



## **WILDCAT YOUTH HOCKEY ASSOCIATION**

### **PARENT HANDBOOK**



August 12 2010

[www.wildcathockey.org](http://www.wildcathockey.org)

# **WILDCAT YOUTH HOCKEY**

## **2009-2010 PARENT HANDBOOK**

### **Introduction**

Welcome to the Wildcat Youth Hockey Association (“WYHA”). Our youth hockey association provides boys and girls in the Waunakee, Deforest, Lodi, Poynette, and surrounding communities with the opportunity to participate in the sport of youth hockey.

### **By-Laws**

#### Article One - Name

*SECTION 1* The registered legal name of this organization shall be the Waunakee Youth Hockey Association, Inc.

*SECTION 2* The club will use the name Wildcat Youth Hockey Association for public use including for USA Hockey, Wisconsin Amateur Hockey Association (WAHA), and all general public related communication.

*SECTION 3* The Waunakee Youth Hockey Association, Inc. / Wildcat Youth Hockey Association is hereafter referred to as Wildcat Youth Hockey Association or WYHA.

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#### Article Two - Purpose

*SECTION 1* The WYHA is a non-stock corporation incorporated in the State of Wisconsin, and a 501 (c) (3) not for profit organization under the U.S. Treasury Internal Revenue Code.

*SECTION 2* The WYHA is organized to provide a hockey program for youth development. This program is for youths who reside in the Waunakee and the surrounding area.

*SECTION 3* The WYHA shall provide equal access to coaching, facilities, practice and participation for youths in the Waunakee and the surrounding areas regardless of their abilities.

*SECTION 4* No youth shall be denied participation in the WYHA regardless of race, color, sex, creed, religion, national origin, disability (which would not prevent the youth from safely participation), or sexual orientation.

*SECTION 5* The WYHA shall administer the regulations of the Wisconsin Region 4 Hockey Council or its successor, the Wisconsin Amateur Hockey Association, Inc. and USA Hockey, Inc.

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#### Article Three – Office

*SECTION 1* The principal office of the WYHA shall be the current Post Office, Box Number 156, located at Waunakee, WI 53597-0156.

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## Article Four – Participants

*SECTION 1* Any youth shall be a member for the purposes of participation as a youth hockey player provided his or her parent or guardian has completed the registration requirements and maintained current with money and fund-raising obligations.

## Article Five – Annual Meeting/Special Meeting, Membership and Voting Rights

*SECTION 1* Voting membership in the WYHA shall be each parent or legal guardian of any participant in the WYHA with a limit of two voting members per participant regardless of the number of participants per family.

*SECTION 2* The Board of Directors may approve membership to others for services rendered to the WYHA.

*SECTION 3* Coaches are members of the WYHA.

*SECTION 4* Each member as designated in Section 1, 2, and 3 above has one vote in any WYHA action.

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## Article Six – Meeting of Members

*SECTION 1* The Annual Meeting of the WYHA shall be held at a time and place designated by the Board of Directors on or before April 30 with sufficient notice given to the membership.

*SECTION 2* At the Annual Meeting, the first order of business shall be the report of the Treasurer, who shall account for all assets and liabilities and income and expenses.

*SECTION 3* At the Annual Meeting, the WYHA shall hold elections for vacant Executive Board positions, per the WYHA Election Procedure.

*SECTION 4* Special meetings of the voting membership may be called by the Board of Directors as it deems necessary.

*SECTION 5* A quorum at the annual meeting of the WYHA shall be the voting membership in attendance. A quorum at any special meeting of the WYHA shall consist of fifty percent of the voting membership of the WYHA. A quorum at a board meeting of the WYHA shall consist of a majority of the board members.

*SECTION 6* Assuming a quorum, a majority vote shall carry or defeat a motion except as otherwise provided for in these by-laws.

*SECTION 7* In the case of tie votes, one succeeding vote may be taken by the WYHA to break the tie, if so desired by any member of the WYHA.

*SECTION 8* The fiscal year of the WYHA shall be July 1 through June 30.

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Article Seven – Executive Board

**SECTION 1** The officers of the WYHA shall consist of a President, President-elect, Vice President, Treasurer, Secretary, and Past President.

**SECTION 2** The President shall preside at all meetings, appoint committees, attend or appoint a representative to represent the WYHA at County, State and Regional hockey meetings and shall, in general, perform the duties required of the office.

**SECTION 3** The President-elect shall assume all the powers and perform all the duties of the President in the President’s absence or in the event of an inability or refusal to act, shall assume the office of President.

**SECTION 4** The Vice President shall have the responsibility for fund raising activities of the WYHA. The Vice Presidents shall turn over to a duly elected successor, all accounts, books, papers, vouchers and records pertaining to the office.

**SECTION 5** The Secretary shall keep a record of the meetings and conduct necessary correspondence for the WYHA. The Secretary shall disseminate the minutes of the meetings to the Executive Board. The Secretary shall turn over to a duly elected successor, all accounts, books, papers, vouchers and records pertaining to the office.

**SECTION 6** The Treasurer shall keep the accounts of the WYHA. The Treasurer shall receive money, pay bills, and make an itemized statement of the financial condition of the WYHA monthly and/or when asked to do so by the Executive Board. The Treasurer shall turn over to a duly elected successor, all accounts, books, papers, vouchers and records pertaining to the office.

**SECTION 7** The Past-President shall serve as an advisor to the Executive Board.

**SECTION 8** The ACE Director shall serve on the Executive Board. The ACE Director shall recommend coaches at all levels, arrange for proper training of coaches and assist the Executive Board on disciplinary cases.

**SECTION 10** In addition to the Officers, the Executive board shall include five (5) Age Level Directors (Bantam, PeeWee, Squirt, Mite and Atom/Rink Rat). In addition to participating in the Board’s decision-making process, the Directors’ purpose shall be to promote the WYHA and serve as committee chairpersons as determined by the Executive Board.

**SECTION 11** The terms for the Executive Board is as follows:

President	1 Year	Secretary	2 Years
President-elect	1 Year	Treasurer	2 Years
Past President	1 Year	ACE Director	2 Years
Vice President	2 Years	5 Age Level Directors	2 Years

*SECTION 11* The Executive Board shall elect a new officer or Board Members to fill the unexpired term of a vacated position.

*SECTION 12* The Executive Board shall meet monthly unless otherwise agreed upon by the Executive Board.

*SECTION 13* The executive Board shall serve annual terms from July 1 through June 30.

*SECTION 14* Any Executive Board Members not attending three (3) consecutive or a total of four (4) meetings of the Board of Directors, during a fiscal year, without an excused absence from the President shall be removed from office by the remaining Directors and a new Director appointed. Proper notice shall be given to the director.

*SECTION 15* No two family voting members may serve on the Board at the same time as either an Officer or Director. If two members from the same family are nominated to serve on the Board, as either an Officer or Director, only one (1) may accept the nomination.

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#### Article Eight – Discipline

*SECTION 1* Both parent and skater have the right to appear before the Executive Board to appeal any disciplinary action.

#### Article Nine – Amendments

*SECTION 1* Amendments to these by-laws are permissible. The method of amendment shall be by submitting, in writing to the Secretary, the exact text of the proposed amendment at least fifteen days prior to the Annual or Special Meeting. The Amendments will be submitted to the general membership for a vote at the Annual meeting.

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#### Article Ten – Administrative Structure

*SECTION 1* The President shall, with the approval of the Executive Board, establish any administrative structure consistent with these by-laws.

*SECTION 2* The Executive Board may create or revise rules and/or policies by majority vote of the Board. Any rule and/or policy created or revised by the Board will be reported to the membership via the newsletter or meeting. The membership may create or revise a rule and/or policy by a majority vote at any meeting called for that purpose.

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Adoption Date: April 13, 2003  
First Amended: April 17, 2005  
Second Amended: April 22, 2007

Third Amended April, 25 2010

## Levels of Play

<b>Playing Level</b>	<b>Age*</b>
<b>Initiation Program:</b> Programs are available for all ages to learn the basics of skating and fundamentals of the sport of hockey. Emphasis is placed on fundamental skill development and learning the sport of hockey. Cross-ice programs use ½ to 1/3 of the ice across the rink, usually sharing the ice with other groups.	
<b>Beginner Hockey/Learn to Play (LTP):</b> Children learn the fundamentals of skating (forward, backward, stopping) and an introduction to the game of hockey. *Full hockey equipment needed.	Any age (most are 4-7)
<b>Atom (cross-ice):</b> Continued skating and hockey skill development through one practice session each week; plus one game played each week (no goalies).	8 & under
<b>Rink Rat I (half-ice):</b> Similar to Atoms, but for more experienced hockey players; one game per week (with goalies). May have 1-2 Full Ice games late in the season.	8 & under
<b>Rink Rat II (half-ice):</b> Similar to Rink Rat I, but for 9 and 10-year-old beginners or experienced 8 year olds (with goalies). May have some full ice games.	10 & under
<b>Full Ice Programs:</b> Skaters are placed on teams based on age and skill level. Teams practice approximately twice each week. One to four games are played each weekend with other area Youth Hockey teams. Teams may participate in individual and state tournaments at various locations throughout Wisconsin.	
<b>Mite:</b> No checking.	8 & under
<b>Squirt:</b> No checking.	10 & under
<b>PeeWee:</b> Checking.	12 & under
<b>Bantam:</b> Checking.	14 & under
<b>Midget Co-op Program:</b> for eligible U16 players between Sauk, Baraboo, Dells, Waunakee, DeForest, Poynette and Lodi school districts. Sauk Prairie Eagles Hockey Association is coordinating this season's program.	
<b>Girls DC Diamonds Co-op Program:</b> co-op arrangement with Sun Prairie and Madison Patriots. Skaters are placed on teams based on age and skill level. Teams practice once or twice each week. Games are played on weekends.	
<b>Girls:</b> No checking. Three age levels available.	10 & under 12 & under 14 & under

## **Skater Evaluation and Team Placement Process**

1. The season would begin with staff coaches conducting practices (which will include drills our skaters will see in tryouts). This will help skaters readjust to hockey and introduce new skaters to our process. Tryouts would then follow.
2. Teams to be selected for Mite, level and above. Skaters must tryout at their age level.
3. Team placement in the prior year has no bearing what so ever on team placement in the current year.
4. Tryout Drills: (Performed at all levels except where noted)

### **WARM-UPS**

Stretching, pivots, touching one knee, accelerations, etc.

### **DRILL #1** Two Foot Hockey Stops – (Left & Right Sides) 2X's (1x down; 1x back)

Starting at the goal line, forward skate to the first Blue line and stop facing the near boards, forwards skate to the second Blue line and stop facing the near boards, forward skate to the far Goal line and stop facing the near boards.

### **DRILL #2** Pivots 2X's (1x down; 1x back)

Starting at the goal line, forward skate to the 1st Face Off Dot, pivot towards the near boards and skate backwards to the 2nd Face Off dot, pivot again towards the near boards and skate forward to the 3rd Face Off Dot, pivot towards the near boards and skate backwards to the 4th Face Off Dot, pivot again and skate forward to the goal line.

### **DRILL #3** Backward Skate 2X's (1x down; 1x back)

Starting at the goal line, skate backwards the full length of the ice. Skaters must start facing the end boards (from the backward position).

### **DRILL #4** Agility-around Cones: Forward & Backward -

2X's (1x's from each side of the net, start at the same end of the ice for both times.) Starting at the goal line, skate forward thru the course completing tight turns left and right around the cones, accelerate between turns. Demonstrate edge control, good balance, tight cornering ability, crossovers and acceleration.

### **DRILL #5** Agility with Pucks – Forward Around Cones

2X's (1x's from each side of the net, start at the same end of the ice for both times.) Starting at the goal line with a puck, skate forward thru the course completing tight turns left and right around the cones while stick handling the puck, end with shot on net. Demonstrate good puck control, edge control, good balance, tight cornering ability, crossovers and acceleration.

### **DRILL #6** One-On-One (Squirt and PeeWee only) 4X's (2x's down as Forward and 2x's down as a Defenseman)

Play starts with the Defenseman (D) on the blue line near the Faceoff Dot skating towards the Forwards (F) on the Goal Line directly below the Face Off Dot. D passes to the F from the top of the circle, the F begins to skate when the pass is received. At the same time the D is transitioning to skate backwards defending against the oncoming F. Play continues the length of the ice and ends with a shot on net. Defensive skills: good gap control, checking skills, angling, forcing the puck carrier wide. Offensive skills: head is up while carrying the puck, deke moves around the defenseman, protecting the puck, creating an opportunity for a good shot on net.

### **Scrimmage**

5 on 5 scrimmage, continuous rotations, change matchups as you go and make sure all kids play all positions. Evaluators can request additional specific matchups as needed.

5. In all evaluation and practice sessions the levels will be broken so the PeeWee will skate with PeeWee, Squirt with Squirt, etc.
6. Prior to scrimmages skaters will be divided so that skaters with similar abilities will skate against one another.
7. Scrimmages will be conducted 3 on 3 and 5 on 5. This allows evaluators a better look at each skater. 3 on 3 and 5 on 5 will also give each skater more chances to show their abilities.
8. Evaluations will be done using a scale of 1-3 lower tier or 4-6 upper tier. The decision has to be made to if the player performed well enough to be in the upper tier or not for each category being evaluated. This should eliminate a majority of the bubble problems by making the evaluators decide upper or lower tier. At the end of each tryout day the evaluator will give the player one overall score for the day, a 1, 2, 4, 5 or 6. These four scores (two drills and two scrimmages) will be the factored to determine team placement. Players will be further evaluated during two controlled practices the following week.
9. Evaluations will be done by an independent evaluation Staff. If outside evaluators are not available, Evaluations will be done by our coaching staff (coaches will be from alternate levels on the weekend).
10. Goalies will be evaluated year to year as to their placement on a team. Due to the uniqueness of this position a separate tryout screening process will take place during the tryout practices, which will include all shooting drills and scrimmages.
11. Final team selections will take place after the controlled practices are completed, and scores have been tallied. A committee consisting of the President, President Elect, past President, ACE Director, and Head Coach Elect. will determine the team roster. The team lists will be shared with the Board, and the board will approve teams and Head coach.
12. The Ace Director and Head Coach Elect. will act as tryout coordinators. Age-level coordinators will be used to assist with organization. Two tryout statisticians will tabulate all scores and give to the selection committee. The statisticians will not be a part of the selection committee.
13. Questions or concerns after tryouts will be directed to the Head Coach who will share information about their individual child's tryout evaluation (may provide scores, rankings and evaluation procedures).
14. Skaters must tryout at their age level. If a skater is asked to move up it is to help the numbers at the upper level and will skate on the lowest team at the upper level. If it is determined a need for a skater or skaters to move up it will be based on scores from their level. (Example: need for three skaters to move to Squirt level – top three Mites are first asked to move then down the line based on scores until three skaters are moved).
15. If a player misses the tryout due to injury, or transfer to WYHA, the player will be placed by default on the lowest team of the level. Written documentation of the injury must be provided. The Skater must contact the ALD and ACE director prior to tryouts to notify of the absence.
16. A skater, who is unable to attend tryouts due to the conditions above and contested the placement on the lowest level team, can formally request through the ACE Director, an evaluation to be conducted. The evaluation committee will include Head Coaches at the skater's level as well as an additional qualified evaluator and/or current board member who does not have a skater at that level. Evaluations will be conducted over a minimum of 2 practices. If agreed upon by all Head Coaches of that level, skater may be asked to play in a scheduled game(s) to help determine appropriate placement. Current level coaches are permitted to obtain prior skate history from previous coaches. All Head Coaches at that level need to be in agreement with the recommended placement. ACE Director has final say in placement.

**The following is a list of skills and concepts that evaluators and coaches will be looking for when evaluating players. It is not a complete all-encompassing list, but it should give you a good idea of the types of things that will be evaluated.**

**1. Skating Skills (agility, speed, acceleration, pivots, stops, forward, backward)**

- Is the player a strong, middle of the pack, or weak skater?
- Can the player make tight, controlled turns?
- Can the player turn and stop both directions?
- What are the player's strongest and weakest skating components?

**2. Puck Control Skills (passing, receiving, stick-handling, shooting)**

Can the player do the following:

- Handle a puck in a crowd?
- Control the puck while making tight turns?
- Keep head up while stickhandling the puck?
- Make good, accurate passes?
- Skate at full speed while handling the puck?
- Shoot hard and accurately (both forehand and backhand)?

**3. Defensive Play**

Can the player do the following:

- Maintain proper "Gap?"
- Cover the player in front of the net?
- Play the body (take away the lane) of the opponent?
- Take away options from the puck carrier (force the puck carrier wide)?
- Go to where the puck is likely to be rather than chasing the puck?
- Demonstrate good judgment as to when to hold the blue line or back up?

**4. Offensive Play**

Can the player do the following:

- Step up the skating speed to the next level to beat a defensive player?
- Pass to open teammates rather than always shooting?
- Dig the puck out along the boards?
- Hang onto the puck rather than just throwing it away or dumping it?
- Move without the puck?
- Go hard to the net?

**5. Hockey Sense**

Does the player understand important concepts such as:

- Angling?
- Support?
- Fore-checking?
- Back-checking?
- Positioning?
- Team Defense?

**6. Positional Play**

Does the player do the following:

- Move to open ice when not in possession of the puck?
- Skate in proper lane verses chase the puck?
- Stay spread out instead of always skating close to the puck carrier?
- Adjust position to the movement of teammates and opponents?
- Cover for a teammate if necessary?

## **7. Determination**

Does the player do the following:

- Skate hard both ways (offensively and defensively)?
- Get up right away when knocked down?
- Hustle to the puck, beating teammates and opponents?
- Play the man (or lane) and remain persistent?
- Show second effort (or does he/she quit)?
- Continue to give good effort when something doesn't come easily?
- Work on his/her individual weaknesses or focus only on strengths?

## **8. Techniques and Overall Evaluation**

- What skill areas need the most improvement?
- What skill areas are the strongest?
- What skating areas need the most improvement?
- What skating areas are the strongest?

## **Policies and Procedures**

### **Registration / Fees**

WYHA will publish a fee schedule in July prior to each season.

Skaters at Mite level and above are required to register with USA Hockey.

Skating fees include a \$150 nonrefundable administration/ice time fee for skaters who leave the club after tryouts for whatever reason.

A minimum of one half (50%) of the skating fees per skater, the \$100 for Raffle tickets, and the volunteer hours charge (or the remaining prorated amount) are due by the first practice prior to tryouts. The remaining balance of fees are due by January 7. A statement of account will be mailed in December. No skater will be allowed to skate after this date without fees being paid.

### **Multiple Skater Discount**

Families registering Multiple Skaters will receive a fee discount as follows:

- The second Skater will receive a 30% reduction in the fees for his/her division. The "second" skater will be considered the youngest of the two skaters.
- The Third (or more) Skater placed at or above the Mite level will receive a 60% reduction in the fees for his/her division. The "third" skater will be considered the youngest of the three skaters.

### **Equipment**

Goalie Equipment – WYHA will provide Goalie equipment through the Squirt level.

Only first year skaters, age 8 and under, can rent equipment.

Learn To Play skaters are able to use equipment with a refundable deposit.

### **Skater Transfers**

Wildcat Youth Hockey does not grant outright releases to skaters. WYHA will grant a financial release for a skater under rule 7.3a of the Region 4 when a skater is moving to a higher classified organization or return to WYHA. Requests for transfer must be made in person at a regularly scheduled board meeting.

### **Policy on Late Transfer or Registration**

Skaters joining or transferring into the club after the start of the season may be eligible for a reduction in fees, raffle ticket sales and/or Volunteer hours.

Billing – Fees will be prorated based on games and practices missed. USA Hockey registration fees cannot be prorated and will need to be paid in full.

Raffle –

- Skaters transferring into the club from out of the local area after the season starts will be exempt from the raffle ticket sales for the first year (local area is Waunakee, Deforest, Poynette, or Lodi school districts),.
- Skaters registering late will be required to sell their tickets until the raffle takes place, if the skater registers after the raffle there will be a \$50 charge,

Volunteer hours –

- Volunteer hours are prorated as follows 25% reduction after November 15th, 50% reduction after December 15th.
- The family can make an effort to make up these hours helping with club functions (Learn to Play, Concessions, Tournaments, board designated committees, etc.).
- The families can and are encouraged to earn their full volunteer hours if opportunities exist.

### Double Rostered Skaters or Skating up

Goalies will be double rostered as per WAHA rules. A player may be registered on more than one team in the same association as long as he/she meets the age classification. A senior player can only be registered on the senior team. Example: A Squirt goalie may be rostered on a PeeWee and/or a Bantam team. However, a Bantam 1 goalie may only be rostered on the Bantam 1 team. There is no moving down.

The criteria for a skater moving up are:

- Must be in the second year of the current level.
- Must be in the top five skaters from the tryouts.
- Must be approved by the parents.
- A skater may only move up if there are players needed at the next higher level.

### Fee Reduction for Injured Players

A player that is significantly injured and results in loss of play for six weeks or greater could have their skater fees given a pro-rated credit based upon the number of weeks they were lost from play (must equal six weeks or greater). A family wishing to apply for the fee reduction must submit a note in writing to the WYHA Board of Directors for consideration. Any skater who is injured for at least six weeks must provide a signed doctor's note to return to play.

### Return To Play After Injury

It is the policy of the organization that any injury requiring the medical attention of a physician of any kind that prohibits the player from playing the game or practice of any duration will require the physician to sign a return to play release allowing the injured player to return to the ice to play or practice the game of hockey. It will give the date at which they are allowed to return and must be signed by the treating physician. Any guidelines or limitations that the physician requires regarding the return of the player must be outlined on the signed release form.

In the case of a suspected concussion by a coach, or one diagnosed by a physician, the player will be required to seek medical attention and have a return to play release signed by the physician, before being allowed to play or practice with the team.

A player will not be allowed to return to the ice until the signed release is given to their Head Coach. A copy of the release will be given to the team representative as well as the ALD for the level of the skater.

Please note: The WYHA Board is committed to preserving all players, as well as their families, personal medical information. All HIPAA requirements in effect at the time of the injury will be adhered to.

## **Scholarship Assistance Program**

It is Wildcat Youth Hockey's (WYHA) policy to assist in making hockey affordable for local youth. In keeping with this, each season WYHA offers a limited number of scholarships based upon financial need. These scholarships will be offered on a first come, first serve basis. Scholarship application, approval or denial is kept confidential.

Scholarship requests should be received by the Treasurer of WYHA at P.O. Box 156 Waunakee WI 53597 by September 1<sup>st</sup> the month prior to the start of the fall season. Exceptions will be reviewed on a case by case basis. Partial or full scholarships will be awarded based on available funds. Scholarships are for skating fees only. All other expenses for the season are the family's responsibility. Factors determining scholarship approval include, but are not limited to:

1. Number of children per family participating in the program.
2. Family income must fall within guidelines set by the National School Lunch Program amended to exclude unemployment income.
3. Memo documenting the family situation indicating financial hardship.
4. The WYHA Board of Directors, based on the Scholarship Committee recommendation, will determine scholarship approval or denial.
5. Based upon scholarship approval, the player/parent of guardian will be responsible for the annual USA Hockey Registration fee at the beginning of the season.
6. The season's equipment fees, if any, will be waived. If equipment is not returned at the end of the season, the player will not be eligible for future scholarships or participation in the youth hockey program.
7. Parental and player involvement in fundraising activities is mandatory (including raffle tickets and volunteer hours).
8. Incomplete or falsified forms will be denied.

## **Scholarship Procedures**

Any WYHA member family meeting the National School Lunch income requirements may apply for scholarship assistance from the WYHA for their skater(s) fees full or partial amount (they may not include volunteer hour credits). Families will be responsible for annual USA Hockey registration fee, team fund fees, hotels for tournaments, jerseys and socks. The following procedures should be followed:

1. Using the form supplied (see [www.wildcathockey.org](http://www.wildcathockey.org)), send forms to the Treasurer at P.O. Box 156 Waunakee WI 53597 by September 1<sup>st</sup> of upcoming hockey season.
2. The Treasurer will review the request form and verify financial information submitted.
3. The Scholarship Committee, which consists of the current WYHA President, Treasurer and appropriate Age Level Director will meet and make a recommendation to the WYHA Board of Directors as to approval or denial.
4. The WYHA Board of Directors in closed session will vote to approve or deny applicants after considering the Scholarship Committee's recommendation.
5. Applicants will be notified of results in writing immediately following the WYHA Board of Directors meeting where the vote took place.

Funds for the scholarship fund will be set aside or replenished when necessary in years where there is a budget surplus and at the discretion of the WYHA Board of Directors. The funds must be allocated to the scholarship fund prior to the close out of the current budget year, which ends annually on June 30<sup>th</sup>. Fund allocations will require a recommendation by the Treasurer to the Board, and will require a majority vote of the Board for funds to be allocated.

### Corporate Sponsorship Program

The Corporate Sponsorship program was designed as a team fundraiser. This is a great way to build your teams tournament fund, which is used to cover costs of tournament fees, team parties team equipment, team apparel and extra sheets of practice ice. Use the Corporate Sponsorship brochure to approach businesses, outside of Waunakee and De Forest, for support.

### Corporate Sponsorship Distribution / Use

Any team that is sponsored must first fulfill the sponsorship level requirements before funds are distributed to the team. After all sponsorship level requirements are met, 10% of the remaining dollars go to the club and 90% can be used, by the sponsored team, to reimburse or pay for the following:

- Tournament Fees
- Purchasing additional sheets of ice
- Team Equipment
- Team Apparel
- Team Parties

Any funds that have not been spent will be used by club to reduce overall skater fees.

Any Corporate Sponsorships that are not designated to a specific team or age level will be allocated to the oldest team first. Each additional unspecified sponsorship will be allocated to the team one level below. Ex. Bantam A, then Bantam B, then Pee Wee A, then Pee Wee B, etc.

Any Corporate Sponsorships that are designated for a specific age level will first be allocated top team at that age level. Each additional age level specific sponsorship will rotate through the teams at that age level.

Ex. 3 Squirt sponsorships

- One squirt team – awarded all three sponsorships
- Two squirt teams – team A is awarded the highest level sponsorship and the lowest level sponsorship, team B is awarded the 2nd highest level sponsorship.
- Three squirt teams – team A is awarded the highest level sponsorship, team B is awarded the 2nd highest level sponsorship, team C is awarded the last sponsorship.

There is a cap of \$2000.00 per team. In the instance where a team is awarded more than the cap amount, the remaining money is applied as if it were a sponsorship not designated to a specific team or age level. See above.

## **Volunteer Credit Policy**

*PREAMBLE* - The Wildcat Youth Hockey Association (“WYHA”) Volunteer Credit Policy (“Policy”) is established to promote and ensure volunteerism among the general membership of the association, and raise funds used to reduce skating fees for WYHA members. All members play a critical role in the support of the association, and therefore have an obligation to fulfill their fair share of volunteer responsibilities. The Policy is as follows:

### ***ARTICLE 1 - VOLUNTEER REQUIREMENT***

Each member family with a skater at the Mite level or above will be required to volunteer 20 (sixteen) hours of time toward WYHA events. If a member family has more than one skater in WYHA, the family is asked to distribute their volunteerism between all teams. WYHA board members and appointed members of the board (Equipment Manager, Apparel Manager, etc) are exempt from this Policy.

### ***ARTICLE 2 - VOLUNTEER CREDIT***

During the 12-month calendar period beginning on April 1<sup>st</sup> each calendar year and ending on March 31<sup>st</sup> of the next calendar year, each family will be able to earn a Volunteer Credit of \$400. This Volunteer Credit will be credited to the account of the member family upon the completion of 5, 10, 15, or 20 hours of volunteer time. A Volunteer Credit will be given if and only if the member family performs 5, 10, 15, or 20 hours of volunteer time as set forth in this Policy. At five hours a 25% credit will be issued, at ten hours a 50% credit will be issued, at 15 hours a 75% credit will be issued, and the full 100% credit for 20 hours. A family must reach one of those benchmarks to be credited. For example if a family completes 7 hours a 20% credit will be given.

### ***ARTICLE 3 - MEMBER RESPONSIBILITY***

It is the member family’s responsibility to seek volunteer opportunities. Volunteer opportunities are listed in the monthly WYHA newsletter or by contacting a board member.

*ARTICLE 4 – VOLUNTEER HOURS* – Member families can fulfill the 20-hour volunteer requirement by volunteering at WYHA approved fundraising events or filling certain positions. Fundraising events earn money for WYHA that reduce skating fees for each and every skater in WYHA. Therefore member volunteerism at these fundraising events is considered an obligation of each member family. The normal fundraising events members can volunteer their time for include:

- Parade of Homes
- Rink Concessions
- Chairing fundraising events (details below)
- Other Fundraisers approved by the VP of Fundraising.

In addition to volunteering at fundraising events, volunteering for the following positions will be considered fulfilling the 20-hour volunteer requirement:

- Rostered Head Coach of an individual team per the official USA Hockey Roster
- Rostered Assistant Coach of an individual team (maximum of two per team) per the official USA Hockey Roster
- Individual Team Manager / Rep of an individual team. If two or more people share this position, the managers will need to split the hours. Only 20 hours total will be allotted to the Team Manger position.

- Each Fundraising Event Chairperson will receive credited hours as listed below (Regardless of the number of hours actually spent). The WYHA Vice President is responsible for approving the Chairperson for each event. Credited hours will be as follows:
  - One Wildcat Raffle Chairperson – 20 hours
  - Two Parade of Homes Chairpersons – 20 hours each
  - One Bucky Book Fundraiser Chairperson – 5 hours - (90% of profit to skater)
  - One Wreath Fundraiser Chairpersons – 5 hours- (90% of profit to skater)
  - One Deforest Parade Float Chairperson – 8 hours
  - One Waunakee Parade Float Chairperson – 8 hours
  - One Annual Membership Meeting Chairperson – 10 hours
  - Other Fundraising Events as designated by the VP of Fundraising– hours and % TBD

**ARTICLE 5 – AGE REQUIRMENT**

Because of insurance issues, only family members age 18 or older may volunteer.

**ARTICLE 6 - VOLUNTEER HOURS REPORTING & RECORDKEEPING**

Each Fundraising Event Chairperson is responsible for reporting volunteer hours to the VP of Fundraising. The VP of Fundraising will be responsible for accounting for hours volunteered by each member family and advising the WYHA board of directors when a member family has met their required number of hours.

**ARTICLE 7 - VOLUNTEER CREDITS**

The WYHA board of directors will review the list and approve the issuance of volunteer credits based upon the approved benchmarks once the member families have fulfilled the hours related to those benchmarks. At 5 hours earned a \$100 credit will be issued, at 10 hours a \$200 credit will be issued, at 15 hours \$300 credit will be issued, and at 20 hours a \$400 credit will be issued to the member account.

**ARTICLE 8 - VOLUNTEER CREDIT POSTING**

Upon approval by the WYHA board of directors, the WYHA Treasurer will post a credit to the member families' account once the WYHA Vice President reports the member reaching one of the four benchmarks (not to exceed \$400) for the period April 1 through the following March 31.

**ARTICLE 9 - VOLUNTEER CREDIT REFUNDS**

If, and only if, a member does not have a skater in the organization after the time the member fulfills the 20-hour volunteer obligation, WYHA will refund the \$400 volunteer credit.

**ARTICLE 10 – WAIVER OF VOLUNTEER CREDIT**

If a family is new to the association and registers a Mite level skater or above, the volunteer credit will be waived the first year only.

**ARTICLE 11 - HARDSHIP POLICY**

On occasion, there are families that are experiencing a hardship and are unable to fulfill their volunteer hour commitment. WYHA members may request a waiver of the volunteer obligation in writing, by submitting it to the WYHA Vice President for the approval of the WYHA Board.

**ARTICLE 12 – TRANSFER OF VOLUNTEER HOURS**

Volunteer hours cannot be shared or transferred from one family to another without the approval of the WYHA board of directors.

**ARTICLE 14 – AUTHORITY**

The Board of Directors of WYHA has the final authority over all matters of interpretation of this Policy.

## **Coaches**

It is WYHA intention to use qualified and certified parent coaches for their teams. WYHA will pay a stipend to a non-parent coach as deemed by the directors of WYHA. These coaches must meet all certification criteria. WYHA will perform background checks on all coaches in compliance with USA Hockey rules and Guidelines.

## **Appointed / Non-Voting Board Members**

The Executive Board of Directors will appoint individuals to the following positions as appointed, non-voting members of the Board. Each position will be expected to serve a two year term (unless otherwise noted) upon approval at the July WYHA Board of Directors meeting. These positions are expected to attend the monthly Board meeting.

Apparel Manager - duties include organizing jersey number assignments to players, maintenance of inventory of hockey jerseys, organizing and oversight of Wildcat Hockey apparel merchandise and sales.

Director of Recruiting & Marketing - duties to include promotion of the club, Learn to play/skate programs, assist with development and implementation of marketing strategies to recruit new families/skaters.

Equipment Manager - duties include maintaining adequate inventory of hockey equipment for rental to new families and Learn to Play/Skate children, goalie equipment, and coaching equipment. Managing rental of all equipment and purchasing of needed equipment for the club.

Ice Scheduler - duties to include scheduling and securing adequate amount of practice and game ice time for each team/age level, based on the number of teams anticipated for the upcoming season. The ice buy will incorporate practices, scrimmages, tournaments, goalie practice, tryouts, learn-to-play, cross ice programs and any co-ops WHYA may be involved in.

Registrar - maintain & updates of WYHA database of players, team rosters, and USA Hockey Rosters. Additionally to help as registrar for Learn to Play/Skate sessions.

Learn to Play Coordinator – Administer the Learn to Play Program, schedule Ice, secure coaches with help from the ACE director or Head Coach Elect, Distribute flyers and registration information, organize registration and equipment handout, and answer questions at the rink during the sessions.

Tournament Director – duties include scheduling and registering of tournaments, coordination of tournament planning, staffing tournament committee, managing budget, and overseeing tournament weekend activities.

Director of Concessions – duties to include menu planning, inventory control, purchasing, volunteer coordination of the rink concessions area.

Head Coach Elect (to be elected in the general election, the 2<sup>nd</sup> year of the ACE Directors term) - duties to include assisting the ACE Director with tryouts, yearend evaluations, maintenance of coaching certificates for all WYHA coaches, and learning aspects of ACE Director position in order succeed the ACE Director after serving one year of Head Coach Elect.

# Code of Conduct

## Players, Parents & Spectators

Wildcat Youth Hockey supports the USA Hockey Zero Tolerance policy as it relates to conduct by coaches, players, parents, and fans in the sport of youth hockey. It is our hope that by enforcing this policy, everyone has a pleasant youth athletic experience.

### PLAYER CODE OF CONDUCT

(To be reviewed and signed (at the beginning of season team meeting) by skaters and parents as a member of a WYHA team, participating in USA Hockey for the current season.)

1. No swearing or abusive language on the bench, in the rink, or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
3. Anyone who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated.
5. There will be no drinking, smoking, chewing of tobacco or use of illegal substances at any team function.
6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions.
7. There will be no Horseplay in the locker rooms or any area of the rink. This includes throwing objects, fighting, pushing, wrestling, etc.
8. Show respect at all times:
  - No derogatory comments or Hazing
  - No Ethnic, Racial, Sexual comments or behavior.
  - No Profanity or Profane gestures.
  - Be ready on time for practice and games.
  - Listen to coaches and parents when addressed individually or as a group.
  - Keep areas clean - pick up trash in locker rooms and other areas
  - Players will be held responsible for any destruction of property.
  - Do not take items that do not belong to you, give them to a coach or parent.
9. Don't linger in the locker rooms. The Locker Room is a place to get ready, to learn, or a place to get dressed.
10. No cell phone cameras, mp3 cameras, video or camera equipment of any kind in the locker room. Locker rooms are for changing - not taking pictures. Players who take pictures in the locker room are subject to suspension.
11. In the presence of members of the opposite sex, all undergarments need to be covered. If a skater needs to change to anything less than this, it must be done where no members of the opposite sex are present (i.e. Bathroom).

Violations of this policy will result in disciplinary actions or sanctions that include, but are not limited to: verbal reprimands, written reprimands, games suspensions, season suspensions, and (in extreme cases) termination from the WYHA with no refund for season fees. Recommendations on any violations will come from the Head Coach. Individual appeals will be conducted following the WYHA Appeal Procedure

## **PARENTS CODE OF CONDUCT**

(To be read and signed by all parents as a member of a WYHA team, participating in USA Hockey for the current season.)

1. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
2. Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
3. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the younger age levels.
4. Know and study the rules of hockey, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
5. Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice. It is destructive. Work toward removing physical and verbal abuse in youth sports.
6. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
7. If you enjoy the game, learn all you can and dedicate time as a volunteer!

## **SPECTATORS CODE OF CONDUCT**

1. Display good sportsmanship. Always respect players, coaches and officials.
2. Act appropriately; do not taunt or disturb other fans. Enjoy the game together.
3. Cheer good plays of all participants, avoid booing opponents.
4. Cheer in a positive manner and encourage fair play; profanity and objectionably cheers or gestures are offensive.
5. Help provide a safe and fun environment; throwing objects on the ice surface can cause injury to players and officials.
6. Do not lean over and pound on the glass; the glass surrounding the ice surface is part of the playing area.
7. Support the referees and coaches by trusting their judgment and integrity.
8. Be responsible for your own safety and remain alert to help prevent accidents.
9. Respect locker rooms as private areas for players, coaches and officials.
10. Be supportive after the game, win or lose. Recognize good effort, teamwork and sportsmanship.

## **USA HOCKEY ZERO TOLERANCE POLICY**

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, league officials and administrators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned events. Thus, the following points of emphasis must be implemented by all on-ice referees and linesman:

### **Players**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues with such action.

### **Coaches**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any signs of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

### **WYHA Extensions**

The above constitutes the USA Hockey "Zero Tolerance" policy in its entirety. WYHA extends the policy to include parents and spectators at WYHA events. Should a parent or spectator violate the above standards, their team may be assessed a bench minor for unsportsmanlike conduct. Should the parent or spectator persist in such actions, the game may be halted until they can be removed from the rink.

In addition, WYHA will investigate all situations involving parent/fan violations of the "Zero Tolerance Policy". If the situation was found to be a violation of the policy, a warning letter will be issued from the Board of Directors to the offending person or persons. This letter will outline the offense and stipulate possible consequences for any further violations. These stipulations could include, but are not limited to, verbal reprimands, written reprimands, games suspensions, season suspensions, and (in extreme cases) termination from the WYHA with no refund for season fees. Individual appeals will be conducted following the WYHA Appeal Procedure.

## **WYHA Appeal Procedure**

Identifying and addressing a problem or concern is not always easy. Therefore, we have established a line of communication beginning with the team manager and culminating with the WYHA Officers to resolve conflicts or issues as follows:

1. The team manager is the first line of communication for all parents and players. The complaint must be presented to the Team Manager.
2. If the problem is such that the Team Manager is unable to resolve the conflict it should be escalated to the appropriate Age Level Director.
3. As a last resort the complaint, may brought to the ACE Director, Head Coach Elect, appropriate Age Level Director, and the WYHA Board Officers (President, President-elect, Vice President, Treasurer, Secretary, and Past President.)
4. The complaint must be submitted to the WYHA Board Officers in writing.
5. The WYHA Board Officers will review the complaint within 24-72 hours after notification and will contact the individual(s) filing the complaint to further assess and review the problem.
6. No Officer involved in the complaint, with a child on the team of the complaint, shall review the complaints.
7. The individual(s) against whom the complaint has been filed shall appear before the WYHA Board Officers and asked to respond to the complaint.
8. The, WYHA Board Officers acting in the best interest of WYHA, will further investigate the complaint as deemed appropriate and is authorized to enforce disciplinary actions as appropriate. These actions may include written warnings and/or temporary and/or permanent suspension from the program.
9. All actions taken by the WYHA Board Officers will be communicated only to the individuals involved during a closed session.

## **Handbook Revision History**

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