

# Black River Youth Hockey Family Handbook & By-Laws



2019-2020

Welcome to Black River Youth Hockey (BRYH)! Youth Hockey is one of the most family-oriented activities you can be involved in. Everyone in the family plays a role, whether it be brothers and sisters helping with the “chuck-a-puck” at a tournament, grandparents driving the carpool to an away game, parents working in the penalty box, or other family and friends coming to cheer the team on – it’s a great opportunity for quality “family time” in your busy lives! Even as ice time is at a premium, we value that family time and will work hard to ensure families have Sunday mornings available for their personal commitments.

## ABOUT US

Youth Hockey is about building lifelong skills such as sportsmanship and teamwork (and puck-handling, shooting, and more!), but it’s also about building friendships. We are affiliated with Wisconsin Amateur Hockey Association (WAHA) and USA Hockey – the state and national level governing bodies for youth hockey.



## OUR ASSOCIATION: BRYH

Black River Youth Hockey started in the mid-1970s in an outdoor rink next to the Armory, with the generous contributions from many different people and organizations in the area. Our first Zamboni consisted of parents and volunteers with brooms and shovels. (What’s a “Zamboni”? It’s the machine that shaves and smooths the ice between games – the cool one that everyone wants to drive!)

Our belief is that every child who wants to learn to skate and play hockey should be able to and not be limited access due to financial concerns. Registration fees are kept at a minimum and we provide opportunities for families to fundraise the majority of their family expense.

Skills practice usually begins around mid to late September; practice and fall skill evaluations take place mid to late October. Games for traveling teams begin the end of November and run through Mid-March. An Annual Recognition Night held in mid-March finishes out the season.

The Association hosts a web page ([www.blackriveryouthhockey.com](http://www.blackriveryouthhockey.com)) with information about the teams and rink activities. You can check out practice schedules, league standings and team/skater statistics. Please visit this site for answers to questions regarding work hours and who to contact for information.

# FAMILY RESPONSIBILITIES

Because we don't have paid positions, we really need your support and involvement in the following areas to make youth hockey a success in our community and keep registration costs low.

## *1. Fundraising*

BRYH offers many opportunities for families to contribute to fundraising efforts. These funds are used to directly offset the cost of our program and without them, our required registration fees must go up.

It is an obligation of families to contribute to our association, to help us raise funds. We recognize that families can help in different ways, depending on many factors. Some of our fundraising efforts include:

Calendar Raffle  
Annual Prize Raffle  
Annual Golf Outing  
Drink sales at the Jackson County Fair

Yearly, other opportunities come to us, to help raise money. Please help us keep our organization cost low by doing your part with these efforts.



## *2. 20-hour Work Requirement*

Each skater in youth hockey needs to support the association by volunteering. Each family's total hour requirement per season is 20 hours. We require completion of 20 hours (\$20.00 per hour); work hour year starts at registration 2019 and needs to be completed before registration 2020. If work hours are not completed, hourly rate will be assessed at the time of registration 2020. **It is the parents' responsibility to complete work hour form (online) for hours worked.** Our kids are able to skate at a much lower cost than most other associations – other registration fees within a 60 mile radius range from \$300-\$750 – because we handle our own work responsibilities. Anyone who is willing and able to work more hours is greatly appreciated!

Examples of work that will meet this requirement include:

- Rink set up in September
- Working at the Golf Fundraiser (usually in September)
- Rink tear down in March – April
- Flooding the rink
- Putting the concession area together
- Washing the Plexiglas and windows (not during your cleaning week, see below)
- Working at registration
- Being the weekend tournament coordinator
- Working tournaments, other than your own team home tournament
- Handing out/receiving equipment
- Coaching
- Serving on the board
- Team Parent Rep
- State Tournaments
- Open Skate
- Other jobs/activities as approved by the Board
- HS Boys & Girls Games (spread sheet for sign up will be provided on website <https://www.blackriveryouthhockey.com/> ), after the mandatory one game per skater

**High School Games – we require working one high school game per skater (to a maximum of 2 mandatory games per family) per year.**

Information on work dates and times is available on the website. Be sure to claim your work hours online (<https://www.blackriveryouthhockey.com/>) A current work hour spread sheet will be provided online and updated in a timely matter.

The following jobs **do not** count toward the 20-hour requirement: Zamboni driving during your games or after your practice, concessions, announcer, penalty box time during your games or practices, and running concessions during practice times. These jobs are considered “team jobs” that will be assigned by the team parent rep.

First year Tiger Cub skater families (if your only skater is a first year Tiger Cub player) do not have to complete this requirement; we would welcome your involvement if you are able to volunteer the time. You will still have to help with Tiger Cub sponsored Open Skates, cleaning and cross-ice events.

In summary, BRYH **does not** want to charge you for work hours, we need your work time far more than the dollars to make our programs successful.

### *3. Working during practices and games: All workers must be 16 years of age or older.*

Each family will take turns working in concessions, scorekeeping, running the clock, and working in the penalty boxes during home games (generally 2-3 times per season for kitchen and 2-3 times per season for the penalty/announcer boxes) for each team they have skaters. The association also has the concessions open during practices; locker room monitors are also required for all practices. The Parent Rep for each team will make the schedule for the concession/kitchen area as well as the penalty box/announcer schedule. These schedules will be distributed at your team meetings and posted on the bulletin board at the rink. It's your responsibility to work out any conflicts in the schedule you are given. The Board has voted to assess a \$50 penalty to any family that does not work these assignments or pre-arrange a substitute. This penalty has to be paid by the next game or the skater has to sit out.

We DON'T want the skaters to lose out on the playing experience. Please help the association make each and every game a positive experience for players, home and visiting team members by being responsible for your scheduled work times. These duties are very limited for the Tiger Cub program, but if you'd like to assist with tournaments and games to learn how to carry out these jobs, please contact a parent rep from any of the teams. It's a great way to learn more about this great game of hockey.

### *4. Keeping the rink clean:*

Each team will have weeks specified when they are asked to do their share during their player's practice time to help keep the arena area clean. Just a few minutes of your time during practice goes a long way when it comes to cleaning, restocking the kitchen, picking up litter, emptying the garbage, sweeping, and making sure the bathrooms are clean and supplied with necessary items. The cleaning schedule is included on the practice schedule, and a cleaning checklist has been hung in the utility closet. Whether it is your cleaning week or not, you need to clean up after each of your practices. Rink cleaning hours do not count towards your family work hours requirement.

### *5. Open Skates:*

Each skating level (Tiger Cub, Mites, Squirts, etc.) will be responsible for hosting one or more Open Skates during the season. These are held on Saturday nights when there are no tournaments scheduled for the arena. Open skates run from 6:00 – 9:00 pm, admission is \$3.00. Your parent rep or someone else identified by the team will get this organized. Open Skate nights need volunteers from your team's adults for concessions, music and announcing, ice patrol and admissions. This does count towards your work hours requirement. Open skate dates and cancellations will be posted in the website ([https://www.blackriveryouthhockey.com/.](https://www.blackriveryouthhockey.com/))

### *6. Team Tournaments*

Each team will meet at the beginning of the season and select tournaments that they choose to enter. The normal expectation is one away (overnight) and one driveable (day trip) tournament.

For the two team-designated tournaments, tournament fees will be divided equally amongst all skaters on that team and fees must be paid by December 1<sup>st</sup>. Non-payment will result in the skater not being allowed to participate, but DOES NOT relieve the financial obligation. The Association does not pay for any invitational tournament fees. The Association will pay for WAHA State Playdowns and WAHA State Tournament.

Any additional tournaments and fees will be divided between the skaters participating in that tournament.

## 6. Tournaments

Each team hosts or co-hosts a tournament at the Milt Lunda Memorial Arena during the season. All parents are needed to help make these successful. Schedules are developed by the Parent Rep for the team in conjunction with the Tournament Director. Hours worked during your child's team's tournament do not count towards your family work hours requirement. Equal amounts of work hours are to be worked by each skater's family. If there is more than one team (example Squirt A & Squirt B) participating, the duties are to be split equally between families. If you are unavailable to work your shifts, it is your responsibility to find someone to cover the shifts. The Board has voted to assess a \$50 penalty to any family that does not work these assignments or pre-arrange a substitute. This penalty must be paid by the next game or the skater has to sit out.

Responsibilities for tournaments include:

- Concessions
- Penalty boxes
- Announcer and scorekeeper
- Chuck-A-Puck sales
- Working Raffle table
- Decorations
- Set up and clean up
- Team Tournament Coordinator in place of Board Tournament Director – counts for work hours
- Working at State Tournaments is the responsibility of the whole Association and every team is expected to provide a basket for raffles.

### Summary of Family Responsibilities:

1. **Register with USA Hockey and BRYH and pay appropriate registration fees.**
2. **Work Hours: 20 hours per family, buyout is \$20/hr**
3. **Team Work Hours: Parent Reps will assign team member families for game day and practice duties**
4. **Money at Registration: player registration fee**
5. **Tournament fees for two tournaments, as determined by the team.**

Wisconsin TnT Hockey is a cooperative girls-only program between BRYH and Tomah Youth Hockey



# EXPECTATIONS OF BEHAVIOR/RESPONSIBILITY

## SKATERS

Each player must respect coaches, competitors, officials, parents, fans and arena volunteers.

1. The hockey game is fun for you. If you do not love the game or have fun on the ice you should not be playing.
2. If you want your opponent to respect you, then it is important for you to respect him/her.
3. Team efforts are more important than individual efforts. Your team will be more successful if you work toward a common goal, together.
4. Once the referee has made a decision, you are required to respect that decision. You may not use any verbal criticism or gesture that implies disrespect.
5. The rules of the game are designed to allow the game to be played. When they are violated the game is in danger. Do not forget that most of the people out on the ice with you are volunteering their time—appreciate it, and don't take it for granted.
6. Winning is fun and should be celebrated as long as there is no disrespect directed at the opposing team.
7. Swearing or vulgar gestures will not be tolerated.
8. Attendance at all practices and games is expected. You must call your coach or team parent rep if you are going to miss.
9. Treat everyone fairly regardless of gender, color, ethnicity, religion, or economic status.
10. Abstain from the use of tobacco, alcohol, or performance enhancing drugs.
11. Regularly seek ways of increasing your athletic development and self-awareness.
12. Participate in a manner that ensures safety of athletes, coaches, and officials.
13. Respect other athletes' dignity—verbal, or physical behaviors that constitute harassment, bullying or abuse are totally unacceptable.

## DISCIPLINARY ACTIONS

At any point if a skater is involved in a major altercation, Coaches have the right to impose immediate suspension followed by a BRYH Board review. Parents do have the right to bring any questions regarding a disciplinary action taken by the coach to the Board.

## PARENTS

1. BRYH follows USA Hockey's Zero Tolerance Policy. Copies are found around the rink and at the following URL: <http://www.usahockeyrulebook.com/page/show/1015130-zero-tolerance-policy>
2. Hockey is an emotional game. It is important to maintain perspective. We are a group of volunteers doing our best. No one is playing for the Stanley Cup this year.
3. Remember, you are your child's role model—set a good example. Be supportive, patient, and understanding.
4. Encouraging your own child will encourage the entire team. Stress the importance of group efforts.
5. Leave the coaching to the coaches. Remember, they volunteer their own time to help all of the children. The coach needs your support because the children look to him/her on the ice for direction. Do not confuse the children by undermining the coach's instruction and orders. **DO NOT** confront coaches with problems in front of players during games or practices. Any concerns should be brought to the Board Representative at your level.
6. Appreciate the officials and the job they are doing. Your attitude toward the officials is the attitude your child will develop. **DO NOT** belittle referees.
7. Profanity, personal criticism, and abusive language or conduct has no place in the development of BRYH players, either on or off the ice. Often people have misunderstandings or differences of

opinion; it is part of life, and our job is to teach our children how to handle these situations. No matter how close the call may be or how mistaken a judgment may have been there is no tolerance for unbecoming conduct.

8. BRYH will only be as good as the positive support you can give. GET INVOLVED.
9. Never forget you are the one your child will follow. Be sure you are teaching your child to be fair and understanding.
10. The image of youth hockey and BRYH is directly related to the manner in which you conduct yourself in public at all hockey games and functions. If your conduct is such that it is damaging to the intent of this program and BRYH, the Board reserves the right to terminate your membership.
11. Attend as many games as possible.
12. Leave all reprimanding to the coaches during games and practices. The Coach may want to discuss behavior with you or if you have concerns about YOUR skater's behavior, take time away from the situation to discuss the issue.
13. **Do Not** disturb players or coaches on the bench during games.
14. If you have an issue regarding the coach for your team, please see your parent representative or the board representative at your level. They can discuss things with the coach.

## COACHES

**The most important responsibility of a coach is to assure that the child is enjoying and learning the game of hockey. It is the job of the coach to review and follow the American Developmental Model guidelines which have been adopted as the model for training hockey players within the BRYH Association. The Coaches Coordinator will call meetings prior to the season, as well as throughout the season to provide a forum for these discussions.**

1. A good coach has a sound knowledge of hockey and the ability to transfer that knowledge to his/her players.
2. Coaches must have their practices planned ahead and know what they are going to do before they get on the ice.
3. Coaches will follow the training plan designed to develop the appropriate skills for their developmental level, as defined by the ADM.
4. Coaches who share ice-time together should talk about planning full-sheet drills.
5. Coaches are encouraged to make a written evaluation of each skater at three times throughout the year to be discussed with the parents and skater.
6. The coach should have every player set realistic goals for themselves.
7. Coaches should make sure that the parents feel part of the program.
8. Coaches should not argue with the officials.
9. Coaches should encourage dry-land training.
10. Coaches are responsible for safety of all players.
11. Coaches must ensure players are mentally and physically ready for each game.
12. Coaches need to stress team play not individual achievements.
13. Coaches will discourage name-calling, heckling, or any other unsportsmanlike conduct.
14. Direct constructive criticism toward the performance not athlete.
15. Consistently display high personal standards of behavior and sportsmanship.
16. Abstain from the use of tobacco while in the presence of players.
17. Abstain from the use of alcohol before a hockey related event.
18. Ensure the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes and educate them as to their responsibilities in contributing to a safe environment.
19. Treat opponents and officials with respect and encourage your players to do so as well.

20. In the case of minors, communicate and cooperate with the parents or guardian in helping them become the best athlete possible.
21. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, and emotional aspects of their lives and conduct practices and games in a manner so as to allow optimum success.
22. Coaches need to understand the goals of the athletes take precedence over their own or those of their own child. Remember to do what is in the best interest of each individual skater and for the team.
23. Supervise locker rooms when the assigned parent is not there.

## **COACHES DISCIPLINE**

All matters pertaining to coaches' misconduct are to be reported immediately to the Coaches' Coordinator. The Coordinator will investigate the matter and gather information from all sides. He or she may confer with Coaching Committee members and has the authority to issue warnings and temporary suspensions. If it is determined that a severe violation has occurred, the Coaches' Coordinator will refer the matter to the Executive Committee. The Executive Committee will convene to resolve the matter. Disciplinary decisions are final.

1. At no time can there be a sexual or intimate relationship with any skater.
2. At no time will there be verbal or physical behaviors that constitute harassment.
3. Never advocate or condone the use of tobacco or alcohol by minors.
4. Never provide under age athletes alcohol.
5. Never suggest the use of performance enhancing drugs.



# TEAMS

Players can start as early as age 3. *Must be 3 by July 1 of the current year.* We follow USA Hockey rules and teams are developed according to player age by calendar year. We do offer girls teams, based on the current ages of girls in the program who are interested in playing on girls-only teams as the numbers will allow. All teams shall be grouped according to the player's age as determined by USA Hockey guidelines. Each player is required to provide proof of age in the form of the birth certificate verification form. Prior to the first scheduled game, this paperwork must be turned in to the parent representative.

**First year registration, for new skaters (does not include transfers), is waived.**

	<b>Ages</b>	<b>Registration Fee</b>
Learn to Skate	>=3 or First Year Skater	First Year Free
* Tiger Cub/8U	8 and under on Dec. 31 <sup>st</sup>	\$100
** Squirt/10U	10 and under on Dec. 31 <sup>st</sup>	\$150
PeeWee/12U	12 and under on Dec. 31 <sup>st</sup>	\$150
Bantam/14U	14 and under on Dec. 31 <sup>st</sup>	\$150

Please make every attempt to register online at [www.blackriveryouthhockey.com](http://www.blackriveryouthhockey.com) in August

An online registration fee discount of \$25 will apply for registrations Mid-July to Aug 13, 2019. On-line registrants will allow have the option to pay via 3 installments.

- \* At the coach's discretion, Learn to Skate can move into Tiger Cubs at any time during the season.
- \*\* Only skaters who have demonstrated the level 4 skill requirements (defined by USA Hockey/Figure skating) as a Tiger Cub, are in the 2011 birth year, and have parental consent may tryout at the Squirt level, in the fall, during team tryouts; need for tryouts determined by the BRYH board. Skaters who have not yet met the level 4 skill requirements, but meet the birth year guideline and have parental consent can attend the Squirt age skill practices, prior to tryouts, and be evaluated. The skater will be allowed to tryout if the level 4 skill requirements are met; need for tryouts determined by the BRYH board.

Games are mainly on weekends, but may be on a week night with teams that are from nearby towns. Our association has adopted the American Development Model, or ADM for player and team development. Depending on the number of players at each level, there may be more than one team (Squirt A, Squirt B, etc). If there will be more than one team at a level, teams will be selected through a fall evaluation process.

## Goalie Training

BRYH is committed to improve goalie training and recognizes specialized gear is required, over and above what is expected of forwards and defensemen.

The BRYH board will provide up to \$500 reimbursement for attending goalie specific training. Preapproval of the training is required, if reimbursement is requested. BRYH will reimburse upon completion of the training, to a maximum of \$500 for the cost of registration only. BRYH will not reimburse for travel, meals,

accommodations, or any other expenses. The BRYH board may, in certain circumstances, allow reimbursement prior to attending training; this must be requested to the board.

By accepting this reimbursement, BRYH expects the child will agree to play goalie on their designated team in the next season. BRYH reserves the right to deny reimbursement or bill for training not attended or skater's refusal to play goalie in the upcoming season.

## Goalie Equipment

BRYH will provide some cost-sharing for the cost of goalie specific gear. Cost sharing is available only for catcher, blocker, and leg pads. BRYH will cost share at 50% of cost, using the table below. Please note, there is no cost-share reimbursement for Tiger Cub aged skaters.

Equipment does not have to be new, but a signed receipt must accompany all requests for cost-sharing.

Age	Cost Share Maximum
Squirt (10U)	\$150.00
PeeWee (12U)	\$250.00
Bantam (14U)	\$350.00



**Learn to Skate:** This is a learn to skate program for first year skaters. The registration fee will be waived for first year skaters in this program. However, fundraising obligations and USA hockey registration are still required. Practices will be held on shared ice with the Tiger Cubs. The program will begin with the Tiger Cubs and will end the second week of December. Skaters who wish to continue skating can move into the Tiger Cub program if minimum skill requirement are met.

**Tiger Cub:** This is a hockey skill development program for youth ages 3 to about 8. Players will most likely practice two days per week, (pending final schedule) from mid-October to mid-February. There will be cross-ice opportunities on Saturday mornings during the second half of the season. As the season progresses, other cross ice opportunities will be made available. The Cross Ice program is a USA Hockey developmental training system for preparing skaters for full ice games. The Tiger Cub program will work to divide the practice ice into hockey skill stations that will challenge skaters at all levels of the program. Parents are strongly encouraged to sign up to assist on the ice – the more help, the better! We will just need to have you sign a waiver of liability form. Players at this age can typically borrow equipment from the association. Equipment usage is based on availability of appropriate equipment.

**ADM Model:** Our goal is to formulate our teams, practices, schedules and philosophy as close to this model as possible. More information about the ADM model can be found at <https://www.admkids.com/>

## **MOVE UP**

All Skaters will register and skate at their age appropriate level.

Moving a skater/multiple skaters up will be considered by the board if needed to meet the ADM model.

## **CO-OP**

A new co-op will be considered if the numbers for the team are considerably lower than the ADM model. The board will seek the input of the existing parents of registered BRYH players at that level. The board will then consider the co-op for approval.

## **DUAL ROSTERING**

Dual Rostering requests will be considered by the BRYH board, at the request of the board level rep and head coaches of the requesting teams. The primary team for any dual rostered skater, if approved, will be the age appropriate team. It is at the discretion of the head coach to invite skaters that are dual rostered to participate on their secondary team; for practices, games, and other team activities.

## **SKILL EVALUATION**

Our primary goal is to place the skaters on the team of the appropriate skill level. Prior to the evaluations, the players will be offered practices that are designed to teach them the skills and specific drills that will be utilized for the evaluations. All players wishing to tryout must attend the fall evaluation unless they have a medical exemption, are excused for a family emergency, or moves into the association after the evaluations are completed. Any player not attending the fall evaluation for any other reason will be assigned to the lower team. In the instances of the above excused absences, the player's past performance may be worthy of consideration for the upper team. The Coaching Coordinator will make a recommendation to the Executive Committee prior to completion of the fall evaluation on any such player. In the case of a player moving into the association after the fall evaluation, the Coaching Coordinator can make this recommendation up to the point that final rosters are due.

All players who agree to try out will be placed on their appropriate team, based on the recommendations below and must skate on that team. Families with two or more players at the same age level may declare via an email to the President of BRYH, before tryouts, that if one player makes an A team and another player makes a B team; then both players will be on the B team. After tryouts, no player may switch teams for any reason.

Evaluations will be organized by the Coaching Coordinator in conjunction with the coaches committee. The Coordinator will appoint the selection committee and it will include 3 qualified 3<sup>rd</sup> party judges with no affiliation to the team they are evaluating, along with members of the coaching committee that wish to participate. Some evaluators may have a child in the age level being evaluated, this is acceptable. The evaluator will not be allowed to evaluate their child. The evaluations will consist of at least one drill & skill practice and one scrimmage. The selection committee will utilize the evaluation form that has been agreed upon by the BRYH Board and shared with the families of skaters at the age groups to be evaluated. Skaters will also be told that ATTITUDE will be considered as part of the criteria for placement. Especially important are: listening, cooperation, teamwork, and knowledge.

Team size recommendations will be made by the coaching committee prior to the start of the evaluations. Those team size recommendations will only be a guideline for the selection committee to use, after seeing the natural break in the scores. If this is not evident, then it will be determined by recommendation of the selection committee to the BRYH board, with input from the coaches at that level. Evaluation results will not be available to be viewed by anyone other than the selection committee, BRYH Board, and the Coaching Coordinator, who will destroy the forms after the WAHA roster change deadline. The Coaching Coordinator will compile the final rosters and alphabetize a list for each of the teams' rosters. The rosters will be posted on the BRYH website as soon as possible following the evaluations.

## **EQUIPMENT**

Equipment is available to all kids in Tiger Cub, Mite and Squirt levels, as long as the supplies last. Skates are available for first year Tiger Cub skaters only.

Equipment loaned out from BRYH is a service provided to our young skaters. A \$100 deposit check will be required to check out any BRYH equipment. The deposit check can be made out to BRYH and will be returned when the equipment is turned back in at the end of the regular hockey season. If the equipment is not turned back in by April 15<sup>th</sup> of the current season then your check will be cashed. Any equipment lost must be replaced by the family or the family must pay the association the replacement cost. PLEASE remember this is the property of BRYH (YOUR association!) and should be well taken care of and kept clean. Please encourage your skater to take all of their equipment out of their bag following each practice to completely dry out. Not only does this reduce the smell in the short term, it helps the equipment for the long haul!

If a player will be attending summer leagues or camps, BRYH will rent equipment for the summer for a cost of \$50 (non refundable). If you rent equipment for the summer it must be turned back in at the first in person registration day for the next regular hockey season.

## **JERSEYS**

When skaters are playing for the Tigers, they are representing BRYH. Jerseys are a considerable expense for the association and a huge sense of pride for the skaters. Jerseys are to be kept in a garment bag at all times when not worn for games. BRYH Garment Bags can be purchased at local sports merchandisers. Jerseys are only to be worn at association hockey games – they must be taken off after the game. Please don't eat in, shop in, or play in them after the game. Jerseys should be washed inside out, in cold water, and laid flat or hung up to dry. Please do not put them in the dryer – the heat can cause the lettering and graphics to peel off. Thank you for caring for them and leaving them in good shape for the next player.

## **GRIEVANCE PROCEDURE**

It is recognized that from time to time there will be conflicts and/or disagreements within BRYH. It is our hope that the necessary discussions will take place as soon as a conflict becomes evident involving all necessary parties. Each team has a Board Representative assigned for their age classification. These are the people whom parents are to address issues and concerns. If a resolution cannot be reached at this level, the grievant may forward the written grievance to the Secretary or President of the Board. Every effort will be made to make a timely decision.

# OFFICIALS

Every game needs two officials. Our on-ice officials are essential to our organization. BRYH works very hard to support our officials and provide a positive environment for officials.

USA Hockey and Wisconsin Hockey Officials Association provides mandatory training yearly to officials. BRYH will reimburse officials for the registration costs associated with these trainings. In addition, new officials can seek a one-time \$100 reimbursement for equipment – half shield, officials shirt, whistle – as examples.

For the 2019-2020 Season Officials Pay is as follows

Game Level	Regular Season Official Pay	Playdowns and State Tournaments Officials Pay
Squirt (10U)	\$35	\$40
PeeWee (12U)	\$40	\$45
Bantam (14U)	\$45	\$50

The Referee Coordinator shall use Home Association Officials, as much as possible and as appropriate to the games. If Home Association officials are not available, the Referee Coordinator shall use out-of-Association officials. Mileage for out-of-Association officials shall be a flat \$20 per day and only offered to out-of-Association Officials who travel more than 20 miles one-way.

A Home Association Official shall be defined as meeting one or more of the following criteria:

1. Member of Black River Youth Hockey
2. Member of a Boys' or Girls' Black River Falls Co-op High School team (with the Exception of Tomah & Sparta School Districts due to them having their own Home Town Associations.)
3. Accepts Reimbursement for administrative fees for the current officiating year. These fees may include USA Hockey, WiHOA, Safesport, Background Checks, and/or any other requirements put forth by USA Hockey or WiHOA.

Home Association Officials are not eligible for mileage or concessions food/drink.

# COACHING

## COACHING COORDINATOR

The board shall appoint the Coaching Coordinator. The coaching committee members will be made of all members in the association that are interested in having a voice in coaching and training in our association. Some members of this committee will be responsible for a team within the association; others may be trainers that are willing to step in and offer modeling or practice assistance to a team. The object of the coaches committee is to staff each team with qualified coaches and to insure coaching consistency throughout all levels in the association in accordance with the tenants of the ADM. Recognizing that these duties are critically important to the association, we recommend that this person not currently be a head coach within the association.

The duties of the Coaching Coordinator include:

- Ensure all adults on the ice have the appropriate USA Certification
- Ensure all proper background checks have been completed for the Coaches.
- Develop a Coaches Handbook describing the expectations for practices, game ratio, and skills that should be mastered at each team level. The ADM framework will be utilized for this handbook.
- Develop an evaluation form based on a rating system, explain the form to coaches, and post copies of the evaluation form at least 2 weeks prior to skill evaluations for public viewing.
- Arrange for judges to evaluate skaters during evaluations.
- Watch coaches and how they run practice in order to make sure that the BRYH coaching program and philosophy is being followed.
- Provide support to Coaches—discuss practice schedules, suggest drills, appropriate discipline, etc

Coinciding with the idea of coaching consistency is player development and participation. Except for disciplinary action, playoffs, or situational play (i.e. last few minutes of the game, power plays, penalty kills, etc.) the coach will play all players throughout the regular season in accordance with the American Developmental Model (ADM).

## COACH SELECTION

For all coaching positions, the Executive Board, working collaboratively with the Coaching Coordinator will actively pursue and consider coaching candidates. All prospective coaches whose intentions are to coach at the Tiger Cub through Bantam age-level during the upcoming season must complete and return an application to BRYH via online coach's registration ( <https://www.blackriveryouthhockey.com/>) in August. When selecting coaches the following criteria need to be considered:

- A coach must be at least 18 years of age.
- A coach must be able to commit to the time, finances, and the responsibility needed to coach the team.
- A coach must be able to teach competency in skating, hockey skills, teaching techniques, strategies, and skills in communication with skaters and parents.
- A coach must be certified by USA Hockey. Each must keep his/her certification up to date. Coaches and Assistant Coaches are encouraged to attend one clinic per season. The BRYH Association will reimburse coaches for the cost of this certification and clinic attendance.
- All coaches must have filled out the USA Individual Insurance form prior to going on the ice.

- BRYH discourages head coaches from coaching the same group of players for more than a consecutive two year time period. BRYH, and the ADM, feel it is important to expose skaters to different coaches throughout their program participation. Exceptions to this rule can only be made by the Executive Board under strict circumstances.
- Years of coaching experience and type of experience will be strongly considered in the selection process.
- While BRYH discourages parents from coaching their own children above the PeeWee/12U level, where the needs exist, the Executive Board will approve parent coaches at this level.

The Coaching Coordinator and the Executive Board reserve the right to review the performance of selected coaches with recommended improvements when necessary.



## ORGANIZATION

A Board of Directors is elected each spring at the Annual Meeting. Board members are expected to demonstrate regular attendance at monthly meetings. Board positions and contacts are as follows for the 2019-2020 skating year: To see a description of the responsibilities of each of these positions, please read Article 3 of the included BRYH By-Laws.

President – Steve Hansen  
 President-elect – Derek Peterson  
 Treasurer – Wendi Huling  
 Fund Raising – Rita Casper

Past President – Henry Berry  
 Secretary – Melinda Muir  
 Tournament Director – Jessy Olver

### Team Level Representatives

Tiger Cub: Marcie Peterson  
 Bantam (14U): Matt Jorgensen

Squirts (10U): Jessica Meek      PeeWee (12U): Jennifer Bresee  
 Girls (10U, 12U, 14U): Loretta Canfield, Elisabeth O’Neill

### Board Appointed Positions

Registrar – Jessica Elmhurst  
 Coaches Coordinator – Jared O’Neill  
 Ice Scheduler – Melinda Muir  
 Marketing Coordinator – Wendi Huling  
 Concessions – Dina Hansen

Referee Coordinator-  
 Equipment Manager -  
 Ice Maintenance – Brad Overlein  
 Advertising – Dina Hansen

**Team level Representative will act as Parent Rep until such person is selected. (work with coaches to set away tournaments prior to first team meeting.)**

\*\*\*\*\*

Other non-board positions needed to make the Association work:

**Ice Scheduler:** Shall be responsible for attending annual scheduling meeting with other teams in league and is in charge of ensuring BRYH is involved with a league. This will involve blocking ice time for those scheduled games, practices for each BRYH age level, and insuring BRFHS gets required time. Any time a team will not be at a scheduled ice time, they will need to report to the scheduler ASAP. They shall fill the rest of the ice time by selling ice to other associations, and open the ice for skating. They will keep all managers aware of tournaments, practices, and open ice. Open ice times will be posted on website, bulletin board, and given to each team manager.

**Referee Coordinator:** Recruit, mentor, train and evaluate referees for the association. Coordinates the referees' schedule for home games and tournaments. Referee coordinator to evaluate referees and receive feedback from home team coaches and provide additional training to referees throughout the season.

**Marketing Coordinator:**

Coordinator will lead efforts to promote BRYH in the community and recruit new skaters to the program. Activities will include coordinating floats for parades, booths for community events such as Spring showcase and school open houses, and assemble a committee for Try Hockey Free events. Create Slide show for award banquet

**Concessions:** Takes care of food ordering, ensures that all equipment and processes are in compliance with local and state regulatory agencies. Orders paper products and cleaning supplies as needed. Coordinates meeting with association members and figure skating to develop menu items.

**Registrar:** Handles registration of players, WAHA and USA Hockey compliance, and official roster development. Register all BRYH teams for state playdowns.

**Equipment Manager:** Manages equipment inventory, check out and ordering of new equipment and uniforms

**Ice Maintenance:** Supervises and coordinates all rink and Zamboni maintenance efforts

**Advertising Chair:** Promotes advertising opportunities within BRYH, works with prospective advertisers to complete the process of sign creation and display. Mail annual invoices

**Coaching Coordinator:** Responsibilities include; working with the Executive Committee of the board to assign coaching applicants to teams, facilitating the Coaches Committee meetings, ensuring all adults on the ice have the appropriate USA Hockey Certification, ensure all proper background checks have been completed on coaches, communicate expectations to coaches at each of the levels, coordinate a natural progression of development from one level to the next, develop an evaluation system for team selection as well as secure evaluators for this purpose. These duties and responsibilities must align with the American Development Model (ADM) as closely as possible.

Other non-board positions needed to make the Association work:

**Coaches and assistant coaches** – We can't have teams without them. Background checks are completed for all coaches. Coaches are required to attend clinics to obtain various levels of certification as outlined by USA Hockey.

**Referees** – Students ages 12 and older can attend referee clinics to become qualified to be a referee. Referees must be playing or eligible to play at one level above the team they are refereeing. Referee certification is managed by and according to USA Hockey rules.

**Zamboni drivers** – every team needs to have 2-3 parents who have been trained on and can drive the Zamboni. Each team is responsible for resurfacing the ice after their own practices and games, and during their Open Skate nights. A Zamboni –driver training is held in the fall for new parents who want to learn.

**Parent Reps** – each team selects a parent rep. Once you are selected as team parent rep please go online and register at <https://www.blackriveryouthhockey.com/>. Parent Reps are required to have a background check and Safesport done prior to registering. As this is the parent handbook, we are including the job description for parent reps.

- 1) Keep a binder for your team :
  - The official roster (once you get it from the registrar later in the year) \* needed for state
  - Annotation of birth certificate for each skater, if not on verified official roster (illegal to copy birth certificates)\*needed for state
  - Your contacts for each family and the coaches
  - Score sheet stickers (easier than writing the names and numbers out each game)
  - Your game schedule
  - Your practice schedule
- 2) Make up a work schedule for all home games and practices – concessions (2), clock, score sheet, Zamboni, locker room and penalty box (2)
- 3) Make up a work schedule for open skates, concessions (2), rink monitor/music, admissions; locker room supervision
- 4) Remind parents of cleaning weeks
- 5) Run off directions to rinks for new parents
- 6) Remind parents of weekly schedule
- 7) Call and confirm all home and away games with opposing team rep the day or two before
- 8) Turn all score sheets in to the league representative for updating the website and the league stats
- 9) Work with setting up new parents on clock training, how to do a score sheet and how to do concessions
- 10) Basically answer any questions they may have throughout the season
- 11) Make arrangements for away tournament, collect entry fees and mail in, reserve motel if needed
- 12) New - Website updating



## OPERATION

Milt Lunda Memorial Arena: BRYH contracts with the city of Black River Falls to operate the arena from Mid-September through May 1 of each year and is responsible for rink operation and maintenance, operating costs such as electricity, and share costs for major repairs of the arena in general during that time. The association owns all rink equipment and maintains an equipment rental program for younger players. BRYH also has a contract with the Black River Falls School District to support the High School Hockey programs.

BRYH Financial operations: Financial statements are reviewed and approved at the monthly Board meetings. A financial audit is held every 3 years. All revenues and expenses are generated through the activities of the Association, including local, regional and state tournaments hosted. We have one of the lowest player registration costs in the state. Our belief is that every child who wants to learn to skate and play hockey should be able to and not be limited access due to financial concerns. Low fees are due to the generosity of local community benefactors and the active involvement of our own parents and families! If the registration fee will cause undue hardship on the family, please contact a member of the Board.

Season general schedule:

July-Mid August: Registration held

Early September: Rink set up – Lots of help needed!

Late September: Practices begin (all except in-house)

Mid October: Traveling team tryouts, Tiger Cub begins

November: Traveling team games begin

Early February: State Playoffs

Early March: State Tournaments

Mid-March: Season ends

End of March to the end of April: Rink take-down

Annual Meeting: End of March

### **Forms, documentation needed:**

-Birth Certificate Verification

-Signed Family Handbook Agreement

Proof of USA Hockey Registration

We hope you, your skater, and your entire family enjoy the benefits of Black River Youth Hockey. If you have any questions, please don't hesitate to contact a member of the BRYH Board. Have a great season, and remember to always model good sportsmanship for our skaters!!



*“It’s a great day for hockey!!”*

*-Bob Johnson*

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I have received a copy of the Handbook and By-Laws and as a **parent/guardian** of a skater in the Black River Falls Youth Hockey Association, understand it is my responsibility to read through and uphold the expectations throughout the season.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I will read through and understand my responsibilities as a **player** in the Black River Falls Youth Hockey Association.

Skater’s Name: \_\_\_\_\_ Skater’s Signature \_\_\_\_\_

Skater’s Name: \_\_\_\_\_ Skater’s Signature \_\_\_\_\_

Skater’s Name: \_\_\_\_\_ Skater’s Signature \_\_\_\_\_

**BY-LAWS**  
Of the  
**Black River Youth Hockey Association (BRYH)**

**ARTICLE 1 - Purpose**

**Section 1.01** To encourage, promote, improve, and aid in the development of amateur ice hockey in the Milt Lunda Memorial Arena.

**Section 1.02** To give the youth in the Jackson County area the opportunity to participate in amateur hockey at appropriate skill level.

**Section 1.03** To foster social development and peer interaction through team play.

**Section 1.04** To teach leadership, responsibility, good sportsmanship, and principles of fair play.

**Section 1.05** To ensure proper coaching and training to promote physical and mental development.

**Section 1.06** To demonstrate accountability and safety through the proper use of equipment and facilities.

**Section 1.07** To encourage parent involvement and better understanding of the principles of hockey, including the values of sportsmanship and fair play.

**ARTICLE 2 – Membership**

**Section 2.01** All parents with children enrolled at any level (Tiger Cub and older) are members of BRYH.

**Section 2.02** No skater will be allowed to have more than one adult with voting rights at the annual meeting.

**Section 2.03** Each coach who applies and is accepted by the Board of Directors shall be a voting member of BRYH.

**Section 2.04** Membership can be revoked if the parent or coach has been proven to act in an inappropriate manner. This includes but is not limited to failure to promote good sportsmanship, and fair play.

**Section 2.05** Any adult wanting to participate with the association guidelines may purchase an associate membership for \$25.00 per year.

**Section 2.06** Family as defined by BRYH shall be: Father and/or Mother and/or guardian and the children of either, whether natural, adopted, or foster, who reside full or part time with the parent, parents or guardian. The child or children must be under the age of 19.

**Section 2.07** To be in good standing with BRYH all paperwork, fees, and equipment must be properly supplied.

**Section 2.08** In no way shall the activities of the BRYH involve propoganda or other means of attempting to influence any personal or political campaigns.

### **Article 3 - Board Members and their Duties**

#### **Section 3.01 Voting Members of the BRYH Board of Directors:**

**President:** Shall be the Chief Executive Officer of the BRYH. He/She will preside over all meetings, special meetings, take on primary responsibility for the business organization, and bring major new issues/policy changes for BRYH. The President shall only vote in case of a tie.

**Past President:** Shall act in an advisory role to the BRYH Board. Shall help and assist the board in any and all matters that have been carried over from the previous year. If the President is unable to complete his/her term the Past President will complete the remainder of the term.

**President Elect:** Shall function as the president in his/her absence. President Elect is responsible for promoting registration, meeting with teams and team representatives throughout the year to inform them of the procedures involved in BRYH as well as organizing trainings on all appropriate assignments that are necessary as families move through the organization. Work directly with parent representatives at each level.

**Secretary:** Shall maintain accurate minutes of the organization, post minutes on the website for public, and help maintain BRYH data base.

**Treasurer:** Shall be responsible for the funds of BRYH, report monthly to the board with a current and accurate financial statement, organize papers for taxes, file all non-profit papers as required.

**Fundraiser:** Shall organize and promote any event dealing with raising money for BRYH. Upon the completion of each event a full financial report will be given to the board.

**Tournament Director:** Shall be responsible for organizing, promoting and conducting all tournaments sponsored by BRYH. Works in conjunction with the team level board representative to supervise and manage the tournament weekends. He/She shall be responsible for the continuation of annual invitational tournaments and for ensuring guidelines, rules, and procedures for teams, including conduct of teams and awards.

**Team Representatives:** All age levels of BRYH will be represented on the board. These levels are as follows: Tiger Cub (8U), Squirts (10U), PeeWees (12U), Bantams (14U), two Girls representatives (10U/12U/14U), and Midgets (18U) as appropriate.

Representatives shall be responsible for representing their designated levels as issues arise throughout the season.

Team representatives will:

- ◆ Act as the spokesperson for the board in sharing information with coach(s), parent representative(s) and families of the team at their respective levels.
- ◆ Manage fundraising efforts for the team(s) at their level in conjunction with the Fund Raising Chair.
- ◆ Collaborate with Tournament Director in supervising and managing the home tournament weekend at their age level.
- ◆ Uphold by-laws of BRYH in disciplinary matters involving their team level players.

### **Section 3.02 - Executive Board Members**

Shall consist of 6 regular board members: President, Past President, President Elect, Secretary, Treasurer, and Tournament Director.

No Executive Board member shall miss more than 3 meetings in one given year.

BRYH President shall be able to call emergency board meeting consisting of Executive Members if he/she feels it necessary.

Any motion can be called and passed by the Executive Board.

## **Article 4 - BRYH Board Guidelines**

**Section 4.01** Only members in good standing who have been members one or more years may be nominated and elected to board. All nominations and voting will take place at the March annual meeting. Each family will be allowed one vote.

**Section 4.02** The board shall consist of not more than 15 members.

**Section 4.03** A quorum of the BRYH Board shall consist of a majority of the regular members of the Board.

**Section 4.04** No indebtedness shall be contracted on behalf of the organization unless authorized by a resolution of the BRYH Board.

**Section 4.05** The Board shall meet on the third Wednesday of each month unless an alternate date and time is published 48 hours in advance of the change to the BRYH website. All meetings shall be open to all BRYH members in good standing. Only elected board members will be allowed to vote on issues brought before the board. All minutes of the meeting shall be posted on the BRYH website on a monthly basis.

**Section 4.06** The annual meeting shall be held by the end of March. All members in good standing are welcome to attend the annual meeting. The annual meeting is the designated time for all elections for BRYH as well as any proposed changes to the bylaws.

**Section 4.07** The President and at least 2 Members of the Executive Board can call special meetings. Notice of special meetings shall be given to each board member allowing at least 2 days notice.

**Section 4.08** If for any reason an elected Board member is unable to finish his/her term it is the Board's duty to appoint a replacement for the duration of that term.

**Section 4.09** None of the BRYH Board members are to be compensated in any manner for his/her duties as a board member.

**Section 4.10** Annually, the board shall be responsible for appointing each of the Non-Voting Board Members.

#### **Section 4.11 USA Hockey / WAHA preeminence**

Black River Youth Hockey Inc., an Affiliate Association of Wisconsin Amateur Hockey Association, Inc. (WAHA), shall abide by and act in accord with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of WAHA, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of Black River Youth Hockey.

### **Article 5 - Amendments**

**Section 5.01** These Bylaws may be amended by the affirmative vote of two-thirds of the members present, voting at any regular or special meeting of Black River Youth Hockey, Inc., provided that the amendment shall have been approved by a majority of the Board of Directors at a meeting of the Board and that notice shall be given in the Banner Journal as a Class I notice pursuant to the provisions of Chapter 985 of the Wisconsin Statutes. Such notice shall set forth the time and date of the meeting at which the amendment is to be presented and shall provide a brief description of the proposed amendment. Such amendment shall become effective on approval of the membership.

### **Article 6 - Dissolution**

**Section 6.01** Upon dissolution of Black River Youth Hockey, Inc., all assets shall be distributed for one or more exempt purposes within the meaning on Sec. 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal Government, or to a State or Local government, for public purpose.

**Section 6.02** Any such assets not so disposed of shall be disposed of by the Circuit Court of Jackson County or of the county in which the principle office of Black River Youth Hockey, Inc. is located at the time of dissolution, exclusively for such purposes or to

such organizations as said court shall determine, which are organized and operated exclusively for such purposes.

Adopted March 27, 2006, BRYH Annual Meeting, High School Cafeteria

Amended March 19, 2007

Amended March 31, 2010

Amended March 2011

Amended March 15, 2017

Amended March 20, 2019