



**WATERLOO YOUTH HOCKEY ASSOCIATION**

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**Waterloo Youth Hockey Association**

**Policy Handbook**

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### 1. Policy Management

- a. Revision: 1.0
- b. Revision Date: 17 February 2013
- c. The WYHA Board of Directors shall ensure that the organization defines and documents policies necessary for the efficient operation of the organization. The WYHA Secretary shall be responsible for the management of WYHA Policies. The WYHA Secretary shall perform the following:
  - i. Post all policies to the WYHA Website.
  - ii. Retain electronic and paper copies of all policies.
  - iii. Ensure all changes to Policies must indicate revision date. Previous documentation is void after the most current revision date.
  - iv. Provide paper copies of policies, on request, to organization members.
  - v. Notify Members of policy revisions via email.
- d. WYHA Policies and revisions shall be approved by the Board of Directors; by a majority vote in accordance with the Organization's By-Laws.



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### 2. Committees and Appointments

- a. Revision: 1.2
- b. Revision Date: 09 February 2017
- c. Committees

#### i. Promotions Committee

1. Responsible for public outreach and growing our association's programs.
2. Committee includes 1 Board Member as chair and 2 volunteers.
3. Committee Chair is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
4. The Committee is appointed annually.

#### ii. Disciplinary Committee

1. The Committee shall review allegations of misconduct and determine if an individual has violated the Code of Conduct; Issue penalties when the Committee finds that a violation has occurred; report to the Board regarding its activities.
2. The Committee consists of three Board members. The Vice President will be the committee chairperson.
3. Committee Chair is to provide a report of current activities as needed to the Board of Directors either in writing or in person.
4. The Committee shall be appointed on a case by case basis by the President.

#### iii. Marketing / Special Events Committee

1. The Committee shall serve to organize and promote special events hosted by the organization (Tune-Up Tournament; Battle of Waterloo; Annual Camps; etc.). The committee shall also serve to identify, organize, and promote opportunities by which the Association may profit financially in order to ease the cost burden of its membership. Coordinating Peeler Sponsors.
2. Committee includes 1 volunteer as chair and 2 volunteers. The chairperson shall present ideas to the Board of Directors for approval prior to events taking place.
3. Team selections for special events such as the Tune-Up tournament and the Battle of Waterloo shall be completed by a panel consisting of:
  - a. Special Events Committee Chairperson.
  - b. House League Director.
  - c. At least one coach or assistant coach from each age level.
4. Committee Chair is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
5. The Committee is appointed annually.

#### iv. Development Committee



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1. The Development Committee shall serve to develop and educate hockey players, coaches and parents by providing leadership, guidance and tools to help the hockey program reach its full potential and promote sportsmanship.
  2. The committee shall consist of seven coaches:
    - a. Coaching Director (Chairperson)
    - b. High School Head Coach
    - c. Five certified coaches voted in by the current Development Committee with board ratification:
      - i. Four Coaches from the Jr Hawks level.
      - ii. 1 Coach from House League.
  3. This committee shall be responsible for developing and continually updating a curriculum and goals for skaters at each level of the youth levels, based on USA Hockey Guidelines.
  4. Committee Chair is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
- d. Appointments
- i. House League Director
    1. Responsibilities include:
      - a. Team Selections.
      - b. Equipment Management.
      - c. Scheduling.
      - d. Coaching Selection.
    2. The House League Director is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
    3. Applicants for the House League Director position must submit a resume and go through an interview process.
    4. House League Director will be appointed and Board approved annually.
  - ii. Sponsorship Coordinator
    1. Responsibilities include:
      - a. Managing Sponsorship Forms.
      - b. Establishing and Coordinating Sponsors Benefits.
      - c. Coordinating Sponsorship Board at Young Arena.
      - d. Coordinating with Webmaster to update website sponsors and protected lists.
      - e. Order Sponsor decals, plaques, etc.
    2. The Sponsorship Coordinator is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
    3. Sponsorship Coordinator will be appointed and Board approved annually.
  - iii. Webmaster
    1. Responsibilities include:



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- a. Create and administer pages on the website via the online site administration tools provided by the website host.
  - b. Manage website administrator accounts and privileges.
  - c. Work with the registrar and treasurer to facilitate online registration.
  - d. Distribution of association news announcements and emails.
  - e. Posting of evaluation results and coaching assignments in a timely fashion.
  - f. Training of approved members on website functions, such as team managers.
2. The Webmaster is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
  3. Webmaster will be appointed and Board approved annually.
- iv. Registrar
1. Responsibilities Include:
    - a. Account for all skater and Coach USA Hockey registrations.
    - b. Account for all skaters USA Hockey code of conduct forms, USA Hockey liability waiver, and medical history/consent to treat forms.
    - c. Submitting rosters of teams to USA Hockey.
    - d. Submitting game sheets to MWAHA and ordering award patches.
  2. The Registrar is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
  3. Registrar will be appointed and Board approved annually.
- v. Midwest Amateur Hockey Association Affiliate
1. Responsibilities Include:
    - a. Ensures compliance with the MWAHA requirements and guidelines.
    - b. Attends MWAHA meetings and reports to the Board of Directors.
  2. This representative is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
  3. Midwest Amateur Hockey Association Affiliate will be appointed and Board approved annually.
- vi. Midwest High School Hockey League Affiliate
1. Responsibilities Include:
    - a. Ensures compliance with the MSHSL requirements and guidelines.
    - b. Attends MSHSL meetings and reports to the Board of Directors.
  2. This representative is to provide a report of current activities monthly to the Board of Directors either in writing or in person.



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3. Midwest High School Hockey League Affiliate will be appointed and Board approved annually.
- vii. ACE Director (Association Coaching and Education)
  1. Responsibilities include:
    - a. Serves as the administrative link to USA Hockey and its Coaching Education Program (CEP).
    - b. Organize and manage CEP requirements, assist the association in the development of a well-trained coaching staff, promote parent education and provide clear goals and objectives for player skill development.
    - c. Ensuring that coaches are following the curriculum and goals developed by the Development Committee.
  2. The Ace Director is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
  3. The ACE Director will be appointed and Board approved annually.
- viii. Ice Coordinator
  1. Responsibilities include:
    - a. Shall be responsible for the distribution of ice time.
    - b. Shall coordinate with the ice arena manager, team managers, and coaches to develop practice and game schedules.
    - c. Responsible for collecting the dates of unfilled ice time by the 5<sup>th</sup> of the month, redistribute this list to all managers in an attempt to fill ice. Report to the rink manager by the 15<sup>th</sup> of the month all unused ice for the upcoming month.
  2. The Ice Coordinator is to provide a report of current activities monthly to the Board of Directors either in writing or in person.
  3. Ice Coordinator will be appointed and Board approved annually.
- ix. Referee in Chief
  1. Responsibilities include:
    - a. Assign and supervise officials for sanctioned home USA Hockey tournaments and friendship games.
    - b. Distribute applications for referee registration to new officials.
    - c. Assist all officials with the completion of the direct registration process.
    - d. Distribute the proper referee manuals to local referees.
    - e. Ensure all referees have completed: USA Hockey Registration, proper referee certifications, background checks, and Safesport training.
    - f. Seek out and encourage new young people to become officials.
  2. The Referee in Chief is to provide a report of current activities as monthly to the Board of Directors either in writing or in person.



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3. Referee in Chief will be appointed and Board approved annually.
- x. Warriors Equipment Manager
  1. Responsibilities include:
    - a. Maintains, organizes, and coordinates transportation of warrior team equipment.
    - b. Ordering of equipment (breezers, jerseys, gloves, etc.)
    - c. Maintaining the Warrior's skate sharpener and supplies.
    - d. Sharpening player's skates.
  2. The Warrior Equipment Manager is to provide a report of current activities as needed to the Board of Directors either in writing or in person.
  3. Warriors Equipment Manager will be appointed by the high school coaching staff.
- xi. Safe Sport Coordinator
  1. Responsibilities include:
    - a. Monitoring the training of local program administrators and others within the Association, serving as the Association's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the Association and, when appropriate, reporting such information to USA Hockey.
  2. Tracking and verification that everyone within the Association that is required to complete Safe Sport training has completed it.
  3. The Safe Sport Coordinator is to provide a report of current activities as needed to the Board of Directors either in writing or in person.
  4. The Safe Sport Coordinator will be appointed and Board approved annually.
- xii. Apparel Manager
  1. Responsibilities include:
    - a. Working with approved vendors for apparel selections.
    - b. Overseeing apparel sales.
    - c. Coordinating with the Webmaster to ensure items are available on the website.
  2. The Apparel Manager is to provide a report of current activities as needed to the Board of Directors either in writing or in person.
  3. The Apparel Manager will be appointed and Board approved annually.
- e. All Appointed positions and committees shall be appointed and Board Approved by the 1<sup>st</sup> of August annually.





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### 3. Travel Team Managers Guide

- a. Revision: 1.3
- b. Revision Date: 02 February 2017
- c. Team Budgets:
  - i. Your team manager will get a team budget. This is the money allotted by the organization to cover tournament fees and referee fees for home games. This year to allow less confusion or running around we ask that if you need a check for a tournament or for ref fees you will need to fill out an envelope (please list where checks are to be made out to) and attend the next board meeting (preferably 15 minutes prior) so that treasurer can issue you the appropriate checks. The Jr. Hawk treasurer will give you a check for refs and then you will need to cash so that you have cash to pay the ref's prior to the game.
  - ii. If you have any money to give to the treasurer, please use an envelope (list what deposit is for on front and give to the Jr. Hawk Treasurer). The board meetings are held once a month. We realize there will be exceptions and you can email the Jr. Hawk Treasurer with the information if need be but please limit this, if at all possible. It is expected all teams remain in their budget. Exceeding budget and requesting parents to pay additional money or donate items is optional, and may not be mandated. Prior Board approval is required.
- d. Refreshment Fund:
  - i. Each team will be allotted a designated amount of money to purchase drinks/snacks for teams coming in for friendship games and/or tournaments. The allotted amount of money (\$150 per team) will be given to each manager in the form of a check at the beginning of the season. It is the responsibility of the manager to spend this money appropriately and to remember this is to help relieve some of the continual out of pocket expenses from our parents. The managers will be required to turn in receipt documentation of what was spent along with any unused funds to the treasurer no later than the end of year banquet.
- e. Team Jerseys:
  - i. Sizing and number selection will be completed at or before tryouts.
  - ii. Number selection will start from oldest to youngest of those who are present at the time of sizing and selection.
  - iii. Individuals purchase the normal red and black jerseys and game socks at the beginning of the season. If any team chooses to use a third jersey, it will:
    1. Be at the player/parent's expense.
    2. It will be optional and not mandated.
    3. The entire team must agree to the design and cost.
    4. The Jr. Hawk logo is not to be modified in any way.
    5. All designs of Jerseys must be approved by the team head coach.
    6. The Jr. Hawk logo is not to be used without prior Board of Directors approval.





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- iv. Helmets, gloves, and breezers (pants) must be team colors; Red, White, or Black or any combination of these colors only. The only exception is practice only players, during practices.
- f. Team Pictures:
  - i. There will be one night that will be designated picture night for Junior Hawks. Please make sure your team members are aware of the night and have their picture envelopes ready to go.
- g. Scheduling Games:
  - i. Scheduling of games should be completed and posted to the WYHA Webpage by the team manager. The responsibility of the manager is to ensure that each player has an up to date schedule. Games should be scheduled accordingly and we should allow for 10 minute zamboni time. Please work with other managers if you need to arrange home ice games and you don't have any home ice available on your schedule. After teams are posted and managers selected then we will have a formal manager meeting where you will be offered ice time. We start with the oldest group (Bantam and work down (i.e., Bantam, PWA, PWB, SQA, etc.) till all ice times are taken.
  - ii. Email and/or call other organizations to schedule friendship games and tournaments.
  - iii. Managers are to report any unused ice times on the 5<sup>th</sup> of the month to the ice scheduler. The ice scheduler will then distribute the available time for any manager/team to fill. Any unfilled ice will be reported to the rink manager by the 15<sup>th</sup> of the month for the following month.
  - iv. Game schedules and tournament schedule must be approved by the team coaching staff.
- h. Helpers/Co-Managers:
  - i. The way to make a season go smooth is to divide out the work. You would probably be surprised if you ask that you will find people on your team willing to help. Divide out to other individuals: hotel arrangements, planning potlucks, updating stats/articles on the website, collecting t-shirt orders, buying treats for home friendship games and anything else that will lighten the manager's load.
- i. Home Tournaments:
  - i. We may have weekends available for home tournaments. The manager/helpers are responsible for planning their home tournament to include:
    - 1. Establishing a budget and following it.
    - 2. Scheduling games and volunteers
    - 3. Coordinating fundraising opportunities (raffles, vendors, etc)
  - ii. If there is a Blackhawk's game during your home tournament, the Black Hawks staff will help with getting ticket sales for you and the away teams at discounted prices.
- j. Prior to the First Game:
  - i. Attend required Managers' Meeting and review Manager's Manual.



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- ii. Enter roster on WYHA Website for entry into the WYHA database. All skaters should be posted to correct teams.
  - iii. Get a complete the USA Hockey (USAH) Team Registration form. You will receive the approved USA Hockey roster back. A copy of this form will need to be kept in your manager's binder.
  - iv. Complete the USA Hockey Roster. All players must sign the USA Hockey roster and the roster must be submitted to USA Hockey. A copy of this form has to be faxed to the League Office after you get the skaters to sign and then you will get a copy to keep in your binder. The registrar is the point of contact.
  - v. Ensure that all players have submitted all required forms (e.g., Consent to Treat, WYHA Contract, and Waiver). Retain a copy of the Consent to Treat form & Medical History form in your team binder.
  - vi. Obtain a copy of each player's birth certificate to keep in your team binder. Be sure to take your team binder to all games & tournaments.
- k. Prior to Each Game:
- i. Confirm ice time with your home rink or organization scheduler.
  - ii. The Referee in Chief will schedule referees for all games loaded on the website. Please be current on loading games to website.
  - iii. Email the referee in chief the Monday before games to verify referees are scheduled for your games.
  - iv. Call/email opponent's team manager and confirm game date and time.
  - v. Organize who will be running the clock, penalty boxes and score sheet for each game.
- l. Referee fees for WYHA Games:
- i. Below are the season referee fees for WYHA Youth League games.
    - 1. You will need to pay the refs at the end of game time. Have correct change or check to pay each ref their portion.
    - 2. WYHA Referee Fee (Per Referee, Per Game)
      - a. Bantams
        - i. 1 Ref \$50 & 2 Linesman \$40 (\$130 per game) or
        - ii. 2 Refs \$45 each (\$90 per game)
      - b. Pee Wee
        - i. 2 Refs \$40 each (\$80 per game)
      - c. Squirts
        - i. 2 Refs \$30 each (\$70 per game)
- m. After Each Game (Home Team Managers):
- i. Sign into website and enter stats at the head coach's discretion.
  - ii. Keep the white, original copy of the score sheet till the end of the year.
  - iii. If a MWL league weekend at home, please get score sheets to MWL rep / Manager of the Managers as we have to scan them to the league and report game scores online.
  - iv. Give a copy to the visiting team (or obtain a copy when you are playing at other rinks).



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- n. During the Season:
  - i. Submit roster changes to WYHA Webmaster for inclusion in the WYHA database (ensure that the roster information submitted to WYHA corresponds to the roster information submitted to USA Hockey – The Registrar will need to submit an updated USA Hockey roster form for you).
  - ii. If parents have questions that you cannot answer as manager you can either direct them to one your age level representative.
  - iii. Track requests for Hat Trick, Playmaker, and Zero patches throughout the season to submit to WYHA rep at the end of the year before the banquet.
  - iv. Make any requests for schedule changes through the team manager and the ice scheduler.
  - v. Any matters that are not related to game functions and require the attention of the League should be directed to your Club/Organization President or your WYHA League Representative.
- o. Bring to the Game:
  - i. Water bottles (coaches may be responsible for these)
  - ii. First Aid Kit.
  - iii. Game/practice pucks (provided by the association for home games).
  - iv. WYHA Manager's Manual / Team Credentials / Team Binder
  - v. Referee money (Home Team)
  - vi. Score Sheets (Home Team)
  - vii. Music / CD's to play music during the games (Home Team)
- p. Family vs Players Games:
  - i. A liability waiver is required for everyone participating in these events. These games are not USA Hockey Sanctioned.
  - ii. Everyone participating in these games does so at their own risk.



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### 4. Players Dues

- a. Revision: 1.1
- b. Revision Date: 23 July 2014
- c. The Board of Directors sets fees for all levels annually.
- d. Fees for each level are based on the hours of ice used, plus other expenses incurred by the Association for that level.
- e. Payment Requirements
  - i. House League
    1. Fall Dues shall be paid in full by October 15<sup>th</sup>.
    2. Spring Dues shall be paid in full by January 15<sup>th</sup>.
    3. Peelers and Sponsors may be used to cover dues; see peelers and sponsors policy.
    4. No portion of dues is refundable.
  - ii. Travel Teams
    1. Annual dues shall be paid in full by November 1<sup>st</sup>.
    2. Peelers and Sponsors may be used to cover dues; see peelers and sponsors policy.
    3. Adjustments to fees for serious injuries or other circumstances will be determined on a case-by case basis.
    4. Postdated checks:
      - a. May be used for remaining balance after November 1<sup>st</sup> deadline.
      - b. Must be approved by the Treasurer and Board of Directors.
      - c. Postdated checks must be dated and will be cashed on:
        - i. December 1<sup>st</sup>
        - ii. January 1<sup>st</sup>
        - iii. February 1<sup>st</sup>
      - d. Any Postdated checks that are returned for Non-Sufficient Funds (NSF), stop payment, or any other reason will result in the immediate suspension of all WYHA activities (practices, games, special events, etc.) and NSF charges will be added.
      - e. Suspensions will not be lifted until past payments are brought current and the next scheduled payment is made.
      - f. Any past due balances may be pursued legally by the WYHA.
- f. Late Payments
  - i. A \$25.00 late payment fee will be added to each payment not received on or before the due dates.
  - ii. Late payment or nonpayment of dues will result in the player not being allowed to skate in practices and/or games until payment is made.
  - iii. Registrations will not be accepted for any skater unless past dues and fees have been paid in full, unless other special consideration has been arranged and approved by the Board of Directors.
- g. Non-Sufficient Funds (NSF)



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- i. Members that have attempted to make payments with NSF checks or other means, whether for the current hockey season or any previous hockey season, must make all future WYHA fee payments with cash or bank certified check.
    - ii. The association will assess a charge of \$25.00 on all NSF checks.
  - h. Dues Adjustments for players starting mid-season
    - i. House League
      - 1. No adjustments are allowed. Full session dues are required regardless of start date.
    - ii. Travel Teams
 

1. October 1 <sup>st</sup> – October 31 <sup>st</sup>	100%
2. November 1 <sup>st</sup> – November 30 <sup>th</sup>	90%
3. December 1 <sup>st</sup> – December 31 <sup>st</sup>	75%
5. January 1 <sup>st</sup> – January 31 <sup>st</sup>	60%
6. February 1 <sup>st</sup> – End of Season	45%
  - i. Refunds
    - i. House League
      - 1. No refunds shall be allowed after the first practice.
    - ii. Travel Teams
      - 1. Requests for refunds must be submitted in writing to the WYHA Board of Directors for approval. Requests may be granted for the following reasons only:
        - a. Medical reasons / Injuries
        - b. Change of residence outside the WYHA area.
        - c. Special circumstances reviewed on a case by case basis.
    - iii. Requests for refunds involving disciplinary issues will not be allowed.
    - iv. Maximum refund for Approved Requests for refund will be as follows:
 

1. October 1 <sup>st</sup> – October 31 <sup>st</sup>	75%
2. November 1 <sup>st</sup> – November 30 <sup>th</sup>	55%
3. December 1 <sup>st</sup> – December 31 <sup>st</sup>	35%
4. January 1 <sup>st</sup> – January 31 <sup>st</sup>	15%
5. February 1 <sup>st</sup> – End of Season	No Refund allowed.
    - v. For special circumstances a member may submit in writing or in person a request for refund to the Board of Directors. The Board of Directors in most cases will use the above guidelines, but reserves the right to make adjustments on a majority vote.
    - vi. Under no circumstances will sponsorship money or peeler money raised be refundable.



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### 5. Sponsorships & Peelers

- a. Revision: 1.3
- b. Revision Date: 02 February 2017
- c. Peelers.
  - i. A peeler is card that is has several “coupons” to local businesses providing discounts to people who purchase them.
  - ii. The peeler program is completely optional.
  - iii. At the parent’s meeting at the beginning of each season families have the option to sign for 50 peelers (\$500.00). Once the initial 50 peelers are sold, a family must turn in the \$500.00 (this money goes towards their player(s) dues) and may sign for as many as 40 more. No more than 40 will be issued to a family at one time without turning in money.
  - iv. The cost of peelers when sold is \$10.00 each. All of the money raised goes towards dues.
  - v. If a family signs for peelers, they are responsible for either turning the peelers back in or the money for them.
  - vi. Any unsold peelers must be turned back in or paid for.
- d. Sponsorships.
  - i. Sponsorships are the other way to collect money for dues by requesting money from local business, employers, friends and family members.
  - ii. There is a sponsorship form available on the Sponsors Page of [www.wyha.org](http://www.wyha.org)
  - iii. The sponsorship form has a brief description of the organization, player information, sponsor information, sponsor benefits and a tax-deductible receipt for the donor.
  - iv. The four levels of sponsorship are:
 

1. Bronze Level	\$50.00 to \$99.99
2. Silver Level	\$100.00 to \$199.99
3. Gold Level	\$200.00 to \$299.99
4. Platinum Level	\$300.00 to \$399.99
5. Diamond Level	\$400.00 to \$499.99
6. Franchise	\$500.00 and up.
  - v. Benefits for sponsors include:
    1. Bronze Level:
      - a. Name posted on WYHA website.
      - b. WYHA window cling for displaying support.
      - c. Receipt for Tax Deduction.
    2. Silver Level (includes Bronze Level benefits and):
      - a. Name posted at Young Arena





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3. Gold Level (includes Bronze and Silver Levels and):
  - a. Link to sponsors company website.
4. Platinum Level (includes Bronze, Silver and Gold Level benefits and):
  - a. Acknowledgement of sponsor at Jr. Hawk home tournament.
5. Diamond Level (includes Bronze, Silver, Gold and Platinum Level Benefits and):
  - a. Acknowledgement of sponsor at Waterloo Blackhawks home game.
6. Franchise Sponsor (includes Bronze, Silver, Gold and Platinum Level benefits and):
  - a. A solid walnut plaque of appreciation.
  - b. A new plaque is given for every 10 years of sponsorship.
  - c. Annual plates with the year will be given for each sponsored year until existing plaque is full.
  - d. Plaques are only available to Businesses, not individuals.
  - e. Name and or company log on Cross Ice Boards.
- vi. Parents of players may not be sponsors directly. If a parent owns a business a sponsorship may through his/her company. Parents will not personally receive a tax deduction for paying their players dues.
- vii. No links to a family or personal website will be allowed, businesses only.
- viii. Once a player has received a sponsorship from a business, that business is considered "protected". No other players may solicit that business for sponsorship as long the original player is in the organization. However, if that business chooses to sponsor more than one player, it will be allowed. If another player does solicit and receives a sponsorship from a "protected" business, that sponsorship money will go to the original player sponsored.
- ix. If a business / sponsor chooses to sponsor more than one player, that business / sponsor has final say on how the money is to be distributed between the sponsored players.
- x. Any combination of peelers and sponsors can be used to pay dues for travel team, house league or both.
- xi. Any amount of money that is raised above a player's dues may only be used in one of three ways:
  1. Excess funds can be designated to another player within the organization for his/her dues. These funds may be designated to one or multiple players.
  2. Excess funds can be added to the general WYHA fund to help cover ice expenses, house league equipment costs, etc.





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3. Excess funds may be used to purchase game jerseys and warmups.
4. Excess funds may be forwarded for future years' dues. Upon leaving the association, all accrued funds will be added to the general fund.
- xii. Only the most current version of the sponsorship form will be accepted. Benefits to sponsors are being updated annually, so it is important the most current version is presented to sponsors. The most current version of the sponsorship form available on the Sponsors Page on [www.wyha.org](http://www.wyha.org)
- xiii. Sponsorship forms turned in after the dues deadline may not be on the sponsorship board displayed in Young Arena. Sponsorships may still be displayed on the website after the dues deadline.
- xiv. If sponsorship forms are not filled out complete or accurately, the responsibility of misspellings or missing information falls on the family turning in the form.
- xv. Under no circumstances will sponsorship money or peeler money raised be refundable.



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### 6. Coaching & Manager Selection Process

- a. Revision: 1.3
- b. Revision Date: 09 February 2017
- c. All lead coaching candidates are required by the Board of Directors to submit a coaching application (See form in Appendix B) by respective team level. The Board of Directors will publish the deadline to submit applications on an annual basis. Coaches are required to apply for a head coaching and assistant coaching position.
- d. The Board of Directors or designated committee will approve all assistant coach applicants by reviewing and accepting their applications.
- e. Lead coaching candidates, regardless of level, are required to submit to an interview process by a three-member panel designated by the Board of Directors. The interview panel will consist of the following:
  - i. President, WYHA Board of Directors (Panel Chair)
  - ii. Waterloo Warriors Head Coach
  - iii. The WYHA Coaching Director.
- f. The Head Coach will select his or her assistants.
  - i. Head Coaches must select at least one assistant.
  - ii. Head Coaches and selected assistants will serve as the only approved on ice or off ice coaches.
- g. All Coaches will be required to complete the following requirements:
  - i. Prior to having contact with players:
    1. Consent to Screen (Background Check).
    2. Valid and current USA Hockey Registration number. (Registered as a coach).
    3. Provide a valid and current copy of their Safe Sport Training completion certificate.
    4. Register with the WYHA website for the applicable level of coaching.
  - ii. Prior to December 31<sup>st</sup> of the season coaching:
    1. Valid and current Coaching Certificate.
    2. Age Specific Modules as dictated by USA Hockey.
- h. All Managers will be required to complete the following requirements:
  - i. Prior to having contact with players:
    1. Consent to Screen (Background Check).
    2. Valid and current USA Hockey Registration number. (Registered as an ice manager / volunteer).
    3. Provide a valid and current copy of their Safe Sport Training completion certificate.
    4. Register with the WYHA website for the applicable level of coaching.



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### 7. Junior Hawk Team Selection Process

- a. Revision: 1.1
- b. Revision Date: 02 February 2017
- c. Waterloo Youth Hockey Association will conduct player evaluations and team selections prior to each season. This process is preceded by Summer Ice and annual Hockey Camp which are designed to give players the opportunity to re-familiarize themselves with the skills necessary for hockey. Participation and/or performance in these events is optional are not considered by the evaluators and no measuring of players is done during these events.
- d. The evaluation and team selection 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. The placement process allows our teams to be competitive and to keep skaters of the same ability together.
- e. Scheduling
  - i. Scheduling of evaluations will be determined by the ice scheduler based on availability of ice prior to the beginning of each season.
  - ii. Evaluations will consist of multiple sessions (a minimum of 2) 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.
- f. Evaluators
  - i. Evaluators will be:
    1. Bantam Level:
      - a. Bantam Lead Coach; Squirt Lead Coach, High School Head Coach, High School Assistant Coach, and the WYHA Coaching Director.
    2. Pee Wee Level:
      - a. Pee Wee Lead Coach; Bantam Lead Coach, High School Head Coach, High School Assistant Coach, and the WYHA Coaching Director.
    3. Squirt Level:
      - a. Squirt Lead Coach; Pee Wee Lead Coach, High School Head Coach, High School Assistant Coach, and the WYHA Coaching Director.
    4. Substitutions may be used if the event one of the above evaluators is unable to attend. Substitutions will be selected by the Coaching Director and approved by the President.
  - ii. Evaluators may either be on the ice or in the stands.



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- iii. The Coaching Director with the assistance of the other evaluators will arrange to have other non-evaluating coaches running the sessions.
- g. Evaluation sessions
  - i. Prior to the start of the Evaluation Process parent/guardians must the following documents:
    - 1. A copy of their USA Hockey registration
    - 2. A copy of their medical history/consent to treat form
    - 3. A copy of their USA Hockey liability waver
    - 4. A copy of their USA Hockey code of conduct form
    - 5. A signed copy of policy acknowledgement
  - ii. The sessions will include an array of drills and game situations designed to identify a player's ability on various skills.
  - iii. Any concerns with the integrity of these evaluations should be brought to the attention of your age-level board representative or the Coaching Director. Please use the 24 hour rule prior to discussing concerns.
- h. Absence from try-outs
  - i. Players that are absent from try-outs due to illness or injury will be evaluated at a later date.
  - ii. Players attempting to play up a level must be present at try-outs for evaluation. Absence will result in remaining at their appropriate age level.
- i. Rating of players
  - i. Evaluations for skaters will be based on forward skating, backward skating, balance, crossovers, stopping, turns, shooting, passing, stick handling and attitude/maturity.
  - ii. Evaluations for goalies will include skating, shot blocking, movement within the crease (position, angles etc.), concentration and attitude/maturity.
  - iii. The Development Committee will make its recommendations on the number of players per team at each level for Board of Directors approval.
- j. Players per team
  - i. The number of players per team will be recommended by the Player Development Committee and Board of Directors approved.
- k. Parent involvement
  - i. Parents are encouraged not to attend evaluations. However, parents that wish to watch the evaluation sessions will be allowed as long as they do not engage in conversation with the evaluators.
- l. Posting of teams
  - i. Final team selections will be posted on the WYHA website as soon as team selections have been finalized.



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### m. Appeals

- i. Any parent/guardian wishing to file an appeal challenging the placement of their player may do so in writing to one of their age level representatives within 48 hours of team selections being posted.
- ii. Appeals will be reviewed by the age level Lead Coach and by the Development Committee.
- iii. If sufficient information is presented that suggests a player may be considered for a change in team placement, a special meeting of the coaches involved and the Chairperson of the Development Committee will be called. At this meeting, the reasons for the request will be discussed and a final decision will be made.
- iv. 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.

### n. Deviations from Policy

- i. Any deviations from this policy require WYHA Board approval.

### o. Dual Rostering

- i. Dual Rostering may be allowed at the age appropriate level or one level above using the following process:
  1. First the head coaches of each team need to communicate the interest for dual rostering.
  2. If the head coaches disagree, the process ends. If the head coaches agree, the development committee must agree in majority that the decision makes sense and that the effected player is ready mentally and physically.
  3. If the Development committee disagrees, the process ends. If the Development Committee agrees, the offer of dual rostering is presented to the parents of the players by the current head coach.
  4. If the player and parents disagree, the process ends. If they player and parents agree, the player is dual rostered.
  5. If scheduling conflicts arise between the two teams, the player will play for his/her original team.



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### 8. Playing Above Age Policy

- a. Revision: 1.1
- b. Revision Date: 17 February 2013
- c. The Board of Directors of the Waterloo Youth Hockey Association has established the following policy guidelines regarding players playing above their age level classification (“playing up”). This policy is primarily intended for players who have demonstrated exceptional hockey skills, and possesses the maturity and athletic ability to excel at the higher age classification. Players at the 8 & under level will be allowed to play up pending Development committee approval.
- d. The following guidelines will be used to determine a player’s eligibility to move up a higher age classification.
  - i. A player if requesting to advance to a higher level may only advance one age classification.
  - ii. The player may be required to try out at both the older age classification and their current age classification.
  - iii. The player’s parent(s) must notify the development committee chairman or their respective board representative at least two weeks prior to the beginning of tryouts of their intention to tryout at a higher age classification.
  - iv. The player, the player’s parent(s), both age classification coaches and the Development Committee head (representing the opinion of the development committee) must be in agreement that the player is both physically and emotionally capable of advancing to the higher age classification.
  - v. The primary concern is the move must make sense to the organization as well as the child’s mental and physical capabilities. An example of this would be that the team sizes of either age level should not be negatively affected by a move.
  - vi. The development committee and the Board of Directors reserve the right to restrict player movements to a higher age classification if such movement will adversely affect team sizes at either age classification.
  - vii. There may also be certain years where, with the consent of both player and player’s parent(s), The WYHA may reserve the right to request that players move to a higher age classification for the overall benefit of the organization.
  - viii. In either instance, as long as the player has successfully completed tryouts and above requirements and there is no negative impact to teams, the player make play up at either level team (A, B, or C).
  - ix. The Program Development committee and Board of Directors of the Waterloo Youth Hockey Association are responsible for the success of the entire organization. The Board or Development committee reserves the right to deny



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any requests for playing above age classification if it is deemed, in the opinion of the Board, to be detrimental to the organization.





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### 9. New Player Policy

- a. Revision: 1.1
- b. Revision Date: 24 February 2013
- c. The procedure for entrance of new players after the first day of practice in October is as follows:
  - i. Once the organization is made aware that a new player would like to join a travel team the following will be the focus in the first week prior to the player skating at practice.
  - ii. Notification of head coaches for both teams at the given level.
  - iii. Notify Treasurer/Manager and register individual on USA Hockey and with WYHA.
  - iv. Coaches, athlete, and parents of athlete will have a meeting to go over player's history and expectations for the next couple weeks of practice. The next two weeks of practice will be for the child to decide if he/she does want to play and for the coaches to evaluate the child as done with all other athletes and to decide on which team the player will be placed for the season.
  - v. Over the next two weeks the player will practice with the team based on the choice of the Lead Coach of that level. After two weeks, the coaches, player, and parents will meet to decide on the next step for each. The coaches will have an opportunity to go through their recommendations of the player with the parents and athletes. This does not mean that the house league or other programs available are cannot be discussed as other options, but the main thing is that the parents know we are more than willing to take on and teach their child. Please note during this time period the athlete will not be permitted to play in any games. This practice time is used to evaluate the athlete for placement.
  - vi. Upon the decision and placement of the child the dues will be as follows:
 

1. October 1 <sup>st</sup> – October 31 <sup>st</sup>	100%
2. November 1 <sup>st</sup> – November 30 <sup>th</sup>	90%
3. December 1 <sup>st</sup> – December 31 <sup>st</sup>	75%
4. January 1 <sup>st</sup> – January 31 <sup>st</sup>	60%
5. February 1 <sup>st</sup> – End of Season	45%
  - vii. Upon placement of the athlete and the time frame of the year, the initial playing of the athlete in games will be at the discretion of the coach. The athlete needs to get adjusted and comfortable with the team and vice versa. However, after the initial period it is expected that the athlete will be given game opportunities consistent with the rest of the team.



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- viii. Through this process, the coaches need to have good communication with the parents of the player and even the parents on the rest of the team. Make sure that all parents know what is going on and understand the goal of the organization.



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### 10. Game Limits

- a. Revision: 1.2
- b. Revision Date: 02 February 2017
- c.
  - i. USA Hockey Guidelines for 8 and under to 18 and under
    1. Practice at least 3 times to every game
    2. Recommended maximum number of games per season
      - a. 20 games for 8 and under
      - b. 25 games for 10 and under
      - c. 35 games for 12 and under
      - d. 40 games for 14 and under
      - e. 45 games for 18 and under
    3. 8 and under and 10 and under should play games at or near their program site. Travel of greater than 10 miles from the program site should be limited to two games per season.
  - ii. WYHA Guidelines:
    1. In looking at a calendar year with approximately two weeks in September and two weeks in March for practices and dependent on the age of the team anywhere from two to three practices a week, we figured approximately 60 practices in a year.
    2. Games Allowed by Level:
      - a. Atoms- In House team with one year end tournament
      - b. Mites- 20-25 games (2.4 to 1 ratio)
      - c. Squirts- 25-30 games (2 to 1 ratio)
      - d. Pee Wees- 30-35 games (1.7 to 1 ratio)
      - e. Bantams- 35-40 games (1.5 to 1 ratio)
    3. High School plays approximately 28 plus 3 state tournament games. High School practices 3 to 5 times per week therefore have approximately a 2.5 to 1 ratio.
- d. Game definitions are as follows:
  - i. Any game in a **tournament** will count as one full game. Location of the tournament does not have any bearing.
  - ii. Any game played home or away in a **friendship setting** will count as one game.
  - iii. Any type of **scrimmage** with one or multiple teams will count as a game.
  - iv. In house scrimmages do not count against game limits.
- e. All managers are to get their game totals to the Lead Manager and Program Development Committee Head by January 15 so that game totals can be reviewed. It is expected all



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teams remain in the limit and in the budget. Exceeding budget and requesting parents to pay additional money is optional, but may not be mandated.

- f. Each team will be expected to shut down playing games once they have reached the limit. Any late season opportunities once a team has reached its limit must be approved by the Program Development committee.



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### 11. Midwest League Team / State Tournament Participation

- a. Revision: 1.2
- b. Revision Date: 02 February 2017
- c. The decision for participating in the annual Midwest League Tournament and the State Championship Tournament will be determined by the Head Coach.
- d. Teams attending the annual Midwest League Tournament at the A Level only will receive an additional \$500.00 for their team's budget.
- e. Teams attending the annual State Tournament will receive an additional \$500.00 for their team's budget.
- f. Teams participating in both the State Tournament and Midwest League Tournament may only receive a maximum of \$500.00 per season for their budget.



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### 12. Travel Team Parent Volunteer Policy

- a. Revision: 1.3
- b. Revision Date: 22 October 2013
- c. Volunteers are essential for the operation of the WYHA. To ensure the success and improvement of the WYHA, beginning with the 2013/2014 season each family must volunteer for a minimum of 15 hours (10 hours of Game Time, 5 hours of Non-Game Time) of service each season. If a family has more than one player in the organization, you will need to volunteer an additional 5 hours of Game Time.
- d. At the time of dues collection, a check for \$300 for a single player or a check for \$400 for multiple players will be required. This check will not be cashed until after the Banquet which is the last event we do for the season. At that end of the season if you have not volunteered your minimum hours, your check for the full amount will be cashed as a buyout. There are plenty of opportunities throughout the season to reach the required volunteer hours, there will be no pro-rating. Team Managers will be given a spreadsheet to log all the volunteer hours.
- e. Volunteer hours can be from any of the following:
  - i. Non-Game Time
    1. WYHA board member
    2. Committee Member
    3. Coach
    4. Team Manager
    5. Webmaster
    6. Tournament Director
    7. Banquet planning
    8. Special fundraising events
    9. Locker Room Monitor
  - ii. Game Time
    1. Home games (clock, score sheet, penalty box)
    2. Home tournaments (clock, score sheet, penalty box, sign in table, raffle area)
    3. Tune-up or Battle of Waterloo fundraising tournaments
    4. Locker Room Monitor
- f. Any other functions of events may qualify as volunteer hours as long as the team manager and head coach agree.
- g. Coaches, Team Managers, and WYHA Board Executives (President, Vice President, Warrior Treasurer, Jr. Hawk Treasurer, and Secretary) are exempted. Volunteer hours for these individuals are completed throughout the year. Board Members (Age Level Representatives) are exempted for off-ice volunteer hours.



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- h. All appointed positions, locker room monitors, and any other volunteer position/duty that provides the opportunity for a volunteer to have one on one contact with a player who is not their dependent will be required to complete the following requirements:
  - i. Prior to having contact with players:
    - 1. Consent to Screen (Background Check).
    - 2. Valid and current USA Hockey Registration number. (Registered as an ice manager / volunteer).
    - 3. Provide a valid and current copy of their Safe Sport Training completion certificate.
    - 4. Register with the WYHA website for the applicable level of coaching.





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### 13. Concussion Policy

- a. Revision: 1.0
- b. Revision Date: 12 October 2012
- c. Volunteers are essential for the operation
  - i. The Waterloo Youth Hockey Association (WYHA) has and will continue to promote health and safety awareness for its players, coaches, parents, guardians and members. Increasing concerns related to the potential risk associated with concussions in contact sports events have led to the development of federal and state regulation, in both public and private sports. In an effort to protect our youth players, the WYHA has mandated all players, coaches and parents/guardians adhere to this WYHA Concussion Policy.
  - ii. All coaches, referees and WYHA Board Members must take the Center for Disease Control's free online Concussion Awareness Training at: [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html) which is also available through [www.WYHA.org](http://www.WYHA.org).
  - iii. All parents/guardians and volunteers are encouraged to take the course on the CDC website.
  - iv. All parents/guardians are encouraged to become educated about the dangers of concussions through the CDC website and will be required to review and sign the Parents/Athlete information sheet from the CDC, available at [www.WYHA.org](http://www.WYHA.org) or also available at: [http://www.cdc.gov/concussion/headsup/pdf/Parent\\_Athlete\\_Info\\_Sheet-a.pdf](http://www.cdc.gov/concussion/headsup/pdf/Parent_Athlete_Info_Sheet-a.pdf)
  - v. Players with the signs and symptoms of concussion should be removed from play or practice immediately. Any player suspected by the coach or referee to have a concussion must be removed from further participation for at least the remainder of the day, **and** Parents/guardians are encouraged to seek professional medical treatment for the player at the time of injury.
  - vi. Any player removed from further participation from any game or practice **must** obtain written medical clearance before the player will be allowed to return to practice or play. In all cases, WYHA will require the parent/guardian to sign a new Participation Release Form which includes a concussion waiver confirming that the player has been given the appropriate clearance to return to play. The Participation Release Form is available at: [www.WYHA.org](http://www.WYHA.org).



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### 14. WYHA Locker Room Policy

- a. Revision: 1.0
- b. Revision Date: 08 June 2015
- c. In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the WYHA goals. The WYHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, the WYHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.
- d. At Young Arena, there are 5 locker rooms available for our program's use. Locker Rooms A & B share a restroom and shower area; locker rooms C & D share a restroom and shower area. There is also one female only locker room. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. WYHA team managers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.
- e. Locker Room Monitoring
  - i. The WYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.
  - ii. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.
- f. Parents in Locker Rooms
  - i. Except for players at the younger age groups (8U & 6U), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.



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- ii. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.
- iii. Mixed Gender Teams
  1. Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, the WYHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change.
  2. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.
- iv. Cell Phones and Other Mobile Recording Devices
  1. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.
- v. High Dollar Items
  1. It is strongly recommended that any high dollar items not be brought into locker rooms.
  2. Young Arena (for home games & practices) and WYHA (for all games & practices) will not be responsible for damaged, lost, or stolen items.
- vi. Prohibited Conduct and Reporting
  1. The WYHA 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 the WYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email the chairperson of the Disciplinary



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Committee at WYHA or email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org)  
or may call 1-800-888-4656.



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### 15. WYHA Disciplinary Policy

- a. Revision: 1.1
- b. Revision Date: 02 February 2017
- c. This policy requires that all Players, Coaches, On and Off Ice Officials, Managers, Administrators, Volunteers, Parents including Family Members and Spectators maintain high standards of personal conduct and integrity when participating in all events and activities.
- d. All claims, game incident reports, or formal complaints for any alleged violation USA Hockey Rules and Regulations, WYHA Policies, Codes of Conduct and Ethics, or Zero Tolerance shall be subject to the provisions of this policy and this policy shall constitute the sole and exclusive remedy for dispute resolution, with the exception of Safe Sport Violations which may be handled by the Midwest Amateur Hockey Association (MWAHA) or USA Hockey.
- e. Summary of Process and Timeline:
  - i. Alleged Incident Occurs
  - ii. File Report – As soon as possible following the alleged incident.
  - iii. President Assigns Disciplinary Committee – Report Date +2 days Max.
    1. Vice President will act as chairperson of the committee.
      - a. In special cases a board member other than the Vice President may be assigned as chairperson.
    2. 2 additional unbiased Board Members preferably from another age level.
  - iv. Initial Disciplinary Committee Review – Committee Assignment +14 days Max.
    1. Committee to review complaint.
    2. Committee to collect witness statements and/or conduct interviews.
      - a. Interviewees will be given a minimum 72 hours notice.
      - b. Players being interviewed may have parents and/or legal counsel present if desired.
    3. Committee determines by majority vote if further action is required.
    4. If further action is required refer to Section 1.e.v. below.
    5. If further action is not required refer to Section 1.e.viii. below.
  - v. Offer of Hearing if required – Committee Assignment + 7 Days Max.
    1. Vice President notifies alleged offender by letter or email that they may request a hearing.
    2. A hearing must be requested within seven (7) days, failure to request hearing in this timeframe will forfeit the opportunity for a hearing.
  - vi. Hearing Date – Report Date +23 Days Max
  - vii. Complete investigation – Report Date +28 Days Max.
    1. After a hearing request is denied or a hearing is completed the committee shall meet for a final review and issues its decision.
    2. Issue Decision to parties involved
  - viii. Request for Appeal to MWAHA/MHSHL – Report Date +35 Days Max
  - ix. Issues considered final or at MWAHA level for appeal +36 Days Max



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- f. No Party may be suspended from participation or otherwise disciplined for any alleged violation USA Hockey Rules and Regulations, WYHA Policies, Codes of Conduct and Ethics, or Zero Tolerance unless a hearing has been held prior to the action being taken according to this policy.
- g. Exclusions
  - i. Summary Suspensions
    - 1. A Summary Suspension may be imposed by the Disciplinary Committee only in those cases where a Party has been arrested for a crime alleged to have been committed, a Party has assaulted another or violated the USA Hockey SafeSport Policy, including such abuse between adults, or other violations of USA Hockey Policies set forth in the Annual Guide or comparable Policies of WYHA and MWAHA that are in writing and have been approved by USA Hockey.
    - 2. Any such Summary Suspension must be in writing and given to the suspended Party and the writing shall inform the Party of his or her right to request a hearing. The suspended Party must submit a request for a hearing of a Summary Suspension within seven (7) days of the Party being notified of the suspension.
  - ii. Playing Rules Suspensions
    - 1. Any Playing Rules Suspension does not require a hearing except that, in the event of the imposition of a match penalty as defined in the Playing Rules, will be reported and investigated through MWAHA.
  - iii. Assault on Game Official
    - 1. Assaults on Game Officials are violations of USA Hockey Playing Rules and as such are subject to the provisions for Playing Rules Suspensions. In the event of a match penalty for assault on a game official, the offending Party shall be immediately suspended from all USA Hockey sanctioned activities. This will be reported and investigated through MWAHA.
- h. High School
  - i. The high school program is a member of the WYHA and the Midwest High School Hockey League (MHSHL). All disciplinary issues are subject to rules of both WYHA and MHSHL.
- i. It is the purpose of this Policy to provide Parties a fair hearing prior to being subject to Discipline. The hearing shall include reasonable opportunity to present their case and the opportunity to call witnesses and present evidence.
- j. Hearing Procedure
  - i. (a) Hearing Panel
    - 1. The hearing panel will consist of the members of the Disciplinary Committee assigned to review the alleged offenses.





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### ii. (b) Hearing Timing

1. The hearing panel shall hold the hearing no later than thirty (30) days after its appointment unless a later date is agreed upon by the Parties and approved by the hearing panel. Notwithstanding that a hearing panel has up to thirty (30) days after its appointment to hold a hearing, a Party that has been issued a Summary Suspension or that may be suspended pursuant to an issued hearing notice may request an expedited hearing to challenge such suspension, and upon receipt of such request the hearing panel shall exercise reasonable effort to provide such expedited hearing.

### iii. Hearing Notice

1. Not later than seven (7) days before the hearing date, the hearing panel shall provide written notice to all interested Parties of the time and place of the hearing, the manner in which the hearing will be conducted, the grounds for any proposed suspension, discipline or Administrative Action, the possible consequences of an adverse finding, and the issues to be resolved by the panel. Notwithstanding that a hearing panel must ordinarily provide at least seven (7) days notice before a hearing date, a Party that has been issued a Summary Suspension or that may be suspended pursuant to an issued hearing notice may waive such seven (7) day notice period in order to have a hearing on less notice.

### iv. Hearing Location

1. Subject to the provisions of the following subsection (e), the hearing panel shall make every reasonable effort to convene the hearing in a location accessible to all the Parties.

### v. Conduct of Hearing

1. The hearing panel may in its discretion hold a formal or informal hearing, in person or by telephonic conference call or video conference, hear any evidence it believes is relevant to the issue(s) before it, place limits on time, evidence and documentation, have witnesses or written statements and establish other hearing rules so long as the Parties are informed of the established procedures, each Party has a reasonable opportunity to present its case and argument in accordance with the hearing panel's rules, and each Party is treated in a substantially equal manner.

### vi. Burden of Proof

1. In order to impose a suspension or discipline, the hearing panel must make a finding supported by a preponderance of the evidence (i.e., more likely true than not true) that the Party violated an Applicable Rule.

### vii. Decision

1. The hearing panel shall use reasonable efforts to:
  - a. render its decision within five (5) business days of the completion of the hearing or the date in which a hearing request is denied, and





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- b. prepare and deliver a written decision to the Parties. The written decision shall contain findings of material facts, conclusions, the order of the hearing panel and a statement of any right of appeal a Party may have as a result of the decision. Delivery of the decision to the Parties may be made by first class mail or electronic mail in the discretion of the Disciplinary Committee.
- k. Scope of Disciplinary Committee Decision
  - i. The decision of the Disciplinary Committee in effect only for the WYHA program, and
  - ii. subject to appeal to MWAHA and/or MSHSL If the Disciplinary Committee wishes to extend any suspension or discipline it ordered beyond its program, it must notify, MWAHA and/or MSHSL. If the suspension or discipline is imposed by MWAHA and/or MSHSL is affirmed, and wishes to extend the scope of the hearing panel's decision beyond the state's or Affiliate's jurisdictional geographic area, it may only do so by submitting a written request to do so and a copy of the written Disciplinary Authority's and/or Appeal Authority's decision to the Executive Director of USA Hockey, who shall advise all other Affiliate Associations of the suspension or Discipline and upon such notice the suspension or Discipline shall be in effect for all Affiliate Associations.
- l. Appeals.
  - i. Once notification has given, the person filing a complaint or the person receiving disciplinary action may appeal the Disciplinary Committee's decision in writing to the President within 7 days. After 7 days, it will be assumed no appeal is requested and the decision will be final. The President will forward the request for appeal to the appropriate authority for review.



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### 16. Conflict of Interest Policy

- a. Revision: 1.1
- b. Revision Date: 12 July 2018
- c. It is in the best interest of the Waterloo Youth Hockey Association to be aware of and properly manage all conflicts of interest. This policy is designed to help board members, staff and volunteers of the WYHA identify situations that present possible conflicts of interest and to provide the WYHA with a procedure whereby such potential conflicts may be reviewed by the Board of Directors when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
- d. Conflicts of Interest Defined.
  - i. In this Policy, a person with a conflict of interest is referred to as an “Interested Person.” For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:
    1. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the WYHA for goods or services.
    2. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the WYHA and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
    3. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the WYHA.
    4. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has an interest in the outcome of a disciplinary matter or investigation with the WYHA.
  - ii. Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the WYHA. All such circumstances should be disclosed to the Board of Directors, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the WYHA are not compromised by the personal interests of stakeholders in the organization.
  - iii. Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or



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insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the WYHA.

- e. Definitions.
- i. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
  - ii. An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the WYHA or a major donor to the WYHA or anyone else who is in a position of control over the WYHA who has a personal interest that is in conflict with the interests of the WYHA.
  - iii. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
  - iv. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
  - v. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the WYHA is not a Contract or Transaction.
- f. Procedures.
- i. Prior to action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
  - ii. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
  - iii. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
  - iv. The person having a conflict of interest may not vote on the Contract or Transaction. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the WYHA has a Conflict of Interest when he or she



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stands for election as an officer or for re-election as a member of the Board of Directors.

- v. Interested Persons who are not members of the Board of Directors of the WYHA, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board of Directors action, shall disclose to the Board of Directors, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the WYHA participation in such Contract or Transaction unless Board approval is granted.
  - vi. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Board of Directors, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
- g. Confidentiality.
- i. Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of the WYHA. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of the WYHA for their personal profit or advantage or the personal profit or advantage of their Family Member(s).
- h. Administration of Policy.
- i. Each board member, staff and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
  - ii. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.
  - iii. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.