

**POLICIES & PROCEDURES**  
Elmbrook Youth Hockey Association, Inc.  
Effective December 2017



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# 1. MISSION

Elmbrook Youth Hockey Association (“EYHA”) is a community-based, non-profit 501(c) (3) organization formed to instruct, promote, and compete in the sport of ice hockey for the youth of the Elmbrook, Menomonee Falls, Sussex-Hamilton, Wauwatosa school districts, and surrounding areas.

# 2. BOARD OF DIRECTORS AND KEY POSITIONS

## A. The Board and Key Positions Description and Organization

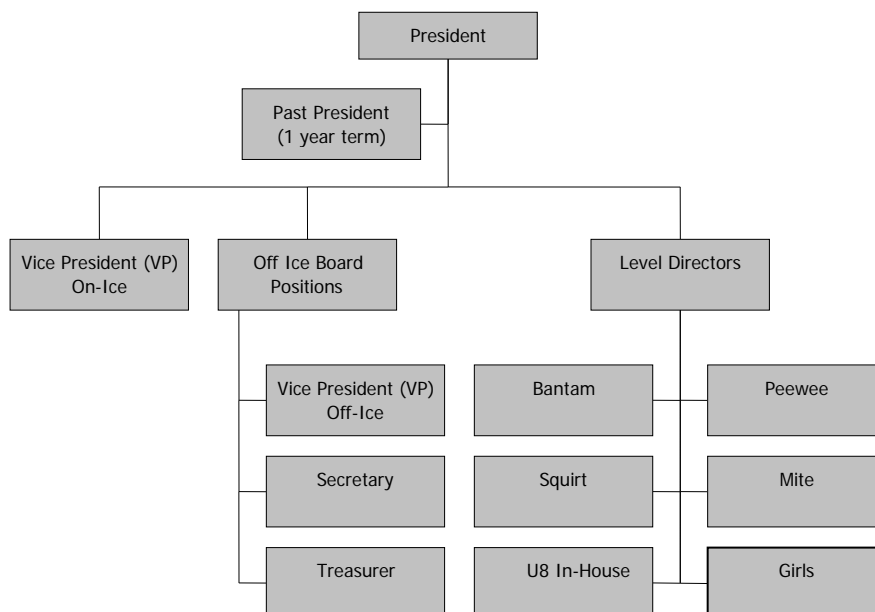
The EYHA Board of Directors (the “Board”) is made up of twelve (12) possible positions. President, Past President, Vice President On-Ice, Vice President Off-Ice, Secretary, Treasurer, Bantam Director, Peewee Director, Squirt Director, Mite Director, U8 In-House Director, and Girls Director. The VP On-Ice and Secretary will serve two year terms beginning in odd years, the VP Off-Ice and the Treasurer will serve two year terms beginning in even years, and all other directors shall serve 1-year terms. Roles and responsibilities of Board Members are below.

The term of the Past President is One-Year after their Presidential Term is over. In the event that the succeeding President is re-elected to another term, the Board of Directors will consist of eleven (11) members and will continue with eleven (11) members until such a time that a new President is elected.

All newly elected board members will take office the 2<sup>nd</sup> meeting past the March Board Elections.

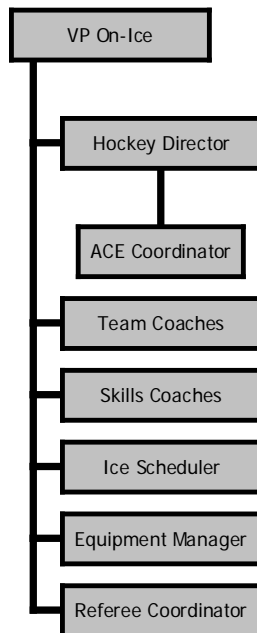
Attendance at all board meetings is mandatory for anyone sitting on the board. If unexcused absences occur the board member may be called for review and possible dismissal.

EYHA Board of Directors

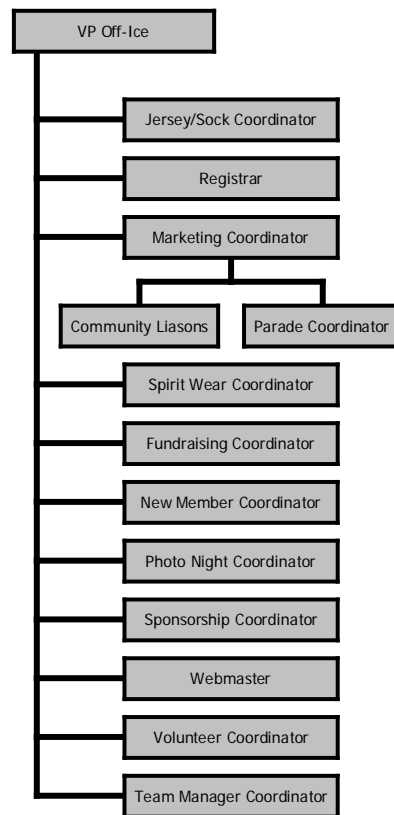


In addition to Board Members, there are a number of Key Positions that are needed for

### Non Board Positions Under VP On-Ice



### Non Board Positions Under VP Off-Ice



the organization to run. These Key Positions are either off-ice or on-ice, and fall under that VP.

## B. Roles and Responsibilities of Board Members

President – Responsible for day-to-day operations of the organization.

VP On-Ice – Responsible for all “on-ice” issues. On-ice is all things related to players and coaches while skating/training. Duties include:

- Coach selection and training
- Team equipment needs
- Player evaluation, with coaches, at try-outs
- Scheduling skills sessions (goalie, skating, checking, stick-handling, etc.)
- Dry-land training program development
- Available for Dispute Resolution per guidelines of EYHA

VP Off-Ice – Responsible for all “off-ice” issues. Off-ice items are things not related to the players and coaches while skating/training. Duties include:

- Work with the Registrar to ensure EYHA is properly registered and all rosters/players are verified by WAHA.
- Coordinate “Verification Days” (July/August): This is an in-person event where potential players can ask questions, members can pay registration fees, have all

- paper-work verified, view spirit wear, and volunteer for various roles or opportunities.
- Work with Marketing Coordinator, as well as Community Liaisons and Parade Coordinator, to market EYHA and build EYHA's visibility in our five residential communities.
  - Work with New Member Coordinator to recruit potential hockey players and help them successfully sign up.
  - Work with Fundraising and Sponsorship Coordinators to raise funds to build the Eagle Fund.
  - Work with tournament volunteers (when necessary) to make sure we run a successful tournament.
  - Work with other non-board positions to ensure that they have resources and/or information they need.

Treasurer – In General, the Treasurer shall be responsible for the financial operations of EYHA.

- Collect and deposit various monies throughout the year. Monies are generated by the following:
  - Registration
  - Jersey and Sock orders
  - Ice Fees
  - Summer and in-season additional skating sessions
  - Individual Fundraising (e.g., wreath sales, ad book, Scrip, coffee sales)
  - Association Fundraising events (e.g., Casino Night)
  - Other EYHA sanctioned events that generate checks to the association.
  - Write checks for items including, but not limited to,
    - ice payments and referees (monthly),
    - paying bills to vendors or for fundraising activities,
    - non-parent coach reimbursement, and
    - parent reimbursement for purchasing EYHA needed materials, etc.
- Attend Board Meetings, with relevant financial data available upon request of the Board.
- Determine Ice Dues based on ice needs and ice usage and planned "reductions in fees" due to outside income sources.
- Create invoices and mail. Create statements for not fully paid members.
- Keep all member accounts up-to-date.
- Reconcile bank statements (monthly).
- File Taxes (annually).
- Be available via e-mail or telephone or at the rink, to discuss ice costs, invoices, and other topics deemed necessary by membership.
- Arrange for and oversee bi-annual independent audit of financial records.

Secretary – In general, the Secretary will be the source of communications between the board and membership and outside interests. This will include:

- Board Meeting agendas
- Board Meeting minutes
- Regularly distribute e-mails to membership on upcoming subjects
- Update of Policies and Procedures annually
- Coordinate Annual Board of Directors elections.

Level Directors – The Level Directors are the liaison between the Board and membership at a particular level. Though this individual will have a child on a particular team, they are the “eyes and ears” for the entire level and will try to meet with each team’s coaches, players, and parents 3 times over the course of the season (initial team meetings, mid-year and end of year) and report status of those teams to the Board. They will also keep teams within their level abreast of information important to that age group (i.e., transition from one age level of play to another and youth to high school hockey, Kohlman Cup for given age group, other hockey related opportunities). In addition, they will be available for Dispute Resolution per EYHA guidelines.

### **3. REGISTRATION AND ICE FEES**

Registration - EYHA opens registration in the summer. In-District players may register on-line or in person, at a date to be named every year (date will vary year to year). At the time of registration, each skater will pay \$300 and this will hold their place at that level for the coming season. This \$300 registration fee will be applied to the season dues. In addition, USA hockey registration must be done on-line *prior* to EYHA registration for an additional USA hockey fee. Players’ USA Hockey registrations are only valid for one season. As such, returning players also need to re-register with USA Hockey. USA Hockey registration is necessary for player insurance purposes.

In addition to the \$300 registration fee paid at the time of registration, all Bantams will be charged an additional \$300 non-refundable tryout fee and is to be paid at the time of registration. This will be applied to EYHA ice fees if the player plays for EYHA for the season. If a player leaves EYHA prior to or during the season, this tryout fee will be forfeited.

Returning in-district skaters that fail to register by July 15<sup>th</sup>, will not be guaranteed a spot at their level and will be charged a \$50 late registration fee. This \$50 fee will not be applied to ice fees. Skaters new to EYHA will not be charged a late fee, with the exception noted below for out-of-district skaters. Skaters registering as a U8 In-House will not be subject to the late fee.

Out-of-District skaters may be denied by the Board. Out-of-District skaters must have a signed waiver prior to registering for the season. Out-of-District skaters must have a waiver signed before tryouts in order to participate.

Registration includes an obligation to fulfill all financial responsibilities with the privilege of membership and for services provided by EYHA. EYHA holds registration in early summer for many reasons. The main reason is identifying numbers at each level. Identifying our numbers allows EYHA to:

- Determine the number of teams.
- Understand our coaching needs.
- Understand our ice needs for purchase at area rinks.
- Schedule games in Region 5 with the proper number of teams. Region 5 holds the scheduling meeting early in September. It is extremely difficult to schedule local area games after this meeting.

Ice Fees – Ice fees for all teams/levels will be based on the cost to have that team play hockey. Contributing to the cost is ice usage, referee fees for games, equipment costs, WAHA required team fees, state tournament entry fees, and other costs associated with running a hockey organization.

All families will receive an invoice following try-outs. The first half of that bill will be due on or about November 15. The second half payment will be due on or about January 15. Under extraordinary circumstances a member may request special payment terms. An extraordinary circumstance is defined as an event which has occurred resulting in a significant negative impact on a family's income or financial condition, such as a loss of employment, a disability or medical condition impacting a family member's employment, or a death in the family. Special payment terms must be approved by both the President and Treasurer. Families leaving during the season will be charged and expected to pay for the prorated portion of the season that they played.

Payments – All families' ice invoices will be paid in full prior to Jan 15<sup>th</sup>. If invoices are not paid in full, the player(s) will not be allowed on the ice for practices, games or playdowns until payment is received.

- EYHA's preferred payment method is via check mailed to the PO Box: PO Box 2094, Brookfield, WI 53008
- EYHA does not accept cash for registration or ice fee payments.

#### Credit Card Policy

EYHA is a non-profit organization that allows its members to pay only registration fees and ice fees via check or credit card. In the case of paying via credit card, a 3% processing fee will be applied to your dollar amount. All credit card processing will be done "in-person" and "on-site" at The Ponds of Brookfield. Dates and times will be announced at the beginning of registration (registration can change from year to year).

Members may request an injury credit for a skater who has a serious injury that results in them not being able to participate for a period greater than 3 weeks. Minor injuries, such as a strained muscle or deep bruise, that results in a player missing less than 3 weeks, will not be considered to fall under the injury credit policy. The following parameters shall be applied to injury credits:

1. The injury must result in the player missing a minimum period of three weeks.
2. The family must submit to the Treasurer, documentation from a medical provider that indicates the date of the injury, that the skater is unable to play and the date of the skater's return. Any skater under medical treatment may be required to submit documentation from a medical provider stating the skater has unrestricted clearance to play hockey prior to resuming practices or games.
3. The family may be refunded for weeks of required absence that extend beyond the third week. (For example, a 5 week injury would result in a refund equal to 2 weeks worth of the ice fee.)
4. The time missed due to the injury must be a result of a single injury i.e. missing 2 weeks in November and then another 2 weeks in January does NOT constitute a 4 week injury.

5. For each week of injury absence beyond the third week, the credit will be calculated as follows:  
(Total Ice Fee assessed per family for the team) divided by (Number of Weeks in the Season).  
The season officially starts with the first pre-season ice session, and ends with the final state tournament weekend. For example, in 2008 the season started on September 22, and ended on March 15<sup>th</sup>, which is 25 weeks. If the Bantam A ice fee is \$1500, then this computes to  $1500/25 = \$60/\text{week}$ . If a Bantam A player were to miss 5 weeks due to a single injury, then the family could receive a refund for the time beyond the 3 week minimum, which is 2 weeks, or \$120 in this example.

Each injury credit will be reviewed and approved by the Board.

Any skater with a history of three (3) concussions will be ineligible to for EYHA.

In addition to the charges assessed by EYHA, individual teams may add tournament entry fees, extra ice buys or additional team funds as deemed appropriate by that team to the overall cost of ice fees. All members of that team are expected to pay the additional fees assessed by the Team Manager/Head Coach. Non-payment of additional team charges will be considered non-payment of fees and the skater will not be allowed to play for the team until the issue is settled. Team Managers and Head Coaches are strongly encouraged to solicit the input of a majority of the parents as to the appropriateness of these additional fees to avoid conflicts. If a member feels that the additional charges are inappropriate, they must follow the grievance procedures defined in this document.

Hockey fees are due in full for the entire season by January 15<sup>th</sup> (or arrangements made for payment). Families, who move out of the area by December 31 or have requested and had an approved injury credit, will have their fees prorated. All requests for prorating must be in writing and submitted to the Treasurer for approval or rejection by the Board.

Failure to receive an invoice shall not be considered a valid excuse for nonpayment of fees.

Unless approved by the Board, a skater shall not be allowed on the ice until past due fees are paid. Level Directors shall enforce this policy.

Payment of the fees in full shall restore all the skater's rights and the skater's family's voting rights, subject to Board approval. No adjustments shall be made to the fee for games or practices missed during the period of unpaid fees.

The names of all members who are delinquent in the payment of their hockey fees may be posted at the rink.

Any service fee charged to EYHA because of a returned check will be due from the responsible party.



The Board reserves the right to collect monies owed by any legal measures it deems necessary.

#### **4. VOLUNTEER & FUNDRAISING COMMITMENT**

##### A. Volunteer Policy

The success of EYHA is due to the time and talents of its volunteers. Therefore, each EYHA family is required to pay a volunteer commitment fee of \$250 (\$150 for U8 and U8 In-House) which will be billed to the members as part of ice fee invoices at the beginning of the hockey season. This \$250 fee (or \$150 in the case of for U8 and U8 In-House) will be refunded upon completion of 10 credits (5 credits for for U8 and U8 In-House) of approved volunteer time. Partial completion does not allow a family to recoup partial payment, except for U8 In-House or new members, whose credits and fees will be prorated. The 10 credits (5 credits for U8 and U8 In-House) must be completed during the hockey season (runs from May 1st of current year to March 31<sup>st</sup> of the following year) and recorded on the Volunteer Credit Recording Card or DIBs. Credits for activities/events will be determined and communicated in advance of the activity or event by the VP Off-Ice or the Volunteer Coordinator. Note the number of credits required is based upon the level of the oldest skater.

All families must help with running the clock and completing the score sheet for their team's home games, regardless of whether they already have their full 10 credits completed. Notwithstanding this requirement, running the clock and completing the score sheet shall not be eligible for volunteer credits.

Volunteer credits are approved as follows:

- Home Tournaments: Families whose team hosts a tournament must commit to a minimum of 2 volunteer credits, and may be approved for up to 5 credits maximum. Families, who are not hosting any tournament, may be approved for the total credits volunteered (10 maximum).

Additional volunteer credits (3 maximum) may be earned as the Team's Webmaster. This requires the team's news to be updated at a minimum of twice per month throughout the season, October to March. If the duty is split, then only half the credits are approved per volunteer. If the news is not updated at this frequency, all 3 volunteer credits may not be earned.

Additional credits may be earned through EYHA sponsored activities such as:

- Eagle Days (July/August)
- Casino Night (Oct/Nov)–Preseason/Tryouts (Oct./Nov.)
- Photo Night (Oct./Nov.)
- Fundraising
- Special Events – (e.g., Parades, Skate w/ Santa, Admirals Night)
- Marketing/Recruitment

Opportunities may be communicated via Board Members, Team Managers, emailed or posted on the website.

All Board Positions, Coordinators/Lead Positions (see list under VP On-Ice and VP Off-Ice organization charts), Head Coaches, two (2) Assistant Coaches, Team Managers, and Team Game Schedulers, and Locker Room Parents (up to 2 per team) will be considered to have completed their volunteer credits. However, they are still required to complete team duties and home tournament requirements as applicable.

Credits Not Approved:

- Clock
- Scorekeeper
- Penalty Box (even though a volunteer or 2 may be needed for home games). Exception is working the box in a home tournament if hosted.
- Team treasurer, planning team dinners, booking hotel accommodations (this fall.
- Helping on the ice/bench for practices/games. Additional assistant coaches beyond 2 may be approved at the discretion of the VP On-Ice.

A family can opt to forfeit their volunteer fee at the time of registration; however, they must still complete the home tournament volunteer requirement if applicable.

Refund: The \$150/\$250 fee will be refunded upon completion of 5/10 credits of approved volunteer time. Partial completion does not allow a family to recoup partial payment. Deadline to confirm your credits to the VP Off-Ice or the Volunteer Coordinator is April 1<sup>st</sup>. If credits are completed prior to the second installment billing for ice fees (January 15<sup>th</sup>) and the Treasurer receives notice (from the VP Off-Ice or Volunteer Coordinator), the volunteer fee will be credited on the second billing. Otherwise, all refunds will be issued at the end of April (end of EYHA's fiscal year).

Families will utilize Sports Engine DIBs section. DIBs is where all volunteer activities are tracked. Each family is responsible for its DIBs account and keeping it up to date. Team managers and other volunteers are not responsible for updating anyone's DIBs account. The Treasurer will run a report from Sports Engine / DIBs at the end of the season. In order to receive the \$150/\$250 refund, the a family's DIBs account must show the required amount of credits prior to or on March 31<sup>st</sup>; otherwise the refund is forfeited to EYHA.

**B. Fundraising Policy**

Player fees are the lifeblood of EYHA with the majority of the fees going directly to pay for ice costs and referees. In addition to player fees, EYHA has an Eagle Fund. The Eagle Fund supports player development through professional skating instruction, non-parent coaches and goalie training. The Eagle Fund is subsidized solely through fundraising and sponsorship efforts. The Eagle Fund and our fundraising efforts play an important role in providing the right coaching and development opportunity for our players.

Each family is required to reach a fundraising goal of \$100 or pay a buy-out fee of \$100. The fee will be assessed at the beginning of the year and applied to the first invoice. This goal can be reached through participation in our annual fundraising events or sales (ex: Casino Night or Coffee Sales or other sanctioned event planned by EYHA).

## **5. PLAYING FOR EYHA**

### **A. Mandatory Use of Proper Equipment**

Protective hockey equipment is important to the safety and well-being of all skaters participating in the sport of hockey. It is therefore the policy of EYHA that all skaters must wear properly fitted and well-maintained protective equipment. The following USA Hockey approved equipment must be worn by all EYHA skaters for all regularly scheduled games and practices:

- Helmet with facemask and securing straps (HECC approved)
- Mouth guard (required for Squirt and above)
- Shoulder pads (solar plexus padding strongly recommended)
- Elbow pads
- Gloves
- Breezers/hockey pants with hip pads and thigh and tailbone protection
- Protective cup for boys
- Pelvic protector for girls
- Knee and shin pads
- Hockey skates
- EYHA strongly recommends the use of a neck guard

For uniformity, EYHA recommends outfitting players in white helmets, blue or red gloves, and blue breezers/hockey pants.

Anyone under 18 must wear a helmet while on the bench or the ice.

### **B. Goalie Equipment**

Peewee and Bantam goalies shall provide their own equipment with the exception of a first year goalie. In that instance, EYHA will assist with goalie equipment. Goalie equipment can be supplied by EYHA in full for Peewee and older levels with the Board's approval. Goalie equipment will be made available for goalies (one per team) at the Mite through Squirt levels.

### **C. Elmbrook Hockey Uniforms**

The official uniform colors of Elmbrook are red and blue on a white jersey or red and white on a blue jersey. EYHA requires that jerseys be purchased and maintained in a neat and clean fashion. EYHA will furnish a jersey at tryouts. Players must wear these jerseys during tryouts and must be returned after tryouts.

Official Elmbrook game jerseys shall be purchased from EYHA through the Jersey/Sock Coordinator. Numbers will be assigned by the Jersey/Sock Coordinator. Every effort will be made to meet player requested numbers. However, if someone within two years already has this number, the preference will be given to the family that had the number first.

It is our policy that members may not use, duplicate, represent or profit from use of the Eagle logo, or successor logos used by this association, the name Eagle, the name

Elmbrook Youth Hockey or any of its derivatives without prior written consent of the Board.

#### D. Coach Selections

Coaches for teams will be selected by the VP On-Ice. EYHA attempts to find highly qualified coaches at all levels, which may include non-parent coaches, for all teams. Qualifications to coach that are not WAHA/USA Hockey regulated (holding certification for the level coached) are subject to EYHA's VP On-Ice interpretation. EYHA will place the most appropriate coach for a team based on the available candidates and the coach's particular skill set.

#### E. Tryouts & Team Size

EYHA will make every attempt to place a player on a team. Only in cases where additional ice cannot be secured, and/or team size is a detriment to player development, will players be turned away.

Each skater (except U8 In-House Developmental Level Players) must tryout and is evaluated at his/her proper age level during the tryout period. The VP On-Ice will coordinate the tryout/evaluation process. The VP On-Ice may invite other individuals to evaluate players (assistant coaches or outside persons) as deemed appropriate and necessary by either the level coaches, the VP On-Ice or the Board. A skater unable to tryout during this period will play at the lowest level available for his/her age, unless a variance is approved by the VP On-Ice and the appropriate level director, and a separate tryout is granted.

The number of teams and the number of players per team will be determined by the VP On-Ice and will be prescribed prior to or during tryouts. Skaters permitted to try to "skate-up" as defined below may be required to tryout at both levels.

#### F. Team Rosters

Upon completion of tryouts, a team's roster will be set. Only those players that are properly registered will be allowed to be on a team's roster. No un-rostered players are allowed to skate with the team at practices or in games. The only exception to this rule will be "helpers" deemed appropriate by the VP On-Ice, the level director and the coach of that team. The intent of the exception is for High School players that might be on the ice for assistance and for sons/daughter of the coach or older brothers/sisters of team members that are there to show more advanced skills to the team.

A player may be "double rostered" at their own level (primary team) and an older level (secondary team) as deemed appropriate by the respective coaches and the VP On-Ice. The primary intent is to allow the secondary team to supplement their roster with additional players, who can be utilized at times when that team is short players for any reason. These players can also participate in play downs and the state tournament for the secondary team. The key consideration in these cases is that the coaches and the parents are comfortable that these players possess the required skills and maturity level to play on the higher level secondary team, since safety and player development are still of primary importance.

All WAHA rules governing state tournament roster eligibility shall apply to any double rostered player (i.e. 5 regular season games must be played after December 15 and prior to the first play down game).

In some cases, skaters may be allowed to play "up" to a higher ranked team within their own level, or for a higher level team, to fill a temporary vacancy. In this case, the player is not actually rostered on the secondary team. The player's family and the sending and receiving coaches must communicate regarding each instance, and all must agree to the temporary substitution. The intent is to avoid interfering with the sending team's schedule while fulfilling a need on the receiving team. Examples of these instances may include the following:

- Skaters having minor injury
- Skaters on vacation/family affair
- Skaters attending school function
- Skaters serving a penalty suspension

### G. Playing Up

EYHA has adopted and follows the USA Hockey and WAHA age definitions for determining the proper levels in which each skater should skate. From time to time it may be appropriate for a skater to skate in a higher age level than the one prescribed by USA Hockey and WAHA definitions, or for a player to play on a higher team within their prescribed level. In both cases, the objectives are to provide the best player development opportunities for the player and the best team strength for the association.

The following procedures shall therefore be followed when there is a desire to place a skater in a higher level.

#### i. Playing at a Higher Level

A player and his/her parents may seek permission for their child to "play-up" by written request to the VP On-Ice by June 1st, with a preference to have this known at the time of registration. Upon approval by the VP On-Ice, any player wanting to tryout at a higher age group must satisfy the following conditions: (1) be one-year removed from the level above (e.g. a true 2<sup>nd</sup> year Squirt to tryout for the Pee wee A team); and (2) make the A team they are trying out for as a top 5 player. If the player is not selected for the A team under these conditions, then he/she must remain as a participant at the age appropriate level. Goalies are excluded from this requirement. A player must tryout at the appropriate age level in addition to trying out for the team at the higher level. Note: U8 In-House will be assessed on a case-by-case basis with the VP On-ice and/or the Hockey Director.

#### ii. Changing Teams

Skaters are typically not allowed to move up to a higher ranked team within a level once rosters are selected following tryouts. This includes situations when permanent vacancies arise, because roster sizes will often cover these infrequent situations. Examples of permanent vacancies include:

- Skaters moving out of the area

- Skaters discontinuing hockey
- Skaters injured and out for the season

However, the Board can grant a variance from this policy if circumstances justify a reconsideration of team(s) rosters. Items that may be considered in these situations could include a response to multiple roster changes, multiple roster depletions for a team, or clear player misplacements identified and substantiated by the head coach. In an event, there are always multiple factors involved with moving a player after tryouts, and therefore careful consideration must be given to all aspects. Further, any such player move shall not result in moving a player "down" a level, unless such movement is requested/approved by the family of the player moving down.

### iii. Occasional Player Fill-In

A team is allowed to have players from another level assist their team when they are short players. Keeping in mind the goal of our association is to develop players for the next level, the opportunity should go to the next team below, and following that order so those players have a chance to develop. The protocol should be as follows when a player is needed for a team:

- If you are an A team then you should contact the coach from the B team to see if they are available, and who they recommend to play on their team.
- If the B team is not available then you would go to the C team if one exists. If there is no C team, then you would ask the coach from the A team at the level below. (e.g. Bantam A would check with Bantam B, then with Peewee A, then with Peewee B)
- You can have players from an A team help a B team if it is not a divisional game or a tournament.
- Players from two age levels below should not play up (e.g. Bantams should not have Squirts, Peewees should not have Mites, etc.)

When considering players to play up, consideration should be given to physical size and maturity. All decisions should be made by the two team coaches and they should make the VP On-Ice aware of the decision.

Notwithstanding anything to the contrary in this Section on occasional player fill-in, EYHA shall not breach any WAHA rules addressing any of the foregoing circumstances regardless of whether any such WAHA rules conflict with or are inconsistent with EYHA's policies.

### H. Skating Outside Of District

EYHA strictly follows the guidelines set out by WAHA for the acceptance of skaters who reside outside the school districts of Elmbrook, Menomonee Falls, Wauwatosa, and Sussex-Hamilton. These guidelines are contained in Article 1, Sections G, H and I of the WAHA guidebook, and state that a player must play for the organization which serves

the area of his/her residence, as defined by WAHA boundaries. Exceptions, including waivers, are delineated in the WAHA Guide Book under Article 1, Sections G, H and I.

Per WAHA policy, all eligible age players residing in the school districts of Elmbrook, Menomonee Falls, Wauwatosa or Sussex-Hamilton should be registered and playing for EYHA. At the discretion of the EYHA Board, a one-way release may be given to any skater residing within the school districts of Elmbrook, Menomonee Falls, Wauwatosa or Sussex-Hamilton who wishes to skate in another WAHA-served district in accordance with WAHA regulations provided they meet the following parameters:

- All Squirt/U10 players, regardless of experience, residing in the EYHA district must play at least one season with EYHA before a waiver request will be considered or granted.
- Any age eligible player that moves into the EYHA district from outside a WAHA Region 5 area will be required to play at least one season with EYHA before a waiver request will be considered or granted.

If the waiver request is deemed time sensitive by the President of EYHA the President can approve and submit the requested waiver request.

### I. Balanced Ice Time

The coaches are encouraged to balance the ice time of the skaters by respective position on the same team over the course of the season to as great a degree as is practical. This is based on the premise that all skaters on a team are assessed the same hockey fee and EYHA's philosophy that learning to play the game takes precedence over winning.

#### i. Practices

EYHA attempts to make every effort possible that teams within each level, Mite through Bantam, are allotted equal practice time. Practice amount will vary by level, with the older levels being granted progressively more practice time (our Mites generally having the least and the Bantam's having the most). This does not preclude individual coaches from trading for extra ice time or arranging for such time in other ways.

While all members would like to see their skaters on the ice during "prime time" hours (5:00pm to 8:00pm weeknights), that is not possible due to ice constraints in the local area. Thus, there will be situations where a skater may be up early or staying up late in order to get the practice time for that level. The Board recognizes that early and/or late practices are not ideal for young skaters, but this situation is unavoidable.

As our ice is limited, the Board and Ice Scheduler will use the following guidelines when assigning practice times during weeknights:

Mites and Squirts – generally between 4:30pm and 8:00pm

Peewees – generally between 6:30pm to 9:00pm

Bantams – generally between 8:00pm to 10:30pm

During weekends, a team may be assigned practice and/or game ice from 6:00am to 10:00pm, again with intent to have the youngest players off the ice by 8:00pm.

These guidelines will be followed when they can, although situations and ice purchases will dictate actual schedules. In addition, early morning ice times may be assigned. In general, these will be spread out across all teams.

#### ii. Game Situations

It is important that a coach have certain discretionary allowances concerning the players used at various points in a game. Ideally, a coach should choose two (2) "power play" and "penalty kill" units and use them according to the conditions of any game. In "equal strength" situations ice time should be balanced.

#### J. State Tournament Registration and Playoffs

It is the intent that all EYHA teams (except Mites and U8 In-House) will be registered for state tournaments and playoffs (commonly referred to as "playdowns"). C and D teams may decide it is not in their best interest to play in a higher ranked tournament (e.g. there is no D State for other levels) and may opt-out with approval of the Level Director and VP On-Ice. Any decision to not play for a state tournament must be made by November 1<sup>st</sup> of the hockey season. It is the responsibility of the Team Manager to secure all the documentation necessary.

### **6. CODE OF CONDUCT & DISCIPLINARY PROCEDURES**

All players, parents and coaches will be required to adhere to all USA Hockey, WAHA, applicable ice rink rules and EYHA Players, Coaches, and Parents "Code of Conduct" policy.

Violations of the Code of Conduct may be reported to the Board, the appropriate Level Director or member of the Code of Conduct Committee by any member of EYHA. Investigation and subsequent actions will be as per the Code of Conduct Enforcement Policy.

#### A. Code of Conduct and Team Discipline

The proper conduct of the players supersedes all consideration in regard to balanced ice time over the season. Prior to the first game of the season, the coach and his team should establish rules, which are in addition to the "Code of Conduct" sheet signed by each participant and parents.

Other team rules and consequences may be discussed and implemented regarding things such as game time arrival or ice and locker room conduct. Coaches must also establish consequences for any player who abuses the "Code of Conduct".

#### B. Suspensions due to Game Misconducts

EYHA teams will follow the following procedure when a player is given a game misconduct in any official refereed game.

1<sup>st</sup> Game misconduct: To be addressed at the team level.



2<sup>nd</sup> Game misconduct: Player is suspended until a review by the VP On-Ice occurs. If the VP On-Ice is unavailable, and time is of the essence (e.g. a weekend tournament), the President may rule. If both are unavailable, the appropriate level director may rule.

3<sup>rd</sup> Game misconduct and beyond: Player is suspended until the President and VP On-Ice review player's incidents, discuss the incidents with the player's head coach and determine the outcome and/or suspension; which can result in up to suspension for the balance of the season.

## **7. HIV, CONCUSSIONS and ATHLETICS**

### HIV

Should a player have a wound or injury with blood, the player must be removed from the game until the bleeding is stopped and the blood is removed from their uniform.

Each coach will be provided with latex gloves to help treat this concern. The coach will have an extra jersey (practice) for a player to wear for the remainder of the game should they get blood on their uniform.

Occasionally there is blood exposure during athletics, but to date no studies have documented an athlete to athlete HIV transmission from topical blood exposure on the playing field. The risk of athletes contracting HIV from another during competition is infinitely small, but every athlete and parent has the right to ask questions and take precautions. EYHA has therefore adopted this precautionary rule to safeguard our players.

### Concussions

EYHA will comply with Wisconsin Act 172. This law relates to concussions and head injuries sustained in youth activities. This law requires all organized youth athletic organizations to provide information for educating coaches and parents/guardians about the nature and risks of concussion and head injury in youth athletic activity. Specifically, the statute states:

**(3)** At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian.

The Act also states that a coach or official involved in youth athletic activity must remove a participant from activity if the coach or official determines that the athlete exhibits signs, symptoms or behaviors consistent with a concussion or head injury. In accordance with the Act, that athlete may not return to play until written permission by a health care professional is received.

## **8. REIMBURSEMENT FOR COACHES EXPENSES**

EYHA will reimburse travel expenses incurred as described below by non-parent coaches upon request and submission of the appropriate receipts to the Treasurer (fill out EYHA expense report form found on EYHA's website). The VP On-Ice and Treasurer will have final approval regarding reimbursement levels for the team.

With respect to travel for non-parent coaches, reimbursement will be as agreed upon by the Board at the beginning of the season.

### A. Parent Coaches

The following expenses will be reimbursed for parent coaches:

- Coaches Certification Classes - Fees associated with coaching certification through USA Hockey will be reimbursed. This includes the fee for the classes, as well as the mileage for traveling to the classes in cases where travel is required outside of the Milwaukee Metro area.
- USA Hockey Registration

### B. Non-Parent Coaches

EYHA will reimburse non-parent coaches for expenses described above for parent coaches in addition to the following expenses:

- Mileage – Mileage to/from games outside a 40-mile radius of Brookfield will be reimbursed at the current Federal reimbursement rate.
- Or other reimbursement plan as specified and approved by the Board.

## **9. DONATIONS/SPONSORSHIP**

EYHA or its teams may solicit and accept donations for equipment or sponsorship from organizations or individuals on the basis that donations go through the Treasurer. If the donor organization requires a logo or advertisement on any portion of the EYHA Uniform, it must have Board approval.

## **10. EXPENSE APPROVAL**

President, VP's or Treasurer must approve, in advance, all reimbursements. Expenses over \$250 require two approvers.

It is the preference of the Board that EYHA teams or subgroups do not set-up checking accounts under the EYHA name. If the team or subgroup feels it is necessary for operations, they must seek Board approval prior to establishing the account. Any fees associated with such an account will be paid by the team or subgroup (overdrafts, check fees, purchase of checks, etc.).

## **11. GRIEVANCE POLICY**

In the event that a member has an issue with their individual team, the following path should be followed:

1. Discuss with coach/manager – resolve if possible.
2. Discuss with Level Director – resolve if possible.
3. Discuss with VP On-Ice – resolve if possible.
4. Bring the matter before the board for action.

In the event that a member has an issue with the level of their player, the above is followed starting with the Level Director.

If a member has an issue that is not necessarily related to a team or level, then the starting point shall be the Level Director and VP Off-Ice, and move to the Board as needed.

## **12. USA HOCKEY SAFESPORT PROGRAM**

In addition to the Code of Conduct policy in Section 6, EYHA will comply with USA Hockey's SafeSport Program. The safety of its participants, both on and off the ice, is of utmost importance to EYHA. EYHA will attempt to ensure the safety and protection of all participants by adhering to the policies set forth by USA Hockey in the SafeSport Program, which includes but is not limited to, training and background checks.

In addition to the SafeSport Program, EYHA expects every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of harassment and/or abuse. Coaches and other adult volunteers are strongly discouraged from ever putting themselves in a situation in which they are alone with a child other than their own. .