements, background checks, and USA Hockey Safe Sport Training are complete and up to date. Report training completion to WAHA prior to the deadline.
- Ensure MYHA is promoting age-specific skill development.
- Communicate USA Hockey's player development opportunities to MYHA players, parents, and coaches.
- Deliver education programs to MYHA parents.
- Serve as the MYHA safety officer (Implement player safety initiatives of USA Hockey (concussion protocol, safe return to play, injury reporting, etc.), ensure that all required training and educational topics are completed per USA Hockey, WAHA and State Laws by all members (administrator, coach, manager, parent, athlete, etc.) and others described in WAHA Safety Officer documentation on the WAHA website

More information about the ACE program is here:

https://cdn4.sportngin.com/attachments/document/0040/4136/ACE_Program_Handbook.pdf

Position: Board of Directors Member (Non-Officer Position)

Time Commitment: 2-3 hours per month during regular hockey season and 2-3 hours in the off-season

Compensation: 16 service hours waived.

Training Required/Provided: USA Hockey and WAHA publications, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

Other Individuals to Work With: Executive Board of Directors (President, Vice President, Treasurer, Secretary), Coaches Committee, Coordinators, Volunteers

Preferred Qualifications:

- Conducts themselves at a high standard of excellence that sets the standard from all members.
- Ability to listen and apply other's opinions within the decision-making process.
- Strong group dynamic skills
- Efficient planning skills with consistent commitment to follow-through on tasks
- Superior problem-solving skills
- Maintain focus and understanding on the growth of the association.
- A strong belief in youth hockey and a high personal moral code

Description/Summary of Duties:

A (non-officer) board member's primary duty is to help to facilitate discussion, provide insight and work in collaboration with other board members to make informed decisions on information brought forth to the MYHA Board of Directors for consideration. They are responsible for attending board meetings on a regular basis (typically monthly) to discuss issues at hand and determine appropriate course of action and vote on action items. Must attend fall and spring association meetings (Typically May and September), as well as any other potential meetings should the need arise. Participate in any appeals process brought forth by a complainant in regard to a verdict rendered by the Coaches Committee. Perform other duties assigned by the President or member of the Executive Board when deemed necessary.

Position: Bucky Book and Wreath Sales Coordinator

Time Commitment: September-2 hours. October- should be available 2-3 nights per week at rink for 1-1 ½ hours during practices so all levels have access to pick up books.

Compensation: 16 service hours waived.

Training Required/Provided: In-house training from previous Bucky Book / Wreath Coordinator.

Other Individuals to Work With: MYHA's President or Vice President, Secretary, Treasurer, Service Hours Volunteer Coordinator; MCIA Rink Manager. and Webmaster.

Preferred Qualifications:

- Strong communication and organizational skills
- Working knowledge of Microsoft Word and Excel.

Description/Summary of Duties:

- Bucky Books
 - July/August:
 - Contact Distributor to obtain details for upcoming sale.
 - September:
 - Pick up books from the distributor or decide to have delivered to you.
 - Email MYHA Secretary info to send email out with instructions & guidelines.
 - Remember to state that all checks should be made payable to MYHA member selling books. MYHA member will write one check payable to MYHA. This reduces the workload of MYHA's Treasurer.
 - Email MYHA Webmaster info to post on our website.
 - Distribute books and keep record of books going out.
 - Collect money from sold books.
 - Accept one check from MYHA member made payable to MYHA.
 - Keep spreadsheet updated.
 - Collect unsold books by deadline.
 - Turn over monies from sold books to MYHA treasurer and copy of spreadsheet.
 - Return unsold books and check from MYHA (obtained from Treasurer) for sold books to organization in charge.
 - September- March
 - Help by participating in other small fundraiser activities which can include initiative such as bake sales, gift cards, small raffles, etc.
- Wreaths (*For detailed procedures, reference Wreath Fundraiser-Procedures*)
 - August:
 - Select vendor and receive pricing info and brochures.
 - October
 - Post order forms and brochures on website (MYHA Webmaster).
 - Email order forms and brochures to association (MYHA Secretary).
 - Deadline for families to place their order is typically first week in November.
 - Select pick-up dates and establish pick up times. Volunteers will be needed.
 - Ask MYHA Service Hours Volunteer Coordinator to post available volunteer slots in Sports Engine Dibs.com
 - End of October, send out reminder email to association.
 - Early November:
 - Tally all orders and determine how many of each wreath is needed.

- Place order with vendor.
- Confirm delivery/pick up date.
- Find a trailer large or delivery truck large enough to hold your wreaths at the time of delivery.
- Mid November:
 - Calculate dues reductions for each family and calculate the amount each family will owe you at the time of delivery. (We have an established Excel doc to assist with this).
 - If needed, reserve a delivery truck to use to pick up the order, if needed. (U-Haul)
 - Delivery or Pick-Up Day:
 - Coordinate pick-up time with Vendor and give remaining payment.
- Late November:
 - Confirm check totals are correct.
 - Forward checks and dues reduction spreadsheet to Treasurer.

Position: Coaches Committee Representative

Time Commitment: 3-5 hours per month during the regular hockey season

Compensation: 10 Service hours waived for parent representative (no additional compensation for coach and Board of Director representatives)

Training Required/Provided: USA Hockey and WAHA publications, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

Other Individuals to Work With: MYHA Board of Directors, ACE Coordinator, Coaches and Parents

Preferred Qualifications:

- MYHA member in good standing
- A deep concern about the personal, mental, and physical well-being of youth skaters in the McFarland Hockey Association
- A desire to impart a level of equality and fairness within MYHA befitting of a strong, growing organization
- High personal moral code
- Ability to listen impartially to other's opinions and act in the best interest of others in the decision-making process
- Strong group dynamic skills
- Rational and levelheaded approach to decision making
- To ensure that all MYHA stakeholder groups are fully represented on the committee
 - Parent representatives to the committee will not hold concurrent roles as MYHA coaches
 - Coach representatives to the committee will not hold concurrent roles as MYHA board members
 - Board member representatives to the committee will not hold concurrent roles as coaches. If there are not enough willing non-coach board members to fill the role, a coach board member may be considered.

Description/Summary of Duties:

Individuals will serve one-year terms, renewable by election at the MYHA Spring meeting (for parent representatives to the committee), vote of the Board of Directors (for board member representatives to the committee) or MYHA coaches (for coach representatives to committee). Individuals will represent parent, board member, or coach stakeholders in decision making. Committee members will evaluate and approve or decline applications for MYHA coaching positions, will devise and vote to approve the procedures for tryouts and team selection, will organize intermittent training opportunities for coaches, and will hear and render decisions on appeals for coaching decisions and for disciplinary referrals.

Position: Concessions Manager

Time Commitment: 3 to 5 hours per week. Provide training for volunteers. May have to help fill shifts in emergency situations.

Compensation: All service hours waived

Training Required/Provided: Safe Food Handling Course

https://www.nfsti.org/?qclid=Cj0KCKQjwhLKUBhDiARIsAMaTLnHQTfgeUXzRRT1C4RByQJ6jFTWUwmTS72pSvzDCEL_pVtQ7ASGAinAaAhGJEALw_wcB), Cleaning of Popcorn and Slushie Machine.

Other Individuals to Work With: MYHA's Service Hours Volunteer Coordinator, Treasurer, President and Vice President; MCIA's Rink Manager; Vendors.

Preferred Qualifications:

Position includes almost all aspects of running the Concession Stand at MCIA. Duties include but are not limited to the following:

Description/Summary of Duties:

Pre-season:

- Work with the Treasurer in determining prices.
- Update menu sign in Concessions. Ask the MCIA Rink Manager for a ladder. Letters and numbers kept in Concessions cabinet.
- Update cash registers. The treasurer has cash register manual. Registers were purchased October 2016 and set-up by Barb Rosten. Feel free to contact her with questions or assistance in programming.
- Orders either through calling/email vendors (Pepsi, Badger Popcorn, Holiday Wholesale, etc.) and arranging either to physically pick-up or to have delivered.
- Pick up can be made by another member of MYHA for their service hours.
- Obtaining items in person that vendors above may not provide (Costco, Woodman's, Pick n' Save).
- Pick up can be made by another member of MYHA for their service hours.
- Coordinate & provide training to volunteers.
- Update procedures and signage within Concessions. Current signs and documents saved on Treasurer laptop within Documents/Concessions subfolder.
- Thoroughly clean Concessions prior to stocking for season

During season:

- Ensure the stand is ready before large events (i.e., MHS games, Tournaments, Open Skate).
- Thawing food before high school games, restocking all items sold and supplies, if needed.
- Ensure workers are completing duties and fill in to restock as needed.
- Clean/wash rags in stand.
- Clean Slushie Machine when machine states (follow proper procedure).
- Clean Popcorn Machine monthly.
- Check nuts and bolts holding kettle in place and tighten. Ask MCIA Rink Manager to assist, if needed.
- Contact person for the Dane County Public Health.
- Maintain stand to their standards.
- Coordinates with Service Hours/Volunteer Coordinator to ensure stand is open at proper times.
- Coordinate training of new members.
- Put away inventory in Concessions Storage Room and maintain its organization.
- Any other duties required for smooth operation of stand.
- Toward end of season, offer discounts on items that will expire prior to November.

End of Season:

- Contact Pepsi to close and clean all equipment (soda dispenser, slushie machine and hot chocolate machine).
- Clean out refrigerator and freezers, including in the storage room.

- Items that will still be good by the beginning of next season should be stored in the storage room, if possible.
- Be sure cabinets and counters are free of food that mice may enjoy.
- Clean tops of counters and under all equipment.

Position: Equipment manager

Time Commitment: Approximately 8 hours for each Introduction to hockey session (summer / fall / winter)

Compensation: 16 service hours waived

Training Required/Provided: In-house training from Boosters and previous Equipment manager

Other Individuals to Work With: Intro to Hockey Coordinator, Treasurer, Webmaster, and McFarland hockey Boosters.

Preferred Qualifications:

- Strong communication and organizational skills
- Experience with sign-up genius
- Knowledge of hockey equipment fittings and repair

Description/Summary of Duties:

- Key point of contact and coordinator for equipment fittings and returns for Introduction to hockey sessions and MYHA Mite rentals.
 - Setup sign-up genius event to schedule all fittings
 - Collect waivers and create database for all equipment rentals
 - Work with Boosters and Service Hour coordinator to confirm volunteers available for fittings
 - Help individuals with rental equipment issues, swapping out equipment, or ad-hoc fittings
- Manage Squirt/ Peewee/ Bantam number and Jersey purchase process
- Organize equipment locker
- Help inventory all equipment and maintain a database for tracking where needed (helmets and Goalie gear)
- Help run old equipment collection drives to receive donations for old equipment from MYHA participants to be used for Introduction to Hockey
- Work with Introduction to hockey Coordinator and Treasurer to purchase additional equipment with Introduction to hockey funds
- Attempt to repair equipment as needed (Velcro straps and helmets)
- Maintain Keys for equipment locker

Position: Fundraising Coordinator

Time Commitment: 7 to 10 hours per month during season; 3 to 5 hours per month during off season

Compensation: 16 service hours waived

Training Required/Provided: In-house training from previous Fundraising Coordinator.

Other Individuals to Work With: MYHA's Service Hours Volunteer Coordinator, Treasurer, President and Vice President; Vendors.

Preferred Qualifications:

- Strong communication skills (written and verbal)
- Strong organization skills and ability to be a self-starter
- Willingness to learn new things
- Creative skills a plus
- Ability to work with individuals throughout the organization
- Professionalism: ability to work with business owners in the community
- Solid computer skills (Google Docs/Slides, Canva, email, SportsEngine, etc.)
- Must have a computer with access to the internet
- Positive, helpful attitude
- Flexibility to do work between meetings, during business hours, nights and weekends

Description/Summary of Duties:

- Research, develop and implement fundraising opportunities and communicate them to the association's membership (following approval by BOD).
- Present to the Board of Directors all proposed association fundraising events for the upcoming season.
- Work with fundraising committee members to plan, coordinate, and execute all fundraising efforts for each season.
- Coordinate all communications with fundraising organizations.
- Provide all key fundraising information to the Secretary for posting; maintain up to date information on the association's social media pages and via email.
- Work with the Treasurer to track fundraising deposits.
- Maintain full financial records on all annual fundraising efforts.
- Goal of the fundraising coordinator is to provide at the minimum, three fundraising events per season.

Position: Ice Scheduler

Time Commitment: 1 to 2 Hours per week

Compensation: 16 service hours waived

Training Required/Provided: In-house training.

Other Individuals to Work With: MYHA President, Treasurer, ACE Coordinator, Service Hours Volunteer Coordinator, Team Rep Coordinator, Team Reps and Team Coaches; MCIA Rink Manager.

Preferred Qualifications: Strong communication and organizational skills, working knowledge of Microsoft Word and Excel and email.

Description/Summary of Duties:

- The Ice Scheduler is responsible for scheduling all home games and practices ice for MYHA.
- Work with the MCIA Rink Manager and the MYHA ACE Coordinator and President to schedule practices and home game ice.
- Start coordinating late spring/early summer before new season begins.
- Work with Team Reps to allocate ice time and changes to the schedule as needed throughout the year.
- Compiles total numbers of ice time for the year.
- Works with the MYHA Service Hours Volunteer Coordinator to ensure the stand is open when appropriate.

Position: Introduction to Hockey Coordinator

Time Commitment: Approximately 20hrs per session (Summer / Fall / Winter)

Compensation: All service hours waived + one free skater per season

Training Required/Provided: In-house from MYHA President, Youth Coordinator, Ace Coordinator, and previous Intro to hockey Coordinator.

Other Individuals to Work With: MYHA President, MCIA Rink Manager, Ice Scheduler, Equipment Manager, Webmaster, and Youth Recruitment coordinator.

Preferred Qualifications:

- Strong communication and organizational skills
- SafeSport certification
- Skating skills required to run drills

Description/Summary of Duties:

- Attend on ice practices and coordinate all activities for each practice
- Work with MCIA Rink manager to schedule practices for each session at least 2 months in advance
- Coordinate the creation of the registration with the Web Master and have website updated with latest information
- Schedule equipment fitting times and returns with Equipment manager
- Coordinate the marketing effort for each session with Youth recruitment coordinator
- Schedule and lead a parent meeting prior to each session
- Send and handle all communications with parents related to Intro to hockey session
- Implement standard practice plans for each session
- Coordinate on-ice coaches throughout the session to maintain proper coaching coverage for practices
 - o Recruit parent volunteers, MYHA coaches, and paid high school aged temp workers when needed
- Work with Equipment manager for any equipment issues
- Manage mcfarland.learn2skate@gmail.com account

Position: President

Time Commitment: 10 to 15 hours per month during season; 3 to 5 hours per month during off season

Compensation: All service hours waived + one free skater per season

Training Required/Provided: In-house (previous President), USA Hockey and WAHA publications, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

Other Individuals to Work With: All MYHA Board of Directors, Coordinators and Managers; SWFSC President; MCIA Rink Manager; McFarland Hockey Boosters; McFarland Hockey Inc.; WAHA; and Region 4

Preferred Qualifications:

- Strong leadership ability
- Conducts themselves at a high standard of excellence that sets the standard from all members
- High-energy and passionate about the success of the association
- Extremely well-organized
- Excellent communication skills, both in-person and by email
- Ability to build and maintain relationships with members, coaches, and the community
- Ability to listen and apply other's opinions with the decision-making process
- Strong group dynamic skills
- Efficient planning skills with consistent commitment to follow-through on tasks
- Superior problem-solving skills
- Maintain focus and understanding on the growth of the association
- Comfortable with delegating
- Ability to understand, keep record of and balance financial reports
- Strong belief and understanding of USA Hockey's age-appropriate player development recommendations and the American Development Model (ADM)
- A strong belief in youth hockey and a high personal moral code

Description/Summary of Duties:

The president is the lead volunteer for the association. Their primary role is to preside over the board of directors (BOD) and ensure the association is following its mission statement and core values. The president leads the BOD by providing its members with a vision of what needs to be accomplished, goals for completing tasks and inspiration to encourage excellence out of each board member. A successful candidate in this role will work in conjunction with the board to oversee the association's overall health and direction.

- Review, understand, and evaluate the association
- Act as an association representative at the District and Affiliate level
- Teach board members, volunteers, and parents the importance of age-appropriate programming and the ADM
- Support the Growth Coordinator and association's efforts for organic growth within the community
- Help organize functions to increase visibility of the association and the sport of youth hockey
- Delegate other duties as necessary within the scope of the association's Bylaws

Position: Registrar

Time Commitment: 3 to 5 hours per week, November & December; 2 hours per week, January

Compensation: 16 service hours waived

Training Required/Provided: In house, Region 4, and WAHA websites, especially WAHA handbook

Other Individuals to Work With: MYHA President, Treasurer, Team Rep Coordinator, Team Reps and ACE Coordinator.

Preferred Qualifications:

- Strong and efficient organizational skills
- Comfortable navigating spreadsheets and mastering the portal-based USA Hockey Registry
- High-energy and passionate about the success of the association and youth hockey
- Detail oriented and deadline focused

Description/Summary of Duties:

The Registrar is one of the most important roles for a local association. This individual is responsible for the association's USA Hockey Registry and processing all members through the Registry. This process completes the USA Hockey registration for your members.

- Create and maintain an active membership list
- Complete the registration process by claiming player, coach & volunteer memberships to your association through the Registry
- Create and manage updates for team rosters
- Work with team managers, coaches, and program coordinators to collect necessary participation documentation
- Birth certificates
- Codes of conduct
- Consent to treat forms
- Monitor that all coaches, association leadership and volunteers are completing their SafeSport Training and background screening requirements
- Work in conjunction with your ACE Coordinator and association leadership to ensure coaches are achieving their required Coaching Education Program training and corresponding age-specific modules
- Ensure that registration and team structure requirements by the local Affiliate, District and USA Hockey are met
- Connect with the Associate Registrar to sanction any tournaments that your association hosts
- Help teams with travel requirements and necessary permits
- Maintain rosters for state and national bound playoff teams
- Run membership reports for association leadership
- Work with the Treasurer to make accurate records of registered members and incoming participation fees
- Work closely with the Youth Marketing / Recruitment Coordinator to track and help drive player retention and acquisition

Position: Secretary

Time Commitment: 7 to 10 hours per month during season; 3 to 5 hours per month during off season

Compensation: All service hours waived

Training Required/Provided: In house, previous Secretary, MYHA Code of Conduct, formal complaints and Review Procedures document, MYHA Bylaws,

Other Individuals to Work With: All MYHA Board of Directors, Coordinators and Managers volunteers and members of the organization

Preferred Qualifications:

- Strong and efficient organizational skills
- Effective communication skills via all mediums
- High-energy and passionate about the success of the association and youth hockey
- Ability to capture key discussion points in a clear and concise manner
- A working knowledge of Microsoft Word, Excel, social media, web management and desktop publishing

Description/Summary of Duties:

The Secretary maintains the administrative process of the organization. Their primary role includes being the focal point of communication to and from the association's board of directors and its entire membership as well as being a thorough and accurate record keeper.

- Act as main point of contact between association membership and Board of Directors {BOD} and any outside communications as required
- Communicate upcoming meetings and meeting schedule to members via Gmail account (mcfarlandyouthhockey@gmail.com)
- Attend all board, executive and other meetings as requested
- Record and manage minutes for all board, executive board and other meetings as requested.
- Distribute board meeting agenda no less than 7 days prior to the board meeting.
- Distribute previous meeting minutes at least 48 hours prior to every meeting
- Ensure up-to-date Bylaws and policies are distributed to association's BOD
- Accurate organization of all documents relating to the association and any administrative activities, Policies, Parent Handbook and Position Descriptions
 - Serve as signing officer for certain documents according to Bylaws
- Perform other duties assigned by the President or member of the board
- Forward updates for website to webmaster - contact names, documents, events, etc.
- Maintain contacts in Gmail account - mcfarlandyouthhockey@gmail.com
- Administrator of social media group pages -face book, Instagram, McFarland Spartans Youth Hockey Marketplace etc.
- Provide new board members with orientation information
- Provide new Executive Board, Board Members and Coordinators/Managers with procedures/guidelines for their positions.

Position: Service Hours/Open Skate Volunteer Coordinator

Time Commitment: 1 to 2 hours per week (approximately 8 to 10 hours at the start of the season to set up e-mail list and all available spots in (Sports Engine's Dibs.com))

Compensation: 16 service hours waived + \$100 credit on MYHA account

Training Required/Provided: (Sports Engine's Dibs.com), Excel spreadsheet, Google calendar & drive

Other Individuals to Work With: MYHA's President, Treasurer, Concessions Manager, and Ice Scheduler; MCIA's Rink Manager

Preferred Qualifications:

- Strong communication and organizational skills.
- Working knowledge of Microsoft Excel.
- Ability to use online volunteer sign up software. Currently (Sports Engine's Dibs.com)

Service Hours Description/Summary of Duties:

This position reports to the MYHA President ensuring that service hours are completed. Duties are:

- Work with the MCIA Rink Manager and the MYHA Ice Scheduler to determine dates in which stand is open and check weekly for schedule changes.
- The MCIA Rink Manager will need to program the front doors and the Concession Stand door to open. This is very important!
- Enter all time slots into (Sports Engine's Dibs.com)
- User ID will be your e-mail address; password will be provided.
- Email volunteers when upcoming open shifts are available and need to be covered.
- Set up (beginning of season) and maintain (throughout the season) a current e-mail list of volunteers in (Sports Engine's Dibs.com)
- Work with Concessions Manager as needed to communicate with volunteers on items such as training, maintaining Concessions and lobby cleanliness, making sure that all duties are being performed, etc.
- Work with MYHA Treasurer on hours fulfilled, credits due, charges for no-shows.
- Enter and tally ALL service hours worked (Excel spreadsheet) for each family.
- Answer volunteer hours questions (how many hours do I need / have?, etc.)
- At about 2/3 of the season, send out notices to families who have not signed up for any hours or who do not have enough future hours signed up for.
- Make sure there are enough blank sign-in sheets in the Service Hours Volunteer Log binder located in Concessions.
- Fill in when needed or there is a vacant spot (this may also fall on BOD members or Concessions Manager).
- Maintain the Quick Call List ("QCL") used when last minute shifts need to be filled.

Open Skate Description/Summary of Duties:

July:

- Work with MYHA President and MCIA Rink Manager to determine Open Skate ("OS") dates and times for upcoming season.
- MYHA President will work with SWFSC President to discuss volunteers for Open Skates.
- SWFSC historically manages Admissions table while MYHA manages Ice monitor, rental skates, and concessions
- MYHA may run some Open skate sessions without SWFSC vice versa.

August:

- Work with printer to update flyer with dates and times.
- Current print vendor is Insty Prints on the Square.
- Print 25 copies, one poster size to display in triangular kiosk in MCIA lobby and request a PDF.
- Forward dates/times to MYHA Service Hours Volunteer Coordinator and Concessions Manager.

Late September: See Open Skate Guidelines for more details

- Deliver flyer to area businesses.
- Open Skate-Procedures and Documents binder: Update procedures and forms, if needed.

October – April:

- If needed, provide training for new volunteers that work the Admissions table or handing out of rental skates.

Confirm coverage and help fill shifts if needed

Position: Team Rep Coordinator

Time Commitment: 3-5 hours per week in the start of the season, 1-2 hours from November to March

Compensation: 16 service hours waived

Training Required/Provided: In house training, Excel spreadsheet, Google calendar & drive

Other Individuals to Work With: MYHA's Ice Scheduler, Treasurer, MCIA's Rink Manager, Team Reps at each level

Preferred Qualifications:

- Strong communication and organizational skills
- Working knowledge of Google Drive/Sheets/Docs
- Experience with DCHOA's website for scheduling on-ice officials

Description/Summary of Duties:

The Team Rep Coordinator is responsible for training, assisting and communicating with all of the team representatives/managers that are appointed at each level for the season. The team rep position is an extremely important job within this organization and there are many tasks that need to be completed for the organization to run well.

The Team Rep Coordinator should have at least one year experience as a Team Rep on a traveling team (Squirt-Bantam level) as they will need to help new team reps learn to schedule games, officials, tournaments, and many other tasks that would be difficult to navigate if they have not had this experience themselves.

The Team Rep Coordinator is in charge of ensuring that the Team Rep Binders that are used by each rep throughout the season are updated and filled with everything they will need for the season. There will also be an electronic scheduling template you can share with reps if they'd like to see an example or use it for their own purposes for the season. Following the seasonal binder updates, the Team Rep Coordinator will issue a Team Rep Binder to each rep at the start of the season by either an all rep meeting held in the evening at the rink or on an individual basis. At that time, the Team Rep Coordinator will walk each rep through the binder and offer a brief training on the contents of the binder. (You will also be trained by the previous Team Rep Coordinator should you need it). After that initial meeting, most of the communication amongst the team reps is done via group email.

Items given to each Team Rep by the Coordinator:

- White binder to keep all documents together
 - Team Rep Training Binder
 - Labels for Fall Scheduling Meeting
 - Labels for Scoresheets
 - Google Sheets Scheduling Template
- First Aid Kit (1 per team)

Position: Team Rep/Manager

Time Commitment: 1 to 2 Hours per week

Compensation: 16 service hours waived

Training Required/Provided: In-House Training

- **Description/Summary of Duties:**
- The Team Rep/Manager is responsible for all aspects of running the team that are not associated with the training, coaching, and performance of the skaters which are the duties of the coaches. This includes scheduling practices/games/events, assigning game day duties, carrying all team documentation, registering for tournaments, etc.
- This can be one of the most rewarding jobs in the organization. A Team Rep should be a good communicator (both written and oral), make themselves available to the parents and coaches, and be organized. They must also serve as ambassadors for the club while traveling and scheduling games, etc. as they are often the only point of contact at tournaments and with opponents (in addition to the coaches).
- This can be a lot of tasks for one person – feel free to recruit a co-rep/manager or another parent to help with tournaments, party planning, off ice duties. It is not recommended to split the duties of scheduling games/refs – one person should take care of both those items to reduce confusion and possible miscommunication
- Communicate with your Head Coach often. The Head Coach should definitely have a “say” in who the Team Rep is, because they need to work with them and rely on them for the 5-month season. The MYHA board will be involved with this decision as well. Meet with the coaches early in the season to establish who will do what communicating and when. Be the coaching staff’s eyes and ears while they are on the ice. Alert them of any issues they need to be aware of and be available to field questions/concerns from the parents. Act as and become the "buffer" when needed between coaches and parents so the coaches can concentrate on coaching.
- There will be one team rep/manager per travel team, and one for all of the U6/U8 teams combined.

Position: State / Home Tournament Coordinator

Time Commitment: Non-Sanctioned Tournament - 1 month prior to start of season, then 8 weeks prior to tournament, 3 to 10 hours per week; WAHA State Tournament - 8 weeks prior to tournament start, 3 to 10 hours per week

Compensation: 16 service hours waived + \$100 credit on MYHA account

Training Required/Provided: In-house previous tournament coordinator and WAHA State Tournament Director handbook found at www.waha-hockey.com, Resources, Association Resources, Forms, and Instructions.

Other Individuals to Work With: MYHA President, Treasurer, Ice Scheduler, Concessions Manager, Service Hours Volunteer Coordinator; MCIA Rink Manager.

Preferred Qualifications:

- Strong communication and organizational skills.
- Working knowledge of Microsoft Word, Publisher, and Excel.

Description/Summary of Duties:

Position includes almost all aspects of running the tournament. Duties include but are not limited to the following:

- Create Tournament Registration form if non-sanctioned tournament.
- Purchase Ice time, if needed.
- Purchase trophies and participant awards for non-sanctioned tournaments
- Request Patches (provided by USA hockey)
- Patches needed for Zero, Hat Trick, and Playmaker
- Coordinate the following:
 - Referees
 - Zamboni Drivers
 - Concessions
 - Special menu for the tournament
- Rink Cleaning
 - Night before event, first night, and after final game
- Raffle baskets
 - Team Donations
 - Solicit Donations from all Squirt, Peewee and Bantam Teams
- Trainer/EMT on site
- Pictures – outside vendor
- T-shirts – outside vendor
- New puck for each game
 - These need to be on ice 24 hours prior to the first game
- Once the tournament participants have been established
 - MYHA Tournament Coordinator
 - Request Team Roster from Team Reps
 - Contact information of the coach/parent coordinator
 - Request high resolution team logo
 - Send map to rink, suggest places to eat/visit
 - Assure that teams have a hotel to stay at or help find one
 - Purchase or make parent gifts
 - Make player goody bags
 - Make visiting team banners
 - Decorate the rink
- Create Tournament Program
 - See program created by Barb Rosten for 2017 U18 State Tournament

- Include team roster (check player spelling), logos, and bracket
- Print at least one for each player plus an additional 30% more
- For the rink
 - Post a poster size version of the tournament bracket
 - Post rules in key locations
 - Ice Rules/Regulations to place in the score box
- Create a Volunteer Schedule – MYHA Service Hours Volunteer Coordinator can assist
 - Suggested positions
 - Score Box (1), PA system (1), Penalty Box (2), Clock, Runner, Decorating rink,
- Raffle, bake sale or any other fundraisers, registration, locker rooms,
- runner/cleaner, etc.
- Day of tournament
 - Check in teams
 - Verify USA hockey registrations (this can be done prior to the tournament)
 - Distribute parent gifts
 - Review/update locker room assignment
 - Designate Home/Away teams
 - Score right away
 - Review and determine Zero, Hat Trick, and Playmaker patches prior to team's last game
 - of the tournament
 - Hand out trophies, participation awards, and patches

Note: WAHA State Tournament – Follow WAHA State Tournament Director Handbook

Position: Treasurer

Time Commitment: 3 to 5 hours per week during season, 1-3 hours per week during the off season

Compensation: All service hours waived + one free skater per season

Training Required/Provided: In house from previous Treasurer, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

Other Individuals to Work With: All MYHA Board of Directors, Coordinators and Managers; SWFSC President; MCIA Rink Manager; McFarland Hockey Boosters; WAHA; Region 4 and DCHOA

Preferred Qualifications:

- Experience in preparing and overseeing financial documents
- Experience in using QuickBooks or similar accounting software
- Extremely well-organized
- Good communication skills, both in-person and by email
- High-energy and passionate about the success of the association
- Efficient planner with a commitment to follow-through on tasks A strong belief in youth hockey and a high personal moral code
- Recommended 4-year degree in Business Administration, Accounting, Finance, or related field

Description/Summary of Duties:

reference detailed procedures in Treasurer binder

The Treasurer is the principal financial and accounting officer for the youth hockey association. Their primary duties include overseeing the financial management and reporting for the association. In this role, the treasurer will draft and present an annual budget to the board, prepare relevant financial reports for scheduled board meetings, and manage financial transactions for the association.

May/June:

- Update signers on financial accounts and PO Box held at McFarland Post Office
- Work with SportsEngine in setting up online registration for levels U6, U8, Squirt, Peewee and Bantam
- Collect payments and registrations for summer hockey events
- Serve as the primary contact with a professional financial advisor and/or advisors regarding tax preparation, audits, and investments
- File proper paperwork with the IRS and state to help association secure:
 - Taxpayer ID (Employer Identification Number)
 - Incorporation
 - 1099 & W2
 - 501c(3) tax exempt status
 - IRS 990

Late July:

- Create invoices for member hockey 1st half dues as registrations are received
- Work with MYHA Registrar in updating/maintaining MYHA Members database (Google sheets)

Early August:

- Establish and submit a preliminary budget for board approval. Final draft approved by Board prior to annual Fall meeting.

September:

- Oversee the approval and implementation of the annual budget at the annual Fall meeting

Throughout Year:

- Monitor revenue and expenditures against the approved budget monthly

- Issue, collect, process, and record all checks and deposits
- Communicate with Vice President for Marketing/Fundraising Coordinator to forecast projected essential or ancillary revenues
- Manage the registration fee collection as well all revenue streams associated with the operations of the association
- Document and report to the full board monthly with the association's financial status
- Responsible for keeping financial records including accounts receivable and accounts payable and manage/reconcile bank accounts
- Ensure that the external reporting to donors, association members and local regulators are completed on a timely basis
- Work with the board to develop bylaws and policies that match the needs for fiscal operations
- Provide and monitor cash in Concessions and Open Skate seed money
- Other tasks assigned as necessary

Recommended file retention noted within MYHA Treasurer Duties & Guidelines reference binder.

Position: Vice-President

Time Commitment: 7-10 hours / month during season; 2-5 hours / month during off season

Compensation: All service hours waived

Training Required/Provided: In-house (previous Vice-President), USA Hockey and WAHA publications, the MYHA Code of Conduct, Formal Complaints, and Review Procedures document, the MYHA bylaws.

Other Individuals to Work With: MYHA Executive Board of Directors and Board Members, Coordinators and Managers; MCIA Rink Manager (in absence of President)

Preferred Qualifications:

- Strong leadership ability
- Conducts themselves at a high standard of excellence that sets the standard from all members
- High-energy and passionate about the association
- Extremely well-organized
- Excellent communication skills, both in-person and by email
- Able to build and maintain relationships with members, coaches, and the community
- Efficient planning skills with consistent commitment to follow-through on tasks
- A strong belief in youth hockey and a high personal moral code
- Able to build and maintain relationships with members, coaches, and the community

Description/Summary of Duties:

- Plan, develop, and enforce association's policies and bylaws
- Ensure association is meeting its goals
- Preside over board meetings in the absence of the President
- Assist President with duties when requested
- Lead/attend committee meetings
- Identify candidates to serve as committee chairs
- Report to the board activities undertaken by any committees
- Lead contact for recruiting and retaining volunteers
- Lead contact for coordinators. Ensures they are informed and supported in their positions
- Fulfill other tasks assigned by the association President or board as necessary

Position: Warm-up and Fanwear Coordinator

Time Commitment: 25 hours; late summer, pre-season & early-mid season.

Compensation: 16 service hours waived

Training Required/Provided: In house training from previous Fanwear Coordinator and Treasurer.

Other Individuals to Work With: MYHA Exec BOD or Board of Directors for approval of selected items, Secretary, Treasurer, Webmaster, Concessions Manager, Fanwear Vendor(s), and MCIA Rink Manager

Preferred Qualifications:

- Strong communication and organizational skills.
- Working knowledge of Microsoft Word and Excel.

Description/Summary of Duties:

- Warm-ups / Work with Treasurer to order warm-ups for players and coaches.
- Fanwear / Only use vendor(s) that will provide a commission from our sales and offers name brand/great quality clothing. Currently use Kollegetown in Sun Prairie.

Mid-summer:

- Determine which small items will need to be ordered to sell in Concessions (helmet stickers, window decals, beanies/winter hats, baseball hats).
- Schedule meeting with vendor to select items to sell in our online store.
- Select dates the online store will be open. Decide if you'd like to offer 2 separate sales—one in early October and one in November.

Pre-Season/Week of Knock the Rust Off:

- Ask Secretary to send email to association with details of order dates. Include flyer provided by vendor.
- Ask Webmaster to post on our website.
- If possible, obtain samples from vendor to include in rink lobby during Knock the Rust Off.
- Be sure to communicate with MCIA Rink Manager if you'd like to use the Conference Room for a couple days to store samples in.
- Send a reminder email 2 days before final orders are due.

Pick up order(s) from Vendor OR have shipped to your home and sort. Coordinate time(s) for customers to pick up their orders at the rink. Send emails to them notifying them their order has arrived and when they can pick up.

- Be sure to communicate with MCIA Rink Manager if you'd like to use the Conference Room for a couple days.

Position: Webmaster

Time Commitment: Varies. Beginning of season more time then mid to end of season

Compensation: 16 service hours waived

Training Required/Provided: Previous Webmaster

Other Individuals to Work With: MYHA Exec Board, Board Members, Ice Scheduler, Coordinators, McFarland Hockey Boosters and McFarland Hockey Inc.

Preferred Qualifications:

- Strong communication and organizational skills.
- Working knowledge of website programs

Description/Summary of Duties:

- Update and maintain the website as requests are received.

July/August/September

- Work with MYHA Ice Scheduler in adding practice times to the season calendar

Early October

- Set-up Team Reps with access to the appropriate areas needed to maintain/update their team's page throughout the season.

Position: Youth Marketing – Recruitment Coordinator

Time Commitment: Coordination of various outreach and marketing events year-round, with a focus on Introduction to hockey events, try hockey for free day, and school visits to the rink. The school visit will require two full days during the business week, dates dependent on school

Compensation: 16 service hours waived

Training Required/Provided: In house training from and coordination with MYHA president and prior Youth Marketing - Recruitment Coordinator.

Other Individuals to Work With: Vice President, Secretary, Intro to Hockey Coordinator, Treasurer and Webmaster.

Preferred Qualifications:

- Strong communication and organizational skills
- Working knowledge of Microsoft Word and Excel.
- Commitment to help families get started in youth hockey.

Description/Summary of Duties:

- Key point of contact and coordinator for any MYHA initiatives that involve the recruitment of new skaters to the organization.
- Coordinate table related to hockey for school supply drop-off at CEPS
 - Advertise and manage outdoor signs for Intro to hockey and MYHA registration
 - Help respond to questions from website from potential families
 - Outreach to different towns / elementary schools within MYHA district
- Liaison between Introduction to hockey Coordinator and families to help transition youngsters into the MYHA U6 and U8 programs
- Manage the November Try Hockey Free event
- Coordinate all youth marketing for Introduction to hockey and MYHA registration
 - Outdoor signage
 - School messages through MRAP
 - Facebook, etc.

Position: Age Level Director

Appointment Term: 1 year (Appointed by the ACE coordinator; the appointment is renewable by the ACE coordinator)

Compensation: See Coaching Description

Training Required/Provided: SafeSport, at least level 1 USA Hockey Coaching Certification, USA Hockey Website, area seminars, conversation with MYHA ACE Director, and reading of the MYHA handbook, especially Appendix 3, "Code of conduct, formal complaints and review procedures."

Other Individuals to Work With: President, Vice President, USA Hockey, Coaches Committee, MCIA's Rink Manager, Age-level Directors, Ice Scheduler, Coaches

Preferred Qualifications:

- Strong communications skills
- Conflict resolution skills
- Approved by the coaches committee as a coach at the same age level.

Description/Summary of Duties:

- Attend the annual MYHA coaches annual meeting
- If necessary, and in collaboration with the ACE coordinator and Registrar and in accordance with WAHA rules, decide whether it is necessary to roster players from a lower age level to address a "critical shortage" of skaters and/or goalies.
- Work with the equipment manager to coordinate loan of MYHA goalie gear for team placements or for the regular playing season
- Obtain list of coaches, contact information, and USA hockey numbers from Area Coaching and Education (ACE) Coordinator
- Schedule tournaments for all teams at the same age level:
 - Prior to 9/15. visit list of sanctioned tournaments by WAHA : <https://scripts.wahahockey.com/scripts/Sinvites.php>, communicate with current and previous coaches at the same age level to identify preferred tournaments.
 - Work with the treasurer, using the MYHA purchasing card, to register each MYHA team at the same age level for tournaments.
 - Squirt/10U – Bantam/14U ALDs: register each team for two tournaments as registrations become available (no later than 10/1 of the current season)
 - 8U ALDs: register each team for one local tournament (maximum 2 hr driving distance).
- Ensure that the coaches committee team placement procedures are faithfully followed.
- After skaters are placed on teams, the ALD will designate head coaches for each team. It is also permissible for the ALD to serve as head coach.
- Maintain open communication between and among parents, team managers within the age level and the Board.
- In accordance with the MYHA code of conduct, formal complaints and review procedures, mediate problems the age level that cannot be resolved by the coach and or team manager and, if necessary, bring these issue to the attention to the coaches committee.

Position: Culture Education Liaison

Appointment Term: 1 year (Appointed by the MYHA board of directors)

Compensation: None

Training Required/Provided: Review materials from positive coaching alliance, complete SafeSport training

Other Individuals to Work With: MYHA Board of Directors, Parents, USA Hockey, Coaches Committee, MCIA's Rink Manager, Age-level Directors, Coaches

Preferred Qualifications:

- Strong communications skills
- Conflict resolution skills
- Approved by the coaches committee as a coach at the same age level.

Description/Summary of Duties:

- Serve as local point of contact with WAHA to disseminate information from positive coaching alliance and other sources
- Prior to 7/1, review MYHA Codes of Conduct and ensure they are consistent with USA Hockey and WAHA codes of conduct. Recommend updates as needed to be voted on and approved by the MYHA board of directors, and codified in the handbook, prior to the opening of registration.
- Lead or assist in leading the pre-season, during the season, and post season education of the hockey association stakeholders (coaches, players, officials, parents, and association leaders)
- Gain familiarity with positive coaching alliance (PCA) and their resources, including the PCA resource center, and attend or designate people to attend PCA trainings
- Register with WAHA to be the point of contact to receive PCA resources and work with the secretary to ensure these resources are shared in a productive manner with the pertinent stakeholders
- Work with the board of directors and arena board members to establish, post, and announce spectator behavior expectations
- Serve as the association culture keeper and recruit others to do be culture keepers – those who promote and model positive words and actions

Position: Girls Hockey Coordinator

Appointment Term: 1 year (Appointed by the MYHA board of directors)

Compensation: None

Training Required/Provided: Review materials from positive coaching alliance, complete SafeSport training

Other Individuals to Work With: MYHA Board of Directors, Parents, USA Hockey, Coaches Committee, MCIA's Rink Manager, Age-level Directors, Coaches

Preferred Qualifications:

- Strong communications skills
- Conflict resolution skills
- Approved by the coaches committee as a coach at the same age level.

Description/Summary of Duties:

- Direct and manage girls hockey within MYHA and any co-op teams in accordance with each association's operating principles.
- Help to schedule practices and games with co-op teams in accordance with each association's operating principles.
- Attend monthly WAHA region 4 girls hockey meetings, if applicable and disseminate news to MYHA board of directors
- Work with MYHA board of directors and volunteers to support recruitment and development activities to grow the game.
- Maintain a roster of girls hockey players at each playing level and serve as the MYHA liaison to report information as needed to outside stakeholders for girls hockey

Position: Coach (Head or assistant)

Appointment Term: 1 year (Appointed by the MYHA board of directors after review of coaching application)

Compensation: All service hours waived (only a maximum of three coaches will be exempted per team)

Training Required/Provided: Background Check, SafeSport, at least level 1 USA Hockey Coaching Certification, USA Hockey Website, area seminars, conversation with MYHA ACE Director, and reading of the MYHA handbook and bylaws.

Other Individuals to Work With: Team coordinator, ice scheduler, ALD, other coaches

Preferred Qualifications:

- Strong communications skills
- Conflict resolution skills
- Approved by the coaches committee as a coach at the same age level.

Description/Summary of Duties:

- Designing and implementing sporting strategies: Coaches create game plans and practice routines to enhance team performance.
- Scheduling and running team practice sessions: Coaches organize and lead practice drills to develop individual and team skills.
- Helping to Schedule and presiding over games: Coaches oversee players, manage substitutions, and provide guidance during play.
- Working to improve team unity and sportsmanship: Fostering a positive team environment.
- Ensuring all team members get appropriate playing time with fair distribution of opportunities for all skaters.
- Emphasizing skills development: Teaching safety, fair play, and sportsmanship.
- Setting realistic and age-appropriate expectations for team members.
- Ensuring proper sideline behavior from team members and parents.
- Ensuring the safety of the team during practice sessions and games.
- Ensure that MYHA's Handbook and policies are followed by players and player families.

Position: Social Media Director

Appointment Term: 1 year (Appointed by the MYHA board of directors after review of application)

Compensation: 10 service hours waived

Training Required/Provided: Overview of MYHA branding guidelines and review of MYHA handbook and bylaws

Other Individuals to Work With: Team coordinators, MYHA board members, coaches

Preferred Qualifications:

- Strong communication and writing skills
- Familiarity with major social media platforms (Facebook, Instagram, X/Twitter)
- Experience in digital marketing or content creation
- Ability to represent the organization in a positive and engaging manner
- Basic graphic design or video editing knowledge is a plus

Description/Summary of Duties:

- • Manage and monitor all MYHA social media accounts: Post regularly to promote games, events, player achievements, and organizational news.
- • Create and curate content: Develop engaging content such as photos, videos, event highlights, and player spotlights that reflect the mission and values of MYHA.
- • Promote MYHA initiatives and community engagement: Support recruitment drives, fundraising campaigns, and volunteer recognition efforts through strategic social media presence.
- • Coordinate with team contacts: Collect and approve content submissions from team coordinators and coaches to ensure timely and accurate dissemination of information.
- • Uphold MYHA standards: Ensure all posts reflect appropriate language, imagery, and tone in line with MYHA policies and the USA Hockey code of conduct.
- • Monitor engagement and respond to inquiries: Engage with followers by responding to messages and comments in a professional and helpful manner.
- • Maintain privacy and safety protocols: Respect player privacy and follow MYHA policies regarding the publication of photos and personal information.
- • Provide regular updates to the MYHA board: Report on social media reach, engagement metrics, and upcoming content plans as requested.
- • Ensure that MYHA's Handbook and policies are followed in all digital communications.

APPENDIX 3
MCFARLAND YOUTH HOCKEY ASSOCIATION
Code of Conduct, Formal Complaints, and Review Procedures

Parents/guardians, coaches, board members and players of the McFarland Youth Hockey Association (MYHA Participants) are expected to conduct themselves in a manner that is respectful of MYHA and other youth hockey program participants.

MYHA is a zero-tolerance organization that will neither ignore nor condone conduct that does not adhere to the USA Hockey, WAHA and MYHA standards of conduct.

MYHA players and parents/guardians (as a condition of registration) and MYHA coaches (as a condition of the coaching application), agree to adhere to the code of conduct listed below.

Section 1. As a MYHA parent, guardian, or coach, I will:

- 1.01 Strive to provide a positive experience for all.
- 1.02 Promote the emotional and physical well-being of the athletes ahead of the personal desire to win.
- 1.03 Treat players, coaches, officials, and spectators with dignity and respect in language, attitude, behavior, and mannerisms regardless of race, color, creed, gender, or ability.
- 1.04 Provide positive support for all players, coaches, and officials at every game, practice, and team activity.
- 1.05 Refrain from participating in the use of social or digital media that is harmful to members of the team, coaching staff, fans, officials, or opponents.
- 1.06 Demonstrate good sportsmanship (trustworthiness, respect, responsibility, fairness, caring and good citizenship).
- 1.07 Strive to learn the rules of hockey, respect decisions of officials, and resolve on and off ice conflicts without hostility or violence.
- 1.08 Refrain from coaching my child or other players during games and practices unless I am a registered coach.
- 1.09 Refrain from using profanity at MYHA activities.
- 1.10 Respect the property and equipment of the McFarland Community Ice Arena and any other rinks or facilities where MYHA participates in events.
- 1.11 Will also adhere to USA Hockey Code of Conduct and <https://www.usahockeyrulebook.com/page/show/1015129-codes-of-conduct> and <https://portal.usahockey.com/forms/participant-code-of-conduct-2014-2015.pdf>
- 1.12 In my role as a MYHA coach, I will not use drugs, alcohol, or tobacco at MYHA games and practices.
- 1.13 In my role as a coach, I will use positive reinforcement and constructive coaching to guide hockey development in my players. I will not participate in negative reinforcement (put-downs, blame).
- 1.14 In my role as a MYHA parent/guardian, I understand that playing with MYHA is a full-time commitment and my skaters(s) will practice and play consistently throughout the entire season.
- 1.15 In my role as a MYHA parent/guardian, I will inform my coach(es) as soon as possible when my skater will miss a team activity, including practices and games.
- 1.15 In my role as a MYHA parent/guardian, I will approach the team's head coach, out of the presence of players, other parents, or spectators, as my first action to address disagreement or concern over team matters and I will do so without threats, hostility, or violence.
- 1.16 Parents and coaches are expected to read the MYHA handbook prior to registration to learn the policies and agree to follow them all season long.

I understand and agree that failure to abide by these rules and guidelines could result in any of the following disciplinary actions as described by the MYHA Bylaws:

1. Verbal warning.
2. Written warning.

3. Probation.
4. Suspension.
5. Termination of membership.

The above or variations/combinations of the above actions may or may not necessarily be taken in an escalated manner; MYHA reserves the right to select and impose any penalty appropriate to the situation.

Section 2. As a MYHA player, I will:

- 2.01 Respect players, coaches, referees, fans, and other ice rink users with my words and actions.
- 2.02 Learn teamwork, sportsmanship, and discipline.
- 2.03 Support all players, coaches, and referees at every game, practice, and team activity.
- 2.04 Refrain from using profanity.
- 2.05 Learn the rules of hockey and the policies of USA Hockey.
- 2.06 Play by the rules of hockey, respect the calls of referees, and handle conflicts in a respectful way.
- 2.07 Not use drugs, alcohol, and tobacco at MYHA games and practices.
- 2.08 Respect the property and equipment of the McFarland Community Ice Arena and any other rinks or facilities where MYHA participates in events.
- 2.09 Listen and follow coach's instructions on the bench, in the rink, and at team functions.
- 2.10 Inform my coach(es) when any team activity, including practices and games, will be missed as soon as I am aware that it will be missed.
- 2.11 Respectfully talk to my coach if I have a problem.
- 2.12 Not participate in the use of social or digital media that is harmful to members of the team, coaching staff, fans, officials, or opponents.
- 2.13 Will adhere to codes of conduct from the Wisconsin Amateur Hockey Association and USA Hockey.

I understand and agree that failure to abide by these rules and guidelines could result in any of the following disciplinary actions as described by the MYHA Bylaws:

1. Verbal warning.
2. Written warning.
3. Probation.
4. Suspension.
5. Termination of membership.

The above or variations/combinations of the above actions may or may not necessarily be taken in an escalated manner; MYHA reserves the right to select and impose any penalty appropriate to the situation.

Section 3. Formal complaints, disciplinary referrals, or coaching decision appeals

- 3.01 Procedure for filing formal complaints, disciplinary referrals, or coaching decision appeals.
 - A. Formal complaints, disciplinary referrals, or coaching decision appeals may also originate from a board member, a parent (MYHA or opposing team), a player, a coach, an on or off ice official (referees and WAHA reps) or others.
 - B. Order of operations. For most formal complaints, disciplinary referrals, or coaching decision appeals:
 1. Direct the matter first to the coaches and team representative.
 2. If matters are not resolved at the coach level, direct the matter to the Age Level Director.
 3. If matters are still not resolved, file a formal written and signed complaint, disciplinary referral or appeal to the ACE coordinator and/or MYHA President for referral to the coaches committee. Verbal complaints, disciplinary referrals or appeals will NOT be accepted.
 - a. A written formal complaint must list specific handbook procedures or bylaws that were allegedly violated or behaviors detrimental to the organization.

- b. A written disciplinary referral must list specific MYHA/USA hockey rule(s) or code(s) of conduct that were allegedly violated, or list behavior(s) detrimental to the organization.
 - c. A written appeal of a coach's decision must be made in writing to the MYHA president and/or ACE Coordinator, signed by the appellate, describe the decision that is appealed, and provide as much information as possible (dates, times, names, and locations) for Coaches Committee evaluation.
4. Based on severity, some matters may escalate directly to the coaches committee. The ACE Coordinator or President may start an investigation and provide a referral in written form to the coaches committee.
 5. Known or suspected instances of sexual & physical abuse involving MYHA athletes should be reported immediately to McFarland Police Department and the U.S. Center for SafeSport.

3.02 Procedure for investigating and hearing formal complaints, disciplinary referrals, and coaching decision appeals.

- A. The coaches committee will respect confidentiality during the investigation and hearing, and after rendering a decision, to the extent possible.
- B. If a formal complaint, disciplinary referral, or coaching decision appeal is filed after the end of the season (Second Sunday in March), it will not be considered until the new coaches committee is installed (after the Spring Membership Meeting).
- C. The ACE Coordinator, or a Coaches Committee member identified by majority vote of the Coaches Committee, will manage the hearing by the coaches committee.
- D. A Coaches Committee Member will be designated to take minutes of coaching committee meetings, which will be maintained in a file with other written information.
- E. The Coaches Committee will identify conflicts of interest for coaches committee members and matters involving a formal complaint, or between coaching committee members and the appellate or accused as directed by Articles 10 and 11 of the MYHA Bylaws. If a Coaches Committee member, or the Coaches committee by majority vote, determines that a member cannot make a fair and unbiased vote, the Coaches Committee member is considered in conflict and shall be recused. If a Coaches Committee member is the subject of disciplinary referral, they are in conflict and shall be recused. If a member is recused, the committee will seek nominations from committee members and vote to replace the recused member with a like member, who will serve as a temporary member until a decision is reached on the matter. The like member shall be another coach representative, another parent representative, or another board representative to match the representation of the recused.
- F. The Coaches Committee will review the handbook, bylaws, and codes of conduct for the McFarland Youth Hockey Association, and codes of conduct for the Wisconsin Amateur Hockey Association and USA Hockey. The committee will consider the matter holistically, including any potential precipitating events.
- G. For matters involving individuals disciplinary referral or coaching decision appeal, the accused, or the coach, respectively, will be informed of the alleged violation or appealed decision and given an opportunity to respond verbally or in writing, in person or virtual, to the disciplinary referral or coaching decision appeal.
- H. The Coaches Committee will deliberate in closed session, render decisions based on preponderance of evidence, and if necessary, deliver resulting sanctions by majority vote.
- I. If the coaches committee issues written warnings and/or sanctions, they will remain on record and will be considered in future sanctions.

3.03 Decisions. Written decisions will be delivered to the complainant (formal complaints), the accused (disciplinary referral), or the coach (appeal) and to the MYHA President. Decisions may include:

- A. Recommendation of remedial action (Formal Complaint)
- B. Dismissal of Violation (no violation occurred)
- C. Written warning of violation
- D. Probation. Individual will be monitored for a period determined by the coaches committee.

- E. Suspension from any or all activities, including being at the rink, as determined by the coaches committee.
 - F. Recommendation of Membership Termination to MYHA BOD (triggers MYHA BOD hearing and vote)
- 3.04. Appeals of Coaches Committee Decision. Any member may request an appeal of a rule or decision made by the Coaches Committee. A written request shall be filed with the BOD via electronic communications or at the principal address. The request must include:
- A. The requestor's name
 - B. Date of the request
 - C. A detailed description of the complaint.

If an appeal is requested, a hearing shall be held on the filed request within ten (10) days after such request is filed via electronic communications or at the principal address.

The BOD shall hear Appeals of Coaches Committee Decisions. Hearings will occur in closed session to maintain confidentiality to the extent possible. The complainant (formal complaint) accused (disciplinary referral), or appellate (coaching appeal) will be given an opportunity to respond verbally or in writing, as requested by the BOD. BOD members who are subjects of appeals decisions are considered in conflict and will be recused from deliberation and voting. A majority vote of the BOD shall be required to affirm or reverse Coaches Committee decisions. BOD decisions shall be final, unless overruled by USA Hockey or its affiliates. The BOD will inform the coaches committee of the appeal decision.

APPENDIX 4

BYLAWS OF THE MCFARLAND YOUTH HOCKEY ASSOCIATION

Adoption Date: 1985

(Amended: April 21, 2022; April 29, 2015; March 2003; July 1997; May 1991)

ARTICLE 1. NAME AND PURPOSE

Section 1.01 Name and Address. The McFarland Youth Hockey Association Inc. is hereinafter referred to as the Association. The principal address of the Association shall be P.O. Box 264, McFarland, Wisconsin 53558 and shall appear on the stationary of the Association.

Section 1.02 Boundaries. The Association is organized to provide a recreational and competitive youth hockey program for youth 18 years of age and under, who live in the Village of McFarland, McFarland School District, other areas defined by Wisconsin Amateur Hockey Association Region 4 (WAHA) or adjoining areas not served by sanctioned Youth Hockey Associations as defined by WAHA.

Section 1.03 Tax Status. The Association shall be a non-profit organization devoted to the development of the skills and the sport of hockey. These skills will be developed at a multi-level age group basis as set forth by the Dane County Youth Hockey Council.

Section 1.04 Purpose. The purpose of this organization is to provide the opportunity for our youth to engage in playing the sport of hockey. The Association shall promote the philosophy of team sportsmanship and fair play. All participants will be granted equal opportunity based on participation.

Section 1.05 Fiscal Year. The Fiscal Year for the Association will be June 1 through May 31.

ARTICLE 2. PARTICIPANTS

Section 2.01 Participation. Any youth, whose parent(s) or guardian(s) have completed the requirements as stated on the application form, may be a participant. No youth, male or female, shall be denied participation because of race, color, religion, national origin, parental status or sexual orientation.

Section 2.02 Age Limits. The Association may limit participation and programs to age groups specified by USA Hockey or its affiliates.

Section 2.03 Fielding Teams. It is the desire of the Association to field teams each year at all age levels defined by WAHA. Each year the Coaches Committee will review the number of required skaters for each age level, including requests to skate at a level other than the participants' respective age levels. Participants may request to play up or down under the Play Up Policy as adopted by the Board of Directors (BOD). The Coaches Committee will then make recommendations to the BOD as the numbers and names of participants for each level.

Section 2.04 Skater Age Levels. It is required that all registered skaters skate at the age levels specified by WAHA at the point of registration for that current season. If a hardship or conflict of interest occurs, the parent(s) or legal guardian(s) must submit a written explanation of the hardship or conflict to the Coaches Committee and the BOD. The BOD will make the final decision granting, denying, or imposing any conditions upon the request.

ARTICLE 3. MEMBERSHIP

Section 3.01 Eligibility. Membership in the Association shall be each parent or legal guardian of any participant in the Association. Coaches are considered members of the Association for the Association's fiscal year. The BOD may approve membership to others for services rendered to the Association.

Section 3.02 Termination. Membership can be terminated by the BOD for just cause (and involving a process by which members will be granted an opportunity to defend themselves against accusations of wrongdoing) including but not limited to delinquency in payment of dues, or for specified conduct deemed detrimental to the Association, or for violations of specific written codes of conduct (skater and non-skater) as adopted by the membership. A member who has been expelled or suspended may be liable to the Association for dues, assessments, or fees.

Section 3.03 Membership Roster. The Secretary of the Association shall maintain a current membership roster for the Association.

ARTICLE 4. MEETINGS OF THE MEMBERS

Section 4.01 Meetings. There shall be two membership meetings held every year. The Spring Membership meeting of the Association shall be held in the Village of McFarland prior to May 31. The Fall Membership Meeting should be held in the Village of McFarland prior to October 1.

Section 4.02 Meeting Notice. All current members (parents and/or guardians of current players, current coaches) shall be given notice of meetings of the members via electronic communications at least three (3) weeks prior to such meeting.

Section 4.03 Quorum. For voting purposes, a quorum shall be defined as those members present at the respective membership meeting.

Section 4.04 Spring Membership meeting. At the Spring Membership meeting, the order of business shall include but not limited to the Treasurer's report, election of vacant positions on the BOD, and election of the parent representatives to the Coaches Committee.

Section 4.05 Fall Membership Meeting. The members at the Fall Membership Meeting shall adopt a budget for the subsequent year. The BOD may amend said budget by a simple majority of the BOD.

Section 4.06 Special Meetings. The BOD may call special meetings of the Association either by phone or electronic communications, with minimum notice of forty-eight (48) hours.

Such a call shall specify the particular purpose of the meeting. Said meeting shall be called by the Secretary upon notice to the members not less than five (5) days after receipt of the petition for such meeting nor more than thirty days after receipt. Special meetings will require a quorum of not less than seven (7) board members to be considered official.

ARTICLE 5. ELECTIONS

Section 5.01 Voting Membership. Voting membership in the Association shall be each parent or legal guardian of any participant in the Association with a limit of two (2) voting members per participant regardless of the number of participants per family.

Section 5.02 Open Positions. Open positions will be communicated to the Association by February 1.

Section 5.03 Voting. Voting will be completed at the Spring Membership meeting by attendance only. Each member shall be entitled to one vote. (However, when voting for the BOD, members will be entitled one vote for each position to be filled.)

Section 5.04 Voting Coordinators. The Secretary and Vice President shall coordinate the voting. In the case of either the Secretary or Vice President is currently holding an open position, that said person shall step aside and the other may designate at their discretion an Officer who is not running for an open position.

Section 5.05. Ballots. Votes will be tallied and recorded in the minutes of the meeting, results will be announced and a motion to destroy the ballots must be made.

ARTICLE 6. BOARD OF DIRECTORS

Section 6.01 Board of Directors. BOD shall be members of the Association in good standing.

Section 6.02 Membership and Terms. The BOD shall consist of twelve (12) members. The BOD is elected for three (3) year terms and serves until their successors are elected by the general membership. Four new directors shall be elected each year. In the event a director leaves the BOD for any reason, the position will be filled as follows:

- a. Any resignation occurring with more than three (3) months prior to Spring elections will be filled by a member selected and approved by a simple majority vote of the BOD for the remainder of that year.
- b. A separate election at the Spring Membership meeting will be held to fill the remaining one (1) or two (2)-year term vacated by the resigning board member

Section 6.03 Meetings. The BOD shall meet at least once quarterly. The Robert's Rules of Order shall govern meetings.

Section 6.04 Absences. Directors of the Association shall have no more than two (2) unexcused absences from BOD meetings throughout the fiscal year. This may enact Article 8, Section 7, of the Bylaws.

ARTICLE 7. OFFICERS

Section 7.01 Officers. The Officers shall be members of the Association and of the BOD in good standing.

Section 7.02 Officer Positions. The Officers of the Association shall be President, Vice President, Secretary and Treasurer. The duties of the President, Vice President, Secretary and Treasurer shall be defined by the BOD in an attached appendix.

Section 7.03 Past President. The Past-President shall serve as a non-voting advisory Board Member to the current President and BOD, unless their current board term has not expired.

Section 7.04 Officer Resignation. In the event an Officer resigns, the BOD shall elect a new Officer to that position at the next BOD meeting.

Section 7.05 Executive Board. The Executive Board shall be the officers of the Association. The Executive Board powers shall be negotiating and entering into matters of urgent nature (i.e., Financial, Disciplinary, etc.). They shall report all pertinent information back to the BOD at the next meeting.

ARTICLE 8. POWERS OF THE BOARD OF DIRECTORS

Section 8.01 Meetings. All meetings of the BOD are open to viewing by all members of the Association. To participate or speak in the meeting, members must request permission 24 hours prior to the meeting from the President via electronic communications.

The BOD has the authority by a simple majority vote to convene into closed session to discuss Contracts, Personal Issues, Personnel Matters and Player Discipline. These meetings are considered confidential and shall not be discussed outside the meeting. Any discussion outside the meeting by a member of the BOD may be subject to discipline to be determined by the majority of the BOD.

Section 8.02 Special Meetings. The BOD shall have the power to call meetings of said Board and also of the membership when it deems such meetings are in the interest of the organization; to conduct, manage, and control the affairs, relations, business, and policies of the organization.

Section 8.03 Dues and Assessments. The BOD shall recommend dues and assessments to the membership in attendance at a general membership meeting.

Section 8.04 Budget Amendments. The BOD may amend the budget approved at the fall membership meeting provided that such amendment shall not result in a budget variance exceeding \$2,000, and/or shall not result in additional assessment to the membership or participants.

Section 8.05 Indebtedness. The BOD (by an affirmative vote of more than two-thirds (2/3) of the total BOD) shall have the power to incur indebtedness, the terms and amount of which shall be entered in the minutes of the BOD, and the direct evidence of such obligation

shall be signed by any two (2) Officers of the BOD. Any such indebtedness in excess of the principal sum of \$1,000 shall require approval of a majority of those Association members present at a meeting.

Section 8.06 Affairs. The BOD shall have all powers over the affairs of the Association not specifically reserved to the members by the Articles, Bylaws, or Laws of the State of Wisconsin or the United States of America, nor limited by USA Hockey or its affiliates.

Section 8.07 Suspension for Violations. The BOD shall have the power to suspend the right of participation for violation of any rules or regulations regarding such participation and may delegate such power to coaches and or other persons in charge of programs, provided the rules for participation have been communicated in writing to the parent(s), guardian(s), and skater(s).

Section 8.08 Removal from BOD. A Director or Officer can be removed from office by two-thirds (2/3) "no confidence" vote of the BOD.

Section 8.09 Banking. The BOD may open and maintain bank accounts in the name of the Association and make deposits and withdrawals subject to rules established by the BOD.

Section 8.10 Check Signature. The Treasurer shall be responsible for and have the power to collect and disburse all monies of the Association. In the absence of the Treasurer, the President, or Vice President in the absence of the President, shall, in his/her right, have the power of collection and disbursement, including the right to sign and any and all checks and drafts. Two signatures are required on all checks either by Treasurer and President: or in the absence of the President, then Treasurer and Vice President. All said disbursements shall be in accordance with policies established by the BOD or be authorized by the BOD.

ARTICLE 9. COACHES COMMITTEE

Section 9.01 Membership. The Coaches Committee shall consist of the Association Coaching & Education (ACE) Coordinator and two representatives each from the parents, the BOD, and the coaches. The chair of the committee shall be the ACE Coordinator.

The members at the Spring Membership meeting shall elect the parent representative(s). The BOD shall appoint the ACE Coordinator and BOD representatives at the first BOD meeting following the Spring Membership meeting. The coaches shall appoint their representatives as soon as possible, and no later than August 1.

Section 9.02 Duties. This Committee shall:

- a. Recruit, train and oversee the coaching staff.
- b. Organize team try-outs.
- c. Hear appeals on coaching decisions.
- d. Hear and render decisions on written disciplinary referrals.

Section 9.03 Appeals. Any member may request an appeal of a coaches committee decision.

ARTICLE 10. CONFLICT OF INTEREST

Section 10.01 Purpose. The purpose of the Conflict-of-Interest Policy is to protect this tax-exempt Association interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director or officer of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 10.02 Interested Person. Any Director, officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family: (a) An ownership or investment interest in any entity with which the Association has a transaction or arrangement; (b) A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement; or (c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest under Article V, Section 5.02. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Paternal Interest: A person that has a close family tie that will benefit directly or indirectly from an action done by that Director, officer, or member of a committee with governing board delegated powers, in any entity with which has a transaction or arrangement with the Association.

ARTICLE 11. CONFLICT OF INTEREST PROCEDURES

Section 11.01 Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the financial or paternal interest and be given the opportunity to disclose all material facts to the Directors, officers and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Section 11.02 Determining Whether a Conflict of Interest Exists. After disclosure of the financial or paternal interest and all material facts, and after any discussion with the interest person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Directors, officers or committee members shall decide if a conflict exists.

Section 11.03 Procedures for Addressing the Conflict of Interest. An interested person may make a presentation at the governing BOD or committee meeting, however after the presentation; he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing BOD or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing BOD or committee shall determine whether the Association can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing BOD or committee shall determine by a majority vote of the disinterested Directors, officer or member of a committee with governing board delegated powers, whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

ARTICLE 12 INDEMNIFICATION

Section 12.01 Mandatory Indemnification. The Association shall indemnify its Directors and officers as follows:

a. Every Director or officer of the Association shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon him in connection with any proceeding to which he may be made a party, or in which he or she may become involved, by reason of his or her being or having been a Director or officer of the Association or any settlement thereof, whether or not he or she is a Director or officer at the time such expenses are incurred, except in such cases wherein the Director or officer is adjudged guilty of willful nonfeasance, misfeasance, or malfeasance in the performance of his duties; provided that in the event of a settlement the indemnification herein shall apply only when the BOD approves such settlement and reimbursement as being for the best interests of the Association.

b. The Association shall provide to any person who is or was a Director or officer of the Association is or was serving at the request of the Corporation as a Director or officer of the Association, partnership, joint venture, trust, or enterprise, the indemnity against expenses of suit, litigation, or other proceedings which is specifically permissible under applicable law.

c. The BOD may, in its discretion, direct the purchase of liability insurance by way of implementing the provisions of these Bylaws.

ARTICLE 13. AMENDMENTS

Section 13.1 Bylaws. Amendments to the Bylaws may be made at the Spring, Fall or special meetings of the membership. The method of amendment shall be by submitting in writing to the Secretary at the principal address or by electronic communications, the exact text of the proposed amendment at least thirty (30) days prior to any semi-annual meeting and the Secretary shall then give each member written notice by mail, electronic communications or hand-delivered of the proposed amendment at least twenty (20) days prior to such meeting. Any amendment so submitted shall be effective if approved by two-thirds (2/3) vote of members present at a membership meeting.

Section 13.2 Charitable Organization. The Association, an affiliate of USA Hockey and WAHA, is an approved charitable organization according to the Internal Revenue Service of the United States of America whereby contributions are tax deductible. Only amendments not affecting such status may be made.

ARTICLE 14. DISSOLUTION

Section 14.1 Excess Assets. This organization may be dissolved as stated in the Statutes of the State of Wisconsin, and any excess assets available for distribution at the time of the liquidations must be turned over to some religious, scientific, educational benevolent, public body, or other non-profit association.

APPENDIX 5

CONCUSSION POLICY AND REPORTING

This policy applies to all WAHA affiliates, including MYHA, and is adapted from:

<https://wahahockey.com/sites/default/files/userfiles/WAHA%20Concussion%20Policy.pdf>

Concussion notification and removal from play

Coaches must notify a parent or guardian and the MYHA ACE Coordinator when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to any practice (including off-ice activities) or competition. If a coach or parent suspects a player may have a concussion, that athlete shall be immediately removed from participation. The injured athlete shall be kept out of play until they are cleared to return by an appropriate health care provider. If the athlete has a concussion, that athlete shall never be allowed to return to activity (conditioning, practice or competition) that day. Athletes with a concussion shall never be allowed to return to activity while they still have symptoms. Whenever any individual is removed from participation for a concussion or exhibiting symptoms of a concussion, the MYHA ACE Coordinator must report it to the WAHA Region 4 Registrar using the WAHA Concussion Reporting Form: <https://form.jotform.com/200587181766058>. The WAHA Region 4 registrar contact information is here: <https://wahahockey.com/registrar.html>

Return to play

Current recommendations are for a 5-step progression return to play program. To resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations related to the concussion. Finally, the athlete must have clearance from an appropriate health care provider. The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion. The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

STEP ONE: About 15 minutes of light exercise: stationary biking or jogging.

STEP TWO: More strenuous running and sprinting in the gym or field without equipment.

STEP THREE: Begin non-contact drills in full uniform. May also resume weightlifting/

STEP FOUR: Full practice with contact.

STEP FIVE: Full game clearance.

Before any individual who has been removed from participation for a concussion or exhibiting symptoms of a concussion, they must be cleared by a medical professional and a USA Hockey Return to Play Form must be filled out completely and signed by all required individuals.

The form is available here:

<https://scripts.wahahockey.com/scripts/Forms/USAH%20Return%20to%20Play%20Form%206-20-19.pdf>

Once completed, the form should be sent to the MYHA ACE Coordinator, who will send it to the WAHA Region 4 Registrar.