



**Waukesha County Youth Hockey**  
**Association Policies & Procedures**  
**2025-2026**



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**Summary of Changes:** Multiple unimpactful changes for grammar and verbiage replacing 6U with PDP. Included more Girls Program specific verbiage and detailed Girls Program director and CC rep positions more clearly. Changed # of allowed bench coaches in line with USA Hockey requirements. Volunteer hour allocation changes, decreased Team Representative to 5 hours, 10 hour for all PDP and 8u coaches, added practice coaches to the volunteer hours. Adjusted board member compensation to \$500 off skater fees. Shifted some responsibilities from VP Off Ice to Secretary. Clarified coordinator roles and requires coordinators to attend board meetings or provide an update to their applicable board member. Fundraising coordinator now does fundraising coordination for all tournaments as well. Added a special goalie fee for Goalies who play 50% of the year or more.



## Introduction

Waukesha County Youth Hockey Association (WCYHA or “Association”) is a private, non---profit organization founded in 1974 that is dedicated to the sport of youth hockey. Run by dedicated volunteers, we are an affiliate of USA Hockey and the Wisconsin Amateur Hockey Association (WAHA).

WCYHA has developed this Policies & Procedures (“P&P”) document to help our members and volunteers throughout the year. The P&P document will be the main source of information, rules and regulations that are followed by the association members and volunteers and enforced by the Association executives.

Each year, the Board of Directors of WCYHA will review the P&P document and make changes where appropriate. Our members and volunteers are encouraged to be a part of this process by supplying feedback through attendance at the monthly Association meetings and by completing surveys over the course of the year.

Waukesha County Youth Hockey Association is an affiliate of USA Hockey and Wisconsin Amateur Hockey Association. WCYHA has incorporated the standard rules and regulations set forth in our affiliation guidelines into our P&P. Waukesha County Youth Hockey Association reserves the right to refuse service to anyone.

## Mission Statement

Waukesha County Youth Hockey strives to promote the enjoyment and competitive benefits of youth hockey. It is our goal to teach the fundamentals of hockey and fun of playing through education, teamwork, discipline, competition and respect. We are not a win-at-all cost organization; instead opting to support fair ice time for all players, to measure development in personal growth, hard work and sportsmanship. We want every player in the organization to reach his or her full potential as a player and as a person



# Organization

## Membership

Membership within WCYHA shall be granted to:

- a) Any child registered to participate to play hockey with WCYHA proper or with any other association with which WCYHA has entered into a formal co-op agreement.
- b) Any individual (parent or legal guardian) who has a child that meets the requirements stated in a).
- c) Individuals who do not meet the criteria above but are granted so by unanimous Board of Directors approval.

Membership shall continue for as long as the child/individual meets the criteria stated above. Membership may terminate for any number of reasons including, but not limited to: all children within a family reach the age at which they are no longer eligible to play at WCYHA (“aging out”); no children of eligible age are registered with WCYHA and/or co-op partners; moving out of district and registering with the association in the new district; requesting and being provided a release from WCYHA; expulsion from WCYHA by the WCYHA Board of Directors.

For avoidance of doubt, certain rights provided to members (e.g., election of Level/Girls Program Directors, holding Board/Coordinator roles, etc.) may be limited to a specific subset of members; specifically, those of legal adult status. Such stipulations will be determined, as needed, by the Board of Directors and communicated to the general membership.

## Board of Directors

The Waukesha County Youth Hockey Association Board of Directors was created to guide and administer the association. The Board is comprised of the Executive Board and the Level/Girls Program Directors.

Attendance at all Board meetings is mandatory for anyone sitting on the Board. If unexcused absences occur, the Board member may be called for review and possible dismissal.

For their significant time and effort required toward the organization, *in accordance with the IRS and federal and state regulations the Board of Directors will have their skater fees reduced by \$500 for the current season. In addition, all volunteer fees are waived at the completion of each season should they fulfill their duties for the entire year.*

## The Executive Board

The Executive Board consists of following 5 elected officials that serve two-year terms. The positions include:

### President

The President is responsible for presiding over all Board meetings. They will ensure that WCYHA is represented at all WAHA meetings along with communicating with other associations and WAHA to resolve any issues and will ensure all tasks needed to effectively run the organization are completed. The President will generally refrain from voting on Board decisions except (i) when the vote is by ballot, or (ii) whenever his or her vote will break a tie.

**Responsibilities include but are not limited to:**



- Registering organization with WAHA and USA Hockey
- Registering State teams with WAHA and USA Hockey
- Working with local rinks to negotiate and secure ice for the upcoming season
- Representing WCYHA at WAHA Region 5 and State meetings
- Supporting Executive Board and Directors in their roles
- Overseeing Disciplinary Panels as needed
- Performing public outreach; attending and assisting coordinators at WCYHA events
- Acting as Non-Voting member of the Board of Directors; holds tie breaker vote

### **Vice President Off-Ice**

The VP Off-Ice is responsible for all administrative aspects for the membership including but not limited to serving as the Registrar with WAHA. He/She must maintain and submit all player rosters to WAHA and work with the Secretary to ensure all administrative forms and information are updated and available to the membership.

#### **Responsibilities include but are not limited to:**

- Submission and approval of all rosters to USA Hockey, ensuring both coach and player compliance
- Supporting and presiding over team managers; running the team manager and scheduler meeting
- Overseeing player registration process and collecting registration information
- Facilitating Parent Meeting with the VP On Ice, Level Directors and President
- Acting as Voting member of the Board of Directors
- Serving on the Disciplinary Panels as needed

### **Vice President On-Ice**

The VP On-Ice is responsible for all on-ice related activities. They will work with the Hockey Director, Coaches' Committee, and coaches to ensure proper staffing and direction is provided to each team and will work with the Referee Scheduler to ensure referee issues are addressed.

#### **Responsibilities include but are not limited to:**

- Reviewing and updating tryout process annually for Board approval
- Chairing the Tryout Committee
- Chairing the Coaches' Committee
- Conducting coaches' interviews with Interviewing Committee for selection of head coaches and other coaching positions, as needed
- Coordinating with Hockey Director to determine season plan and alignment with USA Hockey guidelines (number of games/practices/tournaments/roster size/etc.)
- Coordinating with President and Hockey Director on the player development plan



- Facilitating Coaches' Meetings
- Coordinating scheduling plan with Master Scheduler
- Acting as Voting member of the Board of Directors
- Serving on Disciplinary Panels as needed

### **Secretary**

The Secretary is responsible for keeping an accurate record of Board meeting Agendas and Minutes and making them available to the membership. They are also responsible for any administrative tasks assigned to ensure the organization runs effectively, and for ensuring all administrative forms and information are updated and available to the membership.

#### **Responsibilities include but are not limited to:**

- Creating and publishing board meeting agendas
- Transcribing monthly Board meeting minutes
- Publishing monthly Board meeting minutes
- **Providing communication to the association on, at least, a monthly basis**
- **Assisting the Treasurer for checks and balances**
- **Distribute New Family Inquiries to the appropriate level director or answer as able**
- **Chair of the scholarship committee**
- Acting as Voting member of the Board of Directors

### **Treasurer**

The Treasurer is responsible for all financial aspects of the Association. They will collect and record all membership dues, ensure all expenditures are approved and paid, and oversee all fundraising activities and the coordinators who run the various activities.

#### **Responsibilities include but not limited to:**

- Tracking and reporting the monthly financial statements
- Ensuring all expenditures are properly approved and paid in a timely manner
- Creating the annual budget and presenting to the Board for approval
- Recommending annual registration fees for Board approval
- Collecting and reviewing monthly team financials to ensure compliance of team managers
- Ensuring all government filings and registrations are up to date, including working with external accounting firm for tax filings
- Acting as Voting member of the Board of Directors

### **The Level and Girls Program Directors**



The Level Directors consist of 5 elected officials that serve one-year terms. They are responsible for addressing any issues that arise at their level/program with players, coaches, or teams during the year. They also assist the VP Off-Ice with registration and the needs of all skaters at their level along with assisting at tryouts as needed. The Level Director must have a child that is playing at the level they are directing; the Girls Program Director must have a daughter playing for either a WCYHA all girls or a co-ed, or co-op team sponsored by WCYHA and/or its co-op partner(s). They will also be responsible for obtaining monthly treasurer reports from each team manager and for finalizing all volunteer roles held within their respective level to report to the volunteer coordinator. The positions include one at each of the following levels:

- 14U, 12U, 10U and PDP/8U Level Director, and Girls Program Director

## Nomination and Election Procedures

Anyone who wishes to run for an Executive Board position must attend at least 4 board meetings between March - February in the year immediately prior to the year they plan to run. Candidates for VP On-Ice shall also meet Coaches' Committee qualification requirements. Anyone who wishes to run for a Level/Girls Program Director board position must attend at least 2 board meetings between March - February in the year immediately prior to the year they plan to run. **In the event that a candidate does not meet the requirements, such that they are new to the association, though is otherwise qualified, the Board may allow the individual to enter the election process with a 2/3 majority vote.**

The Election process begins each year in February. Signup sheets for each position will be hung at the rinks. Any member may sign up for one Board position per election year. Signup sheets will be collected no earlier than five days before the March Board meeting. When a Board position requires an election, the Executive Board and/or a designee will create and distribute ballots to the membership, with only one ballot per family being accepted for Executive Board positions. Each family shall have one ballot per skater for Level/Girls Program Director positions; for clarity, this means that a family with multiple skaters at a given age level will receive one vote per skater in any Level/Girls Program Director election held for that age level. All Executive position ballots will be distributed to the entire membership, while the Level/Girls Program Director ballots will only be distributed to the families participating in that level or playing for WCYHA or affiliated co-op(s) the following year. The Executive Board members and/or designee will review the ballots and share the results at the April Board meeting.

In the event of a vacancy prior to the completion of a term or in the event that no candidates come forward for a given position during the election candidacy period, the Board will seek interested parties to fill the vacancy. The Board will determine the appropriate party to fill the position. Stronger consideration will be given to those parties that meet the eligibility requirements described above; those not meeting the requirements will require 2/3 majority Board approval prior to installation. The approved party may be officially installed at any time during the established term of the vacant position, with the following exception: a party filling a vacancy that is/will be created due to completion of a term should not be installed prior to the announcement of the incoming Board at the April Board meeting.

## Changes to Policies and Procedures

Any member in good standing may propose additions, deletions, or edits to the current P&P document by



submitting the proposal to the Secretary and/or VP Off-Ice by the June Board meeting. Proposals should be submitted utilizing the appropriate form, which is available on the Association website. All proposals will be reviewed by the Board at the July meeting; approval of the proposal requires a majority vote.

## Organization Meeting

### Board Meetings

Each month throughout the year, the Board of Directors will hold a public meeting for the members. The meetings are normally held on the second Wednesday of each month, January through November. The December meeting will be held only if an urgent need arises. The Board of Directors may reschedule or cancel the monthly Board meeting at any time and may additionally hold any monthly Board meetings in private when appropriate. The meeting time and date will be posted on the WCYHA website as appropriate.

Any member who wishes to speak on a specific issue during open discussion must sign up to do so at the beginning of the Board meeting. In open discussion, there is a maximum time allotment of 3 minutes per member and a total of 15 minutes per specific issue. Failure to follow procedure may result in member dismissal from meeting. The Board may extend the time allotment as deemed necessary and reserves the right to table any issues.

## Organization Coordinators and Non-Board Directors

To ensure that WCYHA runs smoothly, the organization has developed the following Coordinator positions with responsibilities as listed below. **All coordinators will provide timely updates prior to monthly board meetings:**

### Recruitment Coordinator

Responsible for creating awareness supporting the growth of WCYHA and the retention of skaters. This role works closely with other positions within WCYHA, as well as USA Hockey, WAHA and other associations in supporting the recruitment efforts for youth hockey, including registration and planning of all Try Hockey events **as well as following up with participants. May also support and facilitate participation in local parades or community events.**

### Girls Hockey Coordinator

Working in collaboration with, and reporting to the Girls Program Director, the Coordinator is responsible to help direct and manage girls hockey within WCYHA. In the event of a scheduling conflict with the Girls Program Director, serve as alternate representative of WCYHA at association, co-op, and/or WAHA Region 5 girls meetings, and subsequently report back all relevant information to Girls Program Director and association. A primary focus of this position is collaborating with the Recruitment and Grow the Game Coordinators, as well as any co-op partners, to execute strategies related to the promotion of girls hockey and the recruitment and retention of skaters, coaches, and managers for girls hockey within WCYHA and co-op teams. Provide any needed scheduling assistance/support to the Master Scheduler(s) of the co-op associations for 8U/10U/12U/14U games and practices. In conjunction with Girls Program Director, secure all Girls team's 10U-14U tournaments for the season. Communicate with PDP and 8U coordinators regarding



which tournaments to secure for those levels and which applicable all-girls tournaments have been secured.

### **Warhawk Day Coordinator**

Responsible for organizing, directing and managing Waukesha Warhawk Day, a season kickoff party to be held within 2 weeks of the end of tryouts. The Coordinator's responsibilities include but are not limited to working with the WCYHA Board of Directors and Master Ice Scheduler to arrange the ice at one of the Waukesha County rinks for Warhawk Day team practices and planning and organizing activities such as grilling out, 50/50 raffles, Chuck a Puck, raffle baskets, etc. for the organization throughout the day, which will culminate in the WCYHA coaches game.

### **Volunteer Coordinator**

Responsible for organizing volunteer members for various organizational events, games, etc. The Coordinator will track the volunteer hours per family and report the results to the Treasurer. Responsible for creating volunteer events/opportunities through DIBS on the website and then collecting completed hours from corresponding event coordinator.

### **8U Winter Classic Tournament Director and Player Development Tournament Director**

The Tournament Director is responsible for coordination of all aspects of the Tournament, including scheduling, recruiting volunteers, working with the fundraising coordinator for fundraising and sponsorship, raffle sales and organization of the event.

### **SafeSport Coordinator**

Responsible for monitoring the training of local program administrators and others within the Associations, serving as the Association's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the Association and, when appropriate, reporting such information to USA Hockey. This position will work closely with the Executive Board along with team Coaches and Managers.

### **Player Safety Coordinator**

The Player Safety Coordinator will be appointed by the Board of Directors. The primary responsibility of the Coordinator will be to communicate with USA Hockey and WAHA to disseminate all safety information from WAHA and/or USA Hockey. The Coordinator will also work with USAH SPEC (USA Hockey Safety Protective Equipment Committee), to develop plans and ideas to aid in the effort to keep the game of hockey safe. Report back to the WCYHA on all necessary safety information by attending board meetings, as necessary. The Player Safety Coordinator will attend WAHA Region 5 meetings if needed or required. Reports to the VP Off-Ice, VP On-Ice and President.

### **Picture Day Coordinator**

Responsible for organizing the team Picture Day event. They will work with the selected photographer, schedule all team photo sittings, and relay the information on to all team managers.

### **Resale Coordinator**



Responsible for coordinating the resale of member's equipment, which includes participation at the Parent Meeting and oversight of the website used for resale. They will also distribute collected funds to each family following the event.

### **Wreath Sale Coordinator**

Responsible for organizing the yearly Wreath Sale fundraiser. They will manage the relationship with selected vendors that provide our wreaths, coordinate the collection of order forms from members, provide the final order to the vendor, and report the final invoice to the Treasurer. They will arrange the Wreath Pick Up Day event and work with the Volunteer Coordinator to fill needed volunteer positions, collect all funds from the members at pickup, and submit the funds to the Treasurer.

### **Directory Coordinator**

The Directory Coordinator is responsible for publishing and distributing the WCYHA Directory. The Coordinator will work with the publishing company on the design of the directory and to ensure that all sponsorships, team photos and other content are appropriately published and displayed in the directory. They will also work to ensure other miscellaneous tasks for the directory are completed. This Coordinator will work with the Webmaster on securing the sponsorship logos and with the Treasurer on financial obligations associated with the directory.

### **Webmaster**

The Webmaster is responsible for the design and operation of the Association's website and emails. They will create and administer different pages on the website, maintain and control the security of the website, provide user accounts and access to select members of the Association, and assist the Board with needed reports and miscellaneous items.

### **Social Media Coordinator**

The primary responsibilities of the Social Media Coordinator will be to initiate WCYHA accounts on social media platforms such as Facebook, Instagram and Twitter, etc. They will be responsible for developing our social media strategy. This coordinator will manage WCYHA's online presence, facilitating positive communications between the organization and our followers. They will also manage posts, work with WCYHA teams to obtain information about games, sharing news, event reminders and sharing links. The Social Media Coordinator will work with local businesses that will want to sponsor WCYHA by, for example, using our social media sites to do marketing for them by sharing their Facebook content or retweeting their Tweets. They will report to the VP Off-Ice and President.

### **American Family Field Coordinator**

The American Family Field Coordinator is responsible for the management of the relationship with the Stadium food service organization and their volunteer program. They arrange for volunteers to staff events, mainly Milwaukee Brewer home games, along with securing a contract with American Family Field's food service organization, reporting all family participation and fund distribution to the families and Treasurer.

### **Jersey/Equipment Coordinators**



The Jersey/Equipment Coordinators collect, inventory, order and distribute all coaches/team equipment including, but not limited to, try out jerseys, pucks, medical supplies and all game/practice jerseys and socks. Responsible for the sales, selection, distribution, and management of the WCYHA Team Apparel through the services of an outside company.

### **Retail Fundraiser Coordinator**

The Retail Fundraiser Coordinator will research, solicit orders, collect payments, and distribute retail fundraising opportunities (e.g., Kwik Trip cards) to members. The Coordinator will work directly with the Treasurer to transfer payments to WCYHA.

### **Fundraising Coordinator**

The primary responsibilities of the Fundraising Coordinator will be to organize, administer, direct, and coordinate fundraising efforts for the WCYHA including fundraising efforts for all tournaments hosted by WCYHA. This will include all details, including but not limited to set-up, collection, order, delivery, providing volunteer opportunities, distribution of items, etc. The Coordinator will provide all communications and details to the President, VP Off-Ice and Webmaster, for distribution to the Association's membership (or handle generating the communications directly via Sports Engine). Provide all key fundraising information to the WCYHA Board administration for posting to the website and help promote fundraising opportunities at Association events and to potential sponsors and advertisers. The Coordinator will attend monthly Board meetings as necessary and provide an end of the year report to the Treasurer. All fundraising events are to be presented by the Coordinator to the WCYHA Board of Directors and approved by the Board prior to implementation. This position reports to the President, VP Off-Ice and Treasurer.

### **Golf Coordinator**

The WCYHA Golf Coordinator is a volunteer position to be appointed by the Board of Directors. The primary responsibilities of the Golf Coordinator are to organize, administer, direct, and coordinate the WCYHA Golf Outing. This will include all details, including but not limited to: choosing the golf course, sponsorship opportunities, raffles, silent auctions, course signage, lunch, dinner, etc. The Coordinator will provide all communications and details to the President, VP Off-Ice and Webmaster, for distribution to the Association's membership (or handle generating the communications directly via SportsEngine). The Coordinator will also provide all key information to the WCYHA Board administration for posting to the website and help promote the golf outing at association events and to potential sponsors and advertisers. The Coordinator will attend monthly board meetings as necessary and provide a financial report to the Treasurer within 30 days after the event. The position reports to the President, VP Off-Ice and Treasurer.

### **Master Ice Scheduler**

The Master Ice Scheduler is responsible for scheduling available ice provided by Waukesha County to the WCYHA and WCYHA-affiliated co-op teams for practice and games. They shall also attend the annual Region 5 Schedulers Meeting.

### **Referee Scheduler**

The Referee Scheduler is responsible for scheduling referees for all WCYHA home games and work with the Wisconsin Hockey Officials Association to ensure all referees are trained and certified for the open



positions.

### **Grow the Game Coordinator**

WCYHA, in its continued efforts to grow the game of hockey, has deemed it essential to implement the role of Grow the Game Coordinator to ensure the continued growth and success of the organization. This position will report to the WCYHA Hockey Director. The position will be selected by the Grow the Game Selection Committee which will consist of the WCYHA President, VP On-Ice, and Hockey Director.

#### **Responsibilities:**

- Will be a member, Player Development Program (PDP) and 8U representative on the Coaches' Committee
- Assist Hockey Director in preparing and implementing season and practice plans for 8U and Player Development Program
- Assisting PDP/8U Scheduler with scheduling of all 8U games
- Ensuring that the PDP/8U programs adhere to the USA Hockey ADM model
- Assist Hockey Director in instruction and development of PDP/8U Coaches
- Schedule and attend at least 2 meetings annually with USA Hockey Regional ADM Director/Hockey Director and VP On-Ice
- Attend and organize monthly coaches meetings for all PDP/8U Coaches
- Give direction and guidance to the Recruitment Coordinator in the grow the game initiatives of the organization
  - Participate in Try Hockey for Free Days and help coordinate coaching staff to assist
  - Organize additional Bring a Friend Day events
  - Attend Warhawk Day and other organization promotional days
  - Lead recruiting efforts at various schools and other organizations
- Ensure the PDP/8U groups adhere to all organizational policies and procedures
- Oversee the player placement and evaluation process at the PDP/8U level
- Follow and uphold the WCYHA Coaches Code of Conduct
- Required to attend board meetings

#### **Requirements:**

- Must have a skater in the PDP/8U program
- Must have 1 year of coaching experience with WCYHA OR at another organization at a higher level.
- Must be current and maintain all USA Hockey/WAHA/WCYHA coaching certifications
- Must show a knowledge, understanding and commitment to the USA Hockey ADM model



- This role will not be eligible to Head Coach another team in the WCYHA. Commitment and priority will be with the PDP/8U programs
- This individual will not be able to hold any other coordinator/Director or Board member role in the organization

## **Goalie Director**

The Goalie Director will implement and facilitate the goalie training curriculum for the Association in order to educate and train coaches and goalies; the Director will also partner with WAHA and USA Hockey to leverage goalie training opportunities.

## **Director of Hockey**

The Director of Hockey, appointed by the WCYHA President, is an individual experienced in hockey with a strong coaching background who serves as the administrative link to WAHA, USA Hockey and its Coaching Education Program (CEP). The Director supports efforts of the USA Hockey American Development Model (ADM) by assisting head and assistant coaches within WCYHA to successfully implement ADM best practices. They help in the development of a well---trained coaching staff, promote parent education and provide clear goals and objectives for player skill development.

- The Primary functions of the Director are to:
  - Help develop coaches, players and implement the American Development Model
  - Serve as a liaison between WAHA Coach in Chief, WAHA Grass Roots Committee and WCYHA coaches while having regular communication with WCYHA coaches
  - Know and understand the ADM framework grounded within the principles of Long-Term Athlete Development. Be able to effectively articulate LTAD principles to youth hockey administrators, coaches, and parents, as well as to rink and league administrators
  - Assist WAHA Coach in Chief in arranging clinics, demonstrations, and seminars
  - Understand and help disseminate resources and support materials from WAHA and USA Hockey
  - Make recommendations on new resources and information needed to drive the acceptance and success of hockey development at WCYHA

## **Coaches' Committee**

### **Purpose**

The Coaches' Committee (CC) was created to offer on ice expertise and recommendations to the WCYHA Board of Directors for the purpose of providing a quality and enjoyable hockey experience consistent with the mission of WCYHA in a safe and educational environment for all WCYHA youth hockey participants.

### **Qualifications**

A qualified candidate for the Coaches' Committee must have been a Head Coach of a youth hockey team for a minimum of one year OR a minimum of two years coaching experience with the WCYHA organization, except for the PDP/8U level. All candidates must have completed the appropriate USA Hockey coaching certifications as outlined by USA Hockey and WAHA. Candidates must demonstrate strong knowledge in ice hockey and possess individual attributes of integrity, leadership, and effective communication skills and



show an appreciation for the core values of WCYHA.

## **Application and Appointment Process**

Candidates must apply in writing to the VP On-Ice, who shall present applicant names and information to the Board. Candidates are nominated by the VP On-Ice for a one-year term (May-April) and are approved by the full Board of Directors at the May meeting.

## **Committee Structure**

There will be seven CC members, with a representative from: 10U, 12U, and 14U, as well as the Grow the Game Coordinators at 8u and PDP, VP On-Ice and Hockey Director. The VP On-Ice is a member and chairman of the Coaches' Committee.

## **CC Level Representative Responsibilities**

CC Representatives will work with the VP On-Ice and Hockey Director to support the direction and development of our skaters. This includes assisting in the tryout process as outlined in the WCYHA tryout procedures. Representatives will be asked to attend multiple meetings with the VP On-Ice and Hockey Director in the preseason to properly establish the goals and curriculum of the upcoming season. The CC Representatives will be part of the on-ice Discipline Committee as needed throughout the season. Additionally, they will be expected to complete the following tasks:

- Establish and assist in the running of Fall off-season skates
- Assist Hockey Director and VP On-Ice with the selection and registration of tournaments/games and events Note: Girls Hockey Coordinator will work in conjunction with Girls Program Director in securing all 10U, 12U, and 14U (if applicable) tournaments. Girls Hockey Coordinator/Director will work with PDP and 8U coordinators for co-ed tournaments, but also secure applicable Girls Only tournaments for these levels.
- Serve on the Tryout Committee as outlined in the tryout process
- Coaches' Meetings
  - Attend and present during monthly coaches' meetings, which are held September-February
- Practice Plans
  - Support Hockey Director in developing season-long practice plan
  - Drive and explain practice expectations to all level coaches
- Support the organization in our continued efforts to follow USA Hockey ADM Model
- Monthly reporting to Executive Board; responsible for filling out report on assigned level to be turned into VP On-Ice before monthly Board meeting
- Host monthly meetings with Level/Girls Program Director and Hockey Director

## **Boundary/District Issues/Releases**

### **WCYHA Players Boundaries**



WAHA determines and sets the boundaries for each Wisconsin affiliate organization that is classified; therefore, all classified WAHA/USA Hockey organizations are required to comply with their assigned territory. The exact address of the skater's primary residence is the determining factor at the start of the season (defined as September 1). The boundaries for WCYHA are as follows: the School Districts of Kettle Moraine, Mukwonago, Oconomowoc, Pewaukee, Waukesha, and New Berlin West.

### **Open Territory Players**

Players living in territory not assigned to an association must register and play for the closest association rink to their home residence per WAHA. WCYHA will accept these players in accordance with WAHA requirements. These territories include: School Districts of East Troy, Palmyra-Eagle, and Watertown

### **Releases from WCYHA**

When a classified organization waives their right to a player residing in their WAHA assigned territory, the player is eligible to participate on a team roster of a competing organization. Under rare circumstances, a skater residing in the WCYHA boundaries or a registered WCYHA member may find it necessary to request to participate with an organization serving a neighboring territory. In this instance, the family requesting the release must submit a Letter of Release Request, emailed to VP Off-Ice between April 1st and June 30th preceding the season.

The Letter of Release Request must meet the following criteria:

- State player's name, address, date of birth hockey teams played on before
- State reason for request to be released
- State the organization that the skater is requesting to be released to
- Family must not have any outstanding financial obligation to WCYHA, or any other WAHA affiliate

All requests meeting the above criteria will be presented to the Board of Directors and voted upon in closed session as needed prior to the season. The parents and/or player may be given the opportunity to speak with the Board in the closed session regarding their reasoning for the release request. Barring extenuating circumstances, the Board's decision will be communicated to the family requesting the release within 72 hours of the closed session in order to allow the skater the ability to tryout and participate with the appropriate organization at the start of the season.

The requests will be presented on a first-come, first-served basis, and then will be considered by the Board on a case by case, individual basis. Releases will not be automatically granted. Any approved releases, per WAHA policy, must be reviewed each year and may not be renewed.

Requests for release received after June 30th may not be considered. Requesting family must re-submit the request during the registration period the following year.

Please note that all releases must be approved by both the sending and receiving organizations, as well as WAHA.

### **Move-In Skaters**



A player that moves into WCYHA district after the conclusion of the WCYHA tryout process, may be eligible to join a team with Board approval along with USA Hockey/WAHA regulations. Team placement will be determined by an elevation process as determined by the VP On-Ice and/or Director of Hockey.

### Acceptance of Out of District Skaters

WCYHA will consider accepting players released by a neighboring association per WCYHA Board approval and WAHA regulations.

### Lower-Classified Organizations Skater Tryouts

Players residing in territory of lower-classified organizations will be allowed to try out for our 1A teams only per WCYHA Board approval and WAHA regulations. If not selected to the 1A team the players must return to the organization serving their place of residence. These players must register per WCYHA registration policies and meet all financial obligations plus an additional non-refundable tryout fee of \$150.

## Hockey Skill Development

WCYHA, in conjunction with Waukesha County Parks Department, has developed Learn to Skate and Learn to Play Hockey programs to teach the fundamentals of skating and hockey. These programs are administered by the Waukesha County Parks Department.

First-year skaters above the 8U level are encouraged to participate in a developmental program like the one offered by the Waukesha County Park system or to have participated in a USA Hockey-certified program.

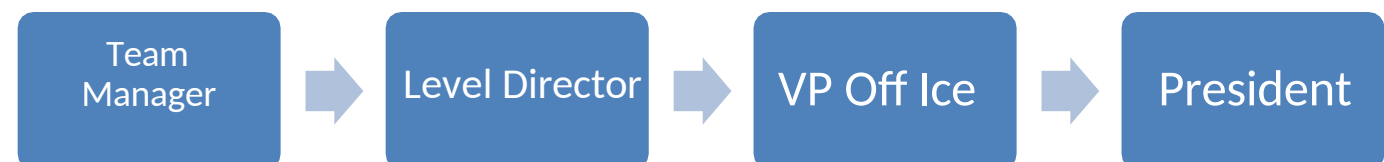
## On-/Off-Ice Concerns

Any WCYHA member with concerns relating to on or off-ice activities are encouraged to discuss or escalate the issue following the on- and off-ice escalation path.

### On-Ice Issues



### Off-Ice Issues



## Zero Tolerance Policy



WCYHA has adopted USA Hockey and WAHA Zero Tolerance Policies (below). Any violations to these policies or WCYHA Players, Coaches, and/or Parents Code of Conduct will be handled by the WCYHA Disciplinary Panel. To make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Adult Councils have instructed the officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials, administrators, and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis:

**Players:**

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

- Openly disputes or argues any decision by an official
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a person
- Visually demonstrates any sign of dissatisfaction with an official's decision

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

**Coaches:**

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

- Openly disputes or argues any decision by an official
- Uses obscene or vulgar language to anyone at any time
- 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.

**Officials:**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial, and constructive manner at all times. The actions of on-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

**Parents/Spectators:**

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 WILL be subject to further disciplinary action by WCYHA. This inappropriate and disruptive behavior shall include but not limited to:

- The use of obscene or vulgar language to anyone at any time
- Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence



- Throwing of any object in the spectators viewing area, players' bench, penalty box, on ice surface directed in any manner as to create a safety hazard
- Confronting officials during or following a game to discuss the game

### **The Disciplinary Panel:**

The Disciplinary Panel will consist of the President, VP Off-Ice, VP On-Ice, Coaches' Committee Representative, Hockey Director, and respective Level/Girls Program Director. Should there be a conflict of interest with a member of the Disciplinary Panel, an appropriate alternate shall be appointed by the President. If conflict exists with the President, alternate shall be appointed by the VP Off-Ice.

## **Financial**

### **Budget Process / Financial Reporting**

By May 31 of each year, the Board of Directors will review prior year revenue and expenses and will set the upcoming year's budget, including establishment of the skater fees for that year. Details of the budget remain with the Board, whose objective in setting the budget is to protect the financial solvency of the organization, ensure adequate liquidity, and provide funding for organizational capital expenditures and financial obligations.

The WCYHA charges its skaters a flat fee to play based on the level of skater. There will be no distinctions made within each level or adjustments made to account for varying times on the ice.

Monthly Balance Sheets, P/L Statements and Treasurer's reports are shared at each monthly Board meeting and are available to members for review.

### **Reimbursements and Expenditures**

Members other than the Board of Directors must get approval from the WCYHA Treasurer, VP Off-Ice, VP On-Ice, or President before any expenditure or reimbursement takes place. Approved expenses will be paid by the WCYHA Treasurer, VP Off-Ice, or President. In order to get reimbursed a receipt must be submitted, there will be no reimbursement without a receipt.

All expenditures including those for Board members over \$100 require approval of the President, VP Off-Ice, VP On-Ice, or Treasurer prior to execution. All expenditures over \$1,000 require majority approval vote of the Board. The Board also reserves the right to request two or more quotes prior to authorization. Failure to comply with pre-approval may result in non-payment of the expense. Whenever possible, all expenditures should be completed as a tax-exempt organization.

### **Skater Fees**

WCYHA charges for membership in the organization based on the level of skater. The fees are paid in installments:



- Skater Fees – Billed in installments as communicated prior to registration

Additionally, the organization charges skaters for their uniforms and for a volunteer fee. Each team will also have a team fund that is managed by the Team Manager.

WCYHA uses SportsEngine for registration and billing. Payments must be made through that system either by credit card or by e-check/ACH. SportsEngine's payment system meets all PCI compliance standards.

## Goalie Fees

Players who register as goalie and play at least 50% of the games as goalie during the season, as verified by the head coach and level director via scoresheets, shall receive the following credit back to their account at the end of the season:

10U receives 50% of skater fees

12U and 14U receives 25% of skater fees

## Refunds

- Skater fees
  - Full payment of skater fees are due for all registered players and are non-refundable. The only exception is for a skater who suffers a season ending injury prior to January 1, which must be verified by a doctor's statement. The skater will be given a prorated credit of the season's skater fees.
- Volunteer fees
  - Upon departure from the WCYHA, volunteer fees may be refunded to the family or may be transferred to another organization (high school hockey or other 501c3 organization)
- Other credits
  - Upon departure from the WCYHA, other earned credits from fundraising are not refundable. These may be transferred to another organization (high school hockey or other 501c3 organization)
  - Upon departure from the WCYHA, fees paid in cash by the family (for example, coach registrations) may be refunded to the family or may be transferred to another organization (high school hockey or other 501c3 organization)

## Non-Payment Penalties

WCYHA expects that all payments are paid by their due date. Any payments not paid when due are subject to a \$25 per month late fee. Further, any skater whose family has a balance due WCYHA is not eligible for participation in playdowns, state tournaments or tryouts. Further, WCYHA reserves the right to disallow the participation of players whose families have past due balances.



The Treasurer will first notify families of balances due but will escalate to the Level/Girls Program Directors, VP Off-Ice, VP On-Ice and President for enforcement of this policy.

Skaters who leave the WCYHA with past due balances will be reported to WAHA, the Wisconsin Elite Hockey League (WEHL) or other USA Hockey-sanctioned associations who cooperate with the practice of not allowing skaters to play with balances due other associations. Further action may be taken by WCYHA to pursue collection of monies owed.

Any charges incurred by WCYHA for returned payments will be charged to the skater account.

## Volunteer Fee

WCYHA is a volunteer-run organization and relies on its members to contribute time to its success. Accordingly, a volunteer fee is charged each year. The volunteer fee will be \$250 for the PDP/8U level and \$400 for 10U – 14U levels. This fee is charged as per schedule communicated prior to registration and is due Net 30 days. One fee per family is charged. For families with more than one skater, the fee is based on the oldest skater in the organization.

Families are expected to work 10 hours of volunteer time. If this requirement is met, credit will be given for the volunteer fee at the end of each season. This credit may then be applied to the following year's fees. Skaters who leave the organization and have earned their volunteer fee credit have the option of transferring that credit to another organization (such as high school hockey or other 501c3 organization) or requesting a refund of the fee. If families elect to not volunteer 10 hours, WCYHA retains the funds paid. We use Dibs to communicate and track volunteer hours.

Volunteer hours may be earned only through the following Board-approved opportunities:

- Head Coach
- 2 'Assistant/Bench Coaches' (following USA Hockey guidelines) as chosen by the head coach
- Up to 2 additional 'practice coaches,' as chosen by the head coach
- Should a coach be selected to be head coach or bench coach for more than one team, or holds another position such as serving on the board of directors, as a coaching committee representative or within another coordinator role, they may provide their volunteer hours to another coach on the team that assists on ice, attends monthly coaches meetings and at the discretion of the head coach and level director.
- Team Manager
- Team Representative (attends all board meetings) may earn 5 hours
- Team Scheduler
- 4 female locker room monitors that are parents or guardians for each All Girls' 10U, 12U and 14U team
- All 8U and PDP coaches as approved by the coinciding Grow the Game Coordinator



- Other opportunities as needed from time to time and as communicated in Dibs

Level directors will collect, approve and submit all volunteer hours to the Volunteer Coordinator by March 31 of each year. Hours submitted after March 31 will not be considered for credit.

Volunteer fees are waived for Board members, CC Reps and Coordinator positions. However, if the Board determines that an individual holding one of these roles does not fulfill their responsibilities during the course of the season, the volunteer fee may be reinstated by majority vote of the Board. In some cases (e.g., a season-long Coordinator role), this may mean that the timing of the decision to reinstate could come after no volunteer opportunities remain for the season; in this case, the individual would be required to pay the volunteer fee, which would be subsequently forfeited.

## **Donations/Sponsorship/Fundraising**

The Association or its membership may solicit and accept donations for equipment or sponsorship from organizations on the basis that donations go through the WCYHA Treasurer. There are multiple corporate sponsorship levels \$250; \$500; \$1,000; \$1,500 or higher; 80% of any cash sponsorship will go toward the skater's current year fee, 20% will go to the association for future expenses. Corporate sponsorships and Director Advertisements will not apply to any outstanding prior year ice fee or late fee(s); deadline for both is September 30 of each year. Donations of equipment are not credited to skater fees.

Any fundraising in the name of WCYHA or one of its teams must have Board approval. Funds from such events may require special treatment and therefore control of such funds will be determined by the Board of Directors.

WCYHA supports options for families to earn credit toward their skater fees. These programs are limited to active skaters in the organization and are not open to non-WCYHA families. Details of these programs, examples of which are listed below, can be found on the website or by contacting the program coordinator.

- Kwik Trip Scrip program
- American Family Field
- Wreath Sales

## **Paid Positions**

The Board reserves the right, upon majority vote, to compensate certain volunteer positions within the Association where the Board determines said compensation is fair, reasonable, and in the best interests of the Association. Compensation may be monetary or in-kind compensation in the form of reduced or waived skater fees.

## **Referee Fees**

Each Team Manager will provide the Treasurer with their scheduled home games by October 15 of each year. The Treasurer will give a check to each Team Manager by October 31 of each year to cover the cost of the referees needed for the year. Team Managers will be then responsible for all referee payments prior to



the start of the game. The Team Manager must track the funds received and paid throughout the year.

At the end of the season, any excess funds must be returned to the Treasurer to be deposited back to WCYHA.

Any shortfall in funds needed to cover referee fees for the season should be reported to the Treasurer for consideration to provide additional funds to the team.

## Team Funds

WCYHA teams or subgroups are disallowed from setting up checking or other financial bank accounts under the WCYHA name.

It is the responsibility of the Team Manager and Head Coach to set the team fund budget. All families are expected to contribute the amount requested by the Manager and Head Coach, as and when requested. The funds are held by the Manager. The team fund is expected to cover such team expenses as:

- Team events (dinners, parties, etc.)
- Christmas ornaments
- Gifts
- Supplies
- Excess non-parent coach mileage
- Excess non-parent coach lodging
- Other expenses deemed appropriate by the Head Coach and Manager

Team Managers will keep a monthly accounting reconciliation and must submit their report to the Treasurer by the 1<sup>st</sup> of each month for review. The Treasurer will review and track submissions and will report this activity at each monthly Board meeting. It will be the responsibility of each Level/Girls Program Director to ensure compliance with this policy.

## Parent and Non-Parent Coaches Fees/Expenses

- Clinic fees/background checks
  - All Coaches, both parent and non-parent, must pay these fees and submit receipts to the VP On-Ice
  - Reimbursement for these fees is done by crediting the skater account for parent coaches and is subject to Board approval. Both parent and non-parent coaches will be reimbursed for their clinic fees and background checks at the end of the year; reimbursement is subject to Board approval.

### Non-Parent Coaches Fees/Expenses



- Mileage
  - All tournament, playdown and non-conference games outside of Waukesha County will be reimbursed at the non-profit reimbursement rate (as listed on the IRS page) at the time of the expense.
- Lodging
  - WCYHA will reimburse non-parent coaches for their lodging at all tournaments and any non-conference games that require an overnight stay. The maximum rate for a night of lodging is \$190 and the stay must be at the team hotel. Hotel receipts must be submitted for reimbursement. All lodging receipts are subject to Board approval. The WCYHA will NOT provide a per diem for any non-parent coach.
- Compensation
  - The Board reserves the right, upon majority vote, to compensate non-parent coaches at a rate the Board determines said compensation is fair, reasonable, and in the best interests of the Association. Compensation for non-parent coaches will be monetary only.

## Ice Policy

Each year, WCYHA contracts with and purchases ice from Eble and Naga-Waukee Ice Arenas for use by WCYHA teams for practices, games and other WCYHA-sanctioned events. At the beginning of each season, all WCYHA teams are designated practice ice sheets during the week and on the weekends, as well as a designated number of game sheets for scheduling home games on the weekends. Costs of the ice is one component of costs used to determine skater fees for the year.

Divisional Region 5 games are normally scheduled by the Master Scheduler. It is the responsibility of each team's coaches, scheduler, and manager to ensure that each ice sheet assigned to their respective team is used. The WCYHA Board of Directors understands that, in some instances, scheduling conflicts arise, and teams may not be able to use their assigned ice. In these instances, it will be the responsibility of the team's scheduler and coach to first attempt to trade the ice sheet with another WCYHA team. If that option is not available, the ice should be reported as available to the Master Scheduler, VP-On Ice and Hockey Director for assignment to a PDP-14U team for use, or used in some other capacity for a WCYHA event, such as an age-specific skill development hour or other designated use. Teams are prohibited from selling ice and keeping the proceeds in their team funds. Ice costs are built into the skater fees and are not available as individual team assets.

Any sale of ice to an organization outside the WCYHA must be approved by the President, VP On-Ice and VP Off-Ice. These sales will be treated as sales from WCYHA to the other organization and will be billed by the WCYHA Treasurer. Payment will be made by the other organization to WCYHA and the funds will be credited to ice costs of the organization. Any exceptions to this must be approved by the President, VP On-Ice and VP Off-Ice.

## Team

### Team Officials

#### Head Coach



Applications for Head Coaches (14U, 12U, 10U) will be accepted between the May-August Board meetings prior to the upcoming season. The selection committee will consist of the CC Level Rep, Girls/Level Director, VP On-Ice, and Hockey Director. In the event a non-parent coach is selected to coach a team that selection will be announced at the August Board meeting. If there is not a non-parent coach selected, coaching selection will be conducted as follows: All teams (14U, 12U, 10U) will be assigned a Head Coach by the Coaching Committee Level Representative Girls/Level Director Hockey Director/s and VP On-Ice immediately following tryouts for youth and Girls teams (where applicable). In any case where there is a disagreement on Head Coach assignment, the VP On-Ice will make the final decision. All assistant coaches will then be selected from a pool of qualified candidates at that age level by the Head Coach, CC Rep and Hockey Director. It is not required but encouraged for one assistant coach to be designated to goalie development for the team.

The Head Coach will also assign the Team Officials (Team Manager and Team Scheduler). The Head Coach is to consider the recommendations of the team families when assigning all Team Officials. Families are discouraged from managing/scheduling more than one team.

### **Team Manager**

The Team Manager will be responsible for coordinating all communication and interactions between team, parents and the organization. The activities include but are not limited to team functions, travel, communication, financials, score sheets, rosters, etc. The Manager will also be the main team contact and officer of team members' SafeSport Certification requirements. They will work closely with the Team Scheduler and ensure proper game schedules are communicated to the Referee Scheduler. These duties may be delegated to other members of the team. Attendance at the Manager and Scheduler meeting is required. The Team Manager and Team Scheduler cannot be the same person without unanimous Board approval. If the duties of this role are not fulfilled, there will be no volunteer hours credited.

### **Team Scheduler**

The Team Scheduler will work with the Head Coach to schedule games and practices for their team. They will receive assigned ice time by the Master Ice Scheduler at the beginning of the season and are responsible to sell/trade unused ice. They will also work closely with the Team Manager to provide clear communication to parents regarding team games and tournaments along with ensuring proper game schedules are communicated to the Referee Scheduler. Attendance at the Manager and Scheduler meeting is required. The Team Scheduler and Team Manager cannot be the same person without unanimous Board approval. If the duties of this role are not fulfilled, there will be no volunteer hours credited.

### **Team Representative**

The Team Representative will represent their team at the monthly board meetings. Their participation and feedback at the Board meeting is expected and is used to make organizational decisions. They are responsible for bringing any team issues to the Board for action. They will provide a meeting recap to their respective team after each meeting and copy it to their respective Girls/Level Director. They are required to attend November-March Board meetings during the season. If the duties of this role are not fulfilled, there will be no volunteer hours credited.



## Other Team Positions

Any other position(s) created by a team will not receive volunteer hour credit for the association. Positions such as score keeper, clock operator, penalty box, treasurer, activities, photography, etc. are important to the individual team and are encouraged, but are not approved for volunteer credits.

## Background Check

All Board members, on-ice volunteers, managers and Girls' teams' female locker room monitors will sign a release and agree to a background check in accordance with WAHA and USA Hockey guidelines currently in place.

## Team Commitment Clause

The following description of expectations for each level and type of team is meant to be a guideline for the decision-making process and is "typical" for each level of team play. Questions regarding expectations can be addressed at the orientation meetings prior to tryouts. A range of number of games and practices for each level are determined by set policy. Parents on each team then mutually determine travel distance and number of tournaments entered for their team. Team play participants are divided into two classifications: Age Level Classification and Skill Level Classification.

**Age Level Classification** follows USA Hockey rules.

10U, 12U, 14U Skill Level Classification is decided based upon your child's tryout evaluation which will place your child on a team of kids with similar skills and ability. This also allows each team a classification in which to compete against teams with similar skill and ability. WCYHA follows the WAHA guidelines for a Division 1 association when selecting team positioning at each level of play.

Attendance at all games and practices is expected. All teams play at competitive level. Practices are normally 2-3 times per week, any day of the week (including weekends) and games are 2-3 per weekend, with a range of 25-40 for the season, half of which are home games. Tournament games are included in the number of games. Reciprocal games from other teams should be expected with each home game. Tournament entry fees and travel are in addition to your WCYHA fees.

All skaters eligible to participate in the tryout process and living in the WCYHA boundaries are placed on a team.

## Team Scheduling Guidelines

WCYHA will hold the individual coaches and team schedulers responsible to follow the USA Hockey guidelines for the number of games played. This includes tournaments, which are assumed to be 3 games each. Play downs or state tournament games are not counted against the total.

Number of games are as follows:

**14U:** Up to 50 games per season, which includes up to 4 tournaments

**12U:** Up to 45 games per season, which includes up to 4 tournaments

**10U:** Up to 36 games per season, which includes up to 4 tournaments



**PDP/8U:** Up to 25 games; all games in November and December are to be cross-ice, may compete in half-ice games after January. The 25 games includes 2 tournaments and travel must be within a 150-mile radius of Eble Ice Arena. It does not include the games played for the Winter Classic Tournament that is hosted by WCYHA. All 8U teams will participate in that tournament in addition.

The CC Rep and Hockey Director will give guidance and direction to the coaches for the scheduling of the season. The VP On-Ice and Hockey Director may cancel any games or tournaments that are scheduled that are not in line with the scheduling guidelines of WCYHA, USA Hockey or WAHA regulations.

#### Additional Guidelines:

Teams are not permitted to schedule Monday-Thursday games without the approval of the CC Rep, VP On-Ice, Hockey Director and President. This is to ensure that proper consideration is given to rest, travel and school obligations of our young skaters.

10U and 12U will not schedule more than 2 weekends that may require a skater to miss school. 14U will not schedule more than 3 such weekends.

Any cancellation of reciprocal ice should only be done if agreed upon by respective WCYHA and opposing team only as a common courtesy.

WCYHA does not permit full-ice games, tournaments, or jamborees for PDP/8U players between the dates of September 1 - April 1 of the current playing season. Violations of this policy will be addressed in accordance with WAHA and/or WCYHA rules.

## Team Divisions – 10U, 12U, 14U

The division format is dictated by WAHA policy and based on the number of teams and skill level of players as observed in tryouts within a given level as described below:

- Three teams---A, B, C;
- Four teams---A, B, C (2);
- Five teams---A, B (2), C, with 5th team being decided at the discretion of the VP On-Ice, CC Rep, Level Director and Hockey Director;
- Six teams – A, B, C (2) , with 5th and 6th team being decided at the discretion of the VP On-Ice, CC Rep, Level Director and Hockey Director.

## Team Divisions - PDP/8U

See WCYHA website for details.

## Tryouts

The complete tryout format will be available before tryouts begin. The tryout format is reviewed and approved by the full Board no later than the August Board Meeting. Each skater (except 6U/8U and those in the Hockey Initiation Program) must be evaluated at the skater's proper age level during the evaluation



period, including skaters trying out at a higher level.

## **Fair Ice Time**

All skaters by respective position on the same team will be provided equal opportunity to earn fair ice times to as great a degree as practical. This is based on the premise that all skaters on a team are assessed and placed on a team of similar ability, and the Association philosophy that learning to play the game takes precedence over winning. The Head Coach reserves the right to exercise a disciplinary measure by having a skater sit out a shift(s), only as necessary and reasonable. This policy is applicable for the entire season. This policy includes all games, practices and any invitational and state tournaments. Only WCYHA registered skaters will be allowed to participate in WCYHA events including practices and games.

The Association needs to, as close as possible, guarantee that all teams within each age level, PDP/8U through 14U will receive close to equal practice ice time per USA Hockey Guidelines. The Board of Directors encourages the use of allocated game ice times for full sheet practices. This does not preclude individual coaches from trading for extra ice time or arranging for such time in other ways (i.e., “half ice” with another team or an outdoor facility). It is important to note that of the ice time a team will get over the course of a season, approximately one half is practice time. Ideally, teams should have two to three practices for each game played. Obviously, due to ice time shortages, this ratio is normally not possible; however, it should be a goal to which each team strives.

The proper conduct of the players supersedes all consideration regarding equal ice time within a game situation. All WCYHA participants will sign and adhere to the Players’ Code of Conduct outlined by the association. Other “citizenship” rules and consequences may be discussed and implemented regarding things such as game time arrival or ice and locker room conduct. Enforcement of the Fair Ice Time Policy is the responsibility of each coach or coaches.

## **WCYHA Hockey Uniforms**

The official uniform colors of WCYHA are gold on either black or white jerseys. All WCYHA teams must wear association-issued and -approved uniforms for all games; no exceptions.

WCYHA implemented a jersey purchase program at commencement of the 2004 hockey season. Jersey numbers will be assigned to a skater based on birth year. Even year birthdates have even numbers and odd year birthdates have odd number jerseys. New skaters to the organization will be assigned numbers by the Equipment Coordinator. They will try to accommodate one of your requested numbers. New skaters are required to purchase home and away jerseys from the organization. Current skaters in need of larger jerseys will be responsible for purchasing replacement jerseys through the Equipment Coordinator. All members will be provided socks.

It is our policy that members may not use, duplicate, represent or profit from use of the Warhawks logo or successor logos used by this association, the name Warhawks, the name Waukesha County Youth Hockey or any of its derivatives without prior consent of the Board of Directors. All travel teams will use the team name of “Warhawks”.



## Use of Non-Rostered Players

Use of non-rostered skaters or goalies is prohibited at any time including practices, games and scrimmages regardless of the nature of the vacancy. Only those individuals that are on the official USA Hockey team roster are eligible to participate with that team in any capacity. Any coach using a non-rostered player will be suspended for the remainder of the season from all on-ice or bench activities.

## Goalie Substitution

10U and 12U goalies may be added to the roster of the age classification above their level in correspondence with their designated (ability) classification to provide potential backup/substitution in the event they are available and the need exists (example: the 12U "A" goalie can additionally be rostered on 14U "A" team; a 12U "B" goalie can additionally be rostered on 14U "B" team, etc.). Precedence will be given to the goalie's own (original rostered) team in the event of a conflict in schedule. This will be done in accordance with WAHA and USA Hockey rostering guidelines and as directed by the Coaching Committee/VP On-Ice, Hockey Director and VP Off-Ice. Substitution of any players that are not on the team's official roster is strictly prohibited.

## Team Websites

WCYHA fully supports the use of an individual team website, provided all Board Members, Parents and Coaches sign the "Children's Privacy Act" compliance forms. "Website" includes, but is not limited to a traditional .com, .org, or any social media platform, i.e. Facebook, Instagram, etc.. The website should not contain individual statistics. Posting of statistics will result in automatic volunteer fee forfeiture. Teams will be provided a website sponsored by the association. Teams are encouraged to use the association provided site.

# Player

## Players' Code of Conduct

### Adapted from USA Hockey

WCYHA has adopted a Players' Code of Conduct. A signed copy of this document must be submitted with the registration paperwork.

### The Code of Conduct

As a player for the Waukesha County Youth Hockey Association, I hereby agree to the following:

1. I will strive to have fun learning and playing the game of ice hockey.
2. I will work hard to improve my skills and learn from my coaches.
3. I will work to be a team player and get along with my teammates. I will not criticize my teammates either on the ice, on the bench, or in the locker room.
4. I will display good sportsmanship and discipline during games and practices with teammates and opponents, with team officials, and with game officials.
5. I will be on time for practices and games and I will notify the coach or the team manager if I cannot make it to a practice or game.
6. I will complete school assignments and studies on a timely basis to minimize conflicts with practices



- and games and I will maintain my grades as may be required by the team, my coach or my parents.
7. I will learn the rules of the game from my coaches and my teammates.
  8. Fighting will not be tolerated.
  9. I will wear the proper protective equipment during all games and practices including a tethered mouthpiece, a neck guard and an unaltered helmet. I will be responsible for my own equipment.
  10. I will never argue with an official's decision.
  11. I will dress appropriately for games as determined by the team. I will not wear clothing that is offensive and/or embarrassing to the team.
  12. I will show respect for the facilities used by the team including the locker rooms and ice rinks.
  13. As a member of a WCYHA, I will behave properly and show proper discipline whenever I am with the team, especially in public or at public facilities including restaurants, hotels, shopping malls, etc.
  14. I will refrain from taunting opponents and using foul language against opponents, officials, teammates and coaches.
  15. If I am a U16 player, I will not drive to out-of-town games by myself nor will I drive teammates to out- of-town games.
  16. I will not use alcohol or tobacco products and I will not use drugs or medications except as prescribed by a doctor or physician and/or administered by a parent or guardian.

I understand that I will be subject to appropriate disciplinary measures by team officials and/or my parents for failing to abide by these rules. Penalties can include "benching" or not being allowed to participate in practices or games, penalties during games as assessed by game officials, suspension from games or practices, or suspension from any of the above associations, depending on the severity of the offense. I understand that I have a right to an explanation of any disciplinary action(s) taken or contemplated against me.

### **CURRENT USA Hockey Code of Conduct for Players**

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

## **Disciplinary Procedures**

The following disciplinary procedure will be implemented:

### **Skater Behavioral Instances Guidelines**

Disciplinary concerns are subject to review by the Disciplinary Panel.

### **Match Penalties**

Notification is received via certified mail or email by WCYHA President from WAHA. Skater is automatically



suspended pending disciplinary hearing and mandatory written answer to WAHA, due within 30 -days of receipt. Player, coach and parents of the skater will be included at a meeting with the WAHA Disciplinary Panel. Disciplinary action will run concurrent with the mandatory suspension. Suspensions and/or disciplinary actions will be on an individual case basis.

## **Mandatory Use of Proper Equipment**

Protective hockey equipment is important to the safety and well-being of all skaters participating in the sport of hockey. It is therefore the policy of the Association that all skaters must wear properly fitted and well-maintained protective equipment. All Association skaters for all regularly scheduled games and practices must wear the following USA Hockey approved equipment:

- Helmet with face mask and securing straps (HECC approved)
- Mouth guard (required for 12U and older highly recommended for younger ages)
- Shoulder pads (solar plexus padding strongly recommended)
- Elbow pads
- Gloves
- Breezers with hip pads and thigh and tailbone protection
- Protective cup for boys/pelvic protector for girls
- Knee and shin pads
- Hockey skates
- Neck guards

### **Goalie Equipment**

12U and older age goalies shall provide their own equipment. Exceptions are in place for a first-year goalie, who will be provided equipment by WCYHA. Goalie equipment is the property of WCYHA and should not be individually labeled with permanent marker.

## **Changing Age Level Classification**

The Association has adopted and follows the USA Hockey and WAHA age definitions for determining the proper divisions in which skater should skate. From time to time it may be appropriate for a skater to play at a higher age division than the one prescribed by the USA Hockey and WAHA definitions. The following procedures shall therefore be followed when there is a desire to place a skater in a higher division:

### **Moving Up to a Higher Age Level Classification**

In rare instances, it may be in the best interest of an exceptional skater and/or WCYHA and its members for that child to play at a higher age than his/her date of birth would determine. A player and his/her parents may seek permission for their child to "skate--up" by written request to the VP On-Ice, no later than one week prior to tryouts. Players must have skated with WCYHA the prior season unless they are a move-in player. Any player wanting to try out at a higher age group must compete for the 1A team. There will be a



\$75 tryout fee for those wishing to tryout. Fee will be applied if player makes the team. Any skater not making the higher level 1A team will be placed on their level-appropriate birth year team and the tryout fee will be forfeited. All skaters and goalies must be evaluated at both receiving and sending levels for team placement.

In 2019, WAHA instituted an 8U Player Request to Move Up form that must be filled out, signed by the WCYHA President and submitted to WAHA by November 15 of the season year. The form is located on the WCYHA website. Under certain circumstances, associations may move players from 8U to 10U with the approval of Regional Directors, 8U Section Director and/or Girls Director, if applicable.

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

Per WAHA Eligibility and General Rules, 50% of players on an approved roster must be the age of the registered team. (WAHA Rules & Regulations, ARTICLE 1-REGISTRATION, ELIGIBILITY, GENERAL RULES, paragraph K).

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.

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. The association must provide proof to Region Directors and 8U Section Director that the player did, in fact, rank in the top 1/3 of the skaters on the top team following team evaluation tryouts. Should an 8U level player advance to the highest 10U team, this team is limited to 14 total players in accordance with WAHA guidelines.

**\*\*Please note that: WAHA Region Directors and 8U Section Director make all final approval decisions for ALL skaters playing up from 8U to 10U.\*\***

### **Moving Up Within an Age Level Classification**

The Waukesha Warhawks organization strives to play at the highest level, encouraging coaches to play against the highest level of competition at their age level whenever possible. We believe that the development gained by our players in doing so, will only better the players and teams in the future. In that regard, circumstances may arise wherein a vacancy is created on a higher ranked team within a player's same age level. In the case of a permanent vacancy being created as described below, the head coach of the team with the vacancy can petition the Hockey Director(s) to move a player up to their team from a lower ranked team in the same age level.

#### **Permanent Vacancies Include:**

- Skaters moving out of the area
- Skaters discontinuing hockey
- Skaters injured and out for the season

**Temporary Vacancies are not to be considered in this process and include:**



- Skaters having minor injury
- Skaters on vacation/family affair
- Skaters serving a penalty suspension

The process to petition a move of a player is as described below:

1. Permanent vacancy is created on a team as described above
2. The Head Coach with the vacancy petitions the Hockey Director(s) to fill the vacancy
3. Hockey Director(s) contacts the VP On Ice, Level Director of that age level, CC Rep of that age level and President to discuss filling the vacancy. Unanimous approval from all positions listed must occur for the process to move further.
4. Upon unanimous approval, the Hockey Director(s) will contact the coach with the vacancy and request a list of 3 players, ranked in order of preference, which they would like to consider for movement.
5. The Hockey Director(s) will contact the lower level head coach to inform them of the potential vacancy fill needed at the higher level team, providing a list of the players that will be contacted.
6. The Hockey Director(s) will contact the player and parent(s)/guardian(s) from the list of potential players in ranked order, one at a time. Players and parent(s)/guardian(s) will be given no more than 24 hours to accept or deny the move to the new team.
7. Upon acceptance of the move to the new team by the player and their parent(s)/guardian(s), the Hockey Director(s) will initiate the same process to fill the vacancy on the team that had a player move to the higher level.
8. The Hockey Director(s) will not have to receive unanimous approval from the VP On Ice, President, Level Director of that age level and CC Rep of that age level for the continuation of filling the now opened vacancy on the lower level team.

If during the initial vacancy fill attempt, the Hockey Director(s) exhaust the list of 3 players provided by the head coach of the team with the vacancy, the process will be done. If during the second vacancy fill (filling the vacancy created on the team that had a player move up to a higher level) the Hockey Director(s) do not receive an acceptance from any of the initial 3 players requested, then the head coach of this team may provide their next 3 preferred players, ranked in order. After a second attempt, if there is no acceptance of the move, then the process is done and no further attempts will occur.

All vacancy fills must be complete prior to final rosters due to WAHA, never after.

This process will only occur if teams are tiered at the same age level. For example, a 'B2' player will only move to 'B1' if the teams were classified as 'tiered' at the beginning of the season. If the B1 and B2 teams were classified as 'balanced' at the beginning of the season, this process will only be used to move a player from the C level to the B level or from the B level to the A level.

## Skater Injuries

Any skater involved in an injury requiring physician's attention will not be permitted to return to the ice (practices or games) without a treating physician's or physician's advanced practice partner's written release. For avoidance of doubt, "physician" is defined as a medical professional who has obtained the degree of Medical Doctor ("MD") and/or Doctor of Osteopathy ("DO"). The release should be given to the



Head Coach with a copy to VP Off-Ice and respective Level/Girls Program Directors. All on-ice injuries must be reported within one week to the appropriate Level/Girls Program Director.

Team Managers are responsible to fill out the Injury Form from the website and submit to the VP Off-Ice.

## **Concussions**

Prior to tryouts, all parents must sign the concussion information document.

### **WCYHA Concussion Protocol**

The WCYHA has adopted and follows the USA Hockey/WAHA Concussion Management Protocol and the state statutes require that an athlete be removed from any training, practice or game if they exhibit any signs, symptoms or behaviors consistent with a concussion or are suspected of sustaining a concussion. The player should not return to physical activity until he or she has been evaluated by a qualified medical provider who has provided written clearance to return to sports.

In 2020, WAHA introduced a mandatory Concussion Reporting Form that is linked to through the WCYHA Website and can also be found here:

<https://form.jotform.com/200587181766058>

This form is used after an athlete has been removed from athletic activity due to a suspected concussion to report data to the WAHA Player Safety Coordinator for use in the USA Hockey Player Safety Initiative. This form is to be filled out by the WCYHA Team Manager or Coach within 24 hours of a player being removed from a game due to a suspected concussion. That player will not be allowed to return to any WCYHA activity until cleared to do so by an appropriate health care professional.

If ANY WCYHA coach suspects that a player has a concussion, they should take the following steps:

1. Remove athlete from play
2. Ensure athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
4. Allow athlete to return to play **only** with permission from an appropriate health care professional.

## **Blood Borne Incidents**

Should a player have an injury that draws blood, the player must be removed from the game until the bleeding is stopped and the blood is removed from their uniform or the player changes into the extra jersey that each coach receives to address this concern. Each coach will also be provided with gloves to be used when treating the injury.

# **Coaches**

## **Application and Appointment**



Please refer to the WCYHA Coach's Application available on our website.

The VP On-Ice, Hockey Director, CC Representative and Level Director determine placement of parent and/or non-parent coaches, Coach selection for Girls Teams will also include the Girls Program Director. Each team at the 10U-14U levels will be allotted 1 Head Coach and 2 Assistant Coaches. The organization will cover the cost of USA Hockey registration, Background Check and CEP Certification up to \$100 for those 3 coaches. Any additional coaches that assist must be approved by the Head Coach, CC Representative (for Girls Teams: Girls Director), Hockey Director and VP On-Ice. The additional coaches will not qualify for any reimbursements, unless a unique circumstance exists and it has the unanimous approval of the Board of Directors per our financial policies.

## Rules and Responsibilities

1. Coaches must create a positive, enjoyable, educational and safe environment for their players.
2. Coaches must provide open communication with parents and enlist their help and support with the team. Coaches must not expect their players to keep issues from their parents.
3. The WCYHA coach must seek to recognize player's ability and guide them toward levels of physical, mental and emotional excellence.
4. The WCYHA coach should guide, correct and encourage players, promote team spirit and avoid shaming, degrading, or demeaning them. Each player is an individual and must be allowed to retain and build their dignity and pride. Emphasis should always be placed on the child over winning. Parents depend on the WCYHA coach to see that the proper attitudes are instilled in their skater's minds and improper behavior discouraged.
5. The WCYHA coach should develop a knowledge and respect for the game of hockey and keep him/herself current by attending USA Hockey coaching clinics and evaluating new information as it becomes available. All WCYHA coaches are required to attend the level appropriate coaching certification clinic required by USA Hockey to continue coaching at the appropriate level including practices and games.
6. The WCYHA coach should lead by example to gain the respect of his players. Coaches should follow the rules they expect from their players, such as: attendance, being on time for practice and games, refraining from the use of profanity and preparing adequately for practices and games.
7. The WCYHA coach will enforce the team rules and association policy/procedures equally to all his/her players.
8. The WCYHA coach will follow all WCYHA P&P (i.e., fair ice time, number of games, power plays, and penalty kills, etc.).
9. The WCYHA coach will follow the tryout process to fairly place skaters on teams.
10. Two coaches or an adult who has completed SafeSport and a background check must be in the locker room with the players before and following all games.
11. All coaches will instruct their players on the proper conduct when the National Anthem is played.
12. All team members and coaches will shake hands with opposing players and coaches after the game unless otherwise directed by the referees.
13. WCYHA coaches are not expected to run all off-ice administrative details; we need them to coach hockey. Off-ice administration should be assigned.
14. The WCYHA coach must cooperate with all other WCYHA coaches. Public criticism of a colleague will not be tolerated. WCYHA exists for kids, not as a competition for the coaches.



15. WCYHA coaches should endeavor to teach the team concept and eliminate individualism. Coaches must treat everyone fairly and with respect. They should set the highest standard for others to follow.
16. No verbal or physical abuse of referees or players will be tolerated. Coaches must be positive role models for their players. They must show emotional maturity by controlling anger and never using obscene or offensive language or gestures or any other actions.
17. Must comply with all WCYHA, USA Hockey and WAHA rules and guidelines to ensure proper team compliance, safety and player eligibility. This includes but is not limited to rostering issues, contest rules, proper coaching education certification, referee certification, etc. at all games and practices and any team functions.
18. The WCYHA Coach will conduct him/herself on and off the ice in a manner to present a quality image for WCYHA and the sport of hockey.
19. The WCYHA Head Coach will provide frequent constructive evaluation for each player informally and individually meet with or provide evaluation to each player during the season.

## **USA Hockey Coaches' Code of Conduct**

### **COACHING ETHICS CODE INTRODUCTION**

This USA Coaching Ethics Code ("Code") intends to provide standards of ethical conduct for coaches involved with USA Hockey and its member organizations. It provides General Principles and Ethical Standards, which cover many situations, encountered by coaches; with its principal goals, the welfare and protection of participants with whom coaches work. Coaches will respect and protect human and civil rights and not knowingly participate in or condone unfair discriminatory practices. All coaches must follow the below code as well as any additional code of conduct requirements that are part of USA Hockey certification. They can be found on the USA Hockey Website.

### **GENERAL PRINCIPLES COMPETENCE**

Coaches will maintain a standard of excellence about education and information related to coaching and make an on-going effort to maintain competence in the skills they use.

### **INTEGRITY**

Coaches will exercise integrity in the practice of coaching and be honest, fair and respectful of others.

### **PROFESSIONAL RESPONSIBILITY**

Coaches will uphold professional standards, clarify professional roles and obligations, accept appropriate responsibility for behavior and adapt methods to the needs of participants.

### **RESPECT FOR PARTICIPANTS**

Coaches will respect the fundamental rights, welfare, dignity, values, opinions and worth of all participants and will be aware of cultural and individual differences including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status.

### **CONCERN FOR PARTICIPANTS**

Coaches will be sensitive to different roles and responsibilities of all participants and not exploit or mislead



them.

### **RESPONSIBLE COACHING**

Coaches will be aware of ethical responsibilities to society and the community in which they work and live as well as comply with the law and encourage the development of policies which serve the interest of the sport and USA Hockey.

### **ETHICAL STANDARDS APPLICABILITY OF THE ETHICS CODE**

Although many aspects of personal behavior and private activities may seem far removed from the official duties of coaching, Coaches will be sensitive to their positions as role models for participants and will consistently obey the standards of the Code.

### **DISCRIMINATION**

Coaches will not engage in or condone discrimination based upon age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status or any other basis prescribed by law.

### **SEXUAL HARASSMENT**

Coaches will not engage in sexual harassment, which includes but is not necessarily limited to sexual solicitation, unwelcome physical advances and verbal or non-verbal conduct. Coaches will not deny any participants the right to participate in any activity based upon their having made or they're being the subject of a sexual harassment claim.

### **HAZING/BULLYING**

Coaches will not engage in or condone behavior which is harassing, harmful or demeaning to participants.

### **PERSONAL PROBLEMS AND CONFLICTS**

Coaches will recognize a personal problem may harm participants. Coaches have an obligation to take reasonable steps to prevent impaired performance by recognizing a personal problem and seeking assistance for it.

### **AVOIDING HARM**

Coaches will take reasonable steps to avoid harm being caused to participants whether it be physical, verbal or through electronic/social media.

### **MISUSE OF INFLUENCE**

Coaches will guard against the misuse of influence and understand any action or judgment may influence participants.

### **OUTSIDE RELATIONSHIPS**

Coaches will refrain from entering personal, professional, financial or other relationships with anyone if such a relationship may impair objectivity, interfere with properly performing coaching functions, directly or indirectly exploit, or harm participants. Coaches will refrain from taking on obligations if a pre-existing



relationship may create a conflict of interest.

### **EXPLOITATION**

Coaches will not exploit or have a sexual or intimate relationship with participants.

### **STATEMENTS**

Coaches will not make a statement, which is deceptive, false, fraudulent or misleading.

### **COMMUNICATION WITH PARTICIPANTS**

To avoid any misunderstanding with participants, coaches will discuss the nature and course of training with them and answer any questions they may have.

### **RELATIONSHIP INVOLVING COACHES, PARTICIPANTS AND PARENTS**

Coaches will clarify the role of each party and any service provided relative to a relationship with participants and parents.

### **ALCOHOL, DRUGS AND TOBACCO**

Coaches will refrain from using and discourage the availability or use of alcohol, tobacco or performance enhancing or recreational drugs in conjunction with, including travelling to or from, any USA Hockey competition, training or practice session and prohibit the use of alcohol, tobacco or performance enhancing or recreational drugs by participants.

### **GAMBLING**

Coaches will refrain from and prohibit gambling of any kind in conjunction with, including travelling to or from, any USA Hockey competition, and training or practice session.

### **PORNOGRAPHY**

Coaches will refrain from and prohibit the use of pornographic or sexually explicit material in conjunction with any USA Hockey competition, including travel to or from any USA Hockey competition, training or practice session.

### **RECRUITING**

Coaches will not recruit a participant who is already a member of another USA Hockey team. Direct contact by a coach or his/her staff or indirect contact through an agent or parent during the playing season with a participant who is a member of another USA Hockey team is considered tampering and is prohibited.

### **EVALUATING PARTICIPANTS**

Coaches will evaluate participants on actual ability, attitude and performance and in a manner consistent with the Code.

### **FAMILIARITY WITH CODE**

Coaches will be familiar with the Code. Lack of awareness or misunderstanding of general principles or



ethical standards included in the Code will not excuse violations of the Code.

## **CONFRONTING ISSUES**

Coaches will consult with other coaches when they are uncertain if a situation or course of action violates the Code.

## **COACH AND PLAYER CONFERENCES**

Aside from normal coaching one-on-one interactions with a player, the coach must have another adult present for off the ice one-on-one player contact. If a one-on-one coach/player conference is requested, the coach must conduct the conference with the knowledge and permission of the parent with a mutually agreeable date/time/location, and in a public area in view of other adults and/or other players.

## **ORGANIZATIONAL CONFLICTS**

Coaches will clarify the nature of any conflict between the demands of an organization and the Code, make known their commitment to the Code and seek to resolve the conflict in a way, which adheres to the Code.

## **REPORTING VIOLATIONS**

Coaches will inform participants of any perceived violation of the Code and their right to report any violation to the president or other appropriate designee of their association and complete an Ethical Violation Form provided by the association. Any violation of the Code shall be addressed via the process explained in USA Hockey Bylaw 10 and referred to the appropriate law enforcement agency as required.

## **COOPERATION WITH INVESTIGATIONS, PROCEEDINGS AND RESOLUTIONS**

Coaches will cooperate with any investigation, proceeding or resolution related to a perceived violation of the Code as mandated by USA Hockey or any of its member organizations. Failure to cooperate is a violation of the Code.

## **ACKNOWLEDGEMENT**

Coaches acknowledge the USA Hockey Coaching Ethics Code is administered under the authority of USA Hockey and its member organizations. Any violation of the Code subjects the violating coach(es) to the disciplinary processes of USA Hockey and its member organizations.

# **Disciplinary Procedures**

The following disciplinary procedure will be implemented:

## **Coaches' Behavioral Incidents**

Behavioral incidents will be subject to review by the Disciplinary Panel. Measures may range from a verbal warning to suspension and expulsion from WCYHA.

Disciplinary action will run concurrently with any mandatory suspensions. Suspensions and/or disciplinary actions will be handled on an individual case basis.

In the event of an incident, a parent coach will be considered a coach for purposes of following the disciplinary



procedures.

## Coaches Certification and Registration

Please refer to USA Hockey/WAHA regulations.

### Student Coaches

- Must be a player between the ages of 13 and 18 who is currently properly registered with USA Hockey.
- Must attend a yearly training session conducted by the Hockey Director. The class will be 1 to 2 hours. The Hockey Director may dismiss any student displaying disruptive behavior during class.
- Must be approved by the Head Coach of the team you wish to assist. The Head Coach has the discretion to remove the student coach at any time.
- Must always be under the supervision of a carded, screened adult coach during all practices, clinics, try--outs and in the locker room.
- Must wear a helmet with full face shield, gloves and skates while on the ice.
- Must wear helmet during games while on the bench always.
- Maximum of 2 student coaches per team.
- Oversight and coordination to be handled by the Hockey Director and VP On-Ice.

### Responsibilities

- May help at practices and clinics only (may not participate in scrimmages or games as a Student Coach).
- May not act as a Head Coach or an Assistant Coach during practices or games.
- May be on the bench during games with an adult, but must wear a full helmet and face shield.
- May only work with players at least one full playing age level down (e.g., a 12U age player may act as a Student Coach at the 10U or PDP/8U level).

### Requirements

Team(s) that are using Student Coach(es) must provide a form indicating on what team he/she is participating as a Student Coach and, if applicable, what team he/she is properly registered/rostered as a player. A student coach application is available on our website. Upon reaching the age of 18 prior to December 31, the Student Coach must comply with the USA Hockey Screening program and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach.

Student coach(es) must be identified as a Student Coach on the USA Hockey Official roster of the team with which they are participating.



## Other

### Parents Code of Conduct

#### Adapted from USA Hockey

Parents can take the fun out of hockey by continually yelling or screaming from the stands. Parents should enjoy the game and applaud good plays. The stands are not a place from which parents should try to personally coach their kids. Kids often mirror the actions of their parents; if they see mom or dad losing their cool in the stands, they'll probably do the same on the ice.

#### IN THE CAR AND AT HOME

Some parents not only spoil the fun for their kids at the ice rink, but also in the car, believing this is the perfect place for instruction. Parents should try to keep things in perspective. There's more to life than hockey, and the car and home are not places to coach. Parents need to remember that they are not the coach, and the most difficult kind of parent is the one who coaches against the real coach. It's unfair to put children in a position of having to decide who to listen to their parents or the coach.

#### AT PRACTICE

Parents must remember that if a child wants to improve, they must practice not just play. Even if a child is not the star player for a team, practice stresses the importance of teamwork, establishing goals, discipline, and learning to control your emotions, all of which are important lessons children can use both in and away from sports. Remember that the kids are depending on you to get them to the rink.

#### AT THE RINK

Hockey parents can help create a fun environment by making certain their children are wearing properly fitted equipment. Parents also need to stress fair play and risk management to help eliminate injuries. Always be positive. Parents serve as role models for their children, who often look to adults for advice, direction, and approval. Never lose sight of the fact that you are a role model and strive to be a positive role model; as a parent, one of the most important things you can do is show good sportsmanship always to the coach, referees, opponents and team members. Issues at the rink will be addressed by the Disciplinary Panel.

#### LET THE COACH, COACH

Avoid placing an exaggerated emphasis on winning. A recent survey indicated 72% of children would rather play for a losing team than ride the bench for a winner. The most important aspect of your child's youth

hockey experience is for them to have fun while developing physical and emotional skills that will serve them in life. A healthy, risk-free environment that emphasizes the importance of fair play, good sportsmanship, discipline, and most importantly, fun will be invaluable for your child as he or she continues to develop a positive self-image.

#### USA HOCKEY INITIATION PROGRAM

The USA Hockey Initiation Program has been developed to make certain that a child's first experience with hockey is positive, safe, and fun. Parents should avoid pressuring or placing unreasonable expectations on



their children, particularly at the Initiation level. No matter what happens on the ice, children need support, so always strive to be positive.

### **SUPPORT YOUR CHILD**

There are many benefits that are derived from playing youth hockey. Boys and girls learn good sportsmanship and self-discipline. They learn to work together, how to sacrifice for the good of the team, how to enjoy winning, and how to handle defeat. In the process, they learn important lessons about physical fitness and personal health. The degree to which your child benefits from his or her youth hockey experience is as much your responsibility as it is theirs. For your child to get the most out of a youth hockey program, it is important for you to show support and offer encouragement while maintaining a genuine interest in the team.

### **POSITIVE REINFORCEMENT**

The best way to help children achieve goals and reduce their natural fear of failure is through positive reinforcement. After all, no one likes to make mistakes. If your child does make a mistake - and they will (remember, they're just kids) - keep in mind that mistakes are an important part of the overall learning process. Strive to be supportive and point out the things that they do well. Make your child feel like a winner.

### **Parent Code of Conduct**

Parents of WCYHA players are expected to model appropriate behavior according to the following:

1. I will strive to have fun learning and watching the game of ice hockey.
2. I will support my child's team and coaches; encouraging him/her to get along with their teammates. I will not criticize my child's teammates or coaches.
3. I will display good sportsmanship and discipline during games and practices, including with team families and opponents, team coaches and game officials.
4. I will assist my child to be on time for all team activities and will notify the coach or manager if my child will miss the activity or not be on time.
5. I will learn the rules of the game.
6. I will never argue with an official's decision.
7. I will show respect for the facilities used by the team.
8. I will refrain from taunting opponents and using foul language towards opponents, officials, coaches or other spectators.
9. I will direct my concerns regarding other associations through the WCYHA Board.

## **Disciplinary Procedures**

The following disciplinary procedure will be implemented:

### **Parent Behavioral Instances:**

**1st Step** - coach/parent meeting; documentation on file obtained and filed with Level/Girls Program Director and VP Off- Ice.

**2nd Step** - coach/parent/Level/Girls Program Director/Coaches Committee Representative/Hockey Director



meeting.

**3rd Step** – coach/parent/Level/Girls Program Director/VP On-Ice meeting.

**The Final Step** will be formal request and hearing with the Disciplinary Panel. Suspensions and/or disciplinary actions will be on an individual case basis; depending on the severity of the incident/action steps may be combined. Examples of a major violation include intentionally threatening a fan, player, coach or official.

If there is a conflict of interest with any of the parties involved in the process, the WCYHA President will substitute or find a substitution for the open position(s).

## **WCYHA Social Media Policy**

WCYHA understands and appreciates the importance and value of social media and social networking to all participants. WCYHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present as it also provides an unsupervised medium for inappropriate conduct to occur. This conduct may be deemed detrimental to the welfare of WCYHA, its membership and not in the best interests of the game. WCYHA holds its entire membership who participates in online social media and networking to the same standards as it would with all forms of communication.

The purpose of this policy is to educate WCYHA membership on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action.

### **Social Media Guidelines:**

It should be recognized that social media comments are on the record and instantly published and available to the public and media. All WCYHA members, should always conduct themselves in an appropriate and professional manner. The following are some examples of behavior in online social media and networking mediums that will result in appropriate disciplinary action at the discretion of the WCYHA board and subject to the formation of a disciplinary committee:

- Posting or divulging confidential information that includes but is not limited to: member's personal information, contact information, medical conditions, injuries and/or other sensitive matters pertinent to WCYHA and its membership.
- Posting negative or derogatory comments about any of WCYHA or competing programs' staff, programs, members, stakeholders, officials, or program participants.
- Posting photographs, video or comments regarding fights, penalties or other in game incidents.
- Posting photographs, video or comments promoting negative influences or criminal behavior including but not limited to: drug use, alcohol abuse, public intoxication, sexual exploitation, etc.
- Participating in any online activity that contradicts the current policies of or guidelines set forth by WCYHA.

WCYHA members should always remember that they are representing Waukesha Hockey. Members are



expected to demonstrate discretion and respect over these sites; if a photo or comments would be inappropriate for all other forms of media, then it should be considered inappropriate for online social networking sites. Any material, comments or actions through these portals deemed inappropriate will be reviewed by the WCYHA board and subject to the formation of a disciplinary committee for possible sanctions up to and including suspension and/or expulsion from the program.

## **Referee Procedures**

Referees should be requested by the 15th of the month prior to the month referees are being scheduled for, utilizing email communication as the primary communication source. Any referee cancellation **MUST** be received by Referee Coordinator by Wednesday 9 PM prior to the game or referee payment will be due. The cancellation request **MUST** be acknowledged and confirmed by the Referee Coordinator. Referees will not be reimbursed mileage for travel.

There will be no payment for snow and/or inclement weather game cancellations if the ice rinks are closed. If a team decides to cancel a game after Wednesday due to weather but the rinks are open, the referee should be paid as if the game were to be played. Referees will be paid in cash through the team fund; personal checks will not be accepted.