



BLACKHAWK HOCKEY ASSOCIATION

Member Policy Handbook

United Civic Center
415 Maple Street
Baldwin, WI 54002



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BLACKHAWK HOCKEY MISSION STATEMENT

Blackhawk Hockey Association develops youth hockey players of all skill levels in Baldwin and surrounding communities and provides the opportunities to play organized competitive hockey in a way that promotes good sportsmanship and a love of the game resulting in a great experience for all participants.

SECTION 1: ORGANIZATION AND AFFILIATIONS

1.1 Blackhawk Hockey Association (BHA)

BHA is a Wisconsin non-profit, tax exempt, corporation dedicated to promote hockey for youth in the communities we serve. BHA was organized in 1972 and is classified a Division 3 association.

BHA teams play in Region 6 of the Wisconsin Amateur Hockey Association (WAHA), is a registered member of USA Hockey and is a member of MN Hockey District Two. In addition, BHA teams participate in a variety of invitational tournaments and compete to advance to WI state tournaments.

BHA uses and maintains ice at the United Civic Center at 415 Maple Street in Baldwin, WI.

1.2 USA Hockey

USA Hockey, Inc. is the national governing body for the sport of ice hockey in the United States. USA Hockey's mission is to promote the growth of hockey in America and to provide the best possible experience for all participants.



1.3 Wisconsin Amateur Hockey Association (WAHA) - Region 6

WAHA is the parent organization for Wisconsin Amateur Hockey. WAHA exists to provide the foundation for players of all ages and all skill levels to learn and love the game of ice hockey.

1.4 Minnesota Hockey- District 2

Minnesota Hockey is the governing body for the game of hockey in the state of Minnesota. BHA teams may participate in Minnesota Hockey District 2 league play due to the proximity of games.

1.5 Board of Directors

The BHA is governed by a board of directors which is elected from and by BHA members.

- Consists of 13 members, each with a two year term
- Executive Officer positions include President, Vice President, Secretary and Treasure. These positions are elected by voting from current board members.
- Positions are not paid and are on a volunteer basis. No volunteer service hours are earned for serving on the board, except for executive positions.

BHA Board of Directors responsibilities include but are not limited to:

- Establish procedures and rules for monthly meetings.
- Maintain and set policies, code of conducts and committees for the association.
- Transact all business and affairs for the association.

Please see the BHA website,

<https://baldwin.pucksystems2.com/page/show/25071-about-us>, for current information on board of directors and committees members.

SECTION 2: PROGRAM LEVELS

Levels of play are generally determined by a player's age. Each year, the BHA Board of Directors will assign a Board Liaison to each age level. The Board Liaisons will not have a child playing at his/her assigned level and will be responsible for handling inquiries



and concerns at that level. They will work closely with the Coaches, Team Managers and family members to come to resolution on issues raised. When necessary, the Board Liaison will escalate issues to the BHA Board of Directors for support and assistance.

Girls' teams at the U10, U12 and U14 level are a part of a co-op relationship with River Falls Youth Hockey Association.

High school teams are run through WIAA and the local school districts. Players must be in 9th to 12th grades, abide with their school's athletic code and meet the requirements established by the school district. In addition to that, players and family members will be registered through BHA and participate as an association member per the guidelines of this handbook.

2.1 Learn to Skate (LTS)

The LTS program is intended for first year skaters who need to develop skating skills. Players do not need to know how to skate to join the LTS level. BHA provides all necessary equipment at no additional cost to players.

2.2 Learn to Play Hockey (LPH)

The LPH level is a player's introduction to stick and puck handling. The LPH level is ideal for skaters who have graduated from LTS.

2.3 Mite/U8

The primary focus at the Mite level is to develop individual skills with emphasis on skating basics, puck skills and local area jamborees (games). The Mite level has an average of two practices per week.

2.4 Squirt/U10

The squirt level practices on average two times per week. You don't need to know how to skate to join this level. Tryouts may be necessary and held for team placement if registration numbers dictate more than one team.

2.5 Pee wee/U12

The pee wee level practices on average three times per week. Slap shots are introduced at the level. On occasion new skaters will join the program at this level but it takes effort and practice to be able to comfortably participate on an equal level as experienced players.



2.6 Bantam/U14

The Bantam level is the highest level a youth plays before entering high school hockey. For boys, body checking is introduced at this level. On average, Bantams practice three times a week.

SECTION 3: HOCKEY POLICIES

3.1 Scheduling

As a member of the Minnesota Hockey District Two, BHA must adhere to their policies and guidelines. Please see the established game and tournament limits, by level, below. Co-op teams will adhere to the higher limits of the associations involved in the co-op.

Level	Maximum Games Per Season	Maximum Tournaments Per Season
LPH	4 Cross-Ice	3
Mites/U8	15 Half-Ice	3
Squirts/U10	30	3
Peewees/U12	35	4
Bantams/U14	40	4

- Tournament games are included in the season's maximum game limits. Game and tournament limits do not include regional playoff, state tournament or central district games. A scrimmage is not an official game and scores are not reported. Coaches or scheduled referees on the ice may serve as officials. Teams will be allowed to participate in 2 scrimmages each season.
- No team is allowed to go over their game and tournament limit without prior approval of the Coaches Committee and BHA Board of Directors
- It is expected that each team will participate in their home tournament.



3.2 Tryouts

At the beginning of each season, if the Coaches Committee determines that there are enough registered players at the squirt/U10, Peewee/U12 or Bantam/U14 levels for more than one team, try-outs will be held to determine rosters for each team.

- The Director of Hockey will appoint a try-out evaluation team. The individuals selected will be unbiased parties with no connection to the level in which they are evaluating who will complete a ranking of all players trying out.
- The Director of Hockey will appoint coaches that will run on-ice drills and organize players during the try-outs. These individuals running on-ice activities at each level will not be a coach at that level or have a child playing at that level. These coaches will use the drills provided by the Director of Hockey.
- Players will participate in age-appropriate skill drills and game situation activities and will be evaluated on skating skills, puck control and general game play. In addition, the results will take into consideration effort, teamwork and on-ice awareness.
- All try-outs will be closed to spectators. Family members may drop off the player, assist with dressing and other preparation, but must leave the arena by the time the try-out starts. During the try-out, BHA will assign 1-2 board members to monitor the arena for bystanders and to be available if there is an off-ice player need.
- Prior to try-outs, please prepare your player by making sure skates are sharpened, all equipment is available and fits appropriately and having your player at the arena at least 30 minutes prior to the scheduled try-out time.
- Players will NOT be informed of team placement at the arena – players may leave the arena after the try-out is complete. Players and parents are asked not to approach the coaches and/or evaluators for information. Each player will be notified by phone of the team placement by a coach, the Director of Hockey or a member of the Board.
- If a player tries out as a goaltender at the squirt, peewee or bantam level, it is assumed that there is a commitment to play goalie for the season.

3.2.1 Tryout Attendance

Every attempt should be made to attend try-outs. Even if you're child has no interest in playing on a higher level team, it will give them ice time and help them prepare for the process in future years



- **Planned Absences**
 - If there is a reason that your player has to miss try-outs, written notification must be given to the Director of Hockey no later than seven days prior to the try-out date. If approved, evaluators will attend the last practice before try-outs to rank the player.
- **Illness, Injury, or Family Emergency**
 - In the event a player is ill, injured or unable to attend try-outs for a family emergency or death, the Director of Hockey must be notified no later than 10:00am the day of try-outs. Consideration will be given to the circumstances. If it is determined by the Director of Hockey and the Coaches Committee that, per physician's orders, the player will not be able to participate in the next two scheduled practices for that level, try-outs will be considered complete. If it is felt the player will be healed, that level will continue to practice together as a group until the player returns (no more than 2 practices). The player will then be evaluated at the first practice he/she returns to. Notifications to all players will take place after the player is evaluated.
- **Other Absences**
 - All other absences will be considered unexcused and will impact the player's evaluation rating.

3.3 Player Movement

In all situations, the BHA Board of directors reserves the right to balance the number of players per team, determine the number of teams at all age classifications and oversee the movement of players in the best interest of the association.

3.3.1 Player Transfers and Releases

BHA believes that every player should skate with peers in their community. Any player is welcome to play with BHA provided that his/her family resides within the school districts of Baldwin-Woodville, St. Croix Central, Glenwood City or Spring Valley. WAHA has determined that, in most circumstances, youth are required to play within the association that includes the school district they attend.

If a player would like to join BHA, but lives outside of those boundaries, a written release from the neighboring association will be required and all release/transfer requests must be approved by WAHA.



Any player who desires to leave BHA for another association, while still living within BHA boundaries, must request a letter of release from the BHA Board of Directors. BHA reserves the right to deny such requests.

BHA adheres to WAHA rules and regulations related to the release and transfer of youth players.

3.3.2 Playing at Higher Age Classification

In all situations, the BHA Board of Director reserves the right to balance the number of players per team, determine the number of teams at all levels and oversee the movement of players in the best interest of the association. Additionally, BHA agrees with USA Hockey that the overall makeup of a player, including emotional, social and physical development, is best served by having him or her progress naturally through the established age classifications. With that said, BHA recognized that situations outside of the normal scope of this policy may arise and may, in those situations, approve player move -ups. Move -up decisions occur season by season and do not follow a player through his/her youth career.

3.3.2.1 Parent/Player Request to Play at Higher Age Classification

In all cases where the player move is declined or the criteria is not met, there are no assumptions as to the level of play. The player must try-out at their current level. All decisions of the BHA Board are final and not subject to appeal.

Skater Procedure

- The player move-up request must be submitted in writing, with a non -refundable check for \$50, to the BHA Board of Directors no later than the September board meeting .
- The player will attend try -outs for both their age level and the requested level .
- In order to be eligible to move to the higher level, the player must finish within the top 30 % of the number of skaters that will be assigned to the “A” team (not to include goalies) . If there is only one team at the higher level, a try-out will be held to determine the player’s ranking and eligibility for playing up.



Goaltender Procedure

- For a goalie to qualify to move to a higher level, there must be a vacancy on a team at that level (i . e . a team with no goalie) .
- All interested goaltenders will attend try -outs for both their age level and the requested level .
- Following the try -out, the highest ranking goalie will be eligible to move to the higher level . The remaining goalies will play with their appropriate age level teams .
- If a player meets the criteria to play at the next level, a fee of \$50 will be collected .

3.3.2.2 Board Request to Play at Higher Age Classification

On occasion, the BHA Board of Directors may decide that an additional player or players are required to field a team at a specific age classification. In such a scenario, players at the lower age classification may fill the spot(s) by moving up, at the Board's request, to the higher level of play.

Procedure

- The BHA Board of Directors will provide the Director of Hockey a directive describing the request. Specifically, the number of players needed to be re-classified.
- The Director of Hockey will work with the prior year head coaches to identify a list of players to be considered. The criteria required to maintain physical safety and emotional well-being shall be considered first and foremost.
- The Director of Hockey shall contact the parents of the players and seek parental approval.
- If parental approval is obtained, the players will be required to participate in try-outs and will be placed on the appropriate team based on try-out evaluations.
- All players will be required to pay the registration fees at the level they are playing.

3.3.2.3 Requests to Play at a Lower Age Classification

BHA must follow strict maximum age classifications at the U10/Squirt, U12/Peewee and U14/Bantam levels per USA Hockey and WAHA guidelines. BHA does not have the



authority to grant such requests. Any request must be made through WAHA. The BHA Board of Directors doesn't have control of any provisions that might be included in WAHA approvals – for example, an individual playing at a lower age classification may not be eligible to play in play-offs or participate in any state tournament with his/her team.

Procedure

- A request for a player to move down will need to be made, in writing, by the player's parents to the BHA Board of Directors no later than August 1st prior to the upcoming season. This letter should, at minimum, include the reasons for the request to move your player and any comments from the player's prior year head coach.
- Provide a letter from the player's doctor identifying any physical limitations that support the request. At a minimum, the player's age, height and weight should be included in the letter.
- The BHA President will draft a letter to the WAHA Registrar detailing the request.
- WAHA will approve or deny the request and the President will inform the family of WAHA's decision.
- The player will then try-out at the level of play that has been approved for the player.

3.3.4 Double Rostering

A player is permitted to be on more than one roster, but must meet the rules established by WAHA and USA Hockey, as well as abiding by the BHA guidelines as outlined on this page.

Guidelines

- Double rostered players will only be added to a Squirt level or higher roster when the higher level team has 11 or fewer players on the team and will only allow double rostering to extend the team roster up to 16 players.
- Double rostering is not permitted simply for the sake of strengthening the team.
- All double rosters must be approved by the Coaches Committee and the BHA Board of Directors prior to having the rosters finalized.



- The parent of the player must support the double roster. If the parent does not approve, they can deny their child being added to the secondary roster. In that case, the next player on the list according to ranking will be asked.
- When double rostered, the player will be allowed to practice with the secondary team, but must also attend primary team practices. The double rostered player must also play in a minimum of 5 games with the secondary team in order to qualify to play with that team during regional play-off or state games. Those five games must take place between December 15th and the 1 st regional play-off game. Per MN District 2 rules, double rostered players may not play with their secondary team during MN D2 games.
- The original team, the one at the appropriate age level, will be the primary team for the double rostered player. The double rostered player will not be permitted to miss a game for his/her primary team to play with the secondary team.
- A double rostered player cannot play a game with the secondary team if the primary team for that player has a game later that same day. If the primary game is prior to the secondary game, the double rostered player can participate in both.
- When there are insufficient numbers to support a team at a particular age level, the Board may choose to have a limited play team. A team in that classification would double roster players to field a team. These are set up and handled on a case-by-case basis with Board approval. Players on those rosters would be allowed to play the secondary team's schedule without limitations. The only exception would be missing their primary team's game for state, which would also be handled by the Board on a case-by-case basis.
- To become eligible for regional play-offs and state, the double rostered player must meet all WAHA and USA Hockey rules.

3.3.5 Player Movement within the Same Age Classification

BHA will not accept requests for player movement between teams within the same age classification after teams have been assigned. This is not allowed based on WAHA and MN Hockey registration policies.



3.4 Zero Tolerance Policy

Blackhawk Hockey Association adheres to the Zero Tolerance Policy defined by USA Hockey. This policy calls for all players, coaches, officials, team officials, administrators and parent/s spectators to maintain a sportsmanlike atmosphere in an effort to make hockey a more desirable and rewarding experience. Players and Coaches may receive a minor penalty for unsportsmanlike conduct, such as openly disputing an official's decision, use of obscene or vulgar language or visually demonstrating any sign of dissatisfaction with an official's decision. In the event that a parent or spectator displays inappropriate or disruptive behavior, the officials may stop the game and order the removal of the violator from the viewing and game area. Inappropriate and disruptive behavior will include the use of obscene or vulgar language, taunting of players, coaches, officials or other spectators, throwing any object in the viewing area, players bench, penalty box or on the ice surface and physical violence or the threat of physical violence.

3.5 Whistleblower Policy

It is the intent of Blackhawk Hockey Association to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support BHA's goal of legal compliance. If any board or association member of BHA reasonably believes that any policy or practice of BHA is in violation of the law, a written complaint may be filed with the BHA President. A board or association member is protected from retaliation when taking appropriate measures to bring alleged unlawful activity, policy or practice to the attention of the BHA President and provides the BHA Board of Directors with a reasonable opportunity to investigate and correct the alleged unlawful activity. No board member shall retaliate against a member who, in good faith, has raised a complaint against practices of the Board, or of another individual or entity with whom the Board had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. No board member shall retaliate against a member who discloses, or threatens to disclose, to a public body any activity, policy or practice of the Board that the member reasonably believes is in violation of law, rule, regulation, mandate or public policy concerning health, safety, welfare or protection of the environment.

SECTION 4: INDIVIDUAL RESPONSIBILITIES

4.1 Coaches Responsibilities

Every person interested in coaching within BHA must submit a completed application by August 1st for the following season. All coaches must:

- Be registered with USA Hockey.



- Complete a WAHA-sanctioned background screening every two years.
- Complete USA Hockey SafeSport Training every one year.
- Maintain current CEP certification appropriate for the age level you are coaching – CEP certification must be in place by January 1 st of the current season to participate.

The Coaches Committee, led by the BHA Director of Hockey, will review the qualifications and philosophies of each coaching applicant and, as a Committee, will appoint head and assistant coaches for each youth team. These appointments will then be approved by the BHA Board of Directors.

Once the selection process is completed and finalized, all coaches must cooperate for the benefit of the players

4.1.1 Coaches Helmet Policy

Per WAHA and USA Hockey guidance, and for the safety of coaches, all on-ice coaches and instructors must properly wear an approved ice hockey helmet during all on-ice sessions, including practice, controlled scrimmages and all coaching education clinics and/or workshops. The first time a coach is observed not wearing a helmet, he/she will be suspended for 30 days from all activities involving USA Hockey registered programs. With the second offense, the coach will lose his/her USA Hockey coaching privileges for one year and his/her right to coach in any WAHA State Tournament for 3 years.

4.2 Director of Hockey

The mission of the director of Hockey is to support the efforts of the USA Hockey Development Model by assisting head and assistant coaches within the association to support and implement the ADM best practices. ADM is a long term athlete development strategy for all ages of play 6U- Adult.

- Help coaches implement ADM
- Serve as a liaison between WAHA Coach in Chief, WAHA GrassRoots Committee and local association coaches. The Association's Director of Hockey should have regular communications with association coaches.
- Know and understand theADM framework grounded with the principles of Long Term Development. Be able to effectively articulate LTAD principles to youth hockey administration, coaches and parents.
- Understand and help disseminate resources and support materials from the WAHA website and USA Hockey website.
- Make recommendations on new resources and information needed to drive the acceptable success of hockey development at the association level.

BHA's Director of Hockey is responsible for determining what level each youth hockey team plays at for Minnesota District 2.

4.3 Manager Responsibilities

Each team will need a Team Manager to experience a smoothly run season and fulfill



team expectations - generally a parent volunteer appointed by the Head Coach. It is strongly suggested that the Team Manager not also be a Coach. One Team Manager is usually sufficient, but some teams may choose to split the job amount with multiple Team Managers. Team Managers earn 15 work hours per season for participating – to be split among multiple managers as agreed. Some common tasks performed by Team Managers include:

- Schedule home and away games, if requested by the head coach.
- Schedule team tournaments.
- Communicate with the Ice Scheduler regarding requested and unused ice time.
- Schedule game workers (clock, scorekeeper, concessions, cleaning, etc).
- Coordinate the assignment of locker rooms for home games.
- Communicate changes in schedule to the referee scheduler.
- Manage team schedule and communication to families.
- Manage the team's equipment inventory, if applicable.
- Distribute forms, surveys, fundraiser packets and other information to families.
- Collect materials, payments and forms and turn in, as requested by the Board or Registrar.
- Maintain possession of team records, including verified rosters, coaching certificates, scorebook stickers, etc.
- Track and communication fundraising information and deadlines.

Every Team Manager within BHA must

- Communicate the purpose of all fees collected and only collect the exact amount from families for all tournament and other fees – collecting additional funds for future team expenditures is not permitted
- Complete a WAHA-sanctioned background screening every two years
- Complete USA Hockey SafeSport Training every one year.

4.4 Game Official Responsibilities

For home games and some away games, teams will be responsible for providing the required volunteer workers to perform supporting functions. Unlike your home tournament, hours worked at games DO count toward your required service hours.

- Timekeeper – This position runs the time clock for games. Workers must be 18 years or older and should have previous timeclock training or experience. Training is offered regularly and always available, upon request.
- Scorekeeper – This position records scoring and other statistics during a game. The Scorekeeper is also responsible for obtaining the team line-ups from the Coach or Team Manager prior to each game. Scorekeepers must be 18 years or older and should obtain some basic instruction prior to working the position on their own.
- Penalty Box Attendant – This position is situated in one penalty for the duration of the game and opens the door for players, as well as monitors release of players back to the game. Penalty Box Attendants are also



responsible for removing nets from the ice while it is being resurfaced. Workers must be at least 18 years or older.

- Zamboni – You **MUST** be sufficiently trained in order to operate the Zamboni. Each team is responsible for resurfacing the ice at the beginning of, and during, their ice time. Workers must be 18 years or older.
- Concessions – This position staffs the concessions stand. In times that concessions customers are not present, workers should ensure everything in the stand is stocked and clean, as well as the lobby area. Workers must be at least 16 years or older unless there is adult supervision.

4.5 Locker Room Attendant Responsibilities

It is the policy of BHA and WAHA that every team have at least one responsible screened adult present directly monitoring the locker room during all team events to assure that only participants (coaches and players) and approved team personnel are permitted into the locker room at all times. The Locker Room Monitor in conjunction with the coaches will also supervise the conduct in the locker room. There will be a coach and locker room monitor designated for each team game, practice, or scrimmage. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult is present.

Every Locker Room Attendant within BHA must :

- Complete a WAHA-sanctioned background screening every two years.
- Complete USA Hockey SafeSport Training every one year.

Locker Room Attendants will be filled by parent volunteers with the appropriate screening requirements. Attendants monitoring a locker room during events (i.e. before and after practices and games) will get volunteer hours for this role.

Please see separate more detailed locker room policy.

4.6 Member Responsibilities

BHA is a volunteer-only organization that is financially supported by only the funds raised through player registration and member fundraising events. Operating expenses of the association include, but are not limited to: building expenses, rents, arena maintenance, utilities, insurance, WAHA and USA Hockey registration fees, coaching and referee expenses as well as occasional equipment needs. The BHA Board of Directors and the Fundraising Committee will determine the annual fundraisers. All fundraisers, or stated buy-out, are mandatory for all members.

4.6.1 Fundraising

- **Fall Fundraiser**
Each fall, at the beginning of the season, BHA will have a mandatory fundraiser involving the sales of goods (i.e. pizza or other consumer



goods). The distribution and deadlines for this fundraiser will be communicated to all members. Minimum sales will be required by each family in order to sustain the association's fiscal needs. Members will be offered an opportunity to buy out of this fundraiser for an established fee.

- **Winter Fundraiser**

Each year, BHA will sponsor one additional fundraiser involving the sales of a predetermined item (i.e. raffle tickets or another consumer good) by the board of directors. The distribution and deadlines for this fundraiser will be communicated to all members.

- **Home Tournaments**

Our largest fundraiser can be the hosting of invitational tournaments at any level. Each team will be required to plan and staff the home tournament at their level. Each family will be assigned a required number of work shifts by the tournament planner(s) and is required to fulfill each of those assigned shifts. Every required work shift not fulfilled will result in a \$100 penalty fee. Tournament hours DO NOT count towards the required member work hours. Families may be asked to contribute a small fee or food donation toward concessions sales for their tournament.

4.6.1 Service/Volunteer Hours

BHA is a community-based organization fully run by volunteers. Therefore, all members are required to help support the activities of the association through volunteer hours and, to ensure that the workload is somewhat balanced, BHA has established work hour minimums by family (detailed below). Single-parent households may apply to the BHA Board of Directors for a reduction in work hours, which the Board will review and make determinations on a case-by-case basis. Each team is required to staff their home games and some work slots will be required for certain away games. Hours worked for home and away games do count towards your service hours requirements. Your team manager will request volunteers for each work spot required during a given game. Any spots that are not filled will be assigned to a family by the manager. Unfulfilled work spots will be reported to the BHA Board of Directors.

To ensure that the participation of the workload is somewhat balanced, service requirements are as follows (per family)

Winter Hour Requirements - October through March

- 25 hours for first year association members
- 35 hours for all others
- At registration, a check totaling \$350 (\$250 for first-year members), dated April 1st of the following year, will be collected. This serves as a "deposit" towards winter work hours. If all required winter service hours are fulfilled the check will be destroyed or returned. In the event that a family does not fulfill the required winter service hours, that check will be deposited and applied to association expenses. There will be no "pro-rating" of winter work checks.

Summer Hour Requirements- April through September

- 25 hours for all members



- Summer hours will not be required for the families of seniors who graduated that prior season, assuming they have no other players in the association
- At registration, a check totaling \$500, dated October 1st of the following year, will be collected. If all of your minimum summer service hours are fulfilled, this check will be destroyed or returned. If all of the 25 required summer hours are not fulfilled, this check will be deposited and you will be provided a refund check equal to \$20 per hour worked during the summer period. *For example, if you work 14 service hours April through August, your \$500 check will be cashed in October and, in return, you will receive a \$280 check in recognition of the work hours fulfilled.

Service hours may not be carried into the next season or year. Members may not gift service hours to other members unless approved by the BHA Board of Directors. Each family is responsible for recording their own service hours and ensuring they are reported to the Service Hour Coordinator by communicated deadlines.

Hours worked at your team's home tournaments do not count towards your service/volunteer hours.

4.6.1.1 Claiming/Submitting Volunteer Hours

BHA has an online tool for claiming volunteer hours called DIBS. Team Managers are responsible for creating Dibs for their individual teams for practices, games, and home tournaments. Team managers may also choose to create work slots in other systems that work best for their team's families.

Volunteer hours done not via DIBs can be manually submitted to workhours@blackhawkhockey.net These include hours claimed for, but not limited too:

- Team managers- who will receive 15 volunteer hours (to be split among managers if more than one per team).
- Coaches- who will receive 20 volunteer hours and 10 volunteer hours for each additional team coached.
- Cleaning
- Maintenance work

SECTION 5: CODES OF CONDUCTS & RESOLUTIONS

Please see separate, more detailed, code of conducts in the appendixes of this handbook.

5.1 Player code of conduct

*Please see appendix A for full Documentation of Player Code of Conduct



Each year we want all hockey players and their parents or guardians to know what is expected of them throughout the hockey season. Everyone should endeavor to have a fun learning experience with minimal distractions. It is our hope that with mutual consent from players, parents, and coaches that this will be accomplished. Cooperation and teamwork are vital to your team's success!

- Work hard in School.
- Attend all practices and games and be on time.
- Be prepared to play.
- Be ready to learn.
- Have a winning attitude.
- Respect your teammates.
- Respect your coaches
- Respect the officials.
- Respect the Blackhawk Hockey Association.
- Respect the locker room.

5.1.1 Player code of conduct- Reporting Violations

Reports of any actual or suspected violations may be reports to the President, Vice President, board liaison or any current board member. Violations may also be reported to the team manager and/or head coach.

5.1.2 Player code of conduct- Resolutions

- **1st offense:** Special chores may be assigned or a player may be removed from game play, or “benched”, for one or more playing shifts, but less than one period. The Head Coach shall notify parents in person and via email, with Board Liaison and president cc'd, of the action.
- **2nd offense:** Player may be removed from game play, or “benched”, for one or more playing shifts, but less than one period. The Head Coach shall notify parents in person and via email, with Board Liaison and president cc'd, of the action.
- **3rd offense:** Player may be removed from game play, or “benched”, for one game. The Head Coach shall notify parents in person and via email, with Board Liaison and president cc'd, of the action.
- **Major Offense or Continued Violations:** Will result in a meeting between the Head Coach, parents, Director of Hockey and BHA Board Liaison at



that level to develop a corrective action plan, which may include or lead to suspension from all BHA activities and premises.

5.2 Association Member Code of conduct

*Please see appendix B for full Documentation of Association Member Code of Conduct

Parents play a major role when it comes to influencing youth hockey players to display good sportsmanship. Children often see their parents as role models and look to replicate their actions.

The code of conduct is intended to establish a policy that will return a level of mutual respect to the game.

- Remember you are your child's role model.
- Encouraging your own child will encourage the entire team.
- Don't compare your child with other players.
- Leave the coaching to the coaches.
- Recognize the importance of coaches.
- Support BHA zero tolerance policies.
- Treat everyone fairly.
- Communicate promptly and completely with the coaching staff.
- Treat opponents and officials with respect
- Actively encourage athletes to uphold the rules of their sport.
- Respect locker rooms as private areas for players, coaches, and officials.
- Discuss all concerns with team staff in a responsible, respectful and open-minded manner.
- Make sure your player has transportation to and from games, practices, scrimmages, and tournaments and that they arrive on time.
- Fulfill all financial and volunteer responsibilities to BHA.
- GET INVOLVED!



5.2.1 Association Member Code of conduct-Reporting Violations

Reports of any actual or suspected violations may be reported in writing to the President, Vice President or any board member within ten days of the violation. The written report should describe the offense in detail and who violated the policy. Violations may also be reported to the team manager and/or head coach. The board liaison and two additional board members who do not have a player on the team will review the report immediately.

5.2.2 Association Member Code of conduct-Resolutions

- **Class I Violations** may include, but are not limited to: use of vulgar or obscene language; taunting of players, coaches, officials or other spectators; throwing of objects; addressing a coach, official, player or volunteer in an unsportsmanlike or threatening manner; approaching an official following a game instead of following the appropriate channels for officiating complaints. Class I violations carry a penalty of one (1) week minimum suspension of the association member from all practices, games and/or team activities. The suspension begins when the Committee has reached a decision, but the Committee has the authority to suspend the offender until their investigation is complete.
- **Class II Violations** may include, but are not limited to: public disparagement of other members (false allegations); or a repeated Class I violation. Class II violations carry a penalty of a thirty (30) day minimum suspension of the association member from all practices, games and/or team activity. The suspension begins when the Committee has reached a decision, but the Committee has the authority to suspend the offender until their investigation is complete.
- **Class III Violations** may include, but are not limited to: threats of physical violence; physically shoving or abusing any player, coach, official, volunteer or spectator; activities that violate state or federal laws or pose a safety risk to any person; or a repeated Class II offense. Class II violations carry a penalty of a one (1) year minimum suspension for the association members from the program up to permanent termination from the BHA organization. The penalty begins when the Committee has reached a decision, but the Committee has the authority to suspend the offender until their investigation is complete. Class III violation penalties will require ratification by a majority of the Board of the Directors at a special or regular meeting where a quorum of the Board is present.



Any member has the right to appeal a decision by the committee of the board. The appeal is to be made in writing to the President of the BHA of directors within ten days of the decision rendered. The BHA board will review and render a decision regarding the appeal, once made, this decision will be final.

5.3 Locker Room Code of Conduct

*Please see appendix C for full Documentation of Player Code of Conduct

Blackhawk Hockey Association adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical, sexual and emotional abuse as well as other types of misconduct, such as bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, BHA 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.

Expectation for players:

- No horseplay- Do not push or shove anyone.
- Do not throw items.
- No disruptive behavior - especially while the coach is talking
- No ethnic, racial, or sexual comments or behavior
- Do not criticize or belittle another player
- Keep the locker rooms clean.
- Show respect to all coaches, volunteers, parents, and team mates.
- Absolutely no vandalism of any kind.

5.3.1 Locker Room Code of Conduct-Reporting Violations

Reports of any actual or suspected violations may be reports to the President, Vice President or any board member. You may also contact the WAHA SafeSport Director for consultation – contact information can be obtained from the WAHA website. You may also email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.



5.3.2 Locker Room Code of Conduct-Resolutions

The Head Coach and with the appropriate board members support will determine discipline in the case of violation of this policy. Possible disciplinary action may include, but not limited too, the following based on the severity of the violation.

- **1st offense:** Immediate removal from locker room to a designated secluded spot for changing/dressing. No locker room entry.
- **2nd offense:** Immediate removal from locker room to a designated secluded spot for changing/dressing. No locker room entry for one week. Apology letter written to team, player and/or association before returning for practice or game.
- **3rd offense:** Immediate removal from the locker room, suspended for a game. Must attend all practices during the game suspension, but has lost all locker room privileges (will need to come to practice pre-dressed). Apology letter written to team, player, and/or association.
- **Major or continued offense:** Suspended from association for 30 days. Must have board approval.

5.4 Coach Code of conduct

- Attend required USA Hockey CEP coaching clinics and maintain current CEP certification at the appropriate levels being coached.
- Comply with all USA Hockey guidelines related to coaches.
- Be knowledgeable and teach your team the rules of the game – striving to always learn more about the game and effective coaching methods.
- Be in attendance for practices and games and ensure that all players are off the ice when resurfacing is occurring and that the ice is vacated no later than the end of the scheduled practice time.
- Foster a team spirit and treat all players with dignity and respect at all times.
- Maintain and uphold team discipline – deal with unacceptable behavior immediately, uniformly and fairly.
- Exemplify qualities of good sportsmanship and conduct – teaching and condoning “clean” hockey only.
- Do not use obscene or vulgar language, or permit it from your players.
- Refrain from all illicit drugs and never attend a game, practice or team event while under the influence of alcohol.
- Adhere to the policies and recommendations set forth by the BHA Director of Hockey’s coaching program.



- Be knowledgeable of BHA's philosophy, guidelines and rules, including game and tournament limits.
- Provide a safe and healthy environment for all skaters, while promoting the "fun" side of hockey.
- Provide an atmosphere of open communication, including coaching philosophies and issues related to discipline problems, with parents.
- Work with the BHA Board appointed liaison for support.
- Act as a positive representative of BHA, remembering that your behavior reflects on your team and the association.

5.4.1 Coach Code of conduct-Resolutions

In the event of a violation of the Coach Code of Conduct, and after an investigation by the Coach's Conduct Committee consisting of the Director of Hockey and the top two Board officers who do not have a player on the involved team, the following actions will be taken:

- **First Offense:** The coach, or coaches, involved will be issued a formal warning.
- **Second Offense:** The coach, or coaches, involved will be issued a final warning.
- **Third Offense or Major Violations:** The coach, or coaches, involved will be immediately suspended for the balance of the year.
- **Game/Tournament Maximum Violations:** Effective the first game over the stated limit, the Head Coach will be immediately suspended for the balance of the year. Other coaches involved with the team may serve a one year suspension effective immediately after their team's last official scheduled game.

*Any coach has the right to appeal a decision of the Committee or the Board. The appeal is to be made, in writing, to the President of the BHA Board of Directors within 10 days of the decision rendered. The BHA Board of Directors will render a decision regarding the appeal and, once rendered, the decision is final.

SECTION 6: REGISTRATION FEES



Annual registration dates will be advertised each year through various media vehicles including the BHA website.

6.1 Registration Fees Policies

- An annual registration fee is charged for each child enrolled. The BHA Board of Directors establishes registration fees, which may change at any time without notice.
- Registration fees vary according to the level of the skater, which is determined by the birth date of the skater as per USA Hockey guidelines.
- Payment plans are generally available.
- Returning members submitting registration after the stated deadline must pay in full.
- Skaters will not be allowed on the ice if registration fees are not paid by stated deadlines.
- Suspended players are required to pay all fees in full, regardless if the player returns or not.

6.2 Late Registration

- Returning members submitting registration after the stated deadline will be charged a \$100 late fee.
- Late registrants are still bound to all fundraiser activity and any other responsibility of a member.
- Players that register after tryouts have taken place must skate on the lowest level team for that age.

6.3 Registration Refunds

- Members must make a formal, written request for a refund of fees to the BHA Board of Directors. Upon receipt, the Board will determine incurred expenses and calculate a pro-rated refund.
- Requests received after December 1st will not be considered.
- Suspended players are not eligible for refund.



6.4 Financial Assistance

In the event that a family cannot meet the financial obligations of player registration, they may apply for financial assistance by requesting and completing an Application for Financial Assistance and returning it to the Registrar by the stated registration deadline. Application is also available on BHA website.

6.5 Registration Fee Table

Level	Registration Fee
First Year Mite	\$75.00
Returning Mite	\$200.00
Squirts/U10	\$400.00
PeeWee/U12	\$450.00
Bantam/U14	\$500.00
Family cap is \$1050.00; USA Hockey fees are not included in this cap or BHA registration fees.	

6.6 High School & Fusion Players

High school boy & Fusion girl players registration will be handled by the Baldwin-Woodville School District. SELECT PAY OFFLINE during the registration process.

- High school/FUSION hockey players will pay their school's participation fee to the district they attend.
- Checks made out to: B-W Schools. Payment plans will not be allowed. The fee is \$525.00 and will have to be paid before the 1st day of the season in order to practice. Practice/competition will be withheld until full payment has been received by the Baldwin-Woodville Area School District. Practice will start in November. All high school/FUSION



members are required to participate in the outlined work hour requirements and fundraisers. Please submit 2 work hour checks for the season to: Jamie VanRanst, PO Box 482, Baldwin, WI 54002 (make checks payable to Blackhawk Hockey and post date them 03/01/2023 & 09/01/2023).

- If you have High School players and youth hockey players and will be over the family cap, register all your players online including High School players. You will not pay the High School Fees online, however this will be used in the calculation of the family cap. When you register your High School players you DON'T do the USA HOCKEY registration. SELECT PAY OFFLINE if meeting the family cap or registering a high school player

SECTION 7: SAFETY

7.1 Concussion Reporting

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.

WAHA concussion policy:

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

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

7.2 Covid Risk Mitigation

Please see the BHA website

<https://baldwin.pucksystems2.com/page/show/25062-home> for current, if any, mitigation policies.



APPENDIX A

Player Code of Conduct

1.0 Overview Section

1.1 Purpose:

The purpose of this policy is to provide all BHA players a supportive environment to develop positive life skills, both on and off the ice. BHA has ZERO TOLERANCE for any physical, verbal, or social behavior related to race, ethnicity, culture, national origin, religion, gender, gender identity, gender expression, sexual orientation, or mental or physical disability meant to bully, harass, or intimidate another person, on or off the ice.

1.2 Scope:

This policy applies to all parents, players, coaches, and visitors of BHA players at all activities including games, practices, and BHA events.

1.3 Implementation:

Implementation is in accordance with Effective Date.

1.4 Responsibilities:

Association Members	Review and sign acknowledgement of the code of conduct at the time of registration or first team meeting. Report any violations per this policy.
Team Managers	Ensure that all parents and players understand and have signed a code of conduct. Work with parents to ensure the code is being followed and to report any violations.
Coaches	Know the policy and help to ensure the coaches committee and parents follow the guidance of the code.
Board Members	Advise parents/volunteers of this policy; be open to discuss issues and concerns and work to resolve them in a timely manner.

1.5 Reasoning:



Each year we want all hockey players and their parents or guardians to know what is expected of them throughout the hockey season. Everyone should endeavor to have a fun learning experience with minimal distractions. It is our hope that with mutual consent from players, parents, and coaches that this will be accomplished. Cooperation and teamwork are vital to your team's success!

2.0 PLAYER CODE OF CONDUCT POLICY

The following Code of Conduct will be in effect for all Blackhawk Hockey Association sponsored events, including games, practices, scrimmages, team meetings or any other BHA event – on and off the ice.

1. **Work Hard in School.** I promise to work hard in school and maintain my grades above all else.
2. **Attend all Practices and Games and be on time.** I promise to be at the rink and on the ice at the time the practice or game is scheduled. I understand that if I am late for a game or practice it makes it hard for my coaches and teammates. If I contact my coach before the practice starts and miss practice because of illness, church or special family activities, my absence will be excused. If I miss a practice or game without being excused, I understand the coach may enforce a penalty such as reduced playing-time.
3. **Be Prepared to Play.** I promise to come to every practice, game and scrimmage prepared to play hard and do my best. I will take care of my equipment and my uniform. I will take care of my body by eating right and getting enough sleep before games and I will be responsible for making sure I am ready to play hockey.
4. **Be Ready to Learn.** I will come to every practice and game ready to learn more about hockey and how to play the game. I will accept and forgive my mistakes and the mistakes of my teammates, coaches, referees and officials because I understand that we can all learn from our mistakes.
5. **Have a Winning Attitude.** I like to win and my team likes to win and I know that a big part of a winning season is a winning attitude. That means that I will try hard, never give up and always try to encourage my teammates to do the same. Then, even if we do not win, we can be proud of ourselves for having given our best effort.
6. **Respect My Teammates.** I will treat my teammates respectfully and will encourage them so they can do their best. I will help my teammates by exercising self-control both on and off the ice and to have fun without making it hard for anyone else to have fun. I will never “make fun of” or “put-down” a teammate because those remarks reflect poorly upon me, my team, coaches, and my parents. I will not use offensive language around my teammates.
7. **Respect My Coaches.** I will listen to my coaches and try to understand what they are trying to teach me. I will ask questions if I do not understand. I will not swear or talk back to my coaches. I will share my ideas but understand that coaches have final say. They have more experience and knowledge. If I have any questions about playing time or punishment, I will approach my coach about it. If I do not receive an answer, I may get my parents involved and the two of us can meet with my coach. This does not include if I don't get the answer I want.
8. **Respect the Officials.** Even though I may disagree with the officials, I will exercise self-control and direct my energy to play harder so that I will earn the respect of my teammates, coaches and the other team. I will not swear or talk back to the on-ice or off-ice officials. Furthermore, I understand that the coaches, managers, and team captains (if applicable) will be the only ones to talk to the officials.
9. **Respect the Blackhawk Hockey Association.** I will demonstrate pride in Blackhawk Hockey by respecting all rules of our team and as well as the rules of other rinks and tournaments. I will wear only team authorized apparel/jersey for games. I am part of a team and it is up to me to make sure that I am dressed in the team uniform on and off the ice.
10. **Respect the Locker Room.** I understand that the locker room is a place to get dressed and prepare for practices or games. I will follow all rules in place by the locker room policy.



2.1 Discrimination

Any discriminatory acts against anyone involved within BHA may be grounds for immediate dismissal from the team at the discretion of the head coach and board. This includes acts that are offensive, hateful, or discriminatory in nature.

2.2 Reporting Violations

Reports of any actual or suspected violations may be reported to the President, Vice President, board liaison or any current board member. Violations may also be reported to the team manager and/or head coach.

3.0 RESOLUTIONS

The Head Coach, with the appropriate board members support, will determine discipline in the case of violation of this policy. Possible disciplinary action may include, but not limited to, the following based on the severity of the violation.

1st offense: Special chores may be assigned or a player may be removed from game play, or “benched”, for one or more playing shifts, but less than one period. The Head Coach shall notify parents in person and via email, with Board Liaison and president cc’d, of the action.

2nd offense: Player may be removed from game play, or “benched”, for one or more playing shifts, but less than one period. The Head Coach shall notify parents in person and via email, with Board Liaison and president cc’d, of the action.

3rd offense: Player may be removed from game play, or “benched”, for one game. The Head Coach shall notify parents in person and via email, with Board Liaison and president cc’d, of the action.

Major Offense or Continued Violations: Will result in a meeting between the Head Coach, parents, Director of Hockey and BHA Board Liaison at that level to develop a corrective action plan, which may include or lead to suspension from all BHA activities and premises.

4.0 Acknowledgement of policy

This policy is to be signed off at the beginning every season. If a player joins mid-season, the manager and/or coach will go over the policy with the parents and player and get signatures. These may be collected by the coach and/or manager and turned into the board secretary.

5.0 Documentation Information

Created July 2022 for Blackhawk Hockey Association

5.1 Updates/Changes

No changes

By signing below, both players and parents acknowledge they understand and agree to the above terms. Failure to sign may prevent your child from attending any or all BHA activities until signed. Coach must sign indicating they received it.



Player _____ Date _____

Parent _____ Date _____
(signing on behalf of player above)

Coach _____ Date _____

APPENDIX B

Association Code of Conduct

1.0 Overview Section

1.1 Purpose:

The purpose of this policy is to provide all BHA players a supportive environment to develop positive life skills, both on and off the ice by demonstrating positive actions. BHA has a ZERO TOLERANCE of any physical, verbal, or social behavior related to race, ethnicity, culture, national origin, religion, gender, gender identity, gender expression, sexual orientation, or mental or physical disability meant to bully, harass, or intimidate another person, on or off the ice.

1.2 Scope:

This policy applies to all parents, players, coaches, and visitors of BHA players at all activities including games, practices, and BHA events.

1.3 Implementation:

Implementation is in accordance with Effective Date.

1.4 Responsibilities:

Association Members	Review the code of conduct at the time of registration. Report any violations per this policy
Team Managers	Ensure that all association members/parents understand code of conduct. Work with parents to ensure the code is being followed and to report any violations
Coaches	Know the policy and help to ensure the coaches committee and parents follow the guidance of the code.
Board Members	Advise parents/volunteers of this policy; be open to discuss issues and concerns and work to resolve them in a timely manner.



1.5 Reasoning:

Parents play a major role when it comes to influencing youth hockey players to display good sportsmanship. Children often see their parents as role models and look to replicate their actions.

The code of conduct is intended to establish a policy that will return a level of mutual respect to the game.

2.0 ASSOCIATION MEMBER CODE OF CONDUCT POLICY

The following Code of Conduct will be in effect for all BHA sponsored events, including games, practices, scrimmages, team meetings or any other BHA event – on and off the ice.

1. Remember you are your child's role model—set a good example. Be supportive, patient, understanding, and encouraging.
2. Encouraging your own child will encourage the entire team. Stress the importance of group efforts.
3. Don't compare your child with other players. Be aware that each individual develops at their own pace. Encourage your child to do their best and work to improve. Avoid comparing to others who may be more advanced at any given time.
4. Leave the coaching to the coaches. Remember they volunteer their own time to coach and help our players grow both in the sport and in character. The coach needs parental support as the players look to them when on the ice for direction and guidance. Do not confuse the children by undermining the coach's instruction and orders.
5. Leave all reprimanding to the coaches during games and practices.
6. Recognize the importance of coaches and take the time to attend team meetings to get to know my child's coach's philosophy, expectations, and guidelines. I will communicate with my child's coaches and support them.
7. Support BHA zero tolerance policies by:
 - a. Not publicly criticize players, coaches, officials, volunteers and other parents.
 - b. Not being under the influence of alcohol or any illegal drug at events.
 - c. Not using profane, insulting, harassing, or otherwise offensive/derogatory language." at events.
 - d. Discouraging bullying and discrimination at all levels.
8. Treat everyone fairly within the context of his or her role in the activity, regardless of gender, place of origin, race, sexual orientation, religion, political belief or economic status.
9. Communicate promptly and completely with coaching staff regarding diagnosis by registered medical practitioners' treatment and management of the athlete's medical problems. Consider the athletes' future health and wellbeing foremost when making decisions regarding a time frame for return to playing or training
10. Treat opponents and officials with respect both in victory and defeat, and encourage athletes to act accordingly.



11. Actively encourage athletes to uphold the rules of their sport.
12. I will respect locker rooms as private areas for players, coaches, and officials. Review locker room policy.
 - a. Non USA Hockey certified parents agree not to enter the locker rooms unless in the presence of a certified member or coach.
13. Discuss all concerns with team staff in a responsible, respectful and open-minded manner.
14. Make sure your player has transportation to and from games, practices, scrimmages, and tournaments and that they arrive on time.
15. Fulfill all financial and volunteer responsibilities to BHA.
16. BHA can only be as good as the positive support and involvement given by its members. GET INVOLVED. Attend as many BHA games and events as possible. Offer to help whenever you can.

2.1 24 Hour Rule

DO NOT confront coaches with problems in front of players during games or practices. BHA enforces a 24-hour cool down period. If a coach or a parent would like to discuss a particular player or situation they will take 24-hours away from the situation before discussing it to help ensure clear communication.

2.2 Parents Rights

The parent's rights:

1. Have the player treated fairly and with respect.
2. Have the player playing and practicing in a safe, positive and healthy environment.
3. Have the player coached by effective and qualified adult leadership.
4. Have the player engaged in playing and practicing activity that increases his/her skill and enjoyment of the sport.

2.3 Volunteering

Association members will follow all guidelines in our volunteer policy.

2.4 Reporting Violations

Reports of any actual or suspected violations may be reported in writing to the President, Vice President or any board member within ten days of the violation. The written report should describe the offense in detail and who violated the policy. Violations may also be reported to the team manager and/or head coach. The board liaison and two additional board members who do not have a player on the team will review the report immediately.

3.0 RESOLUTIONS

▪ **Class I Violations** may include, but are not limited to: use of vulgar or obscene language; taunting of players, coaches, officials or other spectators; throwing of objects; addressing a coach, official, player or volunteer in an unsportsmanlike or threatening manner; approaching an official following a game instead of following the appropriate channels for officiating complaints. Class I violations carry a penalty of one (1) week minimum suspension of the association member from all practices, games and/or team



activities. The suspension begins when the Committee has reached a decision, but the Committee has the authority to suspend the offender until their investigation is complete.

- **Class II Violations** may include, but are not limited to: public disparagement of other members (false allegations); or a repeated Class I violation. Class II violations carry a penalty of a thirty (30) day minimum suspension of the association member from all practices, games and/or team activity. The suspension begins when the Committee has reached a decision, but the Committee has the authority to suspend the offender until their investigation is complete.

- **Class III Violations** may include, but are not limited to: threats of physical violence; physically shoving or abusing any player, coach, official, volunteer or spectator; activities that violate state or federal laws or pose a safety risk to any person; or a repeated Class II offense. Class II violations carry a penalty of a one (1) year minimum suspension for the association members from the program up to permanent termination from the BHA organization. The penalty begins when the Committee has reached a decision, but the Committee has the authority to suspend the offender until their investigation is complete. Class III violation penalties will require ratification by a majority of the Board of the Directors at a special or regular meeting where a quorum of the Board is present.

Any member has the right to appeal a decision by the committee of the board. The appeal is to be made in writing to the President of the BHA of directors within ten days of the decision rendered. The BHA board will review and render a decision regarding the appeal, once made, this decision will be final.

4.0 Documentation Information

Created July 2022 for Blackhawk Hockey Association

4.1 Updates/Changes

No changes

APPENDIX C

Locker Room Policy

1.0 OVERVIEW SECTION

1.1 Purpose:

The purpose of this policy is to ensure the safety and protection of our players.

1.2 Scope:

This policy applies to all parents, players, coaches, and visitors of BHA players at all activities including games, practices, and BHA events.

1.3 Implementation:

Implementation is in accordance with Effective Date.

1.4 Responsibilities:



Association Members	Review and sign acknowledgement of the locker room policy on the BHA website. Report any violations per this policy
Team Managers	Ensure that all parents and locker room monitors understand the policy. Work with parents to ensure the policy is being followed and to report any violations.
Coaches	Know the policy and help to ensure the coaches committee and parents follow the guidance of the code.
Board Members	Advise parents/volunteers of this policy; be open to discuss issues and concerns and work to resolve them in a timely manner.

1.5 Reasoning:

Blackhawk Hockey Association adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical, sexual and emotional abuse as well as other types of misconduct, such as bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, BHA 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.

2.0 LOCKER ROOM POLICY

The following policy is in effect for all BHA related games, practices, and scrimmages and applies to both boys and girls locker rooms.

2.1 Locker Room Monitoring

Conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, the volunteer locker room monitor (who has been screened) will be posted directly inside 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.

2.2 Locker Room Monitors (parents)

These volunteers are to safely monitor locker rooms before and after practice or games when no coach is present. Volunteers will need to go through the USA Hockey training and pass the test. There is no charge for the course which can be found at [SafeSport Program Training \(usahockey.com\)](https://www.usahockey.com/safesport-program-training). They will need to get a USA Hockey confirmation number to access the training at membership.usahockey.com. They can register at no cost under the ice manager/volunteer category to obtain your USA Hockey Confirmation Number. The only cost associated is for the background check. Blackhawk Hockey Association will reimburse the cost to obtain a background check.

2.3 Parents in Locker Room

Except for players at the younger age groups (Learn to Skate, Learn to Play Hockey, and Mite age groups), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's



disability warrants assistance, then we ask that parents let the coach know before entering the locker room that he or she will be helping the player.

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.

2.4 Co-ed Locker Rooms

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. BHA will have the male and female players dress/undress in separate locker rooms/changing facilities and then convene in a single locker room before the game for 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.

2.5 Cell Phone, Recording Devices and Other Electronic 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.

2.6 Conduct Expectations

Blackhawk Hockey Association prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. In addition to:

1. No horseplay- Do not push or shove anyone
2. Do not throw items
3. No disruptive behavior - especially while the coach is talking
4. No ethnic, racial, or sexual comments or behavior
5. Do not criticize or belittle another player
6. Keep the locker rooms clean.
7. Show respect to all coaches, volunteers, parents, and team mates
8. Absolutely no vandalism of any kind

Any violation of this policy by an association member, coach, or player may be subject to disciplinary action.

2.7 Reporting Violations

Reports of any actual or suspected violations may be reported to the President, Vice President or any board member. You may also contact the WAHA SafeSport Director for consultation – contact



information can be obtained from the WAHA website. You may also email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

3.0 RESOLUTIONS

The Head Coach, with the appropriate board members support, will determine discipline in the case of violation of this policy. Possible disciplinary action may include, but not limited to, the following based on the severity of the violation.

1st offense: Immediate removal from locker room to a designated secluded spot for changing/dressing. No locker room entry.

2nd offense: Immediate removal from locker room to a designated secluded spot for changing/dressing. No locker room entry for one week. Apology letter written to team, player and/or association before returning for practice or game.

3rd offense: Immediate removal from the locker room, suspended for a game. Must attend all practices during the game suspension, but has lost all locker room privileges (will need to come to practice pre-dressed). Apology letter written to team, player, and/or association.

Major or continued offense: Suspended from association for 30 days. Must have board approval.

4.0 Acknowledgement of policy

This policy is to be signed at the beginning of every season. If a player joins mid-season, the manager and/or coach will go over the policy with the parents and player and get signatures. These may be collected by the coach and/or manager and turned into the board secretary.

5.0 DOCUMENTATION INFORMATION

Created July 2022 for Blackhawk Hockey Association

5.1 Updates/Changes

No changes

By signing below, both players and parents acknowledge they understand and agree to the above terms. Failure to sign may prevent your child from attending any or all BHA activities until signed. Coach must sign indicating they received it.

Player _____ Date _____

Parent/Guardian _____ Date _____

(signing on behalf of player above)

Last updated 10/2023



Coach_____ **Date**_____