WEST FARGO HOCKEY ASSOCIATION

2017 - 2018 HANDBOOK



**MISSION STATEMENT**

The chief objectives of this association are to promote, develop, and administer a competitive hockey program. The program is meant to serve the youth of West Fargo, ND and surrounding area. Our objectives will be accomplished by offering high quality coaching, adequate ice time for practice and skill development and exposure to advanced competition through participation in high caliber games and tournaments.

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West Fargo Hockey Association Board of Directors 2017-2018

|  |  |  |
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| Board Member | Christopher Miller | cmiller@stampedehockey.club |

**West Fargo Hockey Association Committee Structure**

Each person on our board and in our membership offers a unique set of interests and skills that can benefit the association as a whole. We **encourage** you to find a committee in which you can share your talents in the form of volunteer hours. Volunteering is a key factor to the success of an association. Also, if you have any comments or suggestions for the betterment of hockey or the association, please contact the designated board member related to the specific area of interest or concern.

|  |  |  |  |
| --- | --- | --- | --- |
| Committee | Chair | Co-Chair | Co-Chair |
| Apparel | Ryan Endres | Corey Moos |  |
| Concussion Testing | Jessica Kuhn | Brad Saville | Chris Miller |
| Hockey Operations | Matt Weber | Mike Prochnow |  |
| Fall Raffle Fundraiser | Chris Miller | Corey Moos |  |
| Marketing/PR | Drew Likness | Jay Ysteboe |  |
| Center Ice Fundraiser | Brad Saville | Ryan Endres |  |
| Host Tournament | Jay Ysteboe | Brad Saville |  |
| 10,000 Pucks | Brad Saville | Jay Ysteboe |  |
| Gun Raffle | Mike Prochnow | Matt Weber |  |
| Pictures | Pam Peterson | Brandi Koffler |  |
| Registration | Jessica Kuhn | Brandi Koffler | Pam Peterson |
| Team Management | Judy Werner | Brandi Koffler | Pam Peterson |
| Volunteers/DIBS | Pam Peterson | Drew Likness |  |
| Website | Judy Werner | Brandi Koffler |  |
| Compliance | Drew Likness | Mike Prochnow |  |
| Grow the game | Chris Miller | Jay Ysteboe | Ryan Endres |
| Scheduling Liaison | Judy Werner | Jessica Kuhn | Brandi Koffler |
| Future Ice | Matt Weber | Drew Likness | Mike Prochnow |
|  |  |  |  |

**Age Group/Team Definitions**

**WFHA offers the following age groups/teams:**

**Termite - Boys and girls born between 7/1/2010 - 3/01/2014**

* Ice time: average of 2-3 times a week, including games
* Goals: learn/improve skating, passing, puck control and having fun! Practice consists of skating, passing and scrimmage
* Travel: no travel unless parents agree to a parent-funded tournament

**Mite/8U** - **Boys and girls born between 7/1/2008 - 6/30/2010**

* Ice time: average of 2-4 times a week, including games
* Goals: improve skating, passing, shooting, positional play, off-sides and having fun!
* Travel: within 100-mile radius of West Fargo

**Squirt/10U - Boys and girls born between 7/1/2006 - 6/30/2008**

* Ice time: average of 3-4 times a week, including games
* Goals: learn/improve skating, passing, shooting, positional play and team play
* Travel: play teams within an approximate 300 mile radius for games and tournaments

**Peewee/12U – Boys and girls born between 7/1/2004 and 6/30/2006**

* Ice time: average of 3-5 times a week, including games
* Goals: improve skating, passing, shooting, positional play and tactical preparation, stress importance of working and developing team concept
* Travel: play other teams within an approximate 300 mile radius for games and tournaments, including a state tournament

**14U - Girls born between 7/1/2002 and 6/30/2004**

* Ice time: average of 3-5 times a week, including games
* Goals: stress importance of working and developing the team concept. Improve players’ skating, shooting and passing skills
* Travel: play other teams within an approximate 300 mile radius for games and tournaments, including a state tournament

**Bantam - Boys born between 7/1/2002 and 6/30/2004**

* Ice time: average of 3-5 times a week, including games
* Goals: stress importance of working and developing the team concept. Improve players’ skating, shooting and passing skills
* Travel: play other teams within an approximate 300 mile radius for games and tournaments, including a state tournament

Rosters remain intact until the final WFHA scheduled game or tournament. Select, all-star type teams are not permitted during regular season.

**Registration Fees**

Fees are to be paid in a timely manner. Registration fees may be paid all at once or can be paid in installments based on when you register. Registration opens in July and all payments are due no later than October 1, 2017. All players need to be registered with USA Hockey for the upcoming season prior to registering with WFHA. Players new to WFHA will pay the August 15th and prior fee, regardless of when registered.

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| |  |  |  |  | | --- | --- | --- | --- | | Level | Fee on or before August 15th | Fee August 16th and later | Building Fee \* | | Termite | $150.00 | $250.00 | no fee | | Mite | $245.00 | $345.00 | no fee | | 8U | $245.00 | $345.00 | no fee | | Squirt | $400.00 | $500.00 | $250.00 | | 10U | $400.00 | $500.00 | $250.00 | | Peewee | $450.00 | $550.00 | $250.00 | | 12U | $450.00 | $550.00 | $250.00 | | Bantam | $500.00 | $600.00 | $250.00 | | 14U | $500.00 | $600.00 | $250.00 | |
| |  | | --- | | \*Building Fee: This is a per family charge, not per player | | \*\*There is an additional $40.00 USA Hockey and $15.00 North Dakota Amateur Hockey Assn affiliate fee ***for players born prior*** ***to 2009***. | |

**WFHA Membership Requirements**

Volunteer efforts and fundraising are essential to keep costs reasonable and ensure opportunities for the youth we serve. **Each family must:**

Volunteer Hours. The West Fargo Hockey Association is heavily reliant on volunteer participation to make the season rewarding and cost effective. Each year families donate hundreds of hours for the good of hockey and our youth players. For the 2017-2018 season the West Fargo Hockey Association will require a **family commitment of 10 volunteer hours** from each hockey family.

* Volunteer hours will be posted on the DIBS program on WFHA website and need to be claimed through the DIBS program.
* Any unfulfilled volunteer hours will be billed at $40/hour. Families with players in the final year with WFHA will be subject to non-participation during state tournament until all fees are paid or volunteer hours are fulfilled.
* Volunteer slots not filled by others but needed for host tournaments will be filled by the parents whose children are participating in the tournament. Your volunteer dibs account will receive a credit for host tournament hours worked.
* A penalty of $40 per claimed volunteer hour will be initiated for any dibs claimed but not fulfilled if intent to cancel is not received within 7 days of the claimed event.

Fundraising Requirements

1. Winter Raffle. Each family is required to sell raffle tickets at 20 per player or a maximum of 30 per family. Tickets will be $20 each and there will be several big ticket items on the raffle. Raffle sales for a **one-player family will be $400; 2 or more players, $600.** There is no buyout opportunity for raffle ticket sales.

\*Sales requirements subject to change prior to the start of the season\*

1. **ALL FUNDRAISING REQUIREMENTS WILL DOUBLE AFTER SEPTEMBER 15, 2017, FOR RETURNING PLAYERS.**

**Eligibility**

Any person born on or before 3/1/2014 who lives in West Fargo school district is eligible for play. Additionally any person whose parents live in the West Fargo school district is eligible for play. For further questions or information please contact the acting registrar.

**Team Selection**

**Termite, Mite and 8U Girls**

* All termite, mite, and girls’ 8U teams will be equally divided.
* Players are rated during skills and drills and then placed on teams.
* WFHA teams will play with Fargo Youth Hockey teams utilizing ½-ice games for part of the year.
* Requests will be considered for carpooling reasons. Any requests should be made to the termite, mite and girls 8U coordinator(s).

**Squirts, Peewee, Bantam and Girls 10U, 12U and 14U**

* All players will be grouped. Tryouts will be made up of skills and drills, in-house scrimmages and outside scrimmages if available. Players may be moved to different groups during the tryout process by the coaches.
* All coaches at each level will be part of selection process for all teams at that level. Coaching coordinators and/or outside parties may also be used.
* Any parent coaches will be removed from the selection process.
* Tryouts are closed to spectators.
* If a 2nd year player is injured and unable to attend tryouts for medical reasons, they are placed on the team level they were on last year. For example an A-team player year one, would be an A-team player in year two. Any first year player that is injured will be placed on a B team.
* The listing of teams will be posted on the internet by Sunday evening of the final tryout practice.

**The 2017 - 2018 team breakdown will be as follows for Bantam, Peewee and Squirts:**

Bantam- A/A/B1/B1

PeeWee- A/A/B1/B1/B/B/B

Squirt- To be determined based on registration numbers.

**Player Movement Policy**

A player’s registration level is determined by their Date of Birth. Players are allowed to move up to a level that aligns with their grade level in school. The players’ parent(s) must notify the Registrar at the time of registration of their intent to submit a grade level move up.

The coaching coordinator of both levels must agree the move will be beneficial to player and the WFHA.

**Locker Rooms**

All players must use the locker rooms provided to dress and put on skates. The WFHA and West Fargo Park District are not responsible for lost or stolen items left in or outside of the locker rooms. Keys for the locker rooms are available with the rink manager or at the concession stand during games.

* **No parents are allowed in the locker rooms for Squirt/10U on up.**
* **Parents should never be the only adult in a locker room with any age player(s).**
* **Termite and Mite players should come to the rink dressed due to limited locker room availability. There will be an area for parents to assist Termite and Mite level players with their equipment and skates outside of the locker rooms.**

**Equipment**

The equipment listed below will be required for participation in WF hockey. Players not wearing the required equipment will not be allowed to play or practice. Any youth or adult (including coaches, helpers and parents) on the ice—in any capacity—is required to wear approved helmets and have the approval of the hockey coordinator. An equipment leasing program is available through local sporting goods stores.

Provided: Game jerseys, socks, and practice jerseys

Required: HECC – approved helmet with face mask, neck & chin straps

Helmet must contain current evidence of HECC approval

Breezers Pelvic Protector (girls)

Cup and Supporter (boys) Shin Pads

Elbow Pads Shoulder Pads

Gloves Skates

Mouth Guard Stick

Neck Guards**\***

*Squirt/10U teams and older*: Breezers, gloves, and helmets **MUST** be black.

Skate laces must be black or white in color.

**\***Optional, but recommended for all levels

**One-Goal Equipment** - This program is offered to Termite and Mite players new to hockey. Each set includes a helmet w/cage, shoulder pads, elbow pads, breezers, gloves, shin pads and bag. Sets are available in two sizes — Small, for 4-6 year olds and Large, for 6-8 year olds. Each set is sold for $50. When the player outgrows the equipment, families are encouraged to donate them back to WFHA for use by others the next year or they can sell them to other families. All proceeds received from the sale of One-Goal equipment by WFHA will be used to purchase future One-Goal equipment.

**Game Jerseys**

Game jerseys and practice jerseys will be handed out prior to the first game. Squirt, Peewee, Bantam, 10U, 12U and 14U will receive two jerseys. Termites, Mites and 8U will receive one jersey.

* Jerseys can only be worn for games or at the coach’s instruction.
* All fees must be paid in full and forms signed prior to a team jersey being handed out to the player.
* Names cannot be permanently affixed to the jersey.
* Keep jerseys clean for games. Wash in cold water in a detergent without bleach and hang to dry. **DO NOT PUT JERSEYS IN THE DRYER.**
* Jerseys should be kept on a hanger or garment bag when not being worn.
* If tears should occur, mend immediately to prevent further damage.
* All jerseys (except Termite and Mite/8U) must be turned into the team manager at the end of the last game of the season.
* Goalie equipment provided by WFHA must be returned at the completion of the regular season or immediately following any state tournament.

**Weather Cancellation Policy**

WFHA will follow the West Fargo Public School closings. If school is cancelled early, no practices will be held. In the event of poor weather when traveling to out-of-town games, the coach and team manager will make the decision whether to cancel the game, after consulting with the level coordinator, and communicate with the team. .

**Scheduling**

The WFHA scheduler is the only person authorized to make additions or cancellations to scheduled games, scrimmages and tournaments for the teams of the association.

**Communications**

Several communication methods will help our teams and association run more efficiently. Please get your information directly from an official source; **rumor** **mills** **are** **common** **in** **youth sports, but often serve to misinform and lower the quality of the association as a whole.**

* **Schedules** – posted on the website.
* **Team Managers** - Any changes will be communicated through the team manager and be available on the website.
* **Team/parent meetings** – held at the beginning of the year and periodically throughout the season as needed.
* **Email/handouts** – team managers will communicate through email or handouts at practices.
* **Suggestions** – thoughts, comments, suggestions and questions should be directed to the team manager, coaching coordinator or to a member of the board.
* **Board meetings** – typically held the 3rd Monday of each month at 6:00pm and are open to members. Meetings held at Rustad Recreation Center. Please check the website for actual date, time and agenda. If attending we ask that you be courteous and allow the board to work through the meeting’s agenda without interruption.
* **Annual meeting** – Agenda includes review of financials, discussions regarding issues facing the WFHA and voting for new board members.
* **Website** –[www.westfargohockey.com](http://www.westfargohockey.com)

**Team Manager**

One or two parents from each team are needed to be the liaison—team manager—between the parents, coaches and the board.

Team manager duties:

* Maintain required documents that must go to all games.
* Forward all association and team announcements on to parents/players.
* Book hotel rooms for out of town tournaments/games (if not already done).
* Organize schedules for parents to work home games.
* Confirm all away games.

Skills needed for team manager role:

* Able to use email and other basic computer programs.
* Organization and responsibility.
* Willingness to provide a fun atmosphere for the kids.

**Protocol for Coaching Concerns**

Parents may not directly approach a coach with any complaint without **first waiting 24 hours** from the incident from which the complaint is derived. You are encouraged to not complain to the coach unless a simple, fair and objective resolution can reasonably be expected to occur. At the coach’s discretion, enlistment of a coaching coordinator or board member may take place to hear a grievance.

If you believe you have a valid complaint about a coach, we ask you to bring your concern to a board member on the coaching (hockey operations) committee. The coaching committee will discuss the issue with the coach and coaching coordinator as needed.

**Practice: On- and Off-Ice Attendance and Behavior**

Practice (defined as both on and off-ice, including dry land) attendance is mandatory. Coaches, at their discretion, may bench players who have unexcused absences from any practice, whose behavior at practice is not conducive to learning, who are disruptive, show negative attitudes or negatively impact the ability of other players to experience optimal practices. Such standards will be stated at the beginning of the season and be applied fairly to all players on the team without regard for their playing ability.

Ice time is a valuable commodity. Players need to be completely ready to go on the ice well before the ice time starts. Coaches will inform players of how early to arrive at the arena prior to practices and game times. Coaches may subject players who arrive late for games or practices to disciplinary benching or suspension.

**Social Networking**

The WFHA supports its member’s rights to freedom of speech, expression, and association, including the use of social networks. However, playing and competing for WFHA is a privilege, not a right. As a member of WFHA you are a representative of WFHA in the public eye. We ask you to use extreme caution in the use of social networking websites (i.e., Facebook, Twitter, My Space, You Tube, e-mail). Members should not post inappropriate information or pictures on social networking sites that damage or embarrass individuals, teams, or the association.

Members should keep the following in mind before participating on social networking sites:

* Once any text, photo, tweets, or video is placed online it is completely out of your control, regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.

Do not post disrespectful comments or engage in inappropriate behavior such as:

* Derogatory or defamatory language;
* Derogatory or defamatory comments about coaches, officials, opponents, WFHA members, WFHA Board of directors.
* Comments that constitute a credible threat of physical or emotional injury to another person.
* Comments or photos that describe unlawful assault, abuse, hazing, harassment or discrimination.

Members that do not comply with this policy are subject to disciplinary action.

**Tobacco Products, Alcohol, Drugs and Drug Paraphernalia**

The use and/or possession of tobacco products, alcohol, drugs or drug paraphernalia by West Fargo hockey players is illegal and forbidden.

* Suspected use and possession reported to the board will be immediately relayed to the parents and player by involved parties in a confidential meeting.
* Confirmed use or possession of the above products by a West Fargo hockey player may result in suspension from play for a minimum of one month. The length of suspension and/or the possibility of expulsion from the team will be determined in a confidential meeting between parents, player and a designee from the board of directors.

**Process for Suspension Procedures**

The following is the hierarchy for discussion among parties to resolve disputes. If resolution cannot be attained by the first group, then the next group will attempt to find resolve, etc.

* Coaches and player.
* Coaches, player, parents, and coaching committee board representative(s).
* Coaches, player, parents, coaching coordinator and board executive committee.

**Player Discipline Guidelines**

The following will be used as a basic guide by each team for handling specific problems that may occur during the year. Each coach may put additional rules in place, but will follow these basic guidelines. Additional rules will be communicated to the participants. Coaches will enforce such rules consistently and fairly with all participants.

**Not listening to coach, disruptive at practice, late for practice, or not wearing required equipment.**

* + First occurrence: sit on bench for as long as coach feels necessary or extra laps, crushers, etc.
  + Second occurrence: sit out a shift or time during current or next game.
  + Third occurrence: sit one period or more at the coach’s discretion.

**Badmouthing teammates or competition, harmful teasing or bullying, abusive or foul language, obscene gestures.**

* First occurrence: Warning.
* Second occurrence: Sit one period of next game.
* Third occurrence: Sit the next game
* Compliance Committee has authority to sanction further disciplinary action.

**Missing practice/dry land (unexcused).**

Players/parents must contact one of the coaches or team manager prior to practice to say they will not be able to attend and why. Wednesdays are traditionally faith nights and will be viewed as such. Assuming you inform your coach(es) in advance of your faith-related commitments, Wednesday faith activities are an excused absence from practice and no reduction in playing time or other penalties will be assessed. Other school-related events, such as band and choir performances, family functions, illness (a note from a parent or physician may be required if someone misses an inordinate number of practices or games) will also be considered excused absences. Disciplinary actions for unexcused absences include:

* First occurrence: sit one period of next game.
* Second occurrence: sit the next game.
* Third occurrence: possible expulsion from team.

**Missing game (unexcused**).

* + First occurrence: sit two periods of next game.
  + Second occurrence: sit the entire next game.
  + Third occurrence: possible expulsion from team.

**Damage to locker rooms (home and away), provoking trouble in motels, stealing, or disrespect of other players’ property.**

* First occurrence: immediate game suspension and payment for damages.
* Second occurrence: expulsion from team and payment for damages.

**Violence toward a player or coach with intent to injure.**

Any offense: mandatory meeting with board executive committee, coaching coordinator, coach and parents. Minimum two game suspension up to a maximum of the entire season.

When a player is required to sit out a full game, they will be required to be in uniform on the bench. The exception to this would be a suspension for a game misconduct.

Players are also subject to calls by the coach. If the referee misses a call, but the coach sees it, the coach may assess that player a penalty and make him/her sit on the bench to serve time for the penalty. If this becomes a problem, the player will sit as long as the coach deems necessary.

**WFHA Handbook**

The WFHA handbook will be available on the website. The handbook will be a working document that may be updated during the year. It is the responsibility of the WFHA member to look for notices on the website that the handbook has been updated and to read those changes.

A majority of WFHA’s business, including schedules, schedule changes, meeting notices, volunteer opportunities and policy changes are conducted electronically via email and our website. **Please be sure to check your email and our website on a daily basis during the hockey season.** It is also imperative that your team manager and the association always have current contact information, including email address, phone number(s) and mailing address for all active hockey players. **You are responsible to keep your contact information current and correct in NGIN, as this is how most email communication from the association is sent out.** **It is highly encouraged to have at least two contacts listed for e-mail communication.**

**COACH’S CODE OF CONDUCT**

**All coaches will:**

1. Care about the child more than winning. Winning is a consideration but it is not the only one. Nor is it the most important. Player development and learning are the most important aspects of our program.
2. Make safety a #1 priority by discussing risk of injury, building safety into all drills, clearly explaining and demonstrating safe techniques and by being prepared for potential injuries.
3. Understand the rules of the game and the importance of teamwork, and share that knowledge with the players.
4. Be a positive role model for your players by displaying emotional maturity, maintaining a neat appearance, being prompt and demonstrating kindness, consideration and understanding toward the players.
5. Be consistent, honest, fair and just when dealing with your players. Provide praise when it is deserved and constructive coaching, as opposed to criticism, when necessary.
6. Become familiar with and share ideas, techniques and strategies with other coaches for the betterment of the program. Seek opportunities to develop professionally and participate in training clinics when offered.
7. Be well prepared for practice sessions with organized practices that are fun, challenging and properly utilize time and the ice.
8. Promote good sportsmanship and teach players to respect the officials and their decisions.
9. Maintain a positive and professional relationship with all players and parents devoid of favoritism or the perception of favoritism.
10. Travel to away games and tournaments with the other coaches on the team or individually, rather than with families of players.
11. Strive to promote equal playing time for all players to ensure the development of each member of the team.
12. Maintain an open line of communication with players’ parents. Clearly explain primary goals and philosophy, the goals and objectives of the association and the responsibilities coaches and players have in helping the team season run smoothly.
13. Remember it is a game—not a job—for the players.

**COACHES WILL NOT at any time…**

1. Use offensive language.
2. Physically or verbally abuse players.
3. Use tobacco, drugs, or alcohol while supervising players or in the presence of players.
4. Allow themselves to be in a room alone with a single player with the door shut.

Non-compliance with this code of conduct will result in a review of the coach by the coaching committee to determine disciplinary action. Any use of drugs or alcohol while supervising players may result in immediate suspension if witnessed by any board member.

**PARENT’S CODE OF CONDUCT**

**I/WE AGREE TO ABIDE BY THE FOLLOWING:**

* Remember that youth are involved in organized sports for their enjoyment, not mine.
* Encourage players to abide by the rules of the game.
* Communicate to children that an honest effort is more important than winning.
* Turn defeat into victory by helping my child work toward skill development and good sportsmanship.
* I will never ridicule or yell at my child, or other players, for making a mistake or losing a game.
* Remember that all players’ experiences and development are important.
* Always conduct myself in a positive manner by respecting other parents, players, coaches and officials.
* Recognize that the coaches, not parents, are the primary source of instruction and authority in the game.
* Recognize the value, authority and importance of our coaches and team interest.
* Remember locker rooms are for the players and coaches. As a parent, I will not enter a locker room without the consent of the coach and will never be the only adult with a group of players.

**I/WE AGREE NOT TO:**

* Force an unwilling child to participate in WFHA.
* Publicly criticize or ridicule a coach, player or official.
* Condone physical or verbal abuse of players.

If any parent/guardian is disrespectful or obstructs/interferes with a coach during the instruction time (on or off the ice), or is verbally or physically abusive to a coach, official or player, the parent/guardian may be suspended from the program or other disciplinary action may be taken by the coaching committee and/or board.

**PLAYER’S CODE OF CONDUCT:**

Realizing that I am a representative of the West Fargo community and the West Fargo Hockey Association, **I agree to:**

1. Abide by the rules and regulations of USA Hockey, North Dakota Hockey and the West Fargo Hockey Association.
2. Learn the rules and necessary skills of the game.
3. Always conduct myself in a positive manner by respecting other players, coaches and officials.

* I will not swear or use abusive language on the bench, in the rink or at any team function.
* I will not lash out at an official no matter what the call is.
* I will skate directly to the penalty box after receiving a penalty.
* I will recognize the value, authority and importance of our coaches and team interests.

1. Understand the importance of team work and team concept.
2. Recognize that the coaches, not parents, are the primary source of instruction and authority in the game.
3. Be prompt for all practices (including dryland) and games.
4. WFHA believes that the growth and development of players can best take place in an environment which promotes safety, fairness, courtesy and respect for one another; therefore, the following actions **will not be tolerated**:

* Hazing: committing an act against a player or coercing a player into committing an act that creates a substantial risk of harm to a person in order for the player to be initiated into or affiliated
* Disorderly conduct: engaging in offensive, obscene or boisterous and noisy conduct tending to arouse alarm, anger or bring resentment in others.
* Bullying and Harassment: participating in or conspiring with others to engage in harassing acts that injure, degrade or disgrace other individuals. Harassment parameters, whether willful or otherwise, include disability, race, sexual orientation and/or age.
* Use of alcohol, tobacco, or illegal drugs.

Any concern regarding the conduct of a player must be reported directly to the coach by the player or player’s parents who the behavior is impacting. If these incidents occur, I realize that I may be suspended from the program or other disciplinary action may be taken. The board will make this decision after reviewing the situation.

\*\*\*More Compliance Updates to Come\*\*\*