

WEST FARGO HOCKEY ASSOCIATION



2023-2024 HANDBOOK

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Core Values

- SPORTSMANSHIP – Develop a positive reputation through respectable behavior.
- LEADERSHIP – Attract the best coaches, administrators, and board members.
- ACCOUNTABILITY – Set a culture that is compliant, disciplined, and sustainable.
- DEVELOPMENT – Help staff and membership seek excellence.
- OPPORTUNITY – Seek to make hockey available and appealing.

Hockey Affiliation

West Fargo Hockey Association is an affiliate of the North Dakota Amateur Hockey Association (NDAHA), which is an official affiliate of USA Hockey and governs all amateur hockey within the state of North Dakota. USA Hockey is a member of the International Ice Hockey Federation (IIHF), a worldwide governing body for ice hockey and in-line hockey.

WFHA Handbook

The WFHA handbook will be available on the West Fargo Hockey Association website. The handbook will be a working document that may be updated during the year. It is the responsibility of the WFHA members to look for notices on the website that the handbook has been updated, read, and apply those changes immediately.

Contact Information

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Facilities

The West Fargo Hockey Association rents ice within local area rinks to facilitate our season. In almost every case, practices and home games will take place at the Veterans Memorial Arena (aka: Vets 1 and 2) or the West Fargo Sports Arena (aka: Main-Essentia and Auxiliary-Consolidated). WFHA also utilizes Hoist Hockey, a 3v3 arena, for smaller area games and practices.

Veterans Memorial Arena; 1207 7th Ave E; West Fargo, ND 58078



Veterans Memorial Arena is owned and operated by the West Fargo Park District.

West Fargo Sports Arena; 520 32nd Ave W; West Fargo, ND 58078



West Fargo Sports Arena is owned by the West Fargo Public Schools and operated by West Fargo Events.

Hoist Hockey; 5451 53rd Avenue S, Fargo, ND 58104



Hoist Hockey is privately owned and operated.

Board of Directors

Position	Director	Email
President	Brett Anderson	banderson@westfargohockey.com
Executive Vice President	Josh Benson	jbenson@westfargohockey.com
Past President	Scott Haider	shaider@westfargohockey.com
VP of Hockey Operations	Alex Christensen	achristensen@westfargohockey.com
VP of Business Operations	Ryan Thayer	rthayer@westfargohockey.com
Secretary	Jordan Lill	jlill@westfargohockey.com
Treasurer	Adam Guy	aguy@westfargohockey.com
Director of Tournaments	James Cailao	jcailao@westfargohockey.com
Director of Fundraising/Gaming	Eric Nelson	enelson@westfargohockey.com

Board Meetings

The WFHA Board of Directors typically meets the 3rd Monday of each month at 6:00pm. Meetings are held at the West Fargo Hockey Association Office and are open to members. Please check the website to confirm date, time, location, and agenda. When attending, we ask that you be courteous and allow the board to work through the meeting's agenda without interruption. Robert's Rules of Order are practiced.

Items for discussion or consideration must be approved by the President and added to the agenda by the Board Secretary prior to the approval of the agenda for the scheduled meeting. Please email the secretary at jlill@westfargohockey.com if you have items you would like to have considered for a board meeting.

Player Eligibility

Any person born on or before 5/31/2020 who attends a school in the West Fargo school district or attended a private school but played for the WFHA in the 2022-23 season is eligible for play. Girl's players who attend a private school and live at an address within the West Fargo school district are eligible for play during the 2023-24 season.

All non-citizen players who wish to play for the West Fargo Hockey Association must comply with the International Ice Hockey Federation (IIHF) guidelines and receive approval from USA Hockey prior to participating in any practices or games.

Age Group/Team Definitions

NON-TRAVEL LEVELS

Termite/6U - Boys and girls born between 6/1/2016 and 5/31/2020.

- Ice time: average of 2-3 times a week, including games.
- Goals: Skill development and FUN! Station-based practices using the USA Hockey ADM model. Practice consists of skating, passing and scrimmage.
- Travel: no travel unless legal guardian agrees to a WFHA-approved tournament

Mite/8U - Boys and girls born between 6/1/2014 and 5/31/2016.

- Ice time: average of 2-4 times a week, including games.
- Goals: Skill development and FUN! Station-based practices using the USA Hockey ADM model.
- Travel: Mostly in-house games, but may be more travel at the 8U level, including but not limited to local travel and jamborees

Squirt/10U Non-Travel - Boys and girls born between 6/1/2012 and 5/31/2014.

- Ice Time: 10-12 games total; 1 practice per week
- Goals: Allow players who are not ready for travel to continue to play.
- Travel: None.
- Cannot be participating in Travel Levels but can also participate in Rec League

Rec League - Boys and Girls born between 6/1/2008 and 5/31/2014 (Squirt/10U and Up)

- Ice Time: 10 games total
- Goals: FUN! Non-competitive way to play hockey.
- Travel: None (FM area only)
- May join Fargo rec league if not enough players.
- Cannot be participating in Travel Levels but can also participate in Rec League

TRAVEL LEVELS

Squirt/10U - Boys and girls born between 6/1/2012 and 5/31/2014.

- Ice time: an average of 3-6 times a week, including games.
- Goals: Continued skill development. Improve skating, passing, shooting, positional play and team play. USA Hockey ADM model practices.
- Travel: play teams within an approximate 500-mile radius for games and tournaments

Peewee/12U – Boys and girls born between 6/1/2010 and 5/31/2012.

- Ice time: an average of 3-6 times a week, including games.
- Goals: Continued skill development. Improve skating, passing, shooting, positional play and tactical preparation, stress importance developing team concept.
- Travel: play other teams within an approximate 500-mile radius for games and tournaments, including a state tournament

15U - Girls born between 6/1/2004 and 5/31/2010.

- Ice time: an average of 3-6 times a week, including games.
- Goals: Continued skill development. Stress importance of working and developing the team concept. Improve players' skating, shooting, and passing skills.
- Travel: play other teams within an approximate 500-mile radius for games and tournaments, including a state tournament

Bantam - Boys and girls born between 6/1/2008 and 5/31/2010.

- Ice time: an average of 3-6 times a week, including games.
- Goals: Continued skill development. Stress importance of working and developing the team concept. Improve players' skating, shooting, and passing skills. Ensure safe bodychecking.
- Travel: play other teams within an approximate 500-mile radius for games and tournaments, including a state tournament

Registration Information

USA Hockey Registration Fees

West Fargo Hockey Association is an affiliate of USA Hockey, the national governing body for the sport of ice hockey in the United States. Every player, coach, coordinator, board member, and necessary volunteer participating is required to complete their annual registration to participate. The USA Hockey registration fee varies based on your level and position and is not included in your WFHA registration. Each player will be required to obtain a USA Hockey confirmation number during the annual registration process. For more info: <https://membership.usahockey.com/>

North Dakota Amateur Hockey Association Affiliate Fee

West Fargo Hockey Association is also an affiliate of North Dakota Amateur Hockey Association (NDAHA). NDAHA is the State Governing Body for youth ice hockey in the state of North Dakota. The NDAHA Affiliate Fee of \$15 is charged as a part of the USA Hockey Registration process for all players over the age of 6. This is not included in your WFHA registration.

Registration Fees and Key Dates

Registration fees may be paid all at once or can be paid in installments based on your level and on when you register through SportsEngine. Players who transfer into WFHA from an outside affiliate will be prorated depending upon date and at the discretion of the registrar.

TRAVEL LEVELS

Travel registration opens on July 1 and closes August 15. Early bird discount of \$100 is applied for all registrations received on or before July 15. Regular season registration costs will be applied July 16-August 8. A late fee of \$100 will be applied for all registrations received August 9-15 with no regular season registrations accepted after the close at 11:59 p.m. on August 15.

Level	With Early Bird Discount (7/1-7/15)	Regular Registration (7/16-8/8)	With Late Fee (8/9-8/15)
Squirt/10U	\$575.00	\$675.00	\$775.00
Peewee/12U**	\$625.00	\$725.00	\$825.00
Bantam/15U**	\$675.00	\$775.00	\$875.00

Travel players not registered by 11:59 pm on August 15th that are interested in playing should contact the Hockey Director. At the discretion of the Hockey Director, players can be added with an additional \$300 late registration fee on top of the Regular Registration price.

**In compliance with the WFHA Player Movement Policy, players who are offered and accepted a position on a Bantam AA, Peewee AA or 15U team will be charged an additional \$100 for the increased expense at that level.

GOALIE DISCOUNT

Travel players who designate themselves as a "Goalie" through the registration process will receive 50% off the regular registration rate. Squirt/10U players will have the option to designated "Skater/Goalie" and "Goalie" will be refunded 50% if they agree to be a goalie the rest of the season once travel teams have been determined.

NON-TRAVEL LEVELS

Non-Travel registration opens on July 1 and closes October 8. For Termites, 6U, Mites and 8U players, there is a \$150 credit applied during the registration process towards their registration for players new to USA Hockey (not just the WFHA).

If a player is registered for a Travel Level team, they cannot register for Rec League.

Level	Fee on or before July 15 th	Fee July 16 th through October 8
Termite/6U*	\$150.00	\$250.00
Mite/8U*	\$275.00	\$375.00
Rec League	\$125.00	\$125.00

** First Year Registrants will pay the early bird price regardless of when they register.*

Refund Policy:

Refunds are allowed for all players through season registration closure only.

No refunds will be made after registration closure unless the following condition is met: *A refund of the registration fee based on percentage of season played (25%, 50%, 75%, 100%) may be granted for a season-altering injury if the request is accompanied by written documentation from a physician.* This will be reviewed on a case-by-case basis. A refund will be issued back to the original form of payment.

Unpaid Balance Policy:

All regular season registration payments must be paid in full by December 31 of the current season to ensure continued play.

Families who have unpaid balances because of uncompleted dibs, damaged or unreturned equipment, returned checks, disputed credit card charges, bank charges, etc. are not considered a member in good standing until these outstanding bills are paid in full.

Players in these families will not be allowed to participate in any WFHA sponsored events, on-ice or off, until these balances are paid in full. This includes but is not limited to camps, training, evaluations, practice, games, or open hockey.

Membership Requirements

Volunteer efforts and fundraising are essential to keep costs reasonable and ensure opportunities for the youth we serve. Volunteer and Fundraising requirements are not a requirement for families with players who are Recreation League only.

Volunteer Policy

Requirements:

West Fargo Hockey Association requires a family commitment of **10 volunteer units** from each hockey family. No families will be required to complete accelerated dibs without an amendment to this policy. First time hockey families are required to complete **4 volunteer units.**

Any board member who completes their elected or assigned term on the board will receive Dibs for Life for the remainder of their membership with WFHA, or upon approval of the WFHA board. This will be tracked by the Operations Manager and is non-transferrable.

Guidelines:

The volunteer service hours can be performed by any member of the family, if the family member or guardian is 18 years old or older.

Dibs cannot be transferred between families and cannot be carried from season to season. Dibs can be completed on behalf of another family if notice is given to the Operations Manager ahead of time.

Volunteer hours will be posted on the DIBS program on WFHA website and need to be claimed through the DIBS program unless otherwise approved by the Board of Directors or WFHA employees.

Volunteer slots not filled by others but needed for host tournaments will be filled by the legal guardians whose children are participating in the tournament. Your volunteer dibs account will receive a credit for host tournament hours worked as a legal guardian of the tournament participant in this instance.

Travel Squirt/10U and up: All legal guardians are required to assist in off-ice official duties for their players' home games. This duty is NOT included in DIBS hours. This includes but is not limited to: Scorebook, Scoreboard, Emcee, and Penalty Box (2).

Unfulfillment of DIBS hours:

Any unfulfilled volunteer hours will be billed at \$40/hour at the end of the season.

Should an invoice be distributed for unfulfilled volunteer hours and go unpaid, player and family will not be eligible to register for camps or registration for the following season without completion of payment at the time of registration.

A penalty of \$40 per claimed volunteer hour may be initiated for any dibs claimed but not fulfilled if intent to cancel is not received within 7 days of the claimed event. Billed amount will not be deducted from the required pool of dibs.

Coaches, Coordinators, Team Managers and Board Members who are not in compliance with WFHA, including the Code of Conduct, may be marked in non-completion of volunteer DIBS regardless of number of hours volunteered.

Fundraising Requirements

Fundraising is a necessary requirement for participation in WFHA, except for the Rec League. Fundraising helps offset costs of registration and helps contribute to ice rental expenses, equipment, coach compensation, and other necessary expenses to conduct business. Each family is encouraged to do their best to fundraise using outside resources as to not incur additional costs to themselves. Members who choose not to fulfill their raffle requirements will be billed at the buy-out value for their family.

The following fundraising options will be provided to each family during the 2023-2024 season:

Winter Raffle: Each family is required to sell raffle tickets 20 per player or a maximum of 30 per family. Raffle tickets will be \$20.00 each. Raffle sales for a one-player family will be \$400; 2 or more players, \$600.

Buyout: Families also have the option to “buy out” the winter raffle during the registration process only. Buyout for a one-player family will be \$450; 2 or more players, \$650.

Sales requirements subject to change prior to the start of the season

Once raffle tickets have been checked out to a member family, that member family is responsible for the full value of the tickets. If tickets are lost, stolen, washed, etc. the member family will be responsible for the value of the tickets as well as the reprinting cost.

Evaluations and Team Selection

All Teams: The WFHA strives for equality during the entire evaluation process.

- Before the evaluation process begins, all stickers from other spring/summer/fall hockey programs must be removed from helmets.
- The listing of teams will be posted on the WFHA website within 1 week of the final evaluation practice.

Termite/6U, Mite/8U

- There is no formal evaluation process for these levels.
- Termites: Divided into three different groups which will be based on the number of years playing hockey. Within those groups, different teams will be developed and will be equally divided.
- Mites: Three groups will be developed based on skill level. Within those groups, teams will be created randomly.
- 6U and 8U: Multiple groups will be developed based on the number of players and skill levels.
- There may be opportunities for Mites and 8U to play other area teams as a part of the team selection process.

Squirts/10U, Peewee/12U, Bantam/15U

- The WFHA's Hockey Director will oversee all evaluations. The evaluation leadership team may consist of independent evaluators, coaches, and coordinators who may all be part of the selection process.
- It is encouraged that socks and jerseys worn are of neutral color or represent the WFHA.
- Tryout jerseys will be given to all players at the Squirrel, Peewee, Bantam, 10U, 12U, and 15U levels.
- All players will be grouped randomly. Evaluations will be made up of skills and drills, in-house scrimmages, and outside scrimmages if available. Players may be moved to different groups during the evaluation process by the evaluation team.
- Any legal guardian coaches will be removed from the selection process.
- Evaluations are closed at all WFHA venues. This is necessary to provide a fair process as well as allow your child to perform without the pressure of their legal guardian/guardian(s) watching.
- Any first-year player that is injured and unable to attend evaluations for medical reasons will be placed on a B team where they will receive a fair evaluation and be placed on a team from there. If a second-year year player is injured and unable to attend evaluations for medical reasons, they are placed on the team level they were on last year where they will receive a fair evaluation and placed on a team from there.
- The number of teams at each level will be determined by Hockey Operations.
- All players must try out for the group (youth or girls) that they intend to play with during the season. No change requests will be granted during or after evaluations.

Rec League

- No official evaluation process will occur for this level. The Hockey Director will make reasonably even and balanced teams based on the players' ability.

Player Movement Policy:

A player's registration level is determined by their date of birth and level guidelines as determined by NDAHA.

Players can request to move up to a level that aligns with their grade level in school, but this must be approved by the Hockey Director at the time of registration. No requests will be accepted once evaluation groups have been decided.

In any player movement instances, the Hockey Director and Assistant Hockey Director must agree the move will be beneficial to the player and the WFHA.

Players who accept an offer to move up will be required to pay at the level they play. Their account will receive an invoice for the difference once confirmation has been received by the WFHA Hockey Office.

Equipment Requirements

The equipment listed below will be required for participation in Stampede hockey. Players not wearing the required equipment will not be allowed to play or practice. Any youth or adult (including coaches, helpers, and legal guardians) on the ice—in any capacity—is required to wear approved helmets and have the approval of the Hockey Director.

Players must represent WFHA until their final game is played which includes keeping all helmet stickers in place and wearing Association-provided uniforms.

Required:

- Helmets: (must be black for Squirt/10U and older); HECC – approved helmet with face mask, neck & chin straps. Helmet must contain current evidence of up-to-date HECC approval
- Breezers (must be black for Squirt/10U and older)
- Pelvic Protector (girls)
- Cup and Supporter (boys)
- Shin Pads and socks
- Elbow Pads
- Shoulder Pads
- Gloves (must be black for Squirt/10U and older)
- Skates (laces must be black or white for Squirt/10U and older)
- Mouth Guard
- Stick
- Neck Guards: ****HIGHLY ENCOURAGED****

Players at the Squirt/10U and up Travel Levels are required to comply with all color equipment policies as indicated above or may be subject to non-participation in games and tournaments.

Water Bottles

All players must have their own water bottles for personal use during any on-ice or off-ice athletic event. Sharing water bottles is not recommended as it limits a proper fluids for each player and encourages the spread of germs. It's recommended that each player have multiple bottles at home, in their bag, and/or in their legal guardian's vehicle that they can access when a bottle is misplaced or lost. Please ensure your player's name is clearly marked on each bottle to not confuse it with another player.

Goalie Equipment

For goaltenders, special equipment is necessary such as gloves (catching and stick), chest and stomach protection, goalie skates (with protective shell), leg pads and shoulder and arm protectors. The goaltender's equipment is especially important so if you have any questions, please contact the WFHA Hockey Director.

All goalie equipment that is provided by WFHA must be returned at the completion of the regular season or immediately following any state tournament in good condition.

Jerseys and Socks

Termites/6U and Mites/8U

Jerseys and socks to be used for both games and practice are provided by WFHA and will be provided to players at the start of the season. Termites and 6U will be allowed to keep both jerseys and socks while Mite and 8U will keep the socks but return their jerseys at the end of the season. It is the responsibility of the family to launder and care for this equipment properly. Any need for replacement will be the financial responsibility of the family.

Rec League

Game jerseys will be provided by WFHA and are for the players to keep at the end of the season. Players must purchase their own socks and practice jersey.

Squirt/10U, Peewee/12U, Bantam/15U

Game jerseys and practice jerseys are provided to players at the Squirt/10U, Peewee/12U, and Bantam/14U/15U levels. All jerseys are the property of WFHA and must be returned at the end of the season. Jerseys not returned will be billed \$100 per game jersey and \$50 per practice and non-Travel jersey. You will need to provide your own practice socks and will need to purchase Game socks as directed by WFHA.

Game Jerseys:

- One set of jerseys are provided to each player with one home (light) and one away (dark) jersey.
- Any alteration to the jerseys without prior approval from the Hockey Director is prohibited.
- If tears should occur, it's the responsibility of the legal guardian/guardian to mend it immediately to prevent further damage.

Practice Jerseys:

- Practice jerseys are assigned to all skaters at this level to be used for WFHA practice and coach requested events only. Goalies will be able to wear their own jerseys for practice.
- Coaches may ask players to switch jerseys throughout the year based on position

changes.

- Players are required to return practice jerseys at the end of the season.

Game and Practice Socks:

- Players will be issued one set of home (light) and away (dark socks) from WFHA at the start of the season for game use. These socks should be used for games only and kept in good condition. Players will be responsible for replacing game socks at their own expense.
- Players will also be responsible for providing their own practice socks. It is recommended that game socks not be worn for practice.

Jersey/Equipment Financial Responsibility

- Any jerseys or equipment owned by West Fargo Hockey Association that are loaned to a player for use during the season or off-season and deemed unusable upon its return will be the financial responsibility of the player. Travel level game jerseys - \$100 per jersey.
- Travel level practice jerseys - \$50 per jersey
- Squirt/10U In-House jersey - \$50 per jersey
- Mite/8U reversible jersey - \$50 per jersey
- Goalie Equipment – full replacement value of same or similar equipment.

Uniform Alterations

Players must not represent WFHA on-ice during any USA Hockey regulated game in anything other than their assigned jerseys and socks, or make any alterations to their assigned uniform, without written approval of the Hockey Director. Players and/or teams in violation of this policy will forfeit all events in which alternative uniforms are displayed and make-up events will not be allowed. This includes but is not limited to adhering symbols designating “Captains” or “Assistant Captains” that may be requested by coaching staff.

Scholarship Policy

ELIGIBILITY

- Players must be a member of the West Fargo Hockey Association (WFHA) and be committed to participate for the complete season which they are applying for.
- Players must be in good standing with WFHA, NDAHA and USA Hockey.
- Players must have a complete application submitted with required documentation by the due date to be considered.
- Volunteer requirements for the prior season must have been completed in full.
- Fundraising requirements for the prior season must have been paid for in full.
- Players must have no balance owing to WFHA from any prior season or summer session.

QUALIFICATIONS

Free or Reduced Lunch Program Qualified.

Special Circumstances, such as unusual medical expenses, unusual debts or loss of assets, or extended family support.

APPLICATION PROCESS

- Players must submit their application and required documentation via the web during the registration process. All applications must be accepted by **OCTOBER 8**. Applications submitted after this date will not be considered.
- If hardship falls after this date within the season, you may still apply by contacting asele@westfargohockey.com.
- Applications that are incomplete, inaccurate, or falsely represented will not be considered.
- No guarantee of financial assistance is implied by the completion of the application.
- Scholarships are granted on a per season basis. Applicants must reapply each season.
- For split custody legal guardian, financial impact must be based on both legal guardian.

FUNDS ALLOCATION

- The awarded Scholarship amounts will vary from year to year.
- Awarded scholarships may vary depending on availability of funds and individual circumstances.
- The WFHA Scholarship Committee will review all applications and determine the grants based on eligibility, the total number of applicants, the amount of available funds, and other factors considered relevant by the board.
- The amount of the scholarship cannot exceed the total registration cost of the skater.
- Scholarship funds are non-transferable within or outside of the WFHA system.

SCHOLARSHIP FUND USE

Scholarship Covers:

- Single Player Registration
- USA Hockey Registration
- NDAHA Hockey Registration

Scholarships will not cover:

- Hockey Equipment
- Transportation to/from hockey games or practice
- Travel Expenses (Hotels, meals)
- Tournament Gate Fees
- Fundraising Requirements
- Dibs/Volunteer Hours
- Team Parties/Coach Gifts
- Team or Association Apparel

SCHOLARSHIP RECIPIENT SEASON REQUIREMENTS

Families receiving scholarships WILL NOT be permitted to “buy out” their volunteer hours either before or after the season. Families will need to work with the Operations Manager to ensure their dibs are completed in full before the end of the season.

Families WILL participate in fundraising activities of selling raffle tickets. The buy-out option of these items, if available, will not be allowed for scholarship recipients.

SCHOLARSHIP FUNDS

As part of its annual budget, WFHA will determine a dollar amount that will be set aside as a scholarship fund. The total amount of the assistance that is awarded cannot exceed the amount budgeted. An exception could be granted for unforeseen financial hardship on the applicant’s family, if approved by the WFHA Scholarship Committee and the President.

AUTHORITY

Financial assistance is provided at the sole discretion of the Board of Directors at West Fargo Hockey Association.

WFHA SCHOLARSHIP COMMITTEE

The scholarship committee is made up of current members of the Board of Directors.

APPROVAL PROCESS

The approval process will be handled by the WFHA Scholarship Committee.

APPEAL PROCESS

All decisions made by the WFHA Scholarship Committee are final.

PRIVACY

WFHA will use reasonable care to keep all information confidential. All application forms and information submitted will be kept confidential with the Scholarship committee and Operations Manager.

CRITERIA:

Reduced Lunch = 50% or Less Scholarship
Free Lunch = 100% or Less Scholarship
Hardship = based upon scenario and request

TIMELINE

June	Annual Scholarship Budget Approved
July 1	Registrations Open – Applications for Scholarships are Open.
October 8	Applications for Scholarships are Closed.
Ongoing	Scholarships Reviewed
January 15	Mid-Season Scholarship Touchpoint
April	Post-Season Scholarship Review

EQUIPMENT SCHOLARSHIP

As a part of the scholarship application process, families can request additional funding for equipment. They must specify the amount they are requesting, its intended use, and follow-up with a receipt to WFHA validating proper use of the funds. Improper use of these funds may be punishable by required reimbursement or denied participation, including membership status no longer in Good Standing.

Weather Cancellation Policy

The prime directive of the West Fargo Hockey Association is to protect the wellbeing of the players, coaches, and legal guardians of our great organization. In executing our weather cancellation policy, our facility partners have their own weather policies that are considered first and foremost when making our own cancellations.

Veterans Memorial Arena

For all events taking place at Veterans Memorial Arena, WFHA follows the weather cancellation procedures adopted by the West Fargo Park District (for in-town hockey events). In the case of questionable/stormy weather conditions, please check the internet address: www.wfparks.org or call the West Fargo Park District's weather cancellation line at (701) 551-7138. If the facilities stay open, the WFHA events will stay as scheduled. The Parks website will not list WFHA events as cancelled.

West Fargo Sports Arena

This arena is owned by the West Fargo School District and thus the arena follows all policies implemented by the school district. The WFSD weather policy can be found here: <https://www.west-fargo.k12.nd.us/domain/127> .

Other Community Ice Partners

If for any reason WFHA rents ice or space from another facility, WFHA will follow the policies as required by the facility.

Weeknight Events (Monday-Friday)

If the West Fargo School District cancels school, moves to distance learning, and/or cancels events before and/or after school, WFHA will consult with arena managers, coaches, and the projected forecast to decide on cancelling any or all meetings, practices, games, or dryland, regardless of the location where the event is to take place as soon as reasonably possible.

This applies to all teams and all levels with events both at home and away. In the event of a 6 a.m. practice and school has been delayed, cancelled, or gone to a distance learning day for that day, that practice will automatically be cancelled.

Weekend Events (Saturday-Sunday)

The policies created by our facilities partners are our primary source of direction except for Saturday and Sunday.

- Events scheduled to occur between 6 a.m. and 2 p.m. in-town (including games against Fargo Angels, Fargo Freeze, or Moorhead teams), will have a decision made and communicated by 6 a.m. that day.
- Events scheduled after 2 p.m. to occur in-town (including games against Fargo Angels, Fargo Freeze, or Moorhead teams), will have a decision made and communicated by 10 a.m. that day.

Out of Town Events

For out-of-town hockey events any day of the week, the weather cancellation procedures shall be as follows:

1. The WFHA Hockey Director and/or Assistant Hockey Director shall consult with the coaches for the initial decision if WFHA out of town games will be cancelled. Coaches may not cancel out of town games at their discretion.
2. The WFHA Assistant Hockey Director shall contact the host town to cancel the game and contact the central scheduler about rescheduling the game(s) if possible.
3. The team manager or coaches shall contact only their team's families and inform them of the cancellation and should make no contact with other associations, facility employees or officials.

Hosting Tournaments

Any tournaments hosted by WFHA will be cancelled under the authority of the Tournament Director and Hockey Director, with NDAHA oversight. This communication will occur as a part of the original tournament communication means determined by the Tournament Director and will occur no less than 3 hours before the first game is set to start.

Coach/Coordinator Requests

WFHA coaches may request to cancel practices/games with the approval of the Hockey Director and/or Assistant Hockey Director if weather/travel is a concern. All final decisions on cancellations will come from the Hockey Director and/or Assistant Hockey Director. Legal guardian and Team Managers will be unable to make these requests.

Notification Channels

All weather announcements relating to WFHA will be reported both via email and posted on the West Fargo Hockey Association website (www.westfargohockey.com) Please check more than one source, as on occasion members email will update their filters and prevent receipt of email.

General Guidelines

Legal guardian/Guardians ultimately reserve the right to determine whether their child should participate in WFHA activities on any day. Children who don't participate in WFHA hockey events due to questionable/stormy weather conditions will not be reprimanded for their absence.

Legal guardian/guardians should always be sure the arena is open and staffed when dropping a child off for any WFHA activities.

Any coaches or teams that disregard this policy will be subject to immediate disciplinary action, including suspension or expulsion by the WFHA Hockey Director.

Scheduling

The WFHA Hockey Director or Assistant Hockey Director are the only staff members+ authorized to make additions or cancellations to scheduled games, scrimmages, and tournaments for the teams of the association. For scheduling questions, contact the Assistant Hockey Director at zfeltman@westfargohockey.com

Team Management

Team managers act as a liaison between the legal guardian and coaches and support the off-ice functions that are required by USA Hockey, NDAHA and WFHA. Team managers may also perform additional duties in support of their team to streamline processes for the overall organization. Skills needed for success with team management are responsibility, organization, strong communication, and a willingness to provide a fun atmosphere for the legal guardian and players alike!

Depending on their level, team manager duties may include:

- Team Communication
- Team Event Facilitation
- Off-Ice Duty Assignment
- Manage Game Documentation
- Team Schedule Validation
- Snack Schedule
- Distribute/Collection of Photos, Raffle Tickets, Jerseys, Photo Pucks

Off-Ice Duty Rules

- Must be a legal guardian/guardian of said player. Siblings under 18 are NOT ALLOWED in the box while a game is going on.
- Refrain from consuming alcohol or other illegal substances prior to working the box.
- Treat all players with respect, no profane or abusive language.
- Always remain impartial. Limit cheering against the visiting team.
- Ensure players follow the rules of the penalty box. (Players must remain seated)
- Assist the on-ice officials in the conducting of the game, when asked.
- Do not award goals or assists without permission of the referee.
- Report any violations to the referee that occur while a player is serving a penalty.
- Ask the referee questions when uncertain about penalty time expiration
- Pay attention to the game.
- Respect all game participants.
- Give your version of a play when asked to do so by the referee.
- Refrain from openly cheer for any team.
- Do not provoke or incite a player or official.

Attendance Policy

Practice (defined as both on and off-ice, including dry land) and game attendance is mandatory. Coaches, at their discretion, may bench players who have unexcused absences from any practice or game. If an absence is necessary due to illness, family functions, emergency situations, lack of transportation, or another situation that is deemed appropriate by legal guardian/coach, it is expected you contact your coach prior to the event.

Concussion Policy

It is the policy of the West Fargo Hockey Association to take our players' safety, health, and well-being seriously. This safety includes not only proper rest, nutrition, and recovery, but also sports-related concussions.

WFHA STANDARD PROTOCOL:

The following protocol will be used if a concussion is suspected or if a player displays any of the above-stated signs or symptoms:

1. Remove immediately from play (training, practice, or game)
2. Monitor the player closely in the locker room (do not leave the player unattended)
3. Inform the player's coach/legal guardian of the signs and symptoms the player has reported, or the coach has witnessed.
4. Refer them to a medical professional.
5. Hold the player out from practice, dryland, and/or game until medical clearance is received in writing (per USA Hockey policy). The official USA Hockey clearance forms **MUST** be provided to the coach and/or Hockey Director before the player will be authorized to return to action.

Tobacco Products, Alcohol, Drugs and Drug Paraphernalia

The use and/or possession of tobacco products, alcohol, drugs, or drug paraphernalia by West Fargo hockey players is illegal and forbidden.

- Confirmed use or possession of the above products by a West Fargo hockey player will immediately put the player into disciplinary protocol with punishment outlined in the zero-tolerance policy on page 43.

Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the West Fargo Hockey Association's goals. The WFHA adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, **the WFHA has adopted the following USA Hockey locker room policy:**

*It is the policy of USA Hockey that all affiliates, districts, leagues, and local hockey programs have **at least one certified supervisor directly monitoring the locker room during all team events** to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a certified supervisor be with the coach.*

Further, certified supervisors must personally always monitor the locker room environment while participants are present and make sure the locker room is appropriately secured during times when minor participants are on the ice.

All certified supervisors serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

Locker Room Monitoring:

- USA Hockey policy of locker room monitoring will be followed. For the purposes of the WFHA, the term “*certified supervisor*” consists of WFHA coaches, coordinators, Assistant Hockey Director, or Hockey Director. In almost all situations, the WFHA will utilize coaches to supervise locker rooms for all teams. If instances arise where gender specific supervision, or other additional supervision is required, the WFHA may utilize team managers and/or certified locker room monitors.
- The WFHA has predictable and limited use of locker rooms and changing areas before and following practices and games. Players are encouraged to dress and undress as quickly as possible to minimize locker room problems. Legal guardian should encourage this practice. Coaches will also encourage and enforce speedy dressing and undressing.

Travel Team Locker Room & Arrival/Departure Policies

Travel teams are defined as Squirt Travel, 10U Travel, Peewee, 12U, Bantam, and 15U

- **Legal guardians Are Not Allowed in the Locker Rooms** unless it is an emergency as defined by a coach or official. If a player has forgotten any equipment, the legal guardians should do their best to find a coach who can have the player step outside the locker room to obtain the missing equipment. 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 legal guardians let the coach know beforehand that he or she will be helping the player.

- **Players Arrive No More than 30 Minutes before Practices or 60 Minutes before Games:** Players should not be left unsupervised at the rink more than 30 minutes before practice or 60 minutes before a game unless directly supervised by their coach. Players also need to be out of the locker room within 10 minutes of the end of practice or a game, unless directly supervised by their coach. This applies to both goalies and skaters on all travel teams.

Non-Travel Team Locker Room & Arrival/Departure Policies

Non-travel teams are defined as Termite, 6U, Mite, 8U, & Rec Leagues.

- **Legal guardians Are Allowed in the Locker Room:** Legal guardians **ARE** allowed in the locker room at these levels. The WFHA recognizes it is necessary for legal guardians to assist the players getting dressed. We encourage legal guardians 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.
- **Players Arrive No More than 15 Minutes before Practices or Games:** Players should not be left unsupervised at the rink more than 15 minutes before practice or games unless directly supervised by their coach. Players also need to be out of the locker room within 10 minutes of the end of practice or a game, unless directly supervised by their coach.

PLEASE DO NOT LEAVE YOUR PLAYER UNSUPERVISED AT THE RINKS AT ANY TIME. Players who are dropped off early or not picked up on time are not the responsibility of WFHA, its coaches, team managers, other legal guardian, or facility staff.

Mixed Gender Teams:

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

Cell Phones and Other Mobile Recording Devices:

- Cell phones and other mobile devices are only allowed in the locker room with the intent to play music. Devices with recording capabilities, including voice recording, still cameras and video cameras, **are not permitted to be used in the locker rooms by players, coaches, team managers, legal guardian, etc.** If phones or other mobile devices must be used, they should be taken outside of the locker room for anything other than playing music. It may be permissible to have a coach collect phones.

Travel Policy

The WFHA 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 legal guardian/guardians are responsible for making all travel arrangements to and from practices/games.
- The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel.
- If a legal guardian/guardian chooses to allow another family or friend to transport their child, it is the responsibility of the legal guardian/guardian 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.
- WFHA coaches, and/or volunteers who are not also acting as a legal guardian, should not drive alone with an unrelated minor player and should only always drive with at least two players or another adult, unless otherwise agreed to in writing by the minor player's legal guardian.
- WFHA coaches and volunteers who are also a player's legal guardian 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.
- When possible, the WFHA will provide reasonable advance notice before out of town team travel is necessary. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the WFHA or the team.
- Although WFHA coaches, coordinators, and/or team managers may make hotel reservations for out-of-town games or tournaments, it is not the responsibility of a coach or team manager to coordinate transportation for players or legal guardian.
- In all cases involving travel, legal guardians have the right to transport their minor player and have the minor player stay in their hotel room.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach, or volunteer of the WFHA 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.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the legal guardian, guardian or sibling of the player).
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

- If disciplinary action against a player is required while the player is traveling without his/her legal guardians, then except where immediate action is necessary, legal guardian will be notified before any action is taken or immediately after the action.
- No coach shall at any time be under the influence of alcohol or drugs while performing their coaching duties or while traveling to/from practices or games.
- In the event a legal guardian/guardian cannot find transportation to any practice and/or game, the absence is considered an “excused” absence if the legal guardian/guardian contacts the child’s coach prior to the event.

Compliance Reporting

The goal of West Fargo Hockey Association Compliance is to receive your compliance concern and thoroughly investigate. Our process and procedures are designed to resolve concerns in a timely manner while respecting the importance of conducting a thorough review of the circumstances. The first line of compliance will be the zero-tolerance policy outlined on page 43 of this manual.

The process you will be required to follow is all concerns must be submitted using an official form that can be found on www.westfargohockey.com at the start of the 2023-24 season. This ensures we can process your concern, thoroughly investigate, and maintain a record of all concerns throughout the calendar year. Thank you for making us aware of your concerns and please be prepared to expand on these concerns when contacted by one of our compliance committee members.

The West Fargo Hockey Association has the right to make executive decisions regarding but not limited to; WFHA, NDAHA, and USA Hockey regulations, personal improvement plans, suspensions, coaching, programing and overall function or structure of hockey operations.

Prohibited Conduct and Reporting:

WFHA has established a zero-tolerance list of violations (Page 43) that was agreed to by members during registration. Participants, employees, or volunteers in the WFHA may be subject to disciplinary action for violations of policies on this list or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport and NDAHA Policies. Reports of any actual or suspected violations, you should email compliance@westfargohockey.com, or USA Hockey at SafeSport@usahockey.org or 1-800-888-4656

USA Hockey Rule 10: Process for Suspension Procedures:

If a player's behavior violates the player code of conduct, WFHA coaches, Assistant Hockey Director, and/or Hockey Director have discretion to suspend a player for up to one full game without the necessity of a formal compliance hearing. If a player's behavior is determined to rise to the level of a possible multiple game/practice suspension, the player may be subject of an investigation by the WFHA compliance committee and could face additional consequences per USA Hockey Rule 10.

Suspension for Match Penalties:

Per USA Hockey Rule 405 (c): *A player or Team Official incurring a match penalty shall be suspended from participating in any USA Hockey games and practices until his case has been dealt with by the proper authorities. A hearing by the proper authorities shall be offered to be held (including any further disciplinary action) within 30 days of the incident ("30-day period") together with a decision in accordance with Bylaw 10D (Suspension Hearings/Domestic Competition Playing Rules). If extenuating circumstances prevent the proper authorities from conducting the hearing within the 30-day period, the player or Team Official shall be automatically reinstated after the 30-day period. The failure to offer the hearing shall not prohibit the hearing body from conducting the hearing after the 30-day period and imposing further disciplinary action.*

NDAHA Legal Guardian/Spectator Conduct

The NDAHA Rules & Regulations, Section II – General Playing Rules, Article I: General Playing Rules, F: NDAHA Legal guardian/Spectator Conduct state the following:

F. LEGAL GUARDIAN/SPECTATOR CONDUCT

1. During an NDAHA community affiliate game, league game, invitational tournament, or state tournament the Game Officials, NDAHA District Directors, Section Directors, Executive Directors, designated district personnel or the tournament director shall have the authority to take actions as necessary to control spectator conduct. WFHA reserves the right to impose further punishment because of the zero-tolerance list.

2. Examples of this inappropriate and disruptive behavior shall include but are not limited to:

- a) Use of obscene or vulgar language in a boisterous manner to anyone at any time.
- b) Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or act.
- c) Throwing any object in the spectators viewing area, player's bench, penalty box or on the ice, especially if it creates a safety hazard.

3. Violators will incur a minimum mandatory 3-game suspension from that team's games and may be subject to further disciplinary action by the local governing body.

4. The NDAHA Game Official or Representative that takes action to control spectator conduct will file an "Incident Report" detailing their version of the occurrence with the NDAHA Discipline Committee.

- a) The Committee will forward the report to the spectator's affiliate for the affiliate to investigate.
 - b) Upon completion of the spectator's affiliate investigation (that should include talking to the accused spectator) the investigating affiliate will report back to the NDAHA Discipline Committee for final approval of the minimum 3-game suspension or any additional imposed suspension.
5. Any spectator asked to leave a rink by a game official, representative of the NDAHA Board of Directors, Rink Personnel, or Tournament Director will automatically miss a minimum of that team's next three games that were scheduled before the incident.

Communications Policy and Procedures

Several communication methods will help our teams and association run more efficiently. Please get your information directly from an official source. For hockey-related concerns during the season, it is best to try and talk with your team's coach to begin with. If a coach cannot answer the question, the coach will try to contact the appropriate person and get back to you. If the coach is not able to answer the question or isn't responding, the next level of contact should be the level coordinator. The final level of contact should be the Hockey Director. During the season, coach and coordinator contact information will be emailed or posted on the website.

Below are other forms of communication that will be provided to members throughout the year:

- **Schedules** – posted on the website and SportsEngine App.
- **Team Managers** - Any changes will be communicated through the team manager and be available on the website.
- **Team/legal guardian meetings** – held at the beginning of the year and periodically throughout the season as needed.
- **Email/handouts** – team managers will communicate through email, text, a team management app, or handouts at practices.
- **Annual meeting** – Agenda includes review of financials, discussions regarding issues facing the WFHA and voting for new board members. This meeting normally occurs within a month or two after the season ends.
- **Website** – www.westfargohockey.com
- **Facebook:** <https://www.facebook.com/WestFargoHockey/>

A majority of WFHA's business, including schedules, schedule changes, meeting notices, volunteer opportunities and policy changes are conducted electronically via email and our website. **Please be sure to check your email and our website daily during the hockey season.** It is also imperative that your team manager and the association always have current contact information, including email address, phone number(s) and mailing address for all active hockey players. **You are responsible to keep your contact information current and correct in SportsEngine, as this is how most email communication from the association is sent out. It is highly encouraged to have at least two contacts listed for e-mail communication.**

Chat Group/Social Networking Best Practices

For the purposes of “hockey related team issues” it is highly encouraged that teams use the **SportsEngine team chat**. It is best practice to ONLY use team chats to discuss team issues such as schedule changes, team related activities, etc. DO NOT use chats for other purposes such as voicing concerns/complaints about officiating, questioning coaching related matters, team problems, or other general complaints. This only creates unnecessary drama.

It is not the goal of the WFHA to limit individuals’ freedom of speech, however, the WFHA wants to provide a basic “best practices” guide that will contribute to a positive culture within the Association. Poor behavior on chat groups/social media is discussed in the zero-tolerance list on page 43.

Below is a list of “best practices” to consider when posting online:

1. **Wait 24 hours** before posting any type of comment on a team chat, unless it is directly related to a team schedule, practice, game, or other activity where information is needed immediately.
2. Consider how posts/comments could be construed by both members and non-members and how comments could affect team or Association culture.
3. Refrain from derogatory or defamatory comments about coaches, officials, opponents, WFHA members, or WFHA employees/volunteers.
4. Refrain from comments that could be construed as a threat of physical or emotional injury to another person.
5. Do not post comments or photos that describe unlawful assault, abuse, hazing, harassment, or discrimination.

Social Media Policy

This policy has been developed to inform our membership, employees, and volunteers about using social media, so people feel enabled to participate while being mindful of their responsibilities and obligations. This policy provides practical guidance allowing all parties to benefit from the use of social media, while minimizing potential risks and protecting those involved. In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

This policy applies to all persons who are involved with the activities of West Fargo Hockey Association, whether they are in a paid or unpaid/voluntary capacity and including:

- athletes.
- members, including life members of West Fargo Hockey Association
- coaches and assistant coaches.
- persons appointed or elected to boards, committees and sub-committees.
- employees of West Fargo Hockey Association.
- support personnel, including managers, sport trainers and others.
- referees and other officials.

Scope

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet. This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, Urban Spoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing West Fargo Hockey Association on social media;
2. if you are posting content on social media in relation to West Fargo Hockey Association that might affect West Fargo Hockey Association's business, services, events, sponsors, members, or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to West Fargo Hockey Association or its business, competitions, teams, participants, services, events, sponsors, members, or reputation. However, any misuse by you of social media in a manner that does not directly refer to West Fargo Hockey Association may still be regulated by other policies, rules, or regulations of West Fargo Hockey Association.

Using social media in an official capacity

You must be authorized by the West Fargo Hockey Association Operations Manager in writing before engaging in social media as a representative of West Fargo Hockey Association. If approved, your account/profile must identify yourself by name, title, and relation to the organization as instructed by West Fargo Hockey Association.

You must not create either an official or unofficial West Fargo Hockey Association presence using the organization's trademarks or name without prior approval from West Fargo Hockey Association. You must not imply that you are authorized to speak on behalf of West Fargo Hockey Association unless you have been given official authorization to do so by the Executive Director of West Fargo Hockey Association.

Where permission has been granted to create or administer an official social media presence for West Fargo Hockey Association, you must adhere to the West Fargo Hockey Association Branding Guidelines.

Guidelines

You must adhere to the following guidelines when using social media related to West Fargo Hockey Association or its business, products, competitions, teams, services, participants, events, sponsors, members, or reputation.

Use common sense: When using social media, the lines between public and private, personal, and professional, may be blurred. Remember that you are an ambassador for West Fargo Hockey Association. Whenever you are unsure as to whether the content you wish to share is appropriate, refrain from sharing the content to be on the safe side.

Protecting your privacy: When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. You should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Honesty: Do not say anything that is dishonest, untrue, or misleading. If you are unsure, check the source and the facts before uploading or posting anything. Do not post anonymously, using pseudonyms or false screen names.

Use of disclaimers: Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. head coach of West Fargo Hockey Association) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect.

Reasonable use: If you are an employee of West Fargo Hockey Association, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

Respect confidentiality and sensitivity: When using social media, you must maintain the privacy of West Fargo Hockey Association's confidential information. Within the scope of your authorization by West Fargo Hockey Association, it is never okay to publish confidential information. Confidential information includes things such as details about litigation, unreleased product information and unpublished details about our team, player, member, staff, coaching practices, financial information, and trade secrets. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of West Fargo Hockey Association.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, legal guardian or guardian consent is mandatory.

Gaining permission when publishing a person's identifiable image: You must obtain express permission from an individual to use a direct, clearly identifiable image of that person. You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents, or controversial behaviour. In every instance, you need to have consent of the owner of copyright in the image.

Complying with applicable laws: Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying, or misleading and deceptive content.

Abiding by copyright laws: It is critical that you comply with the laws governing copyright in relation to material owned by others and West Fargo Hockey Association's own copyrights and brands. You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source.

Discrimination, sexual harassment, and bullying: The public in general, and West Fargo Hockey Association's employees and members, reflect a diverse set of customs, values, and points of view. You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

Avoiding controversial issues: Within the scope of your authorization by West Fargo Hockey Association, if you see misrepresentations made about West Fargo Hockey Association in the media, you may point that out to the relevant authority in your West Fargo Hockey Association. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

Dealing with mistakes: If West Fargo Hockey Association makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses West Fargo Hockey Association of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek advice of the WFHA Operations Manager.

Conscientious behaviour and awareness of the consequences: Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your membership, participation, or employment at risk. You should always follow the terms and conditions for any third-party sites in which you participate.

Branding and intellectual property of West Fargo Hockey Association: You must not use any of West Fargo Hockey Association's intellectual property or imagery on your personal social media without prior approval from West Fargo Hockey Association.

West Fargo Hockey Association's intellectual property includes but is not limited to:

- trademarks
- logos
- slogans
- imagery which has been posted on West Fargo Hockey Association official social media sites or website.

Extended Compliance: When using social media you may also be bound by West Fargo Hockey Association handbook, USA Hockey, NDAHA, and other affiliates.

Following & Liked Pages: When using an account as an authorized individual, employee, or volunteer of West Fargo Hockey Association, the individuals you like, follow, or comment on reflect our organization as much as the items you post or share. Be sure you are following and liking individuals and organizations that are like-minded with the overall goals and values of West Fargo Hockey Association.

Policy breaches

Breaches of this policy include but are not limited to:

- Using West Fargo Hockey Association's name, motto, crest and/or logo in a way that would result in a negative impact for the organization, clubs and/or its members.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative, or hateful language.
- Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- Posting or sharing any content in breach of West Fargo Hockey Association's anti-discrimination, racial discrimination, sexual harassment, or other similar policy.
- Posting or sharing any content that is a breach of any local, state, or federal law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- Posting or sharing material that brings, or risks bringing West Fargo Hockey Association, its affiliates, its sport, its officials, members, or sponsors into disrepute. In

this context, bringing a person or organization into disrepute is to lower the reputation of that person or organization in the eyes of the ordinary members of the public.

Reporting a breach: If you notice inappropriate or unlawful content online relating to West Fargo Hockey Association or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately.

To do so, share a copy of the original content with the WFHA Operations Manager via email. All reporters should be identified (not anonymous) to ensure we are able to validate the content and verify the report.

Investigation: Alleged breaches of this social media policy may be investigated within any means necessary. Where it is considered necessary, West Fargo Hockey Association may report a breach of this social media policy to police.

Disciplinary process, consequences, and appeals: Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure outlined in the zero-tolerance list or contained in the West Fargo Hockey Association's Member Protection Policy.

Employees of West Fargo Hockey Association who breach this policy may face disciplinary action up to and including termination of employment in accordance with West Fargo Hockey Association Member Protection Policy or any other relevant policy.

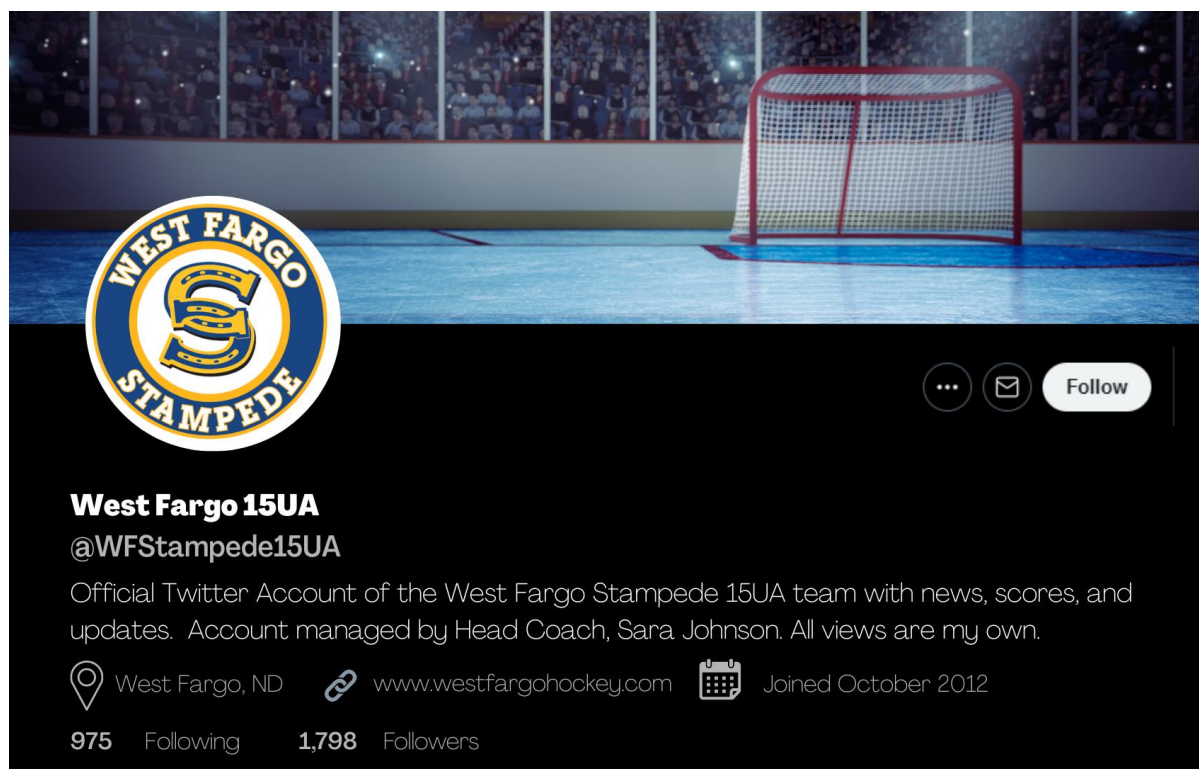
Other legal considerations that may be applicable include but are not limited to:

- Defamation
- Intellectual property laws, including copyright and trademark laws, Privacy, confidentiality, and information security laws
- Anti-discrimination laws
- Employment laws
- Advertising standards
- *Charter of Human Rights and Responsibilities Act 2006*
- *Information Privacy Act 2000*
- Equal opportunity laws
- Contempt of Court
- Gaming laws

Social Media Account Identification Samples:

Profile Images - Must be provided and/or approved by WFHA Operations Manager.

Profile Identifiers – Must clearly list your name, position, and statement that all posts are your own.



Confidentiality Policy

Nondisclosure Policy

Each Responsible Person (defined below) shall exercise care not to disclose confidential information acquired in connection with such status, the disclosure of which might be harmful to the interests of West Fargo Hockey Association. No Responsible Person shall use confidential information for his or her personal gain.

For the purposes of this policy, a “Responsible Person” is any person who holds one or more of the following positions with West Fargo Hockey Association or with an entity that controls, is controlled by, or is under common control with USA Hockey: Board of Directors, Executive Director, Hockey Director, Assistant Hockey Director, Operations Manager, Team Manager, Team Scheduler, Coordinator, or Coach; or any other person determined by the Executive Director of West Fargo Hockey Association to be subject to this policy.

Types of Confidential Information

The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the Executive Director:

1. Membership data, including any identifying or contact information for any member of West Fargo Hockey Association, USA Hockey or held within records or database(s) maintained by either.
2. Information regarding the behavior or discipline of any player, coach, coordinator, legal guardian, guardian, or employee.
3. Player, coach, or coordinator Evaluations.

The foregoing is not intended to be a complete list of all the types of information that may be considered confidential.

Failure to Comply

Any Responsible Person who fails to comply with the provisions of this confidentiality policy shall be subject to such sanctions or other action by West Fargo Hockey Association and/or USA Hockey. Any other person who is subject to this policy and who fails to comply with it shall be subject to discipline or such other sanction as West Fargo Hockey Association determines is appropriate.

Each Responsible Person must also be familiar with and comply with any applicable state or federal law with respect to protection of private information.

West Fargo Hockey Association

Legal Guardian Code of Conduct

As a legal guardian of a child in the West Fargo Hockey Association, I agree to abide by the following rules and expectations:

1. I will abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey, and the West Fargo Hockey Association.
2. I will remember that youth are involved in organized sports for their enjoyment, not mine.
3. I will encourage and support my child's desire to play his/her chosen sport but will not pressure him/her into participating.
4. I will support and promote fair play by encouraging my child to play by the rules. I will display good sportsmanship by applauding a good effort by both teams in victory and defeat and by respecting players, coaches, and officials.
5. I understand that it is my role to teach my child sportsmanship, how to deal with success and failure, and to support my child's development in the game.
6. I will ensure my player is at practices and games on time or will contact the coach ahead of time if my child is late or absent.
7. I understand that when my child is on the ice, the coaches do the coaching. I will not yell instructions to my child from the sidelines or give my child instructions that counter those of the coach.
8. I will not taunt or disturb other fans or embarrass my child by yelling at players, coaches, or officials.
9. I will allow my player to make mistakes and encourage him/her to improve his/her skills.
10. I will ensure that my child's equipment is complete, safe, and in good condition.
11. I will respect West Fargo Hockey Associations zero-tolerance list.

I have read and understood the principles stated above that were put forth by the West Fargo Hockey Association. I agree to abide by those principles with the understanding that if I do not follow them, I may be asked to leave any practice, game, or event, or could face other sanctions by the Compliance Committee of the West Fargo Hockey Association.

West Fargo Hockey Association

Player Code of Conduct

As a participant in the West Fargo Hockey Association, I agree to follow the below stated rules:

1. I will abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey, and the West Fargo Hockey Association.
2. I will do my very best to make hockey a fun sport for myself, my teammates, my coaches, and my family.
3. I will work my hardest to improve my skills and follow the rules and instructions of my coach(es).
4. I will not swear or use abusive language in the bench, in the locker room, in the arena, in hotels, or in any other place where I am representing the WF Hockey Association.
5. I will treat my teammates, coaches, legal guardians, opponents, facilities, fans, and referees with respect.
6. I will respect my teammates, coaches, and facility's equipment and property.
7. I agree to not use my cell phone in the locker room (no calls, texts, pictures, games and/or social media).
8. I will respect the ruling of any official or referee. I will not swear at, or argue with, the referee and will accept the ruling or penalty that is made against me or the team.
9. I will treat my opponents with respect whether we win or lose. I will play hard, but not cheap. I will refrain from fighting on and off the ice.
10. I will put my team first and learn to play as a team.
11. I will be on-time for all practices (including dryland) and games or will contact a coach ahead of time if there is a legitimate reason, I may be late.
12. I understand and will respect the zero-tolerance list set forth by WFHA.

I understand that any violation of this code of conduct may result in consequences received from my legal guardian, coach, coordinator, Assistant Hockey Director, Hockey Director, and/or Compliance Committee which could include one or more of the following: verbal warning, conditioning/push-ups, loss of playing time, team consequences, removal from the locker room/rink, or suspension from the WF Hockey Association program.

West Fargo Hockey Association

Team Management Code of Conduct

When holding a role in Team Management in the West Fargo Hockey Association, I agree to follow the below stated rules:

1. I will be a positive influence and representation of WFHA with legal guardians, players, coaches, officials and visiting teams.
2. I will devote time and attention as appropriate to my position and duties.
3. Treat confidential information with the respect it is due.
4. I will maintain an open line of communication with players' legal guardians and clearly explain primary goals, the goals and objectives of the association, and the responsibilities everyone has in helping the team run smoothly.
5. I will not use my involvement with WFHA to promote my own beliefs, behaviors or practices which are inconsistent with those of WFHA.
6. I will report any breaches in the WFHA code of conduct to club officials and administrators.
7. I will be the team manager and not the coach.
8. I will not abuse my authority or extend power outside of the extent of my role for personal interest that negatively impacts the players, legal guardian, and/or WFHA.
9. I will follow the chain of command within the Membership & Recruitment position and will escalate issues to the Director of Membership & Recruitment.
10. I will be aware of, and maintain an uncompromising adherence to rules and policies set forth by West Fargo Hockey Association, North Dakota Amateur Hockey Association, and USA Hockey. This includes the zero-tolerance list drafted by WFHA in 2023.

Non-compliance with this code of conduct will result in a review of the individual by the Team Management Committee to determine disciplinary action up to, and including, verbal warning, suspension, non-completion of volunteer DIBS hours, and/or termination of position.

West Fargo Hockey Association

Coach/Coordinator/Hockey Directors Code of Conduct

As a Hockey Director/Assistant Hockey Director/coordinator/coach in the West Fargo Hockey Association, I agree to follow the below stated rules:

1. I will abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey, and the West Fargo Hockey Association.
2. I will conduct myself in a respectful, professional manner both on and off the ice.
3. I will focus on overall player development and not place winning at all costs above the culture of the Association.
4. I will understand the rules of the game, the importance of teamwork, and promote team unity.
5. I will wear appropriate attire to practice, games, and while representing WFHA in the community.
6. I will be on time for all games and practices.
7. I will be well prepared for practice sessions with organized practices that are fun and challenging, and properly utilize time and the ice.
8. I will maintain a professional relationship with all players and legal guardians devoid of favoritism or the perception of favoritism.
9. Will promote fair playing time for all players to ensure the development of everyone. This fair playing time will be the result of effort, attitude, and attendance in on-ice/off-ice practices and games along with a positive attitude towards all coaches, teammates and referees.
10. I will maintain an open line of communication with players' legal guardians and clearly explain primary goals, the goals and objectives of the association, and the responsibilities coaches and players have in helping the team run smoothly.
11. I will respect and honor the zero-tolerance list drafted by WFHA.
12. I will follow the USA Hockey and WFHA policies for locker room supervision and SafeSport compliance. I will monitor players closely and hold them accountable if they are violating the WHFA player code of conduct. I will do my very best to be a positive mentor for my players and teach them not only be quality hockey players, but quality individuals on and off the ice.

Non-compliance with this code of conduct will result in a review of the coach by the coaching committee to determine disciplinary action up to, and including, verbal warning, suspension, loss of pay (or non-completion of volunteer DIBS hours), and/or termination of contract.

West Fargo Hockey Association

Board of Directors Code of Conduct

As a member of the West Fargo Hockey Association board of directors, I agree to follow the below stated rules:

1. I will abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey, and the West Fargo Hockey Association.
2. I will know the by-laws and policies and procedures of WFHA. I will respect and honor the zero-tolerance list set forth by WFHA.
3. I will attend scheduled meetings to the best of my ability and notify the proper individual(s) when I cannot be present.
4. I will encourage a hockey program that focuses on the development of competitive and respectful players.
5. I will carry out their responsibilities as set out by the WFHA in a consistent manner and to the best of their abilities.
6. I will provide members with truthful and appropriate feedback and follow up in a timely manner.
7. I will act as good stewards and in the best interest of the association through ethical conduct.
8. I will be respectful of concerns of association members and work to negate any misconceptions or misinformation.
9. I will avoid conflicts of interest and disclose situations where a conflict could be perceived.
10. I will treat our members and employees fairly with dignity and respect.

As a member of the West Fargo Hockey Association board of directors, I agree that I WILL NOT:

11. Make improper use of position and/or improper use of information.
12. Tolerate unprofessional or malicious behavior among board or association members.
13. Use their position on the board of directors for personal gain.

I understand that non-compliance with this code of conduct could lead to review by the Compliance Committee and/or board of directors. I also understand that failure to follow this code could lead to my removal on the board within the bylaws of the Association.

2023-24 Zero-Tolerance List and Protocol

Breaking any of the rules on the zero-tolerance list will put you and/or a player in the Association's disciplinary process. The zero-tolerance list is effective at the start of the 2023-24 season with the goal being to properly punish the most serious violations.

- The minimum punishment for a zero-tolerance violation will be a two-week suspension from all WFHA sanctioned activities. Failure to adhere to the suspension could increase penalty to maximum punishment.
- The maximum punishment for a zero-tolerance violation will be up to suspension for remainder of season from WFHA sanctioned activities for legal guardians AND players.
- Separate discipline may be levied by USA Hockey/North Dakota Amateur Hockey Association concerning other USA Hockey/North Dakota Amateur Hockey Association sanctioned activities.

Zero Tolerance Rule list

1. Reported and confirmed obscene profanity and objectionable cheers or offensive gestures towards spectators, officials, or participants at an event.
2. Reported and confirmed racial slurs of any kind.
3. Reported and confirmed throwing of any items on the playing surface or into the stands at an event.
4. Reported, confirmed, or unapproved entering of a locker room. Locker rooms are private areas for players, coaches, and other certified individuals.
5. Reported and confirmed contacting of any WFHA Administration, board members, or compliance committee members prior to a mandatory 24-hour waiting period.
6. Reported and confirmed inappropriate addressing of an issue in front of players, coaches, or at the rink.
7. Reported and confirmed use of an illegal substance, possession of an illegal substance or use of paraphernalia by WFHA players, coaches, or members during a WFHA event or at any facility used by WFHA.
8. Reported and confirmed evidence of members threatening officials, members, or non-members.
9. Reported and confirmed evidence of consistent abusive behavior between players.
10. Reported and confirmed theft of property.
11. Reported and confirmed false allegations.
12. Confirmed inappropriate or obscene use of social media and sports engine chat rooms.

The West Fargo Hockey Association's 2023-24 compliance policy will involve a uniform incident report form that will be submitted to a compliance committee made up of 3 to 5 board members, Association members, or qualified outside sources. The vote of this committee, after thorough investigation and analysis of a filed report, will be the final say in the matter, unless involvement from the North Dakota Amateur Hockey Association, law enforcement, or USA Hockey is necessary.