

FOND DU LAC BLUE LINE CLUB



HANDBOOK

Revised: August 2025

www.FDLBLUELINE.com

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Board of Directors

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*Tim Pickart (Vice President)	tim.pickart@mermarine.com
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Tracy Scharf	tracyannmal@gmail.com
Tyler Gross	tylergross@aherngross.com

*Indicates Executive Board Member

Standing Committees

Committee	Chairpersons
Banners/Boards Signage	Ryan Blick
Bears Committee	Robbie Coleman
Blue Line Concessions	Tim Pickart / Lucas Maus
Building Planning Committee	Mike Korb / Aaron Schneider
Club Events	Ryan Blick
Disciplinary Committee	Doug Carlson /Robbie Coleman/m
Facility Maintenance	Tyler Gross / Chris Sabel
Figure Skating Committee	Tracy Scharf
Figure Skating Competition	Angie Dowidot
Figure Skating Show	Angie Dowidot
Finance Committee	Mike Korb / Aaron Schneider
Fondue Fest	Andy Rebek
Fund Raising/Raffle	Ryan Blick

Committee	Chairpersons
Hockey Coach Selection	Hockey Committee Chairs
Hockey Committee	Robbie Coleman / Mark Donovan
Hockey Equipment	Tom Glomski
Hockey Tournaments	Ryan Blick
Ice Maintenance	Ray Lewandowski
Ice Setup-Takeout	Ryan Blick / Ray Lewandowski
Membership-Adult	Ryan Blick
New Years Eve Party	Kevin Ristau
Publicity/Advertising	Ryan Blick
Referees/Officiating	Tom Glomski
Registrar	Ryan Blick
Registration	Ryan Blick
Scheduler - Overall	Ryan Blick
Volunteer Hours	Annie McDermott
Walleye Weekend	Adam Spies / Justin Mansueto

Hockey Committee Chair Members

<u>Name</u>	<u>E-Mail</u>
Robbie Coleman	rcoleman@mi-tech.us
Mark Donovan	markdonovandc@gmail.com
Amod Damle- Warbirds	amod.damle@gmail.com
Josh Ziebert-Warbirds	ziebs_19@hotmail.com

Hockey Representatives by Level

Division	Eval/Tryout Age Reps	Regular Season Rep
Intro to Hockey	N/A	Ryan Blick
U8 Mite Cross Ice		
Squirt		Casey Ebert
Peewee		Jamie Cleland
Bantam		Tyler Gross
Goalies	Justin Davidson	
Girls	Amod Damle	
Midget/Club	N/A	N/A

Welcome

Whether you are a new member or have been with us before, we are happy to have you be part of our Club.

Our Mission

The Fond du Lac Blue Line Club and Family Ice Center is a non-profit skating facility that supports the development of skating among people of all ages and abilities. The Blue Line Club, through education and training, helps develop amateur athletes for local, regional, national and international competition in skating sports. In addition, it actively promotes the mental, physical, emotional and social needs of our youth who participate in ice hockey, figure skating, and other various ice sports.

The Blue Line Club is primarily a volunteer organization that could not exist without the donation of countless hours from both hockey and figure skaters' parents, family, and friends.

In the Hockey Program, the opportunities are endless with several ways to enjoy the sport and make it a lifelong interest. Whether it is becoming a player, referee, coach, or an enthusiastic spectator, each is equally vital to making the program a success and enjoyable at all levels.

The Blue Line Club is a member of the Wisconsin Amateur Hockey Association (WAHA), which is a member of USA Hockey, and adheres to its rules and regulations.

The concerns of the Club are not only to teach good skating skills but also to stress the importance of individual goal setting and self-discipline, good sportsmanship, teamwork, building an overall level of self-confidence and above all, having fun. This handbook has been put together in the interest of helping you understand the program better, answering any questions you may have in regard to skating, and providing information you may need to become more involved in the Blue Line Hockey Club.

Bill of Rights for Young Athletes

- Right of opportunity to participate in sports regardless of ability level.
- Right to participate at a level commensurate with each child's developmental level.
- Right to have qualified adult leadership.
- Right to participate in safe and healthy environments.
- Right of each child to share in the leadership and decision-making of their sport participation.
- Right to play as a child and not as an adult.
- Right to proper preparation for participation in the sport.
- Right to be treated with dignity by all involved.
- Right to have fun through the sport.

Blueline Club Meeting Information

The Blue Line Board of Directors oversees Club operations. There are a total of 17 Board members, a third of who are elected by all Club members each year at the annual meeting in April. Officers of the Club are: President, Vice President, Secretary, and Treasurer, each of who are elected annually by the Board of Directors for a term of one year.

The Board of Directors meetings are held in the Upstairs Viewing Room on the third Wednesday of each month at 7:00 pm. The Hockey Committee meetings are held on the first Monday of the month at 8:00 pm. These meetings are open to all Club members. Everyone is strongly encouraged to attend these meetings to remain informed about Club activities.

Concession Stand

Several times throughout the year, each Blue Line Club member is scheduled to work the concession stand. The profits from the concession stand contribute to the operation of the hockey and figure skating programs. First-time workers should arrive at least 15 minutes before their shift starts in order to receive instructions on how to operate the concessions. It is strongly recommended not to bring your children during scheduled concession hours. If you find it necessary to bring your children, please remember that **ONLY** adults are allowed to be in the concession stand, **NOT** children. When time permits, everyone is expected to straighten it up, fill it up, and clean it up. Remember if you do not show up for your assigned shift, you will be assessed a fee of \$90. Concession stand hours **DO NOT** go towards volunteer hours.

Fundraisers

Fundraising efforts are vital in helping defray the high costs of rink operation and maintenance, and also in keeping the costs of the program to a minimum. Some of these activities include: raffle and local events such as Golf Outing, Walleye Weekend, DK5 tournament and the Blueline Boosters banquet. Our largest fundraiser is an annual cash raffle with winners being announced during a Bears game in February or March.

Referees

Each Blue Line official has to be USA Hockey registered. Anyone interested in refereeing must register online at www.WIHOA.com to attend a W.H.O.A. officiating seminar after August 1st for the upcoming season. USA hockey requires all referees of age to wear a half face shield.

Family Volunteer Hours

- Each family is responsible for 30 hours (30 hours per family) and each New Family for the first year is responsible for 10 hours (10 hours per family).
- Concession stand SCHEDULED hours DO NOT count toward your volunteer hours. Any event that you work extra concession hours may be counted toward your total.
- Time spent working the penalty box, time keeping or operating the Zamboni for REGULARLY scheduled season games DO NOT count toward your total commitment. Hours spent doing these jobs for tournaments do count.
- Volunteer hours accumulate from May 1, 2024 through April 30, 2025.
- Penalty for shortage is \$30 per hour
- You will need to see your event coordinator to log your hours. Your event coordinator will have a sign in/out sheet. If you do not sign in/out on the sheets your event coordinator has, you will not be credited for hours worked for that event.
- **EVENT COORDINATORS:** Signup sheets MUST be turned in no later than two weeks after the event. These sheets can be: mailed to 550 Fond du Lac Avenue or dropped in the Blue Line Officers Mailbox located in the lobby. Also, please review sign in sheets against your records on separate sheets. Hours will only be logged from the Volunteer Hour form. NO separate sheets of paper with names and hours will be accepted. This is to avoid duplication of hours for the same event.
- **EVENTS:** Registration, Bears Games, Badger State, DK5 Men's tournament, hockey camps and tournaments, rink set up/take down, figure skating show, figure skating competitions, Golf outing, Try Hockey for Free, Fondue Fest, New Year's Eve Skate, maintenance clean- up days, and any clean-up/maintenance you might happen to see that needs to be done (locker rooms, swept after games, rink glass cleaning, snow shoveling, bleacher clean- up, picking up garbage in the parking lot and around the rink, outside work such as pulling weeds and trimming bushes, tournament and summer Zamboni driving. NOTE: please watch the Blue Line web page for more information and opportunities to volunteer. Events are subject to change or cancellation.
- **BUY OUT:** If you would like to buy out your 30 hours, the cost is \$750.
- When recording your hours please PRINT in a clean and legible manner. Please remember to sign in and out. If your name or hours cannot be read, they will not get credited to your name. Please use the family name of the parent that registered the child. Make sure FIRST and LAST names are recorded. We have several families with the same last name.
- Please do not sign as "close" of event-as each event closes down at different times. Persons not logging a start or end time will not get credit.
- Each member is responsible for scheduling his or her own volunteer time. Events

and chairpersons are usually posted on our website and on the wall in the lobby of the Blue Line Family Ice Center.

- Each member is responsible for signing in his or her hours on the log sheet.
- In the case of separated and/or divorced families, the person registering the child is responsible for all fees due at registration. This includes any shortage of hours by any of the family members. The member registering the child is responsible for the collection of the fees due from the other party prior to registering the child.

General Rules

1. Please do not leave children unattended in the rink, lobby, or viewing area.
2. Hockey bags, equipment, and figure skating bags are to be placed in the designated
3. "Bag Drop" area inside Rink A. Use locker rooms for dressing and putting on skates.
4. Locker rooms are to be kept clean and orderly.
5. Make proper arrangements for arrival, departure, and needs of your child.
6. **REMEMBER THAT THE CLUB IS NOT A BABYSITTING SERVICE!**
7. Parents are encouraged to watch skating practice or games from proper viewing areas (upstairs viewing room or bleachers). Interruptions, distractions, or attempts to interfere with skating instructions and practices are highly discouraged.
8. No using sticks, pucks, stick handling balls, tennis balls, or any other objects that may be kicked or thrown in the ice facility except on ice.
9. The use of skateboards, roller blades & roller shoes are prohibited within Blue Line facility.
10. No children are allowed in the hallway leading to the lockers or the locker rooms during any high school, college, or Bears game.
11. No one except those who are authorized is to be in the Zamboni Room at any time.
12. No one is allowed to skate during unscheduled ice time without having first obtained the approval of the Club hockey/figure skating chairman & arranging for Parent supervision.
13. No children under 18 years of age will be allowed in the upstairs viewing room at any time without being supervised by an adult.
14. Each team is responsible to have the ice resurfaced prior to each practice and following the ice schedule posted in the lobby.
15. Smoking is prohibited within the Blue Line facility.

Locker Room Policy

In addition to the development of our hockey players and the enjoyment of the sport of hockey, the safety and protection of our participants is central to FDLBLHC's goals. FDLBLHC adheres to USA Hockey's SafeSport Program as a means to help protect its

participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, FDLBLHC has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Fond du Lac Blue Line Family Ice Center there are locker rooms for our program's use. Most of the locker rooms have a shower area for your use if you desire. There are public restroom areas for your use in the lobby area and at each end of rinks A and B. Most teams will travel regularly to play games at other arenas, and those locker rooms, and restrooms and shower facilities will vary from location to location.

Your team manager will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Monitoring

FDLBLHC has predictable and limited use of locker rooms and changing areas (e.g. generally 30 – 45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. Locker Room Policy – Coaches, Safe Sport Liason, and HC Chairmen discussed this at your parent meeting. No electronics except a brought in radio for the team to listen to prior to a game. All cell phones must be turned off while in the locker room, if the athlete needs them. All I Pods, MP3 players must be turned off. If electronics can be left out of the locker room this would be the best idea for them. This applies to all athletes, coaches and locker room monitors. **A locker room monitor MUST be present in the locker room AT ALL TIMES and 1 on 1 meetings b/w Coaches, Monitors, and/or parents is strictly prohibited.**

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all our players are given consideration and appropriate arrangements made. Where possible, FDLBLHC will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available.

Cell Phone and Other Mobile Recording Devices

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

Prohibited Conduct and Reporting

FDLBLHC 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 FDLBLHC may be subject to

disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Ice Rules

1. Anytime there is a puck or stick on the ice, all players/persons must wear a helmet and all on ice coaches **must** wear a helmet.
2. Safe skating is essential. The parent monitor/coach for the skating session is authorized to remove a person for a cause deemed unsafe.
3. No food, gum, candies, will be allowed on ice or bench at any time.
4. Be considerate of other skaters at all times.
5. Only those persons instructed to move the goal nets should be on the ice when the zamboni is in operation.
6. Those participating in facility activities assume all inherent risks and responsibilities whether spectator or participant.
7. Users of this facility are responsible for the supervision and conduct of participants and spectators both on and off the ice.
8. No horse play, tag or skating out of control at any time.
9. No kids on ice without skates.
10. Jumping harness is only to be used by certified instructors.
11. Rinks B & C are closed to all people during all Bear games unless a regularly scheduled practice or game.
12. Please observe all posted rules and regulations.

Rink C Policy

- Rink C is for Fond du Lac Blue Line Club members only.
- A guardian or parent must be present in the facility for a skater to be on Rink C
- Members of Blue Line Club are allowed to utilize Rink C in non-scheduled hours.
- A Fond du Lac Blue Line Club Member is described as the following:
 - One active member of Figure Skating or Hockey in a family household.
 - For co-ed hockey: Mites, Squirts, Pee Wee, or Bantams
 - For girls' hockey: U8, U10, U12, or U14
 - Skaters actively participating in Intro to Hockey or Learn to Skate programs.
 - A member of the Marian University Hockey Teams, Fond du Lac Boys High School, Warbirds Girls High School, or SMS High School Hockey
 - Members of Hockey Factory teams during the season (March-May).
- Adult Membership is not considered an active Blue Line Club member who can utilize Rink C in non-scheduled times.

- Non-members using Rink C will be asked to leave the ice surface.

Disciplinary Policy **(Effective year round)**

All rules recommended below highlight OFF-ICE expectations that pertain to all Fond du Lac Blue Line Club members, fans, skaters, and skaters' parents whether at home or on the road. You are representing our club! Any rule infractions ideally needs to be filed within 24-72 hours from the time of incident to a member of the Disciplinary Committee. All items/penalties/suspensions listed below are at the discretion of the Disciplinary Committee.

The Disciplinary Committee will be comprised of one officer from the Blue Line Board of Directors, and two individuals from the Hockey Committee. In the event a Disciplinary committee member is involved in the infraction they will be replaced by another appointed person.

Any infraction of the below rules should be reported immediately to the proper committee (Hockey or Figure Skating). These rules will be strictly enforced.

Unsportsmanlike conduct will not be tolerated by skaters, coaches, officials, skaters' parents or fans. Horseplay and fighting will not be tolerated!

Consequences: Skaters – One week suspension from practice, games or any competition for that given week (enforced by Hockey and Figure Skating Committees). Parents and fans will be dealt with separately with any further disciplinary actions to be dealt with by the Disciplinary Committee, possibly with suspension from the ice arena.

• **Obscene and/or Abusive Language or Gestures** on the part of the parents, coaches, skaters, fans, and referees, on or off the ice will not be tolerated.

Consequences: Skaters – an infraction of the above will result in a one-week loss of ice time to include games, practices, or any competition (enforced by Hockey and Figure Skating Committees). Parents and fans will be dealt with separately with any further disciplinary actions to be dealt with by the Disciplinary Committee, possibly suspension from the ice arena.

Damage to Building Facilities and Abuse of Equipment will not be tolerated.

Consequences: Monetary replacement for any damages to the arena properties will be immediately placed on the skater, the skaters' parents or the fans causing such damages. Skaters, parents of skaters, or fans will not be allowed to participate in any Blue Line Club activities until reimbursement has been made (enforced by the Disciplinary Committee).

Intentional Damage done to arena properties will result in automatic suspension for a period of thirty (30) days from all games, practices, competitions, and all other Blue Line Club activities for the first infraction. Financial responsibility will be that of the skater, skaters' parents, or adults committing the infraction (enforced by the Disciplinary Committee).

2nd Offense: Suspension for the season with complete financial responsibility (enforced by the Disciplinary Committee).

3rd Offense: Suspension for one year from the date of infraction with complete financial responsibility (enforced by the Disciplinary Committee).

Theft from the Blue Line Club, fellow skaters, or members will not be tolerated.

Consequences: Any theft, no matter how big or small, will result in an automatic suspension for a period of one year from the date of the infraction (enforced by the Disciplinary Committee). The Blue Line Club will turn the issue over to the local Police Department.

Alcohol, Drugs, Smoking/Tobacco Products or Controlled Substances will not be tolerated.

Consequences: Any youth skater under the influence or in the possession of the above on the arena properties will be suspended for thirty (30) days from the date of the first infraction (enforced by the Disciplinary Committee).

2nd Offense: Suspension for the season from the date of infraction (enforced by the Disciplinary Committee).

3rd Offense: Suspension for one year from the date of infraction (enforced by the Disciplinary Committee).

· **Smoking Policy** – There shall be no smoking in the ice arena. At adult activities, there shall be no smoking except in posted designated areas. Violators will be asked to leave the ice arena. The Disciplinary Committee will deal with repeat offenders with possible suspension for the season.

· **Locker Rooms** – The coach or his/her designated representative assume responsibility for the locker room. The individuals responsible will rectify locker room damage or cleaning. If no individuals are found to be liable, the entire team will be held liable.

This is to include cleanliness of the said locker room.

Locker rooms will be assigned to teams for games and practices on the ice time schedules.

Unauthorized Personnel – shall not enter the skater's bench area, scorekeeper's area, or official's/judge's area before, during, or after the game or competition (enforced by the Hockey Committee and Figure Skating Committees).

Also, unauthorized personnel are not allowed in the locker rooms before, during or after a hockey game, or figure skating event except in the case of an injury or where specific

assistance is required to dress skaters (enforced by the Hockey and Figure Skating Committees).

Verbal or Physical Abuse of Referees/Judges – in any form by any person is expressly forbidden (enforced by the Hockey and Figure Skating Committees). Zero tolerance and the individual will immediately leave the facility.

Adult Supervision - Any child under the age of 12 years old must have adult or responsible supervision while attending any event at either arena. **Exception – Open Skating. REMEMBER – The Blue Line Club is not a Day Care or Babysitting Service.**

Additional Infractions of Rules

Consequences: The Disciplinary Committee will deal with excessive infractions of rules by skaters, members, guests, and/or fans immediately. Letters of reprimand may be issued stating the circumstances with possible suspension for the season if the problem is not rectified.

Other Behavior – not specified above, but which common sense indicates is detrimental to others, is also forbidden.

All Match Penalties – Will follow guidelines as set forth by WAHA/W.H.O.A.

Participants – Must abide by your coaches rules in addition to the above guidelines.

Disciplinary Policy / Procedure for On Ice Participants

Informal Complaint Process:

All individuals who want to file a formal complaint must go through an informal complaint process first using the proper channels. Exhaust all efforts verbally through the following groups:

1. Coach
2. Age group representatives as listed in the front of the book (if needed, they may contact Coaching Committee).
3. Hockey Committee.

Formal Complaint Process:

Who can file one?

Any coach, parent, official, referee or WAHA affiliated club may file a complaint to the following:

1. To the Hockey Committee
2. Chairperson (HCC) or their Co-Chairperson.
3. Coaches, referees, or club officials may request an investigation by a verbal communication with the HCC or their Co-Chair, to be followed by written documentation.

Action:

A written response will be given to the complainant within ten (10) business days.
Hockey Committee Chair (HCC): The HCC determines if action is required.

- A. If no action is required, a written response will be sent to the complainant and a copy of the response put on file.
- B. If action is required; the HCC will have complete authority and determine which steps to take, based on outline below.
 - **First offense** – A letter of written warning will be issued, identifying the violation of the USA Hockey Code of Conduct. This letter is to be signed by the HCC and their Co-Chair.
 - **Second offense** – The HCC will appoint a three member Investigation Team (IT) to investigate the allegations. The IT will include at least one team representative (age group involved) and the HCC or their Co-Chair. The IT will have the authority and discretion to enforce discipline as described in the Blue Line Hockey Handbook.
 - **Third offense** – Case is referred to the Board of Director's Disciplinary Committee.
- C. It is the responsibility of the HCC to notify all Hockey Committee (HC) members and Club President on any and all action taken in any incidents.

Investigation Team (different from Discipline Committee) The IT will convene the required parties to complete their investigation. After the investigation is completed:

1. The IT renders discipline based on the guidelines set forth and approved by the Fond du Lac Board of Directors.
2. If guidelines do not address the situation before them or the IT cannot come to a mutual decision, the case will be referred to the HC for action.

Written Notification:

1. To the individual making the claim.
2. To the accused and their personal file.
3. The Hockey Committee members.
4. The Team Coach, if necessary.
5. The Head of Referees, if necessary.
6. The Board of Directors, if necessary.

Eval & Tryout Policy

Please see the Eval and Tryout Policy form on the Thunder and/or Warbirds webpage on www.fdlblueline.com

Player Move-up Policy

It is the policy of FDL Blue Line Club (FDLBLC) that ALL players will skate at their age-appropriate level as defined by USA Hockey age classifications.

FDLBLC does reserve the right to regulate the number of players and teams at all age levels.

Player Release Policy

- Each skater requesting a release will be reviewed on a case-by-case basis by our Hockey Committee Chairs, Club President, and Club Vice-President. All formal release requests must be submitted in writing to the Club President, Club Vice President, and Treasurer. If requested, families can request an in-person meeting (or Zoom) after a formal notification has been sent to the Blue Line Club requesting a release. The Blue Line club will notify in writing of the decision to grant or deny the release and the reasoning.
- The current Club President & Treasurer are the only two members of the Blue Line that can sign a release for a skater to participate in another hockey club/ association.

Coaching Selection

A Coaching Selection Committee will be appointed by the Club President, Hockey Director, and Hockey Committee chairs to select A, B, and C level coaches.

- Coaches are encouraged to submit a coaching application prior to evals to be considered for coaching desired teams.

Team Commitment

Listed below are the **maximum** number of games allowed and general guidelines for each team classification. After teams have been selected, a parent information meeting should be held to discuss the actual team commitment. Invitational tournaments count as 3 games and state tournament and play downs do not count.

Midgets, Bantam and Girls U14

40 Games -- 2 Practices per Week
 Games on the Weekends
 2-4 Tournaments
 3-6 Overnight Trips

Peewee and Girls U12

35 Games -- 2 Practices per Week
 Games on the Weekends
 2-4 Tournaments

Squirt and Girls U10

30 Games -- 2 Practices per Week
 Games on the Weekends
 2-4 Tournaments

U8 Mite Cross Ice

- See U8 handbook or usahockey.com

Introduction to Hockey

1-3 Practices per Week -- No Tournaments or Overnight Trips

Goalie Stipends

The following provisions apply to participating goalies in hockey programming with the Fond du Lac Blue Line Hockey Club, including the FDL Thunder and FDL Warbirds. A player that is a dressed goalie for 75% of scheduled games will receive the below stipends payable at the **conclusion** of the season for Squirt, PeeWee & Bantam levels only for coed Thunder and U10, U12, and U14 for the Warbird Program:

- Squirt & U10 Max Stipend: \$600
 - Pee Wee & U12 Max Stipend: \$750
 - Bantam & U14 Max Stipend: \$900
-
- All stipends are dependent of the following being turned into the Rink Manager, Hockey Director or Hockey Committee Chairs.
 - Receipts of all equipment purchases that add up to the "max" amount per age group.
 - A written email from the team's head coach that the goalie was available/dressed to play in at least 75% of the games for that team.
 - This takes into account if a team had 2 goalies