

NEW RICHMOND YOUTH HOCKEY ASSOCIATION HANDBOOK



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A. NRYHA INTRODUCTION

About the Association

Welcome to the New Richmond Youth Hockey Association (NRYHA). Since its establishment in 1972, NRYHA has been striving to provide a fun, safe and positive environment for boys and girls in the New Richmond area to learn and participate in the great sport of hockey. We at NRYHA appreciate you taking the time to review this handbook, as it addresses our association's expectations, policies, procedures, and guidelines, and what it means to be a member of NRYHA. It is a privilege to have this sport in our community, and it is NRYHA's intention that every player enjoys their hockey experience- not only receiving the tools and support to become the best hockey player and teammate they can be in their youth career, but to also become the best version of themselves- on and off the ice.

Everyone's involvement is vital in ensuring our rink remains a fun and safe place for kids to learn and develop in this sport, and for the betterment of our rink. At NRYHA, every player, board member, coach, volunteer, and family plays a fundamental role in our organization's success. We are proud to remain a volunteer-based organization, grateful for how our volunteers dedicate themselves, and excited to continue seeing what NRYHA continues to grow into for our community.

NRYHA is run by a board of member-elected directors, and several different committees that oversee safety and discipline, community involvement and outreach, player evaluations, fundraising and sponsorships, and coach and player development.

All of NRYHA's activities are governed by the association's by-laws. The board generally meets on the third Wednesday of the month at 7pm locally (with the exception of summer months), and with a virtual option for members to attend. Parents and members are encouraged to attend monthly board meetings to gain the most accurate and up-to-date information regarding our organization's efforts. You may also provide feedback to our board, team reps, and/or coaches via the NRYHA website through the "Member Feedback" tab located on the home screen.

While constant effort is put forth to assure our rink remains a fun, fair, and safe place for players and their families, and all respective rink personnel, we know that there is always room for improvement, and we appreciate your feedback and suggestions. Please consider where you may be able to serve NRYHA apart from each season's required volunteer hours, and reach out to our board members to inquire where additional help and support is appreciated.

We thank you for choosing to be a part of NRYHA!

Sincerely,

NRYHA Board of Directors

NEW RICHMOND YOUTH HOCKEY ORGANIZATIONAL STRUCTURE

NRYHA is governed by its board of directors, who make decisions, passed by majority vote, as they relate to NRYHA. As mentioned above, the NRYHA board meets on a monthly basis- typically on the third Wednesday of every month at 7pm- at a local location, with a virtual option offered for all members to attend as well. Exceptions to the monthly board meeting include: the annual meeting and other special, additional sessions that are called. Date, time, and location of these meetings are designated at the time the meeting is called, and are communicated to all NRYHA members prior to the meeting date via email. Unless otherwise noted, all board meetings are open to the public and attendance is encouraged among association members. The agenda of each meeting consists of, at minimum; call to order, approval of prior meeting minutes, open forum, financial review, committee reports, and closed session - if necessary. The agenda may be amended at the beginning of the meeting post communication to association members.

WAHA Affiliation

Wisconsin Amateur Hockey Association, Inc. (WAHA) is the state governing body for all Wisconsin Hockey. NRYHA is a member of WAHA and must be a member of WAHA in order to participate in state tournaments. The members of the WAHA are composed solely of organized amateur ice hockey teams and associations, all, or a majority of which, are based in Wisconsin. WAHA is a member of USA Hockey and adheres to its regulations. For more information, please visit WAHA's Website:

<https://www.wahahockey.com/>

USA Hockey Affiliation

USA Hockey, Inc. is the national governing body for hockey in the United States. Its mission is to promote the growth of hockey and provide the best possible experience for all participants by encouraging, developing, advancing, and administering the sport in the country. All NRYHA players are required to be registered with USA hockey in order to play. <https://www.usahockey.com/>

B. WHAT TO EXPECT AS A HOCKEY PARENT

Your child's hockey experience will be influenced by many factors, but nothing will influence that experience more than you. As a parent, you are the most influential figure in your child's development, both as a hockey player and as a person. Embrace that opportunity.

Remember:

- Let kids be kids. Fun should be paramount.
- Be supportive.
- Be disciplined. Manage your emotions and set a good example that teaches your child to do the same.
- Be positive, and when adversity comes, be constructive not destructive. If you must be critical, don't get personal. Direct your comments at the action, not the person.
- Be proactive. Getting involved as a volunteer or a coach in your association can give you an even greater influence on your child's hockey experience. As a parent, being a proactive communicator with coaches and administrators can help avoid frustration and conflict.

- Your child's coach is likely a volunteer, and often also a parent donating their time to help your child. While criticism might be appropriate, it should be done constructively and through appropriate channels.
- Be respectful, especially in situations of disagreement or conflict.
- Don't bully or harass. Speak out if you see bullying or harassing behavior from others.
- Focus on the process, not the outcome, and teach your child to do the same.
- Kids learn best by doing. Praise your child's effort more often than their performance. Studies show it helps them better develop the confidence to meet new challenges and overcome obstacles.
- Keep hockey in perspective. Maintain a healthy balance of hockey and non-hockey activities. Encourage your child to be well-rounded.
- Enjoy the youth hockey experience with your child. Life moves fast and time passes quickly. Soon your child will be grown and you'll wish you could return to these days, if just for a moment so savor these seasons and don't rush them. Make your child's experience one that you'll and they will remember fondly together years from now.

AS A PARENT, YOU ARE THE MOST INFLUENTIAL FIGURE IN YOUR CHILD'S DEVELOPMENT

C. NEW RICHMOND YOUTH HOCKEY ASSOCIATION GOVERNING STRUCTURE

1. Board of Directors and Team Representatives
2. Committee List and Position Descriptions
3. Team Managers
4. Coaches
5. Director of Hockey (f.k.a. ACE Coordinator)
6. Scheduler
7. Referees

1. Board of Directors and Team Representatives

The board consists of 9 voting members and 2 non-voting members. The 9 voting members include: President, Vice-President, and 7 members. These board members are elected by the association membership that is present at the annual meeting of the Association, held the 1st Tuesday in April. The Board Members are elected for a three-year term. A nomination process takes place and then voting occurs for the 9 positions on the board. Once the positions are determined the 9 elected members elect officers for the upcoming year. The non-voting members include: Secretary and Treasurer. The board appoints these positions annually.

The Secretary position is responsible for attending all meetings, taking meeting notes, and distributing the minutes of the meeting for board approval.

The Treasurer position is responsible for financial reports and tax returns.

Board members have additional responsibilities as Team Representatives and Committee Directors.

See [New Richmond Youth Hockey Association | Board of Directors \(nryha.net\)](http://nryha.net) for a list of current

NRYHA Board Members.

Team Representatives

Each team level within the Association has a board member as a Team Representative. The Team Representative shall maintain regular contact with the team and make regular reports to the Board regarding questions or complaints. The main role of the Team Representative is to be available to the assigned team(s) to listen to issues and either resolve them or bring them to the board for resolution. Additionally, the team representative is the liaison to the team(s) for any communications from the board or Association. The Team Representative cannot represent a level of the association on which their child plays.

Committee Directors

Committee Directors recruit members and lead the committee members and the committee actions in the direction that the board and the association deem appropriate. The Committee Director brings committee proposals to the board for approval.

2. Committee List and Position Descriptions

Committees should have an advisory capacity. When the board member that heads the committee attends the monthly board meeting, the member informs the board of committee problems or concerns and suggests how problems can be resolved. The board then may act on the recommendations of the committee.

The committees that are board approved are:

Executive Committee

Consists of President and Vice President and are required to be part of this committee. This committee is responsible for community relationships, long range planning, finances, employees, building rental/usage, insurance, investment management, and bylaws.

- Find ways to achieve additional funding for association
- Marketing/Sign rental/Advertising
- Develop standard policies and rink operation rules.

Building Operations Committee:

This committee is headed up by the NRYHA Rink Manager and is responsible for the building, ice maintenance, Zamboni, and the outdoor ice rink. This committee reviews rink expenses.

- Make lists of projects needed to be done around the rink.
- Set priorities of projects to be done.
- Get estimates of project costs.
- Make maintenance schedule.
- Make cleaning schedule.
- See that there is a person to resurface ice for all functions, games, fall league, open skating, and provide a schedule for rink officials.
- Schedule outdoor ice rink resurfacing.

Hockey Operations Committee:

Consists of scheduler, Tournament Director, and Head Referee. This committee is responsible for game schedules, practice schedules, tournaments, referees, ice rental & referee clinics.

- Set tournament dates
- Advertise for tournaments.
- Answer inquiries regarding tournaments and mail required information to interested teams. Be sure that programs, trophies, and referees are ready.
- Be sure that tournament officials are scheduled and that workers are there for all responsibilities. Take a survey of tournaments to discuss any problems, solutions, or what went well.

Hockey Support Committee:

Consists of Clerk, DIBS administrator, Tiger Den Manager and Rink Attendants. This committee is responsible for concessions, skate room, equipment, and apparel.

- Ensure workers are scheduled for all concession and cleaning responsibilities. Verify that work is done and that worker did the job.
- Check to see if all work is done when all members have hours in.

Player Coach Development Committee (PCDC):

Consists of Chair, Co-Chair, and other members of NRYHA.

- Responsible for hiring and managing coaches, tryouts process, league play, camps/clinics, curriculum, recruiting and player retention.

Communications Committee:

Consists of various Association members.

- Responsible for the newsletter, website, social media, adult education, membership, and internal and external communications.

Fundraising Committee:

Consists of various Association members.

- Responsible for aiding in the reduction of association costs.
- Responsible for organizing annual fundraisers that all members are required to participate in.

Disciplinary Committee:

Consists of various Board of Directors and appointed association members.

- Responsible for upholding and enforcing the NRYHA grievance policies and procedures (below).
- Responsible for upholding and enforcing to NRYHA, WAHA, USA Hockey, and SafeSport policies, procedures regarding violations.
- This committee reserves the right to suspend parents, skaters, and coaches who may have been reported in violation of NRYHA, WAHA, USA Hockey, and SafeSport policies and procedures until pending investigations have been completed.

3. Team Managers

The Team Manager position is a year-round, volunteer position that begins at team selection and

ends at the end of the fiscal year, March 31st. The Team Manager responsibilities include, but are not limited to:

- Engaging the board representative, when needed
- Liaison to the coach
- Assists the coaching staff and Board representative to coordinate the mandatory team season kick-off - all players and parents must be in attendance. The Team Manager will obtain physical signatures from players and parents acknowledging the Code of Conduct and policies and procedures in the NRYHA Handbook.
- Manage the team binder with all required information and bring it to all games and tournaments
- Schedule games, always with the head coach's input
- Confirm games prior to game day
- Coordinate team functions and tournament weekends (hotels, meals, etc.)
- Communication link between coach and parents, ensuring all parents and players are informed
- Post schedule and key information on the team's webpage
- Ensure all league scores are entered for D2, WAHA and the team page
- Collection point for the association related expenses that are pertinent to the team being managed (tournament fee collections, home tournament expenses, etc.)
- Work with the referee scheduler to ensure refs are scheduled for all home games
- Recruit participants and volunteer workers for the team's home tournament
- Recruit volunteers for work hours and other fundraising activities to support NRYHA

The following is a brief list of the NRYHA Team manager's responsibilities at the beginning of the season as well as a summary of off-ice activities. Team Manager's will partner with the coaching staff and are encouraged to delegate duties to team parents/guardians:

- Complete the manager registration process (USA Hockey)
- Complete background screening and SafeSport requirements.
- Collect CEP numbers from head and assistant coaches.
- Resolve team registration issues/discrepancies "redlined" by D2 or the NRYHA Registrar.
- Attend a D2 mandatory coach and manager meeting.
- Attend a mandatory NRYHA manager information meeting.
- The team manager is the primary source of all communication for the team.
- Plan coach and manager meeting to discuss coach vision, scrimmage scheduling, and team expectations.
- Plan and host a parent/family team meeting to communicate all season expectations.
- Outline coach visions and goals, and outline player and family expectations.
- Highlight NRYHA Codes of Conduct.
- Review season schedule, tournaments, uniforms, and volunteer duties.
- Discuss volunteering and DIBs expectations.

- Discuss tournament schedule and out-of-town hotel expectations.

4. Coaches

Coaches are individual volunteers directing the players at practice, games and scrimmages. Coaches may be parents of skaters, or non-parent coaches, based on recommendations of PCDC and board approval within NRYHA's coach hiring process.

- NRYHA Coach Applications will be posted by April 30th
- Deadline for interested coaches to submit an NRYHA Coaching application is June 30th ([New Richmond Youth Hockey Association | Coaching Application & Evaluations \(nryha.net\)](http://nryha.net))
- PCDC reviews coaching applications and provides a recommendation of coaches to the Board of Directors in the July Board meeting to move forward to an 'Approved Coaching Pool'
- PCDC reserves the right to name coaches from the 'Approved Coaching Pool' anytime during the July or August months prior to the next season.
- PCDC will name non-parent coaches and/or parent Head Coaches. The definition of a 'non-parent coach' is a parent who has applied to coach at an age level in which their player does not qualify.
- In the case of a split decision on Head Coaches with PCDC, the committee will raise it to the Board of Directors to interview the candidates (with at least the Chair and Co-Chair of the PCDC, and the Director of Hockey present) to form a recommendation back to PCDC to make the final decision.
- Once teams are declared, PCDC contacts Head Coaches from 'Approved Coaching Pool'
- Head Coaches may pick their Assistant Coaches once teams are declared from the 'Approved Coaching Pool'. Each coaching staff consists of 1 Head Coach, a minimum of 2 Assistant Coaches (maximum of 3 Assistant Coaches). All Coaches must attend and keep current all their WAHA and USA Hockey training sessions to assist in the development of coaching skills. Coaches are responsible for communicating team rules to skaters, parents, PCDC and teaching good sportsmanship.
- Coaches are held to the rules and regulations spelled out in the Coaching Code of Conduct.
- All coaches are reimbursed for USA Hockey required costs (USA Hockey registration, Background screen, CEP)
- Non-Parent coaches are reimbursed for additional costs (mileage, hotels, team costs, Coaches materials)
 - Non-Parent Bantam/Pewee coaches are reimbursed up to \$3,500 per team per season.
 - Non-Parent Squirt coaches are reimbursed up to \$2500 per team per season

5. Director of Hockey (f.k.a. ACE Coordinator)

The Association Hockey Director is an experienced individual with a strong coaching background

who serves as the administrative link to USA Hockey and its Coaching Education Program (CEP).

- Organize and manage CEP requirements.
- Assist NRYHA in development of a well-trained coaching staff
- Promote parent education
- Provide clear goals and objectives for player skill development

6. Scheduler

The Scheduler will be appointed annually by a majority vote of the Board of Directors as a paid position.

- Responsible for scheduling all practices, league games, playoff games, tournament games, and public skating times.
- Schedule and control use of the Association's outdoor ice rink, dryland corner, locker room assignments, and board room.
- Responsible for negotiating ice rental contracts which in turn are forwarded to the Treasurer to ensure collection and deposit are completed.
- The Scheduler will appoint a Scheduling Assistant as needed per the Board of Directors approval.

7. Referees

Referees are individuals that control the play of the game. Referees are made up of non-parents, parents, and players. Referees must attend WAHA and USA Hockey training sessions to assist in the development of Refereeing skills. The Board will appoint a Head Referee annually. The Head Referee will be responsible for coordinating with the Scheduler and the Tournament Committee to ensure that qualified referees are available to officiate at all league and tournament games. If Team Managers arrange non-scheduled, pick-up games, they are responsible for contacting the Head Referee to arrange for the assignment of referees. The Head Referee will be responsible for:

- Arranging WAHA sponsored referee clinics to be held in New Richmond, or ensuring that referee candidates are aware of other clinics to be conducted in the local area.
- Investigating all complaints by or against NRYHA assigned referees and recommending remedial or favorable endorsement actions to the Board.

D. REGISTRATION

1. Fees

- Fees can be found by checking the NRYHA website or using this link [New Richmond Youth Hockey Association \(nryha.net\)](http://NewRichmondYouthHockeyAssociation(nryha.net))
- For Learn-to-Skate registration and information please go through Community Ed at 715-243-7421
- For G.O.A.L, Mites – Bantams and Jr. Gold refer to the NRYHA website (All registration is done online)
- For JV and Varsity register through the New Richmond School District
- For WW Stars (youth) NR based families register through NRYHA.
- For WW Stars JV and Varsity register through Somerset.
- For fall activities (Read React, 3v3, Goalie Training, Camps, etc.) refer to the NRYHA website.

****ALL outstanding balances from the previous season (including registration as well as all***

unworked hours) MUST be paid in full or a current payment plan must be in place PRIOR to registering a player.

Contact the NRYHA Clerk or NRYHA Registrar if you have questions at nryhaclerk@gmail.com or nryharegistrar@gmail.com. Register each player with USA Hockey prior to NRYHA registration. USA Hockey requires players to register and pay dues directly through the USA Hockey website <https://membership.usahockey.com/>

- USA Hockey membership is REQUIRED for all NRYHA players. Fees are determined by USA Hockey.
- Forms will electronically be signed/acknowledged through USA Hockey as part of registration (Waiver of Liability, Concussion and SafeSport, and Consent to Treat)
- Registration for all players generally opens mid-July and will close at the end of August. A late fee of \$100 per skater will be assessed if registered after the deadline. Mite and Jr. Gold registration is excluded from the late fee and registration window and this window is open longer.
- Refer to the website for a list of current season player fees. Payment can be made in full or in installments as scheduled by the registration system on the NRYHA website.
- If a player is new to the association, the PCDC reserves the right to determine their team placement.
- Each player will be required to print, fill out and sign the Consent to Treat Form and give it to the Team Manager at their first practice. All other forms will be acknowledged electronically (Waiver of Liability & Indemnity Agreement, NRYHA Athlete & Parent Code of Conduct, and Refund Policies).

2. Volunteer Policy & Work Hour Expectations:

At registration NRYHA requests parents complete a work hour agreement contract. This contract outlines the amount of volunteer work hours you are asked to contribute to NRYHA. The number of required hours is based on the level of play of the oldest child in the family who is registered to play hockey.

****Please note these are the minimum amounts required per family and are required to be completed by March 31 following the end of the season. Keeping the association running requires many more hours than these minimums. We encourage members to assist whenever possible!***

****The New Richmond Youth Hockey Association operates on a volunteer basis and relies on its members to keep the association operating smoothly and allows NRYHA to keep participation in its programs as affordable as possible. Each age level is assigned a minimum number of volunteer hours required for each skater at that level. It is the responsibility of the members to fulfill their volunteer time commitment or financially reimburse the NRYHA for unfulfilled volunteer hours. We allow our skater's to enjoy the most out of their hockey experience and this means that, as parents, we all need to contribute and volunteer to make their season a success.***

3. Buy Out Option:

If you would prefer to not have your family called upon for any work hours (excluding home tournaments/jamborees) a buyout option is available. The buyout option requires payment to NRYHA in full at the time of registration at the rate of \$50/hr for a total of 40 hours (\$2000) for

Squirts and up and a rate of \$50/hr for a total of 10 hours (\$500) for Mites. You will not be called upon for any work hours, except for the team's home tournament/jamboree which are mandatory. There is NO buyout option for your team's home tournament/jamboree hours.

If you paid in advance for your work hours, but end up working hours, you will be refunded at \$50 per hour for your hours worked.

What happens if I don't complete all my required work hours?

After the end of the fiscal year (March 31st) you will be invoiced \$50 per hour not completed. This includes your required 40 hours for Squirts and up, 10 hours for Mites and you will be invoiced for your team's home tournament/jamboree hours if you do not complete them.

What can I do to get my work hours?

Listed below are some ideas and a contact name for work hours. There are always new things that need to be done. So, be sure to ask around as to what other parents are doing to get their hours. Ask team managers what they are aware of. And, if you have any special skills that you feel may be valuable to the association, contact a board member to discuss.

- **Building Improvements** – NRYHA Rink Manager
- **Concessions** - Concessions manager
- **Tournament** - Team Managers
- **Fun Fest** - NRYHA Clerk and/or NRYHA Association President
- **Scheduling** - NRYHA Scheduler and/or Scheduling Assistant
- **Registration** - NRYHA Registrar
- **Committee member** - NRYHA Board of Directors
- **Penalty Box, Clock, Announcing, Concessions and Front Gate at HS games** – Team managers
- **Front Gate at open skate** - NRYHA Scheduler and/or NRYHA Rink Manager
- **Tiger Den** - NRYHA Concessions Manager
- **Zamboni Driver** - NRYHA Rink Manager
- **Locker Room Attendants** - per Board of Directors approval, USA Hockey guidelines and Handbook policy

Are there any leadership positions that count toward work hours?

Yes. Listed are lead positions and their corresponding work hour credits.

- Board Member – 40 hours
- Coaches - 160 hours per coaching staff (max of 4 coaches per coaches staff)
- Team Manager – 40 hours
- Registrar – 40 hours
- Equipment Manager – 40 hours
- Committee Members - hours to be tracked by attendance
- Director of Hockey - 40 hours

How do my work hours get tracked?

NRYHA uses Crossbars' volunteer tracking program (f.k.a. DIBS) for proper tracking of all volunteer hours. Volunteers sign up for a position on Crossbar to receive their volunteer hours. This is the

responsibility of the member to sign-up for their volunteer shifts to receive credit for hours volunteered.

If the volunteering is through a project or tournament where there is a Committee Lead, it is the responsibility of the member to sign up for a position through Crossbar and check in with the Committee Leads to get full credit for volunteering for a special event or tournament.

Each time you work you are responsible to sign up using Crossbar. Crossbar will automatically track your work hours for you. If there is a role outside of Crossbar that you work, you are required to fill out the required work hour tracking form, have it signed by the approver, and place it in the work hour box located by the concession stand. The work hour tracker will gather these forms to keep a record of all hours worked. Please note: Working your Home Tournament is in addition to your required work hours.

The status of volunteer hours performed will be posted on DIBS. It is each family's responsibility to track the status of their volunteer fulfillment to ensure that they have been credited the correct number of volunteer hours. Volunteer hour credits associated with coaching and team management will be posted at the end of the season.

What do I do if my Volunteer hours look incorrect?

Contact the NRYHA Volunteer Administrator on the NRYHA Website: [New Richmond Youth Hockey Association | Key Contacts \(nryha.net\)](#). Please include detailed information regarding the discrepancy.

Can I work more than my required hours?

Absolutely! Keeping the association running requires many more hours than the agreed upon work hours cover.

If I work more than my required hours can I give those hours to another family?

No, this is not allowed.

Do work hours for my home tournament count?

Home Tournaments - Minimum required hours/slots worked during your home tournament (as determined by the tournament director and communicated through your team manager, typically 5 – 8 hours) do NOT count towards your season required volunteer hours. Additional hours worked above the required hours/slots DO count towards your season required volunteer hours. This will be tracked by the Tournament Director and submitted to the Team Manager.

Who can be the approver that can sign my work hour tracking form?

The approver varies based on what your work hours were. As a general rule most work hour activities have someone that is “managing” the activity. This is the person that would approve and sign your tracking form. The list above highlights the more common work hour activities and their corresponding ‘approver’s’. Corresponding approvers depend on what duty has been completed.

4. Transfer Procedures:

Anyone wishing to transfer to NRYHA, they must follow WAHA's transfer procedures. Please contact WAHA: [Wisconsin Amateur Hockey Association \(wahahockey.com\)](#).

E. LEVELS OF PLAY

1. Age to Eligible Level of Play

New Richmond's policy and that of all organizations affiliated with USA Hockey require skaters to participate at the level specified by USA Hockey. Age is determined by the year of birth. Please refer to [WAHA](#), [USA Hockey](#), or other members of our association for further clarification on birth year and level of player.

2. Skill Level

The NRYHA is a Division 2 association by definition of WAHA standards. This means that the most skilled team at each level must play at the 'A' level in the WAHA State Tournament. The second team at each level must play in the 'B' level at the WAHA State Tournament. The third team at each level must play in the 'C' level at the WAHA State Tournament.

Parents and Coaches, as a group, decide on the number of tournaments and out-of-town games they will play during a season. Generally an 'A' level team will do more traveling and play more tournaments than 'B' or 'C' level teams.

F. TEAMS

1. Tryout Procedure

- Tryout Evaluators are selected each year by the PCDC.
- The PCDC provides a recommended list of evaluators to the Board of Directors for approval.
- **PARENTS/GUARDIANS ARE NOT ALLOWED ANYWHERE IN THE RINK** (including the lobby) during tryouts. Parents/guardians must drop their child at the rink and remain out of the building.
- Approved evaluators and members of the PCDC will be present in the rink during tryouts.
 - PCDC members will be assisting evaluators in coordinating the tryout process, but do not participate in the evaluations.
 - Evaluators are spread around the rink and capture evaluation data via Team Genius for each player.
- Once player evaluations are complete. The PCDC will meet to make team selections based on the data collected during the evaluation process.
- During the tryout process, there can be NO COMMUNICATION between parents and the evaluators. Any necessary communication (i.e., illness, injury or

equipment problems) must be initiated by the player and/or parent via the President.

- Any attempt by a parent at “lobbying” their child during the tryout process will be reported by the evaluator or PCDC member being lobbied to the President.

This action will be a violation of the Parent Code of Conduct.

- All players shall wear their tryout jerseys and NRYHA or neutral colored socks. AAA hockey socks are not permitted. All AAA team stickers, or other summer league team stickers, must be removed from the player’s helmet prior to the tryout process.
- Any player unable to participate in tryouts due to injury or illness will be evaluated based on “body of work” (prior year performance, coaches’ recommendations, etc).
- Evaluators will utilize Team Genius to capture evaluation data for each player. Team Genius is a software that allows evaluators to capture data regarding a player’s skills progression from year-to-year - also known as “body of work”. The data is used to determine a player’s placement on a team, as well as help coaches and parents understand how each player is progressing in certain skills.
- Team Genius data for your player is available upon a parent/guardian’s request after teams are rostered.

For questions regarding the tryout procedure, contact the PCDC Chair in the Key Contacts page on the website: <https://www.nryha.net/about/key-contacts/45517>

2. Number of Skaters per Team:

- The number of skaters on each team will be determined by the PCDC. This will be based on the number of kids eligible to play and the evaluation scores for individual players. Players will be placed on the team where the PCDC feels they best fit, and will provide the most development opportunity.
 - The minimum number of skaters per team will be 10 not including goalies

3. Moving Player up or Dual Rostering:

- No child shall be moved up to a higher level or rostered on more than one team without obtaining Board approval.

4. Wayne Gretzky Rule:

When a parent believes they have an exceptionally talented skater the family may request the player to try out for a higher age-level per WAHA and USA Hockey rules.

- Contact the PCDC Chair or Director of Hockey prior to the registration deadline for the season.
- PCDC will provide a recommendation to the Board of Directors regarding team placement.

G. COACHING DECISIONS

Coaches are selected at the beginning of the season based on knowledge of the game and experience instructing youth athletes. However, coaches are much more than “teachers of how to play a game.” They are mentors, leaders, and motivators. Through an unbiased perspective, they observe strengths and weaknesses in each player and find unique ways to build skill and motivation to **bring out the highest potential in each player so the entire team can excel together.**

Hockey is a competitive team sport. By the time players reach the squirt, peewee or bantam levels, coaches are teaching individuals to play as a team. Coaches focus on both individual development and building a mindset that an individual's work, effort, attitude, skill and behavior directly impacts the entire team. These are the levels where important life lessons are taught to set players up to succeed in a team environment far into their adulthood.

When players come to the rink with a poor attitude, are not ready to work, not listening or taking direction from the coach, etc., coaches may intervene by having a conversation with the player, or sit them for a number of shifts (or a period depending on the severity of a player's actions). When players are not performing to expectations, they may experience coaches being assertive during practices, games, or while addressing the team in the locker room or on the bench. **This is considered correction, not criticism.**

“Yelling” during practice or a game environment is common with coaches. There is a lot of action on the ice, multiple discussions happening at once on the bench, parents cheering in the stands, music playing over the speaker system - making for a loud environment. Coaches often need to project their voice for players on the ice to hear instruction, or for the entire team to hear them on the bench.

Yelling is instruction, not a form of intimidation or humiliation.

If your player is experiencing moments of correction or assertive instruction from the coaches, we encourage parents and players to **trust the process.**

Playing Time

Because hockey is a competitive team sport, coaches reserve the right to make coaching decisions during a game that is for the betterment of the entire team. Playing time is earned through a variety of factors, including but not limited to hard work, listening, and positive attitude. Although we encourage equal playing time for all players, there are moments where coaches need to leverage individual strengths in unique situations to push the team to victory. If a player is engaging in unsportsman-like conduct on or off the ice, then that player may sit during a game.

H. GRIEVANCE POLICY

How to Report a Grievance:

NRYHA is committed to creating a positive culture for our players, members and community. **Under no circumstances should you discuss a grievance regarding coaching decisions and/or make negative comments about another players' performance with anyone in the stands, anywhere in a rink, during a team-related event, or on social media.** If you do not comply with this policy, disciplinary action will be taken, including but not limited to suspension from the rink and all team-related events for two weeks.

NRYHA strongly encourages everyone to make every attempt to follow our 'cooling-off period' of 24 hours before addressing your concern. Under no circumstances may you approach a coach within a 24 hour period. If you have a grievance during a tournament, you must wait until after the entire tournament is over.

Please follow procedure once the 24-hour period has lapsed - rather than weeks or months later.

- Call (do not text or email) your Head Coach to try to resolve the issue at the team level. You are not allowed to approach a coach with a grievance in the rink or during a team event.
- If you do not feel comfortable discussing the issue with your coach, and/or believe there is inappropriate conduct or activity, you may bring your concerns to the attention of your age-level board representative. Most problems can be resolved informally through dialogue between you and your age-level board representative. Age-Level Board Reps can be found here: [New Richmond Youth Hockey Association | Board of Directors \(nryha.net\)](http://nryha.net)
 - If you feel that your age-level board representative response is inadequate or otherwise does not solve the problem, or that age-level board representative is the source of the problem you should contact the NRYHA President or Vice President.
- Please indicate what the problem is, people(s) involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.
- If appropriate, an investigation will be conducted to resolve the problem or issue. **Members can bring complaints, ask questions, and raise concerns under this policy without fear of reprisal.**
- If any member would like to bring an issue to the NRYHA Executive Committee anonymously, they may do so on our website here: [New Richmond Youth Hockey Association | Member Feedback \(nryha.net\)](http://nryha.net)
- For all conflict-resolution situations, our Board of Directors will work closely with our Disciplinary Committee to work towards a resolution.
- NRYHA will defer to WAHA, USA Hockey, and SafeSport policies and procedures when NRYHA Handbook policies do not cover a grievance.

Reporting Safesport Violations:

If you observe anyone committing a SafeSport violation, as defined by [USA Hockey policies](#), you must take the following steps immediately, as a Safesport violation needs to be officially filed within 24 hours of the violation occurring:

- **It is strongly recommended that you contact your Board of Directors level representative and Disciplinary Chair immediately** to assist in gathering all required information to help you effectively and efficiently file the violation. The Board representative and Disciplinary Committee Chair are your unbiased resources who will assist in taking the proper steps with USA Hockey and WAHA to report and investigate the violation.

OR

- You may choose to report the violation directly to SafeSport here:
<https://uscenterforsafesport.org/report-a-concern/>

I. SCHEDULING:

NRYHA follows the USA Hockey Guidelines For Game to Practice Ratios.

Level	Practice/Game Ratio	Games Per Season
Junior Gold /16U	2 or 3:1	45-55
Bantam/14U	2 or 3:1	40-50
Peewee/12U	3:1	30-40
Squirt/10U	3:1	25-35
Mites	3:1	10-20

- These are recommendations. Final game counts and practice ratios may differ with approval of PCDC.
- Scheduling / Rescheduling is to be completed by the designated scheduler at the request of the team manager and/or head coach.

J. LOCKER ROOMS

The safety and protection of our participants is central to New Richmond Youth Hockey Association's (NRYHA) goals. New Richmond Youth Hockey Association adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent

abuse or misconduct from occurring in our locker rooms, New Richmond Youth Hockey Association has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location (see points 1-3 below).

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

1. Locker Room Monitoring

New Richmond Youth Hockey Association has limited use of locker rooms and changing areas (e.g., generally a maximum of 30 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff and/or volunteers at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are subject to the rules and parameters of the below considerations. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

2. Parents in Locker Rooms

Except for players at the younger age groups (Mites and U8), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

3. Co-Ed Locker Room Policy

The Co-ed Locker Room policy attempts to balance the social integration and camaraderie of a team sport while providing a safe and respectful environment for all of our participants. Below are the options to remain in compliance with USA Hockey's Co-ed Locker Room Policy: 1. Have a minimum attire policy if sharing one locker room. All players should be required to arrive at the rink wearing their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in clothing) under their street clothes. All members of the team must have this minimum attire before entering a co-ed locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress.

A second option is for the program to have boys and girls change/dress in separate, supervised locker rooms. Then approximately ten (10) to fifteen (15) minutes before each game/practice everyone is to be ready in gear in one designated locker room so the coach can address the entire team. If a player (whether boy or girl) is not fully dressed by the time the coach arrives, then that player must go to a separate locker room or bathroom to finish dressing. The onus is on the players being properly dressed when the coaches actually begin preparing the team for the practice or game.

Another option is the alternate use of a single locker room. Players of one gender dress in the locker room while players of the opposite gender wait outside. When the one group is ready, then the players switch places and the players in gear wait for players of opposite gender to get dressed. No coaching is to be done until all the players are together in full gear. Taking turns is a means of reasonable accommodation; neither gender group should be favored, nor should one group be the group who always has to wait to change.

Please note that with Co-ed programs, we shall have options to have person(s) monitoring the locker room of the same gender as the players being monitored. USA Hockey would consider it acceptable to have one (1) locker room monitor immediately outside the locker room and regularly checking in on the locker room. If there are two (2) monitors then they can monitor from inside the locker room. Having only one person inside a locker room can expose that person to allegations, so a second person can help protect one another from allegations.

K. NEW RICHMOND YOUTH HOCKEY ASSOCIATION PHOTO POLICY

NRYHA and its members may take photos and videos of me (if over 18) and my child (if under the age of 18) during any games, practices or sponsored events. By participating in NRYHA, I acknowledge and agree that NRYHA may publish, reproduce, modify, and distribute such photos and videos in any media or forum (e.g., print, digital, electronic, social media, etc.)

L. CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. Some teams may elect to have a team manager or locker room monitor collect player phones.

M. PLAYERS

1. Equipment

- Each player is personally responsible to wear protective equipment for all games, warm-ups and practices. Such equipment should include gloves, shin pads, shoulder pads, elbow pads, breezers or hockey pants, protective cup / pelvic protector, helmet that is HECC certified as required by USA Hockey rules.
- This includes neck guards starting August 1, 2024
- Mouth guards are recommended but are not required until Pee wee/U12
- Uniform and On Ice Attire:
 - Players from the New Richmond association are not allowed to wear jerseys, socks, or stickers for outside organizations during any association sanctioned events. (ie Fall

camp & Practice)

2. Game Jerseys

- Game jerseys are required to be purchased per the direction of the board. Kids born on even years purchase jerseys on even years and kids born on odd years purchase on odd years. Player numbers are also even or odd based on birth year. Socks are available for purchase through the tiger den during the season.

N. SPORTSMANSHIP

1. Policy Statement

Unfortunately, parental behavior has become one of the biggest determinants in youth sports and NRYHA is not immune. Players and parents will be asked to agree to the following agreement as part of registration as well as a [Player's & Parent's Code of Conduct](#). The code of conduct will be required to be signed during registration and physically signed during each team's Player/Parent/Coach kick off meeting at the beginning of the season. Players who have not signed the code of conduct by the first practice, will not be allowed to take the ice until it has been signed.

2. Code of Conduct (Player, Parent & Coach)

The NRYHA Codes of Conduct can be found on the NRYHA Website here: [New Richmond Youth Hockey Association | Player - Parent Code of Conduct \(nryha.net\)](#)

3. Appeals Process

<https://scripts.wahahockey.com/scripts/WAHABook/2023/2023%20WAHA%20Guidebook.pdf>
https://portal.usahockey.com/cx/vice-president/governance/usah_bylaw_10-procedure_for_suspension_and_disipline_of_members.pdf

4. Discipline Issues and any Violations of the Code of Conduct is subject to the NRYHA Disciplinary Committee

The head coach is the person recognized as having responsibility for the team. The coach is not required to bend to parental pressure, but shall be available to discuss any situation with the players and/or parents, keeping in mind their responsibility is to coach the whole team and not any one individual. A coach shall have the flexibility to reduce a player's ice time to solve a disciplinary problem if it is in the best interest of the team.

If there is a situation needing to go before the NRYHA Disciplinary Committee, the details of the incident will be shared with the committee and a conversation will be had with the player and their family. There is a staged disciplinary outcome that could be implemented based on the severity of the incident and the player's history of related or unrelated events.

Any NRYHA Member (player, parent, guardian, etc.) or spectator who violates the Code of Conduct will be subject to 1 game suspension to up expulsion of the team upon Board of Directors approval.

Interpretation

"Game" in this rule means a regular league or playoff contest. Practice games or scrimmages cannot be counted in determining length of suspension. Associations or individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of this Rule.

Disqualification Due to Denial

Players shall be disqualified from all NRYHA activity for nine (9) additional weeks beyond the players original period of ineligibility when the player denies violation of the rule, is allowed to participate, and is then subsequently found guilty of the violation.

Use of Tobacco & Alcohol

The use of tobacco and alcohol in violation of state or local law is prohibited at practices, games, tournaments.

5. Zero Tolerance

The New Richmond Youth Hockey Association has adopted the USA Hockey guidelines for zero tolerance for misconduct. A link to this policy can be found here:

<https://www.usahockeyrulebook.com/page/show/1015130-zero-tolerance-policy>

6. NRYHA Social Media Policy

Abuse and Misconduct Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, member, independent contractor or other participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

New Richmond Youth Hockey Association utilizes social media accounts to publicize official association content and to represent all association teams. The communications committee is in charge of managing all social media.

Individual Teams: If desired, a team-specific social media account will be provided by NRYHA to a team designated volunteer to make updates and posts.

The following rules must be followed when making posts for individual teams:

- All posts must be positive and encouraging. Things a team could post about are upcoming tournaments, games, team bonding, or volunteering the team has done.
- Do not give out personal information. No individual names can be used. When updating scores, it will not be listed who scored or had the assists.
- Use common sense when posting. If you are not sure whether a post or tweet is appropriate, err on the side of caution and do not post it. Profanity, vulgarity and sexual references are never appropriate to post.
- Do not engage with fans or players from other schools or teams if they are making derogatory comments or posts.
- Be cautious when retweeting or reposting someone else's content. Such action can appear to be an endorsement of the message or promoting businesses. Accounts appropriate to share content from include but are not limited to: NRYHA, Western Wisconsin Stars, NRHS Boys & Girls Hockey, USA Hockey, WAHA, or other official hockey accounts.

- Remember posts are public. They will be viewed and shared by others. Failure to follow these guidelines will result in the team's loss of being able to use individual social media accounts.

7. Prohibited Conduct and Reporting

New Richmond Youth Hockey Association prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. NRYHA prohibits alcohol use in the locker rooms during youth events. Participants, employees or volunteers in New Richmond Youth Hockey Association may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violation will result in the Association being fined \$500 and disciplinary action taken against the coach. To report any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-866-200-0796.

Any violations of NRYHA policies and procedures will be addressed by no less than two individuals of NRYHA and/or authorities will be contacted.

O. TOURNAMENTS

1. Tournament Rules

- All tournaments are sanctioned by USAH therefore, all USAH rules and regulations will be enforced unless modified by the NRYHA Tournament Committee.
- Properly certified team rosters must be submitted to the tournament director prior to the start of the tournament. All players must be registered on the USA Hockey roster.
- The top team in the pairings for the game will be the 'home' team except that New Richmond will always be designated the 'home' team. 'Home' teams will always wear light color jerseys.
- Each team should be in their assigned locker room thirty (30) minutes prior to the designated start time for their game and ready to come on the ice when the buzzer sounds. Games are subject to start early if ahead of schedule. A 3 minute warm-up period will be provided for each team.
- Penalties:
 - Minor Penalties:
 - Squirts/U10 - 1:00
 - Pee wee/Bantam/U12/14/15 - 1:30
 - Major Penalties:
 - Squirts/U10 - 3:00
 - Pee wee/Bantam/U12/14/15 - 4:00
 - Misconduct Penalties
 - Squirts/U10 - 6:00
 - Pee wee/Bantam/U12/14/15 - 8:00
 - Only referees registered with USA Hockey will be used.
 - All decisions of the referees are final.
 - Any player or coach who receives a match or game misconduct penalty will not be

- allowed on the team bench or player area for the remainder of the current game and the next tournament game
- Any player who receives 4 penalties in one game will be ejected for the balance of that game and the team's next game.
- Each team will be allowed one 1 minute timeout per game.
- There are no tie games. All tie games will go to a shoot-out. Format:
 - The last five (5) skaters on the ice at the end of the third period are the skaters to compete in the shoot-out.
 - If the score is still tied after the 5-on-5 shootout, a 1-on-1 shootout will start with a player from each team different from the first 5 players until all bench players are used.
 - If the score is still tied after all bench players were used, 1-on-1 shootouts will continue until a winner is decided with any players of the coach's choice competing.
 - Player's may not repeat shooting, until all players have been used.
 - If a player is serving a penalty at the end of the third period they are not eligible to be one of the first 5 shooters. The player can compete in the 1-on-1 rounds.

2. Tournament Programs

- Tournament play will depend on the number of teams signed up for said tournament
- Round Robin Tournament scoring will be used to determine standings for the Medal Round on Sunday for Round Robin Tournaments.
 - Points will be awarded as follows:
 - Win - 1 point
 - Loss - 0 point
 - Tie Breaker rules for standings:
 - Head to head competition
 - Total goals for (max 6)
 - Total goals against
 - Coin toss
- Ice Resurfacing:
 - Mite/Squirt/Pee wee C/U10/12 - Ice resurfaced each game
 - Pee wee A & B/Bantam/U14/15 - Ice resurfaced every 2 periods.
 - Senior Mens - Ice resurfaced every 2 periods.
- Period Lengths:
 - Mite/Squirt/U10 - 12 minutes
 - Pee wee C/U12 - 13 minutes
 - Pee wee A & B/Bantams/U14/15 - 15 minutes
 - Senior Mens - 15 minutes
- The on-ice referees and Tournament Director have the final interpretation of any tournament rule.
- The Tournament Director has the final authority to make any changes in format, rule, or other decisions deemed necessary to keep the tournament on time.

3. Tournament Trophies

- Eight (8) team brackets:
 - 1st, 2nd, 3rd, & Consolation Champions receive trophies
- Round Robin brackets

- 4 Teams
 - 1st & 2nd receive trophies
- 6 Teams
 - 1st, 2nd & 3rd receive trophies

4. Away Tournaments

- All teams will be registered for 2 away tournaments selected by the PCDC.
- The cost of the first tournament will be covered up to the value of our own home tournament.
- Any additional costs will be covered by the team.
- Any additional tournaments must be approved by at least 75% of the families on the team.
- PCDC will use end of year surveys for tournament feedback on whether or not to return to tournaments.

P. ALCOHOL AND GAMBLING POLICY

The sale of alcohol within NRYHA premises is subject to regulation under the City of New Richmond Ordinance Sec 6-36, which aligns with Wisconsin State Statutes Chapter 125. It is imperative to regularly review these regulations for compliance as they may be subject to updates.

As of 3/6/2024 the following guidelines outline the procedures for alcohol sales with NRYHA facilities:

- Application
 - Any entity seeking to serve alcohol must submit an application to the City of New Richmond at least 15 days prior to the intended service date. The application must receive approval from the City of New Richmond City Council. Multiple dates can be included on a single application.
- Temporary Class 'B' License
 - Upon approval, a fee must be paid to the City, and a temporary license will be issued.
- Postings
 - The temporary license must be prominently displayed at the primary point of sale. Additionally, at any remote points of sale, signage must be visible indicating that underage persons are not permitted to loiter or assist in sales.
- Underage Persons
 - In accordance with State statutes, individuals below the legal drinking age are prohibited from participating in alcohol sales or loitering near sales areas.
- Licensed Operators
 - Trained personnel with appropriate licensing must be present at all points of sale throughout the duration of alcohol service.
- ID Checks
 - It is recommended to conduct thorough ID checks for all customers, and wristbands should be provided to patrons who are of legal drinking age.
- Youth Games
 - Alcohol sales and consumption during youth games are restricted to the designated mezzanine area. Signage must be prominently displayed at all exits from the mezzanine, indicating the boundary beyond which alcohol is prohibited.
- WAHA State Tournament

- During WAHA State Tournaments alcohol is prohibited in areas adjacent to the rink playing area. However, alcohol may be served and consumed in the mezzanine area, as it does not fall within the adjacent area.
- Adult Games
 - Alcohol sales and consumption are permitted throughout the premises during adult games. However, it is recommended to primarily conduct sales from the mezzanine area for operational efficiency.

