



**Sheboygan Lakers
Youth Hockey Handbook
2023 - 2024**

Table of Contents

2023-2024 Pre-Season Important Dates	3
Youth Hockey Mission & Core Values	4
Youth Hockey Committee	5
Youth Hockey Committee Members	6
Youth Hockey Committee Responsibilities	7 - 12
Players & Parents Rights & Responsibilities:	13 - 16
Player Agreement between SBLA - FORM	17
Player & Parent Code of Conduct - FORM	18 - 19
USA Hockey Zero Tolerance Policy	20 - 21
Coaching Requirements	22 - 26
Coach Agreement with SBLA - FORM	27
Coach Code of Conduct - FORM	28
Team Manager Rights & Responsibilities	29
Concussion Management	30
Locker Room Policy	31 - 32
Play Up Policies & Procedures	33 - 34
Player Evaluation & Team Placement	35 - 37
Minor Officials Responsibilities	38
Regular Season Game Limits	39
Grievances	40
Work Hours	41 - 43

2023-2024 Pre-Season Important Dates

TASK	TIME	RESPONSIBILITY
Ice goes in	July 4	Facilities
Publish Youth Hockey Handbook	July 31	Youth Hockey Chair
Registration Opens	July 3	Registrar
Coach Registration Opens	July 3	Director of Hockey
Coach Applications Due	Aug 1	Director of Hockey
Coach Background Check Due	July 31	Director of Hockey
Coach Safe Sport Due	July 31	Director of Hockey
Coach USA Hockey Registration Due	July 31	Director of Hockey
Girls Camp	Aug 19 - 20	Youth Hockey Committee
Girls Try Hockey for free	Aug 22 - 23	Youth Hockey Committee
3 vs 3 / Skills / Drop in	July 31 - Sept 1	Youth Hockey Committee
Powerup Program Starts	Sept 5	Youth Hockey Committee
Goalie Tryouts	Oct 4	Youth Hockey Committee
Skater Tryouts	Oct 3, 5, 8 & 10	Youth Hockey Committee
Tryout Grievance	Oct 11	Youth Hockey Committee
Referee Clinic	Oct 14	Wisconsin Officials
Try Hockey for Free #1	Nov 4	Youth Hockey Committee
Try Hockey for Free #2	Feb 24	Youth Hockey Committee
Coach Module Completion Due	Dec 31	Director of Hockey

Important Notes and Reminders

- Coaches need to be USA Hockey certified and complete Lakers Application online.
- Referees need to be USA Hockey certified.
- Team managers need to be USA Hockey registered as a volunteer.
- Team managers and coaches need to be safe sport certified.
- Access to the rink area during tryouts will be limited to warming room and entrance areas except for evaluators, on-ice coordinators, referees, and coaches.
 - Parents/ guardians of players will be allowed in the locker rooms before and after the tryout sessions to help with equipment.

Youth Hockey Mission & Core Values

Mission Statement: To guide, grow and support a positive hockey experience for skaters of all ages and abilities. We strive to develop the physical, mental, and emotional well-being of our skaters by providing a safe, fun, equitable and inclusive environment.

Core Values: The following core values have been adopted from the WAHA Handbook and are to be used by all coaches, players, parents and administration to support the Sheboygan Lakers Mission Statement.

1. **Growth** – We believe that it is our responsibility to grow the game of hockey.
2. **Respect** – We believe that the game of hockey needs to be respected for its tradition and that one of SBLA's roles is to monitor the game to maintain that respect.
3. **Administration** – We believe it is our responsibility to ensure the USA/WAHA/SBLA rules are enforced. WAHA is our governing body over state associations, their boundaries and by-laws.
4. **Fiscal Responsibility** – We believe that through proper administration and fiscal management SBLA can work to keep hockey affordable for players at all levels.
5. **Training** – We believe that proper training for players, coaches and officials is imperative.
6. **Education** – We believe that it is important parents/spectators, players, coaches and officials understand their respective codes of conduct.
7. **Fair and Equitable Opportunities** – We believe that all players, regardless of age, gender and skill level, should have a fair and equitable opportunity to play and enjoy the game of hockey.
8. **Volunteerism** - We believe that a commitment to volunteerism will ensure stakeholder responsibility for the upkeep and maintenance of Sheboygan Lakers Ice Center.
9. **Fun** – We believe that in order for players to enjoy the game of hockey, build lifelong friendships, and create long lasting memories, they have to have fun while participating in the game.
10. **Safety** – In order to have a safe experience, players need to have appropriate equipment, be coached by SafeSport certified and USA Hockey trained adults who create an environment that helps them have fun, learn the game, improve skills and build character.

Youth Hockey Committee

The main purpose of board committees is to place a greater amount of time and focus on a particular area of board business. Committees spend less time in performing routine matters, which gives them more dedicated time to thoroughly research and vet an issue before making recommendations to the full board.

Committees provide an opportunity to call in the special skills and abilities of each board member and put their talents to work. Nonprofit boards allow committee members the proper time to research an issue in depth, analyze it and provide documentation to the full board to support their findings. Committee members should know how to work collaboratively to locate and evaluate data and investigate all avenues and alternatives. Committee members may also invite the input and experience of seasoned experts on a topic.

An effective board committee is aware of their charge and limit of authority. Working together, they establish a reasonable timeline for the completion of the committee's work. They will also know when their work is complete and when it's an appropriate time to make final recommendations to the rest of the board.

Youth Hockey Committee Members

YHC Voting Members:

Committee Chair	John Taber
Director of Hockey	Sam Schroeder
Referee & Tryout Coordinator	Brian Allen
Secretary / Equipment Manager	Chris Anderson
Goalie Coordinator & 8U/6U / First Ice Director	Casey Girdaukas
10U Director	John Russell
12U Director	Corey Munger
14U Director	Chris Dekker
Girls Coordinator	Tayler Brendel
High School Liaison	Eric Buchaklian
Off Ice Instructor & Safety Officer	Rob Sandrone

YHC Associate (non-voting) Members:

Region 3 WAHA Rep	Todd Wagner
Scheduler & Team Manager Coordinator	Jen Cardarelle
Registrar	Marla Allen
First Ice & Try Hockey For Free Coordinator & Marketing Liaison	Stacy Miller
Mitey Mites & Mites Coordinator & Marketing Liaison	Cassie Gartman

Youth Hockey Committee Responsibilities

CHAIRPERSON

RESPONSIBILITIES

- Voting member of YHC
- Create agendas for YHC monthly meetings
- Conduct YHC monthly meetings
- Part of the Disciplinary Committee
- Notify SBLA general membership (or office manager) of the open application process for the YHC
- Collect, maintain and distribute YHC applications for prospective members to the YHC membership at least 2 weeks prior to yearly election
- Conduct a fair and open election of YHC members for the next association year
- Assist with the master scheduler/scheduling committee
- Serve as a liaison between the YHC and the SBLA Board of Directors.
- Serve as a liaison between parents/families and the YHC

REQUIREMENTS TO HOLD POSITION

- Minimum of 1 year experience as a member of the YHC
- Member in good standing of SBLA

DIRECTOR OF HOCKEY

RESPONSIBILITIES

- Voting member of YHC
- Member of the Disciplinary Committee
- Serve as an administrative link between SBLA and WAHA, WAHA Coach-in-Chief, USA Hockey and its Coaching Education Program (CEP)
- Document proper certification of all SBLA coaches to ensure a well trained coaching staff (i.e. safesport, CEP levels, background check, modules)
- Coordinate with YHC to determine season plan and alignment with USA Hockey American Development Model (number of games/practices/tournaments/roster size/etc.)
- Assist head and assistant coaches within SBLA to successfully implement ADM best practices
- Coordinate coaching education activities and maintain coaching resource library
- Hear grievances brought forth by parents about coaching issues
- Conduct mid and end-of-season coaching interviews
- Facilitate coaching meetings, (ideally 4) pre-summer ice/power-ups, pre-tryouts, mid-season, end-of-season
- Serve on SBLA disciplinary committee
- Assist with the master scheduler/scheduling committee

- Assist coaches and Age Level Directors with all issues related to substitute players and dual roster players, including player selection, and appropriateness.
- Attend All Try Hockey for Free sessions as able to answer questions and support the program
- Attend Equipment Handout as able.

REQUIREMENTS TO HOLD POSITION:

- Minimum of 1 year experience as a member of the YHC
- Member in good standing of SBLA

AGE LEVEL DIRECTORS

RESPONSIBILITIES

- Voting member of YHC
- Serve as liaison between coaches for their respective age level teams and the Director of Hockey and Youth Hockey Committee
- Assist the Director of Hockey with ensuring all coaches are properly registered and certified per SBLA, WAHA, and USA Hockey standards
- Plan age and skill appropriate Agility Hockey practices with input from coaches at their respective level
- Assist their respective age level coaches with Agility Hockey for individual team practice planning
- Assist/advise Director of Hockey on coaching performance throughout the season for their respective age level
- Serve as a point of contact for parent/family/skater concerns, complaints, and feedback
- Attend and assist with each team's coaches, players, and parents 2-3 times per season (initial, mid-year and end of year) and report status to the YHC
- Will keep coaches and teams informed of any hockey related opportunities for their age level. i.e. transition between age groups, dual rostering players, Kohlman Cup, etc.
- They are responsible for addressing any issues that arise at their level with players, coaches, or teams during the year.

REQUIREMENTS TO HOLD POSITION

- Must have a child playing at the level they will be assisting.

SECRETARY

RESPONSIBILITIES

- Voting member of YHC
- Keeping an accurate record of YHC meeting agendas and minutes
- Make meeting agendas and minutes available to YHC membership
- Ensure all relevant documentation and forms are updated and available to YHC membership
- Maintain all documentation including, but not limited to: tryout evaluations, applications, formal parent complaints/incident reports, grant paperwork, etc
- Keep records of player suspensions to ensure consistency from year to year
- This can be a dual role appointee in YHC

HIGH SCHOOL LIAISON

RESPONSIBILITIES

- Voting member of YHC
- Serve as a liaison between the High School team coaches, booster club and YHC
- Serve as a liaison between High School teams/Booster club
- Help coordinate programs for Varsity and JV players to assist with First Ice or Mite programs, and shooters for goalies
- Help create a link between the High School team and Bantam age level coaches/players/parents

REFEREE COORDINATOR

RESPONSIBILITIES

- Voting YHC member
- Referee scheduling for all SBLA home games and tournaments
- Work with the Wisconsin Hockey Officials Association to ensure proper certification and training of all referees
- Recruit and promote referee candidates
- Coordinate and conduct referee clinics with WAHA, WHOA, and USA Hockey.
- Serve on SBLA disciplinary committee

GOALIE COORDINATOR

RESPONSIBILITIES

- Voting member of YHC
- Coordinate goalie specific practices for association goalies
- Serve as a point of contact for parent/family communication for goalie related issues
- Coordinate with team coaches to ensure age and skill appropriate goalie specific training and emphasis in every practice
- Coordinate with internal and external goalie coaches to host goalie specific practices per availability and budgetary allowances
- Serve as a liaison for all goalie related issues to the YHC and SBLA Board
- Coordinate, inventory, and assist coaches with goalie gear sets for all goalies at the 8U and 10U level
- Keep goalies and parents informed of any goalie specific opportunities. (i.e. camps, clinics, try-outs, opportunities, etc.)

TRYOUTS COORDINATOR

RESPONSIBILITIES

- Conduct Tryouts
- Coordinate independent evaluators
- Coordinate Pinny handout
- Coordinate coaches and tryout officials
- Oversee input of tryout scores
- Review tryout drills and format on a yearly basis with input from the Director of Hockey and YHC

GIRLS COORDINATOR

RESPONSIBILITIES

- Voting member of YHC
- Responsible for directing and managing girls hockey within SBLA and any co-op teams associated with SBLA
- Serve as a liaison between the girls hockey program and YHC
- Attend WAHA Region 3 Girls Committee Meetings on SBLA's behalf
- Assist with promotion, recruitment and retention of skaters, coaches and managers for girls hockey programs including Try Hockey for Free events
- Keep skaters and parents aware of any girls hockey related opportunities (i.e. camps, spring teams, tryouts, etc.)

EQUIPMENT MANAGER

RESPONSIBILITIES

- Coordinate a group to hand out equipment for first ice, U6 mighty mites, and U8 mites during designated times
- Maintain equipment inventory
- Evaluate condition and quantity of equipment in inventory
- Organize Sani Sport to clean equipment used in the past season

SAFETY OFFICER

RESPONSIBILITIES

- Coordinate safe sport certification
- Liaison to WAHA and USA Hockey safety officer
- Document Concussion reporting & protocol
- Maintain AED and organize training
- Maintain first aid kit for teams

The Association Safety Officer's role will be, but not limited to:

- Implement the important player safety initiatives of USAH throughout the Association to teams, (concussion protocol, safe return to play, injury reporting, etc.)
- Serve as a conduit that distributes educational and awareness player safety information from the national office, via the Affiliate Safety Representative to the teams (nutrition information, CPR, AED, facility safety plan/emergency evacuation plan, etc.)
- Ensure there is a reporting structure in place for all athlete injuries and monitoring safe return to participation.
- Promote the overall goal of increasing player safety through education, awareness, and training opportunities.
- Ensure that all required training and educational topics are completed per USAH, WAHA and State Laws by all members (administrator, coach, manager, parent, athlete, etc.).
- Proper concussion awareness, management and return to play.
- Ensure that each team's members are consistently reminded of the safety policies, procedures, programs and initiatives, and where the resources are located that support them (i.e. the USA Hockey and/or the Association's website Safety page).
- Maintain focus on the importance of reporting ice hockey concussions, as well as the importance of a complete recovery. Be a resource for all members of the Association and support and champion all opportunities to increase reporting and appropriate return to play.
- Communicate effectively and efficiently with Affiliate leadership (WAHA Player Safety Committee Regional member), and association leadership and members.
- [Safety_Officer_Role.docx \(live.com\)](#)

REGISTRAR

RESPONSIBILITIES

- Supply Youth Hockey Director and Age group team managers with player registrations
- Create rosters and ensure all coaches, volunteers, and board members have certifications and background checks up to date
- Prepare team rosters for all levels
- Collect birth certificates, waiver of liability for all registered players
- Maintain all screening and coaches CEP certifications
- Prepare waivers for players waiving into/out of the Association
- Attend YHC board meetings with all necessary information to properly register all teams with USA Hockey.
- Ensure all players are properly registered at the right level based on age or grade.
- Work with Youth Hockey Director to make sure all coaches are properly certified and are listed on their team's roster.
- Work with the USA Hockey registrar to make sure all SBLA teams have the necessary paperwork submitted for both players and coaches so they can participate.
- Additional duties may be assigned as needed by the President or other officers of the board of directors.

Players & Parents

Players & Parents Rights & Responsibilities:

Player Rights

- Have fun in sports.
- Participate at a level commensurate with maturity and ability.
- Participate in a safe and healthy environment.
- Be treated fairly and with dignity.
- Have an opportunity to develop ability and strive for success.
- Be taught fundamentals and sportsmanship.

Player Responsibilities

Players should take pride in themselves and their team. They should follow directions given by the coach and be willing to accept constructive criticism.

- Observe USA Hockey Zero Tolerance Policy as posted at Sheboygan Lakers Ice Center.
- Have pride and confidence in yourself.
- Work hard in practice and games.
- Be a competitor, perform up to ability, and contribute to team unity.
- Compliment teammates and let the coach handle criticism.
- Show respect towards opposing coaches, players, and referees.
- Display good conduct on and off the ice. If it wouldn't be tolerated at home or at school it will not be tolerated at arenas, whether home or away.
- Participate at all games and practices.
- Use proper equipment. Keep it clean and in good repair.
- Take a responsible attitude towards your health.
- Adhere to the Sheboygan Lakers Ice Center code of conduct.
- Maintain good school habits, grades, and attendance.
- Maintain a clean locker room whether at home rink or away.

Parent Rights

- Have your player treated fairly and with respect.
- Have your player play and practice in a safe and healthy environment.
- Have your player engaged in activities that increase their skill and enjoyment of the sport.
- Have the right to communicate directly with anyone associated with the club (coaches, the Board of Directors, YHC, etc.)

Parent Responsibilities

Your child's participation in the hockey program will require a significant contribution of your time and effort. The parent can contribute many things to support their child, team, and program.

- Observe USA Hockey Zero Tolerance Policy as posted on the Sheboygan Lakers' website and posted around the rink.
- Compliment and encourage your child. Let the coach handle coaching and criticism. Leave the "coaching" to the coach.
- Support your coaches. Remember that they have many children for whom they are responsible.
- Don't compare your child with other players. Be honest with yourself about their capabilities.
- Regard each player on the team as your own.
- Keep negative comments to yourself.
- Teach your child to have fun and enjoy competition. Don't tell your child that winning does not count because it does and they know it. Instead, help your child develop a healthy competitive attitude towards winning and losing.
- Personally make sure your player has transportation to and from games, practices, scrimmages, and tournaments. Hockey is a time consuming and financially demanding sport. Carefully consider these demands before committing your player to the season.
- Maintain self-control and exemplify good sportsmanship.
- Refrain from open criticism of officials, coaches, and other parents or players.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- Remember that you and your team represent the community.
- Take care of your financial responsibilities to the Sheboygan Lakers Ice Center promptly.
- Remember the locker room is for the players and coaches.
- Support the philosophies and policies of the Sheboygan Lakers Ice Center.
- Offer to help whenever you can.
- Assist the association by completing an end of the year coach evaluation for all coaches on your players team.
- Notify Coaches, Manager, Director of hockey if your player has any pre-existing medical conditions.
- Return jerseys to the rink at the end of the season.

Player & Parent Conduct:

The Sheboygan Blue Line Association provides and maintains a competitive ice hockey program for all youth in Sheboygan County and the surrounding area. The SBLA has standards of responsibility and expectations that each participant must strive to fulfill. The SBLA requires each participant to strive for excellence not only while playing, but also in areas of conduct and behavior. Any actions or behaviors that are unacceptable can result in suspension from competition, practice, or in severe cases expulsion from the Association without refund of fees paid. Any violations of the following regulations should be reported directly to a member of the Disciplinary Committee.

Violations

1. Possess, transport, consume alcoholic/malt beverages including controlled substances and/or drug paraphernalia.
2. Possession or use of tobacco, smokeless tobacco, or unauthorized inhalants.
3. Commit any willful, persistent, or disruptive behavior or any act in violation of or subject to penalty under Wisconsin State Statutes or local ordinance.
4. Commit any willful, persistent, disruptive behavior or any act in violation of rules or policies established by the Sheboygan Blue Line Association Board of Directors.
5. Direct threatening, abusive, profane, derogatory, or obscene language or gestures at other competitors, coaches, officials (including minor officials), team managers, fans, or other interested parties while on Sheboygan Blue Line Association premises, or at premises of other hockey associations with which we compete.

Penalties

First Offense	1 game suspension up to a quarter season.
Second Offense	Suspension for up to one-half of the season.
Third Offense	Suspension for up to the remainder of the season .

1. The regular season shall be interpreted as the number of games scheduled at the beginning of the season.
2. A player on suspension may continue to practice with permission from the player's coach and the Disciplinary Committee.
3. Tournaments, play downs and state tournaments are included as part of the regular season.
4. A player who is penalized must serve their penalty in the season in which the infraction occurred or, if the violation occurs and sufficient games do not remain on the schedule for the penalty to be served in the existing season, the Disciplinary Committee may impose the penalty at the start of the next season.
5. In case of severe or aggravated incident(s) occurring on the first or second violation, the Disciplinary Committee may suspend the rules and impose a more severe penalty consistent with the violation.
6. Individuals who are incarcerated or are subject to electronic monitoring are not eligible to participate as players, coaches, or officials in Sheboygan Blue Line Association games or practices. Individuals may be reinstated at the end of their term after meeting with the Disciplinary Committee. The Disciplinary Committee will determine if it is in the best interest of Sheboygan Lakers' Ice Center to reinstate the player, coach, or official.

Reporting of Violations

1. Any Sheboygan Blue Line Association member may report a suspected violation(s) of conduct or training regulations.
2. The complaint must be submitted as a **written report** and signed by the complainant to the President of the Board. The complaint should contain the nature of the alleged violation and when and where it occurred. The complaint should contain enough pertinent and factual information to substantiate the report. The name of the complainant will be kept confidential if possible.
3. The Disciplinary Committee will review the report and if there is sufficient ground to substantiate the complaint, a meeting will be scheduled with the player and their parents, guardians, or legal custodian within five days of when the complaint was received.
4. If the player admits to the allegation(s), the appropriate penalty will be imposed. The player's coach will be notified of the penalty as soon as possible.
5. If the player denies the allegation, the Disciplinary Committee will conduct an investigation, and will determine as soon as practical, whether the complaint is justified. The Disciplinary Committee may call the complainant and other interested parties to aid in their investigation.
6. The player will **NOT** be eligible to practice and compete until the investigation is completed.
7. If divided, the Disciplinary Committee will vote whether to substantiate the allegation. A simple majority will be the margin to substantiate the allegation.
8. If substantiated, the appropriate penalty will be imposed. The player's coach will be notified of the penalty as soon as possible.
9. The player, their parents, guardians, or legal custodians may appeal the decision to the Board of Directors of the SBLA. The Board may review the Discipline Committee's action, and consistent with Board rule may confirm or deny the appeal.
10. If the Board confirms the Disciplinary Committee's recommendation, the penalty imposed by the Disciplinary Committee will be implemented. The player's coach will be notified as soon as possible.
11. Any SBLA Board of Directors action will be final.



Player Agreement between Sheboygan Blue Line Association

This agreement is written so that the player and parent or guardian understand the importance of following the CODE OF CONDUCT set forth by the Sheboygan Blue Line Association Board of Directors and YHC. All participants in High School as well as youth programs MUST complete the attached form and return it to YHC prior to the end of tryouts.

.....

This is a contract between the player, parent / guardian of the player and the Sheboygan Blue Line Association. By signing this contract, the player and parent or guardian acknowledge that they will adhere to all rules set forth by the Conduct and training regulations. Additionally, players and parents or guardians certify that they have received and reviewed the Youth Hockey Handbook and agree to all practices, policies, and procedures outlined therein. The set of jerseys that are borrowed to the skater for the hockey season must be returned by April 15 or you will be invoiced for \$110 to cover replacement costs or for anything damaged in a non-game situation.

Player's Age Division _____

Player's Name _____

Signature: _____

Parent / Guardian Signature _____

Date _____

Please fill out 1 form per skater. Additional forms are available at the Sheboygan Lakers Ice Center. This contract needs to be signed by both the player and parent and returned to YHC before tryouts start.



Player Code of Conduct

Sheboygan Lakers 2023-2024 Season

- I play hockey to have fun.
- I will respect my coaches at all times and listen carefully to their instructions. I understand that they are giving their time to make me a better hockey player.
- I will show good sportsmanship at all times, both when winning and losing. I will always congratulate the other team and wish them good luck.
- I will play according to the rules, even if no one is watching.
- I will have a positive attitude and won't quit on my teammates or coaches.
- I will do my best to be a team player, win without bragging, and lose without making excuses.
- I will remember that the coaches and referees are there to help me. I will accept their decisions and show them respect.
- I don't expect special treatment from my coaches or teammates. I will achieve my goals through my own hard work.
- I will always leave the locker room clean and in good condition, both at my home rink and away.
- During the season hockey comes first. All other activities come second except schoolwork.
- I will not use profanity in practice or games as my language and behavior is seen as a reflection of the entire Laker organization.

Player's Name [print]:	
Player's Signature:	
Date:	



Parent Code of Conduct

Sheboygan Lakers 2023-2024 Season

- I will not force my child to play hockey. They will come to the rink out of their own desire.
- I believe that my child plays hockey for their own enjoyment, not mine.
- I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the coach's strategy. I will not undermine the coach's authority by trying to be a coach instead of a parent.
- I will never ridicule or yell at my child for making a mistake or losing a game. I understand that making mistakes is a key part of learning.
- I will never vocally question the referee's decisions.
- I will never taunt or yell at players, officials, coaches or other spectators.
- I may not always agree with them, but I will always respect the coaches who volunteer their time to mentor my child.
- I will do my best to provide a positive experience for my child and for all their Laker teammates.

Parent's Name [print]:	
Parent's Signature:	
Date:	

USA Hockey Zero Tolerance Policy

USA Hockey is committed to creating a safe and fair environment for all participants. Respect for the game, the opponents, coaches and officials is a critical part of the environment that is created. This Zero Tolerance Policy summarizes required actions to be taken when violations occur.

All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all USA Hockey participants and spectators.

Players

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

- 1) Openly disputes or argues any decision by an official.
- 2) Taunts or incites an opponent.
- 3) Visually creates a disturbance during the game.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

Coaches

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

- 1) Openly disputes or argues any decision by an official.
- 2) Uses obscene, profane or abusive language to anyone at any time.
- 3) Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

In addition, any player/coach who uses language that is hateful or discriminatory in nature anywhere in the rink before, during or after the game shall be penalized under Rule 601(e.3) resulting in a match penalty. Such behavior is reprehensible and has absolutely no place in our game. The offender shall be immediately suspended until a hearing is conducted by the governing USA Hockey Affiliate or Junior League.

Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.

Officials are strongly encouraged to introduce themselves to the coaches prior to the game to establish a basis of mutual respect and to facilitate/define in-game communication.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

Parents/Spectators

Parents are expected to be a positive role model by treating all players, coaches, officials and fellow spectators with respect and support.

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

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

USA Hockey strongly recommends that each local youth hockey registered team designate a volunteer to serve as a parent/spectator monitor during all team games. This monitor will, ideally, address inappropriate spectator behavior prior to the situation escalating to the point it has an impact on the game. This designated monitor shall have the full support of the youth hockey association and the arena management to remove any spectator in violation of the Zero Tolerance Policy.

Administrators

Administrators are the key to building a positive, growing and safe USA Hockey community. Create a culture that is:

- 1) Welcoming
- 2) Protected
- 3) Respected
- 4) Connected
- 5) Valued

Administrators are responsible for enforcing the rules and policies established and approved by USA Hockey, their Affiliate, and their Association or Club. This includes taking disciplinary action, as deemed appropriate, towards any parent/spectator removed from a game as a result of a violation of the Zero Tolerance Policy.

[Zero Tolerance Policy \(usahockeyrulebook.com\)](http://usahockeyrulebook.com)



Coaching Requirements

Head Coach and Assistant Coach

- Coaches who applied for a head coach position are required to be at all tryouts for their age division.
- Head coaches are recommended for each team by the Director of Hockey and approved by the YHC. The Director of Hockey shall provide YHC with coaching applications and documentation for all coaching candidates that applied.
- The appointed head coach will select his own assistant coaches with approval by the Director of Hockey and YHC.
- All coaches must complete a coach's application form, disclosure statement, and code of conduct.
- Regular season coaches are to be involved in the following year's tryouts if requested to do so.
- Coaches selected will be responsible for finalizing the team.

The following information is from the USA Hockey website. Please see the website to ensure information has not changed.

Certification

All coaches, head and assistant, must have the USA Hockey Coaching Education Program Card and appropriate level of certification by December 31 of the current hockey season. If unable to produce proof of Coaching Education Program, with appropriate level certification (per coaching grid) by December 31 of the current season, the coach in question will be INELIGIBLE to coach any on-ice activities. This includes practices and games. Coaches should follow all requirements that are listed on USA Hockey's website at www.usahockey.com.

*NOTE: Approval from YHC is needed before reimbursement of a coaching certification fee.

Coaching Clinics

For an up to date list of coaching clinic times and locations and other rules regarding coaching, see the USA Hockey Website at www.usahockey.com For general clinic questions, contact the Director of Hockey.

Coaches Guide for Developing a Player

All coaches are required to review the Coaching Education Program from USA Hockey using the link below for the appropriate age level.

<http://www.usahockey.com/page/show/1510002-skill-progressions-for-youth-hockey>



Steps to Become a Hockey Coach

1. **Lakers Coaching Application** - Fill out the coaching application on the Lakers website <http://www.sheboyganlakershockey.com/page/show/78020-coaching>
2. **Become a USA Hockey Coach** [Coaching Certification \(usa hockey.com\)](http://usa hockey.com)



USA Hockey and the Coaching Education Program require both certification and registration to be eligible to coach. Registration is done online on a yearly basis. Certification is also required.

USA Hockey Requirements (must be completed before participating in any team activities)

- **Register as a member of USA Hockey.** (Cost is \$46 plus any affiliate fees if applicable). [Click here for more information.](#)
- **Complete the background screening.** [Click here.](#)
- **Complete the USA Hockey Safe Sport Training.** (Required every year and cannot be added to a roster until completed). [Click here for more information.](#) (Coaches will need to create/log in to their profiles, click the link under the home tab to the coach eLearning site.)
- **Complete the Foundations of Player Development Prerequisite.** (Coaches will need to complete the Foundations of Player Development module before purchasing their age-specific module. Once a coach completes the Foundations of Player Development module there will be a 15-minute window before they can purchase and complete their age-specific module).
- **Complete the online age-specific module(s) for the age level of play you are coaching.** (Cost is \$15 per module and only needs to be completed once per age level. Must be completed PRIOR to participating in any team activities and cannot be added to a roster until completed) [Click here to register for the modules.](#)

Coaching Education Program Certification Clinic Requirements (Must be completed by Dec. 31 each season)

- **Find, register and attend the required certification clinic.** The Cost is \$55. You can only attend one clinic per season and all coaches start at Level 1. You can take clinics from April 1-Dec. 31 each season. [Click here to locate a clinic.](#)

Coaching Education Program

This serves as the start for all things related to USA Hockey's Coaching Education Program. Click on any of the menu items to the left to find out more information about that subject.

- **[Rules and Requirements:](#)** Outlines the standards all USA Hockey certified coaches must meet.
- **[Coaching Clinics:](#)** Links to the online program for this CEP requirement
- **[Age-Specific Modules:](#)** Requires a USAHockey.com login (this login is NOT related to your USA Hockey member registration or modules)
- **[Online Certification List:](#)** Search for a coach's certification and completion of an online age-specific module, and print a CEP card
- **[Student Coaches:](#)** Information on the student coach rules
- **[Coaching Ethics:](#)** Learn more about the Coaching Ethics Code

3. **See required tasks and deadlines for all coaches:**

1. Give USA Hockey Confirmation number to Team Manager
2. Complete SafeSport training and background check prior to any on ice coaching.
3. Give receipt of cost to Rink Office Manager for reimbursement
4. Print CEP after you complete the course for your records.
5. Find, register, and attend the required certification clinic. You can only attend one clinic per season. The coaching clinic season for Levels 1 - 4 officially runs from September 1 to December 31. Continue below to find a clinic.
6. Complete the online age-specific module(s) for the age level of play you are coaching. The online modules are available from September 1 to December 31.
7. Certification and age specific modules should be completed prior to any on ice coaching.
8. Coaches must attend the required clinic and complete the necessary online age-specific module(s) by December 31 of the current playing season to continue on January 1st.

Coach Rights & Responsibilities

Coach Rights

- Be treated with respect by players, parents, and the Sheboygan Blue Line Association.
- Have access to all available materials aimed at improving the coaching experience.
- Has the authority to sit a player for a shift, period, or game for competitive, performance, or disciplinary reasons.
- Has access to necessary safety and practice equipment.

Coach Responsibilities

The coach is a teacher of hockey skills and is responsible for the social, psychological, and physical development of all players in their care. They are accountable to the Sheboygan Blue Line Association, the Director of Hockey, YHC, and the Board of Directors and will be evaluated annually.

- Observe USA Hockey Zero Tolerance Policy as posted at Sheboygan Lakers Ice Center.
- Communicate with the team manager regarding finances, scheduling, team communications, etc.
- Responsible for the conduct of the team in the locker room, during/after all practices and games.
- Schedule a parent meeting prior to the season to discuss philosophy, goals, finances, and other team expectations.
- Support the philosophy and practices of the SBLA and cooperate with the Board of Directors to enforce rules, regulations, and policies as established by the SBLA, WAHA, and USA Hockey.
- Communicate with players and parents and handle complaints in a fair and courteous manner.
- The coach is a model for the players and must be courteous and maintain self-control when dealing with players, coaches, officials, and referees.
- At all times: Protect the health and safety of all players when under their care.
- Be present at all practices and games.

- Uphold the authority of the officials.
- Conduct practices and games so all players have an opportunity to improve their skills by active and fair participation.
- Treat all players fairly.
- Understand and teach the fundamental skills, techniques, and strategies of hockey to each team member.
- Encourage and compliment players -criticism should be constructive only.
- Learn the strengths and weaknesses of each player in order to provide the maximum opportunity for success.
- Make hockey rewarding and fun while also maintaining team discipline. Players and parents should be told, in advance, of your expectations and consequences for lack of effort or poor behavior. When discipline is necessary, the player should be told the reasons why they are missing a shift or a period.

Coach Expectations

The Director of Hockey and YHC encourages all coaches to develop a list of expectations for their players. This list should include, but is not limited to, the coach's policies towards:

- Appearance and grooming
- Punctuality at or absence from games or practice, including vacations
- Off ice conditioning
- Illness or injury
- Transportation
- Uniforms
- Playing times
- Team meetings, including "chalk-talks"
- Responsibility of parents
- Locker room behavior
- Behavior at home and away before and after practice & games
- Behavior at games both on ice & on the bench
- Sportsmanship
- Any other topic that affects the success of a season

The coach's policies should include penalties, if any, for violating team rules. The policies should be consistent with the age and maturity level of the players on the team. If possible, the expectations should be in writing and should be discussed before the season begins with players and parents present.

Coach's Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater

USA Hockey provides the foundation for the sport of ice hockey in America; helps young people become leaders, even Olympic heroes; and connects the game at every level while promoting a lifelong love of the sport.





Coach Agreement with Sheboygan Blue Line Association

This Agreement is written so that the coach understands the importance of following the CODE OF CONDUCT set forth by the Sheboygan Blue Line Association Board of Directors and YHC. All participants in youth programs MUST complete the attached form and return it to YHC prior to the end of tryouts.

.....

This is a contract between the coach and the Sheboygan Blue Line Association. By signing this contract, the coach acknowledges that they will adhere to all rules set forth by the conduct and training regulations. Additionally, the coach certifies that they have received and reviewed the Youth Hockey Handbook and agree to all practices, policies, and procedures outlined therein.

Coach Age Division: _____

Coach Name: _____

Signature: _____

Date _____

This contract needs to be signed by the coach and returned to YHC before the first night of tryouts.



Coach Code of Conduct

Sheboygan Lakers 2023-2024 Season

- I will remember that the kids are here to learn and to have fun.
- I will treat my team's players, their parents, the opposing team's players, coaches and parents with respect.
- I will refrain from using foul language towards my players, other coaches, officials and opponents.
- I will teach my players to play fairly and to respect teammates, opponents, and referees.
- I will teach my players to play by the rules of the game.
- I will ensure that all players get adequate instruction.
- I will do my best to organize practices that are fun and challenging for all players.
- I will be generous with praise and set a good example.
- I will continue to upgrade my coaching skills and training techniques.
- I will never instruct a player to deliberately injure another player.
- I will remember that a goal is to win, but not at all costs.
- I will accept defeat respectfully and love the game above the outcome.

Coach's Name [print]:	
Coach's Signature:	
Date:	

Team Manager Rights & Responsibilities

Steps to become a Team Manager

1. Receive approval from the head coach
2. Complete Safe Sport certification:
<http://www.usahockey.com/page/show/908023-usa-hockey-safesport-program>
3. Successfully complete background check. <https://www.usahockey.com/backgroundscreen>



Team Manager Rights

- Be treated with respect by players, parents, and the Sheboygan Lakers Ice Center.
- Have access to all available materials at Sheboygan Lakers' Ice Center, necessary to organize their team.
- Obtain support and assistance from parents on the team.



Team Manager Responsibilities

The team manager's primary responsibility is to act as a liaison between the parents and the coaching staff. You are the core of organization for the team. This position requires the collection and dissemination of important information to parents and players as well as managing schedules, fees, rosters, and home game organization.

- Be responsible for the provided USA Hockey Roster.
- Verify birth certificates of all new players with the rink office and the Sheboygan Lakers Ice Center registrar. (Return the player's documentation or birth certificates) Must have the final verified WAHA roster with you at all games and tournaments.
- Provide a copy of the team and coaching roster to each parent including the players name, jersey number, address, phone number, parents' names, and emails.
- Notify scheduler and opposing teams of any schedule changes.
- Notify Sheboygan Lakers rink office and Referee Coordinator of any home game schedule changes or cancellations.
- Coordinate the initial season meeting and all subsequent meetings at the coach's request. The first meeting provides a great opportunity to explain to parents your role on the team.
- Maintain a current team schedule and provide updates to coaches/parents as necessary.
- Notify parents and players of the practice schedule changes.
- Maintain regular communication with the coaching staff.
- Be available at practices when information needs to be handed out.
- Confirm ALL home and away games with the team managers of the opposing team several days in advance.
- Organize parents for off-ice officials including scoring, running the clock, penalty boxes duties for all home games.
- Notify the parents of tournaments, collect fees, register the team and reserve a hotel for the team.
- You or a designee must serve on the tournament committee and assist in the organization of any home tournaments and special events for the coming year.
- Notify parents of the dates for equipment return at the end of the season.
- Must attend the team manager meeting.

Concussion Management Program

The Sheboygan Lakers follow the general concussion guidelines advised by USA Hockey.
[Concussion Information \(usahockey.com\)](http://usahockey.com)

The standard of care for current medical practice and the law in most states requires that any athlete with a suspected concussion is immediately removed from play.

- A concussion is a traumatic brain injury. There is no such thing as a minor brain injury.
- A player does not have to be “knocked-out” to have a concussion. Less than 10% of players actually lose consciousness.

Remember these simple steps:

1. Remove the player immediately from play (training, practice, or game).
2. If the player is unresponsive- call for help & dial 911.
3. Inform the player’s coach and parents.
4. Refer the athlete to a qualified healthcare professional.
5. Medical clearance and USA Hockey Concussion Management Return to Play Form must be filled out before returning to play.



Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the Sheboygan Lakers Ice Center (SLIC) goals. The SLIC adheres to USA Hockey's SafeSport program as a means to help protect its participants from physical abuse, sexual abuse, and other types of misconduct including emotional abuse, bullying. SLIC has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At the SLIC there are six (6) locker rooms available for youth hockey. We have 4 team and 2 female locker rooms. Some teams in our program may also occasionally or regularly travel to play games at other arenas and those locker rooms, rest rooms, and shower facilities will vary from location to location. Parents will need to plan accordingly to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

Locker Room Monitoring

SLIC has scheduled and limited use of locker rooms. 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. Any certified safe sport adult can get the key for the locker room. One Safe Sport Certified adult is needed in the locker room at all times when children are present.

Locker room keys will be in the concession stand for games, or the main office for practice. The certified safe sport person who has the key for the locker room will exchange his or her car keys for the locker room key. He or she is responsible for ensuring there are at least 1 SafeSport certified adult in the locker room whenever there are players present. Only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice. After completion of practice or game, the safe sport certified adults will make sure all players have left the locker room, as well as ensure the locker room is clean and orderly. Once completed, the safe sport certified adults will return the locker room key and be given his or her keys back. If the safe sport certified person does not have his or her own car keys, a driver's license or other valuable item can be held in its place.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. SLIC will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before a game or practice. 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. We understand that these arrangements may require that players arrive earlier or leave later to dress, but SLIC believes that this is the most reasonable way to accommodate and respect all of our players. SLIC safe sport policies are applied to both gender locker rooms.

Cell Phones and Other Mobile Recording Devices

The photographic or recording capabilities of any device cannot be used by any participant in locker rooms or changing areas during in program activities. If phones or other mobile devices must be used, they should be taken outside of the locker room. Cell phones and mobile devices are permitted by coaches and parents.

Prohibited Conduct and Reporting

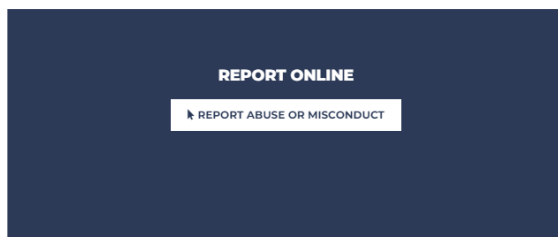
SLIC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers of the SLIC may be subject to disciplinary action for violation of these locker room policies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

You may email/call USA Hockey at [Report a Concern | U.S. Center for SafeSport \(uscenterforsafesport.org\)](https://uscenterforsafesport.org)



HOW TO REPORT

Report here if you have experienced abuse or misconduct—or if you have reasonable suspicion of abuse or misconduct inflicted on, or by, someone in the U.S. Olympic and Paralympic Movement.



Or dial 1-833-587-7233 or contact the SBLA Safety Officer to report any suspected violations.

All policies in this manual have been created in the best interest of the SLIC, its members, and users. Policies may be changed by the SLIC to better suit the SLIC's current or future needs.



Play Up Policies & Procedures

While rare, SBLA recognizes there may be circumstances that would suggest a player to play in an age division above his/her USA Hockey classification. The goal of SBLA is to keep players of the same age, skill, physical, and emotional maturity together and to protect the integrity of each age division within SBLA.

YHC reserves the right to disallow any movement based on skill, safety, ability, or the overall impact to the organization, including the number of players on each team at each age division. Skill, safety, and ability will be based on tryout evaluations. Players wishing to “play up” above their typical USA Hockey age level must participate in their own level tryouts and the age level they wish to play in. The following policy outlines the conditions and mechanism by which a SBLA player may play up to a higher age bracket than that associated with his or her USA Hockey specified age division.

All Play Up requests for an upcoming season must be submitted to the Director of Hockey no later than 2 weeks prior to the start of try-outs. The Director of Hockey will review the request with the appropriate Age Level Directors, YHC, and the players previous coach.

Play Up Request Process

Step 1: Requesting players' parents must discuss their intent for their skater to “Play Up” with the player's last head coach from the previous season. The parent(s) and last coach must be in agreement that the move is in the player's best interest.

Step 2: The requesting players parents must submit in writing;

- Their reasons for the request,
- What they expect to gain from playing up,
- Acknowledge that playing up is in the best interest of the player, taking into account intellectual maturity in a locker room setting.
- Acknowledge the possibility of an increased risk of injury.

Step 3: The player will be eligible for consideration if ALL the following conditions are met;

- The player is within 1 year of advancing to that level.
- The player is properly registered with SBLA
- Player development for both levels would not be adversely affected.
- Movement of the player will not adversely affect team/player ratio in either division.

Step 4: The YHC will review the necessary documentation and verify the requirements of Step 3 have been met and ensure that there will not be any adverse effects at either age level in regard to player/team ratios, player development, or any other team related items.

Step 5:

- The player must participate in the tryout evaluation for their own level and the higher division.
- The player must rank in the top 20% of the A level team.
- The player cannot be a coaches' pick to make the higher level “A” team.
- The player can be removed from the team by a coaches pick. (will go back to other age level)

Final determination for allowing the player to “play up” an age level will be made by YHC after tryouts have been completed. YHC will notify the player's parent/guardian within 24 hours after the completion of tryouts.

8U to 10U Play Up Request Process

The SBLA will follow WAHA policies and procedures as laid out in their annual handbook for determination of playing up from an 8U to 10U level.

“8U aged players wishing to move up and participate at the 10U level must complete the 8U Move-up Request Form found on the WAHA website. The form must be submitted to the WAHA 8U Section Director by November 15 of the current playing season.

The USA Hockey American Development Model (ADM) supports small teams at the 10U level. Under certain circumstances, Associations may move players from 8U to 10U with the approval of Regional Directors and the 8U Section Director.

CRITERIA:

1. The association needs skaters to fill a 14-player 10U roster to make a first, second or third team.
2. A need for a goalie at 10U to be filled by an 8U goalie.
3. Other needs identified by the Association (such as by a head coach).

NOTES:

Per WAHA eligibility and general rules, 50% of players on an approved roster must be the age of the registered team.

No 7-year-old (i.e., two birth years under 10U) will be approved to play up to 10U. Players moving up under Category #1 must be placed on the lowest level team the Association offers at the 10U level (if you have a 1c1 and a 1c2, they must be placed on the 1c2 team).

For Associations that wish to allow an exceptionally talented player to skate at the 10U level, the player must be ranked in the top 1/3 of the players on the top-level team. Associations must provide proof to Region Directors and the 8U Section Director that the player did, in fact, rank in the top 1/3 of the skaters on the top-level team following teams evaluation tryouts.

8U Girls wanting to play on a 10U Girls team.

WAHA Region Directors and the 8U Section Director make all final approval decisions for all skaters playing up from 8U to 10U.”

Dual rostering to supplement a team due to sickness, injuries & absence

Players may be ‘dual rostered’ at the coach’s request and at the discretion of YHC to provide for back-up players and create flexibility during the season to account for sickness and injuries.

This assures the team will be eligible for state playdowns. All WAHA guidelines must be met. A player does not incur any additional financial burden by being dual rostered.

To qualify and be eligible for state play downs, a dual rostered player must play a minimum of 5 games in the regular season before play downs. If a player plays more than 5 games, it must only be to take the spot of a player that cannot play due to sickness/injury/absence. The designated age-appropriate director, head coaches and Director of Hockey must be notified and approve each case via email correspondence.

Players are expected to only practice with their designated team. Exceptions can be made for exceptional circumstances and must have the designated coach’s permission. An example would be to allow practice before a weekend game. A “designated team” means the team YHC has placed the player on.

Player Evaluation & Team Placement

Player Evaluations

Evaluations occur during tryouts for the purpose of team selection.

Objectives of Player Evaluations

- To provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill level as determined during the on-ice evaluations of the current year.
- To provide uniformity and consistency in the evaluation process, such that player and parent expectations are consistent from year to year as players move through the various levels of the association.
- To provide feedback in order to develop players.

****IMPORTANT INFO FOR BANTAM ELIGIBLE HIGH SCHOOL AGE PLAYERS****

To ensure proper placement of all youth hockey eligible players, all Bantam eligible players (including those of high school age) are highly encouraged to attend all tryout sessions. Players are asked to declare intent during the tryout process (either planning to play HS or are planning to remain Bantam). This requirement is for the benefit of the player as well as the association, as this allows the player to try out and be placed on the appropriate team and allows the association to appropriately plan team size.

If a player chooses not to attend tryouts and later decides to play at the Bantam level, they will be placed on the lowest level team in accordance with the tryout guidelines.

Who will do the evaluations?

There are 3 key groups involved in the evaluations:

- On-ice instructors to take players through the session.
- Off-ice evaluators who will evaluate every player on the ice during the time allotted.
- The head coach of the team who makes the decision on the final player selections.
- YHC who will be responsible for tracking evaluations, contacting parents and players, and ensuring adherence to the process.

What should my player wear to the evaluation?

Full equipment is always mandatory. This includes:

- Protective cup, shin pads, hockey pants, shoulder pads, elbow pads, skates, hockey gloves, hockey stick, and helmet with full face shield. Mouth guards are required.
- Players will be assigned a piney upon their arrival at the rink. The evaluators will only know the player's piney number. They WILL NOT know the player's identity.

How are the players notified of their standing within the process?

Final teams will be posted on the Sheboygan Lakers' website as the first method of communication. After tryouts, players and parents will be contacted by the head coach of their designated team.

What happens after the evaluation sessions?

If there are more than 36 players per age division following the second tryout, the players will be ranked according to their scores. The number of players at each age group will determine how many players are assigned to the corresponding A & B tryout (Tryout 3). Players invited for the A tryout who do not make the 'A' team, will automatically be placed on the 'B' team and will not need to attend the 'B' tryout.

Upon completion of Tryout 3, preliminary team rosters based on the scores from the first 3 tryout periods will be shared with all coaches at the level they applied to coach. Preliminary rosters are formed using the highest 2 of the 3 scores earned by the player. YHC will select an 'A' team coach after the 3rd tryout session.

The fourth tryout session is not a scored session and is intended to give coaches a 'final look' at players prior to finalizing their roster. The head coach is permitted to shift up to 3 players from a lower team prior to finalizing the roster if they feel a player is more appropriately suited for their team.

Upon the completion of evaluations, players will be contacted by the head coach of their designated team. The coach will outline:

- Practice schedule
- Game schedule
- Introduction of other coaches
- Setting of first meeting with parents and players

What happens if I cannot make it to tryouts?

A waiver may be granted to a player missing the tryout period for a YHC approved reason. These may include injury, illness, or unavoidable personal conflict. To qualify for this waiver, the player or player's family must contact YHC in writing prior to tryouts. This contact must be an email sent to the Director Hockey (Sam Schroeder: schroeder.samg@gmail.com) and Youth Hockey Chairman (John Taber: ottis53@yahoo.com). After contacting YHC, the player/family will be notified of the YHC decision within 48 hours whether or not they qualify for the tryout waiver.

If the player misses one of the Tuesday or Thursday tryouts, the player can make-up but must attend the Saturday A/B tryouts. If those sessions are missed, then the player will be placed on the lowest level team for that age division.

In the event a player is approved for this waiver or transfers to the association after the tryout period, the player will be placed on the lowest-level, age-appropriate team. Within 2 weeks of the player's return, the age specific Director, Director of Hockey and all head coaches at the

player's age level will agree to a performance evaluation for the player. The evaluation will consist of the performance in age level practices as well as game play. That group will notify the YHC of the final placement of that player. The placement of this player will not be allowed to cause a player to be 'moved down' a level, The coach of the team the player is placed on must accept the new total number of players on their team.

In the event that a player is injured during the tryout process and is unable to complete 2 full sessions of the tryout, the above policy will also apply. YHC requires the injured player to provide written documentation from their doctor confirming the injury and subsequent inability to participate during the tryout period to qualify for the above waiver. If a player is injured after completing 2 full tryout sessions, those sessions will be used to score and place the player as per normal tryout procedure.

In the event a player becomes injured for the season, moves, or quits which leave the team shorthanded. Head coaches, age specific director and Director of Hockey will present recommendations to the YHC. There are many variables in this situation to be considered and each case will be handled on a case-by-case scenario. Recommendations will be voted on by the YHC.

Minor Officials Responsibilities

Scorers, Clock Operator, Penalty Box Worker

A Minor Official is responsible for being an impartial participant in providing a good game playing experience. The Minor Official should perform their duties to the best of their abilities. Parents are expected to volunteer and share in the workload by sharing the responsibilities with all families on the team.

- Clock operators should ensure time keeping is accurate.
- Scorer should ensure the score sheet is maintained with all information given by Officials.
- Penalty box should ensure the door is opened at the appropriate time for any skater to enter or exit appropriately.
- All should follow Officials' directions.
- All should provide Officials with unbiased and truthful information when asked.
- All should refrain from biased applause or comment based on game play or game results.
- All should refrain from making negative comments during the game, or questioning Officials or Officials' decisions for either team.

Minor Officials Rights

- Be treated with respect by players, parents, and the Sheboygan Lakers Ice Center
- Have access to all available materials at the Sheboygan Lakers Ice Center necessary to perform the required task.
- Obtain support and assistance from parents on the team.

Regular Season Game Limits

Sheboygan Lakers' will follow the USA Hockey ADM recommendations on number of games played in a season per team. The minimum number of games is only a recommendation. The maximum number of games will be followed and enforced. This excludes state tournament games.

Example for Squirts:

# Games	
Regular season (10 home, 10 away)	20
Tournament games (2-3 tourneys, including state)	12
Total	32

8 & Under (Mites):

Schedule 5 home games per team

Maximum of 20 cross-ice/half-ice games

10 & Under (Squirts):

Schedule 10 home games

Maximum 25 – 30 games

12 & Under (Peewees):

Schedule 14 home games (15-minute periods)

Maximum 30 – 35 games

13–14 & Under (Bantams): Schedule

Schedule 14 home games

Maximum 35 – 45 games

Grievances

Grievance Policy and Procedure After Tryouts

Following tryouts Youth YHC will hold a hearing to discuss and rule on grievances brought forth concerning the team or coaching selection process. Grievances must be registered with a committee member prior to this time. Each grievance will be allocated 10 minutes for discussion; thereupon the committee will adjourn in private for 5 minutes to formulate a ruling.

Regular Season Grievance Policy and Procedure

The Sheboygan Blue Line Association provides an orderly procedure for the hearing and resolution of all problems, concerns, and formal grievances. The goal is to resolve issues at the most immediate level and in the fairest manner possible to all. The main criteria in the resolution of any issue is what is best for the respective player, their team, and what is in the best overall interest of the SBLA.

Problems or concerns that have to do with coaching of a team such as playing time, positions, practices, etc., should be taken to the coach of the respective team. If the problem cannot be resolved at this level, the parent should contact the age-appropriate director for support and discussion with the coach. If further action is required or as needed, the parent must submit a written grievance to the Director of Hockey. The Director of Hockey or YHC chair will involve YHC, or other SBLA committees as required.

It is mandatory that before any grievance is presented to a coach, age-appropriate director, or other club official, that a 24 hour delay be observed.

It is recommended that parents bring forth grievances when the problem occurs- and not wait to the end of the season.

Work Hours

The Sheboygan Blue Line Association is a non-profit organization dedicated to growing the sport of hockey for the youth in our community. In order to be effective it is imperative that we keep the cost for all participants as low as possible. This means we rely heavily on volunteer work hours to support income raising activities such as public skate, concession sales, tournaments, ice bowling and so on.

Each of the families in our association has made a commitment not just to the association, but to each other to fulfill their work hour requirements to ensure a financially strong future for our children and the next generation of hockey players.

Work hours should be signed up for by claiming them through the DIBS program found on our website, www.sheboyganlakershockey.com.

1. Work hours are required by family, not per skater. The number of work hours required is by the level of the oldest skater in the family.
2. After finishing your claimed work hour, a work hour's slip must be filled out to prove that you completed the hours. The slip must be signed by someone other than a family member. Please have the verifying person print their name for easier recognition. These slips are available in the rink office and concession stand. After completion, they should be put in the mail slot located by the ATM machine.
3. Work hour slips must be submitted within seven days of work performed.
4. Any excess hours in any category automatically counts as general work hours. We record hours in their respective categories for statistical reasons.
5. If you jump in to help cover someone's shift because they did not show up, please indicate this on the work hours slip by writing it somewhere on the form.
6. Once you have signed up for a shift, you are not allowed to remove your name unless you have a replacement to work for you. If no one covers for you, you are responsible for these hours.
7. Hours will be updated and posted online on the website every other week. Please contact the Rink Office Manager with any discrepancies
8. If you worked without claiming the hours on DIBS, these hours cannot be added to your Family's account until you have claimed a DIB and have gotten into the system.
9. Hours not completed will be invoiced at \$25.00 per hour at the end of the season.



Work Hour Requirements: June 1st – May 31st

First Ice

- No hours are required.
- If on-ice helpers have children in any other Lakers' program will receive up to 3 work hours for helping on the ice per session. The Director of the First Ice / Mites Program must give final approval.
- The Instructional Director will be credited 12 hours.

Mitey Mites

- Must complete 4 hours per session or 12 hours per season (3 sessions). These hours can be filled in any category.
- Any on ice helpers will receive up to 4 work hours for helping on the ice per session. The Director of the First Ice / Mites Program must give final approval.

Mites

- Must complete 25 hours per season. These hours can be done in concessions, Public Skating and/or Tournaments. Ice Bowling hours are not required.
- Mite Teams will be given 66 hours to divide between coaches. Team Managers receive 10 hours.

Traveling Teams (Squirts thru High School)

Must complete 45 hours per season, broken down as follow:

- 8 general hours (includes equipment room, meetings, etc.).
- 16 concessions hours
- 7 public skate hours. This includes admissions, skate rental, skate guard, and concessions during public skate.
- 8 tournament hours (brat frying, food sales, etc.)
- 6 Ice Bowling hours – REQUIRED
- Squirt –High School Coaches (3 per team) and Team Managers (1 per team)
 - Must complete the following for their volunteer hours:
 - 6 Concessions and/or Public Skate hours
 - 6 Ice Bowling hours

General Hours

General work hours are those hours not included in any of the other categories. Any work hours in excess of the hours needed in any category automatically count as general work hours.

Driving the Zamboni counts as ½ hour of general hours for each resurfacing. Any maintenance must be signed as okay by the rink manager to receive credit.

If you are on a Board approved committee, you are entitled to 1 general hour per meeting, to be approved and handed in by the chairperson of that committee.

Facility hours qualify as general work hours as approved by the committee chairperson, rink manager, or a Board member.

Ice Bowling Hours

Hours for Ice Bowling will be posted in early February. Every family must do six (6) hours of Ice Bowling, regardless of the number of work hours done in other categories.

Tournament Hours

Credit will only be given in this category for qualifying events. On average there are three tournaments held per season. Also included are playdowns held in February and state tournaments held in March.

Coaches, Managers, Director Hours

Must complete the following for their volunteer hours: 6 concessions and/or Public Skate hours and 6 hours of Ice Bowling.

Non-Parent Head Coaches

Non-parent head coaches will be selected by the Director of Hockey. The Director of Hockey shall assign a head coach for the best interest of the team. The head coach would be paid \$1,000/ year as this covers the work hours and the coach's travel expenses. The Association will pay for a hotel for the State Tournament. The Board of Directors will make the final approval for the coach.

Exemptions for Hours

Any family that completes a total of 75 hours or more can bring their hours before the Board and may be exempt from individual category requirements excluding 6 hours of Ice Bowling. This exemption must be documented and submitted to the work hours committee for credit to be applied.

Missed Work Hours

This includes any hours that you have signed up for and any hours that have been assigned to you. Each member is responsible for finding their own replacement if they are unable to fulfill their work hours assignment. The penalty for missing work hours is as follows:

1st Miss - An email will be sent to the scheduled person and copies sent to the Board of Directors. The missed hours must be made up at double the hours missed.

2nd Miss – An email will be sent to the scheduled person and copies sent to the Board of Directors. The missed hours must be made up at double the hours missed and a flat fee of **\$25.00** will be assessed. Your child can not skate until the fine is paid.

Work Hours Buyout

All work hours except for Ice Bowling can be purchased for \$975.00.