

Policies, Procedures & Rules

OF THE WEST SALEM HOCKEY ASSOCIATION

Note: In addition to the following drafted Policies, Procedures & Rules, by the WSHA, WSHA abides by all USA Hockey, Wisconsin Amateur Hockey Association (WAHA) and Wisconsin-Minnesota Hockey League (WMHL) By-Laws, Policies, Procedures & Rules.

1. AFFILIATION

- a. West Salem Hockey Association (WSHA) is affiliated with USA Hockey, Wisconsin Amateur Hockey Association (WAHA) and the Wisconsin-Minnesota Hockey League (WMHL). The WAHA certified boundaries for WSHA are “West Salem, Bangor school districts in their entirety as well as the Mindoro portion of the Melrose-Mindoro School District.”

2. STRUCTURE OF ORGNIZATION

- a. Is defined in the By-Laws

3. TEAM CLASSIFICATIONS

- a. West Salem Hockey Association will provide levels of play including:
 - i. Termites (Beginner)
 - ii. Mite, Squirt
 - iii. Pee Wee
 - iv. Bantam
 - v. High School
- b. Ages for each level are defined by USA Hockey

4. DEFINITION OF DIVISIONS WITHIN WSHA

- a. There are four levels of hockey in WSHA. These are the Division I, Division II, High School and In-House Divisions.
- b. Rules apply for all skaters, coaches and parents in all divisions and all divisions will comply with the policies set by the Board of Directors.
 - i. **DIVISION I** – Traveling team that plays games within the Wisconsin-Minnesota Hockey League. If numbers permit, this team is selected based on tryouts. (See Team Selection Policy). This team is also eligible for State Tournament Play Offs & Competition. They may also have League Tournaments available for competition. Teams must be registered with USA/WAHA/WMHL and must abide by rules for each.
 - ii. **DIVISION II** – Traveling team that plays games within the Wisconsin-Minnesota Hockey League. If numbers permit, this team is selected based on tryouts. (See Team Selection Policy). This team is also eligible for State Tournament Play Offs & Competition. They may also have League Tournaments available for competition. Teams must be registered with USA/WAHA/WMHL and must abide by rules for each.
 - iii. **IN-HOUSE DIVISION** – Non-traveling teams either non-competitive learn-to-skate Termite Programs or semi-competitive beginning programs for Mites. These teams will still abide by basic USA Hockey rules and shall be registered with WAHA but are not a part of the WMHL.

- iv. **HIGH SCHOOL DIVISION** – Traveling team that abides by USA Hockey, Wisconsin Amateur Hockey Association Rules but does not belong to the Wisconsin-Minnesota League. This team is eligible for State Play Offs and Competition.

5. REGISTRATION

- a. WSHA shall hold two registrations in the fall of each year
 - i. A Registration Chairperson shall be assigned and the Board of Directors and Officers shall be in charge of this event.
 - ii. Registration shall close December 15 every year.
- b. All members must register at one of the two registrations sponsored by WSHA.
 - i. If there are reasons for not being able to attend, they must call the Registration Chairperson or President prior to the end of the 2nd registration.
 - ii. Members who did not sign up before the end of the 2nd registration shall be assessed a \$50 late fee.
- c. Any new members moving into WSHA boundaries after teams are split but prior to December 15 shall be placed on teams – on recommendations from that level's coaches and the Board of Directors.

6. REGISTRATION FEES

- a. All fees for WSHA registration must be paid in full before skaters will be allowed on the first practice ice.
- b. Registration Chair shall notify coaches and/or Team Split Committees of those who have not paid fees.
- c. Fee to be set up by Board of Directors prior to Registration.

7. WORK HOURS

- a. See attached Fundraising Requirements (Section 53) and Work Hours Policy (Section 54)

8. REGISTRATION REFUNDS

- a. Anyone who withdraws from a WSHA program can do so and receive a full refund prior to the USA Insurance Fee being submitted to WAHA.
 - i. After that time they shall receive their registration fee back minus the insurance.
 - ii. After the first practice, nothing is refundable without Board approval.
 - iii. No refunds will be made to any person until loaned equipment has been returned.

9. BEGINNING SKATERS TERMITE/MITE AGE

- a. Registration for the Termite level shall be restricted to only those skaters whose birthday fall into this category.
- b. All other older beginning skaters shall be appropriately placed into their levels by birth date.

10. BIRTH CERTIFICATE

- a. All WSHA skaters shall provide a copy of their birth certificate to the Association prior to the first practice ice time every year.
 - i. Baptism certificates are not acceptable.
- b. Coaches should carry birth certificates to all away games and tournaments as necessary to check in with tournament directors for age verification.

- c. The Registration Chairperson will communicate with coaches and Directors in charge of Team Splitting on who has not provided birth certificates and skaters shall not be able to go onto the ice until provided.

11. SOCIAL SECURITY NUMBERS

- a. Beginning with 1996/1997 season, social security numbers are mandatory on USA membership forms at registration.
 - i. Members who do not provide them shall not be processed as members. USA HOCKEY RULE.

12. COACHES

- a. HEAD COACHES and ASSISTANT COACHES shall be appointed annually by the Board of Directors upon the recommendation of the Coaching Committee.
- b. PARENT HELPERS AT QUIRT, PEE WEE, BANTAM, and HIGH SCHOOL LEVELS are to be approved by the Board of Directors.
- c. PARENT HELPERS for the TERMITE & MITE LEVELS are encouraged and must only be approved by the coach.
- d. PARENT REPS & CALLING PERSONS shall be selected by the coach and approved at the parent's meeting for the specific team at the beginning of the season.

13. COACHING COMMITTEE

- a. The Coaching Committee is a permanent standing committee of WSHA.
- b. The committee shall be composed of six members plus a chairperson.
- c. Each person would serve for a two year term, with three members being appointed in odd number years and three members appointed in even number years.
- d. The chairperson would be appointed by the President of WSHA using USA Hockey guidelines for an ACE Coordinator.
- e. At least one member of the committee shall be an Association Board member or officer.
- f. The committee should have one member from each age level, if possible.
- g. Members of the committee would be appointed by the President, subject to Board approval.
- h. The role and responsibility of the Coaching Committee would be as follows:
 - i. Provide and organized means of recruiting coaches.
 - ii. Furnish informational materials to coaches.
 - iii. Address coaches scheduling concerns.
 - iv. Make appropriate policy recommendations to the officers and Board of the Association.
 - v. Hold pre-season and mid-season coaches informational meetings.
 - vi. Provide continuity and organization for the Association's coaching needs.
 - vii. Interview all coach's individual team rules, expectations, and coaching philosophies prior to each coach's appointment to make sure they match the policies and philosophies of WSHA.
 - viii. Assist new coaches to begin scheduling their season and look at a reasonable number of games.

14. QUALIFICATONS OF COACHES

- a. A Head Coach must be at least 18 years of age.
- b. A Head Coach must be able to commit to the time, finances, and responsibility needed to coach the team.
- c. A Head Coach must be able to teach competency in skating, hockey skills, teaching techniques, strategies, and skills in communication with skaters and parents.

- d. A Head Coach must be certified by USA Hockey. Each must keep his/her certification up to date. Coaches and Assistant Coaches are encouraged to attend one clinic per season.
- e. All Coaches and coaches helpers must have filled out the USA Individual Insurance form prior to going on the ice.

15. COACHES FEES FOR INSURANCE/CLINICS

- a. WSHA shall pay for/or reimburse one head coach and one assistant per team for fees for coaching clinics.
- b. WSHA pays for insurance fees to USA Hockey for all head coaches and two assistant coaches per teams.
- c. All additional parent helpers are required to pay their own insurance fees or they will not be allowed on the ice.

16. COMPENSATION FOR COACHES

- a. All coaching positions (Termite, Mite, Squirt, Pee Wee & Bantam) are to be held by volunteers who will not be compensated for their services.
 - i. These coaches will however, in addition to the clinics and insurance as outlined be reimbursed for copies and long distance calls when reasonable and when submitted to the Board of Directors for approval.
- b. The High School coach shall be reimbursed for expenses up to an amount approved annually by the Board of Directors and the general membership.

17. COACHING MANUALS

- a. Association coaches shall follow USA coaching manuals provided at clinics.

18. COACHES ON THE BENCH

- a. The number of coaches, assistant coaches and parent helpers is left up to the discretion of the head coach,

19. EMERGENCY COACHING SITUATION

- a. All coaches are to carry at least one USA Individual Insurance form with them to all games; home and away.
- b. From time to time a situation may arise when a coach needs to leave a game due to an emergency.
 - i. In the case where another coach cannot be found to fill in for a game or tournament situation, it may be necessary to find a replacement who is not USA registered.
 - ii. He/she should immediately fill out the USA Insurance Form carried by the head coach to all games.
 - iii. This form shall be given to the President of the Association within 24 hours after event.
- c. **CAUTION: SOME GAMES AND TOURNAMENTS REQUIRE CERTIFIED COACH ON THE BENCH AT ALL TIMES OR THE GAME MAY HAVE TO BE FORFEITED.**
- d. President shall submit form to WAHA Registrar under the category "Non-paying coach."
 - i. No fees are collected or disbursed.
 - ii. What constitutes an emergency is left to the discretion of the Board of Directors.

20. INDIVIDUAL TEAM RULES AND COACHING EXPECTATIONS

- a. Each coach shall submit any additional rules and expectations set for the individual teams to the Coaching Committee for approval prior to their appointment.
 - i. These rules and expectations may include items including but not limited to:
 - 1. Discipline/attitude
 - 2. Sportsmanship
 - 3. Teamwork
 - 4. Penalties
 - 5. Missed practices
 - 6. School grades
 - 7. Skating up to next level
 - 8. Individual skating time
 - 9. Mutual respect
 - 10. Parents in locker rooms
 - ii. These rules, once approved
 - 1. Must be put in writing
 - 2. Each team parent provided with a copy at the parent meeting at the start of the season.

21. COACHES/PARENTS MEETINGS PRIOR TO START OF SEASON

- a. After teams are selected
 - i. Coaches are officially assigned to teams
 - ii. Association holds a Coaching Meeting
 - iii. WSHA coaches are to hold an informational meeting for their parents/skaters prior to the beginning of the season.
 - 1. Information to cover includes:
 - a. Introduce coaches, parents and skaters
 - b. Coaching expectations and individual rules for team (as approved by the Coaching Committee)
 - c. Practice times
 - d. Game schedules
 - e. Decision on which tournaments and how many the team wants to commit to
 - f. Tournament payment policy
 - g. Concessions & clean-up schedule
 - h. Individual team responsibilities assigned by Association
 - i. View video teams for parents (USA Hockey)
 - j. Recruit parent rep
 - k. Recruit calling person

22. TEAM SELECTION

- a. See Section 51, Player Selection Policy, made a part of the Policy Manual.

23. TEAM SIZE-MITES, SQUIRTS, PEE WEES, BANTAMS

- a. The Board of Directors shall set the team size each year based on registration numbers
 - i. Maximum team size per USA Hockey is 20.
- b. All skaters must be West Salem Hockey Association skaters.
 - i. Any exceptions shall be based on rules listed under Section 26. Non-association Players.

24. SKATE UPS

- a. See Section 52. "Skate-Up Policy and Agreement," made a part of the Policy Manual.

25. TEAM SIZE – HIGH SCHOOL

- a. First preference players
 - i. All players from the West Salem Hockey Association shall have first preference for all spots on the High School team
 - ii. WSHA will not consider a Midget team unless there are over 34 players on the High School team.
- b. Second preference players
 - i. Will be those non-association players who have been "grand-fathered" into the team by having played one full previous season with WSHA.
- c. Third preference players
 - i. If West Salem & previously grand-fathered non-association players do not fill the roster;
 - 1. The head coach shall make the decision how many skaters he/she wishes to roster by adding other non-association skaters.
- d. If there are more non-association new skaters wishing to join the team than the high school roster has room for, the selection will be done on a lottery basis.
 - i. Lottery selection shall take place prior to first practice ice time.

26. NON-ASSOCIATION PLAYERS

- a. Recognizing that each association in our league builds its membership by recruiting players from within their WAHA certified boundaries, West Salem Hockey Association commits that it will:
 - i. Not accept players from outside our WAHA certified boundaries
 - ii. Nor shall we release players from within our own boundaries to skate for other associations.
 - 1. Understanding that special circumstances may exist from time to time,
 - a. Any player who requests release or acceptance shall present their case to the WSHA Board of Directors.
 - b. And said release or acceptance must be granted by 2/3 majority vote by the Board of Directors.
 - c. This release or acceptance must meet the further conditions set forth by our league – the WMHL.
- b. In specific situations where skaters have no association team within their community:
 - i. WSHA may allow on an individual basis, those skaters to apply for our teams.
 - ii. Acceptance is pending Board approval.
- c. Skaters who have an association to skate with within their jurisdiction can only join WSHA if:
 - i. They are given a release in writing from the President of their "home" association
 - ii. Meets WAHA guidelines and policies
 - iii. And have been approved by the WSHA Board of Directors.
- d. Non-association families shall pay a onetime initiation fee to WSHA at registration in an amount determined by the Board of Directors.
- e. Any non-association skater whose family completes one full hockey association board year as a member shall be:
 - i. Grand-fathered into WSHA as a skater the remaining years as long as there are roster positions available
 - ii. West Salem Hockey Association skaters have first priority to fill roster

- iii. That non-association family must maintain their volunteer activities throughout that first and all subsequent years
- f. Should there be more non-association grand-fathered-in members registered than there is room for on a team,
 - i. Selection shall be handled by the Board on an individual basis.
 - 1. Except for High School team; see Section 25. Team Size – High School policy.

27. STATE TOURNAMENTS/INVITATIONAL TOURNAMENTS

- a. All Division I & II Teams and the High School team may register for State Competition by the WAHA deadline.
 - i. Decision for each level shall be made by the
 - 1. Coaches
 - 2. Players
 - 3. Parents
 - ii. Association will pay for State Tournament Fees up front and
 - 1. Players will pay as per policy below
- b. If a team does not qualify for State Competition,
 - i. The State will reimburse the Association for the registration fee less a processing fee.
 - 1. The parents of the team are expected to reimburse the association for this amount.
- c. Each team will be assessed a fee for State Play Off (Regional) games.
 - i. This fee shall be paid prior to the Play offs as per policy below if known,
 - 1. Otherwise within a deadline as set by the Board of Directors.
- d. Any team in the Association may decide as a team to travel to invitational tournaments of their choice.
 - i. This decision is left up to the:
 - 1. Coaches
 - 2. Parents
 - 3. Skaters
 - ii. Fee shall be paid as outlined below and paid in full by team to the Association treasurer.
- e. Before a player can play in any tournament,
 - i. That player must have paid the tournament fee prior to the event
 - ii. If not paid in full the player must be benched.
- f. Coaches or parent rep are in charge of collecting all tournament fees and submitting to Association treasurer.
- g. Two teams of the same age level may only be in the same tournament if they are in the same division.
 - i. If two teams of different divisions apply for the same tournament, the first team applying to treasurer for entrance fee get to enter the tournament.
- h. After the initial discussion at the parent's meeting, the coaches are then responsible for informing the parents of which tournaments and what financial commitment is expected.
 - i. Cost to be divided equally among players.

28. FIRST AID

- a. All Head Coaches are required to take a first aid kit provided by WSHA to all games both home and away.

- b. For additional supplies for kits, contact the concessions chairperson who is in charge of sticking kits.
- c. All coaches are encouraged to take courses in both First Aid and CPR.

29. INJURIES

- a. Coaches must cover this policy at the beginning of the season at their parent meeting.
 - i. If a player is hurt during a sanctioned hockey event, practice or game,
 - 1. Coaches must communicate to parents that the parents must
 - a. Call the USA Hockey Insurance Claim into the District Risk Manager within 24 hours of injury.
 - b. If injury occurs on a weekend and there is no answer, claim must be called in on Monday morning.
 - c. If parent cannot be reached the coach should call injury in.
 - 2. **CAUTION: CLAIMS NOT CALLED IN MAY RESULT IN COVERAGE BEING DENIED.**
 - ii. Name, Address and Phone Number of Risk Manager for USA Hockey is in back of the WAHA annual guides provided to all coaches and should also be in the coaching manuals provided by WSHA.
 - iii. Forms are available in the Scorekeepers Book, from the coaches or the President of WSHA.

30. PLAYING TIME

- a. Coaches are encouraged to do their best to equalize playing time for all skaters.

31. PLAYER POSITION

- a. What position a player plays is up to the Coach
- b. If the player requests an opportunity to play a position the Coach is strongly urged to provide that opportunity.
 - i. This can be done during the early season
 - ii. Or in practice to find out whether the player is suitable for that position.

32. EQUIPMENT

- a. See Section 55, Equipment Policy, made Part of this Manual

33. TEAM PLAYER AWARDS

- a. **WAHA AWARDS (WISCONSIN AMATEUR HOCKEY ASSOCIATION)**
 - i. ZERO AWARD – Playing complete game without allowing a goal (Goalie Award)
 - ii. HAT TRICK – Scoring three goals in a game
 - iii. PLAY MAKER – Registering three assists in a game
- b. **CONDITIONS FOR AWARDS (WAHA)**
 - i. Recipient must be a registered player
 - ii. Game or tournament was USA sanctioned
 - iii. Game officiated by registered USA referee
 - iv. Game was League competition not on exhibition game
 - v. Copy of score sheet went to District Registrar
 - vi. Limit of one of each award per player/season
 - vii. Coaches
 - 1. Mail requests to: WAHA registrar with recap of names and awards earned
 - 2. Include self-addressed envelope of sufficient size to take care of number of patches needed by April 15.

- c. **WISCONSIN/MINNESOTA HOCKEY LEAGUE AWARDS (paid for by WSHA)**
 - i. LEAGUE PATCH – Awarded to each player in the WMHL
 - ii. BLUE LINE AWARDS – For defensemen, limited to 2 per team, selected by coach, paid for by Association.
- d. **WEST SALEM HOCKEY ASSOCIATION AWARDS**
 - i. **INDIVIDUAL TROPHY**
 - 1. Awarded to every registered player at the end of the season
 - 2. Amount to spend is determined yearly by the Board
 - 3. Coaches or Team Rep to purchase
 - 4. Trophies in excess of budget shall be absorbed by individual team members
 - ii. **GRADUATING SENIOR HOCKEY PLAYERS**
 - 1. Receive a plaque from the Association
 - a. Featuring a picture of them as a beginning hockey player and a current Senior Hockey picture
 - 2. These are ordered by the President and take the place of an individual trophy from the Association.
 - 3. If player wants a copy of the team trophy, he/she shall pay for it themselves
 - iii. **ADDITIONAL AWARDS**
 - 1. Are at the cost of the individual teams.

34. REFEREES

- a. WSHA will provide referees and linesman as follows:
 - i. Mites, Squirts, Pee Wees – 2 referees
 - ii. Bantams & High School – 2 referees and 1 linesman
 - 1. Except WIAA games which require 1 referee and 2 linesman
 - iii. WSHA Referees who pass their certification exam shall provide Referee Chairperson with a copy of a card.
 - 1. After officiating three games, refs will be reimbursed for clinic fees.

35. VANDALISM/LOST ARTICLES

- a. WSHA is not responsible for lost or damaged articles while in the Lions Building, rink or locker rooms.
- b. Coaches are encouraged to:
 - i. Try to keep locker rooms locked whenever possible,
 - ii. Encourage kids to leave money and other miscellaneous valuables at home or locked in their cars.
- c. Parents are encouraged to supervise these areas during practices and games.

36. LOCKER ROOM KEYS FOR VISITING COACHES

- a. Visiting coaches will be able to lock the east side of the Lions Building (visiting locker room).
- b. Visiting coaches will have to turn their car keys in at the concessions stand in exchange for two door keys.
 - i. When finished with keys for the building and returned to concessions, car keys will be returned to visiting coach (3/9/95).

37. LION'S BUILDING KEYS

- a. All coaches, committee chairperson, officers and directors who have been approved by WSHA to have a set of keys for the Lion's Building, should obtain the keys from the Village Hall, downtown West Salem.
 - i. Keys will be issued after signing a release with the Village.
- b. Anyone who is used keys to the Lion's Building will be held responsible for the loss of the keys and may be required to provide new locks and new keys in case of loss.
- c. All keys must be returned to the Village no later than the end of the board of the year (4/30).

38. KEYS FOR RINK, LIGHTS, WATER, ICE RESURFACING ROOM, EQUIPMENT ROOM, TROPHY CASE, ETC.

- a. One master set (kept by the President of WSHA) shall be available of the concessions area during the season.
 - i. No one may remove a key for use unless they sign their name on slip of paper in drawer holding key.
 - ii. If that person fails to return the key, he/she shall be responsible for replacing lock and copies of key.

39. FUNDRAISING

- a. All fund-raisers (above and beyond regular Association activities) organized by an individual team, individual members or committee, must be presented to the Board of Directors for approval.
 - i. This money will be put into the association checking account.
 - ii. A ledger will be kept for each team or activity.
 - iii. That money will then be spent for the individual team or activity.

40. GAME SCHEDULING CHANGES

- a. To make schedule changes, coaches must contact the following persons:
 - i. Concessions Chairperson
 - ii. Rink Scheduler
 - iii. Clean-up Chairperson
 - iv. Referee Chairperson
 - v. Ice Resurfacers Scheduler

41. CONCESSIONS

- a. No one under the age of 14 should work in the concessions area.
- b. There shall be no charging at the concessions by any member.
- c. Each team shall be in charge of covering the concessions responsibilities during their own games.
- d. Schedules for these games shall be determined by the team reps and given to the Concessions Chairperson.
- e. All families will be expected to work the West Salem Open Ice Concessions one time per winter.
- f. Schedule will be prepared by Team Reps and supplied to Concessions Chair.

42. CLEAN-UP

- a. All teams will be responsible for cleaning the Lion's Building and Rink Spectator area during the season.
- b. Schedule will be prepared by the Clean-Up Chairperson.

43. SCOREKEEPERS BOX

- a. A copy of USA Playing Rules, WAHA Rules, Wisconsin-Minnesota Hockey League Rules and WSHA Rules & Regulations shall be kept in the Scorekeepers Box during all games.
- b. Scorekeepers are in charge of making sure this information is taken from the appropriate place in the concessions area out to the box and returned after the games.

44. SCOREKEEPERS RESPONSIBILITIES

- a. Persons doing the scorekeeping are responsible for the following:
 - i. White score sheet given to the winning coach for them to send into the league.
 - ii. Make sure both coaches' sign score sheets.
 - iii. Division I or II must be marked.
 - iv. Team # marked when appropriate.
 - v. Make-up games must state Original Date, Change Date and signify that they are "make-up" games.
 - vi. Pick-up games just for "fun" should not be mailed in.
- b. If score sheets are not done correctly, the WMHL will throw them away and games will be forfeited.
 - i. WSHA Coaches are responsible for passing this information on to the parents or people filling out score sheets at their games.

45. OFF ICE OFFICIALS CONDUCT

- a. All appointment scorekeepers, clock workers and penalty box workers shall conduct themselves in dignified manners.
 - i. At no time shall anyone in these positions
 - 1. Lecture or harass players
 - 2. Yell offensive statements onto the ice
 - 3. Or argue with on ice officials

46. PARENT REP/CALLING PRESONS/MEDIA LIAISON

- a. **Parent Rep**
 - i. A contact person between the Association and the Coach/Team
 - ii. This person shall be the vehicle for communication between the team and the President/Board of Directors regarding team activities and association events.
 - iii. DUTIE MAY INCLUDE:
 - 1. Recruiting volunteers from team for association events.
 - 2. Communicating association functions to team members.
 - 3. Holding each family on your team accountable for volunteering for association activities.
 - 4. Assist team in hotel accommodations for travel events.
 - 5. Submitting special request on behalf of the team to the Board of Directors.
 - 6. Collecting team fees for tournaments, trophies, etc. and submitting the association treasurer.
 - 7. Scheduling and following up on team's participation in:
 - a. Concessions
 - b. Open skate
 - c. And clean-up responsibilities
 - 8. Assist coach in purchasing trophies.

b. Calling Person

- i. A person assigned by the team to make phone calls before, during and after the season.
- ii. DUTIES MAY INCLUDE:
 1. Calling members of the team to relay information on behalf of the:
 - a. Coaches
 - b. Parent/Team Rep
 - c. President
 - d. Board of Directors
 - e. And any other association communication

c. Media Liaison

- i. A person assigned by the team to act as newspaper article writer and publicity chairperson.
- ii. DUTIES MAY INCLUDE
 1. Writing team articles and taking pictures for hockey section of the La Crosse County Countryman and any other media of choice.

47. WHEN TO CANCEL PRACTICES OR GAMES BASED ON TEMPERATURE

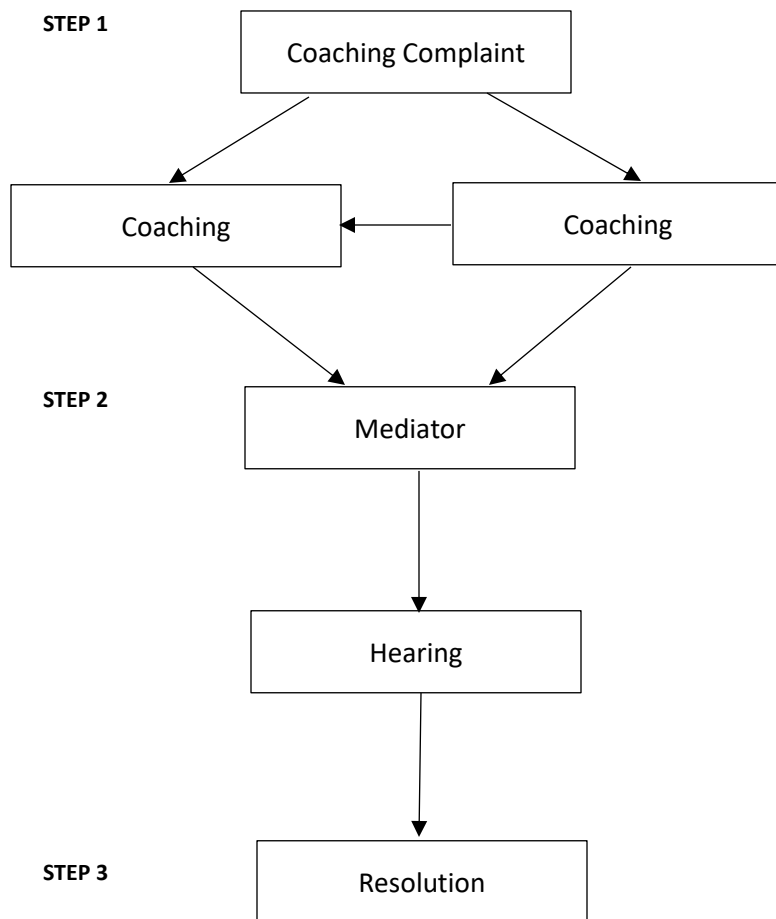
- a. WSHA policy is the same as WMHL policy (League Rules)
- b. If a coach chooses to hold a practice or game despite weather policy
 - i. No child should be penalized for not participating.

48. CANCELATIONS OF PURCHASED ICE TIMES

- a. A coach must call ice purchaser in order to have him/her contact rink for cancellation and their individual cancellation policies.
- b. Any fees not refundable due to rink policies shall be absorbed by association or teams depending on who requested the ice time.

49. HANDLING COMPLAINTS

- a. The following steps should be used to handle coaching complaints.
 - i. These steps will be adhered to by the Board of Directors.



Note: Complaining Party is encouraged to document events regarding complaints.

Step 1 – Parent should make every effort to communicate problem, voice concerns or complaint directly with coach in an attempt to resolve.

Complaint going to the President shall be referred back to the coach unless concern/complaint is so severe that President warrants recommendation to go straight to mediation.

Step 2 – Purpose of mediation is to settle matter constructively and privately between coach and party complaining using a third person to mediate a resolution.

Mediator shall be President or one Board Member appointed by the President who does not have a family member affiliated with said team involved in the complaint.

Step 3 – Purpose of hearing panel is to hear both sides of the complaint and make a final resolution. All decisions of panel are final.

Panel shall consist of: President* or one Board Member appointed by President and two Coaching Committee Members. No member of the panel may have a family member affiliated with team involved in complaints and cannot have served as mediator.

* If President has a child on team involved in complaint, appointments shall be made by President Elect and continues to follow chain of command.

50. CODE OF CONDUCT (4/8/95)

a. GOALS:

- i. It is desire of the West Salem Hockey Association to provide a sage and fun program of youth hockey that will give the youth of this area the chance to develop their:
 1. Hockey skills
 2. Promote good sportsmanship
 3. Leadership
 4. And Teamwork
 5. And Help develop good judgement
 6. Personal pride
 7. And mutual respect
- ii. We wish to promote the benefits of hockey and to keep the reputation of the West Salem Hockey Association and its members at the highest level possible.
- iii. The following Code of Conduct will govern the actions of our players, players and coaches.

b. DISCIPLINE COMMITTEE:

- i. The Discipline Committee will be comprised of
 1. Two West Salem Hockey Association Board Members
 - a. With the purpose of monitoring behavior and penalties for possible disciplinary action.
- ii. The Discipline Committee's review will involve the
 1. Player
 2. Parent
 3. Coaches
 4. And any others who may be involved
- iii. All recommendations will be sent to the full Board of Directors for approval.

c. PLAYERS:

- i. Practices
 1. Players are expected to attend all practices on time and ready to work.
 2. Illness, school functions, etc., are excused absence,
 - a. But must be called to the coach prior to that practice.
 3. Individual coaches will determine a policy for their own team to deal with
 - a. Late arrivals
 - b. Misbehaviors
 - c. And unexcused absences
- ii. Use of Tobacco, Alcohol or other Drugs
 1. Any use of these items WILL NOT BE TOLERATED!
 2. 1st offense:
 - a. Suspension for (3) consecutive games for each team played on
 - b. Player must attend all practices and games
 3. 2nd offense:
 - a. Suspension for 365 calendar days
- iii. Off Ice Behavior
 1. Players are representatives of the West Salem Hockey Association and should conduct themselves with pride and dignity.

2. Players should dress appropriately (clean and neat) before and after games.
 3. Off ice behavior at any hockey related function must also promote a positive image
 - a. No vandalism
 - b. Swearing
 - c. Curfew violations
 - d. Etc.
 4. Players May Be asked to stop any unwanted behavior
 - a. And further, they may be asked to leave the game or hockey function
- iv. On Ice Behavior
1. The following rules will apply to ALL games, practices, scrimmages and other sanctioned hockey events.
 - a. Any suspensions given will affect each team for which a player skates.
 - b. The West Salem Hockey Association has agreed to abide by all USA Hockey rules and the Wisconsin-Minnesota Hockey League (WMHL) rules. We will continue to do so, but with these additions:
 - i. **Any of the following will result in disciplinary consequences:**
 1. Fighting
 2. Repeated unsportsmanlike conduct
 3. Repeated use of vulgarity in language or gestures
 4. Failure to follow rules as set down by West Salem Hockey Association, coaches and/or the team
 5. Intent to injure or injury causing penalties (Mach Penalty or Gross Misconduct). See Section 50, C., v., 1, d. below.
- v. **Violations will result in the following disciplinary consequences:**
1. (Infraction is defined as any of the above five violations. Second and third infraction disciplines are for any combination of the above).
 - a. **First Infraction**
 - i. One (1) full game suspension
 - b. **Second Infraction**
 - i. Appearance before the Discipline Committee by the:
 1. Player
 2. Parents
 3. Coach
 4. And any others involved
 - ii. Committee to decide on discipline to be assessed based on this review.

- iii. Alternatives include a:
 - 1. One game suspension
 - 2. Two game suspension
 - 3. But no more than three game suspension for each team, player skates on
- c. **Third Infraction**
 - i. Appearance before the Discipline Committee by:
 - 1. Player
 - 2. Parents
 - 3. Coach
 - 4. And others involved
 - ii. Committee has the option to select discipline
 - 1. And may recommend suspension for the remainder of the season.
- d. **Intent to Injure or Injury Causing Penalties**
 - i. FIRST INFRACTION
 - 1. Automatically will be assessed three (3) game suspension for the first infraction should the Discipline Committee feel penalty was justified after review from player, parent, coaches and others involved.
 - ii. SECOND INFRACTION
 - 1. A second infraction could result in suspension for remainder of the season after Committee's review. ** - Refers to Section 50, C., iv., 1), b., 1., 5.
- e. **Director' Approval of Decisions**
 - i. All recommended disciplinary actions must be approved by the Board of Directors except those dictated by USA Hockey Rules or WMHL Rules.
 - ii. Recommended disciplines shall be:
 - 1. Skater
 - 2. Skater's parents
 - 3. Skater's coach
 - 4. And the Association President
 - iii. Directors must make decision on approval within 48 hour of receipts of recommendation.
 - iv. Director's decision must be in writing.
- f. **Appeal Process**
 - i. Any objections to Disciplinary Actions must be:
 - 1. Made in writing and given to the President within one week after Disciplinary Recommendation is delivered to:
 - a. Player
 - b. Parent
 - c. And coach

- ii. If an appeal is made, the subject skater or coach shall not skate or coach until the appeal process is concluded.
- iii. Directors will schedule a meeting within one week to review written appeal.
 - 1. After Directors review of the written appeal, the disciplinary process and the recommendations of discipline,
 - a. The decision will be made in writing within 3 days to:
 - i. Player
 - ii. Parents
 - iii. And coach

iv. **ALL DECISIONS SHALL BE FINAL.**

d. **COACHES:**

- i. All coaches by example are role models and must conduct themselves accordingly.
 - 1. Unsportsmanlike behavior such as:
 - a. Swearing
 - b. Arguing with an official
 - c. Blatantly criticizing another team, coach or player
 - d. Drinking
 - e. Etc, will not be permitted
 - 2. Discipline and maintenance or a
 - a. Safe, supportive and teachable environment, should be the coach's primary concern
- ii. All coaches will meet together with the Coaching Committee prior to the beginning of the season to review:
 - 1. Rules
 - 2. Philosophies
 - 3. And policies
 - a. Following this meeting, each coach is to hold a Parent/Player meeting prior to the first game to discuss individual policies and concerns
 - i. Some, but not necessarily all of these philosophies may include:
 - 1. DISCIPLINE / ATTITUDE
 - 2. SPORTSMANSHIP
 - 3. TEAMWORK
 - 4. PENALTIES
 - 5. MISSED PRACTICES
 - 6. SCHOOL GRADES
 - 7. SKATING UP TO NEXT LEVEL
 - 8. INDIVIDUAL SKATING TIME
 - 9. MUTUAL RESPECT
 - 10. PARENTS IN LOCKER ROOM

- iii. Coaches are to submit copies of all score sheets pertaining to infractions that may result in disciplinary action to the Discipline Committee following all games for review of behavior and penalties.
 - 1. Coaches are to write comments on penalties they felt were especially flagrant on penalties they felt were miscalled.
- iv. The Head Coach is responsible for enforcing
 - 1. The Code of Conduct
 - 2. And must do so fairly
 - 3. And without exception
- e. **PARENTS:**
 - i. Parents are first and foremost teachers! Therefore, let us teach our youth
 - 1. Respect for themselves and others
 - 2. Fair play
 - 3. And teamwork
 - ii. Teach them that
 - 1. Fighting, is not acceptable
 - 2. Swearing, is not acceptable
 - 3. Arguing with coaches and/or officials is not acceptable
 - 4. Parents may be asked to stop unwanted behavior
 - a. And further, they may be asked to leave the game or hockey function.
 - iii. If a parent sees any violation of the Code of Conduct on or off the ice
 - 1. A coach or member of the Discipline Committee is to be notified immediately.
 - iv. Support your hockey in a positive manner and HAVE FUN!
 - v. The PRIVILEGE of participating with the West Salem Hockey Association is extended to all West Salem are youth and their families, providing they:
 - 1. Are willing to assume their responsibilities
 - 2. And conduct themselves in a manner that will be a credit to all
- f. **CODE OF CONDUCT SIGNATURE SHEET**
 - i. We have read the Code of Conduct and agree to abide by all aspects of it effective with our signatures.

Player's Signature

Date

Parent or Guardian's Signature

Date

NOTE: This Code of Conduct will replace any previous codes. The Board of Director's approved this document in March 1995 making revisions from original draft dated 4/3/93. Membership voted their approval of this document at the Annual Meeting in April 8, 1995.

51. PLAYER SELECTION POLICIES – (Revised and Approved 9/11/06)

a. WHICH TEAMS ARE REQUIRED TO SPLIT

- i. All teams must split 21 skaters (USA Hockey Rules)
- ii. The Board of Directors of the West Salem Hockey Association shall decide when to split and how many skaters will be placed on each team.
- iii. All West Salem Hockey Association skaters will be given first opportunity to fill available positions and non-association skaters will be considered if rosters are not filled. Board of Directors shall decide on how specially to address non-association players spots available on a per year/per team basis.

b. SKATE UP POLICY AND HOW IT AFFECTS NUMBER ON TEAM

- i. See Section 52. Skate-up policy and Agreement (9/06).

c. APPOINTED DIRECTOR IN CHARGE

- i. The Board of Directors shall appoint:
 1. Two directors or one director and helper, not related in any way to the team being split, to oversee the process of splitting
 - a. He/she must attend the:
 - i. Selection committee meetings
 - ii. Parent meeting
 - iii. Drills
 - iv. Scrimmage
 - b. Collect the score sheets in sealed envelopes
 - c. Help judges with adding score sheets
 - d. Convey the results to the
 - i. Coaches
 - ii. Players
 - iii. Parents
 - e. And any other duties as outlined by the board
 2. Any disclosure of selection information such as scores or rankings will result in disciplinary action by the Board, including potential dismissal of position.

d. SELECTION COMMITTEE TALLY PERSON

- i. The tryouts will be judged by the selection committees (3 people) and tallied by directors in charge:
 1. Mites, Squirts, Pee Wee and Bantam Levels – Three (3) qualified judges will have hockey experience and knowledge of the game, and appointed by the board.
 2. These members cannot be related to anyone on the team they are going to help split.
- ii. Non-parent head coaches from WSHA shall also
 1. Fill out an independent score sheet to be included in the final score
 2. And participate with the decision in dividing the teams
 3. The non-parent coaches shall attend the team split BOD meeting
 4. And be prepared to discuss in confidence final team selection with the BOD
 5. This is particularly important in very close scores during tryouts
 6. Final decision must be approved by the BOD (10/2008)
- iii. NOTE: All players names should be withheld during conversation
 1. The player should only be referenced by score number only
 2. The Director(s) in charge and non-parent coaches shall be the only ones with knowledge of names to score numbers

3. This will maintain integrity of keeping names out of the conversation and decision
 - iv. It should go without saying, but ALL CONVERSATIONS ARE TO BE HELD IN STRICTEST OF CONFIDENCE. FAILURE TO DO SO MAY RESULT IN PUNISHMENT AND/OR REMOVAL FROM THE BOD. (10/2008)
 - v. In the case of a tryout for goalie position, one additional judge will be selected for this specific task if possible. See Section 51., J., Goalie Position Rule.
- e. **SELECTION COMMITTEE MEETING**
- i. Prior to parent/player meeting
 1. The directors and non-parent coaches in charge shall meet to design and prepare drills, scrimmage or other methods used for tryouts
 2. Final drills, scrimmage procedures, rules, directions, expectations shall be printed to be given out at parent/player meeting
 3. Questions shall be addressed to appointed director to convey back to the board and selection committee
 - ii. Four (4) hours of ice time (subject to availability) shall be divided into practice time and tryouts and put into writing for parent/player meeting
 - iii. Selection committee judges will be instructed that they SHALL NOT share results of score sheet with other members of the selection committee, parent coaches, parents or any other persons.
 - iv. Any disclosure of selection information such as scores or ranking will result in disciplinary action by the Board, including potential dismissal of position.
- f. **PLAYER/PARENTS MEETING**
- i. The week prior to teams skating the first ice time
 1. There will be a meeting of the team selection committee, players and parents supervised by the director in charge
 2. This will be an informational meeting to explain the process of splitting skaters into two or more teams
 3. Parents/players will be notified of the meeting including date, time and place
 - ii. Players will be given the list of the drills and scrimmage play that will be used
 - iii. Appointed director shall have kids sign up on paper for position they most often play, however,
 1. They may request to try out for whatever position they would like,
 2. Including goalie (See Section 51., J., Goalie Position rule below)
 - iv. The committee will stress that their purpose of splitting the skaters into multiple teams is to
 1. Have fun playing hockey and that whichever team the player ends up on,
 - a. He/she will be given the same opportunity to have an enjoyable, exciting hockey experience
 2. The purpose of splitting a large number of skaters into smaller teams is to give each skater more opportunity to see and learn the skills of hockey.
 3. It is no fun to sit on the bench. It is far better to skate more on a second team than to not skate enough with only one large team.
 - v. If a parent or player is not able to attend this meeting:
 1. They must contact the president of the association or the appointed director to obtain policy information and drills.

g. **ATTITUDE**

- i. Skaters will also be told that ATTITUDE will be considered as part of the criteria for placement.
- ii. Especially important are:
 1. Listening
 2. Cooperation
 3. Teamwork
 4. Knowledge

h. **THE TRYOUT BEGINS**

- i. Each team to be split will receive four (4) hours of ice time (subject to availability) to accomplish splitting process.
 1. This shall be completed within two-week time frame from start to finish.
 2. The appointed director and selection committee shall divide the ice time schedule
 - a. Practice
 - b. Time for judged drills
 - c. Scrimmage play
- ii. The committee for each level may choose process agreed upon in advance and outlined to players and parents in meeting.
- iii. Parents should have skaters to the rink 30 minutes or more prior to ice time for specific instructions or changes.
- iv. Each skater shall be given a number for his/her helmet
 1. No names are to be used on score sheets at any time
- v. After the drills are completed at the end of day one,
 1. Directors in charge and judges will add scores to find skaters on the bubble (where split may occur) during the scrimmage,
 2. Everybody will be judged allowing the time for judges to focus on those players on the bubble.
 3. Judges should be notified of total number of players and players staying at the division 1 level.
- vi. Score sheets shall be put in sealed envelopes after each session and given to appointed director.
- vii. After the fourth hour of ice time,
 1. The directors in charge and judges shall tall the results of the score sheets and the judges will give the recommendations to the board.
 2. Each skater will be contacted within three (3) days after the fourth hour of ice time to let him or her know which team they are on.
- viii. "Non-parent" coaches from WSHA shall also fill out score sheets and participate with decision in dividing the teams.
 1. The non-parent coaches shall attend the team split BOD meeting, and be prepared to discuss in confidence final team selection with the BOD.
 - a. This is particularly important in very close scores during try-outs
 2. Final decision must be approved by BOD (added 4/2012).
- ix. NOTE: All player names should be withheld during conversation.
 1. The players should only be referenced by score number only.
 2. The Director(s) in charge and non-parent coaches shall be the only ones with knowledge of names to score number.
 3. This will maintain the integrity of keeping names out of the conversation and decision (added 4/2012).

i. **IN CASE OF A TIE**

- i. In the event that two or more skaters tie,

1. The Selection Committee and the appointed Directors will take the more experienced skater of that level
 - a. Example:
 - i. If a second year skater and a first year skater tie, the second year skater would go up.
 - ii. If a tie between two second year skaters or two first year skaters at that level, the skater with more overall years' experience would move up.
 - iii. If a tie continues to exist, the selection committee and appointed director may use criteria submitted by previous years' coach to determine which skater is assigned to first team.
 - ii. "Non-parent" coaches from WSHA shall also fill out score sheets and participate with decision in dividing the teams.
 1. The non-parent coaches shall attend the team split BOD meeting, and be prepared to discuss in confidence final team selection with the BOD.
 - a. This is particularly important in very close scores during try-outs.
 2. Final decision must be approved by BOD (added 4/2012).
 - iii. NOTE: All player names should be withheld during conversation.
 1. The players should only be referenced by score number only.
 2. The Director(s) in charge and non-parent coaches shall be the only ones with knowledge of names to score number.
 3. This will maintain the integrity of keeping names out of the conversation and decision (added 4/2012).
- j. **GOALIE POLICY** (approved 12/12/2011)
 - i. **ADM**
 1. NO TRYOUTS ARE ALLOWED
 2. Additionally, no ADM level players should be expected to play more than 33% of the season as a goalie.
 - a. WSHA believes that this is too young of an age to make such a commitment.
 3. Every player interested in being a goalie or trying the goalie position shall have the opportunity to do so and shall be rotated in as a goalie throughout the season based on the number of interested players.
 4. NO ADM TEAM shall maintain a dressed, backup goalie for any game.
 - a. If in the event a goalie is hurt during a game, time shall be taken out to change on of the skaters into the goalie gear and continue the game.
 5. During the week, prior to any game(s), a skater who is interested in being goalie shall be chosen as the goalie for the upcoming game(s) and shall practice as the goalie the week prior to the game(s).
 6. It is STRONGLY RECOMMENDED by the WSHA to rotate interested goalies each week and NOT back to back.
 7. It is also STRONGLY RECOMMENDED that kids interested in being goalies should attend the WSHA Goalie clinics that are held each week (added 12/2011).
 - ii. **SQUIRTS**
 1. NO TRYOUTS ARE ALLOWED.
 2. Additionally, no Squirt should be expected to play more than 33% of the season as a goalie.

- a. WSHA believes that this is too young of an age to make such a commitment.
3. Every player interested in being a goalie or trying the goalie position shall have the opportunity to do so and shall be rotated in as a goalie throughout the season based on the number of interested players.
4. NO SQUIRT TEAM shall maintain a dressed, backup goalie for any game.
 - a. If in the event a goalie is hurt during the game, time shall be taken out to change one of the skaters into the goalie gear and continue the game.
5. During the week prior to any game(s), a skater who is interested in being goalie shall be chosen as the goalie for the upcoming game(s) and shall practice as the goalie the week prior to the game(s).
6. It is STRONGLY RECOMMENDED by the WSHA to rotate interested goalies each week and NOT back to back.
7. It is also STRONGLY RECOMMENDED that kids interested in being goalies should attend the WSHA Goalie clinics that are held each week (added 12/2011).

iii. **PEE-WEE**

1. Any skater can try out for goalie but should make a request to do so prior to tryouts beginning.
2. In the event that there are two or more Goalies trying out for the same division, each skater will skate at that position for tryouts and assessments will be given and scored.
 - a. A separate goalie judge will be used if possible.
 - b. This judges will be someone with knowledge or experience at goal tending.
3. Goalie tryouts will be held during the second day of practice.
4. Committee must stress to skaters that the goalie positions are picked for the entire season.
 - a. With the coaches permission can skate out in a couple of games in the season where the coach deems appropriate.
5. It is STRONGLY RECOMMENDED that if there are other interested skaters who would like to try the goalie position but did not try out as a goalie,
 - a. That they have a chance to play this position
 - i. No more than 25% of the season if they have been attending ALL the WSHA goalie clinics.
6. In case of tie see Section 51., I, In Case if Tie
7. If a player (goalie) wants to be eligible as a skater on the "A" team,
 - a. The player will need to attend the 3rd and 4th day of tryouts as a skater
 - b. And make the higher level team just as the other skaters must do.
8. **WSHA STRONGLY ENCOURAGES THE PLAYERS (GOALIES) AT THE PEE-WEE LEVELS TO SKATE FOR TEAM SPLITS, AND TO SKATE DURING THE SEASON.**
 - a. This is important for overall player development (added 12/2011).

iv. **BANTAM**

1. Any skater can try out for goalie but should make a request to do so prior to tryouts beginning.

2. In the event that there are two or more Goalies trying out for the same division, each skater will skate at that position for tryouts and assessment will be given and scored.
 - a. A separate goalie judge will be used if possible
 - b. This judge will be someone with knowledge or experience at goal tending.
 3. Goalie tryouts will be held during the second day of practice.
 4. Committee must stress to skaters that the goalie positions are picked and played for the entire season.
 5. In case of tie see rules above (added 12/2011).
- v. **NOTE FOR ALL GOALIES TRYING OUT**
1. After the tryout sessions have ended the players who tried out for the position as goalie along with trying out for the skater position will then be able to review the results of both tryouts.
 - a. If the player scores put him/her on two different teams, such as "A" team for the skater position and "B" team for the goalie position
 - i. The player will then have **one** hour from the time the player receives the results of both tryouts to determine which team he/she would like to be on.
 - ii. If no answer is received the WSHA Board has the right to place the player on the team that they feel fits him/her the best (added 12/2011).
- k. **PARENT ROLE IN TEAM SPLITTING**
- i. Parents are encouraged to
 1. Give support to their skaters during this process
 2. Should refrain from putting undo pressure on kids before and during tryouts
 - ii. **PARENTS**
 1. **ARE TO REMAIN ON THE BLEACHERS**
 2. **STAY AWAY FROM THE PLAYERS BENCH**
 3. **STAY AWAY FROM ICE**
 4. **STAY AWAY FROM GLASS DURING**
 - a. **DRILLS**
 - b. **SCRIMMAGE PLAY**
 - c. **ETC.**
 - iii. Director in charge shall
 1. Monitor all parents' conduct
 2. Encourage parents to let the committee and coaches control the events on the ice.
- l. **COACHES ROLE IN TEAM SPLITTING**
- i. PARENT COACHES
 1. Coaches are encouraged to
 - a. Keep an open mind when preparing for team splitting
 - b. To allow the committee and appointed director to complete their task without offering opinions on individual skater's
 - i. Ability
 - ii. Placement
 2. Coaches will run
 - a. The practices preceding the team splitting
 - b. Shall organize and help with

- i. On ice drills
 - ii. Scrimmage
 - ii. NON-PARENT COACHES
 - 1. “Non-parent” coaches from WSHA shall also fill out score sheet and practice with decision in diving the teams.
 - 2. The non-parent coaches shall attend the
 - a. Team split BOD meeting, and be prepared to discuss in confidence final team selection with the BOD.
 - i. This is particularly important in very close scores during try-outs.
 - 3. Final decision must be approved by BOD (added 4/2012).
 - iii. NOTE: All player names should be withheld during conversation.
 - 1. The players should only be referenced by score number only.
 - 2. The Director(s) in charge and non-parent coaches shall be the only ones with knowledge of names to score number.
 - 3. This will maintain the integrity of keeping names out of the conversation and decision (added 4/2012).
- m. **BOARD OF DIRECTORS ROLE IN TEAM SPLITTING**
 - i. Board of Directors
 - 1. Will see all scores without names and decide how to split teams.
 - 2. The recommendations by the judges should highly considered.
 - 3. Past coaches can be contracted by the board of information on any player or players.
- n. **ALL DECISIONS ARE CONFIDENTIAL AND FINAL**
 - i. Any disclosure of selection information such as scores or ranking will result in
 - 1. Disciplinary action by the Board
 - a. Including potential dismissal of position.

52. SKATE-UP POLICY AND AGREEMENT

- a. **Objective:** To provide a consistent skate-up policy based on team numbers
 - i. The following rules apply to regular and post season play:
 - 1. A player’s primary commitment is always to his/her own age level team
 - 2. Skate-ups are allowed, but are not mandatory
 - a. Coaches are not obligated to use skate-ups
 - 3. The upper level coach must initiate the skate-up request process. NOT the parents or skater.
 - 4. If there are openings for skate-ups on a team, coaches from both levels will evaluate the 2nd year players during practices and/or games to determine which players will skate-up.
 - 5. Skate-ups are not entitled to more game time than any other skaters at the highest level
 - 6. Skate-ups will be utilized under the following conditions:
 - a. A team cannot form two full lines
 - b. Upper level players are sidelined for injuries or disciplinary actions
 - 7. ALL skate-up games and practices must be approved in advance by the lower level coach
 - 8. Under no circumstances shall a skate-up participate in an upper level game OR practice prior to a lower level game or practice on the same day.
 - 9. Skate-ups are not allowed without the specific approval of their

- a. Parents,
 - b. Coaches at both levels
 - c. The Board of Directors
 - d. Coaches are encouraged to clearly define the expectations to the parents and the skater who is skating up
 - 10. Skate-ups, parents, and both coaches must sign the agreement prior to skating.
 - a. A copy of this agreement will be filed for approval with the Board of Directors.
 - 11. No exception to the above rules unless approved by the Board of Directors.
 - 12. If either coach, or the Board of Directors, determines that the skate-up policy & agreement have been abused or broken, the skate-up privilege will be revoked.
 - b. **Permanent Skate-up Policy** (created 6/2013)
 - i. A permanent skate-up will only be allowed if the lower team maintains a minimum of at least 10 skaters and 1 goalie (for a team total of 11) and the upper team will not go over 15 skaters and 1 goalie (for a team total of 16).
 - 1. Approval, Cooperation & Input by:
 - a. The Board of Directors
 - b. Skate-up's parent(s) or Guardian
 - c. Cooperation & Input from Coaches at BOTH levels
 - ii. A permanent skate-up can only be **REQUESTED** for the upper team if:
 - 1. Permanent Skate-up Policy, #1 is met
 - 2. Numbers are needed to make two teams (A & B) at the upper level, i.e. Mites to Squirts, Squirts to Pee-Wee, and Pee-Wee to Bantam.
 - a. This will be determined thru the tryouts at the start of the year.
 - b. All parents of skaters trying out for an upper level spot must notify the BOD two weeks prior to tryouts.
 - 3. The number of skaters needed at the upper level should be agreed upon by the upper and lower level coaches involved.
- Example:**
- If only two skaters are needed and four tryout then the two skaters with the highest scores between the four skaters will be the permanent skate-ups. The other two will stay at the lower level.*
- This request shall be made in the best interest for the entire WSHA. It is important to give skaters the best opportunity to build upon and strengthen their skill set at the most appropriate development level.*
- 4. If injuries occur to a team and their numbers fall below a skater total (not including goalies) of
 - a. 10 skaters at the Bantam level
 - b. 9 skaters at the Pee-Wee and Squirt level
 - 5. This request must be made by the upper level coach and approved by the Board of Directors.
 - iii. A **REQUEST** for a skate-up for an "exceptional" skater
 - 1. Must be requested two weeks prior to tryouts by:
 - a. Parent(s)/Guardian
 - b. Head coach of both levels

2. This request will be considered only of
 - a. A #1 above applies
 - b. The Board of Directors and coaches determine the skater is mentally and physically prepared to skate at the next level.
 - c. Has a skill set that is much higher than the rest of his/her current teammates.
3. The Board of Directors has the right to deny or grant any request for any reason for the betterment of the WSHA as a whole.
4. If the Board of Directors grants a request
 - a. The skater must tryout at both their current level and the upper level
 - b. The skater must score in the top 5 of the **upper level A team (i.e. Top 5 of the upper level of the split).**
 - c. If the skater does not meet the required score then he/she will stay at the lower level where they were originally scored and placed.

I have read the above "Skate-Up Policy and Agreement" and agree to comply with the terms as stated.

Skater

Date

Parent

Date

Coach – Lower Level

Date

Coach – Upper Level

Date

53. FUNDRAISING REQUIREMENTS

a. Requirement Clarification

- i. All first year skaters Squirt age and younger, and all Termites, are exempt from work hours and mandatory fundraisers.
 1. WSHA encourages those families to participate in these activities, but it is not required.
- ii. All first year skaters Pee-Wee age and above are required to participate in all work hours and mandatory fundraisers at a rate of 50% of the full requirement.
- iii. All transfer skaters are required to participate in all work hours and mandatory fundraisers at a rate of 100% of the full requirement.

b. CALENDAR RAFFLE

- i. Each year that the association elects to hold a calendar raffle,
 1. The raffle shall be mandatory for all member families with the following requirements
 - a. All members shall write a post-dated check for the value of the calendars that are allotted.
 - b. The check shall be submitted at registration.
 - c. The check shall be postdated one month past the date of calendar distribution.
 - d. The member shall commence selling upon distribution.
 - i. The member can then turn in sales money and their postdated check will be returned to them
 - ii. Should the member elect not to turn in sales money after one month, the post-dated check will be cashed and deposited into calendar fund.
 - e. Any family not submitting a post-dated check before a two practice deadline
 - i. Will lose player skating privileges until payment is made, unless alternative arrangements are made with the association board of directors.

54. WORK HOURS POLICY

a. Requirement Clarification

- i. All first year skaters Squirt age and younger, and all Termites, are exempt from work hours and mandatory fundraisers.
 1. WSHA encourages those families to participate in these activities, but it is not required.
 - ii. All first year skaters Pee-Wee age and above are required to participate in all work hours and mandatory fundraisers at a rate of 50% of the full requirement.
 - iii. All transfer skaters are required to participate in all work hours and mandatory fundraisers at a rate of 100% of the full requirement.
 - iv. Work hours can be performed by any family's member of age 14 or older.
- b. Each year the association requires each family to contribute work hours to the support and growth of youth hockey in West Salem.
- i. These hours shall be mandatory for all member families with the following requirements:
 1. The association works hours calendar year runs from the Annual meeting in the spring through the next Annual meeting in the following spring.
 - a. All summer work hours are considered to be for the upcoming skating season.

2. The total number of work hours required is **25** per family.
 - a. ACE Coordinator, ADM Coordinator, and Parent Head Coaches, coaching hours count toward all hours, although Head Coaches are strongly encouraged to participate in the maintenance and upkeep of the ice and rink their teams rely on for practices and games.
 - b. Other Parent (non-Head) Coaches, coaching hours count toward regular rink maintenance hours, and half of required rink setup (4 hours) and teardown (2 hours).
 - c. Elected members of the Board of Directors, their services count toward regular rink maintenance hours, and half of required rink setup (4 hours) and teardown (2 hours).
3. Work hour requirements are as follows as a minimum:
 - a. 8 hours – Autumn rink setup
 - b. 4 hours – Spring rink teardown
 - c. 13 hours – General Service, including the following activities:
 - i. Cleaning
 - ii. Shoveling
 - iii. Sweeping
 - iv. Warming house maintenance repair
 - v. Equipment upkeep
 - vi. Scorekeeper and time clock during games
 - vii. Concessions (including High School games)
 - viii. Resurfacer operator for youth or High School practice or games
 - ix. Service on a committee supporting WSHA efforts
 - x. Hours of service for WSHA sanctioned non-hockey events (i.e. Faceoff, Slapshot Open, Parades, etc.)
 - xi. Any other activity to be logged must be approved by Work Hours Coordinator
4. All Bantam and above families will be required to:
 - a. Submit a check post-dated to March 15th for the current hockey season
 - i. Made payable to WSHA
 - ii. For the sum equal to 25 work hours or \$750.00
 - iii. Must be submitted before a 2 practice deadline (same as calendar checks)
 - iv. To be returned or destroyed, per the family's request upon completion of required hours.
 - b. If all hours are not completed
 - c. The check will be cashed
 - d. Funds will be collected outstanding hours
 - e. A refund will be issued for any hours worked
5. Working penalty box during games
 - a. DO NOT count towards work hours
 - b. Although hours will be counted during any tournaments put on by the WSHA
6. Each work hour will be valued at \$30.00 per hour
7. **Important:** All work hours not fulfilled in the course of a WSHA calendar year, (as stated in section 54., B.)
 - a. Will be billed at a rate of \$30.00 per hour and

- b. Must be paid to WSHA before the beginning of the next season before any of that family's skaters can be registered for the following year.
- 8. Setup and teardown hours will be tracked only by:
 - a. Rink setup and teardown must be reported to Rink Manager on duty
 - i. Upon arrival for setup and teardown activity, all members must first check in with the rink manager on duty, and check out upon departure to ensure proper tracking of hours.
- 9. General Service Hours can be submitted and tracked by:
 - a. Submitted to the Work Hours Coordinator
 - b. Online at <http://westsalemhockey.org>
- 10. Hours will be posted for families to check:
 - a. On the website
 - b. In the warming house
- 11. Any questions should be directed to the:
 - a. Work Hours Coordinator
 - b. A Board member
- 12. The WSHA Board recognizes that special situations may exist for certain families that prevent them from fulfilling the work hours in the ratios outlined above. In those particular cases, the Board will review requests for deviation from the ratios outlined above and shall act as it deems necessary and appropriate. Any deviation request shall be submitted formally through written communication to the full Board of Directors.

55. EQUIPMENT POLICY – (revised and approved 10/1995)

a. EQUIPMENT MANAGER

- i. The responsibilities of the Equipment Manager include:
 - 1. Distribution and collection of association-owned equipment (see equipment guidelines for equipment listings) to its members
 - 2. Make purchase decisions of new and used equipment as needed
 - 3. Maintain inventory and loan records
 - 4. Storage of equipment
 - 5. The Equipment Manager shall report directly to the Board of Directors
- ii. The team coach is the primary person responsible for his/her team's equipment needs.
 - 1. It is recommended the coach assign a parent or parents as team manager to assist.

b. DISTRIBUTION/RETURN OF EQUIPMENT

i. Equipment Loan:

- 1. Following registration and previous to the season, the Equipment Manager shall
 - a. Organize an "equipment hand-out" day with the assistance of the Board
- 2. The Board and volunteers within the membership will provide assistance
- 3. Equipment shall be distributed, following the "Loan Guidelines" (Section 55., E.) to individual players and coaches at "Equipment Hand-Out" day, including
 - a. Practice jerseys and leggings

- b. Breezes
 - c. Shin pads
 - d. Helmets
 - e. Goaltending equipment
 - f. Coach's equipment
- 4. Game jersey's and game leggings will be distributed prior to the first game of the season by the team coach.
- 5. It will be the coach's responsibility to have his/her players properly outfitted.
- ii. **Equipment Return:**
 - 1. An "Equipment Return" day will be organized by the Equipment Manager and Board at the end of the playing season
 - a. Volunteers within the membership will assist at the return
 - b. Coaches will also be in attendance
 - 2. All association-owned equipment will be turned in
 - a. Equipment is expected to be returned clean and in good repair
 - i. Jersey's and leggings should be mended and turned in on hangers
 - ii. Stickers, tape, etc. will be removed from helmets and all screws and other parts will be intact
 - iii. Those who cannot attend the "Equipment Return" day must return their equipment to their coach prior to "Equipment Return" day
 - iv. A list will be provided to the Board from the Equipment Manager, following the return day, of those players that have not returned equipment
 - v. Families not returning equipment by the returned deadline will be
 - 1. Billed for the equipment, at replacement cost
 - vi. This function will be handled by the
 - 1. Board
 - 2. Equipment Manager
- iii. **Playing-Season Needs:**
 - 1. Throughout the playing season, team coaches will be the contact for players regarding equipment needs
 - 2. The team coach will
 - a. Help players do minor repairs to equipment
 - b. Notify the Equipment Manager of major repairs needed
 - 3. Replacement or exchange of equipment for players will be handled by the
 - a. Coach
 - b. Equipment Manager
- iv. **Off-Season Loans:**
 - 1. The association will provide the loan of available equipment to players attending a camp during the off-season
 - 2. The Equipment may be checked-out
 - a. On the day of "Equipment Return"
 - b. Notify the Equipment Manager
 - 3. Replacement or exchange of equipment for players will be handled by
 - a. The coach
 - b. Equipment Manager

v. Special Events:

1. The Equipment Manager shall provide the appropriate committee-head, the equipment required for special events such as:
 - a. June Dairy Days parade
 - b. "Jersey Day"
2. The committee-head will be responsible for
 - a. Distribution and return of the equipment for the players
 - b. Shall return it back in to the Equipment Manager within a reasonable amount of time

vi. Budget:

1. Each year the Board shall approve budget amount to be used to the express purpose of
 - a. Equipment purchase
 - b. Equipment maintenance
 - c. Any expenditure beyond the budget amount requires Board approval
2. The Equipment Manager will work with the Board in setting up a reasonable budget by providing
 - a. Budget based on past history
 - b. Current inventory
 - c. Forecasted estimates
3. The Equipment Manager shall maintain records of purchase/maintenance expenses throughout the year
 - a. All expenditures from the Equipment Budget will be made by the Equipment Manager.

vii. Purchasing/Ordering/Repair:

1. The Equipment Manager will maintain adequate equipment for the needs of the membership based on numbers provided by the Board.
2. Purchases will be made based on needs and budget constraints.
3. The Equipment Manager will base purchase decisions on getting the lowest price for the best quality possible.
4. The Equipment Manager will work with the Board and team Coaches to determine the needs of the players.
5. The association will provide equipment as set out by the Equipment Loan Guidelines (Section 55., E.)
6. It is understood that individual special request or custom equipment is not provided.
7. If inventory items are not desired by the player they may provide their own, at their expense.
8. Exceptions require Board and Equipment Manager approval.

viii. Special Orders (purchase by players):

1. West Salem Hockey Association provides, for loan,
 - a. 1 black and 1 white game jersey to the High School players
 - i. On occasion, a High School player may want to purchase a game jersey.
 1. These requests will be made through the coach
 - ii. When enough interest has been expressed, the players/parents, working with the coach, will order new jersey's for this purpose.

- iii. The player should provide payment before the order is placed as the vendor will not ship before payment is received.
 - iv. Notice will be given through the monthly newsletter when this order is being placed.
 - 1. This will be considered as a “special order” by the vendor involved.
 - v. The Equipment Manager must be notified
 - 1. For record-keeping purposes
 - 2. Return of Association –own jersey.
- ix. **Surplus Equipment:**
 - 1. Unused surplus equipment may be sold or donated when appropriate.
 - a. The Equipment Manager would provide a list of equipment and its possible resale value to the Board.
 - i. Upon Board approval, the Equipment Manager would look for possible purchasers.
 - b. Funds from the sale of this equipment would go back to the equipment budget.
- x. **Repair/Maintenance:**
 - 1. Minor equipment repair of equipment during its loan,
 - a. Will be done by the player
 - 2. The Equipment Manager will provide access to helmet parts at the concession stand
 - a. Parts (screw straps) would be purchased at cost by the player
 - b. Money for these parts would be kept separate from concession funds for the purpose of purchasing and replenishing.
 - c. The Equipment Manager will maintain this “repair kit”
 - 3. Major repairs will be done at the discretion of the Equipment Manager.
 - a. The Equipment Manager will make necessary arrangements to have equipment repaired.
 - 4. All equipment shall be kept in good order by the user
 - a. Occasionally equipment may need professional cleaning or restoration.
 - i. The Equipment Manager will make these arrangements.
- xi. **Inventory & Records:**
 - 1. The Equipment Manager will keep up-to-date records of
 - a. Inventory
 - b. Approximate value
 - 2. For the purpose of accurate records, direct access to equipment storage will be limited to the Equipment Manager.
 - 3. The two record books will be maintained:
 - a. Association-owned Equipment Inventory – to include:
 - i. Condition
 - ii. Value
 - iii. Purchase dates when available
 - b. Equipment Loan Records – to include:
 - i. Individual records of loaned equipment to each member.
 - 4. A physical inventory of equipment shall be done every other year by:
 - a. Volunteers within the association
 - b. The Equipment Manager

- c. A Director
 - d. This shall be done
 - i. After the equipment return day
 - ii. Before the next season's registration
- xii. **Equipment Storage:**
 - 1. The Equipment Manager will strive to obtain, with the assistance of the Board,
 - a. An adequate storage facility for equipment
 - 2. The ideal facility would be
 - a. Dry
 - b. Well-let
 - c. Well ventilated
 - d. It should be easily accessible to the Equipment Manager
 - e. Roomy enough to conduct physical inventories
 - 3. Note: All equipment shall meet the requirements of
 - a. USA Hockey
 - b. WAHA
 - c. WMHL
 - d. WSHA

c. COAHCES INFORMATION – EQUIPMENT RESPONSIBILITIES

- i. The coach is considered the intermediary between player and the Equipment Manager
 - 1. It is recommended the coach appoint a “team manager” from his/her team to deal with these responsibilities.
- ii. The coach/manager will assist players in
 - 1. Getting proper fitting equipment
 - 2. Help with minor repairs
 - a. After the initial equipment hand-out, the coach will take care of exchanging or obtaining equipment from the Equipment Manager.
 - b. The coach will be responsible for
 - i. Handling out game jerseys and leggings
 - ii. As well as keeping record of these loans
 - c. The coach will take care of off-season equipment requests for those attending camps if needed.
 - d. Players not able to attend the “Equipment Return” day will be expected to make arrangements with the coach to turn in their equipment before that date.
- iii. When a coach sees equipment needs, either purchase or repair, it is expected he/she would communicate those needs to player/parent or Equipment Manager as needed. Your recommendations are critical.
- iv. High School players who wish to purchase a black game jersey will contact their coach.
 - 1. The coach/team manager will collect payment and order new jersey's for this purpose
 - 2. The coach/team manager must notify the Equipment Manager of these purchases for record keeping/inventory, as well as return of currently loaned jerseys.
- v. Note: All equipment shall meet the requirements of USA Hockey, WAHA, WMHL, and WSHA.

d. MEMBER INFORMATION – EQUIPMENT LOAN

- i. It is your responsibility to be sure you have the proper protection and equipment to play the game!
- ii. West Salem Youth Hockey Association provides certain equipment on loan basis
 1. Individual special requests or custom equipment is not provided
- iii. It is up to you to maintain loaned equipment in good order
 1. Jerseys and leggings may need mending
 2. Helmets may need a new screw or chin strap
 3. You may purchase these (at cost) at the concession stand or at stores that sell hockey equipment.
- iv. If your equipment does not fit properly or needs major repairs – contact your coach or team manager.
- v. When it is time to return equipment it should be clean and repaired.
 1. Jerseys and leggings should be brought in on hangers.
 2. Stickers, tape, etc. should be removed from helmets.
 3. All Equipment will be turned in on a specific day set aside for returns.
 4. If you cannot attend the return day you must make advance arrangements with your coach or team manager.
- vi. If equipment is needed for off-season camps contact your coach or team manager.
 1. This equipment may be loaned out at the time of equipment return or during the off season with adequate notice.
- vii. Note: All equipment shall meet the requirements of USA Hockey, WAHA WMHL, and WSHA.

e. WEST SALEM YOUTH HOCKEY EQUIPMENT LOAN GUIDELINES

	Termites	Mites	Squirts	PeeWees	Bantams	High School
Breezers		P	P	P	P	P
Helmet	P	P	M	M	M	M
Game Jersey		P	P	P	P	P
Practice Jersey	P	P	O	O	O	O
Game Leggings		P	P	P	P	P
Practice Leggings		P	O	O	O	O
Skin Guards	O	P	M	M	M	M
Elbow Pads	O	O	M	M	M	M
Mouth Guard	O	M	M	M	M	M
Cup/Pelvic Guard		O	M	M	M	M
Gloves		O	M	M	M	M
Skates	M	M	M	M	M	M
Shoulder Pads		O	M	M	M	M
Stick	M	M	M	M	M	M
Goal Tender						
Blocker		P	P	M*	M*	M*
Glove		P	P	M*	M*	M*
Leg Pad		P	P	P	P	P
Chest Protector		P	P	P	P	P
Gobbler		P	P	M	M	M
Stick		P	P	M	M	M

P = Provided by WSHA

M = Mandatory – you provide

O = Optional – you provide

- i. First-year skaters fall into Mite category for equipment loan
- ii. Any exceptions to these guidelines are handled on an individual basis, upon approval of the Board.
- iii. *WSHA does have limited stock of these items – they will be available for loan on a first come, first serve basis. Once depreciated from inventory they will not be replaced.

56. BAD CHECK POLICY

- a. One of the benefits of being a member of the West Salem Hockey Association is the privilege of being able to use personal checks to pay for any or all Association expenses.
- b. Members are responsible for insuring all checks are good.
 - i. If the Association is unable to cash a member's check for any reason,
 - 1. Then the member must make the check good
 - 2. Pay any and all charges incurred by the Association in attempting to cash the check.
- c. Should a member ever have three bad checks
 - i. They will no longer be able to write personal checks to the Association.

57. PLAYER DEVELOPMENT GOALS

- a. **MITE**
 - i. Although the main emphasis is on fun and progressive skill development, the Mites program should also allow youngsters to experience:
 - 1. Cooperation
 - 2. Fair play
 - 3. Fitness
 - 4. Safety
 - ii. Skating skills
 - 1. Forward Stride
 - 2. Backward Stride
 - 3. Control Turns
 - 4. Stops
 - 5. Forehand & Backhand passing
 - iii. Basic Rules
 - 1. Of the game
 - 2. Teach and model desirable personal, social, and psychological skills (self-worth, self-discipline, goal-setting, and self-control)
- b. **SQUIRT**
 - i. Although the main emphasis is on fun and progressive skill development, the Squirts program should also allow youngsters to experience:
 - 1. Cooperation
 - 2. Fair play
 - 3. Fitness
 - 4. Safety
 - ii. Skating Skills
 - 1. Forward skating and backward skating
 - 2. Front to back dribble & diagonal dribble
 - 3. Passing / Receiving
 - 4. 1 on 1
 - 5. Stick Handling

- iii. Basic Strategy
 - 1. Of the game
 - 2. Defensive and offensive positioning
 - 3. Emphasis on Skill Development and Team Tactics
- c. **PEE WEE**
 - i. Although the main emphasis is on fun and progressive skill development the Pee Wee program should also allow youngsters to experience
 - 1. Cooperation, as a team and with each other
 - 2. Fair play
 - 3. Fitness
 - 4. Safety
 - 5. Sportsmanship
 - ii. Skating Skills
 - 1. Begin to master skating skills, forward, backward, stops and starts, etc.
 - 2. Begin to master all stick handling skills (passing/receiving)
 - 3. Breakout skills
 - 4. Puck handling, shooting skills
 - 5. How to check properly
 - iii. Basic Strategy
 - 1. Of the game
 - 2. Defensive zone coverage
 - 3. Emphasis on offensive skills
 - 4. Skill development and team tactics
- d. **BANTAM**
 - i. Although the main emphasis is on fun and progressive skill development, the Bantam program should also allow youngsters to experience:
 - 1. Cooperation, as a team, with each other, coaches, parents, etc.
 - 2. Fair play, proper conduct on and off the ice
 - 3. Fitness, athletic conditioning
 - 4. Safety
 - 5. SPORTSMANSHIP
 - ii. Skating Skills
 - 1. Continuing to learn to check properly, giving and receiving
 - 2. When checking is and is not appropriate
 - 3. Mastering of all skating skills
 - 4. Mastering of all puck handling
 - 5. Mastering shooting skills
 - iii. Basic Strategy
 - 1. Of the game
 - 2. Defensive zone coverage
 - 3. Emphasis on offensive skills
 - 4. Skill development and team tactics