

WOODBURY AREA HOCKEY CLUB

2023-24

BLUE-BOOK

A Member Handbook



Mission Statement

The Woodbury Area Hockey Club (WAHC) aims to provide the most gratifying and rewarding youth hockey experience for players, parents and coaches seeking either the best competitive or recreational athletic experience in a positive, developmental environment at a reasonable expense.

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MEMBER HANDBOOK

The material presented in this Member Handbook (the BLUE BOOK) is for players, coaches, managers and parents of the WAHC. We believe the success of WAHC hockey is achieved when all players, parents, managers and coaches work together. This handbook is a guide to inform the membership of necessary communications and serves as a source for WAHC's policies and procedures. The Member Handbook and its contents, policies and procedures are developed and approved by the WAHC Board of Directors annually. We hope these guidelines will serve as an information resource for everyone to understand the goals and policies & practices of our Club.

WAHC AFFILIATIONS

The WAHC is formally affiliated and holds an Affiliate Agreement with Minnesota Hockey. Minnesota Hockey is the recognized state affiliate of USA Hockey, which governs all amateur hockey in the United States. Many of the rules that we enforce, such as age classifications, playing rules, level classifications, etc. are established by either USA Hockey, Minnesota Hockey or District 8.

Minnesota Hockey has assigned the WAHC to District 8 for play from the Squirt/10U through Junior Gold levels. District 8 associations include Apple Valley, Cottage Grove, Eagan, Eastview, Farmington, Hastings, Inver Grove Heights, Johnson/Como/NSP, Lakeville, Red Wing, Rosemount, South St. Paul, West St. Paul and the Woodbury Area.

Minnesota Hockey has defined our hockey boundaries as the Independent School District 833 boundary in Woodbury, Afton and Newport.

The WAHC is a non-profit organization. Club revenue comes from members through registration fees, sponsorships, hosted tournaments, and donations from the Club's charitable gambling operations.

WAHC ORGANIZATION**Board of Directors**

A seven member volunteer Board of Directors governs the Club. Board members are elected to alternating two-year terms. The election for board members is held during the Annual Membership Meeting typically held in April. Any general member may request to be placed on the ballot up until the nomination deadline. After the nomination deadline, if no nominations are received for a position, nominations will be taken from the floor at the Annual Membership meeting.

Director Responsibilities

The administration and management of all WAHC programs, procedures and activities is the responsibility of the WAHC Board of Directors. If you have accepted one of these volunteer positions, it is important you fulfill your duties with the following considerations:

- Serve the entire WAHC membership fairly and without prejudice for your own children or friends.
- Take the initiative to fully understand your responsibilities and the timeframes in which your work needs to be completed.
- Understand which decision other directors make that will impact you and which of your decisions impact others.
- Attend all WAHC Board meetings
- Be prepared with your committee updates for each Board meeting
- Be supportive of other Board members and Board decisions.

WAHC Board of Directors for 2023-24

<u>Position</u>	<u>Board Member</u>	<u>Email</u>
President	Pat Sondreal	president@woodburyhockey.com
Secretary	Todd Wiggins	secretary@woodburyhockey.com
Treasurer	Jamie Wyeth	treasurer@woodburyhockey.com
Vice President–Administration	Tim Affeldt	vpadministration@woodburyhockey.com
Vice President–Hockey Operations	Brent Godbout	operations@woodburyhockey.com
Vice President–Mite, MiniMites, Termites	Josh Wendel	mitedirector@woodburyhockey.com
Vice President–Girls Hockey	Jonnie Zook	girlshockey@woodburyhockey.com

A core operations team supports the Board to ensure efficient day-to-day and season-to-season operations. This team includes non-Board, compensated positions appointed by and working under the direction of the Board.

The Board may also create standing or special committees to help promote and carry on the work of the club. The committee members are appointed by the Board. These committees work under the direction of the Board and will report on their plans and progress to the Board. Committee chairs may be asked to attend the monthly Board meetings.

The Board of Directors meets a minimum of once a month throughout the year. **The general membership is encouraged to attend all meetings**, however, notice to the President is recommended for reserving time on the agenda if you wish to address the Board. The current meeting place is MHealth Fairview Sports Center. The exact schedule and meeting details can be found on the Club's calendar at www.woodburyhockey.com.

Membership

Membership in WAHC is on a per-family basis, regardless of the number of players in the family. Membership entitles each family up to two votes in elections as set forth in our Bylaws.

The WAHC uses our website at www.woodburyhockey.com as the official communication form of the Club, advising of schedules, clinics, tryouts, team news, giving required notice for elections and meetings and other related items of interest to hockey players and parents.

WAHC SEASON PLANNING - GOALS

The WAHC Board conducts several planning workshops to develop the 2023-24 season plan. Workshop topics covered include: player forecasts, revenue analysis, budgeting, coach selection criteria, tournament formats & dates, player development goals, ice scheduling and long-term ice strategy.

From these workshops comes the structure and plan for the 2023-24 season. We develop the plan following these basic goals:

- Create and implement a hockey development program that develops player, team and life skills in a competitive and affordable environment.
- Maintain and strengthen the financial position of the WAHC while creating means to control all WAHC costs for its members.
- Establish WAHC's visibility and engagement within the community

REGISTRATION INFORMATION

The season registration period for all players generally opens mid-July and will close at the end of July for all levels of play except Junior Gold players. Registration will be accepted after this July close date for any new players including Termites and participants coming from our Intro to

Hockey program, and for returning players based on availability at the given level of play (e.g. limitations of our team structure and rostering limits).

Season Player Fees

The season player registration fees include ice fees, MN/USA/District 8 Hockey Fees, tryout fees, tournament registration fees, custom game jersey(s) & socks, tryout/practice jerseys (for Squirt/10U & above teams), coaching compensation & fees, dedicated goalie training, and player in-season development programs. See 2023-24 Players Fees and Payment Schedule on our website [SEASON REGISTRATION](#) page.

Fees are established to cover the expected annual operating costs for the Club. Each family is responsible for paying the season player fee for their son/daughter.

Registration is on-line; payment of the season player fees can be paid in full or in installments as scheduled by the registration system on the WAHC website. Alternative payment plans may be available. These payment plans must be arranged with the Club Administrator at the beginning of the season. It is important for the member/family to remain current on payments.

Tournament Fees

The current season player fees include the cost to play in District Playoffs (where applicable) and the following number of tournaments. Entry fees for any additional tournaments will be the responsibility of the team and its players. In some instances the WAHC may register and pay for extra tournament(s) due to early registrations; in these instances, WAHC will invoice the team for the cost of the extra tournament(s) based on the average cost of that team's tournaments. Tournaments include both WAHC hosted and away tournaments.

LEVEL OF PLAY	TOURNAMENTS(Home&Away) <i>Does not include Districts</i>
JRGOLD/16U	3
BANTAM	4
PEEWEE	4
SQUIRT	3
GIRLS 15U	4
GIRLS 12U	4
GIRLS 10U	3
MITES/GIRLS 8U	2
MINIMITES/GIRLS 6U	1

The cost includes the Team Registration/Entrance Fee and the Team Gate Fee. The only exception is the 'pay at the door' tournaments where the individual team or parents will be responsible for the gate or ticket fee. Team tournaments are registered and paid for by the Club in May-June of each season based on preliminary team estimates at the time.

For MiniMite/6U and Mite/8U players, the season player fees includes the cost to play in two (2) Jamborees (Mites/8U) and one (1) Jamboree (MiniMites/6U)-. Teams will register and pay for the jamborees and then submit receipt for reimburse from the Club.

Additional Team Fees

Additional team fees not covered by the annual season player fee may include but are not limited to:

- Costs related to scrimmages (including ice & referees) a team chooses to schedule,
- Additional tournaments (including tournament registration fees, gate fees and lodging)
- Additional practice ice as team chooses to schedule,
- Lodging for Non-Parent coaches for out-of-town tournament play, and
- Team parties and activities planned by the team.

Prompt Payment Requirements

Any player whose account is not current may be **FORCED TO SIT OUT** of all team activities until the account is in "Good Standing". See the "**Late Payment Policy**" under "**Policies**" for more details.

REFUNDS

WAHC's formal refund policy applies when a registered player wishes to withdraw from the program. This policy was adopted with consideration that Minnesota Hockey requires its affiliates to have a consistent refund policy, and that the WAHC incurs costs almost immediately after a player is registered. Many of these costs are not refundable to or recoverable by WAHC and include District/USA Hockey team fees, cost of jersey/sock preorders, cost of registered tournaments, and therefore, we cannot refund them to the player.

Once a decision to withdraw is made, it is the member's responsibility to immediately notify the WAHC Administrator (email administration@woodburyhockey.com) with a written request for a refund, if applicable.

Refunds are only granted based on the following:

- If a registered player withdraws before tryouts/assessments, WAHC will retain 10% of the season player fees and refund any amounts paid in excess of that amount.
- If a player withdraws after tryouts, **NO REFUND WILL BE GIVEN** except for:
 1. A season ending injury (supported by a signed Doctor's note).
 2. A relocation where the primary residence of the player as registered with USA Hockey is outside of the WAHC boundary (supported by documentation of new residence address).

In the two situations above only, WAHC will retain a pro-rated share of the season player fee based on a 151-days period beginning October 1st and ending February 28th (a 90-days period beginning December 1st and ending February 28th for Junior Gold/16U boys only). The proration date is the date in which withdrawal notification is sent by email to the WAHC administrator along with all required documentation. Amounts paid/owed by player for a team's slush fund are not refundable.

For example: Assume a Peewee level player with a season player fee of \$2,000 and an account in good standing, experiences a season ending injury and withdraws on December 10th. WAHC will retain a pro-rated amount equal to 71 of 151 days or \$940 ($71/151 \times \$2,000 = \940). Any season player fees paid in excess of the \$940 will be refunded.

- Suspensions do not qualify for refunds.

PUBLIC HEALTH POLICY

WAHC is not anticipating any public health restrictions during the 2023-24 season. However, if the situation changes, a policy will be created and disseminated to all WAHC players and their families.

FINANCIAL ASSISTANCE

Each season the WAHC Board of Directors will make an effort to budget for scholarships in case of hardships. Financial assistance is designed to help families get through periods of financial stress. Financial assistance is provided at the sole discretion of the WAHC Board. All information is kept confidential.

All families seeking financial assistance and/or alternative payment arrangements should contact the WAHC Treasurer by email to treasurer@woodburyhockey.com and complete a [scholarship application](#). Scholarship recipients may be required to fulfill additional volunteer hours during the season.

FUND BALANCE POLICY

By Board approval at the February 28, 2019 Board of Directors meeting, a Fund Balance Policy was formalized. WAHC's standard of practice had been to maintain at least a \$200,000 fund balance given team tournament registrations and significant ice commitments are made in each preseason before the season player registrations. In light of this and anticipating WAHC's long term ice strategy and projected growth, the WAHC Board approved a Fund Balance equal to 25% of the Club's operating budget beginning with the 2018-19 season. Based on the operating budgets of the past seasons, the required minimum fund balance is \$250,000.

INSURANCE

Players, coaches and volunteers that are registered with USA Hockey, a requirement to participate with WAHC, are covered by the USA Hockey insurance policy. The coverage is excess medical coverage for injury during hockey activities and starts after a deductible paid by the participant, as prescribed by the USA Hockey insurance policy. Players are enrolled when they register at USA Hockey at the time of registration. NO other action is required on the player's behalf.

To report a claim for any USA Hockey insurance coverage, please go to the USA Hockey website www.usahockey.com, click on **Membership** in the navigation bar and then **Insurance** and **Filing a Claim**. To request a Claim Form, please contact the WAHC Registrar at Registrar@woodburyhockey.com.

EQUIPMENT REQUIREMENTS

All WAHC players are required to wear the following protective equipment during all games and practices.

<u>POSITION</u>	<u>EQUIPMENT REQUIREMENTS</u>
Forwards and Defensemen	<ul style="list-style-type: none"> - Black helmet with HECC approved full-face protection, commercially manufactured and attached to helmet, with approved chinstrap - Colored mouth guard - Shoulder pads - Athletic supporter and cup/pelvic protector - Shin guards - Suspenders or belt - Proper fitting hockey skates - Black hockey gloves - Garter belt or shock jock - Elbow pads - Black breezers - Hockey stick - Practice jersey and hockey socks - Throat protector (<i>recommended</i>)
Goalies	<ul style="list-style-type: none"> - Black, White or appropriately painted helmet and HECC approved facemask - Chest protector - Goalie leg pads - Goalie catching glove and blocker - Goalie cup - Arm pads - Suspenders

- Proper fitting skates
- Goalie stick
- Throat protector

Goalie Equipment Program

WAHC provides certain goalie equipment to Squirt/10U and Mite/8U goalies and discount opportunities for purchasing equipment to Peewee/12U, Bantam/15U & older goalies in the Club to create opportunities to try the position and help with the financial burden on members. We do our best to balance the needs of our goalies while being good stewards of the financial resources of the club. Information regarding our Goalie Equipment Program is on our website [Goalie Development page](#).

Mites/8U: Full goalie equipment bags will be provided to Mite/8U teams during each season to allow trying the position at no cost. the gear is issued to the Head coach of each team and is rotated as players try the position.

Squirts/10U: Leg pads, glove and blocker will be provided. This equipment will be issued as a set, age appropriate and performance matched.

WAHC-issued goalie equipment must be returned by March 31st after the regular season play. Equipment for summer play will be checked out at the discretion of the Goalie Equipment Director. All summer play equipment must be returned by the 31st of August.

Coaches – Helmet Requirement

WAHC coaches must follow MN Hockey rules regarding the wearing of an HECC approved hockey helmet during any on-ice activities, practices and scrimmages. The chinstrap must be buckled at all times. There will be zero tolerance on this. Facemasks are optional. Coaches will receive a warning for the first offense and then a 30-day suspension for the infraction of the rule. Infractions of this rule need to be reported to the VP-Hockey Operations.

Team Wear

Any team clothing worn by the Woodbury Area Hockey Club teams must be provided by an approved vendor or sold through our Spirit Wear/Team Wear store. No exceptions. Teams will be fined and coaches are subject to suspension. Please direct any questions to the WAHC VP-Administration at vpadministration@woodburyhockey.com.

Team Colors

Official colors of the WAHC are Black, White, Royal Blue and Vegas Gold.

Black breezers, black gloves and black helmets are required for Squirt/10U and above. Non-compliance will result in 15 days to correct the situation during which time the skater cannot participate in scheduled games. Coaches are responsible for infractions. Non-compliance is to be reported to the VP-Hockey Operations.

<h3>WAHC CODES OF CONDUCT, RIGHTS AND RESPONSIBILITIES</h3>
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The WAHC Board of Directors has adopted a PLAYER, COACH and PARENT Code of Conduct that provides the basis for conduct and discipline during the hockey season. The attributes to be followed are from the USA Hockey Zero Tolerance criteria used for players, parents and coaches on and off the ice. The Code of Conduct must be reviewed and signed by each coach, parent, and player. The Parent and Player Code of Conduct forms are included in the online registration and signed electronically. The Code of Conduct forms can also be found on the club website at www.woodburyhockey.com and Appendix A, Appendix B and Appendix C to this WAHC Blue Book attached below.

Conduct Towards Game Officials

There will be “ZERO TOLERANCE” of abusive behavior from Coaches, Players and Parents. Coaches/Players/Parents will be notified of this policy at the first team/coaches meeting, and this will constitute your verbal warning.

Coaches, Players, or Parents that exhibit any type of harassment, obscene language or gestures, and other behavior deemed to be abusive directed toward referees that results in the ejection from a game will not be tolerated and will follow the District 8 disciplinary rules as stated in the [District 8 Rule Book](#).

Player Code of Conduct**Rules for Players**

1. All players are expected to attend all scheduled games and practices unless they have notified the head coach. If not properly notified, the coach may impose consequences.
2. Only rostered players are allowed on the bench during scrimmages and games.
3. Players are not allowed to verbally, physically or psychologically abuse any other player, coach, parent, game official or director. All players will treat each other, parents, coaches and officials with respect and dignity, regarding language, attitude, behavior and mannerisms. Violations of this rule are disciplined according to the WAHC Grievance policy.
4. No players on the players are allowed on any WAHC-related ice without helmet, facemask and mouthguard.
5. All players on the players' bench and penalty bench must wear helmet and facemask while in those bench areas.
6. All players will respect the property and equipment used at any sports facility, both home and away.
7. All players will encourage good sportsmanship through their actions by demonstrating positive support for all players, parents, coaches and officials at every game and practice.
8. All players will treat other players, coaches, officials, parents and spectators with respect, regardless of race, color, creed, sex or ability.
9. All players will refrain from any form of hazing or the initiation of other players regardless of how insignificant it may seem.
10. All players will agree to abide by the grievance policy set forth by the WAHC for items of concern.
11. Guidelines for players
 - a. Players should play clean hockey only.
 - b. Players should be at the arena 30 minutes before practice and 45 minutes before games and scrimmages (or as directed by their team's Head Coach)
 - c. Players should come to each game or practice ready to play and should give **their complete attention and to their Head coach and the coaching staff.**

Parent/Guardian Code of Conduct

Your child's participation in the hockey program will require a significant contribution of your family's time and energy. Parents are encouraged to participate in the WAHC program by volunteering for team manager, parent representative positions or serving on various committees.

Rules for Parents

1. Parents should make sure all fees and assessments are paid on time as indicated by the WAHC Board or by the team manager.
2. Parents must turn in all necessary forms (e.g. birth certificates) promptly.
3. Parents must equip their player properly so they can participate in all practices, scrimmages and games.

4. Parents should keep abreast of all information pertinent to their player's teams.
5. Parents should notify the head coach in advance when their player cannot make a scrimmage or game, stating the reason.
6. Parents will encourage good sportsmanship through their actions by demonstrating positive support for all players, parents, coaches and officials at every game and practice.
7. Parents will promote the emotional and physical wellbeing of all the skaters, ahead of any personal desire to win or any personal-reflected glory. This includes, but is not limited to, providing support for coaches, officials and all others, to provide a positive experience.
8. Parents need to remember that the game is for the players and not for the parents and win or lose, will appreciate the efforts of all player and coaching staff.
9. Parents will treat all other parents, players, coaches and official with respect; including attitude, language and mannerisms.
10. Parent will inform the coach of any physical or medical ailment that may affect the safety of their player or any other player.
11. Parents will agree to abide by the grievance policy set forth by the WAHC for items of concern.
12. Parents are not allowed to physically, emotionally or psychologically abuse any other parent, player, coach, game official or WAHC directors
13. Guidelines for Parents
 - a. Parents should ensure their player arrives at practice, games and scrimmages at scheduled times. Note: Players are NOT to be dropped off and left unattended. Parents are responsible for their player until the team designated locker room monitor or coach has arrived and unlocked the team locker room.
 - b. Parent should be understanding and supportive of the times and numbers of practices, scrimmages and games.
 - c. Parents should be encouraging, not critical of their player, coach and team.
 - d. Parents should try, as much as possible, to be available to assist in the WAHC and team functions as requested.

Coach Code of Conduct

The coach is a teacher of hockey skills and strategies of the game. He/she is responsible for the social, psychological and physical well-being of all players in his/her care.

All WAHC coaches must support the philosophy and practices of the WAHC Player Development Charter (See Appendix D) and cooperate with the WAHC Board of Directors and WAHC Hockey Operations officials to enforce rules and regulations of WAHC and report any irregularities by parents, players, and other coaches that violate WAHC policies. Examples include WAHC head and assistant coaches complying with the provisions of the Player Development Charter (such as the WAHC Fair Play, Positional Play, and other policies and instructing players on WAHC policies such as the WAHC "Mood Altering Chemicals" Policy, and USA Hockey's SafeSport Policies.

All coaches (whether assistant or head coaches) are accountable to the WAHC Hockey Group (which is led by the WAHC Vice President-Hockey Operations and includes Vice President-Girls Hockey and Vice President-Mites, MiniMites & Termites). The coaches are responsible for formulating and administering their individual team schedules. The Head Coach may select assistant coaches, subject to WAHC Board approval.

Rules for Coaches

1. Coaches must attend all games and practices or arrange for a proper substitute.
2. Coaches cannot use any tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug in the locker room or on the bench (except as prescribed by a physician).
3. Coaches are not allowed to physically, emotionally or psychologically abuse any player, parent, game official or WAHC directors.

4. Only registered coaches of participating teams are allowed on the participant's bench during the game. Coaches must enforce this rule. The maximum number of managers/coaches allowed on the bench is four.
5. Only rostered team members and coaches are allowed on the ice during games, scrimmages and practices unless other arrangements are made with an appropriate WAHC board member.
6. The coach and/or assistant coach is required to be in the locker room with his/her team until the last participant has left the locker room. The only exception is a coach of the opposite gender of the team. In this situation, a locker room monitor must be utilized.
7. In accordance with Minnesota Hockey rules, coaches must wear a certified helmet (properly buckled) at all times when on the ice participating in WAHC activities.
8. Coaches are required to maintain a minimum USA Hockey coaching certification.
9. Guidelines for coaches:
 - a. Coaches should show good sportsmanship and proper control at all times, because the coach is the model for the player.
 - b. Coach's main objective is to teach hockey while also working to help develop players socially, psychologically and physically.
 - c. Coaches should use discretion to keep practices and games in good proportion and in accordance with Minnesota Hockey and WAHC objectives.
 - d. Coaches are required to play all players as equitably as possible and in accordance with the WAHC Player Development Charter.
 - e. Coaches should be available to discuss any problems with the participant and/or parents/guardians.
 - f. Coaches are asked to attend coach development meetings held throughout the season, if possible.
 - g. Coaches are required to hold at least one parent/player team conference during the season to inform educate and/or discuss appropriate matters.
 - h. Coaches are responsible to keep lines of communications open with players and parents.

Non-parent paid coaches who accept a coaching appointment are acknowledging that they are an independent contractor. Each non-parent coach serving such role will sign an acknowledgement of such coach's independent contractor status. Each non-parent, paid coach will receive a 1099 statement from WAHC.

Consequences & Reporting

All incidents involving WAHC players, parents, coaches should be reported to the Team Manager and/or Coach of the respective team. If the incident cannot be properly resolved at the team level, it is the responsibility of the Team Manager and/or Head Coach to report the incident to the WAHC Grievance-Conduct Review Committee. See Grievance Policy below and & Process in Appendix E.

Reimbursement for Fines or Penalties.

In the event that WAHC pays a fine to Minnesota Hockey or its District(s) and/or is assessed financial penalties that are a direct result of a coach's or a parent's failure to comply with the rules and policies of Minnesota Hockey and the WAHC, then that coach or parent shall reimburse WAHC in the amount of such fine or penalties within thirty (30) calendars days from WAHC's written notice to the coach or parent of such fines or penalty(ies).

POLICIES

Player Development Charter

The mission of the WAHC Player Development Charter is to insure the appropriate growth, development and experience of all players at all levels of competition. While coaches are expected to adhere to the various policies within the charter at all times, both coaches and parents are encouraged to maintain an open dialogue with Club officials should any questions arise.

The primary objective of the charter is to guide coaches, players and parents via the following key 'developmental policies':

- Fair Play
- Positional Play
- Event Frequency
- Goalie Development

The Player Development Charter can be reviewed online in its entirety at www.woodburyhockey.com and **Appendix D** attached below.

Injury/Illness Waiver and Tryout Policy Information

See the [Tryout Page](#) of the website for the document titled [Tryout Waiver Process](#) Instructions for detailed information about full and partial tryout waivers.

Tryouts will be closed to all parents and accessible only to approved tryout/level officials, evaluators, named-coaches and administrators (ex. data entry personnel). This includes both rink access and administrative room access. Only approved tryout/level officials may review/tabulate scores. Final scores will not be released in any form to players, parents or coaches. Please reference the tryout-specific process documents for further information.

Grievance Policy

WAHC provides an orderly procedure for the hearing and resolution of all problems, concerns and formal grievances. The goal is to resolve issues at the most immediate level and in the fairest manner possible to all. The Board will address each grievance and disciplinary action in a manner that works to arrive at an acceptable conclusion in the most efficient and effective way possible. The prime criterion in the resolution of any issue is what is best for the respective player, his or her team, and the overall interest of the WAHC.

Problems or concerns that have to do with coaching of a team should be taken to the coach of the respective team. It is suggested that before any grievance is presented to a coach or Board Member that a one-day "cooling off" period be observed. A **Grievance/Incident Report** may be filed by a member, parent, or coach following the procedures and process map outlined on the form. See **Appendix E** attached below.

The first and most important step in conflict resolution is at the team level. The Manager of each team is the primary contact person and the Board urges all members to make every effort to resolve conflicts through positive communications with the Team Manager and Head coach, after a 24-hour waiting period. If the incident cannot be properly resolved at the team level, it is the responsibility of the Team Manager and/or Head coach to report the incident to the WAHC Grievance-Conduct Review Board for further action.

In the case of a reported violation of a WAHC or USA Hockey policy, reports may be submitted in writing to the WAHC Administrator through the email address administration@woodburyhockey.com, instead of to the team manager or Coach using the **Grievance/Incident Report**. Such report may be filed by a member, parent, or coach following the procedures and process map outlined on the form (See **Appendix E**). This report will be directed to the Vice President-Administrative Operations, the Vice President-Hockey Operations and (Girls) Vice President-Girls Hockey or (Youth) Vice President-Mites, MiniMites, Termites, who are members of the WAHC Grievance-Conduct Review Committee.

The Grievance Committee will schedule and meet with the member(s) after reviewing the grievance or complaint. The VP-Administration, as the chairperson of the WAHC Grievance Committee reserves the right to schedule the meeting, time and place. The chairperson also reserves the right to CLOSE the meeting to only those involved in the grievance or complaint. Other WAHC Board members or Minnesota Hockey/District representatives may be present at the discretion of the Grievance Committee but do not have to vote in the proceedings. The chairperson will then report the findings of the meeting to the full Board at the next scheduled board meeting. The Grievance Committee will notify the member(s) filing the grievance or complaint of the final findings and determination as appropriate.

Upon making a final determination, the Grievance Committee may take action including suspension, probation, censure, financial penalty or other forms of discipline. A record of the Grievance Committee's meetings, findings, and final determination, along with the reported grievance or complaint, shall be kept by the Administrator, and shall be kept confidential, unless otherwise determined by the majority vote of the Board or Minnesota Hockey or USA Hockey reporting requirements.

Appeals & Hearing Process

A party contesting a final determination by the Grievance Committee shall be afforded a hearing. Upon written request of a hearing submitted to the Grievance Committee, a hearing shall take place within thirty (30) days, with a minimum of seven days' notice of the hearing date and location, making reasonable efforts to convene the hearing in a location accessible to all parties. The hearing notice must include the process and rules that will be used to conduct the hearing.

In suspension/discipline cases, the grounds for the proposed suspension/ discipline, the consequences of an adverse finding, and issues to be resolved shall be included in the notice. The Grievance Committee shall convene a hearing panel consisting of a minimum of three (3) reasonably impartial persons. The panel may hold a formal or informal hearing, closed or public, in person or remotely; hear any evidence it feels relevant; place limitations on time, evidence and documentation; allow witnesses or written statements; and establish other hearing rules. Each party shall be treated equally, and shall have reasonable opportunity to present their case, in accordance with the established rules. Video and/or Audio evidence shall be allowed to be submitted as evidence, provided that proper foundation for the authenticity and chain of custody is established by the proponent. Parties may be represented by legal counsel, but counsel's role is limited to listening only. Counsel may advise the parties quietly during the hearing or during a recess in the hearing. The panel's findings must be supported by a preponderance of the evidence (more likely true than not true) that an applicable rule has been violated. The decision logic must be included in the written findings.

The Panel must endeavor to render its decision within (5) days of the Hearing and mail a written decision within (15) days of the Hearing. The decision must include the parties' right(s) of appeal to Minnesota Hockey. Decisions can affect only parties that were part of the Hearing (cannot be expanded to discipline a party that was not a subject of the Hearing).

The Grievance Committee shall report the findings and determination of the panel to the District Director. Any party with standing in the matter may appeal a determination of the panel, in writing, to the District Director for a period of ten (10) calendar days after a decision was rendered.

SafeSport Policies of USA Hockey

WAHC complies with the [SafeSport Policies of USA Hockey](#) and MN Hockey that are designed to address the following types of abuse and misconduct:

- 1) Sexual Abuse
- 2) Physical Abuse
- 3) Emotional Abuse
- 4) Bullying, Threats and Harassment
- 5) Hazing

Refer to [the USA Hockey SafeSport Program Handbook](#) for complete definitions of these abuses and misconducts.

In the event that any WAHC member observes any of the above described abuses and or misconducts it is the WAHC member's responsibility to immediately report their observations to a

member of the WAHC Board of Directors and/or the WAHC SafeSport Coordinator. In addition, depending upon the observed conduct, the WAHC member (and the WAHC officials who look into the possible SafeSport violation) must also consider reporting suspected child physical or sexual abuse to appropriate law enforcement authorities. ***There does not have to be a formal incident report filed with WAHC in order for representatives of WAHC to look into or investigate whether a possible SafeSport violation has occurred.***

USA Hockey's SafeSport program provides resources to ensure the safety of all involved in the game both on and off the ice. USA Hockey & WAHC has a Zero Tolerance for abuse and misconduct of players, coaches, and others involved in WAHC activities.

Move Up Policy

Players must play at the levels outlined by Minnesota Hockey and USA Hockey based on their [age charts and participation levels](#). Exceptions may be made for players born after the May 31st cut-off date who attend the same grade level as those born before the May 31st cut-off date. Other move up requests will not be considered except in the circumstances described below:

1. 4yr old Eligibility for Mini-Mite/6U
2. MiniMites/Girls 6U to Mites/Girls 8U,
3. Girls 8U to Girls 10U,
4. Players with a June birthdate who are in their 3rd year at their age-specific participation level, and
5. Players in their 3rd year at their age-specific participation level who played at top level in the previous season

Please see below for specific entry age guidelines and move-up criteria. The WAHC Board can deny the move-up due to non-compliance with this policy or if it is determined that such move up may negatively impact the team structure at either level. Once a skater has registered and is placed into the higher level, the player cannot move back to a lower level. In certain rare instances, the Board of Directors may need to move up or waive players or goalies due to roster limits, etc.

4 Yr Olds Eligibility for Mini-Mite/6U

Our 8 & Under program (Mini-Mite/6U and Mite/8U) age policies are based on the age guidelines set by Minnesota Hockey.

Level	Age Range	Birth Dates
MiniMite/6U	5-7 Years	6/1/2016 -5/31/2018
Mite/8U	7-9 Years	6/1/2014 - 5/31/2016

As an association we believe that over all our Intro to Hockey and our Mini-Mite/6U programs match age-appropriate ice time and instruction for pre-kindergarten & Kindergarten/1st grade skaters respectively. We also believe that it is important to separate players as best as possible into groups of similar skill and ability. This will enable the highest level of skill development, enjoyment and fun for every player.

We recognize that a "one size fits all" policy may not be the most appropriate for all players or their families. In 2013-14 the WAHC Board approved a change to our Mini-Mite/6U program entry age policies to allow 4 year old skaters who meet certain criteria (*participated in the Fall Intro to Hockey session and/or Termites, mature enough to listen to coaches and follow direction, exceed a minimum level of skating ability, etc.*) to play with our 5 & 6 year olds at the Mini-Mite/6U level.

Additionally, in 2019-20 the WAHC Board approved a change to our 8 & Under program to include a new program called *Termites*. This program is geared towards skaters that participated in our *Fall*

Intro To Hockey session and who do not meet the age/eligibility guidelines for our MiniMite/6U program but who want to continue to play hockey during the winter. Most weeks this group will meet 1x per weekend and the focus of the sessions will be skating, skill development, and cross-ice hockey games. This program is open to all 1st time skaters boys and girls (birthdates after 5/31/2018).

MiniMite/6U Move Up Policy - to Mite/8U

Similarly, the WAHC Board approved a change to our Mite/8U program entry age policies for the 2016-17 season and future seasons. 6-year old skaters in their 3rd+ year of MiniMite/6U who meet certain criteria (see below) will be permitted to join our 7and 8-year old skaters in the winter Mite/8U season.

- Age minimum: 6 years old and in 1st grade
- Level of play completed: Two years or more at MiniMite/6U with most recent **two** seasons at the highest MiniMite/6U level (e.g. MiniMite 3 or coach assessed 6U player evaluation).
- Additional development: Skating or hockey development, summer camps, and spring league play will be considered.
- Coachability: Level of maturity will be considered – mature enough to listen to coaches and follow directions.
- Current season assessment results: Skater must rank within the top 2/3 of all Mites or ½ of 8U assessed and ranked skaters. (This is based on WAHC 3 levels of Mites (M1/M2/M3) or 2 levels of 8U.

Girls Move Up Policy – 8U to 10U

A player who is in their last eligible year of 8U may be invited, or may request, to play at the 10U level. A formal player letter of interest must first be accepted and approved by the VP of Girls Hockey and the WAHC tryout committee. The VP of Girls Hockey will then forward all approved requests to the President of WAHC for approval. To be placed on the highest team from the 10U tryouts, a moved-up player must be rated within the top 4 skaters or top 2 goaltenders as compared to their peers. Once a player has stepped onto the ice during the tryout process, the player has committed to the new 10U age level and will not be allowed to play back down unless there is a surplus of move up candidates. If the player is not selected, the player will go back to their appropriate 8U age level. The WAHC Board has the ability to invite 8U players up to the 10U level in order to fill out a team if enrollment numbers necessitate.

June Birthdate Grandfather Clause

Starting in the 2020-21 season, Minnesota modified its age classifications, moving the starting date of each classification from July 1 to June 1 (ex: June 1, 2009 - May 31, 2011). The change is designed to provide players born in June with the ability to play with their classmates. The modification aligns June birthdays with July and August birthdays and a more natural breaking point for school cut-off.

To allow players impacted by this age classification modification to continue to play with their peer group if they choose, WAHC has adopted the following policy grandfathering in players with June birthdates as follows.

A player with a June birthdate who would have been Squirt/10U, Peewee/12U or Bantam/15U-eligible in the 2020-21 season under the previous Minnesota Hockey (July 1) age classifications and who would be in his/her third year at the level of play based on the new-modified Minnesota Hockey (June 1) age classifications, may play up to the next higher level, following the previous (July 1) age guidelines. Once a skater has registered and is placed into the higher level, the player cannot move back to the lower level for that season.

Players in their 3rd Year At Age-Specific Level

A player who is in their 3rd year at their age-specific level of play and who played at the highest level in the most recent past season may request to play up to the next higher level of play. A formal player letter of interest must first be accepted by the appropriate Director (VP-Girls Hockey for Girls, VP-Hockey Operations for Squirts, Peewee, Bantams and VP-Mites, MiniMites for Mites and MiniMite

players) and then approved by the WAHC Hockey Committee. Once a player has registered and is placed into the higher level, the player cannot move back to the lower level for that season.

Move Down Policy

Parents/players may request to have a skater play down one level (e.g. B versus A or B2 versus B1). These requests should be made in writing to the VP-Hockey Operations; and the requests must be submitted before tryouts. In unique circumstances, a request may be submitted after tryouts but must be made within a couple weeks of teams being formed. Requests are subject to WAHC Board consideration and approval.

Girls Registration Policy

Once girl players at the 10U, 12U and 15U levels complete registration for a Girls team they may not subsequently switch or attempt to switch to a Youth team in that season.

Participation Policy

WAHC follows the MN Hockey Participation Policy as found in the [MN Hockey Handbook](#) Youth Rules Section IV-PARTICIPATION. Accordingly, WAHC accepts any player whose residence is in the WAHC boundary or any player who is enrolled in and attending a school in the WAHC boundary. The latter requires a formal waiver from the Minnesota Hockey Participation Policy. This approval is mandatory based on school attendance. In some instances, WAHC may accept a player from another association on a discretionary (non-school attendance) basis based on WAHC's waiver policy outlined below.

WAHC's Waiver Policy

In accordance with the MN Hockey Participation Rule, a player may petition to waiver into or out of WAHC if the player is current on his/her season player fees. There are two (2) types of waiver requests including a school attendance waiver (mandatory) and a non-school attendance waiver (discretionary). School attendance waivers are mandatory and shall be granted per MN Hockey governing documents. Non-school waivers are discretionary. For discretionary waivers, WAHC is guided by MN Hockey's community-based hockey model and will consider limitations of our team structure and rostering limits and what's in the best interest of the player in granting approval for a discretionary waiver.

Waiver Releases

Non-School Attendance-Releases will only be granted at levels of competition not offered by WAHC. Only in unusual circumstances will a waiver-release be issued for other reasons. All Discretionary waivers require the approval of the WAHC Board of Directors and must comply with Minnesota Hockey Player Participation policies. The WAHC Board of Directors will consider discretionary waivers-player releases on an individual basis.

Waiver Into WAHC

School Attendance-Mandatory Waivers: WAHC follows MN Hockey rules for players waived into WAHC based on school-attendance. Accordingly, players waived into WAHC for school attendance reasons without a change in address will be fully eligible at all except the highest team level/division for one year beginning with the first day of attendance in the new school or the date of registration with WAHC, respectively, with full eligibility thereafter except for (1) players enrolling in 9th Grade for the first time. In this instance, the players are immediately eligible to compete at any team level/division. In certain rare instances, the Board of Directors may need to move waived players or goalies due to roster limits, team structure etc.

Non-School Attendance-Discretionary Waivers: WAHC follows MN Hockey rules for players

waived into WAHC on a non-school-attendance basis. Accordingly, players waived for non-school attendance reasons are subject to the (WAHC) receiving association's policies in accordance with MH governing documents.

All Discretionary waivers require the approval of the WAHC Board of Directors and must comply with Minnesota Hockey Player Participation policies. The WAHC Board of Directors will consider discretionary waivers to play in the WAHC on an individual basis.

WAHC will not waiver in a player on a non-school-attendance basis unless it's an extraordinary/situation. In extraordinary situations the WAHC Board reserves the right to make exceptions. Extraordinary situations / unusual circumstances may include but are not limited to:

- The player's association of residence is not fielding a team at the player's level of play (assumed – based on previous season's level play/team & and representation from Releasing Association).
For purposes of this policy, WAHC considers a team that is eligible to participate in "AA" level playoffs at the end of the season to be a higher division than a team within the same association that is eligible to participate in "A" level playoffs.
- The player is a sibling of a player waived into WAHC on a mandatory/school attendance waiver, or discretionary waiver

Players waived into the WAHC on a discretionary basis will have full-eligibility at all levels/division of play.

Other Waiver Considerations and Conditions:

- No Waiver will be granted for any member not in good standing.
- Players waived into WAHC on a discretionary waiver shall remain members of their Home Association, not the assn. they were waived to, with full rights and privileges accorded to all assn. members including voting rights.
- Players waived into WAHC on a school attendance basis are deemed to be members of the WAHC and shall have full rights and privileges accorded to all members of the WAHC, including voting rights.

Waiver Forms

Waiver forms can be obtained from the WAHC Administrator. Please send an email to the WAHC Administrator at administration@woodburyhockey.com, with copy to the WAHC Registrar at registrar@woodburyhockey.com and WAHC President at president@woodburyhockey.com.

Rescheduled Games

When a game has to be rescheduled, the Club or team may absorb the cost depending on where the fault lies.

Non-team Members on the Ice

Non-team members CANNOT be on purchased ice during practices due to insurance liability issues. The coach may invite instructors to practices, but they are required to wear a strapped helmet at all times. Under no circumstances are siblings or other children not on the roster allowed on the ice. This is an important WAHC policy to prevent putting the Club into a liable situation. *Infractions of this policy will result in dismissal of the coach for 3 ice hours (practice and games included) from the team participation.*

Parent/player games are NOT allowed on WAHC scheduled ice time due to insurance liability issues.

WAHC Game and Practice Jerseys

WAHC provides a set of game jerseys and socks for all players at the Squirt/10U level and up.

Game jerseys may **NOT** be worn during practices. Game jerseys are the responsibility of the player. If there is any damage to the jersey(s) or if the jersey is lost, the replacement cost of the jersey(s) will be the player's responsibility. No jerseys other than the official WAHC jersey are allowed.

WAHC also provides all players at the Squirt/10U and above levels a set of practice jerseys. These practice jerseys should be worn (and be available) for all WAHC practices unless the WAHC coach requests an alternative color jersey or pinnie.

Players at the 8&Under levels of play are provided one (1) WAHC jersey and hockey socks. These should be worn at all WAHC on-ice events.

Late Payment Policy

Club members missing any payments will be considered non-compliant. The Club allows legitimate payment plans to members who have remained compliant in previous seasons. Non-compliant members will not be allowed to exercise a payment plan of any sort with the Club.

Minnesota Hockey defines members who stay current on their account and are fully paid by April 30th as "Members in Good Standing". Members who have not paid their account in full by April 30th are NOT considered to be in "Good Standing" must pay any outstanding balances and pay for the next upcoming hockey season **in full at the time of registration**.

The playoff policy of having all payments compliant to play in District playoffs remains in effect. All players must have accounts in good standing on January 31st or they will not be allowed on the ice until their account is paid in full.

Accounts that are habitually past due, without an effort to work with WAHC to develop a payment program, risk being processed through the Washington County Conciliation Court program. The Board of Directors is taking this approach on behalf of the overwhelming majority of WAHC families that pay their fees on time.

WAHC "Mood Altering Chemicals" Policy

The Woodbury Area Hockey Club supports the USA Hockey and Minnesota State High School League's ZERO Tolerance rules in efforts to eliminate the use of alcohol, tobacco and "mood altering" drugs. Players who have violated this rule at home, school or at the rink shall be suspended from participation in all WAHC events.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

WAHC Privacy Policy

Your family's privacy is important to WAHC. To better protect your privacy WAHC has outlined *Our Commitment to Privacy* in the Privacy Policy Statement included in **Appendix F** attached below.

WAHC Volunteer Policy

The WAHC would not exist without its volunteer program. Volunteering by our member families is an important contributor to the success of our program; it is a crucial component to delivering a program that is as cost efficient as possible for the members. The efforts of volunteerism by our member families help to control costs on many levels, including but not limited to coaching/team management, providing the USAHockey/MNHockey required supervision for our programs, and staffing hosted tournaments in a professional manner.

All families at the MiniMite/6U, Mite/8U, Squirt/10U, Peewee/12U and Bantam/15U levels, shall perform a minimum of **eight (8) volunteer hours, or as determined by the Board of Directors, per registered family*** or pay a **\$400 buy-out fee** at the time of registration (not at the end of the season).

Volunteering for WAHC may include various options such as

- Working WAHC hosted tournaments (including invitational tournaments, district playoff tournaments and post-season regional and state tournaments),
- Assisting at WAHC Grow the Game events including Intro to Hockey and Try Hockey for Free programming,
- Assisting WAHC Administrator in the day-to-day operations including equipment transport, maintaining offsite storage, team jersey distribution, and
- Team staffing. Team staffing includes head coaching, assistant coaching, team managing and managing team social media. For these team volunteer roles, each team will be granted volunteer hours for the head coach and additional hours for up to 2 assistants, 1 team manager and 1 team social media manager or any combination of 4 team support staff, with the head coach deciding who receives credit.

Opportunities to fulfill volunteer requirements will be broadcast via WAHC membership e-mails throughout the season and also viewable through the WAHC website DIBS program. Please do not delay in claiming volunteer DIBS items. Opportunities begin in the preseason and become less frequent as the season progresses.

Assisting your child's assigned WAHC team during practices, scrimmages, jamborees, and District 8 league games with such tasks as working the time clock, scorebook or penalty box doors is considered part of the ordinary course of parent duty for families involved with WAHC and does **NOT** count toward your family's volunteer requirement.

Any family that does not fulfill their volunteer commitment will be assessed a **penalty** equal to:

- **\$160** if up to 25% of the volunteer commitment is not met by April 30th, **\$240** if not paid in full by July 1st.
- **\$320** if up to 50% of the volunteer commitment is not met by April 30th, **\$480** if not paid in full by July 1st.
- **\$480** if up to 75% of the volunteer commitment is not met by April 30th, **\$720** if not paid in full by July 1st.
- **\$640** if over 75% of the volunteer commitment is not met by April 30th, **\$960** if not paid in full by July 1st.

If the penalty for a family's unfulfilled volunteer requirement for a prior season is not paid in full prior to registration for the following season, then such amount shall be paid in full at the time of registration along with the full season player fees. A PLAYER WILL NOT BE ALLOWED TO REGISTER AND PARTICIPATE IN TRYOUTS WITHOUT A FAMILY ADEQUATELY ADDRESSING AN UNFULFILLED VOLUNTEER REQUIREMENT.

Qualified volunteers: You must be capable of performing tasks assigned for each duty; descriptions and age requirements are on the WAHC website when you sign up for the shifts. USA Hockey requires that volunteers be registered with USA Hockey, background screened, and (for locker room monitoring) SafeSport certified. These registration/certification requirements and cost for each, are the responsibility of the individual member. During the tryout season, parent/guardians/siblings are not allowed to volunteer during any tryout sessions where they have a child at that level of play. Should you volunteer during a session where your skater is trying out, you forfeit those hours and they are not counted towards your family requirement.

Fundraising

Fundraising has always been an important part of the success of WAHC program. The funds raised have been used to defer other expenses of the Club, not covered with registration fees. Ultimately, the primary purpose of these funds is to keep the cost of hockey for Club members at the lowest level possible while ensuring quality development for our members.

Each season the Board explores various fundraising options in an effort to help supplement our player

fee revenues. Throughout the year, fundraising events may be held and our member-families are encouraged to support each event. The need for a combined effort by all club member-families on these activities is essential to the on-going success of these programs and our ability to have these fundraising activities available to you. Please support these activities for your club.

In addition to fundraising events, the WAHC is a licensed charitable gaming operation with the State of Minnesota and operates gambling (pull tabs & bingo) at [Ray J's American Grill](#)-Woodbury, and [Carmine's Restaurant & Bar](#)-Woodbury. These operations are managed strictly by the rules and policies established by the State for Charitable Gambling Operations. Gambling proceeds are used to benefit all WAHC players. Primary use of these funds is applied to player ice time and jersey costs. Please support these businesses.

Appendices

Appendix A – Coach Code of Conduct

Appendix B – Parent Code of Conduct

Appendix C – Player Code of Conduct

Appendix D – Player Development Charter

Appendix E – Grievance/Incident Report

Appendix F – Privacy Policy

Appendix G – Social Media Policy

Updated 6/25/2023 *(pending approval by WAHC Board at July 17, 2023 Board Meeting)*