

# **Hazen Winter Sports Association, Inc.**



**Parent / Player Handbook**

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## Welcome from the Board

Welcome to the Hazen Winter Sports (HWS) Association. This policy manual is designed to provide the parents, players and coaches an outline of the HWS youth hockey program. This document is divided into two sections. Section One describes the organizational structure and fundraising

activities of the Hazen Winter Sports Association. Section Two is a guide to the on-ice development program which outlines skill development goals for each age group. Please read and make a copy of this document, as it will be your guide throughout your participation in the HWS program. Should you have any additional questions about the program or would wish to volunteer for one of the HWS committees or projects, please refer to the HWS website for board member information.

## Mission Statement

To provide a quality and affordable hockey program for the youth of the Hazen/Beulah area designed to promote interest and participation in ice hockey. Hazen Winter Sports maintains facilities for other winter sports and community events.

All programs offered by the Association will meet the guidelines, rules and regulations established by USA Hockey and the North Dakota Amateur Hockey Association (NDAHA). The foundation for program excellence consists of instruction, competition, and skill development. Programs are offered to all participants without regard to sex, race or creed. Expanding on these basic objectives, Hazen Winter Sports strive to be a leader in development of a youth athletic organization that provides the environment for each child to achieve his or her maximum potential in the sport. Hazen Winter Sports provides the structure that can give each skater an opportunity to experience development of physical skills, social interaction, team spirit, goal setting, commitment, discipline, and fun.

Hazen Winter Sports relies on each family to embrace these goals to keep this organization a leader in youth hockey.

## USA Hockey SafeSport Program

SafeSport is a free online training program required by Hazen Winter Sports and USA Hockey for those planning to coach, officiate, and volunteer on-ice or in locker rooms. The safety of our participants is of paramount importance to HWS. USA Hockey's SafeSport is our organization's program for creating the safest possible environment for participation in hockey. As an affiliate of USA Hockey, HWS fully supports and adopts the USA Hockey SafeSport Program and will administrate and enforce the policies and provisions set forth in the USA Hockey SafeSport Handbook. The SafeSport Program supersedes any other code of conduct or zero tolerance policies published by Hazen Winter Sports.

All coaches, coordinators and youth volunteers are required to complete the USA Hockey SafeSport Program. Any person having contact with a youth hockey player under any HWS sanctioned activity must have their SafeSport certification completed. It is further recommended that all members review the SafeSport Handbook.

USA Hockey has long had systems in place to protect its' participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include, without limitation, Physical Abuse, Sexual Abuse, Screening,

Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. The USA Hockey SafeSport Handbook is intended to update and collect USA Hockey's various policies to protect its' participants from all types of misconduct and abuse.

By participating in the Hazen Winter Sports program, you are fully agreeing to the policies, provisions and procedures contained within the USA Hockey SafeSport Handbook.

## Hazen Winter Sports Off-Ice Structure

### Prohibited Conduct

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

### Reporting Procedures

It is the policy of HWS to enforce a strict reporting policy regarding any behavior that is deemed inappropriate or against the Code of Conduct. The procedure for reporting any violations is as follows: 1) notify your coach; 2) the coach will then inform the HWS director; 3) the HWS Director will then report any misconduct or inappropriate behavior to the Grievance Committee and Board of Directors.

Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

## Hazen Winter Sports Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to Hazen Winter Sports' goals. HWS adheres to USA Hockey's SafeSport Program as a means to help protect its' participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, HWS has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

### Locker Room Monitoring

Hazen Winter Sports has limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be

the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

Coaches will conduct a sweep of the locker rooms and changing areas before players arrive and will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

### Parents in Locker Rooms

Except for players at the younger age groups (Mites and Termites), we discourage parents from entering locker rooms. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

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

### Mixed Gender Teams

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

### Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. The no cell phone or recording device applies to any player who wishes to stream music. If a player wishes to play music, another device must be brought in by that player that does not have recording capabilities.

## Prohibited Conduct and Reporting

Hazen Winter Sports prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook.

Participants, employees or volunteers in Hazen Winter Sports may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656

## Hazen Winter Sports Travel Policy

HWS has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments. Some teams have travel limited to only a few events per year, and some teams have no travel other than local travel to and from our own arenas. HWS has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its' coaches, managers or administrators should avoid responsibility for arranging or coordinating travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches, and/or volunteers of Hazen Winter Sports or one of its teams, who are not also acting as a parent or Legal Guardian should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of HWS or one of its' teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

## Hazen Winter Sports Rules of Conduct

In addition to the USA Hockey SafeSport program, all USA Hockey and the North Dakota Amateur Hockey Association rules of conduct apply to all coaches, players and family members of the participating player for on- and off-ice activities. USA Hockey and North Dakota Amateur Hockey Association rules govern all games and conduct.

By registering for any sanctioned program or activity through HWS, all players and legal guardians of the participating player are acknowledging and agreeing to the USA Hockey SafeSport program, as well as the USA Hockey and the North Dakota Amateur Hockey Association rules of conduct.

If a coach, player or family member within HWS in any way interferes with the rights of another HWS member, be it player, coach, team parent, employee, or official, he/she can be suspended from the HWS program.

- Verbal abuse or disparagement directed at a HWS player, member, official, or employee
- Physical abuse of HWS player, member, official, or employee
- Threats directed towards HWS player, member, official, or employee
- Intimidation or harassment of a HWS player, member, official, or employee
- Violation of the Parent/Family Member Code of Conduct

HWS has a Zero Tolerance towards bullying, profanity/vulgar language, racial/ethnic slurs, and unsportsman like conduct. Although this policy pertains primarily to players, the Zero Tolerance towards profanity/vulgar language and racial/ethnic slurs will also apply to coaches, family members, and fans. Unsportsmanlike conduct for the Parents and Family Members shall be discussed in the Parent's/Family Member's Code of Conduct. Action for a violation of the Zero Tolerance Policy will be taken as prescribed for violations in the disciplinary action section of this booklet.

This policy is to be considered in effect for all HWS events, both home and away.

**This will be considered your only notice and warning!**

## Procedure for Suspension and Discipline of Members

In response to allegations of abuse or misconduct, the USA Hockey Bylaws that are applicable to suspensions and disciplinary proceedings shall apply. Those bylaws are found in Bylaw 10 of the USA Hockey Annual Guide. Bylaw 10 provides for a disciplinary process that must be followed in connection with suspension or other discipline of an individual, team, organization or others within the jurisdiction of USA Hockey. By following the procedures of Bylaw 10, Hazen Winter Sports can provide a fair and reasonable process for handling reports of abuse by members.

### Non-Club Activities



Hazen Winter Sports does not have control over non-club activities. The Board of Directors believes that participation should be viewed as a privilege. As such, the Club will work with parents and schools to take appropriate action as a consequence for any delinquent activity or to encourage satisfactory school performance.

## Code of Conduct

The Code of Conduct is based upon the rules of USA Hockey and Hazen Winter Sports. This list of words or actions is intended to supplement, but not replace, the USA Hockey Code of Conduct for parents, participants and coaches, as well as the USA Hockey Zero Tolerance Policy.

Violations of the Code of Conduct include, but are not limited to, the following:

1. Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator or parent.
2. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
3. Going onto the ice surface for any reason, unless directed by a coach or other official.
4. Entering the bench during a game.
5. Entering the locker room of an opposing team or obstructing their access or exit from said room or arena.
6. Entering the locker room of any official or obstructing their access or exit from said room or arena.
7. Using profane and/or vulgar language or mannerisms that is offensive to other persons.
8. Throwing of any object onto the ice surface, into the player's area, or at another individual.
9. Pounding or climbing on the glass, when used in a negative or aggressive manner.
10. Defacing or damaging property belonging to any individual, team, association or arena.
11. Violating posted Rink Rules, including, but not limited to:
  - a. Damage to the facility and/or vandalism of any sort
  - b. Theft of any kind
12. Being involved with any activity that would warrant the summoning of law enforcement.
13. Inciting other persons to become involved in any of the above listed activities.
14. Any other conduct deemed inappropriate by the officials, representatives, and Board members of HWS, and rink personnel.

## 24 Hour Rule

Coaches should not discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact. A Member is not to approach a coach to discuss a game, a game incident or situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact.

*Note to 24 Hour Rule:* Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create a strong reaction from coaches. This intense emotional aspect of hockey is one of the reasons it makes exciting entertainment.

For parents, it is important to separate game emotions from the best interests of their child's sports development. For this reason, HWS has adopted the "24 Hour Rule." The intent of the rule is to move an emotional and confrontational discussion away from the presence of the players, and to allow the parties to "cool off", compose themselves and put the provoking incident or situation that occurred in the game in perspective before meeting to discuss it.

It is the intention of the Hazen Winter Sports to promote fair play and respect for all participants. It is expected that all parents and family members of HWS participants read and understand the Parents/Family Members Code of Conduct and continue to observe all the principles contained within the code. Within the code the term "child" is used to refer to the participant of whom the person committing the violation is related to. Any violation of this code will be subject to disciplinary action to be taken per the procedures defined in Hazen Winter Sports policies. When you register to participate in HWS, you agree to follow the Code of Conduct. Registration will constitute an agreement for parents or legal guardians and/or additional family members to abide by the principles of the Code of Conduct

### Principles:

- I will not force my child to participate in Hockey.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child to do their best. I will praise my child for competing fairly and hard.
- I will never ridicule or yell at my child for making mistakes or losing a game.
- I will remember that children learn by example. I will applaud good plays by both my child's team and their opponents. I will not be critical of, or embarrass, any player, including opposition players.
- I will never question the officials' or coaches' judgment or honesty in public. I recognize that coaches and officials are being developed in the same manner as players.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child.
- I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans.
- I will emphasize skill development and a serious approach to practices and explain how skill development will benefit my child.
- I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills, etc.) so that I may best support my child's development in the game.
- I will not throw objects of any kind on the ice, or lean over and yell and/or pound on the glass.

- I will communicate all my concerns regarding inappropriate behavior to the assigned off ice coordinators at that level or the Program Director. I will not take concerns regarding the handling of the team or the coaching to the coach.
- I understand the benefits from participating in a team sport, the commitment and discipline and the social skills learned and acquired.
- I will remember that my child plays hockey for his or her enjoyment, not mine

The Code of Conduct is to be considered in effect for all Hazen Winter Sports events, both home and away

## Hazen Winter Sports DISCIPLINARY POLICY

It is the policy of HWS that all of its' players, parents, coaches and any other individual participating in the activities of HWS (referred to collectively as "Member(s)") exhibit the qualities of good sportsmanship and civil behavior and abide by the USA Hockey Parent's Code of Conduct, USA Hockey Participant's Code of Conduct, USA Hockey Coach's Code of Conduct, and the USA Hockey Zero Tolerance Policy.

It is the intent of HWS to provide a fair and impartial review procedure to determine whether Members have been involved in misconduct while participating in activities sponsored by HWS, USA Hockey, or any other participating event. An individual is participating in a sponsored activity if he or she is a spectator, a volunteer official (time-keeper, score keeper, penalty box supervisor or other off-ice official), a player or coach on a HWS team or in attendance at any event sponsored by HWS.

When it is found that a Member has violated a level infraction or the Code of Conduct, HWS will discipline the individual in accordance with the procedures and punishment set forth in this policy and guideline.

### HWS Grievance Committee

It is important to the health of our organization to have an open door policy on any concerns you may have. You need to remember, however, how to best channel your concerns.

For example: If you are unhappy about something a coach does, do not complain to them. Instead, wait 24-hours and then talk to your Coach or HWS Program Director. Below is an outline of the grievance procedure that shall be followed by all players, coaches, parents, and family members involved in the Hazen Winter Sports Program.

The Committee consists of members of the organization who are reasonably disinterested and impartial persons, appointed by the Board. In the event any member of the Committee is unable to participate in the discipline process, the President or Vice-President shall appoint another member to serve as a temporary member.

If you have a concern, complaint, or suggested change concerning an incident or anything associated with the Hazen Winter Sports Program (i.e. coaches, players, officials, etc.): 24-hour Cooling-Off Period Requirement: Allow 24 hours to pass before reporting the situation. In many cases, people will have issues that they feel very passionate about, and this passion can get out of hand when people react instantly to something they do not agree with. This requirement will allow people to think about possible solutions to the situation and be able to discuss them in a rational manner.

Members of the Committee serve at the discretion of the Board and any member may be suspended or removed by the Board for violations of a level infraction or the Code of Conduct or breach of responsibility associated with the duties of the Committee.

Any Member of the Committee that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way. Such member shall be replaced by another member as provided above. Any other Member of the Committee may recuse themselves from participating in a hearing if they feel as though they cannot participate in an impartial manner.

### **Duties of the Committee**

The Committee shall:

1. Review allegations of misconduct;
2. Determine if an individual has violated a level infraction;
3. Issue punishment commensurate with the severity of the offense when the Committee finds that a violation has occurred;
4. Report to the Board regarding its activities; and
5. Conduct other business as necessary to carry out its duties.

The Committee will meet as necessary during the scheduled season to carry out its duties. All members of the Committee must be present to conduct any business or discuss any disciplinary matters.

The Committee can receive allegations from members in writing via the HWS Director. The committee will evaluate violations, initiate reviews of possible misconduct, conduct interviews to collect facts relative to an allegation, meet with Members to determine facts, and perform other duties as necessary to investigate allegations and make determinations as directed by the Board. The Committee has the power to determine punishment, as described in the section titled Punishments, Terms and Conditions, including the termination of membership.

### **Procedures**

The following procedures are used to review allegations:

1. Filing a Grievance: Any Member may notify their coach and Program Director about an issue that he or she believes warrants the Committee's attention. Notice is to be provided in writing.

2. A meeting of the Grievance Committee will be held within a reasonable timeframe following receipt of the written notice. Notification of the meeting will be provided to the parties involved at least 7 days in advance.
3. Parties may be allowed to provide written information relative to the incident in question in lieu of attending the committee meeting.
4. The purpose of the meeting is to establish the facts relative to the incident being reviewed and to conduct a fair evaluation. This is the opportunity for parties involved to present their case and argument.
5. The Committee may decide the level of formality for the meeting, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other rules so long as each party is treated substantially equal.
6. The Committee will review the grievance and take one or more of the following actions:
  - a. Determine that no violation has occurred and dismiss the matter.
  - b. Determine that a violation of a level infraction has occurred.
  - c. Determine that additional information needs to be collected to establish facts.
7. If the committee determines there is a violation of a level of infraction, they will determine the level of discipline that will be issued in writing to the parties involved and HWS Board of directors.

The Grievance Committee and the Board, through its representative on the Grievance Committee, will monitor the punishment. Failure by a Member to honor any punishment or suspension will be punishable up to and including dismissal from HWS.

### Appeals of the Committee Decision

The Committee's decision regarding determinations of violations of a level infraction resulting in a verbal warning, a Level 1 or Level 2 punishment cannot be appealed. Determinations resulting in Level 3 or higher punishments can be appealed to the Board. Appeals are to be submitted in writing to the Board within ten (10) days of the issuance of the punishment and state clearly the basis for the appeal.

The members of the Grievance Committee will not participate in any hearings held by the Board relating to an appeal of the Grievance Committee.

Any Board member that is a parent or grandparent of an individual that was involved in the incident leading to a disciplinary hearing shall recuse themselves from the hearing and will not participate in any way.

### Temporary Suspension/Benching Pending Review

A player may be temporarily suspended or benched by any Coach or Assistant Coach for the following infractions committed during, or immediately before or after, any game or practice:

1. For swearing;
2. For being absent from a game or practice without good reason;
3. For use of tobacco, drugs or alcoholic beverages;
4. For willful destruction or mishandling of property belonging to another;

5. For unsportsmanlike conduct on or off the ice;
6. For stealing property belonging to others.

A coach may be temporarily suspended by the Board for the following infractions committed during his "employment" with HWS:

1. For missing a game or practice without good reason, or for not seeing that someone takes charge of his team during their absence;
2. For disrespectful conduct towards any official, player, coach, parent, representative, arena personnel, or Board Member;
3. For intoxication during games, practices or meetings;
4. For harassment and/or abuse

A parent or other spectator may be temporarily suspended for any of the above infractions if committed during, or immediately before or after, any game or practice.

In instances where the alleged infractions are of a serious nature or are listed above, a Board member with the concurrence of another elected Board Member of HWS can temporarily suspend a Member from participating in any HWS activity until the Grievance Committee reviews the matter.

At the Grievance Committee Meeting, the committee may continue or terminate the suspension while the matter is under review.

In addition to the authority to temporarily suspend a Member set forth above, the head coach of any team, or an assistant coach if the head coach is not present, has the authority to immediately remove any player or spectator from any game, practice or activity if the player or spectator commits an infraction that the coach, in his or her own discretion, deems is of a serious enough nature that immediate removal is appropriate.

The coach responsible for removing the player must contact the HWS Program Director, as soon as possible and report the incident, at which time the incident will be treated in accordance with the rest of this policy.

## Punishments, Terms and Conditions

The following punishments can be issued (this is not an all-inclusive list but is used as a guideline):

### **1. Verbal Warning**

- a. Any disrespect shown to any coach, parent, or teammate. Back talk or any other displays of disrespect will not be tolerated.
- b. Any action that would result in a minor game penalty. Player will serve time in penalty box per on-ice coaching supervision during practice or any HWS associated activity.
- c. Any other action that does not rise to a documented time related penalty and requires no further action.

- d. Repeated verbal warnings can lead to a higher level of punishment.
- e. All verbal warnings will be documented and reported to the Committee.

**2. Level 1, verbal warning and/or immediate removal from the ice**

- a. Repeated actions requiring additional verbal warnings, as listed above.
- b. Any action that would result in a Major Game Penalty or Game Misconduct Penalty.
- c. Using profane and/or vulgar language or mannerisms
- d. All verbal warnings will be documented and reported to the Committee.

**3. Level 2, up to seven-day suspension and/or immediate removal from the ice**

- a. Repeated Level 1 offenses.
- b. Inciting other persons to become involved in any of the listed activities in this section.
- c. Pounding or climbing on the glass, when used in a negative or aggressive manner.
- d. Fighting before, during or after any HWS sponsored event.

**4. Level 3, up to a 21-day suspension and/or immediate removal from the ice.** Any other infraction may result in a termination of membership.

- a. Repeated verbal warnings, Level 1 offenses, or Level 2 offenses.
- b. Any action that would result in a Match Penalty.
- c. Throwing of any object onto the ice surface, into the player's area, or at another individual.

**5. Level 4, up to a 30-day suspension and/or immediate removal from the ice.** Any other infraction may result in termination of membership.

- a. Taunting any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Harassment of any kind, including but not limited to: unwelcome jokes, innuendo or teasing about a person's looks, body, attire, race, religion, or sex;
- c. Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance;
- d. Unwanted or unnecessary physical contact including touching, patting or pinching;
- e. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance; and/or
- f. Any form of hazing.
- g. Defacing or damaging property belonging to an individual, team, association, or arena.
- h. Going onto the ice surface for any reason, unless directed by coach or other official.
- i. Entering the bench area during a game.
- j. Any form of cyberbullying.
- k. Using cell phones or other electronic devices inappropriately, including taking inappropriate pictures.
- l. Any violations of SafeSport.

**6. Level 5, may result in termination of membership, indefinite suspension, or suspension up to 180 days. A player will also be immediately removed from the ice.**

- a. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- b. Making physical contact with any player, coach, official, association or league representative, arena personnel, spectator or parent.
- c. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- d. Entering the locker room of any official or obstructing their access or exit from said room or arena.
- e. Any sexual offense.
- f. Being involved with any activity that would warrant the summoning of law enforcement officials, including any drug, alcohol or tobacco use.

Any member receiving a Level 5 punishment must obtain approval from the HWS Board before returning to involvement within HWS.

Any combination of multiple lower-level infractions may result in a higher-level punishment. The Disciplinary Committee retains the right to make this determination. The Disciplinary Committee may also issue a letter delineating behavioral expectations of the involved Member. Failure to sign or abide by this agreement may result in termination of membership.

The examples of behavior provided for above are intended to serve as a guide to the Committee, and the Committee is not bound to follow those guidelines if there are circumstances that suggest a higher level of punishment is appropriate. In the event the Committee imposes punishment at a level higher than what is suggested above, the Committee will specifically explain why such a decision was made.

If a player is suspended for any length of time during the season for reasons relating to violations of a level infraction or the Code of Conduct, including removal from HWS, no refunds of any kind shall be made.

If a violation of the rules involves a HWS Member, while representing HWS at another facility, the same rules apply.

If an individual is a repeat offender in consecutive years, the Grievance Committee reserves the right to consider past offenses when making a decision regarding an incident in the current season.

In any case, the Grievance Committee reserves the right to follow their procedure, which may include restitution for damages, and turn over the violation to the authorities based on the severity of the incident.

Parents are considered Members of HWS and are held to the same standards as the Players. All members can be punished following the above-stated guidelines.



HWS reserves the right to record any/or all meetings in regards to disciplinary concerns.

### **SafeSport Violations:**

SafeSport violations, unless specifically directed otherwise by the BHB Executive Director and the BHB Board, will be handled in accordance with the procedures of the USA Hockey SafeSport Policy and are not subject to this policy and procedure. SafeSport violations MUST be reported immediately to the US Center for SafeSport within 24 hours. If US Center for SafeSport declines jurisdiction, BHB shall determine the appropriate response to the allegation at that time.

## **HWS Transfer-Waiver Policy**

Hazen Winter Sports, as well as the North Dakota Amateur Hockey Association (NDAHA) and USA Hockey, have rules and regulations in place governing which players are eligible to play in which organizations. These regulations have been put in place in an attempt to curb the movement or trading of players between cities and which tends to result in other players being displaced and potentially not given the opportunities which otherwise would have been provided them. In addition, these regulations help sustain membership in all organizations, promote skill development for all players at each organization / level and promote cohesion and camaraderie amongst players who live and go to school together from the time they begin playing hockey continuing until they reach high school. Generally speaking these regulations state that players are eligible to play hockey in specific organizations based on which school system the player would normally attend based upon his / her recorded mailing address.

Parents may request a “transfer waiver” to participate in an organization outside the community that they reside in. The requests will be reviewed by HWS Program Director and Board of Directors. These waivers must be agreed upon and signed by the President of the releasing organization, the President of the accepting organization and the NDAHA SW District Director. Further, it must be acknowledged that the acceptance and signature of these three parties lies wholly within the discretion of each of the three parties, and that they will discuss and evaluate the circumstances of each request; waivers are a matter of discretion by all affected parties designed to address special, unique circumstances, and are not available as a matter of right. If you have successfully petitioned a public or private school to have your child attend a different school than what is prescribed based on your home address, a waiver is still required since it is the school system of residence, not the school system of attendance which mandates a waiver. A waiver is valid for a single hockey season and previous waiver success does not guarantee or affect future waiver applications.

## **HAZEN WINTER SPORTS' ON ICE PROGRAM**

### **Mission Statement**

The primary objective of the Hazen Winter Sports Association is to provide a quality program designed to promote interest and participation in ice hockey. All programs offered by the Association will meet the guidelines, rules and regulations established by USA Hockey and the North Dakota Amateur Hockey Association (NDAHA). The foundation for program excellence consists of instruction, competition, and skill development. Expanding on these basic objectives, Hazen Winter Sports strives to be a leader in the development of a youth athletic organization that provides the environment for each child to achieve his or her maximum potential in the sport. Hazen Winter Sports provides the structure that can give each skater an opportunity to experience development of physical skills, social interaction, team spirit, goal setting, commitment, discipline, and fun. Hazen Winter Sports relies on each family to embrace these goals and to keep this organization a leader in youth hockey

## On-Ice Program Structure

To achieve the Hazen Winter Sports' primary objective of providing a quality program designed to promote interest and participation in ice hockey, the following On-Ice Structure has been created. The intent of the structure is to provide our participants the resources needed at each age level to give the best possible opportunity to develop their skills on the ice. The HWS On-Ice Program will be tasked with the promotion, education and implementation of the USA Hockey American Developmental Model (ADM).

## On-Ice Program

The On-Ice Program begins at Termites and progresses into the Mites level. The Boys' Program is divided into five (5) different levels – Termites, Mites, Squirts, Peewees and Bantams. The Girls' Program is divided into four (4) different levels – U10, U12, U14, and U19 (dependent on number of girls registered each season). The girls and boys play together during Termites and Mites and have the option to continue to play together beyond that level.

There may be tryouts and evaluations for each age group to ensure each skater is playing at the appropriate level, while having fun and also learning. Each level will be divided into two or more divisions based on the number of skaters registered for the season. A decision as to how many teams and what division each level will play in will be made by the Program Committee prior to the season, with Board Approval, and the decision will be submitted to NDAHA for approval. Player placement is based on experience, skill and/or age, or a combination of any of these three. Movement between levels will be minimal after the season starts and it will be at the discretion of the Program Director and coaches.

Any female skater, age 10 and up, has the option to play with the girls' league. However, a female skater also has the option to continue to play within the age-appropriate level within the boys' league.

USA Hockey guidelines for the American Development Model (ADM) with skill stations during practice and weekly games will be followed at all levels.

All skaters, coaches and on-ice helpers must be registered with USA Hockey prior to the start of the season. A new USA Hockey number is required every year.

Players are required to skate with full protective gear as approved by USA Hockey. Coaches and on-ice helpers are required to wear helmets.

Any post season participation is optional. Practice ice, game ice, coaching, expenses and tournament entry fees will be at the expense of the participants. Any post season participation is not sanctioned by HWS.

### Termite/6U

Beginner hockey level and first-time skaters. All players should be given the opportunity and encouraged to try all positions and play all positions to have a better understanding of hockey and to see where they feel more comfortable playing.

SEASON: November-Early March

ICE TIME: Likely 2 to 3 times a week, including scrimmages

Hockey/NDAHA. Fundraising, concession shifts volunteer time is also required. The exact number of required concession shifts will be established and communicated after registration and prior to the start of the season.

DAYS: Weekends, weeknights (Wednesdays) and school holidays.

GOALS: To learn and improve skating, passing, puck control and to have fun.

### Mite/8U

Recreational hockey league to improve player development. Teams organized by ability and age. Coaches are volunteers and typically parents/guardians of players.

SEASON: October-Early March

ICE TIME: Likely 2 to 3 times a week, including scrimmages & Jamborees

Fundraising, concession shifts volunteer time is also required. The exact number of required concession shifts will be established and communicated after registration and prior to the start of the season.

DAYS: Weekends, weeknights and school holidays.

GOALS: To learn and improve skating, passing, shooting, positional play, and to have fun

### Squirt/10U

Squirt travel hockey league to improve player development. The number of teams will be determined after registration. If there are multiple teams, they will be organized to make each as even as possible. The Teams will play other area squirt league teams as well as travel games and tournaments.

SEASON: Early November - March

ICE TIME: Likely 3 to 5 times a week, including games. Tournaments are held at varying times and places during the year.

Fundraising, concession shifts volunteer time is also required. The exact number of required concession shifts will be established and communicated after registration and prior to the start of the season.

DAYS: Weekends, weeknights and school holidays.

GOALS: To improve skating, passing, shooting, positional play, introduce players to competitive play and to have fun.

### Pee Wee/12U

Pee Wee travel hockey league to improve player development. "B1" and "B" level teams will be determined following player evaluation. Teams will be organized by player selection via a committee. The Teams will play other area Pee Wee league teams as well as travel games and tournaments; teams will also be involved with ND league play including end-of-year state tournaments.

SEASON: November — March

ICE TIME: Likely 4 to 5 times a week, including games

Fundraising, concession shifts volunteer time is also required. The exact number of required concession shifts will be established and communicated after registration and prior to the start of the season.

GOALS: To learn/improve skating, passing, shooting, positional play and to have fun.

### 19U

Girls travel hockey league to improve player development. Games are scheduled with area teams. They will also be involved with ND league Play including end-of-year state tournaments.

SEASON: November — March

ICE TIME: Likely 4 to 5 times a week, including games

Fundraising, concession shifts volunteer time is also required. The exact number of required concession shifts will be established and communicated after registration and prior to the start of the season.

GOALS: To learn/improve skating, passing, shooting, positional play and to have fun

### Bantam/14U

Bantam travel hockey league to improve player development. The Teams will play other area bantam league teams as well as travel games and tournaments. Teams will also be involved with ND league play including end-of-year state tournaments

SEASON: November - March

ICE TIME: Likely 4 to 5 times a week, including games. Tournaments are held at varying times and places during the year.

Fundraising, concession shifts volunteer time is also required. The exact number of required concession shifts will be established and communicated after registration and prior to the start of the season.

GOALS: To learn/improve skating, passing, shooting, positional play and to have fun

DAYS: Weekends, weeknights and school holidays. Second year Bantam players who are eligible for high school hockey may return and play for the Bantams in the event they do not make the high school team. If the player decides to return to Bantams after playing one game for the high school team or if the player decides to return to Bantams after December 15 of the current year, they will no longer be eligible.

## Varsity/Junior Varsity

High School hockey is our highest, most competitive level. The Teams will play other area high school teams, junior gold teams and possibly regional and state tournaments. This program is governed by the NDHSAA.

SEASON: November - February

ICE TIME: Likely 5 times a week, including games. Holiday tournament will be held during Christmas break. Regional and State tournaments are held in February.

Fundraising, concession shifts volunteer time is also required. The exact number of required concession shifts will be established and communicated after registration and prior to the start of the season.

GOALS: Continue development and compete at the varsity level.

DAYS: Weekends, weeknights and school holidays.

## Development Policy

It is the policy of Hazen Winter Sports to develop all players in our organization. This development includes all scheduled practices times and any off-ice training deemed necessary by either the HWS Board or coaches. Practices will be run to maximize the ice time allotted to each team. For levels up through the squirt level, all players should be given the opportunity to try all positions and also play all positions to have a better understanding of hockey and to see where they feel more comfortable playing.

## Game Play Policy

It is the policy of Hazen Winter Sports to play all players as equally as possible in game situations through the squirt level. Coaches may consider juggling players in certain crucial situations during the game. A typical situation could be:

1. In the last 2 minutes of each period during games where the score is 1 goal differential in the first period and 2 goal differential in the second period or third period whether our team is winning or losing.
2. In powerplay situations during the third period when the team is down by 1 or 2 goals, tied or up by 1 goal to try to secure the win.

During the rest of the game, all ice time will be divided as equally as possible to all players.

For peewee, bantam, 12U, 19U, JV and varsity levels, ice time is divided differently. These levels have established leagues and state tournaments and, therefore, we play to develop and compete. More ice time may be given to more talented players during the first and second periods of games to test our program against competition. If the score of the game is lopsided one way or the other, then all players need to have ice time to develop regardless of the score, but coaches have the discretion to use more talented players during close games.

## Moving Up Policy

USA Hockey and NDAHA age limits for playing levels change on July 1st of each year. ND school age limits for grade change on August 1st of each year. If a player's birth date falls after July 1st and the player is enrolled in the grade corresponding to the player's school age, then the player's parents may elect to permit the player to play at the higher playing level with players in his/her class.

It is the policy of Hazen Winter Sports Association, Inc. (HWS) to move players to higher leagues if there is a need at the higher level based on numbers or for player development. Numbers and/or skill sets will be evaluated following registration and will be evaluated by the Coaches involved and Program Committee. The recommendation as to which player(s) to move is generally made by the coaches involved. The Program Committee will make final recommendations to the Board following the evaluation. The Board will make the final decision on all move ups. All move ups must also have the consent of the player and parent or legal guardian of the player being moved.

## Equipment Policy

Each participant is required to wear protective equipment for all games, warm-ups and practices. Required protective equipment includes gloves, shin pads, shoulder pads, elbow pads, padded hockey pants, protective cup, colored (non-clear) mouth guard, neck guard, HECC approved skates and HECC approved helmet (non-expired) with HECC approved facemask. All protective equipment must be designed specifically for ice hockey.

This policy will be followed for ALL practices and games in which HWS participates. There is a simple no tolerance rule to this policy. If the participant does not have all of the required equipment, the coach or coordinator will not allow the participant on the ice.

## Concussion protocol.

### **Purpose**

To identify and treat potential concussions in order to minimize chance of second impact syndrome which can lead to long term, severe, or catastrophic impairments.

### **Baseline testing**

All hockey players entering grade 7, 9, and 11 as well as those athletes (grade 7-12) that are new to the program and have not had an ImPact baseline concussion test will be required to have a valid baseline prior to on-ice practice or competition. (Baseline testing may be recommended annually for athlete with history of concussions). These will be covered by CCCHC under the CCCHC high school concussion plan and will take place at the computer lab at either the Hazen or Beulah school.

Information regarding whether an athlete has a valid baseline will be accessible to HWS coaches by the person and/or organization conducting the baseline testing. Actual data from the test will not be shared with HWS or the school system.

### **Player Safety**

Young hockey players tend to believe they are invincible. It is important they understand how severe head injuries are, and that it is their job to properly protect themselves. Players should securely fasten their helmet and always wear their mouth guard properly.

When skating, players should have correct body stance and keep their head up. This will help them balance themselves for contact and also be aware of their surroundings.

Players must be able to communicate effectively with their coaches and parents. It is crucial that players are aware of the signs and symptoms of a concussion and to alert their coaches and parents if any arise during a game or practice.

## Identifying possible injury

### **On-Bench Assessment**

The following are ways to assess a player if you suspect a concussion. This is not a diagnostic tool, and the player should still be seen by a health care professional.

MEMORY: Ask the player questions they should know the answer to, such as date, period, and opponent.

FOCUS: Talk with the player; are they focusing on the conversation? Able to speak with coherent sentences?

PHYSICAL TEST: Ask the player to touch their finger to their nose numerous times; is the player able to do this properly?

### **OBSERVED BY COACHING STAFF**

1. Appears dazed or stunned
2. Is confused about assignment or position
3. Forgets general hockey plays (breakout, etc...)
4. Is unsure of game, score, or opponent
5. Moves clumsily
6. Answers questions slowly
7. Loses consciousness (even briefly)

### **SYMPTOMS REPORTED BY ATHLETE**

1. Headache or "pressure" in head
2. Nausea or vomiting
3. Balance problems or dizziness
4. Double or blurry vision
5. Sensitivity to light and/or noise
6. Feeling sluggish, hazy, foggy, or groggy
7. Concentration or memory problems

- |  |                          |
|--|--------------------------|
| 8. Shows behavior or personality changes             | 8. Confusion             |
| 9. Can't recall events prior to or after hit or fall | 9. Does not "feel right" |

Observation of athlete should continue for 5-10 minutes secondary to possible delayed onset of symptoms.

\*\*\*Once an athlete is removed from play or practice for a suspected concussion, they will not return to play or practice until evaluated and cleared by a trained health care professional.\*\*\*

## Action Plan

**If you suspect a player has a concussion, you should take the following steps:**

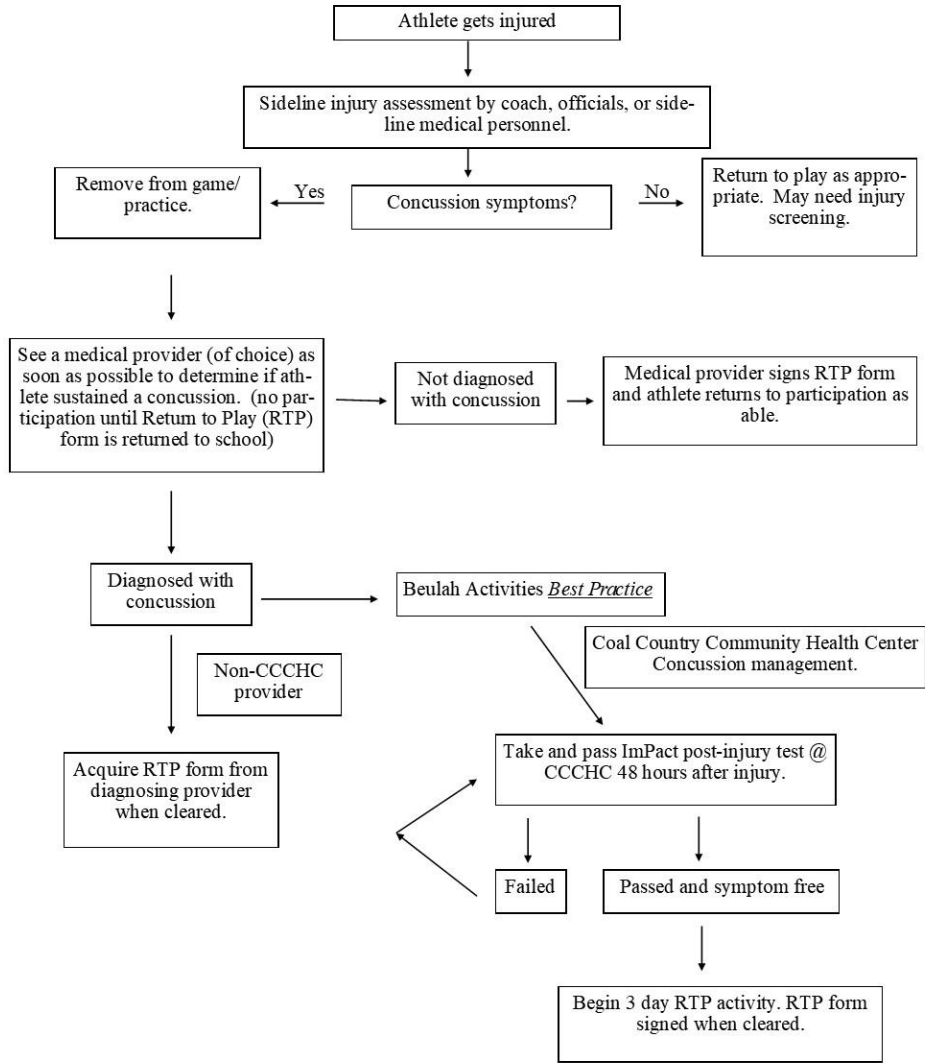
- 1) Remove athlete from play, keep him/her supervised, and alert the athlete's parents of their signs and symptoms.
- 2) Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
- 3) Inform athlete's parents of HWS Hockey suggested "Best Practices" guidelines, and refer athlete's parents to the "Parents Fact Sheet".

## Return to Play

Once athlete has been seen by health care professional, is symptom free, and his/her ImPact testing is back to baseline, they will participate in and pass a gradual return to play protocol which will be 3-5 days supervised activity before obtaining clearance for full return by medical personnel.



# Concussion Flow Sheet



## Registration Policy:

Registration online is available through the web site [www.hazenwintersports.com](http://www.hazenwintersports.com). Registration typically takes place in the fall of the year. During the process, members are required to consent to reading the HWS Handbook and other required publications from USA Hockey or the North Dakota Amateur Hockey Association.

Prior to registration each year, the Board of Directors will set the fee schedule for each level of play, termites through high school. The fee is due upon registration. Those not fulfilling the fundraising or volunteer requirements will be invoiced the respective amount at seasons end.

Because it is necessary to plan for team numbers prior to the beginning of the hockey season, it is recommended that players register at the designated time.

HWS recognizes the need to support families suffering hardship. Any family financially unable to meet the fee requirements is asked to contact the Program Director for special consideration.

Hardship cases will be decided by the Program Director and Board President on a case by case basis.

## Hazen Winter Sports Member Fees, Fundraising and Volunteer Requirements

Hazen Winter Sports is a Parent Run organization that requires support from its member base to function. Your fees, fundraising efforts and volunteer hours are essential to keep costs reasonable and to ensure opportunities for the youth we serve now and in the future. The Board of Directors continually evaluates ways to minimize the cost to participate and the mix of ways to subsidize the program. The successful operation of our organization is dependent upon you, our members. Registration is conducted electronically at [Hazenwintersports.com](http://Hazenwintersports.com). Fees are due based on dates published at the time of registration unless other arrangements are made with the Program Director. At registration, you will be asked to provide payment for the HWS and USA Hockey Membership Fees (dependent on participant age). In the event that past fees are owed, the player may not be allowed to participate in current or future activities until such fees are paid. Program Fees vary based on the player's level of participation.

## Fundraising & Volunteering

Your fundraising efforts and volunteer hours are greatly appreciated. They are essential in keeping costs reasonable and ensuring opportunities for the youth we currently serve and for those in the future.

Each family must commit to fulfill both the fundraising and the volunteer requirements as defined for each level and program for each hockey season. Those failing to participate in either or both

activities will be invoiced a non-compliance fee of \$400.00 for failure to complete concessions duties and/or \$75.00 for failing to assist with cleaning / working activities.

Work the minimum required concessions shifts. No one under the age of 14 can work any concessions or gate shift, and each worker under the age of 18 must be accompanied by a separate adult. Also there can be a maximum of 1 worker age 14 or 15 working any given shift, regardless of the number of adults working." Additionally, members are required to volunteer for "game activities" such as running the clock, score keeping, penalty box administration, ice resurfacing and general post-game cleaning of the arena. Training opportunities for newer members, or those needing a refresher, will be available prior to the start of the season. Younger family members may not work the clock or scorekeeping.

Each family must fulfill BOTH the fundraising /volunteer requirements. This requirement is for all age levels. Those not fulfilling the fundraising/working requirements will be invoiced at seasons end.

## Open Ice Policy

All ice time for Hazen Winter Sports Association, Inc. (HWS) is scheduled through our Program Director. Any time not scheduled or open on our posted ice schedule may be requested, or made available to rent for local individuals or clubs. Such ice time needs to be used for no more than one hour to allow all groups access to our ice unless approved by HWS Program Director.

## OTHER IMPORTANT INFORMATION

### Volunteer Opportunities/Committees

It is the policy of the Hazen Winter Sports Association, Inc. (HWS) to implement a committee system in order to involve more members in HWS decisions and decrease the workload of the Board of Directors, thus increasing effectiveness of the program.

Board members serving on committees will act as committee chairs and will be responsible to name additional committee members. It is advisable that each committee be represented by a member from each level of the program to the greatest extent possible.

### COMMITTEE: Facilities & Maintenance

PURPOSE: To pursue the planning, construction, and maintenance of the facilities and physical equipment necessary to support the ongoing programs of HWS.

STRUCTURE: The Committee is to be made up of 2 members selected from the Board of Directors and up to 8 members at large recruited from the membership of HWS.  
(RESPONSIBILITES:

1. Organizing and supervising labor crews for the erection, maintenance, and cleaning of buildings and equipment for operations of HWS activities.
2. Planning for any short-term and long-term equipment or facilities needs for future HWS activities.
3. Preparation of an annual budget estimating the expenses to complete the projects for that year.

#### COMMITTEE: Events and Fundraising

**PURPOSE:** To plan and administer any events which promote HWS and its activities and may offer financial enhancement to the organization.

**STRUCTURE:** The committee is to be made up of 3 members selected from the Board of Directors and up to 5 members at large recruited from the membership of HWS.

**RESPONSIBILITIES:**

1. To plan and coordinate major fund-raising events.
2. To submit budgets to the HWS Board of Directors for approval relative to special events.
3. To secure special events to promote HWS income and activities.
4. To work with the Blue Line Club (if active) to coordinate events.

#### COMMITTEE: Concessions and Gate

**PURPOSE:** To plan, implement, and monitor the operational activities required to operate games, tournaments and other events during the regular season, and to assist the Finance Committee as necessary or requested.

**STRUCTURE:** The committee is to be made up of 2 members selected from the Board of Directors and up to 4 members at large recruited from the general membership of HWS.

**RESPONSIBILITIES:**

1. To plan and coordinate concessions activities at the All Seasons Arena.
2. To work with the Program Coordinator to assign volunteers as necessary to implement the concessions and ticketing areas.
3. To make recommendations to the Board of Directors pertaining to the implementation of the activities consigned to the committee.
4. To assist the Tournaments and Events Committee in the financial enhancement of their events.

#### COMMITTEE: Finance & Budget

**PURPOSE:** To prepare a budget statement for the annual operations of HWS and be responsible for overseeing expenses and assisting income producing activities of HWS.

**STRUCTURE:** The committee is to be made up of 2 members selected from the Board of Directors and up to 4 members at large recruited from the membership of HWS.

**RESPONSIBILITIES:**

1. To plan an annual budget for review by HWS Board of Directors based upon anticipated expenses derived from previous years analysis and supportable by anticipated revenues.
2. To assist in any matters necessary to reduce any HWS indebtedness.
3. To monitor and assist the HWS Gaming Committee in its financial operations.
4. To assist in planning adequate fund-raising activities to support the HWS programs.
5. To make recommendations to the HWS Board of Directors relative to financial expenditures and obligations at the request of the HWS President.
6. To prepare and present the proposed budget at the annual meeting in April.

**COMMITTEE: Communications, Advertising, Publicity & and Sponsorship (CAPS)**

**PURPOSE:** To inform the membership of the HWS of any activities relevant to the programs pursued and to communicate events and involvements to the mass media to better inform the area public on our activities.

**STRUCTURE:** The committee is to be made up 1 of member selected from the Board of Directors and up to 2 members at large recruited from the membership of HWS. (DKE note – this should probably be larger now that we have combined 2 of the former committees into 1)

**RESPONSIBILITIES:**

1. To promote activity attendance by announcements and media releases.
2. To keep HWS members informed of activities via a regularly distributed newsletter.
3. To work with the NDAHA on any matters that require public communication.
4. To regularly update and maintain the HWS webpage.

**COMMITTEE: Program**

**PURPOSE:** To plan, propose, implement, and monitor the program activities necessary for the operations of the youth registered into HWS activities.

**STRUCTURE:** The committee is to be made up of 2 members selected from the Board of Directors, the HWS Program Director, and up to 6 members at large recruited from the membership of HWS.

**RESPONSIBILITIES:**

1. To plan and implement youth registrations for all HWS activities.
2. To make recommendations to the HWS Board of Directors relating to numbers of teams, their level of play, and numbers of players on each team.
3. To advertise for, interview, and recommend selection of the coaching staff for the youth activities of HWS.
4. To make recommendations to the HWS Board of Directors on any problems or disciplinary matters relating to the program implementation or participation.
5. To assist HWS in developing, educating, and contracting quality on-ice Officials and Bench Officials.
6. To assist HWS in Coaches development and education to improve the overall program.
7. To prepare manuals for coaching assistance and general information booklets.

8. To implement educational seminars for the parents and general membership as requested.

#### COMMITTEE: Tournaments/Jamborees

**PURPOSE:** To plan and pursue any tournament available that utilizes club facilities to promote HWS youth activities or offer financial assistance to the club in its operations.

**STRUCTURE:** The committee is to be made up of 2 members selected from the Board of Directors and up to 4 members at large recruited from the membership of HWS.

**RESPONSIBILITIES:**

1. To set tournament goals for the approaching season and prepare plans to accomplish these goals.
2. To present a workable budget for each tournament for consideration by the Board of Directors.
3. To coordinate utilization for the facilities for the tournaments with the facility management.
4. To prepare bids for considerations by the NDAHA for any State Tournament events, with the bid proposal to be approved by the Board of Directors prior to presentation to the NDAHA.

#### COMMITTEE: Grievance

**PURPOSE:** To provide HWS members access to a process by which complaints, disputes, and other significant concerns can be addressed, reviewed, and resolved in a fair and balanced approach.

**STRUCTURE:** The committee is to be made up of 3 members selected from the Board of Directors and up to 4 members at large recruited from the membership of HWS. A minimum of 3 objective committee members, at least two of whom are board members, must assemble to review grievance reports. (DKE note – the earlier section on grievances seemed to imply that ALL members of the Grievance Committee must assemble, and if they are not available, the President is supposed to appoint a “temporary” member as a replacement.)

**RESPONSIBILITIES:**

1. To objectively review written grievance reports.
2. To provide recommendations for resolution directly to the affected parties or recommend corrective measures to the Board of Directors.
3. To efficiently submit the committee’s decision in writing to all parties and the Board of Directors.

#### COMMITTEE: Gaming

**PURPOSE:** To oversee the operations of charitable gaming, organized to provide financial support to HWS.

**STRUCTURE:** The committee is to be made up of 2 members selected from the Board of Directors and up to 4 members at large recruited from the membership of HWS.

RESPONSIBILITIES:

1. To work with and manage HWS gaming employees.
2. To seek and maintain gaming sites profitable to the organization.
3. To recommend the expenditure of gaming monies to best support HWS, within the limitations of the law.

COMMITTEE: SafeSport

PURPOSE: Oversee the creating of the safest possible environment for participation in hockey.

STRUCTURE: The committee is to be made up of 1 member selected from the Board of Directors and up to 4 members at large recruited from the membership of HWS.

RESPONSIBILITIES:

1. To manage and enforce HWS SafeSport program.
2. To ensure HWS is update and any changes in SafeSport regulations and recommend changes to the board.