



# Handbook

**2018-2019**

***Revised 05.18.18***

The Association is proud to have players from  
Waseca, Janesville-Waldorf-Pemberton, Waterville-Elysian-Morristown  
New Richland-Hartland-Ellendale-Geneva

## **PARENTS, PLAYERS, AND COACHES**

Whether you are new to the Waseca Area Hockey Association (WHA) program, or have long been involved with WHA, we believe the information contained here will be invaluable. The purpose of this handbook is to familiarize you with the policies, procedures, expectations and guidelines of WHA. It is our hope that your daughter or son will enjoy their hockey experience. Since you are an integral part of that experience, we want you to enjoy it as well. For that to happen, we want you to have as much information as possible regarding our program.

WHA is proud of the dedication and hard work our Hockey Operations Committee (HOC), volunteer coaches, WHA Board Members and hockey parents provide. We also know that as good as our organization can be, we need input and suggestions. Please feel free to contact any Board Member with your feedback regarding this handbook or any aspect of Waseca Hockey.

Thank you for being a part of the Waseca Hockey tradition,

Sincerely,

**Jason Attenberger**  
President, WHA 2018-2019

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## **WASECA YOUTH HOCKEY MISSION STATEMENT**

The objective of the Waseca Youth Hockey Association is to provide a competitive hockey program that will develop each player to the maximum of their ability while having fun.

The program will attempt to achieve consistency in all levels, through high school by promoting every youth in the Association the opportunity to play organized hockey with players of comparable skill and interest.

Success of the program will be measured by the skill level of the players, the number of youth cost.

### **A successful program will be accomplished through the use of the following strategy:**

1. Each player will be provided the opportunity and encouragement to pursue his/her own individual level of excellence.
2. The entire program will be a coordinated effort that:
  - a. Teaches individual and team skills that work together throughout the program.
  - b. Builds skills, which will ready the player for the next level of play.
3. The program will be continuously improved by comparing to other well-run programs in the state of Minnesota and utilizing the best aspects of those programs.
4. The program will promote and include specialized clinics for player development.
5. We will create the funding necessary to keep the cost of the program as low as possible.
6. A Board of Directors will govern the program through the establishment of policies and committees.
7. Board members will be expected to uphold their responsibilities. Any board member who has more than two unexcused or four absences from Regular Board Meetings, in a year could be replaced at the discretion of the Executive Committee.

## COMMUNICATION TO WASECA HOCKEY ASSOCIATION PARTICIPANTS

Our Website ([www.wasecahockey.org](http://www.wasecahockey.org)), Social Media sites and Team Managers offer a wealth of information about our Association. Visit our website for policies and committee structures, along with contact information for board members.

### REGISTRATION POLICY

#### Returning Players

Returning players should register with USA Hockey prior to attending the May registration event. Payment plan eligibility will only be available at the May registration. All fundraising and volunteer options will also be available at May registration. See volunteering and fundraising section for requirements.

#### All Players

All players must have the necessary paperwork, including a copy of a government issued birth certificate and proof of USA Hockey registration, on file with the Association Registrar on or before September 15. A \$50.00 late fee will be assessed to those families that are not registered prior to September 15. Players will not be allowed on the ice without the necessary paperwork submitted to the Association.

#### New Players

New players need to register online thru USAHockey.com. Confirmation and Barcode should be brought to registration night or given to the registrar at the time of registration. Players returning after not playing for any number of previous seasons do not receive the new player discount. New players will not be assessed the late registration fee and can register until December 31 during the current season.

Registration forms and instructions can be found on our website [www.wasecahockey.org](http://www.wasecahockey.org).

All players must register to play within their age groups, which are specified by Minnesota Hockey.

Learn to Skate	July 1, 2011 and younger
Mites/8U	July 1, 2009-June 30, 2011
Squirts/10U	July 1, 2007-June 30, 2009
PeeWees/12U	July 1, 2005-June 30, 2007
Bantams/15U	July 1, 2003-June 30,2005

Players at these levels will be able to access information regarding player placement sessions on the Association website. Players are expected to attend all placement sessions unless they have made prior arrangements with the HOC.

If a female player registers for a youth hockey team she will be required to declare and commit to play on that team for the season.

**Note:** Parents please notify your coach and the WHA Register of any medical concerns.

## REGISTRATION FEES

Fees are due at the time of registration. Waseca Hockey fees are \$50.00 for first-year players at any level. If you have questions regarding registration, please contact the Waseca Registrar, [registrar@wasecahockey.org](mailto:registrar@wasecahockey.org).

All registration fees, un-worked volunteer hours' fees, and any other fees from the previous season must be paid prior to the start of the new season or your child/children cannot register for the current season. This also applies to high school players.

Level	USA Hockey/ MN Hockey Fees (Paid to USA Hockey)*	Waseca Association Registration (Paid to Waseca Hockey)	Registration Fees Total (USA Hockey + WHA)
New Players	\$50	\$50	\$100
1 <sup>st</sup> yr L2S	\$50	\$50	\$100
2 <sup>nd</sup> yr L2S	\$50	\$75	\$125
3 <sup>rd</sup> yr L2S	\$50	\$100	\$150
Mites / 8U	\$50	\$290	\$340
Squirt / 10U	\$50	\$460	\$510
PeeWee / 12U	\$50	\$525	\$575
Bantam / 15U	\$50	\$590	\$640

\*7 & under are free through USA Hockey, but they still are required to sign up for insurance purposes

## Payment Policy

Registration fees may be paid in full at the time of registration or accepted through a payment plan. The Association reserves the right to remove any player from their team if a payment is submitted with insufficient funds. No cash will be accepted.

## Refund Policy

Requests for refunds should be made to the Association Registrar in writing as quickly as possible. Refunds will be given based on the following guideline:

- 100% of registration fees will be reimbursed if a written request is submitted to the Association Registrar prior to the first day of player placement sessions.
- 50% of registration fees will be reimbursed if the written request is submitted to the Association Registrar prior to November 1<sup>st</sup>.
- 10% of registration fees will be reimbursed if the written request is submitted to the Association Registrar prior to December 1<sup>st</sup>.

## **HARDSHIP POLICY**

The Association understands that there are families that experience hardships from time to time and are unable to fulfill their requirements for registration fees and volunteer hours. To request an application please contact the WHA President.

## **WASECA HOCKEY EARLY ADVANCEMENT POLICY**

This policy addresses any requests/needs to move players up one age level prematurely. All potential moves must be requested by all parents or guardians of the player before consideration will be given. As a general rule, the association prefers that players are rostered at their Minnesota Hockey assigned age level.

Players will be allowed to move up an age level ONLY if the following criteria are met:

1. There is a NEED for numbers at the older age level (based upon the Waseca Hockey policy on team size requirements and maximums).
2. The player wishing to move up has the talent to participate competitively at the higher level (no player will be moved up who is not physically capable of playing at that level).
3. A player/parent can petition for their child to move up early in cases of excessive peer group situations such as their grade in school. Consideration will be given to players who may be the only one in their grade to be playing at the lower level.

## **Requirements**

1. Any player/parent wishing to be considered for early entry into a higher level MUST present a written request to the HOC no later than Waseca Hockey's registration deadline.
2. Anyone turning in a request after Waseca Hockey's registration date will NOT be considered for a move.

## **Team Need Process**

If additional players are needed to make a team at a higher level, those who are entering their last year at the level below will be notified of the opportunity to participate with the older age group. Players who are interested in placement at the higher level must then notify HOC of their interest to attend placement sessions. After sessions the players who show the most potential and the ability to compete with the higher level will be determined by the HOC. HOC may identify that it is not in the best interest of moving any players up after sessions in which other options may need to be explored for the higher team needing more players and those at the lower level will remain in their appropriate age level.

## **Individual Request Process**

1. The HOC will consider all association and individual play ramifications when contemplating player placement requests.
2. The HOC will present placement recommendations to the board for approval prior to placement sessions.

3. Those who have been granted permission to potentially move up early will take part in the regular Waseca Hockey player placement process of the older age group.
4. Evaluations of approved move ups will be done at placement sessions; players will be placed on their respective teams at the end of placement sessions.
5. If a player is moved up they will be billed for the remaining registration fee of the upper level.

### **MOVING UP WHA PLAYERS TO HIGH SCHOOL**

The Waseca High School Coaches have until September 1<sup>st</sup> to notify the WHA if they plan on moving a WHA eligible player up to High School.

Any WHA eligible player that has not been asked by the High School Coach to move up, but feels he or she has the ability to compete at the High School level has until October 7<sup>th</sup> to register with the WHA. After October 7<sup>th</sup> the WHA will only accept Bantam and 14U players that have just moved to Waseca or the co-op communities and brand new players.

### **FUNDRAISING REQUIREMENTS**

Each family will be required to participate in the WHA yearly fundraising campaign.

1. 20-Carwash Certificates
2. 2-Outdoor Concert Tickets
3. 1-Purse Bingo Ticket

Families will also have the option to buy out their fundraising at the time of registration if they so choose at \$175.00.

Families that fail to participate in any part of the fundraising activities will be required to pay \$175.00.

Fundraising requirements will follow the parent/guardian of the player's permanent residence.

### **VOLUNTEER POLICY GUIDELINES**

The goal of the Volunteer Policy is to distribute the workload among ALL of the hockey families.

Our hockey Association benefits from volunteer hours in three distinct ways:

1. The Association cannot sustain without the work hours contributed by the Association's families. Examples: working at hockey tournaments and serving on an Association committee.
2. The Association receives revenue as a result of some volunteer hours. Example: our concession stand at the Waseca Community Arena.
3. Our teams could not operate without the time and efforts of the WHA families and friends who step up to work directly with our players and families. Examples: team managers and coaches.

## **Volunteer Requirements are as follows**

Every family is required to volunteer 25 hours including 4 tournament volunteer hours. Multiple player families are required to complete 4 additional volunteer tournament hours at each respective player's tournament. (For example, a family with a 10U and a Peewee player, must work 4 hours at the Peewee home tournament and 4 hours at the 10U home tournament for a total of 29 volunteer hours.) If you have more than one skater in the program, you qualify as a multiple player family. Multiple player families are asked to distribute their volunteerism between all teams. Volunteer hours must be worked by an adult. Volunteer hour requirements will follow the parent/guardian of the player's permanent residence. **Exception:** new player families and families with only Learn to Skate players will be required to work 15 volunteer hours.

Families will be billed for all unworked Dibs hours at \$20 per hour. Any hours claimed but not worked will be billed at \$50 per hour.

The majority of volunteer opportunities will occur in July and then again in October-March. It is your responsibility to seek and complete volunteer opportunities to ensure you fulfill your required volunteer commitment.

The association uses "Dibs," an online tool for members to view and sign-up for volunteer opportunities. Site members can browse assigned Dib Sessions (volunteer opportunities) and claim responsibility for Dib Items. Please see the Waseca website for more information.

### **The following positions will fulfill all required volunteer hours except tournament hours:**

Board Member (elected position)

Head Coach (requires HOC approval)

Team Manager (chosen by coach) – *co-Team Managers for mites get 15 hours each*

### **Volunteer Opportunity Examples:**

Concession stand shift = 2 hours per shift

Waseca Hockey Sponsored Tournament(s) = actual time worked (e.g., selling tickets, penalty box, timekeeper, announcer, registering teams, EMT, etc.)

Committee (e.g., Fundraising, Tournament, Marketing, Finance) member = at discretion of the Board. Committee Chair is required to get pre-approval for all committee members and to notify the DIBs / Volunteer Coordinator

Association Registration Day(s) = actual time worked

Association Equipment Checkout/Return Day(s) = actual time worked

If you come upon an opportunity that is not listed above, please contact any Board member for pre-approval. Almost any Waseca Youth Hockey sponsored opportunity that brings revenue to or is vital to the operation of the program is eligible to apply toward volunteer hours. Any discrepancies or clarification will be decided by the Board.

## Who can volunteer?

If an adult, other than the player's parent (sibling, relative, etc.) would like to volunteer for your family, please check in advance if it is permissible.

## VOLUNTEER POSITIONS AND COMMITTEES

The Waseca Hockey Association is also made up of several volunteer positions and committees. Positions are open to all members of the Association and in most cases would help fulfill volunteer hours. If you are interested in getting involved with a committee or position, please email [board@Wasecahockey.org](mailto:board@Wasecahockey.org) or visit the Waseca website Committees page for more information on the different positions and committees.

- All youths and parents in the Waseca Hockey Association and the High School Hockey are expected to participate in all fund raising activities. Each hockey family including parents of High School players are required to work at these activities to help earn extra funds to prevent additional program cost increases that would need to be passed on to Association members and High School players.
- New Player Families: Mite level through High School are required to work 15 hours for the first year. If you have an existing skater in the WHA program, you do not qualify as a new player family.
- Learn to Skate Families: Are required to work 15 hours of volunteer time. If the coach moved your child moves up to Mites, and has played hockey before, you will be required to work the full 15 hour requirement. If the parent/guardian moves the player, without coach approval, you will be required to work 25 hours, including 4 Mite Jamboree hours. Learn to Skate players will not have a tournament, therefore no tournament hours are required for these players. However, if a Learn to Skate family has a player(s) at another level, they will be required to work hours at those tournaments (see next bullet).
- Returning Families: Each family is required to work 25 hours including 4 tournament hours. Multiple players families are required to complete 4 additional volunteer tournament hours per respective player's tournament. For example, a family with a 10U and a PeeWee player, must work 4 hours at the PeeWee home tournament and 4 hours at the 10U home tournament for a total of 29 volunteer hours.
- Penalty Box, Announcer and Timekeeper are not considered volunteer hours. It is the responsibility of the parents/guardians to fill those positions during regular games.
- Penalty Box, Announcer and Timekeeper will be considered volunteer hours during tournaments.
- Any family not meeting their volunteer hours will be charged \$20.00 for every hour short of their required hours.
- Each family is required to work four hours of their team home tournament per child.
- Children are not allowed to work in the concession stand. An adult 18 years or older must always be present when the concession stand is open. You will be charged \$50 per unfulfilled claimed hour. You must find a replacement to work if it's within 5 days of the schedule date to not be charged the \$50 per hour. When you report to a volunteering event you must fill out a Volunteer Hour Form and signed off by a team

manager or event coordinator. You must have the form submitted and filled out no later than two weeks after the event to receive credit. Sign your name and time on the volunteer hour sheet. When your shift is completed, sign out and mark the time.

- If you have another adult that is working for you, they must fill out a Volunteer Hour Form and have it signed off by a team manager or event coordinator. They must have the form submitted and filled out no later than two weeks after the event to receive credit.

### **WHA Board of Directors**

25 hours

Attendance of board members is necessary for the board to conduct business. All members must attend at least 66% of the board meetings during the year to receive their hours. Attendance will be kept by the Secretary and a copy provided to the volunteer hour coordinator at the end of the hockey year. The hockey board year runs from May to May.

### **Coaches / Team Manager**

- Head Coach 25 hours
- Team Manager 25 hours
- Assistant Coach up to 25 hours
- The amount of hours awarded to assistant coaches will be determined by the head coaches' coordinator. Assistant coaches are not guaranteed 25 hours. (Includes all assistant Mite coaches)

### **Other Positions:**

- Coaches Coordinator 20 hours
- Officials Coordinator 20 hours
- Concession Stand Coordinator 20 hours
- Website Coordinator 20 hours
- Marketing/Communication Coordinator 20 hours
- Golf Tournament Coordinator 20 hours
- Super Bingo Coordinator 20 hours
- Fair Bingo Tent Coordinator 20 hours
- Summer Concert Coordinator 20 hours

\* Sub-committee hours must be pre-approved by the Board.

### **WHA TOURNAMENTS/JAMBOREES**

The WHA encourages our teams to participate in invitational tournaments in other cities. The Squirt, 10U, Pee Wee, 12U, Bantams, and 15U will host an invitational tournament at the Waseca Community Arena based on team participation and revenue analysis. This is in addition to away tournaments. The Learn to Skate do not participate in tournaments/Jamborees. The Mite/8U teams will host one home Jamboree each year. Mites/8U will have the opportunity to participate in Jamborees at the discretion of HOC.

Each team will be allowed to participate in ONE away tournament that the Association will pay up to \$1000 of the registration fee. Additional away tournaments participated in will be at the expense of the team and will be done only if supported by majority of the families involved.

If the majority of the parents/guardians on the team agree to additional tournaments than the cost would be spread out equally amongst ALL of the player's even if the player isn't attending the tournament.

The WHA will pay for all end of the year District, Regional and State tournaments.

Any questions regarding home tournaments should be directed to the Tournament Coordinator and away tournaments should be directed to the Team Manager.

### **Spending Allowance for Home Tournaments**

Each year the WHA will determine allowable tournament expenses based on WHA finances and a WHA Tournament revenue analysis.

### **LOCKER ROOM POLICY**

It is the policy of USA Hockey and USA Hockey InLine that all Affiliates, Districts, leagues, and local hockey programs have at least one responsible adult present directly 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. Any individual meetings with a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults (USA Hockey background check required) must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

1. It is the intent of the Waseca Hockey Association to provide a place for our youth to change into and out of their hockey equipment.
2. The following policy will be enacted to provide our youth with the opportunity to change into and out of their hockey equipment in a safe environment.
3. The Waseca Hockey Association will follow the guidelines as set forth by USA Hockey which states:
  - a. Where possible, have the male and female players undress / dress in separate locker rooms; then convene in a single dressing room to hold coach's pre-game meeting.
  - b. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress separately, if available.
  - c. In those cases, where separate facilities are not available, the minority gender will enter the locker room and change into their uniforms. The minority gender would then leave the locker room, while the majority gender dresses. Both genders would then assemble in the locker room and hold the coach's pregame meeting.
  - d. Following the game and the coach's post-game meeting where separate facilities are not available, the majority gender group enters the locker room and undresses, while

the minority gender waits outside until they have undressed and left the locker room. Once the majority gender leaves, the minority gender will enter the locker room and undress.

- e. Under no circumstances will a member of the opposite sex (adults included) be in the same room while players are undressing or dressing.

### **Locker Room Monitoring**

WHA will make available the locker rooms and changing areas 60 minutes prior to a game time and at least 30 minutes prior to practice and skill sessions. This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

- The arena staff, coaches or locker room monitor will conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitor (each of which has been screened) will be posted outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel or arena staff will secure the locker room appropriately during times when the team is on the ice.

### **Parents in Locker Rooms**

Except for players at the younger age groups (Learn to Skate, Mites/8U), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

### **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

### **Prohibited Conduct and Reporting**

Waseca Hockey Association prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport

Handbook. Participants, employees or volunteers in Waseca Hockey Association may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse that violates the USA Hockey SafeSport Policies.

## **PLAYER/COACHES EQUIPMENT**

Skaters at all levels must provide their own equipment. There is equipment available to rent through the Equipment Manager on a first come, first serve bases (typically Learn to Skate through Squirt/10U). We suggest equipment purchased be: a royal blue helmet; breezers; gloves; and St. Louis style socks (home (white) and away (blue)).

Squirt/Girls 10, PeeWee/Girls 12U, and Bantam/15U level goaltenders must provide their own equipment. There are a limited number of goalie pads available for the Mites/8U levels as they are encouraged to try all positions, any other goalie equipment will not be provided by the WHA.

If you need assistance in finding equipment, contact the Equipment Manager, [equipment@wasecahockey.org](mailto:equipment@wasecahockey.org).

\*All coaches and parent volunteers are required to wear a helmet during all on ice activities per Minnesota Hockey.

### **Jersey Policy**

Game jerseys are expensive to replace but players are proud to wear them. Players are allowed to wear their jerseys ONLY during the following occasions:

- Games
- School - ONLY on game days
- Fridays if there is a Saturday game scheduled
- Team pictures
- Specified fundraiser events

**NOTE:** Jerseys are not to be worn at any other time including practices, open skate, open hockey, etc. or by siblings or friends.

Player's parent(s)/guardian(s) are responsible for any damage done to the jersey outside of a sanctioned game. If your Jersey were to become damaged during a sanctioned game, please report damage immediately to your Head Coach.

It is recommended that Jerseys be transported in a jersey bag or suit bag of some type rather than being in hockey bags with other equipment where they could become damaged.

### **WHA Jersey and Equipment Return Procedure**

Equipment must be returned or re-rented by April 30th, after the season ends. Do not leave the equipment with the coach or at the arena following the final game. All equipment should be cleaned, mended or repaired before being returned.

All equipment rentals require a \$250 deposit. The deposit will be held until the equipment is returned to the Equipment Manager. When the equipment is returned, the deposit will be returned. If the equipment is not returned by April 30th, rented for the summer, arrangements

made with the Equipment Manager, or if the equipment is damaged beyond reasonable wear and tear, the deposit check will be cashed. If the helmet expiration date is tampered with, removed, or covered, the deposit check will be cashed.

A signed equipment rental form/waiver must be signed to obtain your equipment. Contact the Equipment Manager at [equipment@wasecahockey.org](mailto:equipment@wasecahockey.org).

## **WASECA HOCKEY APPAREL**

The Waseca Youth Hockey Association strives to have a consistent look in apparel. To achieve this goal, all apparel purchases must be pre-approved by the board.

## **WHA SCHOLARSHIPS**

The Waseca Hockey Association Scholarship is awarded to a graduating senior from the Waseca Hockey Association (Waseca, NRHEG, WEM and JWP) that show high academic excellence in class while exemplifying leadership on and off the ice. The scholarship money (4) \$750 may be used to pursue any post-secondary education.

### **Basic Criteria**

- The WHA Scholarship is available to a graduating senior from Waseca, NRHEG, WEM and JWP High School
- Minimum GPA of 3.0 or above (0-4.0 scale)
- Applicant must have played at least two years of high school hockey in Waseca and must have played their senior season unless due to an injury or illness
- The applicants' parents must be in good standing as a member of the Waseca Hockey Associations fulfilling all policy requirements to be eligible in their sophomore, junior and senior seasons
- Eligible student
- Scholarships can be awarded to the boys if there are not any eligible applicants from the girls and scholarships can be awarded to the girls if there are not any eligible applicants from the boys
- If there are no eligible boy or girl applicants, then the scholarship will be banked for the following year
- The scholarship is awarded on a reimbursement basis from the association following completion of their first semester of post-secondary classes

### **Application Procedure**

- Students can obtain a Waseca Hockey Association scholarship application for the WHA Scholarship through their high school counselor's office at their high school or they can contact the WHA President, WHA High School Liaison or the WHA website
- The application form/packet is available March 1<sup>st</sup> each year
- They must fill out the Waseca Hockey Association scholarship application to be considered to receive the scholarship

- The senior must complete the scholarship form and return it to their high school counselor's office by April 1<sup>st</sup> each year
- The information contained in the application is considered confidential and will not be released, discussed or copied beyond the review committee

### **Evaluation Method**

- The WHA Scholarship Review Committee will be made up of the WHA President and two other WHA board members. The members of the WHA review committee may not have a junior or senior son, daughter or grandchild to be eligible to be on the review committee and if the WHA President has a junior or senior son, daughter or grandchild than he or she must step down from the committee and be replaced by another WHA board member who fits the same required requirements
- All applications and evaluations will remain confidential

### **Formulas**

1. Academic: (Maximum of 30 Points)
  - a.  $GPA / 4.0 (x) 30 = \text{Points}$
2. High School Coach Evaluation: (Maximum of 30 Points)
  - a. Scoring Percentages:
    - i. 50% Leadership – Positive example
    - ii. 25% Performance on the Ice – Statistics based off of High School Hockey Career
    - iii. 25% Sportsmanship – Attitude, Respect of Coaches, Opponents, On and off ice officials and Team players.
  - b. Scoring System: (0 Being the Lowest)
    - i. Leadership (0 – 15 Points)
    - ii. Performance on the Ice: (0-7.5)
    - iii. Sportsmanship (0-7.5)
3. Extra-Curricular and Community Activities: (Maximum of 40 Points)
  - a. Extra-Curricular Activities: (0-20 Points)
    - i. Based on activities participated in, offices held, honors and awards received. (Example: Athletics, Student Council, national Honor Society and Fine Arts)
  - b. Community Activities: (0-20 Points)
    - i. Based on community activities participated, extent of participation, and honors or awards received. (Example: Church activities and volunteer opportunities)

### **Awarding and Notification of Winners**

- Winners of the WHA Scholarship will be awarded the scholarship during their High School Awards Banquet. Winners shall remain a secret until notified through the school and/or at the banquet
- Schooling must be started by the recipient within 12 months of being notified that they have won the scholarship

- The winner of the scholarship will notify the WHA Treasurer requesting reimbursement for schooling up to the amount of the scholarship. The request for the scholarship dollars will have the name of the school attended and verification of the successful completion of the semester

## **GRIEVANCE PROCEDURE POLICY**

The Waseca Hockey Association is committed to assuring fair play and treatment for all members of the Association, as well as our volunteer and paid partners. The Association recognizes that, in the course of its activities, diverging opinions and difficulties can arise leading to complaints about a member, team official, policy or practice. The WHA Grievance Policy is intended to provide our members, volunteers and referees access to a process by which complaints, disputes, or other significant concerns can be addressed, reviewed and resolved in a fair and balanced approach. This process is intended to provide individuals a forum to communicate with members of the Waseca Hockey Board when all attempts to resolve an issue have failed. Player conduct, attendance, swearing, attitude and other minor items should be handled at the team level by the WHA Coaching Staff/Team Manager.

1. The aggrieved party should discuss, in person, any complaints, disputes or other significant concerns directly with the individual(s) immediately involved in or having knowledge of the issue. Ideally, most issues are resolved at this level. Players and parents agree to wait at least 24 hours after a game or practice prior to initiating this conversation. Parents and coaches, or other involved parties, agree to conduct themselves professionally and respectfully at all times
2. If the issue remains unresolved, the individual may file a Grievance Report with the Board President. He or she will convene a group to include him/herself, another member of the Board, and a member of HOC (Hockey Operations Committee) or other committees applicable to the complaint. This group will review the facts of the situation with the parties involved and identify a fair resolution to the issue. This group will report all grievances reported and the recommended resolution to the Board of Directors. All decisions made by the WHA Board of Directors as laid out above are final
3. No grievances will be heard by any member of the Board until a Grievance Report has been filed
4. No grievances will be addressed at monthly Board meetings

## **THE BOARD OF DIRECTORS**

Please see the WHA website, <http://wasecahockey.org>, Board page for board members contact information.

The Board typically meets the third Wednesday of each month at 6:30 p.m. Please reference the Waseca hockey website calendar for confirmed meeting time and place each month.

An Annual Meeting of the membership takes place in the spring of each year for the purpose of electing directors and for summarizing the prior season.

- The WHA is governed by a set of bylaws established by USA Hockey and our Board of Directors. Please call any Board member with any questions

- Monthly meetings are held in a public domain on the 3<sup>rd</sup> Wednesday of every month. All association members are encouraged to attend these meetings and provide suggestions on ways to improve WHA. The monthly lawful gambling report is made at each of these meetings and all proposed gambling expenditures are voted on at these meeting. All current Waseca Hockey Association members have an equal vote on all lawful gambling issues

### **Waseca Hockey Association Board of Director Positions**

For board member information please visit the Waseca Hockey Association website for the Board of Directors list, email and phone information.

### **Voting Board Members**

- President
- Vice President and Team Manager Liaison
- Secretary
- Treasurer
- Registrar
- Tournament Coordinator
- Arena Ice Scheduler
- Fundraising
- Sponsorship
- Recruitment
- Equipment Manager
- HOC-ISD and Arena Liaison
- DIBS / Volunteer
- WHA Gambling Manager

### **Non-Voting Members**

- Coaching Coordinator-ACE
- Director of WHA Youth Development
- Website Coordinator
- Marketing/Communication Coordinator
- Head of WHA Officials
- Arena Concession Stand Manager

### **Program Coordinators**

- Waseca County Fair Bingo Tent
- Waseca County Fair Super Bingo
- Golf Tournament
- Summer Concert

### **WHA Board Member Term Limits**

- A WHA Board Member upon being elected by the WHA Membership must run for and complete their three-year term upon their first election.

- The WHA Board Member ballot will not state their term in the amount of years the candidate is running for, but just state the candidate's name.
- A WHA Board Member does not need to have a WHA player in the Waseca Hockey Association to continue to be a WHA Board Member.

## **WASECA YOUTH HOCKEY ASSOCIATION PLAYER AND PARENT/GUARDIAN CODE OF CONDUCT**

The Waseca Hockey Association was organized to promote youth hockey at all levels. This organization strives to develop hockey skills, self-confidence, self-discipline, a sense of team loyalty and good sportsmanship in a fun and enjoyable atmosphere.

The success of the organization depends upon the commitment of players, parents and coaches. By accepting membership in the Waseca Hockey Association, players, parents and coaches agree to adhere to the standards of this organization. The Waseca Hockey Association reserves the right to dismiss any player or coach, or take appropriate action against any parent, whose conduct is detrimental to the organization without refund of any fees that may have been paid.

### **Expectations of Player Conduct**

Waseca hockey players are expected to strive to the best of their ability to achieve coach's practice and game objectives.

- Players will be on time for practices and games, and will notify the coach in advance if unable to attend.
- Excused absences include family emergencies, required church or school activities, illness, weather related emergencies and court orders.
- Unexcused absences will be dealt with by the respective coach and may include a one or more period suspension.

Waseca hockey players are expected to be loyal to their team and their teammates.

- Enthusiasm, leadership and supportive play are encouraged.
- Negative criticism of teammates will not be tolerated.

Waseca hockey players are expected to condition their bodies and strive to improve their hockey skills.

- Players will perform to the best of their ability at all games and practices.
- Players will work to condition their bodies for peak performance.
- Players will work diligently to master all aspects of the game.

Waseca hockey players are expected to be responsible for their own conduct and its consequences both on and off the ice.

- Players will compete with USA Hockey Official Playing Rules and graciously accept the decisions of game officials.
- Players will refrain from obscene language or gestures.
- Use of alcohol, tobacco or other drugs is expressly prohibited, as per Minnesota Hockey guidelines.
- Players will respect the property of the arenas in which they play.
- Any conduct deemed inappropriate by the coach will be dealt with on an individual basis.

## Expectations of Parent and Coaches Conduct

Parents and coaches of Waseca hockey players are expected to accept winning and losing as mature adults. It is the parents and coaches' duty to teach players to understand the meaning of winning and losing.

- A. Parents and coaches will react graciously to wins and refrain from seeking scapegoats such as biased officials, poor ice surface, or poor performance by players or coaches when the team loses.
- B. Parents and coaches will help players learn from their losses, to put a lost game behind them and to look forward to the opportunity to play in the next game.
- C. Parents and coaches will convey a positive attitude toward the Waseca Hockey Association; its philosophy and goals.

Parents and coaches of Waseca hockey players are expected as spectators and coaches to conduct themselves in a manner that exemplifies good sportsmanship.

- A. Parents and coaches will accept the decisions of game officials without criticizing, booing or using obscene language towards officials at any time during or after a game.
- B. Parents and coaches will treat other players with the courtesy, respect and considerations that they would want other parents and coaches to show their sons and daughters.
- C. Parents and coaches will not attend practices or games while under the influence of alcohol or other drugs. The Association reserves the right to request such individuals to leave the arena.

Parents of Waseca hockey players are expected to support all coaches and coaching decisions. Parents will ensure their players are on time for all practices and games.

- A. Parents are encouraged to attend as many games as possible to show their support for the team.
- B. Practice and games are under the direction of the coaching staff. Parents will allow the coaches to coach and correct deficiencies in hockey skills.
- C. Parents are encouraged to make suggestions or to resolve conflicts with coaching staff by following appropriate channels as stated in the Grievance Procedure Policy.

**Note:** Per the Minnesota Hockey rule any parent or family member asked to be removed from any arena during a Waseca home or away game will not be able to attend their player's game for three consecutive games.

I understand that by signing this document I am agreeing to support and promote this Parent/ Legal Guardian Code of Conduct Agreement. Further, my failure to comply with this agreement will result in disciplinary action, up to and including expulsion from the WHA.

Parent/ Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the operating guidelines set forth in this policy handbook.

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Parent Signature - Printed Name

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Date

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Parent Signature - Printed Name

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Date

**WHA reserves the right to revise and update any information and policies contained herein at any time through normal approval channels. Please visit our website ([www.wasecahockey.org](http://www.wasecahockey.org)) for the latest copy of this handbook.**

## **APPENDIX:**

### **TEAM MANAGER RESPONSIBILITIES**

Team Managers are the main line of communication between the coach and players/parents. They are also responsible for all administrative, non-coaching aspects of their teams. One team manager is chosen from each team. Team managers need to complete a background check through USA Hockey.

#### **Communication Box**

In the conference room at the WCA are boxes with labeled slots for each team. Any information without immediate time constraints shall be placed in the respective team's slot or emailed. *Check this box at every practice/game* as well as conferring with coaches at every practice to ensure the information is getting passed on. Label all information with player's names that is handed out, this way any missing people can be given their information at a later date.

#### **Website**

Team Manager website responsibilities include entering team schedules for the season, team announcements, rosters, coach and coordinator contact information, and team stats as directed by the coach. This information should be kept up to date on the team page of the website.

#### **Calling/Notifying**

There will be instances where immediate information needs to be passed on to the players/parents. Coaches will usually direct managers as to this information. Each team will have a three-ring binder with team rosters, score sheets, labels for score sheets and parent contact information. USA Hockey mandates that birth certificates *not* travel with team books. The team book will need to be made available for the coach at every practice and game. It is also helpful to get cell phone and email addresses from parents. This information is used for Association business only and is not to be given out for any other reason.

#### **Initial Parent Meeting**

This meeting should be organized with the coach to be held as soon as possible after the team is rostered. Procedures, expectations for players and parents, volunteer hours, and tournaments should be discussed at this meeting.

#### **Jerseys**

As soon as possible after teams have been selected, obtain jerseys from the Equipment Manager. Distribute the jerseys, record the numbers for rosters and collect the jerseys at the end of the season. All jerseys should be cleaned prior to returning them to the Equipment Manager. Any damaged jersey should be reported to the Equipment Manager immediately. Let the Registrar know the players' numbers as soon as possible so game labels can be made.

## **Rosters**

It is necessary for every team to have a completed official hockey roster. Work with the Registrar to make sure the roster is completed before the District Registration meeting. You are responsible to take rosters to any tournaments your team participates in. Provide each player with a list of players on the team, including parents' names, email and phone numbers as well as a game/practice schedule.

## **Game Confirmation**

Confirm game with opposing team 72 hours in advance either via email or phone. Contact information can usually be obtained from your coach or opponents website. If you have difficulty confirming game, advise your coach ASAP. For weather related cancellations, the team manager is to confirm the cancellation at the appropriate home arena. All members of the team should be notified via telephone/text/email. Use your best judgment for road conditions.

## **Home Ice**

Any additions or changes to home ice team schedules must be reported to the ice scheduler at all times. All home ice cancellations must be reported to the ice scheduler at least 72 hours in advance before the scheduled event. Home game changes should be routed through the ice scheduler rather than the head referee unless a short notice cancellation occurs.

## **Penalty Box/Clock/Score Sheet**

Coordinate parents for the two penalty boxes, running the clock, and keeping the score sheet for each home game. This can be achieved through either a sign-up sheet or assigned rotation, whichever the Team Manager determines is best for their team. The clock operator will need to be trained. No one under the age of 18 should be in the official's area during a game (the area by the clock).

**NOTE:** Working the penalty box/clock/score sheet does not count toward volunteer hours, unless it takes place within the context of a Waseca-sponsored tournament.

## **Score Sheets**

Game results are entered on the District 9 website. Game scores need to be posted within 24 hours otherwise the game will be posted as a forfeit. Please make a copy of anything you are mailing out and keep it with the team book in case items are lost. You will need to have a parent score each home game. Each home and away coach and game referee must sign the game sheet and include their coach's number. Computer labels with player names and jersey number are available from the Registrar.

**NOTE:** Any game misconduct or checking from behind penalties must be reported on the results sheet.

## **Tournaments**

Coaches will advise you of any out-of-town tournament as soon as it has been confirmed. Obtain information on hotel choices as soon as possible. The Team Manager should hold a block of rooms under the name of the Association and pass the information on to the parents to confirm individual rooms. It is a good idea to follow-up with the hotel to confirm someone has not overlooked making the reservation before letting the blocked rooms go.

### **Board Communication**

Any issues/concerns should be reported to the Vice President of the Board. Please consider submitting an article and/or picture to Let's Play Hockey, local publications, and/or the website coordinator if your team does exceptionally well at a tournament. Individual player awards should be communicated to District 9.

### **Other**

Provide maps to away games. Coordinate year-end banquet (with coach). Pictures – check with assigned photographer. Coordinate treats for games (with parents). Note those players whose parents DO NOT authorize the release of their player's name and/or picture.

### **HOCKEY OPERATIONS COMMITTEE (HOC)**

The Hockey Operations Committee is made up of individuals with significant hockey backgrounds or experience and makes recommendations to the Association Board. HOC's role is to provide guidance to the on ice portion of the Association so that the board may concentrate on the larger administrative aspects of running the Association. A member of the HOC will be the named ACE Director with the District.

Recommendations will not be made without research and a thorough consideration of potential results.

- Selection of Coaches: The HOC will be responsible for the placement of coaches at the youth levels. Part of this process will include the recruiting of non-parent coaches.
- Player placement within the various levels: The HOC will evaluate player requests to "move up" and make decisions about placement of those players.
- Coordinating of ice time: The HOC will determine game to practice ratios, length of practices, number of games (including tournament games), optimal number of skaters on the ice at a given time, etc.
- 'A' teams, 'B' teams, etc: Based on skater registration by age, and prevailing rules in mind (Minnesota Hockey, District 9, etc), the HOC will determine what classifications will be most beneficial for the Association.

### **HOC Guidelines for Playing and Ice Time**

- Refer to next section for playing time guidelines.
- American Development Model (ADM), USA Hockey's long term athlete development program will be utilized.
- Practice to game ratio shall be a minimum of 2:1 at the Squirt, PeeWee and Bantam levels and 4:1 at the Mite level (depending on the Mite skill level). Player Placement session hours are included in practice hours. All tournament games, excluding District Regional, and State, will count towards figuring practice to game ratios at all levels.

- There may be 1 ½ hour blocks of time at the Squirt, PeeWee and Bantam levels which can be broken up by those respective coaches to allow for solo ice for the teams at each level.
- No parents or siblings on benches during practices.
- The following guidelines will be followed for number of events allowed at each level:
  - Mite: 10 (including tournament/ Jamboree games)
  - Squirt/Girls 10U: 20-25 (including tournaments)
  - PeeWee/Girls 12U: 22-27 (including tournaments)
  - Bantam/Girls 15U: 25-30 (including tournaments)

### Team Guidelines

The following guidelines are to be followed regarding playing time at the Squirt, Girls 10U, Girls 12U, PeeWee and Bantam levels. Any playing time guidelines below are based on the assumption of adequate practice attendance and participation (effort, conduct) by the player. Playing time may be reduced if a player does not satisfy attendance and participation requirements. Coaches will review requirements and penalties at the beginning of the season with parents and players.

Level of play	Playing time	Power Play unit	Short Handed unit
Squirt A ^**	Equal over the course of the season.	Rotate lines	Allowed
Squirt B^** Squirt C** Girls 10U^ **	Equal, rotate lines	Rotate lines	Rotate lines
PeeWee A **	Earned, may not be equal, but should try to be equal over the course of the season.	Allowed	Allowed
PeeWee B ^** Girls 12U^	Equal over the course of the season.	Rotate lines	Allowed
PeeWee C ^**	Equal, rotate lines	Rotate lines	Rotate lines
Bantam A ^	Earned, not necessarily equal.	Allowed	Allowed
Bantam B ^**	Equal over the course of the season.	Rotate lines	Allowed
Girls 15U ^	Earned, may not be equal, but should try to be equal over the course of the season.	Allowed	Allowed

^Beginning players at these levels may be kept out of games, or play at a reduced amount, until the coach feels the player is ready.

\*\*A goalie at these levels is not guaranteed 100% playing time as a goalie through the season even if they were the only one that tried out as a goalie. Players are encouraged to try the goalie position if they are interested.

If these are the highest registered levels at a given age level the playing time/power play/shorthanded rules of the “A” designation will apply to the “B” level.