

# 2018/2019

## Waconia Hockey Association Guidebook

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## **SECTION 1. WHA Overview, Mission, Goals and Philosophy**

### **A. OVERVIEW**

The Waconia Hockey Association (WHA) is a nonprofit organization dedicated to providing a fun and educational ice hockey experience for girls and boys residing in the City of Waconia and surrounding areas/communities (as determined by MN Hockey District 6). Our programs are planned, promoted and administered by unpaid volunteers. Our curriculum stresses basic skills and encourages team play and sportsmanship. Individuals who teach this curriculum have completed one or more courses in the USA Hockey Coaching Education Program (CEP). WHA coaches and Board of Directors, as dictated by our Code of Conduct, are also committed to teaching players to respect their opponents and the officials.

Formed in 1994, the WHA has experienced, and continues to experience, tremendous growth. The WHA home rink is the Waconia Ice Arena, located just north of the Waconia Middle School. The Waconia Ice Arena is owned by the City of Waconia and currently managed by Rink Management Services Corporation. The WHA has signed an ice contract with the City of Waconia. The WHA hockey season generally conforms to our ice contract, with clinics and tryouts in September and October, league games in November through February, and tournaments in March. The first official day of the hockey season is the first day of tryouts.

### **B. MISSION**

The mission of the Waconia Hockey Association is to promote and develop youth hockey within Waconia and surrounding communities by providing a high quality, safe and fun hockey program that develops all participants.

### **C. GOALS**

The WHA strives to fulfill its mission through the achievement of the following specific goals:

- Provide a high quality instructional program at a reasonable cost.
- Develop individual and team skills, knowledge of the game, with an attitude of team participation, loyalty and responsibility.
- Ensure positive community representation.
- Promote personal growth and positive attitudes.
- Encourage academic and athletic development.
- Support the development of Waconia High School Hockey

## **D. PHILOSOPHY**

The WHA has several operating norms or philosophies that govern the way the Board of Directors makes decisions, as well as set expectations for participants. The following concepts are generally applied in the day to day operations of the WHA.

- ★ *We will promote fun in hockey.*
- ★ *Academic concerns will take precedence over hockey concerns.*
- ★ *Teams will be placed at the appropriate competitive level, with the objective of continually improving individual skills and team play.*
- ★ *Coaches, players and parents follow a code of conduct and guidelines.*
- ★ *There will be zero tolerance regarding physical, sexual or substance abuse, as well as racial, gender or religious discrimination by or between players, coaches, parents and spectators.*
- ★ *We will teach good sportsmanship, fair play and the ability to graciously accept victory or defeat.*
- ★ *We will develop each skater to the best of his/her ability.*
- ★ *We will develop individual and team skills, knowledge of the game, and an attitude of team participation, loyalty and responsibility.*

## **SECTION II. Association Operations, Organization & Governance**

### **A. OVERVIEW**

The Waconia Hockey Association is governed by its Board of Directors. A complete list of the Board of Directors for the current year and WHA bylaws can be found on the WHA website at [www.waconiahockey.org](http://www.waconiahockey.org).

### **B. OPERATIONS**

#### **Volunteers:**

The Waconia Hockey Association is an organization run by volunteers. Volunteer efforts directly benefit WHA players and families by setting a great example for our kids and offsetting program costs. The involvement of WHA members is what makes this a successful organization.

#### **Volunteer Policy:**

Each WHA family is required to complete volunteer hours as specified by the board each year. The only exception that exists is a family who has chosen to buyout their volunteer hours. Please note:

- This is a per player requirement.

- Multiple shifts are available through the DIBS volunteer system.
- Working the clock, penalty box, music, locker room attendant or announcing at home games for your travel teams are considered part of your duties in having a player in the travel program. These hours WILL NOT count toward total volunteer hours worked.
- There is no maximum number of shifts that a family can contribute in a given year.
- No roll-over of volunteer hours will be allowed from year to year unless approved by the WHA Board.
- Volunteer shifts for district tournaments hosted by WHA at the end of the year are counted as "in season concessions" and therefore can be used to fulfill that requirement.

### **Volunteer Requirements:**

Family with one player in the Mite Program: 12 hours

Family with one player in the Competitive Program: 18 hours

Family with Multiple Players (any level): 24 hour

### **Volunteer Buyout:**

It is required that you pay for the volunteer buyout in full when you complete your season registration. The volunteer buyout will be limited to the first 50 families. Once 50 families have claimed and paid for the buyout in full the buyout option will no longer be available.

### **Buyout Details:**

Family with one Mite-level player: \$300

Family with one Competitive-level player: \$450

Family with 2 or more players at any level: \$600

### **Volunteer Deposit**

All families are required to provide a volunteer check prior to tryouts, payable to the WHA, for twice the amount of the buyout. Players will not be allowed to tryout or be placed on a team without turning in a volunteer check.

Family with one Mite-level player: \$ 600

Family with one Competitive-level player: \$ 900

Family with 2 or more players at any level: \$ 1200

At the end of the season, if a family has not completed the volunteer commitment listed above, the WHA will cash the volunteer deposit check. In the event that the check is returned for nonsufficient funds, the player will not be able to register for the following season until the payment is made. No refund or credit will be given for hours worked. Unless requested, deposit checks will not be returned upon completion of volunteer hours, but will be shredded to save mailing costs.

### **Team Banners:**

One team banner per season will be allowed for display at the WIA for teams placing 1st or 2nd in District Tournaments, with the caveat that the Squirt teams must be placed in the gold bracket (highest bracket); for teams that qualify for Region Tournaments; and for teams that qualify for State Tournaments. These banners will be purchased after approval by the WHA.

## **SECTION III. Registration, Fees, & Expenses**

### **A. PLAYER REGISTRATION**

Online registration for a variety of programs is conducted several times throughout the year. The primary season registration typically takes place in the July to September timeframe.

Registration links and dates will be announced via the WHA website. Click on the Registration link on the home page and follow the simple instructions.

Registration fees are determined by the WHA Board of Directors and must be paid at the time of registration. Registration fees include ice time for practices and games, three tournaments for competitive level teams, tournament(s) for Mite level teams, District 6 fees, insurance, printing, advertising and administration.

In addition to the registration fee, there may be additional tournament fees depending on the level of team and player. Expenses will vary by level, with fees for older players/teams typically being higher than those for younger players/teams.

All players must register online with USA Hockey for a fee. This fee covers all USA Hockey and Minnesota Hockey fees and must be completed before registering for the season with the WHA. Children under the age of 7 do not need to pay, but they still need to register with USA Hockey and receive a barcode number.

You will need to enter your skater's USA Hockey barcode number during WHA registration. All players must register during selected registration dates. A player wishing to register after a WHA registration event will be subject to a late fee of \$100. However, if a new player moves to the area and chooses to register, the late fee may be waived by the WHA Board of Directors.

A mandatory \$200 (Mite Level) & \$250 (Competitive Level) fundraising fee is charged to each skater, with a maximum fundraising fee per family of \$400. The fundraising fee is due at registration. During the registration year, the WHA will provide all families an



avenue to earn back all or a portion of the fundraising and registration fee paid at registration. The WHA Fundraising Director will be responsible for defining the fundraising options each year. Families are not required to fundraise however the fee that was paid will be considered a buyout from fundraising for that season only.

The fundraising fee is waived for board members. This is subject to remaining a board member for the duration of the season calendar, which runs from May 1 to April 30 of the following year.

## **B. INFORMATION AND MATERIAL REQUIRED FOR REGISTRATION**

All skaters must have:

1. USA hockey registration completed
2. USA Hockey Consent to Treat/Medical History Form
3. Parent and Player Agreements
4. Birth certificate—Certificates of live birth are mandatory by Minnesota Hockey for all players. If you have supplied your birth certificate in the past, you do not need to submit it again. BAPTISMAL CERTIFICATES ARE NOT ACCEPTABLE SUBSTITUTES.
5. Mandatory Volunteer Deposit Check submitted (\$600, \$900, \$1200)

## **C. REFUND POLICY**

Any participant that decides to leave the program before the season starts will be given a full refund of registration fees paid. No refunds will be given for any player for any reason once the season has commenced. The season will commence on the first day of tryouts.

## **D. FAILURE TO PAY**

Completion of the WHA online registration process constitutes an agreement to make payments as scheduled. If a scheduled payment is missed, an email will be sent to the email address on the account. If a response is not received, a certified letter requesting payment will be sent after 30 days, the player will not be allowed to skate, and the account will be turned over to collections after 60 days.

## **E. GOALIE REGISTRATION DISCOUNT**

The WHA will allow a registration fee discount of 50% to goalies playing at the Squirt, U10, U12, Pee wee and Bantam levels.

Goalies playing at these levels are responsible to furnish their own equipment. The purpose of the discount is to offset these equipment costs.

The association will apply this registration discount after registration fees are determined at each level for the season. At the Squirt level, goalies will have the option

of payment in full and use of the WHA goalie equipment or taking a 50% discount of that year's Squirt registration fee and providing their own equipment.

This discount will be limited to two goalies per team, and each goalie must practice and play at that position for the entire season for the discount to apply. Goalies receiving this discount must adhere to the standard equipment regulations as required by USA Hockey, Minnesota Hockey and District 6.

There will be a Goalie development program offered by the WHA yearly, at no additional cost to the goalie.

## **F. RESIDENCY POLICY**

Minnesota Hockey is a community based amateur hockey program. Players must participate on teams from the community of their parents' or legal guardian's residence.

In some cases, a natural hockey community exists which may be a combination of nearby communities based on a high school attendance area or other demographics. The WHA affiliation with Minnesota Hockey defines the WHA boundaries as the Waconia School District and Norwood Young America. As such, any youth that resides within this area that wishes to participate in youth hockey MUST register with the WHA.

As a general method of operation the WHA discourages the waiving of any players into or out of the association except those covered by the residency/school policies in place by Minnesota Hockey Participation Policy at the time of the waiver. It can be found on at [www.minnesotahockey.org](http://www.minnesotahockey.org).

However, the WHA does recognize that there may be circumstances where granting a waiver either into or out of the WHA may be in the best interests of the player and the following guidelines provide a framework for covering the waiver process.

1. The WHA President has the authority to approve all waivers that are dictated by the residency/school policies in place through MN Hockey at the time. These requests must be presented at the next regularly scheduled board meeting and entered into the WHA minutes for that meeting.
2. Waiver requests that are exceptions to the residency/school guidelines must be reviewed by the WHA Board executive committee or identified WHA Board subcommittee and a recommendation presented to the WHA Board. The WHA Board must vote on the waiver recommendation for a final approval or disapproval decision.
3. When considering waiver requests that are exceptions to the residency/school guidelines, the WHA Board executive committee or identified WHA Board subcommittee will follow WHA Board waiver exception guidelines as follows: a) The WHA will consider waivers into or out of the association if a numbers situation at a given level makes this decision necessary or desirable. This includes the clear lack of ability to field teams at particular levels without adding additional players or having to field teams significantly in excess of the WHA guidebook describing team sizes. b) The WHA will consider other reasons for waivers and each

request for waiver will be judged on its individual merit by virtue of the WHA Board vote regarding waiver.

4. WHA Board approved waivers that are outside of the residency/school policies will be signed by the President and forwarded to the District 6 Director for final approval.

## **G. WHA HARDSHIP POLICY**

The WHA recognizes that due to various kinds of hardships it may be difficult in a given year for individuals to pay all or part of their registration fees. Hardship grants and scholarships can only be applied for every other year. The WHA provides for the following options:

### **1. Matching Grants**

The WHA Board of Directors will consider written requests for waiving part or the entire registration fee from any members who have secured grants to cover hockey registration fees from local social service agencies or similar organizations. In particular, WHA will consider waiving an amount equal to any such grant a member secures, though not to exceed one half the amount of the respective child's registration fee. The arrangements must be approved in writing by the WHA president and treasurer.

### **2. Scholarships**

The scholarship fund is funded by the WHA for the purpose of aiding families with hardships. The fund will be available for players who need financial assistance in order to participate in WHA hockey. To apply, a written request must be submitted to the WHA President or Vice President, prior to September 1 of that year. Scholarship requests after that day will not be considered. Each request will be reviewed and discussed by the Executive Officers of the Board. A written response, with the results of the decision, will be communicated to the requesting family. Recipients of the financial scholarships will be expected to return a payment in-kind through the following activities:

- Some to-be-defined prorated payment %.
- Payment of fees for Minnesota Hockey and USA Hockey registration and insurance.
- Family commitment to meet the minimum number of WHA Board recommended volunteer hours.
- Family required to take a major role in a fundraising project as determined by Executive Committee.

### **3. Family Catastrophe**

The Board of Directors reserves the right to suspend all of the above requirements to the fees of any member in the event that a catastrophe befalls a person or persons (e.g., the death of a parent of a player during the course of the season).

## SECTION IV. Programs

### A. MITE PROGRAM

The Waconia Hockey Association Mite Program provides area youths with an introduction to the sport of hockey. It consists of four levels:

Level	Recommended Ages	Recommended Grade(s)
Mite 1	8 and 9	Second/Third Grades
Mite 2	7 and 8	Second Grade
Mite 3	6 and 7	First Grade
Mite 4	5 and 6*	Kindergarten

The mite hockey program is intended to provide instructional recreation where all players can participate equally to develop fundamental skills, and learn teamwork and good sportsmanship.

*\*Skaters under the age of 5 may be eligible to play on a Mite level 4 team if they have completed a learn to skate-type program or the Waconia Hockey Association Rookie Camp and can demonstrate skills equal to typical 5- and 6-year-olds. Preapproval and parent consultation required.*

#### General Information

The Mite Program will be managed by the Mite Director. The Mite Director serves as a liaison between the Mite team managers, coaches, participants, parents, and the Waconia Hockey Association Board of Directors. Mite players will be divided up by appropriate skill levels, with the exception of players new to the sport of hockey and also beginner players at the Mite 1 and Mite 2 level. New skaters at the Mite 1 may initially start the season at the Mite 2 based on parent request and/or coach recommendation and HDC approval. If a new player shows continued improvement, a move to Mite 1 during the season may be considered. The recommendation for this consideration should come directly from the head coaches of the appropriate levels and include approval from the other head coaches, the Hockey Development Committee (HDC), and also the player's parents or guardians. In cases of disagreement, the Hockey Development Committee will have the final word on the matter. However, Mite 1 players playing down at the Mite 2 will need to move with their age group to the Squirt level the following season.

#### Teams Mite 1-4, Girls U6 and U8

Depending on the number of players involved, there may be more than one team at each level. For example, there may be two Mite 1 teams, three Mite 2 teams, and four

Mite 3 teams. Teams at each level will most likely be designated by jersey color, and practice schedules will normally be identical for each team. In other words, all mite teams will typically practice together at the same time and at the same location with kids of their mite level. If player numbers warrant having more than one team, every attempt will be made to ensure that each team is as equal as possible in terms of player ability and experience. A final determination of the number of teams at the Mite Levels/U6/U8 will rest with the WHA Governing Board.

## **Games and Practices**

Practices are designed to ensure maximum skill development in game and scrimmage situations. The Mite Program concentrates on skill development through team practices, with gradual exposure to game situations.

- No standings or statistics are kept at the Mite levels.
- Slap shots and body checking are not allowed.
- There will be no assigned positions, although basic positions will be introduced at the Mite level, with increased emphasis at the Mite 1, Mite 2, & U8 levels.
- Every player interested in playing goalie will be given that opportunity.
- Practices will primarily be on weekends.
- Practices will typically be between 45-75 minutes
- Number of games and Jamborees/Festivals will be determined annually by the WHA Board of Directors to align with MN Hockey/District 6 guidelines. For the 2018/19 Season, 1 Jamboree/Festival has been approved for each Mite/U6/U8 team.

Additional Games and Tournaments outside of these guidelines must have approval of the WHA Board of Directors. Deviations to the number of allowed games for each level, without following proper channels of communication for approval, may result in suspension or discipline of the coach upon review by the WHA Board of Directors Executive Committee.

## **B. SQUIRT, U10, PEEWEE, U12, & BANTAM, U15 PROGRAMS**

### **General Information**

Competitive hockey begins at the Squirt/U10 level and continues through the Peewee/U12 and Bantam/U15 age group levels. The number of players within each age group will determine the number of teams at any particular age level. The WHA Board and Hockey Development Committee compile these numbers by reviewing the previous season's participants and projecting the number of participants for the upcoming season. These numbers are finalized immediately after registration.

Teams may comprise an A, B1, B2, and/or C level. Selection and acceptance to a team involves a significant commitment of time and expense. Player levels are selected at tryouts held in October.

## **Games & Practices**

The following are maximum games including tournaments for each age group and skill level. Additional games and tournaments outside of these guidelines must have approval of the WHA Board and the HDC. Violations of these guidelines may result in suspension of the head coach upon review by the WHA Board Executive Committee.

WHA Squirt/U10 A/B/C, Pee wee/U12 A/B/C and Bantam/U15 A/B/C teams will have a District 6 League game schedule along with other scrimmages, invitational tournaments and playoffs. WHA makes every effort to provide a practice to game ratio of 2:1 at all levels. Players can expect to skate an average of three to five days per week during the season. This includes practices, conditioning/dryland training, games, scrimmages and tournaments.

### **Squirt Program/U10**

1. Approximately 55 hours of ice.
2. Maximum of 35 games.
3. Typically, three to four tournaments.
4. Tournament fees are outlined in the Tournament Guideline section of the handbook.

### **Pee wee Program/U12**

1. Approximately 65 to 70 hours of ice.
2. Typically, three to four tournaments.
3. Tournament fees are outlined in the Tournament Guideline section of the handbook.
4. WHA will pay for District, Regional and State playoffs.

### **Bantam Program/U15**

1. Approximately 70 to 75 hours of ice.
2. Typically, three to four tournaments.
3. Tournament fees are outlined in the Tournament Guideline section of the handbook.
4. WHA will pay for District, Regional and State playoffs.

## **Tournament Guidelines**

The WHA will pay up to \$4,000 per competitive team for tournaments (Squirts, U10, Pee wees, U12, Bantams, U15). The WHA will schedule three tournaments; two in town tournaments and one out of town tournament. In the event that the total three tournaments cost more than \$4,000, the team will be responsible to reimburse the WHA with the overage. If the team decides to schedule a fourth tournament, then the team must register and pay for the additional tournament. No funds will be provided by the

WHA for additional tournaments. Teams cannot use any leftover tournament funds for other purposes.

### **Travel Guidelines**

As a general rule, WHA teams will play their league games, scrimmages and invitational tournaments in the greater Minnesota/Twin Cities area.

### **Playing Guidelines**

The WHA's overall policy is that each team player should have approximately equal game playing time as measured over the entire season. A player must, however, earn game playing time by displaying positive attendance, attitude and effort in practice. This rule is subject to the exceptions below:

- General discipline for individual players who display attitude problems, miss practices or games, or are ill/injured are considered causes for exceptions to the equal ice time policy. Such exceptions will be at the discretion of the coach.
- Specific exceptions for all District 6 league games and playoffs, MAHA regional and state tournament games, and other tournament games. Coaches at these levels, at their discretion, may deviate from the equal ice time rule by playing players out of rotation by using special situation units. Game rotation for goalies will also be at the coach's discretion.

## **C. GIRLS' HOCKEY PROGRAM**

### **Additional Information**

Girls use the same equipment as the boys and all the rules of play are the same with the exception of body checking. No body checking is allowed. At the competitive level (U 10 and above) if the numbers of girl players are not enough in the Waconia Hockey Association, at any level, every effort will be made to recruit more players or arrange for participation in a neighboring association. At the U6 and U8 levels, girl players will be encouraged to participate with boys' teams if the girls' numbers do not warrant separate girls' teams. The Girls' Program Director, a member of the WHA Board of Directors, manages the Girls' Program.

## **SECTION V. Coach Qualifications, Selection & Responsibilities**

### **A. QUALIFICATIONS**

All WHA hockey coaches shall be CEP and HEP certified as required by USA Hockey. Coaches must have hockey knowledge and basic skills, and they must be able to communicate effectively with players and parents.

Coaches should exhibit the following traits:

- Dedication
- Respected by peers, players and parents

- Ability to motivate
- Organized in practice, games and communication
- Coaches of competitive teams must have prior coaching experience in some sport.
- Head coaches must have experience commensurate with the playing level.

Note: Questions about the CEP program and about certification requirements should be directed to the ACE Director. Upon completion of the Initiation, Associate and/or Intermediate level certification, coaches can be reimbursed for the registration fee of the clinic. Send request and proof of completion via email to the ACE Director or Treasurer or mail it to WHA, P.O. Box 521, Waconia, MN 55387.

## **B. HDC & COACH SELECTION PROCESS**

The Hockey Development Committee consists of at least 7 members nominated by the ACE Director and voted on by the WHA Board of Directors. The HDC will be chaired by the ACE Director and should encourage representatives from Boys & Girls High School Programs, competitive level program, Mite level program, and the Goalie Coordinator. The remainder should be unbiased and able to critique the WHA program in order to better develop and sustain WHA as a competitive program.

Responsibilities of the HDC include, but are not limited to:

- Tryouts, player placement, team level designations and all player movements per the Tryout Process and Governance
- Identifying/recruiting qualified coaching candidates
- Reviewing qualifications of prospective coaches
- Recommendation of head coaches to the WHA Board of Directors for approval
- Partnering assistant coaches with head coaches
- Recommending and engaging specialty coaches
- Creation of specialty training programs for on and off ice training at each level of play
- Evaluation of coaches throughout the course of the season
- All decisions regarding player development and curriculum

## **C. COACH SELECTION**

Coach selection will begin each year in July and will be completed prior to the start of the season. All prospective coaches, including head coaches and assistant coaches, will submit a letter of application to the ACE Director. The HDC will review each candidate's application and conduct a formal interview. In the coach selection process at the competitive levels, preference will be given to non-parent head coaches. The committee will consider hockey playing experience, hockey coaching experience, other sport coaching experience, coaching philosophy, communication skills, past coach evaluations, and overall contribution and dedication to youth hockey in the Waconia area. Upon completion of all interviews, the ACE Director will present its recommendations to the Board of Directors for final approval. A simple majority vote will



be required to approve the committee's recommendations. The ACE Director/HDC will present the rationale for their recommendations prior to this vote. Coaches are selected for a one-year commitment. All coaches must renew their applications each year.

Coaches selected by the WHA will reflect the WHA mission statement and will abide by the WHA codes of conduct. They will demonstrate good character, support WHA and District 6 policies and procedures, and enforce Minnesota Hockey Rules and Regulations. The WHA encourages nonparent coaches and assistant coaches to apply.

#### **D. COACH CLINICS**

Minnesota Hockey conducts several clinics to support our coaches each season. These clinics will vary from year to year and will be announced via the Minnesota Hockey. The goal is to fully support and continuously improve the overall quality of our coaches.

#### **E. CERTIFICATION**

All coaches require the appropriate level of certification. Certification clinics are held at various locations throughout the fall. Check for schedules on [www.minnesotahockey.org](http://www.minnesotahockey.org) or the Let's Play Hockey newspaper for times, dates and locations.

#### **F. COACH RESPONSIBILITIES**

A coach is responsible for the general operation and conduct of his/her team. He or she is the teacher of skills and developer of players socially, psychologically and physically. These responsibilities include but are not limited to:

- Showing respect toward opposing coaches, players and game officials at all times.
- Know the rules of the game. Understand the spirit of discipline and adhere to it.
- Fostering team building by preventing criticism and hazing of players by teammates.
- Forbidding the use of profanity and/or obscene gestures.
- Communicating clearly with parents and players so that all know what to expect.
- Respecting, encouraging and complimenting players.
- Use only constructive criticism and never degrade a player.
- Developing each player as much as possible within the limits of his or her physical and mental ability.
- Using proper control at all times. A coach is a model for the players and parents.
- Enforcing rules fairly without prejudice toward any player.
- Being enthusiastic and making hockey fun!
- Maintaining team discipline.
- When a player is disciplined, the coach should fully inform the player of the reasons for the discipline before leaving the arena. The coach should also contact the player's parents as soon as possible to inform them of the reasons for the discipline. Matters of discipline should be discussed privately between the player, parent and coach.
- Stressing academic and religious development over hockey development.

- Understanding that your behavior and the model you set for kids assigned to your team are more important than your win loss record.
- Supervising your team in the locker rooms at all arenas.
- Never leave players unsupervised.

Coaches will meet with the parents of his or her team before the season starts to discuss:

- The objectives and goals of the game.
- The number of practices to be held each week.
- The number of additional games to be played throughout the season.
- Whether or not the team should participate in any extra tournaments.
- Additional financial commitments.
- Team conduct rules and discipline.

Occasional meetings during the season are useful for maintaining good coach/parent communication. Coaches should set high standards and a high example of conduct and sportsmanship individually and for the team. They should teach players to praise one another, while avoiding criticism of each other, referees or the opposing team.

Coaches are urged to promote improvement in performance through encouragement and positive reinforcement. Improvements in performance and effort come more effectively through PRAISE rather than criticism. When criticism is necessary, coaches should make every effort to communicate in a calm, unemotional manner. To avoid the possible perceptions of improper behavior, a coach should not meet with a player alone.

Coaches must be at all games and practices or have a proper substitute.

Coaches should arrive at least 30 minutes ahead of time for practice (at least 45 minutes for games).

## **G. GAME RESPONSIBILITIES**

Coaches should abide by the following rules and accept the following responsibilities during games:

- Coaches should not criticize referees publicly or allow team members to do so. Criticism of the refereeing should be reported to the appropriate level director.
- Coaches are assigned the responsibility of the conduct of the Waconia supporters watching the game. Upon request of the referees or other officials, coaches will take whatever action is necessary to allow the game to continue.
- Only the head coach or the assigned team captain may confer with the referees. Please refer to USA Hockey rules for more specific information regarding your level of play. Any disputes are to be handled by the head coach with a minimum delay and in a sportsmanlike manner.
- The use of profanity toward officials, players, spectators, other coaches or any other person(s) connected with the game is prohibited.

Verbal abuse of officials or other abusive conduct which results in a coach receiving a bench minor or removal from the bench reflects poorly on the coach, the team and WHA.

Therefore, if a coach receives a second bench minor or is removed from the bench a second time for abusive behavior, the HDC will review the situation with the offending coach. The coach will be suspended pending this review.

A third bench minor and/or removal from the bench for abusive behavior by the same coach will result in an automatic removal from coaching duties.

Coaches are responsible for advising WHA of any grievances whether against a player or a coach. Coaches or assistant coaches who fail to comply with stated goals and rules of WHA will risk suspension or termination from their coaching duties at the discretion of the Board of Directors Executive Committee depending on the violation(s).

## **SECTION VI. Teams, Player Placements, Tryouts & Move-Up Policy**

*Please refer to the WHA Tryout Process and Governance Document*

The WHA Tryout Process and Governance Document is approved annually by the WHA Board prior to the start of Tryouts in October.

## **SECTION VII. Hockey Commitment & Expectations**

### **A. GENERAL OVERVIEW**

Hockey is a team game requiring commitment, cooperation and participation by players, coaches and parents. Players are placed on a team according to their ability in an attempt to provide an opportunity to participate at an appropriate skill and commitment level. It is important to note that the training program must be designed to challenge the more skilled players to improve their skills.

As players become older and move up through the age brackets and skill levels, the commitment in time and money increases. By electing to participate in the WHA program, parents are making a commitment not only to their child but also to the other players, coaches and parents on the team.

The responsibilities of parents are essentially to transport the players, pay the costs of participation, and be a positive influence for their child and team. Coaches are responsible for the on and off ice training and setting a positive example for the team. Players are accountable for their on and off ice behavior.

### **Commitment to Team:**

Players on teams are expected to participate in all team activities (practices, games, tournaments, etc.). An allowance for an excused absence upon notice that is reasonable under the circumstances may be established by teams, the HDC, and/or the WHA Board. However, unexcused absence is grounds for consequence to a player, as determined by the team, the HDC, and/or the WHA Board, up to and including suspension.

Commitment to a team requires a significant commitment of time. Players are expected to attend practices and games. Communication with coaches is essential if a player is to miss a practice or game, particularly at the competitive levels. Because of the commitment to skills development, practices are more valuable than games. More ice time, instruction and repetitions in practice means more skill development by the player.

Each team will establish its own rules for the season. Parents and players need to respect these rules for the benefit of the team. Players must understand that they are judged not only on their hockey skills but also on their attendance, attitude and effort. Parents must also understand this concept. Playing time in games is a reward for energetic practice efforts.

## **B. Player Safety**

Players must demonstrate basic fundamental skating ability above Squirt/U10 levels. The HDC may recommend to the WHA Executive Committee that a player not be allowed to participate if the player's skill level is determined to be unsafe for themselves and/or other players. The Executive Committee will make a final determination on whether a player is allowed to participate.

## **SECTION VIII. WHA Sponsored Tournaments**

### **A. TOURNAMENTS**

Tournaments are sponsored by local associations either as fundraisers for the association or to showcase their association. Many tournaments are not moneymakers. They require planning months ahead of the actual event and require large amounts of time by the volunteers. The revenue sources available are usually the entry fees, admissions and program sales, sale of program advertising, food and beverage concessions (if available), and tournament memorabilia. The WHA Board will vote annually whether to host a tournament(s) at the Waconia Hockey Arena.

### **B. PLAYOFFS**

Each year, different districts of Minnesota Hockey host district and regional playoffs. As a member of District 6, WHA will be required to provide volunteers to help staff and operate these tournaments.

## **SECTION IX. Team Management**

### **A. TEAM MANAGERS**

At all levels, each team will appoint a team manager. A request for team managers will be sent out once team formation is complete. Those interested will have 72 hours to respond. If there is more than one person interested, volunteers will be vetted using the following process:

- Past history: the person in question must be in good standing in the WHA and not have any grievances or judgments against them.

- Experience: the person running for team manager does not need to have experience as a team manager but it is preferred.
- Random pick: if all else is equal the decision will be made using an electronic random picking application or website.

The team manager is extremely important to the smooth functioning of the team. The team manager is the interface between the coaches and the team parents. The most important function of the manager is communication, making sure the team members and parents know the schedule of events. In addition to communication, he/she is responsible for registration of the team and players, scheduling ice additions/deletions, scheduling off-ice practices, arranging for lodging if the team travels out of the area for events, funding of the team, reporting of scores to the district and general administration duties of the team.

## **B. FUNDING AND COSTS**

Funding of the team differs for each team and competition level. Generally, the cost for a team increases with the age and ability level of the team. Certain costs will be included in the registration and basic assessment by WHA. These costs include USA/MAHA fees, insurance, WHA overhead, basic ice cost for practices and league games, and referee charges for league games. Teams may fund other items such as additional ice times, referee charges, practice jerseys, pucks and dry land training, etc. In addition, the WHA will provide a stipend to reimburse non-parent head/assistant coaches at the Squirt, Peewee, Bantam, U12 and U15 levels for out of pocket tournament expenses (i.e., tourney related fees, meals, mileage and hotel costs).

Team managers, at the Peewee and Bantam levels, will inform team members, parents and/or guardians regarding this reimbursement procedure at the start of the hockey season. All coaches need to submit their expenses for board approval.

## **C. BUDGETING**

The coaches and manager should present a tentative schedule and proposed budget to the team parents at the initial team meeting upon selection of the team. Many other items are available to teams, such as off-ice clothing, memorabilia, publicity, transportation for trips, team parties, etc., but should be approved by the parents prior to committing to the expenditure of funds.

# **SECTION X. Policies Regarding Physical Abuse, Sexual Abuse, Racial, Gender or Religious Discrimination, “Zero Tolerance” Conduct for Players, Coaches and Parents/Spectators and Alcohol, Drugs and Tobacco Usage**

## **A. OVERVIEW**

The Waconia Hockey Association, as an Affiliate Association of USA Hockey (and Minnesota Hockey), adopts the policies of USA Hockey regarding physical abuse, sexual abuse, anti-discrimination and unsportsmanlike conduct (Zero Tolerance) for players, coaches and parents/spectators.

## **B. SEXUAL ABUSE**

It is the policy of WHA that there shall be no sexual abuse of any participant involved in any of its sanctioned programs. This policy is applicable to all players, coaches, parents or other volunteers in a WHA sanctioned program. Sexual abuse of a participant occurs when the participant is touched by another party with the intent of causing sexual arousal or gratification of either the minor participant or the other party, or when a minor participant touches another party for the sexual arousal or gratification of either the minor participant or the other party if the touching occurs at the request of or consent of the other party.

Neither consent of the participant, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

An allegation of sexual abuse will cause the accused individual to be immediately suspended from all WHA sanctioned activities pending an investigation by an independent party which will include law enforcement or other government agencies. Upon proof of violation of this policy, the violator will be permanently banned or suspended from all USA Hockey sanctioned programs and/or programs of its Affiliate Association (WHA).

## **C. PHYSICAL ABUSE**

It is the policy of the WHA that there shall be no physical abuse of any participant involved in any of its sanctioned programs. This policy applies to all players, coaches, managers, volunteers and parents/spectators. Physical abuse means physical contact with a participant that causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

With respect to the interpretation of the physical abuse policy by USA Hockey, the rule is designed to protect the player/participant, especially the younger player, from adults. As it applies to players/participants, the rule is liberally interpreted as Don't Touch the Kids! And the rule is interpreted not only to touching the kids in a physical manner but also to verbal or other behavior that is aggressive, angry, derogatory or threatening in manner.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Such permitted physical contacts may include shooting pucks at goaltenders, demonstrating checking techniques or other hockey skills, and communicating with or directing participants in games or practices by touching them in a non-threatening, non-sexual manner. An example of unacceptable physical and verbal behavior would be grabbing a player's facemask, jerking his head around and screaming at him in an angry manner. An example of acceptable, physical behavior would be an arm around the shoulder or a pat on the shoulder or helmet with a positive or congratulatory statement.

Physical and/or verbal abuse of any participant in hockey is a serious offense and is not to be tolerated. Respect for all the participants, many of whom are volunteers, many of whom are minors themselves, is of paramount importance.

An allegation of physical abuse should be reported immediately to the ACE coordinator [or Grievance Committee] for preliminary investigation. If the ACE coordinator has a conflict of interest, the matter should be referred to the WHA president. It is recommended that the matter be investigated by a neutral party with no affiliation to WHA and a report of the findings be forwarded to the president and the Board. The alleged abusing party should be immediately suspended from WHA responsibilities pending the investigation. Should the allegations be found to have substantial merit, the party may request a hearing before the WHA Board. If the allegations are proved, the party will be suspended from all WHA activities for a period of not less than one (1) year from the date of the hearing. The party may appeal the Board's decision according to the appeal guidelines of Minnesota Hockey. If the decision of the Board is upheld, further sanctions may be imposed by the district or Minnesota Hockey. The filing of a criminal action regarding an allegation of physical abuse shall cause the party to be immediately suspended from all WHA activities pending investigation by the appropriate authority. According to Minnesota Hockey procedures, the filing of a criminal complaint removes jurisdiction from the local association to the district for review and sanctioning if proved according to USA Hockey standards.

Physical (and verbal) abuse is a serious issue and is treated very seriously by USA Hockey and Minnesota Hockey. The best policy is to treat all participants, players, coaches, managers, officials and parents/spectators in a respectful and positive manner.

#### **D. ANTI-DISCRIMINATION**

The policy enumerated by Minnesota Hockey, and adopted by WHA, is to provide an opportunity to all amateur athletes, coaches and officials to participate in competition without discrimination on the basis of race, color, religion, sex, handicap or national origin. The MAHA will take all necessary steps to comply with this policy. Any abuse of this policy will not be tolerated by WHA. However, a caution is in order. Claims of discrimination are sometimes easily made without any valid evidence of support. Simply because a player is an X, for example, does not mean he/she is being discriminated against because he/she is receiving less game time than another player. In nearly all instances there is another reason.

Communication between the parties is essential to an understanding of the situation. It is suggested that a meeting of the parties with a third party present in a non-hockey situation is the best manner to resolving issues.

#### **E. ALCOHOL, DRUGS & TOBACCO USAGE**

WHA abides by the USA Hockey SafeSport policy. It can be found at the following link: <http://www.minnesotahockey.org/safesport>

Upon an allegation of a violation of this rule, the participant will be suspended from participation during the investigation led by the WHA Vice President. The WHA Vice President will make a recommendation to the Executive Board at the conclusion of the investigation.

For violations of this policy, the sanctions will be as follows:

1. First Violation: After confirmation of the first violation, the party shall lose eligibility to participate for a period of three (3) consecutive calendar weeks commencing on the day of the confirmation of the finding. No exception shall be granted for participation in a treatment program.
2. Second Violation: After confirmation of a second violation, the party shall lose eligibility to participate for a period of six (6) consecutive calendar weeks commencing on the day of confirmation of the finding. No exception shall be granted for participation in a treatment program.
3. Third Violation: After confirmation of a third or subsequent violations, the participant shall lose eligibility to participate for the balance of that season and a period of twelve (12) calendar months commencing on the day of confirmation of the finding. If the participant upon his/her own volition enrolls in a chemical dependency program or treatment program, the participant may apply for reinstatement of WHA sanctioned activities after a minimum of twelve (12) calendar weeks. The director or counselor of such chemical dependency treatment center must certify the participant's completion of such program.

## **F. ZERO-TOLERANCE CONDUCT POLICY**

WHA abides by a zero tolerance for unsportsmanlike behavior by any person related to a WHA program or event. Officials are in control of the games. Their decisions must be respected even if disagreed with. Officials may also exercise control over parents/spectators for their unsportsmanlike behavior. Such behaviors include use of obscene or vulgar language or gestures; taunting, ridiculing or baiting of opponents, officials or spectators; and throwing of any object on or at the ice, benches, or officials' box or spectator area.

## **G. LOCKER ROOM POLICY & CO-ED LOCKER ROOM POLICY**

### **Locker Room Policy**

WHA abides by the USA Hockey SafeSport policy. It can be found at the following link: [http://assets.ngin.com/attachments/document/0102/5713/USA\\_Hockey\\_SafeSport\\_Program\\_Handbook.pdf](http://assets.ngin.com/attachments/document/0102/5713/USA_Hockey_SafeSport_Program_Handbook.pdf)

Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because they are often less supervised than at other times. Athlete-to-athlete problems, such as sexual abuse, bullying, harassment or hazing, often occur when a coach or other responsible adult is not in a position to observe – this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and significantly reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have



suffered an injury during a game or practice have an adult present to confer with regarding such injury.

### **Locker Room Supervision**

USA Hockey is concerned with locker room activities between minor participants; minor participants and adult participants; adults being alone with individual minor participants in locker rooms; and with non-official or non-related adults having unsupervised access to minor participants at team events.

*It is the policy of USA Hockey that all USA Hockey Member Programs must have at least one responsible screened adult (which may include coaches, managers or other volunteers) present monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Acceptable locker room monitoring could include having locker room monitors inside the locker room while participants are in the locker room, or could include having a locker room monitor in the immediate vicinity (near the door within arm's length and so that the monitor can sufficiently hear inside the locker room) outside the locker room *that also regularly and frequently enters the locker room to monitor activity inside.* If the monitor(s) are inside, then it is strongly recommended that there be two monitors, both of which have been screened. A local program or team may impose or follow stricter monitoring requirements. Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult is present. The responsible adult that monitors and supervises the locker room shall have been screened in compliance with USA Hockey. *All programs are responsible to work with their teams and coaches to adequately ensure that locker room monitors are in place at all appropriate times.**

Further, responsible adults must also secure the locker room appropriately during times when minor participants are on the ice.

It shall be permissible for a local program or team to prohibit parents from a locker room. However, in doing so the team shall be required to have properly screened adults monitoring and supervising the locker room as required above. With younger players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should be allowed in the locker room to do so.

Cell phones and other mobile devices with recording capabilities, which includes voice recording, still cameras, and video cameras, increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities in the locker rooms is not permitted at any USA Hockey sanctioned event, provided that it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

All local programs shall publish locker room policies to the parents of all minor participants that are specific to the facilities they regularly use. The local program's policies shall include the program's (a) practices for supervising and monitoring locker rooms and changing areas; (b) permission or lack of permission for parents to be in the locker rooms; (c) prohibited conduct, including at least all forms of abuse and misconduct prohibited by USA Hockey; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities.

For each team, the coach and/or team administrators shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach and/or team administrator that fails to take appropriate steps to ensure the Locker Room Policy is adhered to, and any USA Hockey participant or parent of a participant who otherwise violates this Policy is subject to appropriate disciplinary action.

### **CO-ED LOCKER ROOM POLICY**

WHA abides by the USA Hockey SafeSport policy. It can be found at the following link: [http://assets.ngin.com/attachments/document/0102/5713/USA\\_Hockey\\_SafeSport\\_Program\\_Handbook.pdf](http://assets.ngin.com/attachments/document/0102/5713/USA_Hockey_SafeSport_Program_Handbook.pdf)

As a team sport in which youth teams can often include both male and female players, special circumstances may exist that can increase the chance of abuse or misconduct. If the team consists of both male and female players, both female and male privacy rights must be given consideration and appropriate arrangements made. It is not acceptable under USA Hockey's Sexual Abuse Policy for persons to be observing the opposite gender while they dress or undress. There are a variety of ways to comply with the above tenets, and what works may depend on the locker rooms that are available at a particular facility. Where possible, the male and female players should undress/dress in separate locker rooms and then convene in a single dressing room prior to the game or team meeting. Once the game is finished, the players may come to one locker room and then the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available. If separate locker rooms are not available, then the genders may take turns using the locker room to change and then leave while the other gender changes. When separate locker rooms are used, both locker rooms must be properly monitored. Where possible, when both male and female players are together in the locker room, there should be at least two adults in the locker room that have been properly screened in compliance with USA Hockey Screening Policy.

The USA Hockey SafeSport website ([www.usahockey.com/safesport](http://www.usahockey.com/safesport)) contains sample approaches that may be used by a local program depending on the facilities available at a particular arena.

Additionally, USA Hockey's Co-Ed Locker Room Policy set forth in the USA Hockey Annual Guide, also addresses gender equity and the need to provide equal exposure to coaching and instruction as it may be impacted by a program's Co-Ed Locker Room Policy.

## **SECTION XI. Codes of Conduct: Players, Coaches & Parents**

### **A. OVERVIEW**

The following Codes of Conduct for Parents, Coaches and Players are important to the growth and development of the WHA, its participants and its image to the other communities visited by WHA teams or teams that visit the WHA at its home ice.

Under the Hockey Education Program (HEP), teams exhibiting good behavior on the ice will receive one (1) additional point per game that will count in determination of league standings. This is especially important as it regards parents and team supporters in the stands, as poor behavior may result in penalties to the team resulting in the loss of HEP points.

Each parent, coach and player will be required to sign a form of acknowledgment and agreement of the Codes of Conduct.

In addition, WHA coaches reserve the right to discipline a player who does not adhere to the WHA Code of Conduct. Such discipline may include temporary suspension from team participation. In certain cases, that would also include HDC and/or WHA Board of Directors review and dismissal from team participation for the remainder of a given season.

### **B. PLAYER'S CODE OF CONDUCT (SEE APPENDIX B)**

### **C. PARENT'S CODE OF CONDUCT (SEE APPENDIX C)**

### **D. COACH'S CODE OF CONDUCT (SEE APPENDIX D)**

## **SECTION XII. Grievance Procedure & Sportsmanship Agreement**

### **A. GRIEVANCE PROCEDURE**

It is the belief of the WHA that most grievances are of a minor nature and the best manner to resolve such problems is at the lowest level possible, i.e., between the parties themselves. The key criteria to focus on are what are in the best interest of the respective player, the team and the WHA. Before bringing any potential grievance to a coach, team manager or director, it is strongly suggested that a one day cooling off period be observed where the party can consider the issue unemotionally and with common sense.

Issues related to the team such as coaching decisions, positions, playing time, practices, etc., should be discussed with the coach, coaches or team manager of the respective team. Please remember that a coach judges a player by attendance, attitude and effort, both during practices and games. Parents must do the same. No player will be penalized because he/she is less skilled than another provided attendance, attitude and effort are present. The coaches are responsible for the overall team, and coaching decisions are made in the overall context of what is best for the team.

If the issue, particularly if between a coach and player/player's parent, cannot be resolved without involvement of additional parties, the next contact will be The WHA Grievance Council made up of the WHA Board Director of Operations and the WHA Board Vice President.

In order to properly investigate, an initial file or a written (not verbal) accounting of the grievance will take place with the Grievance Committee as quickly as possible. The written grievance should outline the specifics of the incident or issue, including factual events, and the names of the parties and witnesses. The Grievance Committee will initially conduct an investigation. The Grievance Committee will make a report and recommendation to the WHA President. In the event that disputes and/or issues involve conflicts of interest (i.e., complaints against a coach who is also serving on the Board, complaints against a team manager, etc.) such grievances should be given, in writing, to the WHA Vice President who will then bring such grievances to the Board of Directors.

If the President determines as a result of the Grievance Committee recommendation that there has been a violation of WHA policy and determines discipline action is warranted by the violation, the following action will be taken.

1. First Offense: A written communication to the party or parties involved noting that there has been a violation of WHA policy, clearly stating the violation, and noting this is a formal notification that these actions are in violation of WHA policy and must be corrected immediately.
2. Second Offense: The party or parties involved will be suspended from all WHA activities for one week or two games, whichever time-frame is longer.
3. Third Offense: The party or parties involved face suspension from all WHA activities for the remainder of the season. Reinstatement for the following year will be done at the discretion of the WHA President.

The President reserves the right to deviate from standard disciplinary actions if the Board feels the violation was serious enough to warrant such action.

With respect to local matters such as team selection, playing time, fees, coaches' decisions, etc., decisions of the President are final and not subject to appeals. If the issue involves a policy under Section X, decisions may have appeal rights under Minnesota Hockey rules. The President may appoint a member to follow up as compliance with its decision.

## **B. SERIOUS INJURY REPORTING**

The WHA Grievance Council made up of the WHA Board Director of Operations and the WHA Board Vice President are also responsible for reviewing all reports from coaches, team managers, players, and parents with respect to any serious injury that takes place during WHA sponsored events including dry land, practices, scrimmages, games, tournaments, and playoff games.

These reports will be reviewed and investigated by the Grievance Committee and then filed with the appropriate affiliates being USA Hockey, Minnesota Hockey, and District 6.

## **C. SPORTSMANSHIP AGREEMENT**

Each player participant, at least one parent/guardian of a player (for divided parents, both parents should sign if local or may be attending practices or games), all coaches and team staff (if non parent) are required to sign the Sportsmanship Agreement prior to the player/participant being eligible to participate in WHA sanctioned activities. Parents will sign on behalf of Mite 1-4, U6, U8, & U10 players.

### **Waconia Hockey Association Sportsmanship Agreement**

The Waconia Hockey Association Guidebook can be found on the Waconia Hockey Association website and it contains, among other topics, the USA Hockey, Minnesota Hockey and Waconia Hockey Association policies regarding Sexual Abuse; Physical Abuse; Anti Discrimination; Alcohol, Drugs and Tobacco Usage; and Zero Tolerance Conduct; the WHA Parents, Players and Coaches Codes of Conduct; and the WHA Grievance Procedure. I/We agree to abide by the policies and rules of USA Hockey, Minnesota Hockey and Waconia Hockey Association (an affiliate of USA Hockey and Minnesota Hockey).

Literature containing the complete policies and rules of USA Hockey and Minnesota Hockey are available upon request from the respective organization. USA Hockey may be contacted via the Internet at [www.usahockey.com](http://www.usahockey.com) and Minnesota hockey may be contacted at [www.minnesotahockey.org](http://www.minnesotahockey.org).

(Parents will sign on behalf of Mite Level participants.)

## **SECTION XIII. Fundraising**

### **A. WHA TEAM FUNDRAISING STRUCTURE AND REQUIREMENTS**

#### **1. The WHA Fundraising Director**

As an elected member of the WHA Board of Directors, the Fundraising Director will provide supervision to the Association fundraising and marketing structure. Responsibilities for the Fundraising Director will include oversight of WHA fundraising events, along with coordination and support to respective team/level fundraising efforts. In addition, the Fundraising Director will focus on raising monies from local businesses and organizations as general funds for the WHA. Such funds will be applied within the Association, as the Board of Directors deems necessary. Appropriate use of funds will include, but are not limited to, participant expense reduction, equipment purchase, operating expenses, etc.

#### **2. Team-Level Fundraising Focus and Stipulations**

Team level fundraising efforts should focus on donations. Individuals or businesses not directly associated with a particular team should not be approached without permission of the WHA Fundraising Director. Appropriate use of funds that have been raised through individual team level fundraising may include team apparel costs, expense reduction, miscellaneous tournament expenses, etc. Every effort should be made not to overlap fundraising efforts.

### **3. Fundraising Rights of the Waconia Hockey Association**

All funds secured by volunteer fundraising coordinators and respective teams/team levels will be used exclusively for the benefit of the association. There will be no distribution of funds outside of the WHA without prior approval from the Board of Directors.

### **4. Gaming Director**

As an elected member of the WHA Board of Directors, the Gaming Director will provide supervision to the Association regarding any/all legal gaming activities as defined by current Minnesota State Laws. Responsibilities for the Gaming Director will include oversight of WHA Gaming activities, along with coordination and compliance to all local and Minnesota Gaming laws. Any funds raised by Gaming activities will be applied within the Association, as the Board of Directors deems necessary, and in accordance with any local and Minnesota Gaming laws.

## **B. WHA APPAREL REGULATIONS**

### **1. Use of the WHA Logo on Apparel**

There are two acceptable logos currently in use, the official Wildcat hockey logo, a wildcat on a hockey stick, or the large W with Waconia Hockey.

### **2. Sponsor Logos on Team Apparel**

The logo must be appropriate and proportionate to the size of the garment.

## **SECTION XIV. Equipment & Uniforms**

### **Required Equipment:**

All WHA players are required to wear the following equipment during all games or practices.

- Hockey skates, sized to fit. Skates may be leased or purchased. For the new player, be sure the skates have a stiff boot and fit for the present season.
- Shin pads
- Athletic supporter with cup or pelvic supporter
- Hockey socks
- Breezers
- Shoulder pads
- Elbow pads
- Hockey gloves
- Helmet (HEEC certified) with full facemask and chin strap
- Colored mouth guard (fitted) and attached to facemask
- Neck/throat protector
- Stick

Optional equipment may include a garter belt to hold socks up and suspenders to hold breezers up. Hockey socks or sweatpants are worn over the shin pads and under the breezers. All upper body or arm padding is worn under the jersey. For indoor ice practices or games, it is usually not necessary to wear more than a T-shirt under the pads and jersey. Long underwear is not necessary under the shin pads, socks or sweatpants and breezers.

**Sticks:**

For the Mite 3, Mite 4 and U6, an inexpensive wood stick with a straight blade is fine.

For Mites 1 and 2, U8, and Squirts, slightly curved sticks with junior sized blades are recommended.

Too much curvature of the blade reduces puck control.

**Jerseys and Socks:**

Each skater will be responsible for purchasing their own home and away jerseys at the competitive level. Cost of jerseys will vary with supplier and quantity. Skaters are responsible for cleaning and upkeep of their jerseys. The same set of jerseys will last several years if treated with respect.

Skaters will be able to choose their own numbers, within some guidelines. Typically, skaters choose even or odd numbers in alternating years to ensure that there is no number overlap within a team.

Each jersey order typically includes a few extra jerseys for late registering players. Mites will only receive one jersey.

Socks and practice jerseys will be provided by the WHA for skaters at all levels.

**Goalie Equipment:**

WHA will provide goalie equipment as follows:

Mites 3 and 4, U6: None – (Goalies are not used at this level)

Mites 1 and 2, U8: One full set of goalie pads per team to include chest protector, leg pads, glove and blocker; one left-handed glove and blocker for rotational use

Squirts/U10: Please see goalie registration discount policy, Section III

Peewees/U12: Please see goalie registration discount policy, Section III

Bantams/U15: Please see goalie registration discount policy, Section III

## **SECTION XV. WHA GUIDEBOOK APPENDICES**

Appendix A: WACONIA HOCKEY ASSOCIATION Restated Bylaws

Adopted May 2004

### **Article I. Name**

The name of this corporation is the Waconia Hockey Association (hereafter the Association). The mailing address is P.O. Box 521, Waconia, MN 55387.

### **Article II. Purpose**

The purpose of the Association is to develop, promote, sponsor and administer a supervised program of youth hockey training and competition for boys and girls for the purpose of making them better athletes and better citizens of the community.

### **Article III. Affiliation with USA Hockey and Minnesota Hockey**

The Association hereby adopts as its official policy the jurisdiction and preeminence of USA Hockey, Inc. and Minnesota Amateur Hockey Association, Inc. The Association further adopts the following core values enumerated in the USA Hockey Affiliate Agreement and Article 2 of the Bylaws of Minnesota Hockey:

Sportsmanship - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

Respect for the Individual - Treat all others as you expect to be treated. Integrity: We seek to foster honesty and fair play beyond strict interpretation of the rules and regulations of the game.

Pursuit of Excellence at the Individual, Team and Organizational Levels- Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

Enjoyment - It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

Loyalty - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

Teamwork - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

### **Article IV. Legal Status**

The Association is organized exclusively as a not-for-profit charitable and educational corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

### **Article V. Fiscal Year**



The fiscal year of the Association shall end on April 30 of each year.

## **Article VI. Membership**

The following shall be considered a member in good standing:

1. Any parent or guardian who lives within the natural hockey community of the Association as defined by USA Hockey/Minnesota Hockey, has a child (children) registered to participate with the Association and is current with all financial obligations. No individual or family may hold more than one membership. Membership shall automatically terminate if a member shall fail to pay any financial obligations when due. The membership period runs from September 1 to August 31 of the current hockey season.
2. Membership shall include all non-parent rostered coaches.
3. An interested adult or business may become a member upon application to the Board of Directors. Granting of such membership shall be at the discretion of the Board, payment of a membership fee of \$100, and shall terminate at the end of each fiscal year subject to reinstatement annually.
4. Members shall have no property rights in the assets of the Association.

## **Article VII. Voting**

**Section 1.** A member in good standing may be entitled to vote at the annual membership meeting or any special membership meeting. The Board shall prepare a list of those members entitled to vote and members on the list shall be provided with notice of the meeting. The list shall be available to a member in good standing with voting rights.

**Section 2.** Each member shall be entitled to one (1) vote on each matter submitted to vote of the membership. All votes must be cast by electronic or written ballot, either in person or by mail, received by the Association secretary on or before the date of the meeting. All matters brought before a meeting of the membership shall be decided by a simple majority of those voting.

## **Article VIII. Meetings of Members**

**Section 1.** All meetings of the membership of the Association shall be held at such places and times, as the Board of Directors shall determine.

**Section 2.** The annual meeting of the membership shall be held in May of each year, and at such time reports of the Association's officers shall be presented and the election of new directors and officers shall be conducted.

**Section 3.** Written notice of the annual meeting shall be emailed at least seven (7) days but not more than thirty (30) days prior to the meeting to each member entitled to vote. The notice shall be emailed to the last known address of the member as determined by the address listed on the registration form. The notice shall state the exact date, time and location of the meeting together with the purpose of the meeting. A ballot for voting shall accompany the notice.

**Section 4.** Special meetings of the membership, for any purpose or purposes, may be called by the president, by the Board of Governors or by a request in writing to the

Board of five (5) members. Written notice of the special meeting shall be given to members in the same manner as for the annual meeting. Such notice shall state the specific purpose (s) of the special meeting and the business of the special meeting shall be confined to the purpose(s) stated in the notice.

#### **Article IX. Board of Directors**

**Section 1.** The Board of Directors of the Association shall consist of a minimum of seven (7) up to a maximum of nineteen (19) directors elected each year at the annual membership meeting. The Board of Governors is responsible for the governance and general management of the affairs of the association.

**Section 2.** The Board of Directors shall be elected at the annual meeting of the members. At each annual meeting, one half of the total number of directors shall be elected for a term of two (2) years, but not more than three (3) successive terms. Directors shall hold office until their successors have been elected and qualified.

**Section 3.** Vacancies will be filled by the President appointing a person for the remainder of the term with a majority of the Board's approval.

**Section 4.** Membership in good standing shall be a necessary qualification for any member of the Board of Directors.

#### **Article X. Meeting of the Directors**

**Section 1.** The Board of Directors shall meet at least once a month at such times and place as may be determined by the Board. The regular monthly meeting of the Board will generally be the first Monday of each month. Notice of the date, time and place will be given to the membership by posting on the Association's website.

**Section 2.** Special meetings of the Board may be called by the president at any time and shall be called by him/her whenever requested to do so in writing by any member of the Board. Notice of special meetings may be given to each director personally, by telephone, facsimile or email or by regular mail at least seven (7) days prior to the special meeting date. A special meeting may be called without notice if a full Board convenes and all agree to hold the meeting at that time and place and waive all rights of notice. Any action, which might be taken at a meeting of the Board, may be taken without a meeting if done in writing, signed by all of the Board of Directors.

**Section 3.** At all meetings of the Board of Directors, a majority of the directors' present shall be necessary and sufficient to constitute a quorum for the transaction of business. No business may be transacted without a quorum present. A director may vote in-person, by mail, and by email within a reasonable time frame to be set by the president regarding each vote.

**Section 4.** A director who misses two (2) consecutive meetings or four (4) meetings in a fiscal year without adequate reason shall be dismissed from the Board.

**Section 5.** The Board of Directors may determine the order of business at its regular monthly meetings. The general order of business at its meetings is as follows:

- Call to Order by president or presiding officer.

- Roll Call, Quorum being present, the meeting proceeds with business.
- Secretary's report on minutes of prior month's meeting, consideration and approval.
- Treasurer's Report, consideration and approval.
- Report of Officers
- Report of Committees
- Old Business
- New Business
- Communications
- Adjourn

**Section 6.** Robert's Rules of Order shall govern the proceedings of all meetings of the Association.

**Section 7.** The President is allowed to close a Board meeting when non-Board members are present and motions are being made for voting purposes.

#### **Article XI. Officers**

**Section 1.** All officers of the Association must be elected to the Board of Directors. If an officer resigns his/her office, he/she may remain as a director until the end of the term. The Association shall have at least four (4) officers, a president, vice president, treasurer and secretary, no two of which offices may be held by the same person. The Board of Directors shall elect said officers.

**Section 2.** The President is the chief executive officer of the Association. The President shall: preside at all meetings of the members and Board; be responsible for preparation of an agenda in advance of a meeting; be an ex officio member of all committees; be actively involved in the general management and supervision of the Association's affairs; and execute or delegate execution of all contracts, bonds or other legal or contractual documents authorized by the Board. The President may delegate or assign specific duties or responsibilities to individual directors. The President shall have the general powers and duties usually vested in the office of president of a corporation and shall have such other powers and perform such other duties as the Board of Directors may prescribe.

**Section 3.** The Vice President shall perform such duties as assigned by the President and, in the absence or disability of the president, perform the duties and exercise the powers of the president, and shall perform such other duties as may be assigned by the Board.

**Section 4.** The Treasurer is the Chief Financial Officer of the Association. The Treasurer is responsible for executing, recording and reporting all the financial transactions of the Association. The Treasurer shall give a monthly report to the Board of the financial transactions and financial status of the Association. The Treasurer shall prepare an annual report to the membership and prepare and file any tax reports required by the Internal Revenue Service. The Treasurer will keep two separate accounts. One account, the Debt Retirement Account and the other the Operations Fund, will be kept separate and require approval to utilize for purposes other than stated

above. Fees go into the Operations Account, while other fundraising expenditures go into the Debt Retirement Account.

**Section 5.** The secretary is responsible for recording the minutes of any meetings of the Board of Directors or membership; disseminating the minutes of such meetings to the directors or members, preparing and giving notice of all meetings to the proper parties; preparing and receiving correspondence and other written tasks if so directed by the President or Board.

**Section 6.** Directors will be responsible to chair one or more committees or assume a job description necessary for the functioning of the Association. Directors will report to the president and the Board on committee activity and make recommendations to the Board on the status and achievement of assigned responsibilities. Committee Chairs or job responsibilities to be the responsibility of designated directors may include, without limitation, the following positions: Registrar, Competition Teams Director, Mite Program Coordinator, Girls' Director, Ice Scheduler, Tournament Director/Coordinator, Hockey Development Director, Training/Clinic Coordinator, Publicity, Sponsor Director, Fundraising Director, Tryout Coordinator, Equipment Coordinator, Team Manager Coordinator and Communications/Website Coordinator, Community and School Liaison.

**Section 7.** The Board of Directors shall be elected by the membership and hold their respective memberships until their term of office expires and their successors are elected and qualify, unless sooner replaced. The Board of Directors may remove any director/officer at any time, with or without cause, with a vote of two-thirds (2/3) of the Board.

**Section 8.** If the president resigns or leaves office for any reason in mid-term, the Board of Directors shall elect a new president by a majority vote of the whole Board. The Board may fill all vacancies in any office of the Association. The person so elected by the Board shall fill the vacancy for the unexpired term of the vacant office.

**Section 9.** In the event of the resignation, death, disqualification, extended absence or incapacity of the president, the vice president shall assume the powers and duties of the president until such time as the Board of Directors elects a new president.

## **Article XII. Committees**

**Section 1.** The Board of Directors may authorize the creation of any committee it deems necessary for the operation of the Association and appoint its chairperson. The committee chair may appoint or remove members of the committee or any subcommittees. The budget of any committee or subcommittee shall be submitted to the Board for approval and authorization.

**Section 2.** The Board of Directors may, by unanimous affirmative vote of the entire Board of Directors, authorize creation of an Executive Committee and designate certain officers of the Association to be members of the Executive Committee. The president shall be the chair of the Executive Committee. The Executive Committee shall have the power and authority to operate the business of the Association only in the periods between meetings of the Board of Directors and shall at all times be subject to the control and direction of the Board of Directors.

**Section 3.** The President, with the concurrence of the Board of Directors, shall create a Grievance Committee. The Grievance Committee shall meet as necessary to review and make determinations and decisions regarding incidents properly brought before it from members or other parties or organizations. Decisions of the Grievance Committee are final and not subject to appeal to the Board of Directors.

### **Article XIII. Notice**

**Section 1.** Whenever notice is required to be given to officers, directors or members of the Association, such notice may be given in person, in writing by facsimile, email or other electronic transmission, or by mail addressed to such person at the last known address of said person.

### **Article XIV. Books and Records**

**Section 1.** All proper and necessary books of account and other documentation necessary for a full and complete record of the business transactions of the Association shall be kept in such manner as is usual in similar businesses or as directed by the Board of Directors.

**Section 2.** All checks, promissory notes, contracts or other documents necessary or customary to the operation of the Association's business may be signed by such officer or officers designated by the Board of Directors.

**Section 3.** The Board of Directors shall designate a competent party to annually audit the complete record of the accounts and financial transactions of Association.

**Section 4.** Members may inspect the books of the Association at reasonable times with reasonable notice. The annual audit shall be available to all members upon request. A summary of the annual audit may be communicated to the membership in such manner as determined by the Board of Directors.

**Section 5.** The Association shall have no corporate seal.

### **Article XV. Amendment of Articles and Bylaws; Governing Law**

**Section 1.** The Articles of Incorporation or Bylaws of the Association may be amended or altered by a majority vote of the membership present at the annual membership meeting or at a special membership meeting given with proper written notice.

**Section 2.** The Association shall be governed by Minnesota Statutes, Chapter 317A.

## Appendix B: WACONIA HOCKEY ASSOCIATION PLAYER AGREEMENT

### Players' Code of Conduct:

- I will attend all scheduled practices and games unless I notify the team manager/coaches in advance.
- I understand that playing time in games is a privilege to be earned by my behavior regarding practice. I pledge to attend all practices and display a positive attitude and a strong effort. I will practice hard and play hard.
- I will be respectful of my coaches and listen when I am spoken to.
- I will respect the property and equipment of others, whether it is my teammates' or others, at my home arena or at another facility.
- I will be respectful of all team members, coaches, parents, officials and members of other teams. I will treat people as I would wish to be treated.
- I will encourage good sportsmanship and play "clean" hockey.
- I agree to abide by the policies of USA Hockey, Minnesota Hockey and the WHA regarding sexual and physical abuse; anti-discrimination; and alcohol, drugs and tobacco usage.
- I understand that I am responsible for my own actions and the consequences of my actions on and off the ice. Therefore, I pledge to set a positive example of behavior in all settings (e.g., team membership, in the community, at school, etc.), and I will accept the consequences when such behavior is compromised.
- I will be respectful of my teammates, coaches, and team parents and make every effort to make the hockey experience a fun and positive experience.

**Sportsmanship Agreement:**  I/We have reviewed the Waconia Hockey Association Guidebook (available at [www.waconiahockey.org](http://www.waconiahockey.org)) containing, among other topics, the USA Hockey, Minnesota Hockey and Waconia Hockey Association policies regarding Sexual Abuse; Physical Abuse; Anti-Discrimination; Alcohol, Drugs and Tobacco Usage; and Zero-Tolerance Conduct; the WHA Parents, Players and Coaches Codes of Conduct; and the WHA Grievance Procedure. I/We agree to abide by the policies and rules of USA Hockey, Minnesota Hockey and Waconia Hockey Association (an affiliate of USA Hockey and Minnesota Hockey).  Literature containing the complete policies and rules of USA Hockey and Minnesota Hockey are available upon request from the respective organizations. USA Hockey may be contacted at [www.usahockey.com](http://www.usahockey.com) and Minnesota Hockey at [www.minnesotahockey.org](http://www.minnesotahockey.org).

Parent's Signature:

Printed Name:

Second Parent's Signature (Optional):

Printed Name:

Date:

Player Signature (Squirt, Peewee, Bantam, U10, U12, U15):

## **Appendix C: WACONIA HOCKEY ASSOCIATION PARENT AGREEMENT**

### **Parents' Code of Conduct:**

- I will remember that the game is for the children and not for the adults.
- I will encourage respect for the participants of the sport of hockey.
- I will be positive and supportive of each child's efforts, recognizing that each child is an individual and each possesses different skills and abilities.
- I will encourage good sportsmanship by demonstrating positive support and behavior toward all players, coaches, officials, and other parents/spectators at every game or practice, whether it's my child's team event or another youth athletic event.
- I will remember that the development of hockey skills through practice and perseverance is more important than winning hockey games.
- I will remember that winning of hockey games is less important than developing skills and attitudes that may serve our children throughout their lives.
- I will stay out of the locker room before and after practices and games. This time is the team's and the coaches'. Dress them and leave.
- I will demand that my child participate in a safe and healthy environment.
- I will demand that my child's coaches be trained and certified by USA Hockey, and that the coaches meet the standards of behavior set forth by USA Hockey.
- I agree to pay all fees and expenses when due, to timely transport or arrange for transportation to all team events, to communicate with the appropriate parties any problems or requirements that may arise, and to help the team in any manner that I am asked or able to provide.
- I agree to abide by the policies of USA Hockey, Minnesota Hockey and the WHA regarding sexual and physical abuse; anti-discrimination; and alcohol, drugs and tobacco usage. I will demand compliance by my child as a condition of participation.
- I agree that I will support the emotional and physical well-being of all the participants on my child's team, ahead of any personal desire to win games or any desire for personal reflected glory.
- I agree that final payment, or arrangement approved by the Executive Board, is required in order for players to participate in, but not inclusive: end of year festivals, jamborees, and/or district playoffs. Failure to do so will prevent the player(s) from participating.
- Most important, I pledge to commit my efforts to my child and his/her team members, coaches, team officials, and team member parents to make the hockey experience a positive, fun experience, one that will generate a lifelong love for the game of hockey.

### **Grievance Procedure:**

Procedures to be followed for discussion and resolution of all problems, concerns and formal grievance after a 24-hour cool- down period: □

**Step 1** – Problems or concerns that have to do with coaching or the team (e.g., playing time, position, practice, code of conduct, etc.) should be taken to the team manager of the respective team who will attempt to resolve the problem with the coach. □

**Step 2** – If the player/parent does not consider the coach’s answer adequate or if the nature of the problem is such that the player/parent prefers not to discuss it with the coach or team manager, the matter can be taken directly to the ACE Coordinator, mite coordinator or the Girls’ Program Coordinator. □

**Step 3**– If satisfaction is not obtained in Step 2, a written grievance should be filed with the WHA President or Vice President. The written grievance should outline the specifics of the incident or issue, including factual events, the names of parties involved and witnesses. Once the letter is received, an investigation will be conducted and appropriate action taken per the Grievance Procedure process discussed above.

Parent’s Signature:

Date:

Printed Name:

Parent’s Signature:

Date:

Printed Name:



## **Appendix D: WACONIA HOCKEY ASSOCIATION COACH'S AGREEMENT**

### **COACH'S CODE OF CONDUCT**

- I will remember that the game is for the children, not the coaches.
- I will attend all practices, games, team meetings and other meetings relevant to my duties as coach. This includes district and state meetings, coaches' certification training and WHA meetings. In the event I must miss a practice or game, I will notify the assistant coaches or team manager in advance.
- I will use good sportsmanship at all times. I will lead by positive example.
- I will communicate with the team members, individually or collectively, when there is a problem with attendance, attitude or effort. If the problem continues, I will contact the parents regarding the problem.
- I will endeavor to play each player approximately equally over the season. In certain circumstances, special teams or playing time may be used but not abused. Players will understand that game playing time is a reward for attendance, attitude and effort at practice.
- I understand that development of hockey skills is of more importance than a win/loss record.
- If I have my child on the team, he/she will receive no special treatment or attention. All team members deserve attention equally.
- I agree to abide by the policies of USA Hockey, Minnesota Hockey and WHA regarding sexual and physical abuse; anti-discrimination; and alcohol, drugs and tobacco usage.

Coach's Signature:

Date:

Printed Name: