

INTRODUCTION

This handbook serves as a guide for Winona Area Youth Hockey Association (WAYHA) board members, parents, parent representatives, team managers and coaches. If we refer to the handbook regularly, we can achieve consistency and continuity throughout the entire hockey program. Changes in bylaws and guidelines may take place from time to time. WAYHA will make every effort to keep this handbook up to date. If you have questions, please ask any board member.

The Winona Area Youth Hockey Association, WAYHA, is a non-profit organization governed by the State of Minnesota Non-Profit Regulations. Scheduled board meetings are held the second Monday of each month, but are subject to change, and meeting will be posted on the website and are open to the public. If you have an issue that you want placed on the agenda, please contact the WAYHA president at least five days prior to the board meeting.

Communication is a vital aspect of a healthy association. For this reason, minutes of the board meetings will be posted on the WAYHA website as soon as they are approved, usually the following board meeting. To pass on information to WAYHA, you can submit feedback, comments and suggestions through the WAYHA Board email link on the website, suggestion box at the rink or by contacting any board member directly.

Generally, the board recommends that concerns regarding team play be discussed at team meetings held at the beginning of the season, and directly with each team manager or coach during the season, following the rules set forth in this handbook. WAYHA will build a safe, reliable and simple hockey program that promotes the sport of hockey in the community of Winona.

MISSION STATEMENT

The Winona Area Youth Hockey Association will provide a positive, competitive and learning environment for all players and team them the virtues of athletics such as discipline, hard work, teamwork and individual sacrifices.

COACHES are responsible to teach the skills and concepts at each level and adhere to the Mission Statement, instructional methods and progression guidelines of the Association.

PARENTS can greatly influence their children's hockey experience in a positive manner by supporting and understanding the Mission Statement and providing encouragement.

PLAYERS will take pride in being a Winona hockey player. They will always put forth their best effort, representing themselves, their families and the WAHYA in a positive manner. They will demonstrate the virtues of athletics such as hard work, discipline, teamwork and individual sacrifice for the betterment of the team.

OUR VALUES

- The individual skater first. WAYHA will strive to provide individual development to each skater first.
- Honesty & Integrity in WAYHA. In all we do and say.
- Trustworthiness honoring our commitments and doing all that we say we are going to do.
- Respect for Self, Others, and for the WAYHA program. In our behavior toward each other and the WAYHA program.
- Caring for our youth and each other and the community in which we live.
- Commitment to Skill Development to ensure the skill development and team play throughout the season on and off the ice.
- Standardization of the WAYHA maximizing the development opportunities on a weekly basis.
- Enthusiasm and Camaraderie throughout our contributions to the WAYHA program

GUIDING PRINCIPLES

Exceeding our Expectations through Simplicity:

- Never compromise. Learn what makes a difference.
- Always emphasize hard work, commitment, and team play.
- Commit to the best interests of the long-term development plan.
- Resolve problems on the spot whenever possible.
- Obtain the knowledge and tools we need to improve the WAYHA program.
- Read, understand and commit and follow the vision of the WAYHA program.

OUR ACTIONS

- Always support and inspire each other.
- Work to achieve common goals.
- Recognize the good work of others.
- Recruit and promote the highest standards of performance and professionalism.
- Build self-esteem and pride of the WAYHA program in each other.
- Always strive to improve.
- Follow the process for improvement.
- Measure against the best.
- Search out, identify barriers that get in the way.

PROGRAM POLICIES

These policy statements address past issues that have caused disruptions among players and parents. Situations likely will arise that are not covered here, but these statements will provide direction for the program.

WAYHA Player Evaluation Process

WAYHA is a hockey player developmental program and our goal is to develop hockey players at all levels. The development process should be challenging and enjoyable for all players. Placing players at the correct level is imperative to their development. Evaluations will be done by a number of individuals to ensure an un-biased, more consistent process. Utilizing an evaluation process versus a tryout process will provide the players more time and a thorough assessment of their abilities. Play evaluations will be based on player skill ability, game playability, and attitude also to ensure a safe and appropriate level for each player.

WAYHA 2021-2022 Levels Subject to Evaluation

- The Program Committee will determine the number of teams at all levels. Levels may be subject to change based on player registrations.
 - Squirt – School Grades 4-5 (Ages 9-10)
 - U10 Girls – School Grades 4-5 (Ages 9-10)
 - Peewee – School Grades 6-7 (Ages 11-12)
 - U12 Girls - School Grades 6-7 (Ages 11-12)
 - Bantam - School Grades 8-9 (Ages 11-12)

Team Evaluation

- Three-week player evaluations for team primary placement
 - Evaluation will begin on the first practice day
 - Squirt\U10 Girls
 - Peewee\U12 Girls
 - Bantam
 - U10 Girls will combine with the Squirt level and U12 Girls will combine with the Peewee level for the evaluation period
 - During the primary three-week evaluation process all players will be practicing together and split into skill groups as necessary
 - Skill-based stations will be utilized to maximize player development and provide small-group evaluations of players
 - Scrimmages during the three-week evaluation process will also occur as necessary
 - Players may practice and/or play in games with different teams up until the December 31st deadline.
 - Initial team assignments will be made at the end of the 3-week evaluation process. Final Evaluation End Date is December 31st when final locked rosters are due to district 9.

Evaluators

- Evaluations will be done by Coaches, Program Committee Members, level coordinators, and level advisors and are final. The player placement process is defined 100% by the "Player Team Selection Criteria" section below. Parent requests for player placement will not be accepted.

Player Team Evaluation Criteria

- Technical Ability
 - Skating
 - Stick Handling
 - Shooting
 - Passing
 - Puck Control
 - Speed
- Hockey Team Play
 - Understands Hockey Positioning
 - Understands Game Play Situations
- Player Attitude \ Teamwork
- Goaltending
 - Mobility
 - Positional play
 - Skills
 - Reaction
 - Rebound control
 - Game play

Player Team Notification

- Players will be notified via email to the families after the initial three-week evaluation period as to which team they will be assigned to and who the coaches will be for that team by the board member level coordinator. A player may still be moved within the playing level up until the December 31st deadline and will be communicated to the families by the board member level coordinator.
 - Board Member Level Coordinators

Player Level Movement

- No player movement between age levels without consent of the player, player's parents, WAYHA president, and program committee.
- Players with August or later birthdays a parent may submit a written request to the program committee for a player to play up a level by no later than October 1st of each year. The program committee along with the president and will decide and advise of their decision to approve or deny with an explanation to the requesting player parent of the decision.
- Players granted permission to move up a level will not be permitted to move back down a level after the team evaluation process has started.

Team Size

WAYHA intends to provide each player with the maximum level of participation balanced with the team's ability to keep playing through illnesses, vacations, disciplinary actions or other player absences. The difficulty in predicting the number of players each season forces final decisions on team size to wait until after registration.

Burggraaf

All WAYHA levels from LTS through Bantam utilize the Burggraaf progressions for their age levels.

Tournaments

Tournament participation, traveling teams:

- Team Coach/Manager will be responsible for scheduling the away tournaments.
- Team Coach/Manager will be responsible to let the Ice Scheduler and Web Assistant know what tournaments and the dates the teams will be traveling to as soon as they get confirmation from the hosting tournament association.
- If WAYHA is hosting a tournament for your team you are allowed 1 away tournament that WAYHA will pay for up to an amount which will be determined annually.
- If WAYHA is not hosting a tournament for your team you are allowed 2 away tournaments that WAYHA will pay for up to an amount which will be determined annually for each tournament. If cost exceeds that determined amount, the team must pay the excess.
- If you decide as a team (coaches, manager & skaters /parents) to play in another tournament you are required to have 80 % approval for participation and the families are responsible to pay for the tournament.
- Coach/Manager will be responsible to work with the WAYHA Treasurer to have a tournament fee check cut for any tournament WAYHA will be paying.

Ice Schedule

The Ice Scheduler will provide the WAYHA ice schedule.

- Team Managers are encouraged to work with each other as they address conflicts.
- Notification of schedule changes must be provided to the Ice Scheduler as soon as possible. Any schedule changes submitted with less than four days' notice where the ice cannot be reallocated will be charged to the requesting team.
- Any scheduled hours missed, without proper notification to Ice Scheduler, will be charged against a team's targeted hours.
- Any ice scheduled over and above what the Ice Scheduler provided must be reported to the Ice Scheduler.

Player Membership

All WAYHA registered hockey players are member of USA Hockey and the Minnesota Amateur Hockey Association (MAHA). Benefits include:

- Official membership card.
- One-year subscription to USA Hockey's American Hockey magazine.
- Insurance coverage as explained in registration materials.

Waiver Policy

- WAYHA waiver policy is intended to align with Minnesota Hockey's philosophy of a community-based amateur hockey program where players are to participate on teams from the community where their parent(s) or legal guardian (s) reside. WAYHA strongly supports this philosophy.
- Waiver requests from other Associations are accepted only to residents of the City of Winona and the immediate surrounding communities.
- Requests for a waiver must be submitted in writing to the WAYHA president before the beginning of tryouts. The WAYHA President will decide all waivers.

WAYHA PROGRAMS

Learn to Skate

General: Learn to Skate is the introductory level of skating and is coed. The emphasis at the LTS level is to establish basic skating skills, introduce basic movements, follow coaching direction, and start to learn sportsmanship. Coaches will focus on encouraging the children at all phases. Equal participation is stressed. Players will be encouraged to try out all positions. Regular attendance at practice is encouraged. Coaches should be notified if a player will miss practice. Players should be dressed and ready to skate at the scheduled time.

Teams/Format/Coaches: Learn to Skate display a wide range of skill, experience and interest.

Equipment Program for Learn to Skate: The Association provides the following equipment for Learn to Skate: helmet, facemask, shoulder pad, breezers, shin pads, and elbow pads. Players will be fitted at registration and receive their equipment before their first practice. Players are responsible for the care of the equipment during the season and must return the equipment at the end of the year. Players will be charged for missing or damaged (beyond normal wear and tear) equipment.

Mini-Mite & Mite / U8

Age: Youth ages 7 or 8 as of June 1st of registration year.

General: Mites is the introductory level of hockey and is coed. The emphasis at the Mite level is to establish basic skating skills, introduce puck control, introduce basic movements, follow coaching direction, and start to learn sportsmanship. Coaches will focus on encouraging the children at all phases. Equal participation is stressed. Players will be encouraged to try out all positions and playing time for games will be equal for all players. Regular attendance at practice is encouraged. Coaches should be

notified if a player will miss practice. Players should be dressed and ready to skate at the scheduled time.

Teams/Format/Coaches: Mites display a wide range of skill, experience and interest. WAYHA has two Mite levels: Mini Mites and Mites. Players at the Mite level will be grouped initially by age level and will work with certified coaches in the basic skills of hockey. There are no formal tryouts at either the Mini Mite or Mite level. Mites will play in-house, using a cross-ice format for practices and scrimmages. a.

Mini Mites: Mini Mites will have the opportunity to participate in 'game situations' at 'in house' jamborees throughout the season and will participate in a competitive jamboree that WAYHA hosts as well as a season-end in house jamboree.

Mites: Skaters who are older, more skilled and experienced players will focus on basic hockey skills but will also be introduced to game situations in some full-ice or cross-ice "controlled scrimmages" against nearby towns. A "controlled scrimmage" is a teaching and learning experience. Coaches must be on the ice, and no score is kept. For the most part, the ice time is allocated heavily to practice time and skill development. All Mite coaches must be certified Level I.

Equipment: See the section on required personal equipment. If you have any questions about what you need, please contact the coaches.

Squirt / U10

Age: Youth ages 9 or 10 as of June 1st of registration year.

General: At the Squirt/U10 level the emphasis is on the formation of skating, puck handling and passing skill and ensuring correct execution of these skills. Body checking is not allowed. Coaches will work on proper angling and positioning on the ice, so that when checking is allowed, players will progress naturally. New rules regarding player and team penalties are introduced. Most important of all, parents need to have patience and support their skater. The players are still young and going through rapid growth and development. Positive words through the ups and downs go a long way towards the player developing the right attitude and a strong desire to keep coming to the rink. We are all a part of the team to make sure this happens.

Players will be instructed in all the positions so they can learn and understand team and individual tactics of all positions. The coaches believe this will produce a more rounded, skilled hockey player.

Teams: Squirts/U10 will begin the season focusing on skill development through practices and in-house scrimmages. Players will be divided into teams based on skill level, as determined by the coaches. The Association will hold formal tryouts. From November until the end of the season, all squirts will play an independent travel schedule of a maximum of 35 games, including tournaments and scrimmages. The number of teams and the level of play (A, B, C) will be determined each year based on the number of players, past program evaluations and input from coaches.

Coaches: Coaches for this level attend USA Hockey coaching clinics and are required to be Level II certified. The coaches we have selected will be fully capable of demonstrating and communicating skills and motivating players to execute the skills properly. This is the key point at the Squirt level: to teach the basic skills properly before incorrect methods and habits develop. The coaches will work hard to deliver the best program possible. Please give the coaches encouragement and support.

Skill development: At the Squirt level, the instruction and practices will be more heavily weighted to the developing the fundamental skills of skating, puck handling, passing and shooting. Team and individual tactics on offense, defense and special teams will be introduced and kept relatively simple. The drills in that each practice will build on skills learned at previous practice sessions. Each practice will follow a similar format to maintain consistency and make it easier for the players to follow the instruction. The coaches will work to ensure correct execution of all skills during practices. Coaches will start to focus on developing player attitude, self-control and team-building skills as the season progresses.

Equipment: See the section on required personal equipment. If you have any questions about what you need, please contact the coaches. The jerseys for the travel teams will be issued after the teams are selected.

Pee wee / U12

Ages: Youth ages 11 or 12 as of June 1st of the registration year.\

General: At the Pee wee level, players will continue developing their hockey skills, with the goal of additional development in team and individual tactics.

Body checking at this level is a new skill that must be learned in preparation for implementation at the Bantam level. The tempo and intensity in practices and games will increase noticeably. This will require the players to commit themselves to come into the season with better physical fitness than was needed at the Squirt level. The coaches recommend that Pee wees play other sports, participate in a conditioning program or participate in preseason clinics to prepare their bodies for the season. Player self-control and team building concepts continue to be worked on.

Teams: All players will be placed on a traveling team. WAYHA has a formal tryout system. The level (A, B, C) and schedule (district or independent) for each team will be based on past program evaluations, and input from coaches and parents. Pee wees do not have a maximum number of games they can play but a suggested range of 35-40 is encouraged including tournaments.

Coaches: Coaches for this level attend USA Hockey clinics and are required to be Level III certified. All coaches must be capable of demonstrating the proper skills and have effective skills in communicating and motivating players.

Skill Development: At the Pee wee level, players continue to refine skills introduced at previous levels. More time in practice will be allocated to working on team and individual tactics. Coaches will expect more in the area of discipline and player attitude. More player commitment will be needed at this level to handle the increase in intensity of the game. Practices will be run at a higher tempo, and drills will be run at 100-percent speed. Body checking is not allowed at the Pee wee level. Coaches will work on proper angling and positioning on the ice, so that when checking is allowed at the Bantam level, players will progress naturally.

Equipment: See the section on required personal equipment. If you have questions about what you need, please contact the coaches.

BANTAMS

Ages: Youth ages 13 or 14 as of June 1st of registration.

General: The Bantam player has been taught the basics in technical skills, and team and individual tactics in previous levels. Practice will consist of perfecting what has been learned, almost to the point of over learning. Hockey is a game of “read and react.” By this time, execution should be much more instinctive. The intensity and tempo of play will take a major step up as many of the players are physically maturing during this time.

Teams: All players will be placed on a traveling team. WAYHA has a formal tryout system. The level (A, B, C) and schedule (district or independent) for each team will be based on past program evaluations, and input from coaches and parents. Bantams do not have a maximum number of games they can play but a suggested range of 40-45 is encouraged including tournaments.

Coaches: Coaches for this level must attend USA Hockey clinics and are required to be Level III certified. All coaches must be capable of demonstrating the proper skills and must have effective skills in communication and in motivating players.

Skill Development: At the Bantam level, more of the practice will be allocated to team and individual tactics. Most practices will be run at a high tempo, with drills run at 100-percent speed. As the players have matured more physically, their bodies can handle a more rigorous pace. Body checking is introduced at this level. Coaches will be teaching the purpose and correct method of body checking. This will lessen the risk of injury to all players involved.

Equipment: See the section on required personal equipment.

GENERAL INFORMATION

Care of Uniforms

WAYHA supplies jerseys that become the players’ responsibility at the beginning of the season for LTS, Mini Mites and Mites. Squirts/10U, Peewees/12U and Bantams will purchase a Home and Away jersey for a one-time fee, which will be determined annually. Jerseys should be worn for games and scrimmages ONLY.

All players on WAYHA teams are required to wear protective equipment during all games and practices. Each player’s equipment shall be as prescribed by, District 9 of Minnesota Hockey for their position, including but limited to the following.

Equipment

- Proper fitting hockey skates
- Safety certified helmet with attached faceguard and chinstrap
- Stick**
- Breezers
- Shin pads
- Hockey socks and garter belt*
- Elbow pads

- Protective cup*
- Shoulder pads
- Hockey gloves**
- Mouth guard**
- All players MUST wear a helmet with facemask and a chinstrap at all WAYHA practices and games (both indoor and outdoor).
- A mouthguard MUST be worn for Mite, Squirt/10U, PeeWee/12U and Bantams at ALL TIMES ON THE ICE. A player who does not have the required equipment will NOT be allowed to participate in the given activity.

* Optional equipment for Mites

** Optional equipment for LTS & Mini-Mite

Goalie Equipment

- Athletic cup/pelvic protector
- Garter belt and socks or sweatpants
- Breezers
- Skates – goalie skates are highly recommended above Mite level
- Goalie leg pads
- Chest/arm protector
- Goalie helmet, mouth guard and neck protector
- Goalie glove and blocker
- Goalie stick

Registration Fees

- Registering for a USA Hockey Membership is required prior to registration.
- Registration fees are listed on the Registration Tab of the WAYHA website.
- Online payment options to pay in full or pay in installment.
- Any player with an outstanding balance after January 15th will not be allowed to participate until the balance is paid in full. A player with a balance from a previous year will not be allowed to register until the outstanding balance is paid in full.

Request for Player Refunds

All requests for player refunds because of injury must be made in writing to the Board of Directors and are considered individually. The deadline to request a player refund is by the annual meeting of the season in which the player was injured. The player must be out for 30 days, and a doctor statement must accompany the written request, stating the injury date and the date the player can return to hockey.

Any player that wishes to withdraw from the program for non-injury related reasons including but not limited to; illness, moving, etc., must notify the Board of Directors in writing if requesting consideration for a refund. The Board will consider these requests on a case by case basis. Many costs (player insurance, District and USA hockey dues) are not refundable to the WAYHA, thus not refundable to the player.

Sponsors

Many local businesses and individuals donate money, material and special services to WAYHA. Please thank our sponsors and let them know their help is appreciated. Sponsor names are listed on the arena wall and will be published in the newsletter.

Picture Day

A professional photographer will take team pictures early in the season. Additional information will be handed out to players as the date gets closer.

Calendars

Master schedules will be posted on the WAYHA Web site. As changes to the ice schedule are necessary, these changes will be reflected on the master ice schedule on a timely basis. Please refer to the master schedules for the most current activity. Team Managers/Team Coaches are responsible for assuring that players are aware of requested schedule changes made with less than seven days' notice.

WAYHA DIBS Program

WAYHA members operate the concession stands at the Winona Arena and participate in fundraising events. Concession fundraising revenue benefit all WAYHA members, so everyone is expected to work some hours during the calendar year.

- Each family in the Association is required to work a minimum set of DIBS hours per skater. DIBS hours per family will be determined annually and communicated at registration. Families with more than two skaters will have a maximum of double (DIBS hours per skater x 2) required DIBS hours per family.
- If the minimum DIBS hours, or maximum per family, is not met by March 31st of the current season end, the family will be charged at \$20 per hour for unworked DIBS hours.

CODES OF CONDUCT

WAYHA abides by the Code of Conduct established by USA Hockey adopted from USA Hockey Annual Guide. The Code of Conduct includes the following:

Coach's Responsibilities

The Coaches Code of Conduct shall be consistent with WAYHA's mission statement. "... organize and provide hockey opportunities for the boys and girls of Winona and surrounding communities in a safe, respectful learning environment that encourages the development of sportsmanship, teamwork, life skills and individual achievement while building on the fundamental skills of hockey."

- You are a teacher of hockey skills and responsible for the social, psychological, and physical development of all players on your team and accountable to the Level Director and WAYHA Board.
- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, other coaches and the officials, display emotional maturity and be alert to the physical safety of the players.
- Be generous with your praise when it is deserved, be consistent and honest, be fair and just, do not criticize players publicly, learn to be a more effective communicator and coach; don't yell at the players.
- Adjust to the personal needs and problems of the players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basic; provide constructive feedback.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be TEAM players.
- Be present at all practices and games. Plan for assistant coaches to run practices when impossible to attend.
- Maintain open lines of communications with your players and player's parents. Explain the goals and objectives for the season.
- Be concerned with the overall development of each player. Stress good health habits and clean living.
- Use the resource material available through the WAYHA, Minnesota Hockey and USA Hockey.
- To play the game is great; to love the game is greater.

The coaches are accountable to the Program Committee and the WAYHA Board. All WAYHA coaches are required to sign the Coaches Code of Conduct at the beginning of each new season and return the signed form to WAYHA Registrar.

Coach's Code of Conduct

"The Winona Hockey Association takes pride in our coaches. As the highest representative of the WAYHA at any game and/or team function, it is important that our coaches set the example for the team and the community.

Therefore:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees any youth hockey event.
- I will treat players, fellow coaches, opponents, facilities, fans and referees with respect.
- I will refrain from the use of any inappropriate language within the presence of players, parents, officials and fans.
- I will respect and adhere to all rules of the WAHYA, District 9, Minnesota Hockey and USA Hockey.

A provision was added to the Minnesota Hockey Conduct Rule, which is in the Minnesota Hockey Handbook.

- Any spectator removed under this paragraph will incur a mandatory minimum 3-game suspension from that team's games and may be subject to further disciplinary action by the local governing body for any spectator who is asked to leave the arena due to violating any of the following:
 - Making racial or ethnic slurs and/or harassing conduct of any kind
 - Abusive conduct that, in the referee(s) opinion, it is distracting from the game or inciting the players.

I understand that if I cannot abide by these rules or violate them, I will be subject to disciplinary action as outlined in the WAYHA handbook.

Coaches Signature: _____ Date: _____

Coaches Name (Printed): _____

Team: _____

All coaches are required to sign the Coaches Code of Conduct at the beginning of each new season and return the signed form to WAYHA Registrar.

Parent / Guardian Responsibilities

- Do not force your children to participate in sports but support their desires to play their chosen sport. Children get involved in organized sports for their enjoyment.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the plays of both teams.
- Do not embarrass your child by yelling at them, other players, coaches or officials. By showing a positive attitude toward the game and its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your child. De-emphasize games and competition in the lower age groups.
- Learn what is expected of your child from the coach and encourage their development.
- Don't compare your child with other players. Be honest with yourself when it comes to your child's capabilities.
- Know the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- Have your child at the rink on time and with the proper equipment ready to play.
- Communicate with your coach/team manager if unable to attend a practice/game/event.
- Report any unsafe practice or inappropriate behaviors of players, parents or coaches to your coach, team manager or Level Director.
- Take care of your financial responsibilities.
- Volunteer.

All players parents/guardian are required to sign the Parents Code of Conduct at the beginning of each new season and return the signed form to WAYHA Registrar.

Parent / Guardian Code of Conduct

“As a parent/guardian of a Winona youth hockey player, _____, (Player’s name) I understand that:

- It is a privilege, not a right, for my child to play youth hockey.
- Sportsmanship and fair play are essential to the sport of hockey and are important skills that our children learn from youth hockey.
- Our children learn from our example, and we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees and other parents.

- Therefore, I agree to the following Code of Conduct:
- I will never use abusive behavior towards anyone involved in my child’s game, or attending an association game, at any arena.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- I will not create a public display of anger toward coaches, players, and/or spectators in any arena or via e-mail, letter, and/or phone calls to the team.
- I agree to the 24-hour rule which states, “no parent in a fit of frustration or anger over their player’s playing time, position or coaching will contact the coach in any manner until 24 hours has passed.”
- I will express any concern through proper channels in a respectful manner.
- I will respect and adhere to all rules of the WAHYA, District 9, Minnesota Hockey and USA Hockey.

A provision was added to the Minnesota Hockey Conduct Rule, which is in the Minnesota Hockey Handbook.

- Any spectator removed under this paragraph will incur a mandatory minimum 3-game suspension from that team’s games and may be subject to further disciplinary action by the local governing body for any spectator who is asked to leave the arena due to violating any of the following:
 - Making racial or ethnic slurs and/or harassing conduct of any kind
 - Abusive conduct that, in the referee(s) opinion, it is distracting from the game or inciting the players.

I understand that if I cannot abide by these rules or violate them, I will be subject to disciplinary action as outlined in the WAYHA handbook.

Signed & Dated: _____

(Parent/Guardian #1)

Signed & Dated: _____

(Parent/Guardian #2)

This signed Code of Conduct must be submitted to WAYHA Registrar for your team to be registered for the season. Noncompliance may result in ineligibility for your player.

Player Responsibilities

- Play for FUN!
- Have pride and confidence in yourself and work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Participation at games and practices is expected.
- Be on time for practices and games.
- Players unable to attend a game or practice must notify the coach or team manager.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, and your parents, opponents and officials.
- Never argue with an official’s decision.

All players are required to sign the Player Code of Conduct at the beginning of each new season and return the signed form to WAYHA Registrar.

Player Code of Conduct

“I understand that it is a privilege to play hockey in the Winona Hockey Association and as a member of the _____ team for the 20__ - 20__ season, I, _____ agree to the following Code of Conduct:

- I will not swear or use abusive language on the bench, in the locker room, in the arena, and/or at any team function.
- I will not throw equipment.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
- I will treat teammates, coaches, opponents, facilities, fans and referees with respect.
- I will not drink alcohol, smoke, chew tobacco or use any other illegal substance at the rink or any team function.
- I will respect and adhere to all rules of the WAYHA, District 9, Minnesota Hockey and USA Hockey.
- I will express any concerns through proper channels in a respectful manner.
- I understand that any player who cannot abide by these rules or violates them will be subject to disciplinary action as outlined in the WAHYA handbook.

Player’s Signature: _____ Date: _____
Parent’s Signature: _____ Date: _____

This signed Code of Conduct must be submitted to WAYHA Registrar.

POLICIES

Background Check/Screening

All WAYHA Board members and coaches are subject to background checks/screening as required by Minnesota Hockey Rules.

Conflicts of Interest

Any WAYHA Board member that may have a potential conflict of interest where their actions or relationships present the potential for improper personal gains or advantages or will have an adverse effect on the interests of the WAYHA, shall report such incidents to the WAYHA President for further review and determination.

Discipline Policy

All parents, players, and coaches are required to sign a Code of Conduct before the start of each season. This Code of Conduct contains behavior expectations for the season. WAYHA follows the Zero Tolerance Policy adopted by USA Hockey. This requires all players, coaches, officials, and spectators to maintain a sportsmanlike atmosphere before, during, and after all USA hockey sanctioned games.

WAYHA has adopted a Locker Room Policy that defines expected behavior of parents, coaches, and players in both our home locker rooms and those used in other arenas when our teams are traveling. Officials, Coaches, Team Managers and WAYHA Board Members have the expectation, responsibility, and authority to ask that a player, coach, spectator or other individual be removed or be asked to leave an activity because of violating any of the above policies.

Discipline Procedure

When an individual is disciplined by removal from an activity, it is the responsibility of the person enforcing the discipline to contact the appropriate Level Coordinator. The Level Coordinator then will notify the Coaches Coordinator and Program Committee Chair. When an individual is disciplined in the above manner, that individual (and guardian if a minor) will be required to meet with the Discipline Committee (enforcing person, Level Coordinator and Program Committee Chair) to resolve the issue or determine disciplinary consequences before the individual returns to WAYHA activities. If the individual chooses to waive their meeting and accept the disciplinary consequences based on the offense they may do so.

To ensure a timely resolution, the WAYHA President, Vice-President or Coaches Coordinator can be asked to represent a member of the Discipline Committee who is not available for the meeting. A written description of the incident, minutes from the discipline meeting and all decisions by the Disciplinary Committee will be documented in writing and submitted to the WAYHA Board.

If the above procedure does not resolve the problem, the Level Coordinator will submit a report from the Discipline Committee to the WAYHA President, and the following steps will be taken:

- The individual may return to activities with an understanding that any similar incident will not be tolerated, and that resolution of the incident will take place later.

- On receiving a report from the Level Coordinator, the WAYHA President will investigate the incident. After the investigation, the President will notify the WAYHA Board. The Board will review the report and decide on a final resolution to the incident.
- The WAYHA Board will make a final ruling on the matter. All rulings of the WAYHA Board will be reported in writing to the parties involved, and a written report will be submitted at the next WAYHA Board meeting.

Discipline Consequences

These will be the basic disciplinary consequences applied for behavior not tolerated by WAYHA. These consequences will be applied as seen appropriate to the level of offense and can be modified with WAYHA Board approval:

- Level 1 Offense (first offense or non-physically threatening to persons or property): suspension from participation in WAYHA activities for one week, or three practices/games, whichever is greater.
- Level 2 Offense (second offense or physically threatening people or property): suspension from participation in WAYHA activities for two weeks, or six practices/games, whichever is greater.
- Level 3 Offense (third offense or any act determined to be severely detrimental to the safety of individuals or the WAYHA): expulsion from all WAYHA activities for the remainder of the season and individual must have request to rejoin WAYHA approved by Board of Directors.

WAYHA activities include practices, scrimmages and games. For players, a suspension will require them to be present at the activity, in full protective equipment but not participating. If a player is not present, the missed activity will not count towards the disciplinary consequences. Suspension of adults and non-players will require that the individual not attend the activities. Failure of non-playing individuals to comply can result in stoppage of a game. The individual's associated player may not be allowed to participate, with possible forfeiture of the game as a result.

No refunds of fees paid or fees due will be granted for lack of participation as a result of either suspension or an expulsion.

Screening, Sexual Abuse and Physical Abuse Policies

WAYHA abides by the USA Hockey screening policy as well as the sexual and physical abuse policies. These policies are adopted from the 2004-2005 USA Hockey Annual Guide. Any reference to USA Hockey implies the Winona Area Youth Hockey Association.

Screening Policy

It is the policy of USA Hockey that it will not authorize or sanction in programs it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey before he/she is allowed to have routine access to children in USA Hockey's programs. Further, it is the policy of USA Hockey that it will require the affiliates to adopt this policy as a condition of its affiliation with USA Hockey.

A person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey if the person has:

- been convicted (including crimes the record of which has been expunged and pleas of “no contest”) of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child’s death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
- been adjudged liable for civil penalties or damages involving sexual or physical abuse of children; been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection;
- had their parental rights terminated;
- has a history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
- resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors; or
- has a history of other behavior that indicates they may be a danger to children in USA Hockey.

Sexual Abuse Policy

It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaching clinics, referee clinics, regional and national tournaments or other USA Hockey events by an employee, volunteer or independent contractor.

Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the player to the sexual contact, 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. Upon proof of a violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of its affiliate associations.

Physical Abuse Policy

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its training camps, hockey clinics, coaches clinics, referee clinics, regional and national tournaments or other USA Hockey events by any employee, volunteer or independent contractor.

Physical abuse means physical contact with a participant that intentionally 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.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to,

shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during a game or practice, by touching them in a non-threatening, non-sexual manner.

Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to Winona Area Youth Hockey Association's (WAYHA) goals. USA Hockey requires that all local programs publish their locker room policies to the parents of all minor participants. WAYHA adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse and other types of misconduct; including emotional abuse, bullying, threats/intimidation, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, WAYHA has adopted the following locker room policy. This policy is designed to minimize player vulnerability and reduce the risk of misconduct.

At Bud King Ice Arena there are four locker rooms available for our program's use. They have no attached restrooms or shower areas. Teams in our association may also occasionally or regularly travel to play games at other arenas whose locker rooms, rest rooms and shower facilities will vary from location to location, and in addition to local policies, WAYHA policies will apply there as well.

Locker Room Monitoring

WAYHA limits use of locker rooms and changing areas (generally about 30 minutes before and 20 minutes following practices). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we also understand that this could make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. Therefore, it is the policy of WAYHA to have at least one responsible screened (compliance with Section III of the USA Hockey SafeSport Program Handbook) adult present as a monitor either in the locker room or posted directly outside the door during periods of use at all team events (at games this monitor should not be a coach or the team manager as their duties prevent them from being present at all times). The monitor will also assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. If at any time only one player is in the room, there must be at least two adults present. Likewise, during pre- and post-game team meetings, at least two screened adults must always be present (coaches, team manager and/or locker room monitor). In addition, the monitor will either secure the locker room appropriately or provide regular sweeps thereof during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. In circumstances where parents are permitted in the locker room, coaches can ask that the parents leave for a short time before and after the game so that the coaches may address the players.

Co-Ed Teams

In the event any team consists of both male and female players, it is important that the privacy rights of all our players are given consideration and appropriate arrangements are made. When necessary, WAYHA will have the male and female players change in separate locker rooms and then convene in a single locker room before a game. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to change, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later but believe that this is the most reasonable way to accommodate and respect all our players.

Prohibited Conduct/Reporting and Locker Room Policy Extension

WAYHA prohibits all types of misconduct: physical abuse, sexual abuse, emotional abuse, bullying, threats, intimidation, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants found to be in violation of these policies inside the locker rooms, on the ice, in lobby areas or hallways may be subject to disciplinary action, including suspension and expulsion. Under the policies of the SafeSport Program, all such instances must be reported to USA Hockey/MN Hockey, who will decide on further action. Reports or questions of any actual or suspected violations may be directed to WAYHA's local SafeSport Coordinator, the name will be posted at the rink annually. If you have further questions, you can also contact USA Hockey by emailing SafeSport@usahockey.org or calling 1-800-888-4656.

Grievance Policy

The WAYHA provides an orderly procedure for the discussion and resolution of all problems, concerns and formal grievances. The objective is to resolve issues at the most immediate level. The key criteria and any resolution of an issue is what are best for the respective player, his or her team and what are in the best interest of WAYHA.

- Problems or concerns that have to do with the coaching of the team, such as playing time, positions, practices, etc. should be taken to the coach or team manager of the respective team.
- If the problem cannot be resolved at this level, the Board Level Director should be contacted.
- Specific violations of WAYHA Code of Conduct expectations are to be handled with the association president.

It is suggested that before any grievance is presented to a coach, team manager or Board Liaison, a one-day cooling off period should be observed.

Whistleblower Policy

WHISTLEBLOWER POLICY – Minnesota Hockey has a Whistleblower Policy in compliance with the Sarbanes-Oxley Act of 2002. If any associate, officer, or director of Minnesota Hockey (MH) reasonably believes that some policy, practice, or activity of MH is in violation of law, a written complaint may be filed by that associate, officer or director with the President of MH. It is the intent of MH to adhere to all laws and regulations that apply to the organization, and the purpose of this Policy is to support the organization's goal of legal compliance. The support of all associates, officers or directors is necessary to achieving compliance with various laws and regulations. An associate, officers or director is protected

from retaliation only if the associate, officer or director brings the alleged unlawful activity, policy, or practice to the attention of MH and provides MH with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement. MH will not retaliate against an associate, officer or director who, in good faith, has made a protest or raised a complaint against some practice of MH, or of another individual or entity with whom MH had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. MH will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of MH that the employee reasonably believes is in violation of law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment. All Board Members are required to sign-off that they received a copy of this policy and understand it. Further, Board Members shall be provided with an opportunity to ask questions about the policy.

Scholarship Policy

WAYHA strives to provide an opportunity for every child who wants to play hockey. The WAYHA Scholarship Fund is used to provide financial assistance to participants that demonstrate a financial need under the provisions of this program. Scholarship requests must be submitted to the WAYHA President for consideration by the Scholarship Committee.

Criteria for Scholarship

All players that meet the eligibility requirements to play in the WAYHA are eligible to apply for financial assistance.

- The applicant must be in good standings with the WAYHA and exhibit a general financial need. Preference will be given to those applicants whose families who qualify for public assistance programs such as school lunch subsidies, medical assistance and unemployment insurance. Additional consideration will be given to applicants experiencing long-term hardship circumstances.
- Families receiving scholarships are required to work their families' allotted DIBS hours and cannot "buy-out" at the end of the season. Families who do not meet their allotted DIBS hours will not be eligible to apply for future scholarships.

WAYHA Athletic Scholarship Aid

If you are planning to apply for financial assistance you will need to complete this application form. This information will be kept confidential and is not shared with anyone or institution outside of WAYHA executive and registrar. When complete it can be mailed to: WAYHA, Attn: President, PO Box 563, Winona, MN 55987. Otherwise email this attached form to the president. An email link is on the WAYHA website under board tab at winonahockey.com. You will be contacted within approximately one month after receiving this form.

Legal Name: _____

Permanent Address: _____

(Number and Street) (City, State, ZIP)

Home Telephone: _____ Cell Phone #: _____

Driver's License State Driver's License # _____

Email: _____

****Please complete the following questions:**

1. Is your son or daughter a: (please circle one)

____ New ____ WAYHA Player

2. Are you presently employed? No Yes

3. Is your spouse currently employed? No Not Married

4. Are you receiving any additional financial aid currently? Yes No

(Check all that apply)

___ Employer Reimbursement

___ State Aid

___ Private Scholarships

___ Veteran Benefits

___ Other Please List _____

5. Would you be willing and able to volunteer time in the association at some capacity if granted aid?

Yes No

6. Any additional comments that you may have regarding your present circumstances or need for financial assistance.

Yes, I understand and have answered these questions to the best of my ability and believe all to be true and accurate.

Signature _____

Date _____