



POLICIES AND PROCEDURES

DC EVEREST YOUTH HOCKEY ASSOCIATION, INC.



EFFECTIVE SEPTEMBER 2026

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1. INTRODUCTION

Whether you are new to the Everest Youth Hockey Association or have long been involved with the Association, we believe the information contained in this Policies and Procedures Manual will be valuable.

The purpose of this manual is to familiarize members with the policies, procedures, expectations, and operational guidelines of Everest Youth Hockey Association. It is our hope that all players and families will enjoy their hockey experience in a positive, safe, and development-focused environment.

Everest Youth Hockey Association is proud of the dedication and hard work provided by its volunteers, coaches, board members, families, and participants. The Association also recognizes the importance of continuous improvement and constructive feedback. Members are encouraged to contact a Board Member with questions, concerns, or suggestions regarding this manual or any aspect of the Association's operations.

These Policies and Procedures are subordinate to and governed by the Association Bylaws. In the event of a conflict between the Bylaws and these Policies and Procedures, the Bylaws shall control.

2. MISSION

Everest Youth Hockey is committed to maximizing skill development of young hockey players in a positive atmosphere of fun competition, sportsmanship, and equal participation.

- Enriching the lives of all youth interested in the sport of hockey.
- Educating and fostering the fundamentals and development of good hockey skills to become proficient and effective players.
- Demonstrating proper hockey skills and techniques to become valuable team members.
- Encouraging participants to work at fostering better skills each time they are on the ice.
- Insisting upon respect for each player and never intentionally cause bodily or emotional harm to any person or player.
- Teaching players respect for the concepts of sportsmanship, fair play, to take winning and defeat graciously, to abide by referees' decisions, and to love the game.
- Directing an organization of players and parents in the rules of good spectator sportsmanship and the general love of the game.

Finally, Everest Youth Hockey believes that ALL players and parents are an equal and important part to the success of OUR organization and that our goal is for everyone to have FUN!

3. GENERAL CODE OF CONDUCT

All athletes are expected to conduct themselves in a manner that displays respect, both on and off the ice, for themselves, their parents, their teammates, their coaches, their community, Everest Youth Hockey, and they should encourage their teammates to conduct themselves in a respectful manner. Parents and/or skaters are expected to fulfill the following requirements available online as outlined in this policy manual.

4. ORGANIZATION

A. Board Structure and Governance

The Everest Youth Hockey Association Board of Directors is a volunteer governing body organized in accordance with the Association Bylaws. All newly elected or appointed Board members will take office at the April Board meeting.

Attendance at all Board meetings is mandatory for anyone serving on the Board. If excessive unexcused absences occur, the Board member may be subject to review and possible removal in accordance with the Association Bylaws.

In addition to Board members, there are a number of key operational positions needed for the organization to function. These positions may include both on-ice and off-ice operational responsibilities and shall operate under the authority and jurisdiction of the Board.

B. Relationship with Greenheck Field House

The Greenheck Field House is located on the Everest School grounds which are designated as a Drug Free Zone. This means that no alcohol, tobacco, or illegal drugs of any kind are permitted on the premises. This policy will be strictly enforced with players, as well as coaches and parents.

Our Association must assist with ensuring the facilities, appearance, and property are respected and preserved. The Association, through the Board, will work directly with Greenheck Field House management to address any concerns or changes needed.

C. Public Comment at Board Meetings

The Board of Directors may allow a public comment period during regular Board meetings to permit members in good standing to address the Board regarding Association-related matters.

Public comment shall be limited to three (3) minutes per speaker, unless a longer or shorter time limit is established by the President or Board of Directors based on the number of speakers, the time available, the meeting agenda, or the nature of the matter being addressed.

Members wishing to speak may be required to identify themselves and the general topic they wish to address. Comments shall be respectful and shall relate to Association business. The President may limit or end comments that are disruptive, repetitive, personally abusive, confidential in nature, or unrelated to Association business.

Public comment is not intended to require immediate Board discussion, debate, or action. The Board may address the matter at the meeting, refer the matter to the appropriate Board member or committee, place the matter on a future agenda, or take no action if no further action is necessary.

Nothing in this section shall limit the Board's ability to restrict discussion of confidential or sensitive Association matters, including player discipline, personnel matters, SafeSport issues, legal matters, or other matters that are not appropriate for open discussion.

5. BOUNDARIES, REGISTRATION, FEES, AND REFUNDS

Everest Youth Hockey abides by the Wisconsin Amateur Hockey Association Inc. (WAHA) Guidebook & Directory for the acceptance of skaters who reside outside the Everest school district. These rules and regulations are detailed in the WAHA guidebook Article 1 G. and state that: *No player may play, participate or practice for any full-season association other than the association certified by WAHA to serve the area in which the player resides on a permanent basis.* Any discrepancy in this policy and procedure manual will be superseded by WAHA rules and regulations. All exceptions, including waivers, are described in the WAHA Guidebook under Article 1, Sections G, H, and I.

Any skater residing in the Everest school district who wishes to join another WAHA affiliate association will require a signed release from the Everest Youth Hockey Board of Directors. All release requests will need to be made in writing by the requesting party. The requesting party may be asked to appear before the Everest Youth Hockey Board of Directors to detail their request and answer any questions prior to a Board vote. Release requests may be submitted to the Everest Youth Hockey Board of Directors beginning April 1st but no later than September 1st for the season in which release is requested. Release requests will only

be reviewed and voted upon at the August and/or September Board meeting. The Director of Hockey may submit a recommendation regarding releases to the Board President prior to the August and/or September Board meeting when a vote is to occur. For purposes of release decisions only, the Director of Hockey shall be granted one (1) vote, which shall reflect the consensus recommendation of HOC. This limited voting authority applies only to player release decisions under this section and shall not create general Board voting authority or count toward Board quorum unless the Director of Hockey is otherwise an elected voting member of the Board of Directors.

Any out of district skater may be denied by the Everest Youth Hockey Board of Directors. Out of district skaters must have a release waiver signed from their resident association before tryouts in order to participate within Everest Youth Hockey for that season.

Registration – Registration will be held during the summer and early fall for 8U through 14U. All players must complete all registration criteria prior to the start of the WAHA sanctioned season.

Fees – Hockey fees are due in full for the entire season by October 1st (or arrangements made for payment). The applicable fee chart can be found in the program details of the Everest Youth Hockey website. Unless approved by the Everest Youth Hockey Board of Directors, a skater shall not be allowed on the ice until past due fees are paid. Payment of the fees in full shall restore all the skater's rights, subject to Board approval. No adjustments shall be made to the fee for games or practices missed during the period of unpaid fees.

Any service fee charged to Everest Youth Hockey because of a returned check will be due from the responsible party. The Everest Youth Hockey Board of Directors reserves the right to collect monies owed by any legal measures it deems necessary.

In addition to the charges assessed by Everest Youth Hockey, individual teams may add tournament entry fees, extra ice buys or additional team funds as deemed appropriate by that team. All members of that team are expected to pay the additional fees assessed by the Team Manager/Coach. Non-payment of additional team charges will be considered non-payment of fees, and the skater will not be allowed to play for the team until the issue is settled. Managers and coaches are strongly encouraged to solicit the input of a majority of the parents as to the appropriateness of these additional fees to avoid conflicts. If a member feels that the additional charges are inappropriate, they must follow the grievance procedures defined in this document.

Registration Refunds – Many factors play into the decision for refund approval to association members. Circumstances such as injury or family relocation are considerations that will be reviewed by the Everest Youth Hockey Board of Directors

All requests for prorating due to move out etc. must be made in writing and submitted to the Treasurer for approval by the Board of Directors.

Members may request an injury credit for a skater who has a serious injury that results in them being out for half the season. Minor injuries, such as a strained muscle or deep bruise, that results in a player missing less time, will not be considered under the injury credit policy. The following parameters shall be applied to injury credits:

- The injury must result in the player missing half of the season.
- The family must submit to the Treasurer, documentation that indicates the date of the injury, and the date of the skaters return before December 31st. Injuries that occur after December 31st will not be considered under the injury credit policy.
- Reimbursement will be for 50% of registration fees.

Each injury credit will be reviewed and approved by the Board on an individual basis.

6. FUNDRAISING AND VOLUNTEERING REQUIREMENTS

A. Fundraising:

Each family will be responsible to raise \$500 annually for the Everest Youth Hockey Association. This can be accomplished by completing one or more of the fundraising options available. Alternatively, families can buy out of the fundraising requirement for \$400 at the time of registration. Fundraising must be turned in by January 1st, or the remaining balance may be charged in accordance with the enforcement provisions contained in Section 6E.

B. Advertising Sponsorship Credit

Families may receive fundraising credit for securing eligible advertising sponsorships for the Association. Advertising sponsorship credit shall be applied to the family of the athlete identified as the referring athlete on the sponsorship or advertising form.

Unless otherwise approved by the Board of Directors, advertising sponsorship credit shall be applied as follows:

- Wall advertisement sponsorship: One Hundred Fifty Dollars (\$150) fundraising credit.
- On-ice advertisement sponsorship: Three Hundred Dollars (\$300) fundraising credit.

Advertising sponsorship credit shall be applied only after the sponsorship payment has been received by the Association. Advertising sponsorship credit shall not exceed the family's annual fundraising obligation and shall not result in a refund or carryover unless otherwise approved by the Board of Directors.

The Board of Directors may modify advertising sponsorship credit amounts as needed based on sponsorship pricing, advertising costs, or Association needs.

C. Scrip Fundraising:

Everest Youth Hockey (EYH) offers a reimbursement program, using RAISE RIGHT, to help families keep hockey affordable. EYH allows all families to voluntarily participate in this program from April 1st to March 31st.

RAISE RIGHT is a scrip gift card purchase program. These cards are equivalent to and are used just like cash. Use RAISE RIGHT for your everyday purchases such as food, gas, clothes, hotels, and home repairs. Each of the vendor's gift cards has a percentage listed. For example, if you order a \$100 gift card, \$100 will come out of your bank account or be charged to your credit card. A percentage of that \$100 will be banked and kept track of by our fundraising coordinator. A family's rebates in total will be reimbursed to them at the end of the hockey season (March).

Each family registered for Scrip will receive a check reimbursement, the LESSER of your child(ren)'s total hockey fees or your rebate earned. (If your hockey fees are \$1000 and your rebates total are \$400, you will receive a check for \$400. If your hockey fees are \$1000 and your rebates total \$1200, you will receive a check for \$1000; and \$200 is donated to EYH). Participants in the scrip program are required to be registered on the Everest Youth Hockey website and link their account to their skater's. EYH reserves the right to send reimbursement checks to any family member linked to the skater's account. It will be the family's obligation to disburse the funds amongst themselves if required.

Your hockey fees include jersey and sock fees required by the organization, EYH hockey enrollment fees (not USA hockey fees), and fundraising paid out in cash. You will need to fulfill all our fees and fundraising options by the association due date. We will not take in consideration of your banked scrip rebates to pay for any association fees. Essentially, you need to pay your fees before you get reimbursed because we will not have the total rebates earned until March 31st.

D. Volunteering:

In non-profit sports organizations, the membership must make financial and time contributions for the association to succeed. The financial contribution is achieved through registration fees and fundraising. The time contribution is achieved through required volunteer credits. With the hard work and dedication of all the associations' members, Everest Youth Hockey will continue to grow and ensure hockey is enjoyed by all participants.

To ensure that the association continues to function as a non-profit organization that strives to improve & increase the opportunities for families to participate in hockey, the following will be the association's guideline:

- Each family shall be required to complete volunteer hours per season based on the player's age classification as follows:
 - 6U / Mini Mite: Five (5) volunteer hours per season;
 - 8U / Mites and above: Eighteen (18) volunteer hours per season.
- In the event a family has multiple players registered with the Association, the family shall be responsible for the highest applicable volunteer-hour requirement, but the total volunteer-hour requirement shall not exceed eighteen (18) hours per family per season.
- Alternatively, families may buy out of the volunteer-hour requirement at the time of registration. The volunteer buyout amounts shall be as follows:
 - 6U / Mini Mite: One Hundred Thirty-Five Dollars (\$135);
 - 8U / Mites and above: Five Hundred Dollars (\$500).
- Volunteers must be 14 years of age or older to be eligible to volunteer.
- Families with skaters only in the Intro to Hockey program are not required to but are encouraged to volunteer.
- Hours can be earned from April 1st through March 31st annually.

Volunteer hours must be completed or scheduled, tracked, and credited in accordance with the enforcement provisions contained in section 6E. It is the responsibility of individual volunteers to claim volunteer sessions on the Everest Youth Hockey website. This is the only way to ensure that your hours will be credited. Volunteer hours will be tabulated throughout the season by the Volunteer Coordinator.

Volunteer exemptions shall be handled in accordance with the exemption table contained in the appendix and any hardship or exception procedures contained in Section 6E. The table in the appendix will detail specifically the hours and exemptions for the positions within the association. If a family joins the association later in the season, their required volunteer hours may be reduced.

Home game responsibilities, including but not limited to shot counting, scoreboard operation, clock operation, scorekeeping, game sheets, penalty box duties, or other team-assigned game duties, are considered team and family responsibilities necessary to conduct games. Unless specifically approved by the Board of Directors, home game responsibilities shall not count toward the Association volunteer-hour requirement.

E. Enforcement:

The purpose of this enforcement section is to establish clear expectations for volunteer participation and fundraising obligations, and to ensure consistent and equitable enforcement of such requirements.

Each family shall fulfill the volunteer hour requirement and fundraising obligation as established by the Board of Directors for each season.

The Volunteer Coordinator shall maintain records of volunteer hours and fundraising activity and may provide periodic updates and a final report to the Board of Directors.

All volunteer hours and fundraising obligations must be completed or scheduled by January 31st, as determined by the Board of Directors.

Any volunteer hours or fundraising obligations not fulfilled by the established deadline shall automatically convert to a financial obligation. Families shall be assessed \$50 per unfulfilled volunteer hour and any remaining fundraising balance owed.

Outstanding balances shall be charged to the payment method on file or invoiced to the member account no later than two (2) business days after the established deadline. Payment shall be due within three (3) days of notification.

Failure to meet the required financial obligation within the designated timeframe may result in administrative action. Such action may include, but is not limited to, restrictions on participation in upcoming playdown weekends, games, or state hockey events; limitations on future registration; withholding of team placement; or other measures deemed appropriate by the Board of Directors.

Requests for hardship or exception must be submitted in writing prior to January 1st. All requests shall be reviewed and approved by a majority vote of the Board of Directors.

Families experiencing financial, medical, or other significant personal hardship may request consideration for adjustment or waiver of volunteer or fundraising requirements. Requests must be submitted in writing to the Board of Directors prior to January 1st or as soon as reasonably possible under the circumstances. Requests shall include sufficient information for the Board to evaluate the nature of the hardship. The Board of Directors shall review all requests and may approve, modify, or deny the request based on the circumstances presented. All hardship requests and determinations shall be handled confidentially. Decisions shall be made consistently and in good faith to ensure fairness while maintaining the integrity of the policy.

The Association shall apply this policy consistently to all members to ensure fairness and to avoid the appearance of bias or favoritism.

7. PLAYING FOR EVEREST YOUTH HOCKEY

A. Mandatory Use of Proper Equipment

Protective hockey equipment is important to the safety and wellbeing of all skaters participating in the sport of hockey. It is therefore the policy of the Association that all skaters must wear properly fitted and well-maintained protective equipment. The following

USA Hockey approved equipment must be worn by all association skaters for all regularly scheduled games and practices:

- Helmet with facemask and securing straps (HECC approved)
- Colored mouth guard (required for U12 and above)
- Shoulder pads
- Neck Guard
- Elbow pads
- Gloves
- Hockey Pants
- Protective cup for boys
- Pelvic protector for girls
- Knee and shin pads
- Hockey skates

B. Goalie Equipment

Everest Youth Hockey has goalie equipment available for 10U and 8U to use for the season. Coordination of gear will be between the Everest Youth Hockey Equipment Manager and the Head Coaches. Full-time 12U and 14U goalies can use the Goalie Reimbursement Form contained in the appendix to supplement the cost of equipment.

Rental of 10U and 8U goalie equipment for out of season use must be arranged with the Equipment Manager prior to March 1st and requires Everest Youth Hockey Board of Directors approval.

C. Everest Youth Hockey Uniforms

The official Everest Youth Hockey uniform colors are green and gray:

- Gray for home games
- Green for away games

All jerseys are to be kept clean and in good condition. Jerseys should be worn the day of varsity home hockey games and in the homecoming parade. Wearing uniform jerseys or socks for practice is prohibited.

D. Summer Equipment Rental

Intro to Hockey and 6U players may rent a set of equipment that includes a helmet, hockey pants, elbow pads, shoulder pads, shin pads and hockey bag for \$25. Rental is from April 1st thru August 31st. Availability is on a first come first serve basis. Any piece(s) of equipment not returned will be assessed a fee based on the fair cost of the item. Arrangements for summer rental must be made with the Equipment Manager using the form contained in the Appendix.

8. HOCKEY OPERATIONS POLICIES

The Hockey Operations Committee shall operate under the authority and jurisdiction of the Board of Directors. The Board delegates primary responsibility for hockey operations matters to HOC, including coaching recommendations, player evaluations, team placement, player development, roster recommendations, and other hockey-related matters.

HOC shall exercise this authority in accordance with the Bylaws, these Policies and Procedures, USA Hockey and WAHA requirements, conflict of interest rules, safety considerations, and the best interests of the Association.

The Board retains final governance and oversight authority, but will not ordinarily review, modify, or overturn subjective hockey decisions unless there is a demonstrated violation of policy, a procedural error, conflict of interest concern, safety issue, or similar issue requiring Board review.

A. Coach Selection Process

Section 1. Authority

The Hockey Operations Committee (HOC) shall be responsible for identifying, reviewing, and recommending coaching candidates. All coaching appointments shall be subject to approval by a majority vote of the Board of Directors.

Section 2. Selection Criteria

Coaching candidates shall be evaluated based on factors including, but not limited to:

- Coaching experience and qualifications;
- Knowledge of the game and ability to teach skills;
- Leadership, communication, and organizational abilities;
- Commitment to player development and sportsmanship; and
- Alignment with the Association's mission and values.

Section 3. Conflict of Interest

Individuals involved in the selection process shall disclose any conflicts of interest, including relationships with candidates or involvement with a specific team. Conflicts shall be managed in accordance with the Association's Conflict of Interest policy.

Section 4. Appointment Process

The Hockey Operations Committee shall review coaching candidates and make coaching appointments or recommendations in accordance with this section.

Returning Head Coaches may be appointed by HOC without further Board approval, provided they remain in good standing and have completed all required USA Hockey, SafeSport, background check, and Association requirements. Returning Head Coach appointments shall be reported to the Board of Directors.

New Head Coach candidates shall be submitted to the Board of Directors for approval prior to appointment. Final approval of new Head Coach appointments shall rest with the Board of Directors.

Assistant Coaches may be recommended by the Head Coach and approved by HOC from an approved pool of eligible coaches, provided the coach has completed all required registration, background check, SafeSport, USA Hockey, and Association requirements. Assistant Coach appointments shall be reported to the Board of Directors.

The Board of Directors reserves the right to review, deny, remove, or replace any coach when necessary based on eligibility, conduct, safety, compliance, conflict of interest, prior discipline, or the best interests of the Association.

Section 5. Communication

Coaching appointments shall be communicated to the membership in a timely manner following Board approval.

Section 6. Removal or Reassignment

The Board of Directors retains the authority to remove or reassign a coach at any time, based on performance, conduct, or the best interests of the Association, in accordance with established policies and procedures.

There will be no maximum number of coaches allowed on the ice for practice, however only four (4) coaches will be allowed on the bench in a game situation. Everest Youth Hockey encourages as many assistant coaches as possible for practices. Please remember all coaches must abide by the USA Hockey Regulations for on ice coaching.

B. Tryouts, Evaluations, and Team Placement

Tryouts and evaluations will be conducted in the month of October or at another time established by the Hockey Operations Committee and approved by the Board of Directors. The Hockey Operations Committee (HOC) shall be the primary entity responsible for coordinating and administering the tryout, evaluation, and team placement process, in accordance with Board-approved policies and procedures. HOC may use D.C. Everest Varsity hockey coaches, outside evaluators, qualified hockey personnel, or other neutral evaluators to assist with the process.

Section 1. Purpose

The purpose of this policy is to establish a fair, consistent, and transparent evaluation process that supports player development and equitable team placement.

Section 2. Evaluation Criteria

Player evaluations shall be conducted using standardized criteria established by the Hockey Operations Committee. Evaluation categories shall include, but are not limited to: skating ability, puck control, passing, shooting, hockey sense, compete level, and positional play. The evaluation criteria shall be communicated to families prior to the start of tryouts.

Section 3. Evaluation Process

- A minimum of three (3) evaluators shall assess each player.
- Evaluators shall utilize a standardized scoring system.
- Final evaluation scores shall be based on the combination and averaging of all evaluator inputs.
- The Association shall make reasonable efforts to ensure consistency among evaluators through use of standardized scoring guidelines.
- The evaluation process may include both individual skill-based evaluations and gameplay or scrimmage-based evaluations.
- Gameplay evaluations may be assessed separately from skill evaluations and may be reset or reviewed independently from day to day, as determined by the Hockey Operations Committee.

Section 4. Conflict of Interest

Evaluators shall not evaluate players where a conflict of interest exists, including but not limited to their own child or a team they are expected to coach. Any potential conflicts shall be disclosed and managed in accordance with the Association's Conflict of Interest policy.

Section 5. Evaluator Neutrality and Objectivity Measures

The Association shall make reasonable efforts to use neutral evaluators, including evaluators from outside Everest Youth Hockey when available and practical. When outside evaluators are not available, the Hockey Operations Committee shall take reasonable steps to reduce actual or perceived conflicts of interest, including use of multiple evaluators, standardized scoring criteria, conflict disclosures, and recusal where appropriate.

The evaluation process shall utilize player identification methods, such as numbered jerseys, to promote objectivity during evaluations.

Section 6. Team Placement

Final team placement decisions shall be made by the Hockey Operations Committee in accordance with Board-approved policies and procedures. Team placement decisions may consider evaluation results, team balance, positional needs, player skill, safety, fairness, and overall program structure.

The Board of Directors shall retain oversight authority over the tryout and team placement process but shall not ordinarily review or modify individual player placement decisions unless there is a demonstrated violation of policy, procedural error, conflict of interest concern, or other circumstance requiring Board review.

Section 7. Evaluation Summary

Upon request, parents or guardians may be provided with a developmental summary of their player's evaluation. This summary may include:

- The player's composite scores by evaluation category;
- The overall group average for each category to provide a general benchmark; and
- General feedback identifying strengths and areas for improvement.

Evaluation summaries are intended to assist player development and improve understanding of the process. They shall not be used as a basis to challenge subjective team placement decisions absent a demonstrated violation of policy or procedural error.

Section 8. Limitations on Distribution

Individual evaluator scores, player rankings, and comparative evaluations between players shall not be distributed.

Section 9. Communication

Prior to tryouts, the Association shall make reasonable efforts to communicate the evaluation process, general evaluation categories, expected schedule, team placement considerations, and limitations on feedback or appeals to families.

Section 10. Record Retention

Evaluation data shall be retained by the Association for a period of one (1) year for reference and administrative purposes.

Section 11. Consistency of Application

The Association shall apply the evaluation process consistently across all teams and levels to ensure fairness and to minimize the perception of bias or favoritism.

To field a given team at any level, the number of registered players available should align with USA Hockey guidelines for minimum team size. If this minimum is not met, the Board and HOC will evaluate alternatives, such as but not limited to, double rostering players, moving a skater(s) up a level, and/or joining with another area association to field a team.

Skaters may skate within the program level corresponding with their age as of December 31st of the current season. Exceptions may be considered when the number of players at a certain level places the Association in jeopardy of not being able to field a team, or when a move-up/play-up request is submitted and approved in accordance with the Player Move-Up / Play-Up Policy. Such exceptions shall be reviewed by HOC and handled in accordance with the applicable Association policies, USA Hockey requirements, WAHA requirements, player safety, team needs, and fairness considerations.

If a player chooses to forego tryouts, they may be asked by HOC to have an individual evaluation. This evaluation may take place during regularly scheduled practices. Exceptions will be considered by the Board and HOC for situations preventing players from attending tryouts on a case-by-case basis.

C. Equal Participation

At the 8U and 10U levels, all players shall receive equal playing time in all games, except in cases of injury, illness, or disciplinary action. Player development, skill growth, and participation shall be the primary focus at these levels.

At the 12U and 14U levels, equal participation remains a goal; however, playing time may vary based on game situations, player performance, effort, attendance, positional requirements, and special teams play. Coaches are expected to provide all players with meaningful opportunities for participation and development over the course of the season.

Coaches shall communicate expectations regarding playing time and player roles at the beginning of the season.

No player shall be intentionally excluded from participation except for disciplinary reasons, injury, or other justifiable circumstances as determined by the coaching staff.

The Association supports a balanced approach that promotes both player development and appropriate competitive play based on age and level.

D. Practice and Game Guidelines

Teams in each level will be allotted approximately equal practice time by the ice scheduler. Practice amount will vary by level, with the older levels being granted progressively more practice time. This does not preclude individual coaches from trading for extra ice time or arranging for such time in other ways.

While all members would like to see their skaters on the ice during “prime time” hours (5:00pm to 8:00pm weeknights), that is not possible due to ice constraints in the local area. Thus, there will be situations where a skater may be up early or staying up late in order to get the practice time for that level. The Board recognizes that early and/or late practices are not ideal for young skaters, but this situation is unavoidable.

As our ice is limited, the Board and Ice Scheduler will use the following guidelines when assigning practice times during weeknights:

- 8U and 10U – generally between 5:30 pm and 8:00pm
- 12U and 14U – generally between 5:30 pm to 9:50pm

During weekends, a team may be assigned practice and/or game ice from 7:00 am to 8:00 pm.

These guidelines will be followed to the extent possible. Situations and ice purchases will dictate actual schedules. In addition, early morning ice times may be assigned. In general, these will be spread out across all teams.

The number of games (*not including tournaments*) will align with USA Hockey’s American Development Model recommendations.

E. Tournament Policy

Everest Youth Hockey and team leadership will select tournaments based on distance, competition, and cost.

Recommendations for tournament/jamboree participation vary by level.

- 10U, 12U, and 14U teams should participate in no more than 3 tournaments throughout the season. Tournaments more than 3 require Board approval.
- 8U red teams should participate in no more than 6 tournaments throughout the season. Tournaments more than 6 require Board approval.
- 8U blue and white teams should participate in no more than 4 jamborees throughout the season. Jamborees more than 4 require Board approval.

Managers must formally request approval to the Everest Youth Hockey Board President, in writing, prior to tournament/jamboree registration for events more than these recommendations.

F. Storm Tournament Policy

Everest Youth Hockey is committed to funding two tournaments throughout the season.

G. State Tournament Registration and Playoffs

It is the intent that all association teams 10U, 12U and 14U will be registered for the state play-off and tournament. Teams may decide not to play for a State Title. If a team decides not to compete, a decision must be given to the Board by November 1st. It is the responsibility of the team manager to secure all the documentation necessary.

H. Drugs and Alcohol

For violation of any association standard in the areas of drug* use, including sale, possession, or illegal use; use, possession, or purchase of alcoholic beverages; the penalty for a first violation shall be suspension for eight (8) consecutive games. The penalty for a second violation shall be suspension for 20 consecutive games. If the violation occurs during the off-season, or the penalty is not able to be completed during the current season, the suspension will carry over to the following season). The suspended player is expected to participate in practices but must serve the suspension by dressing for the games for which he/she is suspended and sitting on the player bench. The suspension will not be considered to have been fulfilled until these requirements are fully met. The penalty for a third violation, except for extraordinary circumstances, will result in a lifetime** ban from Everest Youth Hockey.

Drugs shall be defined as any illegal or banned substance as per federal law or the misuse/abuse of prescription drugs.

A player may petition Everest Youth Hockey for reinstatement upon successful completion of a treatment program. Verification of successful treatment will be required, and the Everest Youth Hockey Board of Directors shall make the final decision concerning reinstatement.

I. Tobacco and Conduct Standards

For violation of any association standards of conduct in the areas of tobacco, including possession or use of smoking, chewing tobacco, vaping or e-cigarettes, or any other unacceptable conduct contrary to the ideals, principles, and standards of Everest Youth Hockey, the penalty for a first violation shall be suspension for four (4) consecutive games. The penalty for a second violation shall be suspension for 10 consecutive games. If the violation occurs during off-season, or the penalty is not able to be completed during the current season, the suspension will carry over to the following season. The suspended player will be expected to participate in practices but must serve the suspension by dressing for the games for which he/she is suspended and sitting on the player bench. The suspension will not be considered to have been fulfilled until these requirements are fully met. The penalty for a third violation except for extraordinary circumstances will result in a lifetime ban from Everest Youth Hockey.

A player may petition Everest Youth Hockey for reinstatement upon successful completion of a treatment program, if applicable. Verification of successful treatment will be required

and the final decision concerning reinstatement shall be made by the Everest Youth Hockey Board of Directors.

J. Sexual Abuse Policy

It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its Sanctioned Programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer, or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer, or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer, or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor. Neither consent of the player or the sexual contact mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse. Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of its Affiliate Associations.

Any coach, manager, Board member, volunteer, or other adult participant who has reasonable suspicion of sexual abuse, child abuse, or other misconduct involving a minor shall report the concern in accordance with applicable law, USA Hockey SafeSport requirements, WAHA requirements, and the Association's reporting procedures. Nothing in this policy shall prevent or delay any person from making a report directly to law enforcement, child protective services, the U.S. Center for SafeSport, USA Hockey, or WAHA when appropriate or required.

As an Affiliate Association of USA Hockey, Everest Youth Hockey will abide by the policies as established by USA Hockey and the Wisconsin Amateur Hockey Association (WAHA).

K. Locker Room Policy

The safety and protection of our participants is central to Everest Youth Hockey's goals. The association adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing.

At Greenheck Field House there are four locker rooms available for our use. Each of the locker rooms has its own restroom and shower area. The facilities at away rinks will vary, and teams will need to plan accordingly. Everest Youth Hockey participants must abide by all locker room policies posted by Greenheck or the away rink, in addition to the following:

Locker Room Monitoring

- There will be direct and regular monitoring of locker rooms.
- Locker Room Monitors or Coaches (each of which has had a background check and completed SafeSport training) will be inside the locker room during use.
- Coaches and/or locker room monitors will determine if doors need to be closed at any time. Doors may be closed once all participants are dressed so that coaches may go over pregame instructions, and briefly after the game for a post-game talk.
- Participants are not allowed in locker rooms for practices or games until a coach or locker room monitor is present.
- If a team doesn't have volunteers for locker room monitors, the coaches and team manager will assume the responsibility.
- Locker rooms will remain locked when they are not in use or your team is on the ice. Only coaches, team managers, and locker room monitors will be allowed access to the keys.
 - Coaches, team managers, or locker room monitors must retrieve the key to their locker room from the lock box prior to a game or practice.
 - After all of the skaters have left the locker room, the coach, team manager, or locker room monitor must lock the door.
 - After your game or practice, the coach, team manager, or locker room monitor must place the key back in the lock box.

Cell Phones and Other Mobile Recording Devices

- Cell phones and other mobile devices with recording capabilities, may not be used in the locker rooms.
- No Everest Youth Hockey participant or their siblings may bring a cell phone, tablet, or other devices with recording capability into the locker room. Any devices found in the locker rooms will be taken by the coach or locker room monitor.
- Parents may have their cell phones in their pockets, bag, or purse, but may not use them in the locker rooms at any time. If you need to use your phone, you must step into the hallway first.

Mixed Gender Teams

- Whenever possible a separate locker room will be provided for female players to use. If separate locker rooms are not available, then arrangements may require that players arrive earlier or leave later to dress.

Individuals in Locker Rooms

- 12U and 14U parents, siblings, and friends are not permitted in the locker rooms before or after practices and games. Parents may enter the locker room if a player is injured or ill and needs to leave the ice early, and the player needs assistance.

- 10U, 8U and Intro to Hockey parents are permitted in the locker rooms. We encourage parents to teach their players as young as possible how to get dressed so that players will learn how to dress independently. Coaches are permitted to ask the parents leave the locker room before or after practices or games so that the Coaches may address the players.

Behavior

- Bullying, hazing, foul language, and horseplay will not be tolerated in the locker rooms or on the ice.

Any participant that does not adhere to these rules will be subject to discipline by the coach, locker room monitor, or the board depending on the severity of the infraction. This may include loss of practice or game time.

L. Trophy Case

Team Managers wishing to display their team trophies should contact the Manager of Managers or Association President to gain access to the trophy cabinet.

Each September the association will organize and clean the cabinet in preparation for the upcoming season. Trophies will be displayed back to players skating on the High school team back to current year.

M. Goalie Skate Out Policy

For 10U, 12U and 14U a goalie may designate his/her intent to tryout exclusively for goalie or split time skating out. This determination must be stated prior to tryouts. Upon setting of teams following tryouts, those individuals so desiring to play goalie and skate out shall work with the head coach to establish a rotation or plan for the season.

N. Team Recognition

Team sponsorship and team recognition are an important part of the season. It should be established at the start of the season by the Head Coach and Manager on how they plan to support and recognize their team sponsor. Everest Youth Hockey provided sponsor recognition must be worn/displayed for the entire season.

O. Weather Policy

The association does not cancel practice because of inclement weather, even if school is canceled. However, any practices being held on days school is let out due to weather are considered “optional”, yet coaches will attend the practice time for anyone wishing to attend. Players missing such practices will not be subject to any team rule sanctions.

P. Communication

All questions should be directed to your team manager who will communicate with the Manager of Managers to resolve the question. Issues of noncompliance to these policies and procedures are contained later in this manual.

Q. Referees

The association will reimburse the full fee for Level 1 referee registration only. The association will not reimburse referees for any portion of future registration fees.

Referees will be responsible for the purchase of all their own equipment. The association will pay \$50 to new referees, in their first year of qualification, with the intent to help with referee gear purchases. Everest Youth Hockey will pay referees on game day for each of the games that they have officiated.

R. Travel Policy

Everest Youth Hockey has established policies to guide our travel to help minimize the risk of misconduct. Adherence to these travel guidelines will increase player safety while keeping travel a fun and enjoyable experience. Travel includes local travel to practices and games at Greenheck Field House and other close away rinks, as well as overnight travel when attending a tournament or rinks that are far away.

- Parents or guardians of players are responsible for making all arrangements to and from practices, games, and tournaments.
- Every effort should be made to ensure that coaches and volunteers are not traveling alone with an unrelated minor.
- If a coach or volunteer is transporting an unrelated minor there must be at least three people in the vehicle, or there must be written consent given prior to travel.

9. CODE OF CONDUCT, DISCIPLINE, AND APPEALS

All players, parents, guardians, coaches, volunteers, and other participants are required to adhere to all USA Hockey, WAHA, applicable ice rink rules, and the Everest Youth Hockey Players, Coaches, and Parents “Code of Conduct” statement. All participants are expected to promote good sportsmanship and represent Everest Youth Hockey in a positive manner by showing respect for teammates, opponents, coaches, officials, volunteers, spectators, facilities, and the game of hockey. Bullying, harassment, intimidation, retaliation, taunting, or other conduct that negatively impacts a participant, team, or the Association may be subject to review under this section.

A. Player Code of Conduct

As a member of Everest Youth Hockey, you represent your team and our association at practices, games, hotels, restaurants, etc. The association expects you to conduct yourself in a sportsmanlike manner and to observe the following player rules:

- **Respect** – You are to always show respect for coaches, officials, teammates, spectators, and opponents during games and practices. Do not argue with referees, linesman, timekeepers, scorekeepers, spectators, or coaches. Disrespect will not be tolerated and will result in the individual and parents appearing before the Discipline Committee for disciplinary action.
- **Profanity – zero tolerance** – Use of profanity is strictly prohibited at all common areas of the Greenheck Field House including but not limited to concession areas, ice rink, and locker rooms. When traveling, this policy is enforced in all hotels, restaurants, and ice rinks while representing Everest Youth Hockey. The first violation of this policy will result in a verbal reprimand for the athlete and parents. A second violation will result in a one (1) game suspension. The Discipline Committee shall determine the penalty for repeated violations.
- **Equipment** – Uniform jerseys must be kept clean, well repaired, and can be worn on days of varsity home hockey games and other times as designated by the Board. Wearing uniform jerseys for practice is strictly prohibited. Intentionally damaging association supplied equipment will result in an appearance before the Discipline Committee by the athlete and parents. Conduct on the ice; If a player receives a misconduct, game misconduct, gross misconduct, or a match penalty, the player will be suspended from the next one (1) game immediately following the report of the offense to the Discipline Committee per USA Hockey and WAHA rules.
- **Absences** - Parameters are to be established at the coach's discretion as explained in the preseason parent meeting.
- **School Behavior** – Upon a parent's report of unacceptable behavior in school, and at the parent's request, the player will not be allowed to play during their team's next game.

B. Parent/Guardian Code of Conduct

Youth sports are a very emotional time in a parent's life. Some of the emotion is positive and some is not. As parents, we must remember that children tend to be impressionable at a young age and they will use our behavior as a means of identifying what is appropriate. Your behavior at practices, games, hotels, restaurants, etc., is a direct reflection on your child and Everest Youth Hockey. We ask that you conduct yourself in a sportsmanlike manner and set a good example for all. Remember that this is a youth association and does not approve of the drinking of alcoholic beverages or smoking within our rink or any other that we travel to. You will be asked to leave the rink and could be asked to appear before the Disciplinary Committee for inappropriate behavior.

- Do not force your child to play hockey. They should be participating because they enjoy it.
- Encourage your child to play by the rules.
- Applaud the good plays of both teams during games.
- Do not embarrass your child or the association by yelling at them, other players, coaches, officials, or other spectators.
- Emphasize skill development and the benefit to your child's personal growth.
- Know and understand the rules of the game and support the coaches and officials on and off the ice.
- Never verbally or physically abuse your child before, during or after a game or practice.
- Do not use profanity.
- Recognize and show respect for the volunteer coaches.

While you may not agree with everything that happens throughout your child's youth sporting career, open displays of anger, verbal abuse, physical abuse, or other display or negative emotions will not benefit your child or the association.

As a parent/guardian, you will be held accountable for your actions while members of Everest Youth Hockey. Any issues or problems related to parent/guardian code of conduct violations will be reviewed in accordance with the procedures outlined in this section.

C. Coach Code of Conduct

- Never verbally or physically abuse a player, official, parent, spectator, or other coach.
- Care more about the child than winning the game. Winning is a consideration, but not the only one, nor the most important one.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Give all players the opportunity to improve their skills, gain confidence, and develop self-esteem.
- Adjust to each player's personal needs and challenges. Be a good listener.
- Encourage all your players to be team players.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of your players.
- Be generous with your praise when deserved, be consistent, honest, fair, and just. Never criticize players publicly.
- Maintain an open line of communication with your players and their parents. Reinforce the goals and objectives of Everest Youth Hockey.
- Teach the basics, continue to study, and learn the game to become a better coach and communicator.
- Know the rules, techniques, and strategies of hockey.

- Organize practices that are challenging and fun for your players.

As a coach, you will be held accountable for your actions both on and off the ice. As a member of Everest Youth Hockey, you represent our teams and association at practices, games, hotels, restaurant, etc. You are expected to always conduct yourself in a sportsmanlike manner and to observe the following coach's rules:

- **Respect** – You are to always show respect for coaches, officials, players, spectators, and opponents. Do not argue with referees, linesman, timekeepers, scorekeepers, spectators, or coaches. Disrespect will not be tolerated and will result in appearing before the Discipline Committee for disciplinary action.
- **Profanity - zero tolerance** - Use of profanity is strictly prohibited on the ice, in locker rooms, hotels, restaurants while representing the association. The first violation of this policy will result in a verbal warning. A second violation will result in a one (1) game suspension. The Discipline Committee shall determine the penalty for repeated violations.
- Intentionally damaging Everest Youth Hockey equipment and/or facilities will result in appearing before the Discipline Committee.
- Conduct on the ice – If a coach receives a misconduct or a game misconduct, the coach will be suspended for one (1) game immediately following a report to the Discipline Committee per USA Hockey and WAHA rules.
- Other inappropriate behavior will be handled in accordance with the procedures outlined in this section.

The proper conduct of the players supersedes all consideration in regard to balanced ice time over the season. Prior to the first game of the season, the coach and his team should establish rules, which are in addition to the “Code of Conduct” sheet signed by each participant and parents. Other team rules and consequences may be discussed and implemented regarding things such as game time arrival or ice and locker room conduct. Coaches must also establish consequences for any player who abuses the “Code of Conduct”.

D. 24-Hour Rule

Each year 2.5 million people volunteer their time to help coach kids. These coaches are the vehicle that provides organized youth athletics an existence. As parents/guardians we will not always agree with a coach's decision. However, it is important to recognize that a coach's role is to make decisions for the team first and player second. Often, we tend to recognize our coaching staff's decisions through our player first and team second. Also, we need to understand that most players are not aware of any problems until we, as parents/guardians, bring it to their attention.

Many sports throughout the United States have adopted the 24-hour rule to address significant concerns, while attempting to remove the emotional concerns, particularly in the presence of the youth athlete.

Everest Youth Hockey subscribes to the 24-Hour Rule. Briefly, this means that parents/guardians are not allowed to confront a coach, team, or league official to discuss any “negative” game or practice situation with the coaching and management staff until at least 24 hours has passed from the completion of the game or practice.

A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one which involves yelling, profanity, or derogatory comments toward said coach, team, or league official.

After 24 hours have elapsed, the parent/guardian may address their concern with the coach, team, or league official however the following protocol must always be followed:

- The parent/guardian will contact the team manager and report their issue or concerns to be addressed; the team manager is responsible to document the complaint.
- If the parent/guardian feels the issue of concern remains and has not been appropriately addressed, the parent/guardian should submit the concern in accordance with the reporting and review procedures outlined in this section.

Please respect the significance of the 24-Hour Rule Policy. If we all honor this concept, concerns will be moved away from an audience with our children, a possible ill-timed discussion, and issues will be viewed in the proper perspective.

E. Reporting and Review of Violations

The purpose of this policy is to establish a fair, consistent, and transparent process for addressing violations of Association rules, codes of conduct, and behavioral expectations for all participants, including players, parents/guardians, coaches, volunteers, and board members.

The Discipline Committee shall be responsible for reviewing all reported violations and issuing initial determinations. The Board of Directors shall retain final authority over all disciplinary actions and appeals.

This policy applies to all players, parents/guardians, coaches, volunteers, and board members participating in or associated with the Association, both on and off the ice where conduct impacts the Association.

Under the resources tab of the Everest Youth Hockey website, you can find a complaint/grievance form. ALL complaints/grievances regarding code of conduct violations and/or issues with parents, coaches, skaters, or board members must be made by

submitting this form. Reports shall include a description of the incident, date, location, individuals involved, and any supporting information or witnesses, if available.

Upon receipt of a report, the Discipline Committee shall acknowledge receipt of the report, conduct an initial review to determine if further action is warranted, and initiate a formal review if the matter falls within the scope of this policy.

The Discipline Committee shall gather relevant information and statements from involved parties, provide the individual(s) involved an opportunity to respond to the allegations, consider all available information in an objective and impartial manner, and issue an initial determination within 7 days when reasonably possible.

The Association reserves the right to impose temporary or immediate suspension when necessary to ensure safety, protect participants, or maintain order, pending completion of the review process.

Disciplinary actions shall be applied consistently and may include, but are not limited to:

- Verbal or written warning;
- Suspension from practices, games, or Association activities;
- Probationary status with defined conditions;
- Removal from team or Association activities; or
- Expulsion from the Association.

Disciplinary actions shall be based on the severity, frequency, and circumstances of the violation.

All disciplinary decisions shall be communicated in writing to the affected individual(s) or parent/guardian. Notification shall include a summary of the findings, the disciplinary action imposed, the duration and any conditions of the action, and information regarding the right to appeal.

Any individual participating in the review or decision-making process who has a conflict of interest, including personal involvement in the matter, shall recuse themselves from participation.

All reports, investigations, determinations, and final decisions shall be documented and maintained by the Association for recordkeeping purposes.

The Association shall make reasonable efforts to apply disciplinary actions consistently across similar situations to ensure fairness and avoid the appearance of bias or favoritism.

F. Game Misconduct Suspensions

Teams will adhere to the following procedure when a player is given a game misconduct in any official refereed game.

- First game misconduct: To be addressed at the team level and copied to the association president.
- Second game misconduct: Player is suspended until a review by the Disciplinary Committee. If the Disciplinary Committee is unavailable, and time is of the essence (e.g. a weekend tournament), the association president may rule.
- Third game misconduct and beyond: Player is suspended for the balance of the season and can only be reinstated by a majority vote of the Board.

G. Appeals Process

Any individual subject to disciplinary action or an adverse decision under Association policies may submit an appeal, provided that the appeal is based on one or more of the following:

- A procedural error that may have affected the outcome;
- New information not reasonably available at the time of the original decision; or
- A belief that the decision was inconsistent with established policies.

Appeals must be submitted in writing to the Board of Directors within 5 days of receiving notification of the decision. The appeal must clearly state the basis for the appeal and include any relevant supporting information.

The Board of Directors shall review the appeal at the next scheduled meeting or at a special meeting if necessary. The Board may request additional information or clarification from involved parties. Individuals directly involved in the original decision or with a conflict of interest shall not participate in the appeal review.

The appeal review shall be limited to the information presented and the grounds for appeal. The Board shall not conduct a full re-evaluation unless it determines that significant procedural error or new information warrants further review.

Following review, the Board of Directors may uphold the original decision, modify the decision, or overturn the decision.

The decision of the Board of Directors shall be final and binding. No further appeals shall be permitted within the Association.

The outcome of the appeal shall be communicated in writing to the individual within 7 days of the Board's decision and shall include a summary of the determination.

Appeals shall not be used to contest coaching decisions, playing time, or subjective team placement decisions unless there is a demonstrated violation of policy or procedural error.

PLAYER CODE OF CONDUCT ACKNOWLEDGMENT FORM

Player Name: _____

Team/Level: _____

Season: _____

As a player for Everest Youth Hockey, I understand that I represent my team, coaches, family, and the Association at practices, games, tournaments, locker rooms, hotels, restaurants, and all team-related activities. I agree to conduct myself in a respectful, safe, and sportsmanlike manner at all times.

1. Respect for Others: I will show respect for coaches, teammates, opponents, officials, volunteers, parents/guardians, spectators, facilities, and the game of hockey. I will not argue with referees, coaches, timekeepers, scorekeepers, spectators, or other players.
2. Sportsmanship and Team Conduct: I will be a good teammate, listen to coaches, work hard, support my teammates, and represent Everest Youth Hockey in a positive manner. Bullying, harassment, intimidation, retaliation, taunting, hazing, foul language, and horseplay will not be tolerated.
3. Language and Behavior: Profanity, disrespectful conduct, unsafe behavior, or conduct that negatively impacts a participant, team, or the Association is not acceptable at the rink, on the ice, in locker rooms, while traveling, or at team events.
4. Locker Room and Safety Rules: I will follow all locker room rules, rink rules, coach instructions, and team rules. I understand that cell phones, tablets, and other recording devices may not be used in locker rooms.
5. Alcohol, Drugs, Tobacco, and Vaping: I understand that possession or use of alcohol, illegal drugs, tobacco, vaping products, e-cigarettes, or misuse of prescription drugs is prohibited and may result in discipline.
6. Equipment and Uniforms: I will wear all required protective equipment during practices and games and will keep Association-issued equipment and uniforms clean, safe, and in good condition. Intentional damage to equipment or property may result in discipline.

7. Attendance and Team Expectations: I understand that coaches may establish team rules regarding attendance, arrival times, effort, conduct, locker room behavior, and ice time expectations. I agree to follow those rules.

8. Discipline: I understand that violations of Association rules, team rules, codes of conduct, or behavioral expectations may result in discipline, including warnings, loss of practice or game time, suspension, probation, removal from activities, or other action allowed under Association policy.

I have read and understand this Player Code of Conduct Acknowledgment. I agree to follow the rules and expectations of Everest Youth Hockey and understand that failure to do so may result in disciplinary action.

Player Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

10. CONTROL OF INFECTIOUS DISEASE

Should a player have a wound or injury with blood, the player must be removed from the game until the bleeding is stopped and the blood is removed from their uniform.

Each coach will be provided with latex gloves to help treat this concern. The coach will have an extra jersey for a player to wear for the remainder of the game should they get blood on their uniform.

Occasionally there is blood exposure during athletics, but to date no studies have documented an athlete-to-athlete HIV transmission from topical blood exposure on the playing field. The risk of athletes contracting HIV from another during competition is infinitely small, but every athlete and parent has the right to ask questions and take precautions. Everest Youth Hockey has therefore adopted this precautionary rule to safeguard our players.

11. REIMBURSEMENT FOR COACHES EXPENSES

Everest Youth Hockey will reimburse travel expenses incurred as described below by non-parent coaches upon request and submission of the appropriate receipts to the Treasurer.

A. Parent Coaches

The following expenses will be reimbursed for parent coaches upon request:

- Coaches Certification, Classes, Modules, and Registration associated with coaching certification through USA Hockey.

B. Non-Parent Coaches

- Everest Youth Hockey will reimburse non-parent coaches for:
 - Coaches Certification, Classes, Modules, and Registration associated with coaching certification through USA Hockey, or
 - In January the Everest Youth Hockey Board will set an established rate for non-parent coaches who have not requested reimbursement for the above.
- Everest Youth Hockey team families are recommended to pay for the following of non-parent coaches:
 - Mileage – Mileage to and from tournament games outside a 50-mile radius of Greenheck Field House will be reimbursed at the current IRS reimbursement rate.
 - Lodging - Any tournament or series of games which require an overnight stay will be reimbursed and covered by the team.

All requests for expenses must be submitted by January 1st of the current year to be reimbursed. Expenses submitted after January 1st will not be reimbursed.

12. BYLAWS

The Bylaws of Everest Youth Hockey Association Inc. are maintained by the Association Secretary.

13. POLICIES AND PROCEDURES CHANGES

Association members may submit requests for changes to the Policy and Procedure Manual anytime throughout the year. The Board reserves the right to amend, correct or alter the manual at any time through the manner of monthly Board Meetings.

14. BACKGROUND CHECKS AND CHILD PROTECTION POLICY

Everest Youth Hockey will make reasonable effort to safeguard all children in Everest Youth Hockey from harm. Everest Youth Hockey expects every parent, volunteer, and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of harassment and/or abuse. Coaches and other adult volunteers are strongly discouraged from ever putting themselves in a situation in which they are alone with a child other than their own. Everest Youth Hockey will attempt to ensure the safety and protection of all children involved with it by adherence to the guidelines set forth by WAHA and USA Hockey, which includes, but is not limited to, background checks on all coaches, managers, and board members.

All Everest Youth Hockey coaches, managers, board members, and any other individuals required by WAHA, USA Hockey, or the Association to complete screening, background checks, SafeSport training, or other child protection requirements must complete and remain current with all such requirements before participating in any role requiring compliance. Any individual who has not completed, maintained, or been approved through the required screening, background check, SafeSport, or child protection process shall not be permitted to serve in that role, participate on the ice, access locker rooms, supervise players, or otherwise act in an official capacity on behalf of Everest Youth Hockey until all requirements are satisfied.

Everest Youth Hockey managers and board members are required to complete a background check every two years. Everest Youth Hockey coaches are required to complete background checks annually.

15. EVEREST YOUTH HOCKEY ORGANIZATION

A. Roles and Responsibilities of Board Members

Each Board position shall have a written description outlining duties and responsibilities. These descriptions shall be reviewed annually and approved by the Board of Directors.

President – Responsible for day-to-day operations of the organization.

Treasurer – In general, the Treasurer shall be responsible for the financial operations of Everest Youth Hockey.

- Collect and deposit various monies throughout the year. Monies are generated by the following:
 - Registration
 - Summer and in-season additional skating sessions
 - Individual Fundraising
 - Tournaments
 - Other Everest Youth Hockey events that generate checks to the association.
- Write checks for items including, but not limited to, ice payments, referees, paying bills to vendors for fundraising activities, non-parent coach reimbursement, reimbursement for purchasing association needed materials, etc.
- Attend Board Meetings, with relevant financial data available upon request of the Board.
- Reconcile the bank statements.
- Do yearly taxes.
- Be available via email, telephone or at the rink, to discuss ice costs, invoices, and other topics deemed necessary by membership.

Secretary – In general, the Secretary will be the source of communications between the Board and membership and outside interests. This will include:

- Board Meeting minutes
- Regularly distribute emails to membership on upcoming subjects.
- Update of Policies and Procedures annually.
- Coordinate Annual Board of Directors elections.
- Keep Corporate Documents (Articles of Organization, Bylaws, Policy Manual)

16. VOLUNTEER EXEMPTIONS

Volunteer Hour Exemptions	% Exempt
Board Members	100%
Head Coaches	100%
Assistant Coaches	100%
Team Managers	100%
Website Manager	100%
Youth Storm Liaison	100%
Summer Camp Coordinator(s)	100%
Locker Room Monitors	100%

17. 10U, 12U, AND 14U GOALIE EQUIPMENT REIMBURSEMENT POLICY

To assist families with the additional cost associated with playing goalie, the following reimbursement policy has been implemented. This effort is intended to help ensure up-to-date, properly fitting equipment for goalies.

Everest Youth Hockey may have goalie equipment available for use at certain age levels; however, availability, sizing, condition, and fit may vary. The purpose of this policy is to provide financial assistance to families of committed goalies at the 10U, 12U, and 14U levels when player-owned equipment is necessary or appropriate due to player size, fit, safety, availability of Association-owned equipment, or the long-term needs of the player.

The reimbursement policy is as follows:

- Upon registration and commitment by a 10U, 12U, or 14U player to play goalie for the upcoming season, Everest Youth Hockey will provide an annual allowance for equipment in the amount of Three Hundred Seventy-Five Dollars (\$375).
- The reimbursement is payable after tryouts, once the player has been rostered as a goalie for the upcoming season.
- Up to two (2) goalies per team at the 10U, 12U, and 14U levels may receive goalie equipment reimbursement.
- Exceptions to this policy for players who fall outside of 10U, 12U, and 14U will be reviewed by the Board of Directors on a case-by-case basis.
- All goalie equipment used or worn in all practices and games must adhere to all current USA Hockey standards and regulations. Any equipment not within these requirements must be replaced or repaired before that goalie may return to the event.
- If the equipment was purchased by the player's family, the family is responsible for replacing or repairing the item. If the equipment was lent for use by Everest Youth

Hockey, Everest Youth Hockey will replace or repair the item, at the discretion of the Association.

- For player-owned equipment, a substitute or replacement piece may be lent from Everest Youth Hockey equipment inventory for the period of time reasonably necessary for the player's family to replace or repair the item, generally one week.
- Safety of our players must be foremost in equipment selection. The use of substandard or improperly fitting equipment leaves all participants in a position the Association seeks to avoid.
- Complete single-season fulfillment, including playoffs, is required.
- If reimbursement is received and the player does not fulfill the current season, the reimbursement shall be repaid to Everest Youth Hockey on a prorated basis based on the percentage of the season remaining.
- A vote of the Everest Youth Hockey Board of Directors is required to waive the complete-season requirement in the event of a season-ending player injury or other circumstances.
- All equipment purchased by the family is the ownership and responsibility of the player/family. Everest Youth Hockey has no resale or repurchase responsibility.
- Everest Youth Hockey may maintain Association-owned goalie equipment for use by 8U and 10U players when available and properly fitting. Use of Association-owned goalie equipment shall be coordinated through the Equipment Manager and Head Coaches. If a 10U player receives a goalie equipment reimbursement, they may still use available Association-owned goalie equipment on a temporary or supplemental basis when needed, subject to availability, fit, safety, and approval by the Equipment Manager or Board of Directors.
- In cases of financial hardship, equipment availability issues, or program need, the Board of Directors may approve the direct purchase of goalie equipment by Everest Youth Hockey for use by a specific player during the season. Any equipment purchased directly by Everest Youth Hockey shall remain the property of the Association and must be returned at the end of the season or upon request. Returned equipment may be added to the Association's borrowed equipment inventory.

Example 1: Standard Goalie Reimbursement

At registration, a 10U, 12U, or 14U family commits their player to the goalie position for the upcoming season. At tryouts, it is confirmed that the player will be rostered as a goalie. Everest Youth Hockey provides an annual goalie equipment allowance in the amount of Three Hundred Seventy-Five Dollars (\$375). The family may use the reimbursement to assist with the cost of properly fitting goalie equipment.

If Association-owned goalie equipment is available and properly fitting, the player may also use available Association-owned equipment on a temporary or supplemental basis,

subject to availability, fit, safety, and approval by the Equipment Manager or Board of Directors.

Example 2: Player Does Not Complete the Season

At registration, a 14U family commits their player to the goalie position for the upcoming season. After tryouts, the player is rostered as a goalie, and Everest Youth Hockey provides the family with the Three Hundred Seventy-Five Dollar (\$375) goalie equipment reimbursement.

In late December, the family moves out of the school district and the player does not complete the season. If the player fulfilled approximately one-half of the season, then one-half of the reimbursement, or One Hundred Eighty-Seven Dollars and Fifty Cents (\$187.50), would be repaid to Everest Youth Hockey. The family retains ownership and responsibility for any equipment purchased by the family.

Example 3: Association Purchase Due to Hardship, Equipment Availability, or Program Need

A 10U family is unable to obtain properly fitting Association-owned goalie equipment and is not in a financial position to purchase all necessary equipment. Upon review, the Board of Directors may approve the direct purchase of certain goalie equipment by Everest Youth Hockey for the player's use during the season.

Any equipment purchased directly by Everest Youth Hockey remains the property of the Association and must be returned at the end of the season or upon request. Once returned, the equipment may be added to the Association's borrowed equipment inventory.

EVEREST YOUTH HOCKEY IN-SEASON GOALIE EQUIPMENT CHECKOUT FORM

Date: _____

Player's Name: _____

Player's Head Coach: _____

Player's Team/Level: _____

Parent/Guardian Name: _____

Email Address: _____

Phone Number: _____

Fee Paid, if applicable: \$ _____

Equipment must be returned on or before: _____

GOALIE EQUIPMENT CHECKED OUT

The following goalie equipment has been lent from Everest Youth Hockey inventory for the player's use.

Description of Equipment:

ACKNOWLEDGMENT

I, _____, acknowledge receipt of the equipment described above, in usable and acceptable condition.

I agree to return the equipment on or before the date indicated.

In the event of damage or wear through the normal course of use, I agree to notify the Equipment Manager for repair or replacement at the discretion of Everest Youth Hockey.

In the event of equipment destruction or loss, I agree to be responsible for the cost to repair or replace the equipment with equipment of like kind and quality, as determined by Everest Youth Hockey.

I understand that all goalie equipment checked out remains the property of Everest Youth Hockey and must be returned upon request.

I understand that this checkout form does not transfer ownership of any Association-owned equipment to the player or family.

I understand that failure to return equipment or pay for lost, destroyed, or unreturned equipment may result in additional charges to my account and/or restriction from future equipment checkout until the matter is resolved.

Parent/Guardian Signature: _____

Date: _____

RETURN OF EQUIPMENT

Equipment Returned Date: _____

Condition of Equipment Upon Return:

- ☐ Acceptable
- ☐ Damaged
- ☐ Missing Item(s)
- ☐ Replacement / Repair Cost Owed

Notes:

EQUIPMENT MANAGER VERIFICATION

Everest Youth Hockey Equipment Manager Signature: _____

Date: _____

10U, 12U, AND 14U GOALIE EQUIPMENT REIMBURSEMENT FORM

Player Name: _____

Team/Level: _____

Season: _____

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

REIMBURSEMENT LEVEL

Please select the applicable level:

☐ 10U

☐ 12U

☐ 14U

Annual Goalie Equipment Reimbursement Amount: **Three Hundred Seventy-Five Dollars (\$375)**

ACKNOWLEDGMENT

I understand that Everest Youth Hockey provides an annual goalie equipment reimbursement in the amount of Three Hundred Seventy-Five Dollars (\$375) for eligible 10U, 12U, and 14U goalies.

I understand that reimbursement is payable after tryouts, once the player has been rostered as a goalie for the upcoming season.

I understand that up to two (2) goalies per team at the 10U, 12U, and 14U levels may receive goalie equipment reimbursement.

I understand that if reimbursement is received and the player does not fulfill the current season, the family may be required to repay a prorated portion of the reimbursement to Everest Youth Hockey based on the percentage of the season remaining.

I understand that all equipment purchased by the player/family remains the ownership and responsibility of the player/family. Everest Youth Hockey has no resale or repurchase responsibility.

Parent/Guardian Signature: _____

Date: _____

HEAD COACH VERIFICATION

I verify that the above-named player is rostered as a committed goalie for the current season.

Head Coach Name: _____

Head Coach Signature: _____

Date: _____

TREASURER / BOARD USE ONLY

☐ Approved

☐ Denied

☐ Returned for Additional Information

Approved Reimbursement Amount: _____

Reason for Denial or Adjustment, if applicable:

Treasurer Signature: _____

Date: _____

Payment Date: _____

Check / Transaction Number: _____

18. CHARITABLE ACT AND TOURNAMENT/JAMBOREE REIMBURSEMENT FORM

Team: _____

Manager: _____

QUALIFYING ACTIVITY EXAMPLES:

- Visiting a nursing home to sing carols, play bingo, or participate in another approved activity
- Making cookies and delivering them to friends, neighbors, family, or others who assisted with fundraising
- Making cards to send to those serving in the armed forces
- Collecting food for a shelter or food pantry
- Ringing bells for the Salvation Army
- Raking leaves before snowfall for someone in need of assistance
- Helping with or donating time at a local church festival or community event
- Setting up a can collection and donating the proceeds to a charity
- Other charitable or community service activity approved by the Association

Date: _____

Location: _____

Activity:

This form must be submitted to the Manager of Managers by January 15.

Manager Signature: _____

Date: _____

Manager of Managers Signature: _____

Date: _____

Treasurer Signature: _____

Reimbursement Date: _____

Amount Reimbursed: \$ _____

19. PLAYER MOVE-UP / PLAY-UP POLICY

- All requests for 8U move-up to 10U shall be governed by Wisconsin Amateur Hockey Association policy, no exceptions.
- Everest Youth Hockey Board of Directors and the Hockey Operations Committee recognize that in rare and specific cases it can be appropriate and even beneficial to a player's development for him or her to play up in the next age classification. A fine balance needs to be struck, however, to avoid placing the desire of a player above the legitimate opportunity for that participant to be successful in an older age classification. In some cases, based on the skill, size, and maturity of a player, it may be desirable to utilize this option; in other cases, it may be best for the player to remain in their appropriate age classification. Playing up or moving up to an older age classification team shall encompass all team activities with the older team, including but not limited to tryouts, practices, and games. Play-up requests shall be treated as exceptions and shall be reviewed by the Hockey Operations Committee, with final approval by the Board of Directors. Decisions shall consider player skill, size, maturity, safety, team need, player development, competitive fairness, and the best interests of the Association. Any conflicts of interest shall be disclosed and managed in accordance with the Association's Conflict of Interest policy.
- A player requesting to play up must have played for Everest Youth Hockey during the previous season. "Played", for all teams, shall be defined as being on a WAHA approved team roster for Everest Youth Hockey the previous season. Male and female players that register in a new association are restricted to playing in their appropriate age classification during their first season with that association. The sanctioned season shall be defined as October 1 – March 15.
- Players and parents should acknowledge that approval to play up in a specific season does not guarantee continued play-up approval in future seasons. The player or goaltender requesting a play up must meet the criteria for each year of eligibility. At some point it may be necessary to play three years in one age classification if the player's past youth participation did not align with USA Hockey age classifications.
- Approval of a play-up request does not guarantee team placement, playing time, or placement on a specific team. Final team placement shall be made in accordance with the Association's tryout, evaluation, and team placement policies, subject to applicable USA Hockey and WAHA requirements.

20. PLAYER MOVE-UP / PLAY-UP CRITERIA

- Age 8 or younger - A male or female player age 8, who, based on age, is eligible to play 8U hockey is only permitted to move up to a 10U under strict compliance with WAHA's 8U to 10U move up policies and procedures. There are no exceptions at this level.
- Players aged 9 and over (10U and above) are permitted to move up an age classification only if they meet all criteria described within this policy. Parents should note that allowing players to move from a non-body checking age classification into a body checking age classification represents the greatest risk of physical harm.
- A player will not be permitted to move up more than one year in age. This requirement shall apply to all movement. For example, a first year 10U cannot be moved to the 12U age classification, however, a second year 10U may advance to 12U if the remaining criteria are met. This shall apply to 10U, 12U and 14U age classifications.
- Male and female players in a play up situation may not participate in games above the next age classification. For example, a 10-year-old rostered on a 12U team may play in games against other 12U teams only. A 10-year-old playing on a 12U team may not participate in games played against 14U or 14U girls' teams.
- An evaluation of the player's skills, the ability to contribute to the older team as well as the player's maturity level compared to players in the older age classification must be made by the Hockey Operations Committee and submitted to the Board of Directors for review before a decision is approved to grant the play up request. Final approval of any play-up request shall rest with the Board of Directors.
- The move up player should be projected to be among the top group of players reasonably expected to contribute at the requested level of players at the next age classification "A" team level prior to petition approval. Consideration must be given as to how the play up will impact both the player's age-appropriate team and the move up team. The number of players within each age classification should be considered in accordance with USA Hockey team size recommendations. The Hockey Operations Committee and Board of Directors may also consider safety, size, maturity, positional need, competitive fairness, team balance, and the best interests of the Association.

Based on USA Hockey recommendations, each 10U and above team should include a minimum of one goaltender. Unfortunately, there is often a shortage or surplus of goaltenders at a particular age classification. The possibility exists that an age classification may not have enough goaltenders to field a team. Everest Youth Hockey will allow goaltender movement to address these situations. If after exhausting all possibilities to obtain a goaltender from within the age classification, a goaltender from a lower age classification may be moved up provided the age-appropriate team is not left without an experienced goaltender.

Move up petitions may be submitted between April 1 and no later than October 1 for the upcoming move up season requested. Late petitions may be considered only when

necessary due to team need, roster shortage, goalie shortage, safety concerns, or other circumstances approved by the Board of Directors.

If a move up petition is granted the petitioning skater must:

- Must practice with the move up level team
- Must attend all move up level evaluations and make the “A” team, unless otherwise approved by the Board of Directors due to program need or circumstances consistent with this policy

Once tryouts are completed and the petitioning player accepts placement on the move-up team, the player may not move back down to a lower team level unless approved by the Board of Directors based on exceptional circumstances. The player and parent/guardian must understand that signing the move-up petition requires a full commitment to the team placement approved under this policy.

Approval of a move-up or play-up request does not create a right to future approval and does not limit the authority of the Hockey Operations Committee or Board of Directors to make team placement decisions in accordance with Association policies, USA Hockey requirements, WAHA requirements, player safety, and the best interests of the Association.

21. PLAYER MOVE-UP / PLAY-UP PETITION FORM

Please review and fully understand Sections 19 and 20 of the Everest Youth Hockey Player Move-Up / Play-Up Policy and Criteria before submitting this petition for review.

Player Information

Name: _____

Date of birth: _____

Phone number(s): _____

Email address: _____

Last year's registered association: _____

Last year's registered level: _____

Level at which you are required to register for this season:

Level requested for move-up / play-up: _____

Requested position: ☐ Skater ☐ Goalie

Please give a brief reason for your move-up / play-up request:

Player Requirements

Are you registered for this coming season and paid in full? Yes / No

Have you read and fully understand Sections 19 and 20 of the Player Move-Up / Play-Up Policy and Criteria? Yes / No

Do you have any outstanding financial or volunteer commitments from past seasons?
Yes / No

If yes, please explain: _____

If you are requesting to move-up / play-up to a 14U team, do you understand that 14U hockey is a full contact level and has a higher potential for injury? Yes / No

Do you understand that approval is not guaranteed and that move-up / play-up decisions may be based on HOC review, evaluation criteria, team need, player safety, maturity, fairness, and Board approval? Yes / No

Do you understand that approval for one season does not guarantee approval for any future season? Yes / No

Signature Requirements

I/we understand the Everest Youth Hockey Player Move-Up / Play-Up Policy and Criteria and agree to follow them. I/we also understand that by submitting this petition we are not guaranteed the right to move-up / play-up or even try out at a higher level. I/we understand that all move-up / play-up petitions will be reviewed by the Hockey Operations Committee and submitted to the Board of Directors for final approval or denial. I/we understand that all move-up / play-up requests will be based on the player's cumulative scores from tryout evaluations, applicable criteria, team need, player safety, maturity, fairness, and the best interests of the Association. I/we understand that decisions shall be handled in accordance with the Association's Policies and Procedures, and that subjective team placement, playing time, or evaluation judgments are not subject to appeal unless there is a demonstrated violation of policy or procedural error.

* Please note all required parents and/or guardians must sign this petition.*

Player: _____ Date: _____

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

Hockey Operations Committee / Board Use Only

Date petition was received: _____

Criteria have been reviewed: ☐ Yes ☐ No

If no, please explain:

HOC Recommendation

☐ Recommend Approval ☐ Recommend Denial ☐ Return for Additional Information

Brief explanation / recommendation:

Board Action

☐ Approved ☐ Denied ☐ Returned for Additional Information

Board action date: _____

Board notes / conditions, if applicable:

HOC Representative Signature: _____ Date: _____

Board Representative Signature: _____ Date: _____

22. SUMMER EQUIPMENT CHECKOUT FORM

Date: _____

Player's Name: _____

Player's Team/Level: _____

Parent/Guardian Name: _____

Email Address: _____

Phone Number: _____

Fee Paid: \$_____

Equipment must be returned on or before: _____

Following is the equipment that has been lent from Everest Youth Hockey inventory for the player's use.

Description of Equipment:

I, _____, acknowledge receipt of the equipment described above, in usable and acceptable condition.

I agree to return the equipment on or before the date indicated.

In the event of damage or wear through the normal course of use, I agree to notify the Equipment Manager for repair or replacement at the discretion of Everest Youth Hockey.

In the event of equipment destruction or loss, I agree to be responsible for the cost to repair or replace the equipment with equipment of like kind and quality, as determined by Everest Youth Hockey.

I understand that all equipment checked out remains the property of Everest Youth Hockey and must be returned upon request.

I understand that failure to return equipment or pay for lost, destroyed, or unreturned equipment may result in additional charges to my account and/or restriction from future equipment checkout until the matter is resolved.

Parent/Guardian Signature: _____

Date: _____

Equipment Returned Date: _____

Condition of Equipment Upon Return

- ☐ Acceptable
- ☐ Damaged
- ☐ Missing Item(s)
- ☐ Replacement / Repair Cost Owed

Notes:

Everest Youth Hockey Equipment Manager Signature: _____

Date: _____

23. EVEREST YOUTH HOCKEY REIMBURSEMENT FORM

Submit to Treasurer or other Board-approved designee

Rothschild, WI 54474

REQUESTER INFORMATION

Today's Date: _____ Date Received: _____

Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

EXPENSE INFORMATION

Reason for Expense: _____

Association Purpose / Event / Team, if applicable: _____

Itemized Expenses

Please Attach Receipts

Receipts or proof of purchase must be attached before reimbursement will be processed.

Itemized Expense Detail:

Date	Description	Amount

Total Reimbursement Requested: \$_____

APPROVAL / ACKNOWLEDGMENT

I certify that the expenses listed above were incurred for an approved Everest Youth Hockey purpose and that the attached receipts or proof of purchase are accurate.

Requester Signature: _____

Date: _____

Board / Committee / Coach Approval, if required: _____

Date: _____

TREASURER USE ONLY

- ☐ Receipts / Proof of Purchase Attached
- ☐ Approved
- ☐ Denied
- ☐ Returned for Additional Information

Approved Reimbursement Amount: \$_____

Date Paid: _____

Check / Transaction Number: _____

Treasurer Signature: _____

Date: _____

24. NEW PLAYER DEVELOPMENT PROGRAM

Players who are new to hockey or need skating development to catch up to their age-appropriate skill level or ability may need additional ice time to develop their skating ability. Some skaters who are new to hockey and are not yet able to skate safely may be in danger of injuring themselves or injuring other players during competition.

The Association may offer these players one extra “ice touch” per week. This “ice touch” would be with the previous age group (i.e., a 12U skater would skate with the 10U skaters once per week). The extra “ice touch” would occur early in the season (or later in the case of late-starting players) in place of playing in game situations. The player’s coach would also participate in the extra “ice touch” to help develop their skating ability.

The recommendation into this program would be made by the coach at the skater’s current level. The Hockey Operations Committee (HOC) will also evaluate the skater and determine eligibility into this program. Participation in the program should be communicated to the player’s parent/guardian before the additional ice touch begins.

Participation in the New Player Development Program is intended to last for two to three (2–3) weeks. The HOC will re-evaluate the skater’s development every two (2) weeks to chart the skater’s improvement. If the skater has not progressed to a point where the HOC and the player’s coaches feel they are ready, they will then continue another two to three (2–3) weeks in the Player Development Program. At the point where he or she is approaching a level of skating ability that is within the range for players on the skater’s team, the HOC would then make a recommendation to the coach to play the skater in game situations.

At this point the extra “ice touch” per week will be removed and the skater will continue the rest of the season practicing and playing with their team.

The overall goal of the program is to elevate the skating abilities of new players who need and can benefit from additional on-ice instruction with a coach, improving the experience for this skater and his or her teammates. It is our intent that this opportunity exists to strengthen the Association, and that the offer of extra development is made and conducted in a fun, positive manner. If the Association is to grow, we will need to add players that come to hockey not just as Intro to Hockey or 8U, but also as 10U and 12U. By providing these skaters with a safe, fun, and positive way to practice basic or core skating skills without feeling singled out for special drills during regular practices, we increase the chance that they will stick with hockey and that their families will stay in the Association.

25. DOUBLE ROSTER POLICY

DOUBLE ROSTERED SKATERS AND GOALIES

From time to time, it may be appropriate for a team to include players on its roster from a lower-level team. In general, this is done to address a “critical shortage” of skaters and/or goalies (Everest Youth Hockey will always make an attempt to double roster goalies per USA Hockey and WAHA guidelines) and is not intended to give a player the opportunity to “double-up” on ice time by attending practices and/or games of multiple teams. The intent of this policy is to provide rules and guidelines for the double rostering of players. All roster decisions must follow WAHA rules and be consistent with Association policy.

CW Storm players will not be allowed to double roster. These skaters must decide, at the time of registration, whether they will skate for CW Storm or coed.

Skaters and Goalies Playing Up for a Season

Everest Youth Hockey does not allow skaters to play at levels above their current age group except for special cases where skaters are needed to complete a higher-level team as determined by the Association Board of Directors, following review and recommendation by the Hockey Operations Committee (HOC). The criteria for a skater moving up are:

- Must be in the second year of the current level.
- Must be in the top third of skaters at the play-up level from tryouts.
- A skater may only move up if there are players needed at the next higher level.
- Must be approved by the parents, coaches, HOC, and Everest Youth Hockey Board of Directors.
- Any season-long play-up approval shall be limited to the season for which it is granted and does not guarantee approval in future seasons.

Definitions

- Age-appropriate team – the lowest level team that a player is qualified to play for, based on their age and birth date.
- Critical shortage – having less than the WAHA minimum number of players.
- Designee – an individual selected by the head coach or approved by HOC to assist with communication or evaluation under this policy.
- Play up / Skate up – a player playing a game for a team above his or her age-appropriate level. This can be a skater or a goalie.

Rules and Guidelines

- A player may be double rostered on a team at a level immediately above their age-appropriate level. For example, a child at the age-appropriate level of 8U could potentially qualify to be double rostered on a 10U team.

- A player may not be double rostered on more than one team at any age level. For example, a player may not be rostered on a 10U A team and a 10U B team.
- If the need for double rostered players is identified for a given team, the players to be included will be determined as follows:
 - The head coach, or designee, from the team in need of double rostered players will meet with the head coach, or designee, of the lower age level team and HOC to identify which players may be eligible for double rostering. Both coaches and HOC should agree that a particular skater is an appropriate choice, and may seek input from other appropriate sources, such as the Director of Hockey or previous coaches. Safety, skill, maturity, and size should always be considered, especially when double rostering to a level permitting checking, from one which does not.
 - After the players are identified, the coaches or designees will meet with the parents of the skaters to review this policy and to seek the parent's/guardian's consent.
 - Upon obtaining parental consent, the coaches or designees will submit the players' names to the HOC for review and recommendation. Final approval shall be obtained from the Board of Directors or its authorized Board designee before the Registrar is directed to add the player to the roster.
- Rosters, including double rostered players, must be finalized by the WAHA deadline. After this deadline, a player is not permitted to participate on a given team unless he or she is on that team's roster, or unless a special dispensation is granted by WAHA.
- A player must play at least five (5) games with a team between December 15th and the first playdown game, to be eligible to play for that team in the Playdowns and/or at the State Tournament. For example, an age-appropriate 10U that is double rostered on a 12U team must play at least five (5) games with the 12U team between December 15th and the first playdown game to be eligible to play for that team in the Playdowns and/or at the State Tournament.
- The double rostered player's primary obligation should be to their age-appropriate team. Such a player should not compete for the higher-level team if it will adversely affect their age-appropriate team, unless agreed to by the coaches of both affected teams and approved by HOC or the Board designee responsible for roster oversight.
- The intent of the double roster is not to give a player additional ice time on a permanent basis, but to assist teams with a critical shortage of skaters. Therefore, a double rostered player should routinely practice with their age-appropriate team. They should not routinely practice for teams for which they are double rostered.
- Skating Up as a Double Rostered Skater
 - The need for a player to skate up must be determined based on a critical shortage or on the need to have the skater play five (5) games for the team to qualify for playdowns and/or the State Tournament (NOTE: five (5) games must be played between December 15 and playdowns). Skating up will not be permitted for any other reason.
 - Permission to skate up must be obtained through consensus agreement of coaches/designees of the affected teams and the parent or guardian of the player, with HOC review and Board or Board-designee approval consistent with this policy.

- Every effort should be made to provide a reasonable amount of lead time when requesting a double rostered player to skate up. This will allow time for the player to attend a maximum of one practice with their double rostered team, the week before the game for which they will skate up.
- If more than one player is double rostered for a given team, every effort should be made to provide equal opportunity for them to skate up, such as establishment of a rotation. HOC may recommend or require a rotation when appropriate to promote fairness and consistency.

All double-roster and skate-up decisions shall be applied consistently and in good faith to support team needs, player safety, fairness, and compliance with WAHA and USA Hockey requirements.

26. ADDRESSING ISSUES AND INTERPRETATION OF THIS POLICY

Questions, disagreements, or issues regarding the interpretation or application of these Policies and Procedures should be submitted to the Board of Directors or the appropriate committee, officer, or Board designee responsible for the subject matter.

The Board of Directors retains final authority to interpret these Policies and Procedures and may amend, correct, or modify the Policies and Procedures by majority vote, subject to the Association Bylaws.

Complaints, conduct concerns, disciplinary matters, and appeals shall be handled in accordance with Section 9, Code of Conduct, Discipline, and Appeals, unless another specific section of these Policies and Procedures provides a more specific process.

Nothing in this section shall limit the authority of the Board of Directors to act in the best interests of the Association or to address urgent safety, compliance, disciplinary, or operational concerns when necessary.

27. PRIVATE ICE USING EYH RATE

Any Board member or coach with a valid SafeSport certification may purchase and reserve ice using Everest Youth Hockey's discounted rate. The intended use of this purchased ice must be for the benefit of EYH skaters and/or coaching staff.

Use of the Everest Youth Hockey ice rate must be coordinated with and approved by the Ice Scheduler, Board of Directors, or other Board designee before the ice is reserved.

All participants must be properly registered and eligible to participate under applicable Everest Youth Hockey, USA Hockey, WAHA, SafeSport, and insurance requirements.

Private ice purchased using the Everest Youth Hockey rate may not be used for private profit, outside programs, or non-Association purposes unless specifically approved by the Board of Directors.

Payment or reimbursement for private ice must be coordinated with the Treasurer in advance or within a timeframe approved by the Board of Directors or Treasurer.

28. PLAYERS ON ICE DURING PRACTICE

At times throughout the season, coaches will be afforded the option to have their own skaters on the ice with them while they are conducting practice. Everest Youth Hockey has many coaches that dedicate well above and beyond the required volunteer hours. This is intended to retain and guarantee coaching coverage, not for additional development time for the skater.

The Head Coach for the practice shall have discretion to determine whether the coach's skater may be on the ice and may remove the skater from the ice if the skater becomes a distraction, interferes with practice, creates a safety concern, or otherwise impacts the team practice environment.

Any player on the ice under this section must be properly registered, wear all required protective equipment, and comply with all applicable Everest Youth Hockey, USA Hockey, WAHA, SafeSport, and rink requirements.

This section is intended to support coaching coverage and Association operations and shall not be used as a guaranteed opportunity for extra development, additional ice time, or preferential treatment.