
Sun Prairie Youth Hockey Association

Policy Handbook



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Philosophy

The Sun Prairie Youth Hockey Association, Inc. (SPYHA) was organized to provide a well-balanced recreational and competitive hockey program by creating opportunities for all, aiding in the enrichment of the lives of the players and the realization of individual and team achievements of worth accomplished through one's own efforts. These achievements are to be attained through the guidance of our youth hockey coaches, parents and Board of Directors.

SPYHA's Objectives

SPYHA's objectives are

- To make hockey available to all youth in Sun Prairie desiring to play.
- To provide an enjoyable introduction and experience in ice hockey and encourage every player to continue to play hockey.
- To assist each player in developing self-control, self-discipline and sportsmanship through teamwork.
- To develop total fitness for efficient and effective performance.
- To develop an understanding of the theory of play, a thorough knowledge of the rules of the game, mastery of skills and mental alertness to enable the recreational hockey player to perform successfully at the player's level of learning.
- To provide each youth hockey player with a program in which qualified individuals coach them.
- To provide ample opportunity for youth hockey players to develop to the limits of their potential, regardless of their abilities.

Governing Regulations

SPYHA's programs have been designed to offer members opportunities ranging from an initiation program to full travel, competitive hockey.

SPYHA will play all games and conduct all tournaments under the guidelines, bylaws, rules and regulations as defined by the Wisconsin Amateur Hockey Association, Inc. ("WAHA") and USA Hockey.

Transfer players who skated previously with another association, regardless of level, and wish to participate in SPYHA programs must petition the Board, in writing, regarding their interest in joining SPYHA. Prior to formal acceptance into SPYHA, all transfer players shall present a current and valid WAHA Consent to Player Transfer form with a properly approved Financial Release from their prior Association. There shall be no exception to this requirement. If accepted, membership is granted under the rules and regulations of USA Hockey, WAHA and the Region 4 Youth Hockey Council. **It is critical that players from outside the Sun Prairie Area School District confirm their eligibility for SPYHA membership prior to registering for the first time.**

Compliance with USA Hockey Policies

SPYHA complies with USA Hockey's [SafeSport](#) program requirements, as outlined below.

Background checks

All coaches, program administrators, and other program volunteers and employees that will have regular, routine or frequent access to youth participants, must be screened in accordance with the USA Hockey Screening and Background Check [Policy](#) prior to such persons beginning in their position or otherwise having regular, routine or frequent access to youth participants. Expenses incurred by individuals requiring a Background Check are not reimbursable by SPYHA.

Electronic Communications

SPYHA coaches, program administrators, and other program volunteers and employees must comply with USA Hockey policy on Electronic Communications.

All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.

Travel Policy

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

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel

Local travel occurs when SPYHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches, and/or volunteers of SPYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.

- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of SPYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when SPYHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, SPYHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within SPYHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- SPYHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. SPYHA will make efforts to provide adequate supervision through coaches and other adult chaperones. SPYHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.

- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. In cases where players are not staying with adults, regular monitoring and curfew checks will be made of the room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy and Locker Room Policy, as well as any other pertinent SPYHA policies.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting

SPYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in SPYHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. To reports any actual or suspected violations, contact the SPYHA SafeSport Coordinator, or email USA Hockey at SafeSport@usahockey.org or call 1-800-888-4656.

Organizational Structure

The SPYHA will be governed by the association bylaws regarding Membership, Board of Directors, Executive Committee, Officers, Other Provisions and Amendments.

Executive Committee

The Executive Committee is made up of the association President, President-Elect, Immediate Past-President, Treasurer, and Secretary.

The Executive Committee shall have and exercise, when the board is not in session, all of the powers of the board, except as limited by statute, the association bylaws or by actions and policies of the Board of Directors.

Standing Committees

- The Fundraising Committee oversees all fundraising activities of the association in accordance with Board policies. The Board appoints members annually.
- The Volunteer Committee is led by a SPYHA Board approved chair. The responsibilities include estimating, coordinating, tracking and directing activities of the Association requiring volunteer commitments. The Board appoints members to this committee annually.
- The Concessions Committee manages and oversees the concession stand. The Board appoints members to this committee annually.
- The Disciplinary Committee is Board appointed as outlined in the Complaint Procedure section.

In addition to the Standing Committees, the Board appoints committees and chairpersons it deems necessary. These may include the Cardinal Cup Committee, Communications Committee, etc.

Officers' Duties

- President – the principal duties of the President shall be to represent SPYHA, Inc. personally and through delegates, and have general supervision of the affairs of the corporation including the enforcement of all policies of SPYHA, Inc. The President shall serve as chairperson of the Executive Committee and all annual or special meetings.
- President Elect – the principal duties of the President Elect shall be to serve on the Executive Committee, to prepare and to become President in the succeeding year, to perform the duties of the President in his/her absence and to perform any other duties as deemed necessary by the corporation's policies.
- Past President – the principal duties of the Past President shall be to serve on the Executive Committee, to support and advise the President, and to perform any other duties as deemed necessary by the corporation's policies. The Past President also serves as a director on the Sun Prairie Ice Inc., Board of Directors.
- Treasurer – the principal duties of the Treasurer shall be to keep account of all monies, credit and property, of any and every nature of the corporation, which shall come into his/her hands and keep an accurate account of monies received and disbursed and keep vouchers for money disbursed, and to render such accounts, statements, and property on hand and generally all matters pertaining to his/her office as shall be required by the Board of Directors, and shall present to the membership at the annual meeting an

annualized profit and loss statement and a balance sheet. The Board of Directors may hire an independent certified public accountant to review the annual reports prior to the meeting. The general and principal books of accounts shall be the responsibility of the Treasurer, and a record of their location or locations shall be maintained by the Treasurer and at all times made available for inspection by any member, his/her agent, or his/her attorney, for any proper purpose at any reasonable time.

- Secretary – the principal duties of the Secretary shall be to countersign all conveyances, assignments and contracts executed by the corporation, and to keep a record of the proceedings of the members, the Board of Directors, and the Executive Committee, and to safely and systematically keep all books, papers, records, and documents belonging to the corporation, or pertaining to the business thereof. The Secretary shall handle all correspondence pertaining to the corporation’s business as so directed by the Board of Directors. Other minutes and records shall be the responsibility of the secretary, and a record of their location or locations shall be maintained by the Secretary and at all times made available for inspection by any member or his/her agent or attorney for any proper purpose at any reasonable time. The secretary also works with the registrar and scoresheet coordinator.

Director Duties

The age level representatives elected to the Board of Directors are expected to communicate and liaise with the families of the players they represent. They are a primary point of contact between members and the Board. In addition to regular Board meeting attendance, age level representatives are encouraged to lead or serve on at least one SPYHA committee or activity (e.g., New Year’s Eve event, Cardinal Cup Committee, Communications Committee, golf outing, jerseys, scheduling, etc.).

Coaches’ Representative Duties

The coaches’ representative works with the ACE Directors and coaches to ensure SPYHA’s programming needs and requirements are met. The coaches’ representative and ACE Directors provide recommendations to the Board regarding evaluation requirements and coaching staff. The coaches’ representative provides guidance on team rules and practice plans. The coaches’ representative and ACE Directors may also mitigate concerns between parents, players, and coaches as necessary.

Board Meetings

Board Meetings will be held per the Association Bylaws.

Closed Sessions

From time to time, the Board will meet in closed session. During these special sessions, only members of the Board and invited guests will be in attendance. These sessions will be held periodically for purposes such as those listed below.

- Confidential issues related to contracts, personnel decisions, etc.
- Issues dealing with player/family or coaching concerns of a sensitive nature
- Issues related to individual Board member’s performance or concerns

Team Representative Responsibilities

This is an overview and is not intended to limit team rep responsibilities. A separate handbook for team reps is published by SPYHA to assist team reps in carrying out their many responsibilities.

The team rep position is a one-year commitment that continues through the summer to facilitate continued communications.

Each team shall select a Team Representative via simple majority of the parent members at a meeting scheduled after team selection.

The Team Rep is a multi-faceted job and includes, but is not limited to, the following duties:

- Becoming knowledgeable of, and communicating to members and carrying out all policies, rules and regulations as set forth by SPYHA, WAHA and USA hockey.
- Maintaining liaison with the coach (es) as a parent-member representative on all matters pertaining to the team, parents and players. Scheduling parent meetings as needed to conduct team business. Attending Board meetings to become familiar with the business and proceedings of the Board.
- Scheduling all reciprocal games. (Team rep has the option to appoint a game scheduler). Maintaining copies of official score sheets for submittal to the SPYHA Secretary or scoresheet coordinator. Scheduling tournaments and arranging travel and accommodations.
- Maintaining team information to include: USA Hockey registrations (insurance), birth certificates, official roster, score sheets for each game played, Policy Handbook, Program Plan, By-Laws, WAHA Handbook and Association Directory.
- Ensuring their team complies with SPYHA policies regarding the number of games and tournaments to be played.
- Managing distribution and collection of team jerseys.

ACE Director / Coaches Coordinator

ACE Director(s) responsibilities will include:

- Recruitment of all team level coaches and on-ice assistants for each team as set forth by the SPYHA Program Plan. (Coaches in the SPYHA will be proposed by the ACE Director(s) and approved by the Board of Directors)
- Scheduling of coaches' certification, training clinics and first aid classes as required by SPYHA, WAHA and USA Hockey.
- Supervising the conduct of coaches and on-ice assistants.
- Report suspected violations to the Coaches Code of Conduct to the President in accordance with the Disciplinary Policy.
- Attend as many Board meetings as possible.

Association Member Requirements

Sun Prairie Youth Hockey offers programming for children ages 4 to 18. Players ages 8 and under typically play in mites, mini-mites, or a learn to play (e.g., New to SPYHA Hockey) program. Older players typically join travel teams based on age group and player evaluation outcome.

Registration

Travel players must register in advance to participate in SPYHA travel evaluations. Generally, the travel registration period begins in early August and ends in early September, as established by the SPYHA Board of Directors. Any adjustments to estimated number of teams will be made by the SPYHA Board of Directors after registration closes.

Special circumstances apply for “super seniors” (i.e., players who have graduated from high school and still have a season of U18 midget eligibility remaining). These players are asked to contact the SPYHA executive committee prior to registering. Because of the unique circumstances and challenges related to the U18 midget level, first preference is given to midget players still in high school. After registration closes, “super seniors” who have expressed interest in applying for a roster spot will be considered based on roster spots available, and notified if they may register. In this circumstance, no late fee will be charged.

Mite and Mini-Mite players may register up through the first week of the first session with no late fee; however, the number of participants in any session may be limited, and registration may close for a particular session. In this situation, a waiting list may be necessary. Mini-mite players cannot join a session after the first week, but instead will wait until the next session to join, or will be encouraged to consider the “New to SPYHA Hockey” program. Mites is a full season program.

There is a two- step requirement for registration. The first step in the SPYHA registration process is registration with USA Hockey (our governing body), which must be completed online by a parent/guardian for each player. After completing the USA Hockey registration, an online registration process for SPYHA is required for each player.

Registration fees for USA Hockey are NOT included in the Association dues/fees.

USA Hockey defines level by birth year. For general reference, hockey levels are described in the table below:

Age	Division
15-18	Midgets
13-14	Bantam
11-12	PeeWee
9-10	Squirt
<9	Mini-Mite or Mite

Late Registration

Players for Mite and Mini-Mite programs must enroll within a week of the start of a session. Individuals wishing to join the mite program mid-season should contact a member of the board to arrange for board consideration of the request.

Travel players who register after registration ends are NOT guaranteed a roster spot AND are subject to a \$200 late fee. Incoming, late-arrival travel team players who wish to play after evaluations have been initiated will have their situations discussed and assessed by the SPYHA Board of Directors. An invoice will be issued based upon the results of the board meeting and player placement and full payment must be made before a travel team player is allowed to take the ice for practices and/or games.

Teams and Coaches

Tryouts/Travel Player Placement

Sun Prairie Youth Hockey Association conducts player evaluations and team selections prior to each season.

The travel player evaluation process may be preceded by optional pre-season conditioning clinics which are designed to give players the opportunity to re-familiarize themselves with the skills necessary for hockey. Participation and/or performance in these optional clinics are not considered by the evaluators and no measuring of players is done during these sessions. These clinics are strictly to allow players the opportunity to get back on the ice.

The evaluation and player placement process is designed to place skaters on teams that correspond with their demonstrated skill level. Ensuring the integrity of this process allows our athletes to prosper as hockey players and as individuals. In no way is the placement process - and subsequent placement of a player on a particular team - meant to be a reflection of the child's character, personality or ability to succeed, nor is it a reflection on parents in a similar fashion. Our goal is to make each season a positive, fun and rewarding experience for every player. The placement process allows our teams to be competitive and to keep skaters of the same ability together to minimize frustration, increase coachability and help maximize success.

Play-Up Policy

Travel age players are expected to participate at their designated age group, as determined by USA Hockey. In extraordinary circumstances, there may be a situation that develops where there is an association need for a particular player to move or "play up" to a specific age level, and double-rostering is insufficient (e.g., there are three or four goalies at the peewee level for two or three teams, but only one goalie at the bantam level for two teams). In these circumstances, and upon recommendation from impacted coaches or evaluators, ACE director(s), and coaches' representative, as well as agreement by the player's parents, the SPYHA Board of Directors may approve a player to "play up" to a level above his or her assigned age group. (Note: Requests received directly from parents will not be considered.)

Players who have not reached the designated birth year for travel hockey are expected to participate at the mite (age 7-8) or mini-mite (6 and under) level (see Registration, page 16, for more details).

Occasionally, there may be circumstances where a player who has not yet reached the designated birth year for squirt/U10 travel hockey wishes to be considered for placement on a squirt team. The following requirements and restrictions apply:

- The player must be eligible to play squirt/U10 travel hockey the following hockey season. This is a WAHA requirement and there are no exceptions. (For example, if the designated birth years for

squirt/U10 are 2007 and 2008, a player born in 2009 would meet this criterion. A player born in 2010 would not.)

- The player must have played at the mite (U8) level a minimum of two years, must have been assigned at the “red” level in the mite program at the end of the most recent hockey season, and must provide a written coach’s recommendation testifying to the physical, emotional, and psychological readiness to play squirt/U10 hockey.
- The family must be in good standing with SPYHA.
- PRIOR to the end of travel hockey registration, the player’s parent(s) must petition the SPYHA Board of Directors at a regular board meeting for permission for the player to register for and participate in the travel hockey evaluation process.
- The SPYHA Board of Directors must approve the request to allow the player to undergo the evaluation process.
- Prior to evaluation, non-age-eligible players must pay for half of the squirt/U10 dues amount or the amount determined to be due prior to evaluations if a payment plan is requested.

While the number of players who may petition to “play up” to squirt/U10 hockey is not limited, no more than five (5) players who are not birth-year age-eligible will be rostered by Sun Prairie Youth Hockey at the squirt/U10 level after the evaluation process is completed. The number may be reduced if the evaluators find that players requesting to play-up are not physically, emotionally, or psychologically ready to play squirt/U10 hockey.

SPYHA anticipates maintaining team sizes of 11 to 13 players per team at the squirt/U10 level. At no time will an age-eligible player be displaced from the squirt travel hockey program by a non-age-eligible player. The number of non-age-eligible players is restricted to ensure that SPYHA has an appropriate number of players per team, while allowing some flexibility in aligning the number of teams to the number of participants.

Players who are successfully rostered in a “play up” situation are responsible for all dues at the squirt level. Any non-age eligible player who was allowed to participate in the evaluation process but was not placed on a squirt/U10 team will be assessed an evaluation fee.

Note: Registration fee and capital campaign/scholarship amounts are not refundable; however, they may be applied, along with any remaining payment amount, to the player’s account for mite fees.

Scheduling

Scheduling of travel evaluations will be determined by the SPYHA ice scheduler based on availability of ice prior to the beginning of each season. Evaluations will consist of multiple sessions (a minimum of 4) to allow all athletes the adequate opportunity to prove their talents. Multiple sessions also will limit the number of conflicts that a player might encounter.

Evaluators

Evaluators will be selected by the SPYHA ACE Director(s) based on their ability to evaluate hockey talent, their availability to attend each session and their ability to provide open and honest feedback. Evaluators may elect to be on the ice, in the stands or in the viewing room as they see fit. Evaluators are not to be engaged in conversation by parents at any time during player evaluations. Prior to evaluations, the ACE Director will provide the SPYHA board a list of

evaluators at each level for review. Evaluators that are parent coaches will not be allowed to evaluate their own son/daughter. Instead, the score of the other evaluators will be averaged to determine the team placement of that athlete. We will strive to have four evaluators at each level, with no more than two parents of players at that level. The number of evaluators may be revised based on the number of players being evaluated.

Evaluation sessions

The sessions will include an array of drills and game situations designed to identify a player's ability on various skills. Depending on the age level, players will primarily be evaluated at the position at which they registered for, however, at the evaluators' discretion players may be asked to play positions other than the one they registered for. Because of the direct relationship of the Sun Prairie High School program and the Bantam and HS/Midget levels, variations in Bantam and HS/Midget evaluation procedures may occur. Any concerns with the integrity of these evaluations should be brought to the attention of your age-level representative and ACE Director if necessary. If excessive, a player's absence from evaluations may be considered when placing that player (this does not apply to absences due to injury/illness – see below).

Injuries/Illness

Players that are injured and/or absent due to illness will be evaluated based on prior performance and placed on an appropriate team. Injured/absent players that are deemed to be on the bubble between two teams will be placed on the lower level team in almost all cases.

Players per Team

The number of players per team will be determined by the number of registered athletes at that level. The evaluators will be allowed the latitude in decision making to determine the proper number of players on a team after consultation with the ACE Director and, if necessary, the SPYHA Executive Committee. Variations from this procedure are not intended to provide one team with an ideal number of skaters at the expense of another team.

Note: SPYHA anticipates maintaining team sizes of 11 to 13 players per team at the squirt/U10 level.

Rating of Players

Evaluation categories for skaters will include skating, puck handling, shooting, passing, hockey sense and attitude/maturity. Categories for goalies will include skating, shot blocking, movement within the crease (position, angles etc.), concentration, hockey sense and attitude/maturity. Latitude in decision making will be granted to the evaluators in making placement decisions for "bubble" players based on their ability to evaluate hockey talent and the position of the players being evaluated (see also "Players per team"). Past performance (except in cases of injury or illness, as described above), player history or location of residence will not be considered during the evaluation process.

Parent Involvement

To reduce the pressure and stress on the players, parents are encouraged not to attend evaluations. However, in keeping with our policy of facilitating an open and transparent evaluation process, parents that wish to watch the evaluation sessions are welcome – keeping in mind that the evaluators are not to be engaged in conversation during this time.

Posting of Teams

Final team selections will be posted on the SPYHA website. The timing of these postings will vary and will be conveyed to the players at the conclusion of evaluations. The posting will indicate the player's names (in alphabetical order by last name) and will include the signature of each of the evaluators that rated the players.

Selection of Team Coaches

Team coaches will be selected from a pool of volunteers that have expressed interest in coaching at that specific age level. Strong consideration will be given to non-parent head coaches in accordance with their knowledge of hockey and level of coaching experience. However, because a majority of the coaches in our association are also parents, the selection of coaches is almost always going to be made after team selections. It is not SPYHA policy for the player to follow the coach; rather the coach will follow the player.

Appeals

Any parent/guardian wishing to file an appeal challenging the placement of their player may do so in writing to the ACE Director within 48 hours of team selections being posted. Appeals will be reviewed by the ACE Director and by the evaluators at that level along with the SPYHA Executive Committee, if necessary. If sufficient information is presented that suggests a player may be considered for a change in team placement, a special meeting of the entire SPYHA Board of Directors will be called. At this meeting, the reasons for the request will be discussed and a final decision will be made by a majority vote of the Board. The Board reserves the right to hold an open meeting depending on the content of the appeal. Any appeal not done in this manner – or those done in an otherwise disrespectful or unprofessional way – will immediately be disregarded and dismissed. Past performance or player history will not be accepted as a case for appeal.

Deviations from Policy

Any significant deviations from this policy require SPYHA Board approval.

Double Rostering of Players

From time to time, it may be necessary to “double-roster” a player (skater or goalie) from a lower age bracket to a higher age bracket. Typically, this is done to ensure an appropriate number of players for competition, particularly in situations where a team may have a small roster and could face challenges in cases of illness, injury, or other situations. Double-rostering can only occur with the SPYHA Board of Directors approval (in advance). In approving double-rostering situations, the SPYHA Board of Directors must consider parental approval to play up and the player's assigned team/coach opinion. Any stipulations by the SPYHA Board of Directors will be made during the approval process and clearly communicated to the coaches of both teams.

In all cases, the double-rostered player's first obligation will be to the assigned age-appropriate team. Other requirements, particularly with respect to having double-rostered players available to play in playdown and state tournament games, are outlined in the [WAHA Annual Guide](#).

Practice Hours, Games and Tournaments

SPYHA will play all games and conduct all tournaments under the guidelines, by laws, rules and regulations as defined by the Wisconsin Amateur Hockey Association, Inc. (WAHA) and USA Hockey. The number of practice hours and game hours allowed per level uses a “stepping stone” philosophy where more games are added as players progress through the various levels. Limits to number of games played, distances traveled and number of tournaments by level will assist SPYHA members in determining and controlling their overall hockey expenses. The table below outlines the number of games and tournaments approved for each travel team:

Activity	Squirt	PeeWee	Bantam	Midget ^c
Home games	10	12	12	12
Scrimmage (during evaluations)	-	potential of 1	1	-
Reciprocal games ^a	10	12	12	12
# of tournaments ^b	3	4	5	5

a Up to five away no cost games in addition to the game limits are allowed.

b A team may give up one allotted tournament to add three games.

c At Board directive, the number of allowable games, including home games, may be adjusted based on team size.

SPYHA will determine participation in local leagues. Teams will be placed in leagues appropriate for their age level and development. No team will be placed in a league that will require teams to play by rules other than those normally accustomed to during the season. Specifically, SPYHA teams will not be placed in leagues that require them to play no-check hockey.

No team may play more games than initially approved by the SPYHA Board of Directors without prior approval of every team member on that team and of the Board. Adjustments to the number of games included in dues may be made with Board of Director pre-approval for the midget level, given the limited number of opponents available. The number of games to be included in dues will be outlined in the annual registration document.

Cardinal Cup Invitational Hockey Tournaments are sponsored by SPYHA for most travel teams in our association. There will be a Cardinal Cup Tournament Committee consisting of the Tournament Director and representatives from teams hosting Cardinal Cups.

Jerseys/Association Equipment

All SPYHA teams will wear designated jerseys for all games and tournaments during the hockey season. Travel and Mite team jerseys are to be worn only for scheduled games and tournaments and are not to be worn for practice. Names are not allowed on the jerseys. Designation for captain and assistant captain(s) are permitted in accordance with USA Hockey rules however these designation letters must be affixed to the jersey in a non-permanent, non-damaging manner.

Care should be taken with the jerseys during hockey season. Travel and Mite teams will wear home and away jerseys provided by SPYHA. At the conclusion of the season, all travel and Mite jerseys that are the property of SPYHA are to be collected by the team rep and returned to

the jersey coordinator. Travel and Mite players will be assessed a replacement charge for jerseys not returned or returned damaged.

SPYHA will provide jerseys for Mini-mite level players/teams as needed, and typically (unless otherwise noted in the registration document), players may keep these jerseys at the end of the season.

Association/Personal Equipment Use

SPYHA will make equipment available for mini-mite and mite program participants on a loaner basis from SPYHA for return at season's end. Equipment provided by SPYHA in this program, available on a first-come, first served basis, includes:

- Helmet with Full Face Shield
- Shoulder Pads
- Shin Pads
- Elbow Pads
- Gloves
- Pants / Breezers

Travel players may rent equipment for a nominal cost, as available. Equipment may be rented for a nominal fee for the off-season (summer), as coordinated with the equipment managers.

Goalie equipment is provided to Mite and Mini-mite teams and Squirt Travel teams.

All players are required to furnish hockey skates, hockey stick, and athletic supporter & cup or pelvic protection (if desired).

Mite and mini-mite players who wish to rent player equipment during the summer or “off-season” may do so by providing equipment for inspection at the end of the season, and paying a \$25 equipment rental fee. Goalie equipment may be rented upon request and approval of the ACE Director, subject to a deposit of \$250 (payable by check) and an agreement that the equipment must only be used for on-ice training activities.

Any equipment NOT returned at the end of the hockey season will be invoiced at **replacement** value. Returned equipment showing excessive wear may be subject to a user fee at the discretion of the equipment managers. Required equipment repairs are the responsibility of the user. A joint determination between equipment manager and user will identify appropriate repairs or disposition.

SPYHA Coaches

Requirements for team level coaches and on-ice assistant coaches for each team are set forth by the SPYHA Program Plan. Just before or at the beginning of the season, the ACE Director(s) and Coaches' Representative will meet with individuals interested in coaching and create a list of interested coaches. Based on coaches' qualifications and history, coaches will be recommended by the ACE Director(s) and Coaches' Representative and approved by the Board of Directors.

At the travel level, there shall be no more than three coaches designated to any one team, with those coaches being responsible for the coordination of all team practices so that ice time can be

utilized to the fullest. Any exceptions (e.g., increase to four coaches) must be approved by the SPYHA Board of Directors.

SPYHA coaches will follow the SPYHA Coaches Code of Conduct (See [Appendix C](#)).

Volunteer Requirements

As a community-based organization and a not for profit organization, SPYHA thrives when members become involved and share their time and talents. A broad array of volunteer opportunities exists that are necessary to make SPYHA a success. Each Member (family) is expected to fulfill volunteer requirements over the course of a year or pay an amount to cover an average ‘value’ that these hours represent.

Volunteer Hours Requirement Levels

Mite and Mini-Mite (Full Season – two sessions)	20 volunteer hours, 5 of which are required in concessions
Mite and Mini-Mite (Half Season - one session)	10 volunteer hours, 2.5 of which are required in concessions
Travel Teams	40 volunteer credits, 10 required in concessions

Volunteer hours listed are per family. For families with multiple children in SPYHA, the necessary credits are determined by the highest number of volunteer credits required. For example, if you have two children participating and one is in Mite hockey and the other is on a travel team, the FAMILY requirement is 40 total hours (the amount corresponding to the travel team player).

Volunteer credit hours are generally earned hour for hour with one hour of volunteer time equaling one credit hour.

Volunteer credits for trade or professional skills (plumbing, electrician, engineering etc.) will be credited on a case by case basis.

Who can volunteer? Age requirements are listed within the item description field in DIBS. Generally, family and friends who meet the requirements and have had the necessary training (for concession work) can be assigned to work in DIBS on behalf of a particular family. It is critical that these volunteers are clearly identified by the fulfiller (i.e., actual volunteer) name and contact information under the account of the family for whom they are working, and that they sign the volunteer sheet accurately. SPYHA does not condone **payment** of others, including SPYHA concession workers, in lieu of families fulfilling their own volunteer obligations.

If volunteer time claimed on DIBS is not fulfilled (shift no-shows etc.) the credits will be billed at a higher rate (\$30 per volunteer credit) with payment due within seven days of the unfilled shift, and no volunteer credit will be given for that shift. Nonpayment will result in revocation of skating privileges for all family members.

A statement will be sent to families on or around February 1 of each year, outlining remaining volunteer time each family is responsible for. If the number of remaining volunteer commitment hours exceeds five, the family will be invoiced for the remaining credits at that time, with payment due by February 28. Regular volunteer hours that are not fulfilled are invoiced at a rate

of \$15/credit, while concession stand credits that are not fulfilled are invoiced at a rate of \$20/hour. If families subsequently fulfill their time, they will be reimbursed for their hours worked. Families who do not fulfill required volunteer credits by March 31, and did not receive invoices previously, will be invoiced as outlined above.

Families who are invoiced for unfulfilled volunteer hours at the end of the season will have 30 calendar days to make their payments. **Payments not made within 30 days will be subject to a \$25 fee per month until the balance is paid.** Families with unpaid volunteer invoices are not in good standing and registration privileges can be withheld until invoices are paid. Unpaid invoices may be subjected to collection or small claims court.

Most volunteer hours can be claimed on the SPYHA website via the DIBS system. After you register and login to the DIBS section of the site, you can claim volunteer jobs that fit your time, talents and schedule. These opportunities are available on a first-come, first served basis. After someone claims a job, no one else can. In order to maintain a commitment for jobs claimed, the following cancellation policy has been established.

DIBS Cancellation Policy

DIBS shifts that have been claimed may be cancelled a minimum of seven days in advance of the shift. The “cancellation request” must be submitted to the volunteer committee, in writing (email: vcomm@spyha.com). The cancellation request is not considered accepted until an affirmative email has been received by the requestor from the volunteer committee. (Please do not assume that an email has been received: wait for confirmation.)

Volunteers who wish to cancel with less than seven days advanced notice must find an appropriate replacement, and email the replacement’s name and contact information to the volunteer committee (email: vcomm@spyha.com). The original volunteer will be held responsible for the volunteer time and penalized as a “no-show” if the replacement does not complete the shift as scheduled.

In case of illness or emergency, contact the volunteer committee as soon BEFORE the shift (vcomm@spyha.com). If the volunteer is scheduled for the concession stand and needs to cancel due to illness or emergency, the concessions committee also must be contacted at concessions@spyha.com.

Any exceptions to the DIBS Cancellation Policy require approval of the SPYHA Board of Directors. Waivers of “no-show” penalties must be requested in writing and be approved by the SPYHA Board of Directors.

Volunteer Requirement Buyout

Some members would prefer to avoid volunteering time and therefore a ‘buyout’ provision has been instituted to accommodate these member needs.

For purposes of this policy, the ‘volunteer season’ runs from April 1 through March 31. If a member cannot fulfill the volunteering requirement, a buyout of the required credits is required. The buyout value is determined by the Board.

Families may choose to buy-out for their concession stand hours only, their regular volunteer hours, or both. Buy-out payments must be received by the indicated payment due date.

Payments should be accompanied by a Volunteer Hours Buyout form so that payment is appropriately applied.

Volunteer Hours Buy-out:

Level of participation	Payment due date	Concession hours buyout*	Regular volunteer hours buyout
Travel	December 31	\$150	\$350
ADM	Session 1 – December 31 Session 2 - February 1	\$75 (season)/\$37.50 (session)	\$170 (season)/\$85 (session)

*Concession stand hours buy-out rate is \$15/credit.

Once the buy-out decision and payment have been made, no monies will be refunded for subsequent volunteer time.

Note: The volunteer buy-out program does not release a family from the obligation to help with team duties, such as off-ice official (scoresheet, clock, penalty box) or Cardinal Cup tournament activities.

Fundraising Requirements

Each member family is responsible for assisting the Association with fundraising activities.

Annual Fundraising activities are an important component in the SPYHA budget. The benefits of these activities are real. Your participation matters! Monies raised by these activities are applied to SPYHA operating expenses or to help reduce the dues owed by our members. Given the level of importance in the budget setting process, the following commitments are required by each family having at least one skater in a program:

- Each travel hockey family is responsible for selling a minimum of twelve (12) \$20 calendar raffle cards to fulfill the mandatory fundraising commitment.
- Families with skaters in the Mite or Mini-Mite program who do not also have travel hockey players will be responsible for selling up to six (6) \$20 calendar raffle cards (three per session registered).
- The invoice for each family’s oldest skater will include the costs of the mandatory fundraiser as a separate line item, and the family will then keep any money received from the sale of these cards. Additional cards can be purchased and sold by SPYHA families. The mandatory fundraiser portion of the invoice is not eligible for payment plans and must be paid before a player takes the ice for his/her first skating session.

Note

No SPYHA member will solicit any area business, individual or government agency for donations or carry out any fundraising functions on behalf of SPYHA or Sun Prairie Ice Inc., without the approval of the Board of Directors. No solicitations for funds or fund raising event should compete with SPYHA Fundraising initiatives. Teams or persons wishing to conduct fundraising function for any team, including tournaments, must have approval of the Board of Directors. Permission must be granted before any arrangements are made and a full financial report must be submitted to the SPYHA Treasurer at the conclusion of the function. Prudent steps shall be taken by teams or persons to ensure SPYHA’s fundraising licenses with the State

of Wisconsin are not put in jeopardy and all required reporting to the State for fundraising activities is completed in a timely manner.

Off-ice Officials

During the course of the season, each team representative will assign parents to be off-ice officials. These roles include but may not be limited to: Penalty Box Attendant, Score Clock Operator, Score Keeper.

While performing these roles, parents must remain neutral and provide the appropriate support for the on-ice officials. The game referee has the ultimate responsibility for decisions impacting the game and off-ice activities.

Safety

Concussion Policy

In accordance with Wisconsin law, if SPYHA coaches, volunteers, parents or legal guardians suspect an athlete (a child who is under the age of 18) of sustaining a concussion or traumatic head injury while participating in a sporting event; the athlete shall be removed immediately. Upon removal of athlete suspected of sustaining concussion or a traumatic head injury, a written medical clearance from a health care provider is required before the athlete can return to participate in any sporting event. Each parent or legal guardian must acknowledge and agree to abide by this policy by submitting a signed consent form. Registrations completed online will be signed electronically. Coaches must also sign acknowledgement forms to indicate that they understand and will abide by the concussion policy.

Notes

"Health care provider" means a person to whom all of the following apply:

- He or she holds a credential that authorizes the person to provide health care.
- He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.
- He or she is practicing within the scope of his or her credential.

"Sporting event" means any of the following athletic activities that is organized, operated, managed, or sponsored by SPYHA such as: a game, a practice, a clinic, a sports camp, an educational class, a competition, or a tryout.

Additional information on concussion is provided in [Appendix D](#).

Locker Room Policy

One coach or other responsible adult who has completed a background check through Sun Prairie Youth Hockey Association (SPYHA) must directly supervise the locker room as required by the

[USA Hockey](#) policy. Note that under no circumstances should a coach or other adult supervisor

be alone in a locker room with an individual minor, unless that minor is the coach's/adult's own child. A second adult should be present if a meeting between a coach and a minor player is necessary.

Locker Room Procedures

SPYHA coaches must follow locker room procedures established by Sun Prairie Ice, Inc.

Anti-Bullying Policy

SPYHA is committed to providing a caring, friendly and safe environment for all hockey participants so they can learn the game of hockey and the skills necessary to participate in the game in a fun, positive and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated at any practice, game or other event associated with our hockey program. If bullying is reported to any parent or player, they should immediately report the incident to their respective coach, team representative, or any Board member who will ensure the complaint is investigated and dealt with promptly and effectively. We will promote a TELLING atmosphere. This means that anyone who knows that bullying is taking place is expected to report the incident, as indicated previously.

All players, parents, coaches and Board members should have a clear understanding of what bullying is. Coaches and team representatives shall ensure that all players and parents are aware of SPYHA's bullying policy and discuss the important points of the policy each year during the respective parent/coach Meeting. All players and parents should understand what they should do to report incidents involving bullying.

As an association, we take bullying seriously. Players and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated at any practices, games or other events.

Player Education

Coaches are encouraged to discuss the problems of bullying openly with their players in order to promote a "Telling Atmosphere." Players should be encouraged to do the following to stop and discourage bullying tactics:

- If a player is bullied at hockey practice/games, they should be encouraged to immediately tell their team coach. Telling is not tattling and the player should be reassured that no consequences will result to them for coming forward. If necessary, players should write down what happened, when it happened, and identify who bullied them.
- If players are concerned or nervous about coming forward, they should be encouraged to talk with a friend or teammate. Team captains and assistant captains should be encouraged to intervene in any bullying situation.
- Players should be encouraged to not fight back when confronted by a bully. They should calmly tell the player to stop, or say nothing and walk away. Again, they should report the incident to their team coach.

Bullying Reporting Procedures for Parents, Coaches and Board Members

Parents should report bullying incidents to the team coach. In cases of serious bullying, the coach or individual who was contacted shall submit a written report outlining the reported bullying behavior to the SPYHA Executive Committee. If necessary and appropriate, police may be consulted.

In all cases of reported bullying, parents of the player who was bullied shall be informed immediately and may be asked to meet with the respective team coach to discuss the incident. In all cases, strict confidentiality shall be maintained.

The bullying behavior or threats of bullying must be investigated and the bullying stopped immediately. The parents of any player who is reported to be bullying will be contacted immediately by the respective team coach and asked to meet to discuss the incident. Depending on the severity of the situation, the SPYHA Disciplinary Committee may become involved.

Outcomes

Discipline is generally handled at the coaching level for a first offense situation, and typically involves an attempt to encourage the bully (bullies) to modify their behavior for their benefit, for the benefit of the person bullied and other team members. The bully (or bullies) may be asked to genuinely apologize to those players affected, including all team members. If practical, an attempt will be made to reconcile the situation between the players. Other consequences or disciplinary alternatives to stop bullying may also be considered by the team coach, which may include involvement of the SPYHA Disciplinary Committee.

If the bullying persists, disciplinary action against a player may be taken by the team coach, or through referral, by the SPYHA Disciplinary Committee. Disciplinary actions taken by the coach may include, but are not limited to, suspension from participation in the hockey program (practices and/or games) for a period of time. SPYHA reserves the right to suspend or otherwise discipline any player for bullying in addition to any action taken by the coach. In severe cases, SPYHA reserves the right to prohibit further participation in the hockey program by any player deemed to be involved in the bullying other players.

After the incident/incidents have been investigated and dealt with, the situation will continue to be monitored by the respective team coach and player parents to ensure repeated bullying does not take place.

Player Conduct and Behavior

The discipline guidelines are intended by the SPYHA to be minimum guidelines that outline the **minimum** requirements of SPYHA and its coaching staff. Each individual head coach may establish additional discipline/guidelines. It is expected that if the head coach does establish additional guidelines, a review of those guidelines will take place between parents, players, and the coaches at the beginning of the hockey season.

Typically, SPYHA coaches will evoke the following Coaches Disciplinary Guidelines:

- First Offense: Player will sit out 1 period
- Second Offense: Player will sit out 2 periods
- Third Offense: Player will sit out 1 game (report to ACE Director and Executive Committee)

- Fourth Offense: Possible 3 game suspension (report to ACE Director and Executive Committee, possible referral to SPYHA Disciplinary Committee)

The above or variations/combinations of the above actions may or may not necessarily be taken in an escalated manner.

Any action resulting in intentional injury (on or off the ice) or damage to property may be deemed "severe" and referred by the coach to the SPYHA Disciplinary Committee for further action.

Player Code of Conduct

The Player Code of Conduct form ([Appendix A](#)) shall be signed by each skater at every level of play in the travel program, as well as for Mites participating in cross-ice games (e.g., Dane County League). Signed forms must be turned in prior to participation in the first SPYHA activity (e.g., evaluations, first skating session) for the season.

Parental Conduct and Behavior

Parental support is critical to the success of our children. Parents whose children participate in SPYHA are expected to conduct themselves in a manner that is respectful of the association and its Board, coaches, officials, players, and participants.

Each season, prior to player participation, each parent and/or guardian of each player must sign the SPYHA Parents' Code of Conduct form demonstrating they have read and understand the code of conduct, and that the association possesses and will exercise its authority to enforce that code. By signing the Code of Conduct, parents also acknowledge that they will take responsibility for their guests by removing any of their guests who appear to be violating this spirit of this Code of Conduct.

The SPYHA Parents' Code of Conduct form ([Appendix B](#)) must be signed by at least one (both in the case of divorce/separation) parent for each skating family, but shall apply equally to all family members, whether that particular family member has signed the form or not. Signed forms must be turned in prior to any skater taking the ice for evaluation (travel level) or the first practice (Mites/Mini Mites).

Complaint Procedures (Chain of Command)

SPYHA is a zero tolerance organization that will neither ignore nor condone conduct by parents, players, coaches or others that does not adhere to its and USA Hockey's standards of conduct.

Reporting Allegations of Parent/Player Misconduct

The purpose of this section is to outline the procedures for anyone (coach, parent, spectator, etc.) to report any conduct that may be prohibited under the Code of Conduct guidelines outlined in above.

Anyone who wishes to report an allegation should not feel or believe that there will be any retaliation or retribution directed at them or their child because of their desire to report what is perceived as inappropriate conduct.

SPYHA will fully review and/or investigate all allegations of parent/player misconduct it believes potentially violates the SPYHA Player or Parent Code of Conduct.

Reporting

If anyone believes an incident that they have witnessed may violate the SPYHA Code of Conduct, they are encouraged to report the incident. In most cases, reports are initiated with the head coach. In the case of violations of the Player Code of Conduct, the Coaches Disciplinary Guidelines (above), may be initiated at the discretion of the head coach. Alternate contacts include the following individuals:

- The Board Level Representative for that age level, e.g. Squirt, Peewee, etc.
- Any Member of the SPYHA Board of Directors.
- The ACE Director or Coaches' Representative.

Contact information is posted on the SPYHA Website. Note: Complaints about individual coaches will NOT be accepted until the individual making the complaint has first met with that coach to discuss the concern.

Content and Confidentiality of Allegations

Any report of alleged non-compliance with the SPYHA Code of Conduct should include as much of the following information as possible:

- The identity of the person submitting the report
- The name or description of the person who is the subject of the report
- When (date, approximate time) the incident/action occurred
- Where the incident/action was observed
- What happened? A general description of what was specifically heard or observed
- Other possible witnesses to the incident
- Any related information or factors that may have contributed to or led up to the incident/event
- Contact information so that the person receiving the report can follow up, if necessary

The reporter may use any written means they choose to submit their report, including e-mail, regular mail, etc. If a concern is initially communicated in person or by phone, the person reporting the incident will be asked to submit a written description of the incident providing the information outlined above.

Confidentiality of Reports

It is not the policy of the SPYHA Board of Directors to accept confidential reports. Confidentiality may be requested, but the Board cannot guarantee that confidentiality can be maintained.

Investigation and Resolution of Allegations of Misconduct

SPYHA strives to address all misconduct allegations in a timely manner, especially those that could potentially result in suspension. However, since the consequences of disciplinary actions may be serious, SPYHA asks that complainants reflect for 24-48 hours before reporting allegations that do not involve player safety. Situations involving physical altercations must be reported immediately.

The following timetable for reporting and adjudication of allegations is recommended by the SPYHA Board of Directors and those charged with addressing the misconduct allegations. Variations may be necessary based on the situation.

- Within five calendar days of witnessing an incident/event s/he believes constitutes misconduct, the incident should be reported to the individuals outlined above (coach, Board level rep, Board member, etc.).
- The recipient shall acknowledge receipt of the complaint, in writing, within two days.
- The recipient of the allegation shall refer the complaint to the SPYHA President within two calendar days of receipt. The President shall make a determination of whether the facts alleged, if true, would constitute a violation of the SPYHA code of conduct. If it is determined that the allegation would indicate constitute a violation of the SPYHA code of conduct, the President shall select and contact the appropriate members of the Disciplinary Committee, as outlined in the Disciplinary Committee section.
- Within 14 calendar days of receiving the complaint, the Disciplinary Committee shall conduct and complete an investigation to establish whether the facts support and substantiate that violation of the SPYHA Code of Conduct has occurred.
- Actions of the Disciplinary Committee should include notification of the parent/ player, who is alleged to have violated the code of conduct and scheduling a pre-disciplinary hearing. During the hearing, the parent/ player may bring any witness they deem appropriate to present information on their behalf.
- Within two calendar days after the pre-disciplinary hearing, the Disciplinary Committee shall submit its written recommendation for resolving the complaint to the SPYHA Board of Directors. The Disciplinary Committee is authorized to take action up to and including a period of two weeks suspension without additional Board action. For more serious disciplinary recommendations, the Disciplinary Committee will enact the two week suspension, and present recommendations at either a special SPYHA Board of Directors meeting called for the purpose of reviewing the disciplinary recommendations, or the next scheduled Board meeting, whichever falls within the two-week period.
- In cases of suspension of two weeks or less, the Disciplinary Committee shall send written notice of the outcome of the investigation notifying the parent/player of the decision. In cases where that has been adopted by the Board.

Composition and Role of the Disciplinary Committee

The SPYHA Disciplinary Committee is comprised of board level representatives, members of the Executive Committee, the ACE Director(s) and Board of Directors Coaches' Representative, and At-Large members. At-Large Members of the Disciplinary Committee are appointed by the SPYHA Board of Directors. When an incident occurs that requires investigation, a representative from each category listed in the following table would be selected by the President to investigate and determine the appropriate repercussions. The Disciplinary Committee has the authority to suspend players, parents, or coaches for up to two weeks. Recommendations for more extensive disciplinary measures would require full SPYHA Board of Director approval; therefore, the Disciplinary Committee could evoke the initial two week suspension, and the Board would be required to meet within that time to discuss any additional action, as presented and suggested by the Disciplinary Board.

Many player-related disciplinary events are initiated at the coaching level, and escalation is not required. However, actions that cannot be handled by a team’s head coach, or situations where the severity or repeated nature of the violation require additional attention (e.g., physical fighting with teammates, situations where the coach has already completed an escalation of punishment) should be reported by the head coach to the SPYHA President.

Disciplinary Committee Composition

Board level rep	Executive Committee	Coaching	At-Large
Generally, the Board level representative of the player/parent/coach involved would be selected as a representative, unless due to a conflict of interest or request, a different Board level rep is needed	One representative from the Executive Committee (President, Past President, President-Elect, Secretary, or Treasurer)	One representative from ACE Directors or Board of Directors Coaches’ Representative	One representative from a pool of four candidates of SPYHA members in good standing who have been appointed to the committee by the SPYHA Board of Directors.

Disciplinary Hearings

The parent/player may present any witnesses, additional information, or other relevant evidence they deem appropriate to contest the allegation, the finding of the investigation, or the imposition of disciplinary action in response to the allegation(s). The committee shall consider all of the information provided prior or during the hearing before making a recommendation for disciplinary action.

Notification and Reporting of Hearing Decisions

The Disciplinary Committee shall verbally notify the SPYHA Board President of its disciplinary recommendations within 24 hours of the committee's decision. The Committee's recommendations must be communicated in writing to the SPYHA Board of Directors within three days of the decision.

Appeal Process

If the parent/player wishes to contest the nature or scope of disciplinary action imposed by the Disciplinary Committee or Board of Directors, the parent/player must submit a written request for appeal to the Board of Directors within five calendar days of receipt of the decision. Upon receipt of a request, the Board will invite the parent/player to appear before the Board at its next scheduled meeting. The Board, at its discretion, may schedule a special meeting to consider and act on the appeal. The Secretary of the Board of Directors must issue the Board's final decision within two days of the appeal meeting.

Grounds for an Appeal of Disciplinary Action

The following are deemed grounds for considering an appeal of disciplinary action:

- Production of evidence or information that is material to the investigation, findings, or disciplinary recommendations that was not previously accessible or available for presentation or consideration during the original hearing or investigation;
- A credible assertion of significant and material irregularities in the proceedings of the original hearing that may have contributed to inaccurate or incomplete presentation of facts, erroneous findings or an inappropriate disciplinary recommendation.
- Objection to the severity or duration of the disciplinary action imposed.

- There is evidence establishing the decision of the original hearing may have been reached in an unjust manner. Examples include non-declaration of a potential and material conflict of interest by a Committee member.

Compliance with Disciplinary Action

Unless otherwise stated in the notice to the individual above, the disciplinary action specified within that notice shall not be suspended or altered by the filing, or pendency, of an appeal. The appellant must respect and fully adhere to the terms and conditions of the contested disciplinary action during the pendency of the appeal of that action.

Any individual who is the subject of a disciplinary action for violation of the SPYHA Code of Conduct shall fully comply with the terms and conditions initially imposed by the Disciplinary Committee or Board or as subsequently modified pursuant to an appeal. A failure to comply shall constitute grounds for additional discipline.

A parent/player who is the subject of an allegation of misconduct but terminates their SPYHA membership prior to the filing of the allegation, during an investigation of the allegation or while subject to a disciplinary action by the Disciplinary Committee or SPYHA Board shall not be permitted to renew their membership in SPYHA unless and until:

- The individual agrees in writing to be accountable for their past conduct and to honor and abide by the original terms and conditions of the disciplinary action the SPYHA Board either previously imposed or now determines would have been imposed but for the individual's termination of their SPYHA membership.
- The individual agrees in writing to accept, respect, and adhere to all other conditions or restrictions the SPYHA Board determines are appropriate to monitor and assure the individual's future compliance with the SPYHA Code of Conduct.

Financial and Risk Management

Finance Management

Fees should be set to recover the costs of SPYHA programs. The Board of Directors sets fees for all levels annually.

Fees for each level are generally based on the hours of ice used, plus other expenses incurred by SPYHA for that level, including officiating fees, expenses for coaches' USA Hockey registration and training requirements, Cardinal Cup tournament fee, registration for the state hockey tournament, etc. The number of players that are expected to participate at each level divides these expenses. In addition, dues include an allocation for jersey and sock expenses (as applicable), a \$50 contribution for the SPYHA capital campaign, a contribution to the scholarship fund, and an allocation for SPYHA general expenses (bookkeeping, office expenses, etc.).

Additional tournaments, state tournament participation fees, non-parent coaches' hotel expenses, and playdown games are not included in fees established by SPYHA unless otherwise noted in the registration documents, but are considered team expenses collectable by team representatives.

Association Audit

The Board shall ensure that SPYHA's books are kept in accordance with appropriate accounting principles. Each fiscal year or on a basis acceptable to the Board, an independent audit shall be conducted. The auditing firm shall be independent of all Board members. The auditor will perform the audit as a client of the full Board.

Association Fixed Asset Capitalization Policy

Introduction: Fixed assets (tangible and intangible) are often the largest purchases that the Association will make over the course of a fiscal period and include tangible items such as furniture, fixtures, equipment, software, etc. When these items are purchased for business use, SPYHA shall follow its fixed-asset capitalization policy that includes standard procedures and guidance on recording these assets to the Association's fixed asset's ledger.

Capitalization Threshold: SPYHA's capitalization policy establishes a threshold for determining whether assets are expensed or capitalized. The threshold is based on a dollar amount and an estimated useful life. Specifically, SPYHA requires that assets that are valued over **\$2,000** and have an estimated useful life of more than one year are capitalized, while assets that are less than this threshold are directly expensed. Detailed records shall be maintained for all fixed assets above the established thresholds.

Capitalization Method: All fixed assets are recorded at historical price as of the date acquired. If historical cost information is not available, assets are recorded at estimated historical cost by calculating current replacement cost less a depreciated amount agreed to by the Board.

Association Annual Budget

On an annual (fiscal year) basis, the SPYHA Executive Committee shall prepare a comprehensive operating and capital budget (consistent with the SPYHA Chart of Accounts). Information used to prepare the annual budget includes, but is not limited to, requests from Committee Chairpersons, Board members, prior year's budget and results, projected/anticipated income, projected/anticipated expenditures, etc. The annual budget development process shall be completed in advance of the start of the fiscal year (July 1 to June 30).

Prior to the start of each fiscal year, the Executive Committee shall present the proposed budget to the Board of Directors for review, comment, and approval. A majority vote of the full Board must be received to approve the budget.

At each regularly scheduled meeting of the Board of Directors, the Treasurer shall present the a status update on the budget for review and discussion, highlighting items of interest (e.g., income shortfalls, expense overages).

Expense Approval and Reimbursement

SPYHA expenses are processed and reimbursed in accordance with the following:

- Budgeted Expenditures (expenditures approved by the Board of Directors during the annual budget process) do not require additional or subsequent review and approval by

the Board of Directors. Requests for reimbursement, with proper supporting documentation (e.g., receipt, invoice), shall be directed to the Treasurer for processing.

- Requests for Non-Budgeted Expenditures in excess of **\$250.00** must be presented to the Board of Directors for review and approval. Once approved, requests for reimbursement, with proper supporting documentation (e.g., receipt, invoice), shall be directed to the Treasurer for processing.
- Requests for Non-Budgeted Expenditures of less than **\$250.00** will only be considered for approval if consistent with the requestor's level of authority within SPYHA (e.g., Member - Board of Directors, Committee Chairperson).
- Excluded Expenses not reimbursable by SPYHA:
 - Background checks required for certain volunteer positions and activities.
 - Parent coaches' travel expenses (e.g., fuel, dining, lodging).

Non-Parent Coaches Travel Expenses

Lodging expenses incurred by non-parent coaches are reimbursed by team families as coordinated by Team Representative. Other travel expenses (e.g., fuel, dining) are reimbursed by team families if approved by majority.

Risk Management

The Board shall continually evaluate risks to SPYHA and its members. The Board shall seek legal counsel in an effort to minimize risk to SPYHA. The Board shall ensure SPYHA has adequate insurance coverage to protect against foreseeable risks.

Scholarships – John Churchill Youth Hockey Trust

SPYHA strives to make hockey an affordable activity for all players. In cases of financial hardship, scholarships may be available. The fundamental purpose of the memorial is to support Sun Prairie hockey, giving children who might not otherwise be able a chance to play hockey. The following guidelines will be adhered to in administering the funds.

Travel families wishing to apply for scholarships must contact a member of the Executive Committee directly by September 1st to explain your circumstances and apply for this limited program. Mite and mini-mite families must contact a member of the Executive Committee by October 1st.

Be prepared to submit additional supporting documentation (e.g., confidential income information including, but not limited to, recent income tax returns and payroll check stubs) and other pertinent information.

All information will be kept strictly confidential and will not be shared beyond the Executive Committee level, but any scholarship requests must be approved by the SPYHA Board of Directors.

Anyone who has failed to satisfy previous alternative payment agreements or has not been a member in good standing in the past may be refused scholarship opportunities this season and into the future. Player behavior may also be used as a consideration for scholarship assistance.

Scholarship applications must be approved by the Board of Directors.

Association Dues/Special Payment Arrangements

In addition to scholarships, SPYHA may offer payment terms to families to ease the impact of hockey dues. The parameters established for payments are outlined below.

The mandatory annual fundraising amount is not eligible for payment plans. The invoice for on-ice dues, capital fund and scholarship donation is eligible for several payment options:

- Payment may be made in full upon receipt of the invoice.
- Payment may be split between two payments, with half due before the first evaluation or skating session, and the second due by December 31.
- A monthly installment payment plan. This plan requires board review and an approved Payment Agreement. Families not in good financial standing with SPYHA may not be approved. Families who have outstanding financial obligations to SPYHA **at the time of registration** will NOT be considered eligible for payment plans. Families wishing to participate in a payment plan must indicate this during the registration process. Those requesting a payment plan will be contacted by a board member with further information. Payment terms are as follows:
 - All members approved for payment terms must sign a payment agreement which binds them to the terms of the agreement. Under NO circumstances will the payment terms extend beyond March 1.
 - Payments must be made on-time per the Agreement. If the terms of the Payment Agreement are not achieved, the player will not be allowed to practice or participate in SPYHA-sanctioned events until payment is made, as outlined below. SPYHA reserves the right to initiate legal proceeding against all members that fail to meet their financial obligations in a timely manner.
 - SPYHA reserves the right to deny payment plan requests if a family has a history of delinquent payments.

Regardless of the plan selected, the first payment must be made before a player can take the ice (along with any remaining dues or unfulfilled volunteer payments from the previous season) at the first session. There will be NO exceptions to this policy without prior approval.

Returned (NSF) checks will be assessed a \$35 fee, plus loss of personal check-writing privileges for one year. Subsequent payments after a NSF check must be made by cashier's or bank-certified check, money order, or credit card (Pay Pal).

If payments are late:

- A "late payment" fee of \$25 per installment will be assessed for any monthly installment payment made more than one week (seven calendar days) late, unless circumstances are pre-approved by the SPYHA Executive Committee.
- If the payment is not made with fourteen calendar days, the family will be contacted by phone by a member of the executive committee, and barring exceptional circumstances, the player will be held from all SPYHA activities until the account is made current.

Injury/Partial Season Participation

SPYHA projects enrollment levels when establishing the fees for the next hockey season. Costs are fixed for the entire season and do not vary by the number of registered players, except for specific costs such as award, jersey and socks fees. If a player is no longer able to play hockey because of injuries, school or other family issues, SPYHA must consider the financial impact to the association. The following reimbursement guidelines have been established:

1. The official travel hockey season will run from approximately mid-October through approximately the second week or third of March, which covers the last state tournament. This equals 24 weeks in a normal season. This will be the period used in determining how much, if any, to prorate dues. Each Mite or Mini-Mite session is considered to be approximately 8 weeks long. This will be the period used in determining how much, if any, to prorate dues. New to SPYHA Hockey participants are not eligible for partial session reimbursement due to the heavily subsidized program cost.

2. Dues will only be reimbursed for loss of playing time related to injuries per the following conditions:

- The injury was incurred playing hockey
- The injury was “season ending” and resulted in the player missing at least six weeks of the season.

3. The maximum amount of dues eligible to be reimbursed is 75%. The USA hockey registration and insurance fee, the capital fund and scholarship fund, and the annual fundraising requirement will not be reimbursed nor reduced, and are not included in the calculation of the amount of dues eligible for reimbursement.

4. In addition, the following requirements must also be met:

- Each family must have completed all the required volunteer hours to receive reimbursement.
- For families on payment plans, the family must be in good standing to be reimbursed.

5. All other special requests for reimbursements must be appealed to the Executive Committee of SPYHA for consideration.

Travel Team Players Leaving the Association for JV or Varsity Programs

SPYHA will allow a refund of dues for the season previously paid, less registration fee, capital and scholarship funds and an amount determined by the Executive Committee to reflect the player’s on-ice participation, if a player wishes to leave our association after registration, subject to the following terms and conditions.

1. For players that leave our association after registration/tryouts because the player has made a high school junior varsity or varsity team, travel team skating dues will be refunded, minus the nonrefundable registration fee, the \$55 contributions for the capital and scholarship funds, and an amount determined to be commiserate with the player’s on-ice participation (which may include tournament participation). Volunteer requirements and mandatory fundraising requirements will also be waived. Fees paid for calendar raffle cards will also be

refunded upon receipt of unsold cards at a rate of \$20 per returned cards (cards previously sold will not be reimbursed: rather, it is expected those cards be passed to SPYHA for the corresponding raffle ticket stubs). Refunded amounts will be issued by check from SPYHA within 90 days of the player leaving the association. Notification of this situation is requested in writing/by email to the Executive Committee before any refunds will be issued.

2. Other players who leave SPYHA after registration and/or tryouts who do not meet the above criteria and desire a refund must have their case heard by the SPYHA Executive Committee. The Executive Committee will then forward a recommendation to the SPYHA Board of Directors for approval. At a minimum, the registration fee and \$55 capital and scholarship fund contributions will not be eligible for reimbursement. An allowance for any ice time used (including tournaments) is also expected. SPYHA is not obligated to release a player to another same-level association and each case will be considered carefully. Refunded amounts will be issued by check from SPYHA within 90 days of the player leaving the association. Note that any dues buy-out amounts previously paid are not refundable.

Appendices

Appendix A - SPYHA Player Code of Conduct

1. I understand that hockey is a game and that games should be fun for everyone. I will show a positive attitude. I will respect my teammates, the other team, my coaches, the referees and the game in order to keep the game safe and fun. I will treat the other team's players the way I want to be treated.
2. I will follow team rules and the directions of coaches and officials promptly and without complaining.
3. I will be a good sport when we win and when we lose, and I will encourage my teammates to do the same.
4. I will not hit or bully any player on my team or the other team. I will not take or destroy anyone's equipment. I will report bullying to one of my parents or one of my coaches. (Examples of bullying behavior are outlined in Appendix D of the Sun Prairie Youth Hockey Policy Manual.)
5. I will not swear at, taunt, insult or act disrespectfully toward any other player, coach or official on or off the ice.
6. I will treat the property and equipment at Sun Prairie Ice Arena and at any other rink or facility where my team goes (including hotels and restaurants) with respect.
7. I will not drink alcohol or use tobacco.
8. Fighting will not be tolerated. Fighting will result in an appearance before the Discipline Committee.
9. I understand and agree that failure to abide by these rules and guidelines could result in any of the follow disciplinary actions:
 - a. Verbal warning
 - b. Written warning
 - c. Player game suspension
 - d. Player season suspension
 - e. Termination of SPYHA Association Membership
10. The above or variations/combinations of the above actions may or may not necessarily be taken in an escalated manner, and SPYHA reserves the right to select and impose any penalty or consequence appropriate to the situation and consistent with the recommendation of the SPYHA Disciplinary Committee and/or SPYHA Board of Directors, as outlined in the Sun Prairie Youth Hockey Policy Manual.

I have read and understood the SPYHA Player Code of Conduct.

Player name (print): _____

Player signature: _____ Date: _____

Appendix B - SPYHA Parent Code of Conduct

1. I will encourage and demand that my son/daughter treat other players, coaches, officials, and spectators with respect regardless of race, color, creed, gender, or ability and will treat all players, coaches, parents, and officials with dignity and respect in language, attitude, behavior and mannerisms.
2. I will encourage good sportsmanship through my actions, by demonstrating positive support for all players, coaches, and officials at every game or practice.
3. I will, during all SPYHA events, refrain from using profanity, aggression, intimidation or violence, and will discourage their use by team members, other parents, and spectators.
4. I will refrain from coaching my child or other players from the stands. I will encourage my child to play in a manner consistent with the head coach's strategy.
5. I will promote the emotional and physical well-being of all the players ahead of any personal desire to win.
6. I will teach my son/daughter to play by the rules of hockey and resolve on or off ice conflicts without resorting to hostility or violence.
7. I will support the referees and coaches by trusting their judgment and integrity, and I will respect and show appreciation for the volunteers who give their time to hockey for my child.
8. I will refrain from using drugs or alcohol at games and practices, and I will demand and ensure that my child does not use these substances either. Absolute sobriety is a requirement of individuals serving as off-ice officials.
9. Before I raise any expression of disagreement or concern, I will wait 24 hours unless the situation absolutely requires an immediate response (such as a safety concern), and I will raise this concern first with the SPYHA head coach, in an appropriate manner, out of the presence of players, other parents, or spectators.
10. I will respect the property and equipment of Sun Prairie Ice Arena and any other rinks or facilities where SPYHA participates in events.
11. I will remember that the SPYHA program and youth hockey is exclusively intended to benefit the players and not the parents.
12. I will attempt to learn about the game of hockey (USA Hockey rules, equipment, levels, skills, etc.) so that I may best support my child's development in the game.
13. In my role as a parent of a SPYHA player, I will conduct myself in a manner that reflects the concept of sportsmanship and zero tolerance.
14. I understand and agree that my or others failure to abide by these rules and guidelines could result in any of the follow disciplinary actions:
 - a. Verbal warning
 - b. Written warning
 - c. Parental game suspension
 - d. Parental season suspension
 - e. Termination of SPYHA Association Membership
15. The above or variations/combinations of the above actions may or may not necessarily be taken in an escalated manner, and SPYHA reserves the right to select and impose any penalty or consequence appropriate to the situation and consistent with the recommendation of the SPYHA Disciplinary Committee and/or SPYHA Board of Directors, as outlined in the Sun Prairie Youth Hockey Policy Manual.

I have read and understood the SPYHA Parent Code of Conduct.

Player name(s) (print): _____

Parent name (print): _____

Parent signature: _____ Date: _____

Appendix C – Coaches Code of Conduct

All coaches in SPYHA will be selected by the ACE Director(s) and approved by the Board of Directors.

As a SPYHA coach, I agree to the following:

1. I will conduct all practices, games and tournaments under the guidelines, bylaws, rules and regulations defined by SPYHA, the Wisconsin Amateur Hockey Association, Inc. and USA Hockey.
2. Regardless of level I am coaching, I will make an effort that every player on the roster plays an equal amount of time on the ice, regardless if it is a regular game or tournament game. Disciplinary actions, which are defined by the Code of Conduct, and communicated clearly to both player and parent(s), will be the ONLY exception to this rule.
3. Coaches at the Mite and Mini Mite level should attempt to play each player at various team positions. Coaches at the Squirt level are encouraged to play each player at more than one position in an attempt to develop diversity of skills.
4. I will attend coaches' clinics as required by WAHA and USA Hockey regulations.
5. I will, to the best of my ability, teach the skills, rules and strategies of hockey in an orderly and enjoyable environment.
6. I will teach and model desirable personal, social and psychological skills, behaviors, and attitudes. Therefore, I will refrain from using profanity in front of players and refrain from using tobacco and alcohol while in the company of my team.
7. I will promote good sportsmanship and principles of fair play in all phases of the program including practices, games and tournament competition. I will remember that I am a representative of SPYHA!
8. I will report any disciplinary action taken with an individual player to the player's parent(s). Repeated minor or major disciplinary actions should also be shared with the SPYHA ACE Directors and Coaches' Representative.
9. I will discuss a player's skill development and playing ability ONLY with the player and/or the player's parent(s) in the event concerns are noted.

The Coaches Code of Conduct is part of SPYHA policy. Violations will be considered violations of Association policy and handled according to the SPYHA Policy on Disciplinary Action.

I have read and understood the SPYHA Coaches Code of Conduct.

Coach's name (print): _____

Coach's signature: _____ Date: _____

Appendix D – Bullying

What Is Bullying?

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.

Bullying can be:

Emotional	being unfriendly, excluding or intentionally ignoring someone
Physical	pushing, kicking, hitting, punching or any use of violence
Racist	racial taunts, graffiti, gestures or other slurs
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focusing on the issue of sexuality
Verbal	name-calling, sarcasm, spreading rumors, teasing, taunting or tormenting
Cyber	All areas of internet, such as email and internet chat room misuse Mobile threats by text messaging and calls Misuse of associated technology, i.e. camera and video facilities

What Is Not Bullying?

Whatever definition of bullying is used, they all contain a similarity in that the behavior is repeated, aggressive and about gaining power. The table below may be helpful in determining if a situation meets the criteria of bullying or not. Note that items not identified as bullying still may be considered inappropriate and subject to discipline.

What Is Bullying	What is <i>Not</i> Bullying
Any of the following aggressive behaviors are bullying if the actions are repeated , and done with the intention of gaining power .	Any of the following aggressive behaviors are not bullying if the actions occur once (i.e., no pattern) or done with no intention of gaining power .
Physical Attack such as: <ul style="list-style-type: none"> • Bumping into someone • Pushing, Shoving, Tripping • Hitting (directly or with something else) • Punching, Kicking • Fighting 	Physical behaviors such as: <ul style="list-style-type: none"> • accidentally bumping into someone • Making others play things a certain way (natural behavior—everyone likes things done their way) • Any of the behaviors listed to the left (pushing, shoving, tripping, hitting, etc.) which occurs ONCE (i.e., is not a repeated or pattern of behavior)
Verbal Attack —for any kind of difference, such as: <ul style="list-style-type: none"> • Racial • Gender • Sexual Orientation • Physical (height, weight, glasses, etc.) • Skills Ability/Disability (too smart, stupid, spaz, etc.) • Physical Appearances (cloths, jewelry, hair cut) • Economic Status • Marital Status • Religion • Association with a Group 	Verbal behaviors such as: <ul style="list-style-type: none"> • A statement of dislike toward or about someone • A single act of telling a joke about someone • Arguments or heated disagreements between two or more people/groups (the pattern of which is not repeated to gain power) • Expressions of unpleasant thoughts or feelings regarding others

<ul style="list-style-type: none"> • Threats and Intimidation • Taking Possessions or Stealing (eg. hat, money, etc.) • Exclusion from groups/activity 	
Non-Verbal Attack such as: <ul style="list-style-type: none"> • Staring or glaring • 'Pretending to whisper' while looking at someone • Shunning 	Non-verbal behaviors such as: <ul style="list-style-type: none"> • Being excluded • Not playing with someone • Choosing different people or groups to play with from time to time

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Players must be discouraged from bullying and our Association has the responsibility to respond promptly and effectively to issues of bullying.

Signs and Symptoms

A child may indicate he or she is being bullied through various signs and symptoms. While some children are prone to report bullying to their parents, coaches or adults, others will not due to fear, intimidation or other factors. Coaches and parents should be aware of the following possible signs indicating that bullying may be taking place prompting them to investigate further and/or share their concerns with coaches or Board members:

If a child:

- is frightened or unwilling to attend practice
- doesn't care to associate with team members
- asks to be picked up promptly from practice
- changes their usual routine
- feigns illness prior to practice or game time
- becomes withdrawn, anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- begins to do poorly in school work
- comes home with missing or damage equipment or clothing
 - asks for money or starts stealing money (to pay bully)
 - has unexplained cuts or bruises
 - becomes aggressive, disruptive or unreasonable
 - is bullying other children or siblings
 - stops eating
 - is frightened to say what's wrong
 - gives improbable excuses for any of the above

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

Appendix E – Concussion Information

General Concussion Description

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and even death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious.

Symptoms and signs of concussions (see traumatic head injury below) may show up right after the injury or can take hours or days to fully appear. If your athlete reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. You cannot see a concussion and most sports concussions occur without loss of consciousness.

Nature and Risk

A concussion or a traumatic head injury; and continuing to participate in a sporting event after sustaining a concussion or a traumatic head injury can leave the athlete vulnerable to greater injury or death. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first. This can lead to prolonged recovery, or even severe brain swelling with devastating and even fatal consequences.

Additional concussion resources are available on the [WIAA](http://www.wiaawi.org) website:
<http://www.wiaawi.org/Health/Concussions.aspx>