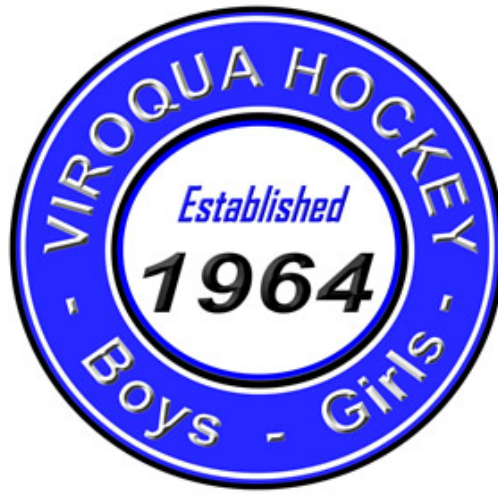


# VIROQUA AREA HOCKEY ASSOCIATION



## MEMBER POLICY HANDBOOK

Viroqua Area Hockey Association Viroqua Community Arena  
P.O Box 55, Viroqua, WI 54665 (608) 637- 8661  
Email: [vaha@mwt.net](mailto:vaha@mwt.net)  
[www.viroquathunder.org](http://www.viroquathunder.org)

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### **THE MISSION OF THE VIROQUA AREA HOCKEY ASSOCIATION**

The mission of Viroqua Area Hockey Association is to offer a program that will provide opportunities and support for boys and girls to learn ice hockey and life long skills including the value of teamwork, sportsmanship, responsibility, hard work, respect for others, self control and motivation necessary for youth to mature.

The Viroqua Area Hockey Association strives to continue its partnership of support with the Viroqua Area Schools for the Viroqua High School Co-op Hockey Teams.

The goal of the Viroqua Area Hockey Association is to operate the Viroqua Community Arena as one of the elite arenas of its type in the State of Wisconsin. We are dedicated to maintaining high standards to ensure the Viroqua and surrounding communities have a great place for all kids and adults to play and grow.

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### **WHAT IS VAHA**

The Viroqua Hockey Association is a 501(c) (3) Non Profit Corporation operating in Viroqua WI. The Association owns and operates the Viroqua Community Arena.

Our purpose is to operate as a qualified amateur sports organization, exclusively to foster national or international amateur sports competition, and primarily to promote, support and develop amateur athletes in the sports of ice hockey and other ice activities.

The corporation is operated by the VAHA Board of Directors elected by the members at the Spring Annual Meetings. The corporation committees are responsible for recommendations for operation to the Board of Directors and implementing the decisions of the board. The corporation relies greatly on its committees and YOU the member volunteer for its continued success.

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### **VAHA Board Meetings**

Board meetings are open to all adult members in good standing. The Board meetings are set by the VAHA President and are held monthly at the Community Arena in the Mezzanine unless a notice of change is posted. See the VAHA Schedule at [www.viroquathunder.org](http://www.viroquathunder.org) for meeting times.

Periodically, there may be sensitive and confidential issues discussed at Board meetings. Depending on the sensitivity of the issue, the matter may also be moved to closed session which is closed to all except Directors.

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### **VAHA HISTORY**

The Viroqua Hockey Club was established in 1964 by a few dedicated area hockey enthusiasts. Incorporated in 1968 as the Viroqua Hockey Association Inc. the Association provided many community youth the opportunity to

play ice hockey on organized teams that traveled to surrounding communities. Games and practices were for the most part played on natural outdoor ice with the exception of occasional trips to Madison or Rochester MN.

In 1976 the Association offered support and petitioned Viroqua Area Schools for the formation of the Viroqua High School Boys Hockey Team. The High School team as well as the Associations teams played its home games at the Park Bowl in Viroqua. With the outdoor ice and the unpredictable weather conditions the home ice seasons were often limited to 1 - 2 months.

Growing with the Association was the dream of someday having an indoor ice arena in Viroqua. In 1991 the dream turned into reality with the construction of the Viroqua Community Arena. The Arena was build from many donations large and small from the Viroqua and surrounding communities, diligent fundraising and hundreds of hours by many volunteers. The Association received no government grants or aid.

The addition of Association supported girls ringette came with the building of the Arena. The Association expanded its name to Viroqua Area Hockey Association in 1995 to extend invitations of participation to the surrounding community's youth. The transition from ringette to girl's hockey in came 1996 and the Viroqua High School Girls Hockey team was formed in 1998.

The Viroqua Community Arena has been a work in progress since 1991 with the addition of the locker rooms in 1992, the lobby and concession stand in 1993, the Nick Delap Memorial Mezzanine in 2001, the new dasher boards and refrigerant compressor in 2003, the new concrete bleachers and remolding project in 2004, the wall to wall rubber flooring in 2006, and the vestibule project in 2008. It is only now that we feel the Arena is close to completion and here for everyone to enjoy.

Today as Association and community members we are truly fortunate to have the Viroqua Community Arena. It is all of our responsibility to ensure its success for future generations.

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## **VAHA COMMITEES OVERVEIW**

Volunteer committees are the key to the success of our Association.

### **Standing and Sub Committees**

The sub committees represent responsibilities and events that actually need to be coordinated by at least one person.

#### **Membership**

Registration  
Representatives  
Conflict Resolution

#### **Oversee the Association's membership.**

Planning and organizing the registration process.  
Parent Reps and others meeting to discuss parent input and concerns.  
A subcommittee comprised of members of the Board of Directors to resolve conflicts that may occur within VAHA.

#### **Program Development**

Ace Coordinator  
WMHL League Rep  
Player development  
Coaches  
Dry Land - Summer Ice  
Fundamentals  
Recruitment

#### **Coordinate the development of the Associations players and coaches.**

Coordinate and inform the association coaches of rule changes and education materials.  
Represents our Association at WMHL league meetings.  
Schedules league games and inform coaches of rule or policy changes.  
Coordinate sub committees to promote player development.  
Coaches and others meet and discuss Association coaching and player development strategies.  
Coordinate and schedule dry land training and summer ice practices.  
Coordinate and schedule skills and hockey fundamentals education.  
Recruit new members.

#### **Fundraising committee**

Tournaments  
Donations  
Fun Night  
Golf Outing  
Aluminum Can Collection  
Sign Boards  
Open Skate

#### **Planning and schedule and coordinating sub committees for fundraisers.**

Sub committees to plan and organize each team's tournament  
Solicit grants and donations and follow-up with a thank-you.  
Plan and organize the Fun Night fundraiser.  
Schedule and oversee the Annual Golf Outing at Viroqua Hills Golf Course.  
Picking up cans at can drop off points and crush and deliver them.  
Promoting, selling and tracking signboards.  
Coordinating, and open skate and skate rental.

Ice Rental  
Kick - off clinic  
Parking  
Candy Bars  
Candle Sales

Promoting private ice rental.  
Planning and scheduling the Annual Kick-Off Clinic.  
Overseeing parking of cars, and collecting money at events.  
Plan and organize the candy bar fundraiser.  
Plan and organize the candle sales fundraiser.

### **Publicity committee**

Banquets  
Promotions  
Recruitment  
News Letter  
Web Content

### **Coordinate Association information.**

Coordinating association banquets.  
Plan and organize promotions for the Association and Arena.  
Produce publications to aid in recruitment of new members.  
Gathering information from Board of Directors and Committees to produce a newsletter.  
Gathering information from Board of Directors and Committees to post on the Associations website

### **Referee committee**

Scheduling  
Recruitment

### **Coordinate officials for Arena events.**

Scheduling referees for games and tournaments.  
Recruiting and developing new referees from the membership.

### **Equipment committee**

### **Responsible for the inventory and distribution of hockey equipment.**

### **Arena committee**

Scheduling  
Web Maintenance  
Maintenance  
• Rink set - up clean- up  
• General repairs  
• General cleaning  
• Ice Crew  
• Mini rink  
• Event set - up clean up  
• Grounds

### **Oversee operations and maintenance of the Arena and grounds.**

Scheduling all events at the Arena.  
Maintaining the Association Website  
Coordinate maintenance sub committees.  
Scheduling and ordering supplies for rink set up and clean up.  
Coordinate repairs to Arena equipment.  
Scheduling and coordinate arena cleaning.  
Maintain the ice throughout the season.  
Maintain the mini rink and surface (ice and dry-land).  
Set up and clean up for dry floor events  
Mow and maintain Arena grounds.

### **Concession committee**

Inventory  
Scheduling  
Maintenance

### **Oversee operations of the concession stand.**

Ordering and tracking supplies.  
Coordinate scheduling of workers for games and events.  
Coordinate cleaning and maintenance, stocking supplies.

### **Finance committee**

### **Responsible for the Associations budgeting and finances.**

### **Nominations**

### **Finalize a list of candidates for all open Board positions.**

The Viroqua Area Hockey Association is a volunteer organization that relies on its membership working with its committees to keep it strong. It takes many minds, hands and hearts to accomplish this. **Please Volunteer!!**

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## **MEMBERSHIP**

The Membership Committee shall maintain and keep a list of members and plan youth hockey registration prior to the playing season. The Board will appoint a Registrar who will be responsible to register players with USA Hockey and WAHA.

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### **VAHA Membership Requirements**

Membership shall be open to all adult persons who are interested in the promotion of ice hockey and other ice skating activities.

Membership in the Viroqua Hockey Association, Inc. shall be open to all persons without regard to race, gender, religion, age, origin or economic circumstances and this organization is not segregated. There shall be no

discrimination against any applicant for membership in this club on the basis of race, gender, religion, age or origin. It shall be the responsibility of every participating member to conduct themselves in a manner to assure the proper function of the Club.

The requirements for any youth participating in any and all levels of the hockey program are as follows:

A. A member of the youth's immediate family must be a member of the Viroqua Hockey Association, Inc. Immediate family shall mean a parent or guardian and meet the membership requirements outlined above.

B. All participating youth must have a signed permission slip from a parent or guardian, the content of such permission slip to be determined by the registration committee of the Club.

C. Upon written request by the parent or guardian of a prospective participant to the Board of directors, the Board of Directors shall have the discretion to waive the membership requirement above. Such written request shall specify the reason why the waiver is being requested.

### **SafeSport Policy**

VAHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in VAHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656

In addition to reporting within USA Hockey, such persons must also report suspected child physical or sexual abuse to appropriate law enforcement authorities when required under SafeSport Policy and/or under applicable law. Employees and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities.

All Coaches, Team Representatives, Locker Room Monitors and Arena staff will be required to complete a background screen and pass, once every two years.

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### **Team Representatives**

Each year the Membership Committee will recruit team representatives for every VAHA team from Parents/Guardians of the players on those teams. A list of representative will be submitted for approval to the Board. Representatives are responsible for scheduling make up games and distribute team information to and from the Membership Committee.

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### **Parent Behavior and Conduct**

Parents are expected to conduct themselves according to high standards of social and ethical behavior. This includes showing the utmost respect for players, coaches, referees, opposing players and their coaches. VAHA places high value on sportsmanship.

### **Parents are expected to lead by example**

At the beginning of the season, all parents and guardians that observe hockey must sign the Commitment to Uphold Parent/Guardian Code of Hockey form indicating their understanding of expected behavior and consequences for violations. Skaters will not be allowed to practice or try out until the Registrar of VAHA receives the completed form.

Parents and Guardians are an important part of the overall hockey experience. VAHA fully realizes that differences of opinion on a range of matters can exist.

Parents are welcome to convey their thoughts and feelings; however, the Association insists that all parties do so in an adult manner. Consequences will exist for those that do not.

## **Matters of Parent Discipline**

The level parent representative should initially handle parent behavior problems. The purpose is to address matters swiftly and before they escalate into larger problems. The age level parent representative will respond by gaining an understanding of the facts from all involved parties.

Depending on the circumstances or severity of the issue, he or she may issue a warning to any involved party (with notice to and approval from the President) or can immediately refer more serious matters to the President. The President must then investigate the matter and assemble the Association Board for a presentation of the facts and determination of the remedy. Depending on the nature of the violation and if disputes exist, the alleged violator may be asked or can request to appear before the Board as part of the investigation. A member's level of cooperation during an investigation may be weighed in the Board's ultimate decision. If during the investigation process the member would fail to cooperate it would be considered immediate cause to issue a penalty of the Board's choosing. If the Board decides that an infraction has occurred, penalties can range from written warnings to expulsion from the Association. All disciplinary decisions are final.

**Investigations and resulting decisions regarding disciplinary matters of players, coaches and members are to be handled in a swift and fair manner. In the interest of time, the President can appoint other board members to conduct surrounding investigations and meetings in order to facilitate a quick resolution.**

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## **Youth Hockey Players' Code of Conduct**

Each player must sign the participant's code of conduct and respect coaches, competitors, officials, parents, fans and arena employees. Discipline will result for any of the following:

1. Any instigator and or/fighting before, during or after games,
2. Any misuse of the stick, or use of the stick with intent to harm or injure another player,
3. Any use of smoking or chewing tobacco, alcoholic beverages or drugs while is a member of VAHA teams during the hockey season.
4. Any use of vulgarity in language, gestures or insinuations of any kind,
5. Any back talk or disrespect shown to any coach, official or arena employee.
6. Any intentional mistreatment or destruction of Viroqua Community Arena property and/or Viroqua Area Hockey Association property.

Violations while representing Viroqua Area Hockey Association as a hockey player will result in the following suspensions:

1. One game for the first infraction,
2. Three games for the second infraction, plus appearance before the Association Board with parents and coach,
3. The entire season for the third infraction-upon review of the Association Board.

Depending on the severity of the infraction, the Association Board has the discretion to initiate more severe disciplinary measures.

Violations of the Viroqua Community Arena general rules (see Arena section) will result in one warning and then may be considered as violations of the Youth Hockey Players' Code of Conduct.

The head coach is responsible to enforce the rules. If he or she does not fulfill this responsibility, the President of the Association will intervene.

Any act of vandalism at home or away rinks while representing Viroqua Area Hockey Association will result in suspension for the remainder of the season.

Grades are very important and parents should impress upon their sons and daughters the importance of maintaining good grades in school. (Any player with poor grades should be recommended for extra help and immediate attention by parents and coaches.)

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## **YOUTH HOCKEY PLAYER BILL OF RIGHTS**

RIGHT TO PARTICIPATE IN HOCKEY

RIGHT TO HAVE QUALIFIED ADULT LEADERSHIP

RIGHT TO PLAY AS A CHILD, NOT AS AN ADULT

RIGHT TO PARTICIPATE IN A SAFE AND HEALTHY ENVIRONMENT

RIGHT TO PROPER PREPARATION FOR PARTICIPATION IN HOCKEY

RIGHT TO EQUAL OPPORTUNITY TO STRIVE FOR SUCCESS

RIGHT TO BE TREATED WITH DIGNITY

RIGHT TO HAVE FUN IN HOCKEY



## **“A KID ON ICE IS NOT IN HOT WATER”**

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### **Youth Hockey Age Requirements**

The minimum age to join the VAHA traveling teams is four years old. Players that do not meet the minimum age requirement are encouraged to learn their initial skating skills by participating in Learn to Skate and Learn to Play Hockey programs offered by VAHA. These programs have a maximum age limit of 6 years old.

All players seven years of age or older as of Dec 31 of the current registration year must register for the age appropriate traveling team. Age appropriate team levels are as follows:

**Mites** - 8 and under  
**Squirts** - 9 & 10 years

**PeeWees** - 11 & 12 years  
**Bantams** - 13 & 14 years

**Girls U10** - 9 & 10 years  
**Girls U12** - 11 & 12 years  
**Girls U14** - 13 & 14 years

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### **Youth Hockey Registration Fees**

The VAHA Board determines skater fees for the season during the annual budget process. The Learn to Skate program includes a special free rate for first year skaters. New players to hockey at any level will pay a reduced rate during their first year. This is a one year rate and is limited to new skaters to hockey, not transfer skaters.

Fees can be paid in full or in two installments. The first installment will be due at registration and will be at least 50% of the amount of the fees. The second is due on December 15th. The Association reserves the right to apply an extra fee to those who pay by installments.

Any NSF (Non-Sufficient Fund) check received will be assessed a charge to cover the bank charge assessed. The charge is the responsibility of the account owner to cover.

VAHA provides limited opportunities for families to work for credit for the remaining fee balance. A financial hardship must exist to be considered for these opportunities. VAHA reserves the right to discontinue any opportunity at any time.

Any credits from participation from the work opportunities will be applied to the families account. Any overage will be used to reduce the following year's fees for that family. Families must contact the association's treasurer to be considered for the opportunities.

A late fee of \$25.00 will be charged if a family does not register by the scheduled registration date. The Association reserves the right to refuse late registration if it would lead to excessive traveling team numbers. (This does not pertain to the Learn to Skate and Learn to Play Hockey teams.) New families will not be subject to the late fee.

It is the responsibility of the family to notify the Treasurer for special payment arrangements if they cannot meet the installment deadlines. Failure to do so may result in disqualification for the State Tournament and other events.

Any member, who fails to pay its appropriate youth hockey participant fees, being reasonable and nondiscriminatory, shall be brought to the attention of the Board of Directors for a hearing and action thereof.

**No one will be refused participation due to financial hardship.**

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### **Youth Hockey Required Volunteer Service Hours**

To help control its costs while maintaining a quality program VAHA has activities that require support of the youth hockey families. These activities include numerous fundraisers, home tournaments, setting up and taking down the ice and other arena maintenance projects.

Support of each youth hockey family in performing the volunteer service hour requirement plays a major part in the programs success.

Each youth hockey family is required to perform **a minimum of twenty hours**. Volunteer service opportunities will be available to all members through the parent reps and the arena office.

Completion of twenty hours per family is the responsibility of each individual family. **THE RESPONSIBLE FAMILY WILL BE BILLED \$20.00 PER HOUR FOR WORK NOT PERFORMED.**

Volunteer service hours are recorded using the Volunteer Hours Form located in the Arena Lobby or on the website. <http://www.viroquathunder.org>. It is the family's responsibility to submit the form by either placing it in the collection box in the lobby or by mail to the arena office. (Viroqua Community Arena, P.O Box 55, Viroqua, WI 54665)

Service hours need to be completed prior to April 30th and submitted by June 30th to count towards fulfillment of the previous season. Opportunities do occur throughout the calendar year.

At each home game and home tournament game teams must provide a scorekeeper, time clock person, and two penalty box workers. Hours worked for each skater's home games are **NOT** counted towards the fulfillment of the 20 service hour requirement.

The team representative will be responsible for assigning individuals to work at each age level game in the home tournament. This includes all games in the home tournament, not only VAHA games. Tournament games count towards service hours.

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## Transfers to and from Other Associations

It is the mission of Viroqua Area Hockey Association to provide quality youth ice hockey opportunities for residents of Vernon, Crawford and Richland counties.

It is our intention not to release any player from our association to another association OR accept another player from a neighboring association except under the most unusual of circumstances. The Board reserves the right to review requests, which must be submitted in writing to the President.

In the rare event of the release of a player from VAHA is granted, a request in writing from the player's parent /guardian must be submitted to the President for review and approval by the Board of Directors before the player will be accepted back into the Association for a subsequent year. This approval may carry conditions of acceptance.

VAHA rules dictate that after two years of release the player will not be considered as part of the VAHA and a request for return will be treated as a transfer from another association.

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## Fee Refunds

It is part of our Association's mission to encourage all players to finish the season if they can.

VAHA will refund fees for players that cannot continue the season due to injuries, moving out of the Viroqua Area Hockey Association area or other special circumstances.

Player families are responsible to notify the Treasurer to request refunds due to injuries or moving from VAHA and must do so within 30 days of player resignation or may forfeit their refund. All other requests for a refund must be submitted to the Board of Directors in writing for approval.

Fees refunded when a player cannot continue the season are determined on a pro-rated basis. For example, if the regular season is 20 weeks long, and a player resigns at 15 weeks, their refund will be calculated by taking the 5 weeks they missed divided by 20 to get a 25% refund. If the skater fees were \$360.00 the refund would be \$90 (\$360 X .25).

## **Grievance Policy and Procedure**

### **Policy**

It is recognized that from time to time there will be conflicts and / or disagreements within VAHA. VAHA encourages resolution of such issues at the level where these decisions are made. In the event there has been adequate discussion and problem solving at that level, the Board has adopted a method for resolution.

Board action on an issue is final.

If in the opinion of the Board an issue brought to the Board has not had adequate discussion and alternative solutions have not been explored the Board can refuse to consider the matter and will refer the issue back to the grievant.

Timelines are provided to encourage timely resolution. In the event the timelines are not followed, the Board reserves the right to refuse consideration of the grievance.

### **Scope of the Grievance Procedure**

The grievance procedure can be accessed in matters of policy interpretation, player team assignment and in matters involving player, parent or coach conduct. In cases of misconduct where the Board is already involved in a disciplinary matter, Expectations of Behavior will take effect and supersede the grievance process.

Grievant can be anyone directly affected by the policies of VAHA including parents, coaches and referees.

Disagreements concerning the operations of VAHA are not subjects of the grievance procedure. The Board invites parents to become involved to improve these matters.

Matters addressed by WAHA will not be the subjects of this process.

### **Procedure**

In the event there is a disagreement or dispute, the grievant (parents will represent their children) is encouraged to discuss and resolve this with the age level parent representative and / or head coach. In the event this informal discussion does not resolve the issue and the grievant still wants to appeal the decision, the grievant will reduce the complaint in writing stating the facts, at least one solution or remedy, and send this to the Conflict Resolution Committee. This letter must be sent to Conflict Resolution Committee Chairperson within thirty (30) days of the action that led to the disagreement. The Conflict Resolution Committee will convene and investigate for the facts and try to find a resolution. If it is concluded by the Conflict Resolution Committee that a resolution cannot be agreed upon the Conflict Resolution Committee Chairperson will forward the written grievance to the Secretary of the Board within five days of that conclusion.

Within thirty days, the Board of Directors will meet in closed session and make a decision. The Board President will call the grievant with the Board's decision and follow up with a letter to the grievant within five days of the Board's decision. The Board's decision on the matter is final and binding.

Nothing obligates the Board to provide any communication to anyone inside or outside the organization except those directly involved.

## **PROGRAM DEVELOPMENT**

The Program development committee shall organize coaches and assistants, and shall plan and schedule hockey and other ice recreation programs and inform the Board of any needs or problems arising with said youth ice recreation program.

## **Team Formation**

1. Players will be divided into teams based on board-approved numbers and levels.
2. If a player is asked to move up to the next age level, the final decision will rest with the Association Board. From the level at which a player registers, he or she may be asked to play up one level provided:
  - The level above demonstrates a need due to illness, injury or limited numbers.
  - The player demonstrates the ability to play up, receives a both level coach's recommendation and obtains parental consent.
3. In the event that a petition is made for a player to move up a level, the final decision will rest with the Association Board. The following will apply:
  - The player must demonstrate the skills to make a significant impact on the level being petitioned for.
  - The player being petitioned for cannot adversely impact the level above or the level being petitioned from (via having less than optimal player numbers for each level.)
  - The player must receive both level coach's recommendation and parental consent.
  - The coach's recommendation is approved by the Program Development Committee.

The Program Development Committee must make a formal petition to the Board on behalf of the petitioner. After presentation and any discussion, the Board will convene to render a decision and will notify the petitioner of the outcome.

In the event that Board approval is received, the player must play at the level petitioned for, even if he or she is not selected for the top-level team. He or she cannot opt to play back at the previous level.

4. All players must complete the season with their teams (unless an injury occurs) to be eligible for awards.

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## **10 And Under Skill Development Policy**

When possible, VAHA strives to host at least two teams at the U10/Squirt level. This will promote the opportunity for athletes to learn level appropriate skating and hockey skills in a fun and developmentally targeted setting. Hosting two teams at the U10/Squirt level will:

1. Provide U10/Squirt athletes with more targeted and tailored instruction that meets the extreme skill variation that happens at the 10 and under levels.
2. Provide athletes with the opportunity to learn key game concepts on a full sheet of ice after moving out of the cross-ice program through increased ice time/interactions with coaches.
3. Better engage families during key recruitment and retention years (families often commit to the game at the U10/Squirt level).
4. Provide an opportunity for 8 year old Mites to move, based on evaluations, into more competitive play/full ice play (if desired).

Mites who elect to try-out for the U10/Squirt program must meet the following criteria:

1. 8 year old Mites, with at least one year of Mite program experience, may elect to try-out for the U10/Squirt team(s) at the start of each season.

2. 8 year old Mites who elect to try out must fill out WAHA 8U Request to Move up Form by November 15th. The Board of Directors will make the final approval.

3. Evaluators have the authority to recommend to the Board that a 8 year old Mite does not have the skill set necessary to double roster/roster up to the U10/Squirt program.

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## **Team Tryouts**

Prior to team splits the Program Development Committee will develop a try-out format to use for evaluating the various age level players. This format may include skating and stick handling events as well as game condition scrimmage events. It is the expectation that unbiased evaluators be used to rate skaters.

All players (excluding Learn to Play Hockey) must try out unless they have a medical exemption, are excused for a family emergency, or moves into the association after try outs. In these instances the player would be placed on the lower team. In the same instance however, the player's past performance may be worthy of consideration for the upper team. The Program Development Committee must then approve a request by the upper-level coach to arrange for a special tryout evaluation.

The player and goalie tryout plan will be submitted to the Board for approval prior to tryouts.

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## **Away Tournaments**

Any team may elect to participate in away tournaments. Parent consensus should be taken prior to committing to an away tournament. Although these tournaments can provide a lot of fun and memorable experiences participation is not mandatory.

Individual team families are responsible for the entry fee and other costs associated with the away tournaments.

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## **WMHL Coach's Select Tournament**

The selection process for the WMHL Coach's Select Tournament will be left solely to the teams Coaches with the final decision up to the Head Coach and not a subject of the grievance process.

Individual players are responsible for the entry fee and other costs associated with the Select Tournament.

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## **State Tournament Play**

The highest VAHA classified team at each age level will enter the WAHA State Tournament.

Individual team families are responsible for the entry fee and other costs associated with the State tournaments.

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## **Team Captain Assignments**

Team captains and assistant captains are selected by the Head Coach of each team. The coach uses his own criteria for selection. Captains are commonly picked as leaders of the team. It is not uncommon for selections to change through out the season. The selection is left solely to the Head Coach and not a subject of the grievance process.

## **Fair Playing Time**

VAHA strives for equal playing time to the fullest extent possible; however, the dynamics of each game may impact a precise playing time distribution. While it is advantageous to change shifts (lines) in an evenly timed manner, game conditions such as field of play, play stoppage, penalty situations, player match-ups and opponent strategy can all impact a coach's decision.

Additionally, defensive players may see more playing time than forwards since there are typically fewer defensive lines and players to rotate.

Coaches are expected to treat players fairly with respect to playing time, i.e., as equal as possible given game conditions. There may however, be other occasions where a player plays less time in one game, only to be balanced by playing more time in other games.

Coaches are also given discretion to adjust playing time in other situations as follows:

- On power plays
- On penalty kills
- In state play-down and tournament situations
- When player discipline issues exist
- During the last two minutes of each period in a league game when the score is close.

At times parents tend to focus on their own skater's playing time without regard to the conditions noted above. If after carefully considering all conditions a chronic playing time shortage is noted, the matter can be addressed constructively with the coach. However, always keep in mind the discretion that coaches are given as noted above. There is a 24 hour cooling down period.

## **VAHA Locker Room Policy**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to VAHA's goals. VAHA 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, VAHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At The Viroqua Community Arena there are 4 locker rooms available for our program's use. Each of the locker rooms has access to a shared restroom and shower. 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.

## **Locker Room Monitoring**

VAHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. 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 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 Parent Reps (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 permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

## **Parents in Locker Rooms**

Except for players at the younger age groups (Mites and Squirts), 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.

## **Mixed Gender Teams**

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, VAHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect **all** of our players.

## **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. It may be permissible to have Parent Rep or Coach collect phones.

## **Prohibited Conduct and Reporting**

VAHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in VAHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

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## **Roster up of players**

There may be times when a player from a lower age level will be asked to play up to a higher age level for a limited number of games due to a shortage of numbers on a team.



This situation is to be avoided to the extent possible when teams are initially formed. However, when it cannot be avoided, a roster-up situation is created. All requests for players to be rostered up must be brought up through and with the approval of the Program Development Committee. The Program Development Committee Chairperson will then bring their recommendation to the full Board of Directors for final approval.

USA Hockey and WAHA rules indicate that a player must be listed on the official roster, and must participate in 5 games with the team, in order to be considered part of the team for State tournament play. Players who are asked to roster-up must therefore participate in 5 games with the older age level team. Efforts should be made by coaches to ensure these players participate in the required 5 games. Participation in a game is considered to be playing one shift of the game. These rostered-up players should only be utilized if necessary due to a significant shortage of players due to illness, injury, or other absence. These players are NOT to be used as a regular part of the team on a frequent basis. Such use would essentially allow a player to be on 2 teams, while only paying for one.

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## **Team Responsibilities**

VAHA and Viroqua High School teams that use the Arena are responsible for cleaning the Arena during their designated weeks throughout the season. They are to clean all public areas of the Arena including the lobby, the mezzanine, locker rooms, bleachers, hallways, stairways, player benches and bathrooms.

It is also the responsibility of every team to police the locker rooms of use, player benches, the lobby and mezzanine after every team practice and game. This includes picking up disposing of trash and cleaning up any spills.

Team representatives will be responsible for assigning individual team members the cleaning tasks.

If a team fails uphold and fulfill the responsibilities set forth from above the VAHA President will be notified to review the problem and may impose penalties such as no practice or games until the responsibilities are fulfilled.

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## **COACHING CODE OF ETHICS**

Viroqua Area Hockey Association fully adheres to and adopts all provisions of the USA Hockey Coaching Ethics Code. All coaches are required to follow this code. The General Principles and Ethical Standards must be adhered to in their entirety. These include, and are not limited to:

- Competence
- Integrity
- Professional Responsibility
- Respect of Participants and Dignity
- Concern for Others' Welfare
- Responsible Coaching

At the beginning of the season, coaches must sign a statement indicating that they have read and will comply with the USA Hockey Coaching Code of Ethics. For a full reading, refer to the USA Hockey Website at [www.usahockey.com](http://www.usahockey.com).

Coaches are expected to follow all association rules. This includes, but is not limited to:

1. Addressing player behavior issues and enforcing discipline as outlined above.
2. Managing behavior of assistants.
3. Following all safety rules, including assurance that all required player equipment is used.



4. Using only certified coaching assistants at the levels required by WAHA.
5. Representing the Association in a positive manner and not creating discord with other teams or association members. The Parent Code of Conduct Rules also applies to coaches.
6. In extreme circumstances and with Board approval, the Program Development Committee Chairperson could appoint someone to assume the position of Head or Assistant Coach on any traveling team.
7. Coaches are expected to be present at all scheduled games and practices, barring illness, family emergency or other activities as approved by the Program Development Committee.

Failure to follow the Association rules will result in disciplinary proceedings as outlined below.

### **Matters of Coaching Discipline**

All matters pertaining to coaches' misconduct are to be reported immediately to the Program Development Committee Chairperson. The Program Development Committee Chairperson will investigate the matter and gather information from all sides. He or she may also confer with Program Development Committee members and has the authority to issue warnings. If it is determined that the matter involves a severe violation of the USA Hockey Coaches' Code of Conduct or the Association's rules, the Program Development Committee Chairperson will refer the matter to the President. The Association Board will convene to resolve the matter. Disciplinary decisions are final.

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## **COACH' S CERTIFICATION**

The Association adopts the recommendation of USA Hockey and WAHA rules on Coaching Certification and Ethics. A CERTIFIED HEAD COACH OR ASSISTANT COACH will be on the bench at all play-off and state tournament games. Non-Certified coaches cannot be on the bench at games or on the ice at practices. The Association expects the following certifications:

### **League Teams**

It is required that every coach obtains at a minimum USA Hockey Level One certification the first year of coaching. Under current USA Hockey rules, any certification (Levels 1-3) is good for a three-year period. It is recommended that coaches work toward obtaining additional certification levels. A coach is responsible to obtain USA Hockey insurance and proper certification for the level of play that is coached. The Association also encourages current certification in CPR and First Aid for all traveling team coaches that are on the bench with players.

### **In-House**

It is expected that every in-house coach or helper on the ice will have completed at a minimum the USA Coaching Education Program Level One during the first year of coaching.

### **Clinic Reimbursement**

To encourage education and continuing certification the Association will pay the registration fee for each successfully completed clinic for levels 1-3 provided they are an approved coach of VAHA.

Individuals wishing to attend a level 4 advanced certification can apply with the Program Development Committee. The Association may reimburse a limited number of advanced clinics depending on numbers and funds available.

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## **Reimbursement of Parent Coaching Expenses**

The association will not provide reimbursement for parent coaches for participation in tournaments and league games.

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## **Reimbursement of Non-Parent Coaching Expenses**

VAHA realizes that there is a financial impact with volunteering to coach. This policy is not intended to cover 100% of the expenses incurred by a non-parent coach, but it is the intent to minimize the financial impact on the coach.

VAHA will reimburse non-parent head coaches up to \$500 a year for the following expenses incurred during the on-ice hockey season:

1. Gasoline for driving to away games
2. Motel room for one tournament

Coaches must submit motel and gasoline receipts within seven days post the completion of the state tournament for the level they are coaching. Non-parent head coaches will be reimbursed in one installment following the completion of the on-ice season.

When a VAHA team elects to attend multiple out of town tournaments, teams are encouraged to supplement the travel and lodging costs incurred by the non-parent coaches.

VAHA will reimburse all active head and assistant coaches for USA Hockey registration fees. Additionally, head and/or assistant coaches may request that VAHA reimburse travel costs associated with attending mandatory or continued education coaching clinics. Coaches must gain Board reimbursement payment approval prior to attending clinics if they are reliant on VAHA reimbursement.

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## **Criteria for Selecting Coaches**

It is the intent of these rules and regulations to ensure the best possible coaches for the Viroqua Area Hockey Association. It is our goal to establish a comfortable position for both the coaches and the Board. It is not our intent with these rules and regulations to restrict the coaches' involvement or the Board's controls.

For all coaching positions, the Board, working collaboratively with the Program Development Committee will actively pursue and consider coaching candidates. The Program Development Committee will present a slate of qualified candidates to the Board for approval. The Program Development Committee will be responsible for actual coaching appointments and will rule by simple majority. The Program Development Committee will be given discretion in designating coaching assignments to advance the association's interests in having qualified coaching talent at each team level and age level.

The Program Development Committee will keep the Board informed of qualified coaching candidates and shortages that may exist.

VAHA seeks qualified non-parent and parent coaches at all levels and discourages head coaches from coaching nearly the same group of players over two consecutive or non-consecutive years. They may however, coach more than two years at the same age level. In cases of parents as coaches and coaching shortages VAHA recognizes this may not be avoidable.

The Board reserves the right to review the performance of selected coaches with recommended improvements when necessary. Based upon the review of the individual's performance, the Board may elect to remove the coach from his or her position.

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## **Inclement Weather**

The Viroqua Community Arena will only close if the roads are impassable due to inclement weather. In the case of severe weather the final decision to practice or play a previously scheduled game lies with the head coach and parent representative.

**Each family needs to decide whether the risks of travel are in their best interest.**

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## **Summer Ice and Dry land Programs**

VAHA offers summer ice times at a designated Ice Arena. Instructors teach fundamentals and leave time for scrimmages. The cost is minimal emphasizing participation by all youth players.

Dry land training is offered at the Viroqua Community Arena free of charge.

VAHA encourages all players to utilize these programs to better their skating and hockey skills.

Dates and Times for these programs are posted at [www.viroquathunder.org](http://www.viroquathunder.org).

## **VAHA Travel Policy**

VAHA has some teams that travel regularly to play individual games, two or three games at a time, or intournaments, and some travel is limited to only a few events per year. VAHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

### **Local Travel**

Local travel occurs when VAHA or one of its teams does not sponsor, coordinate, or arrange for travel.

Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, or parent reps should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

Efforts should be made to minimize, and/or avoid altogether, instances where an employee, coach, or volunteer of VAHA programs drives alone with an unrelated minor player to mitigate any circumstances that could lead to allegations of abuse or misconduct.

### **Team Travel**

Team travel is overnight travel that occurs when VAHA or one of its parent reps, coordinates or arranges travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

When possible, Parent Reps will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within VAHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).

Efforts should be made to minimize, and/or avoid altogether, instances where an employee, coach, or volunteer of VAHA programs is alone with an unrelated minor player to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.

The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.

Individual meetings between a player and coach and/or team meetings may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.

If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching duties.

During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy

Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

## **Prohibited Conduct and Reporting**

VAHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in VAHA] may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

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## **FUNDRAISING**

The Fundraising Committee is responsible for planning and submitting all planned fundraisers to the VAHA Board for approval. They also will oversee the various fundraisers and submit success reports to the VAHA Board.

The youth hockey program's revenue only accounts for 1/5 of the Associations annual expenses. Involvement in this committee through its various fundraisers will help insure that VAHA can meet its financial obligations and continue to operate the Viroqua Community Arena.

## **Fundraising using the VAHA Name**

All fundraising and soliciting of donations using the Viroqua Area Hockey Associations name or on behalf of VAHA teams must be approved by the Fundraising Committee and the Board of Directors.

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## **Fundraisers**

1. Arena fundraisers --%100 of the proceeds going to the Association. These fundraisers count toward fulfilling volunteer service hours.

2. Team fundraisers -- %90 of the proceeds for the team and %10 for the Association. These fundraisers do not count toward fulfilling volunteer service hours. Team fundraisers are not allowed on Arena grounds and must be approved. Examples are bake sales, car washes, candle sales etc...

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## **Arena Fundraisers**

### **Fun Night**

The annual Fun Night fundraiser is VAHA's most successful fundraiser. This is a one night event that takes many volunteers many hours to prepare and orchestrate. It includes collecting donations, selling tickets, setting up and cleaning up and various work stations during the event.

### **Golf Outing**

VAHA holds an annual golf outing at the Viroqua Hills Golf course. We encourage all members to field a team. Emphasis is on participation not golfing skill. Various auction items are available at the event.

## **Home Tournaments**

It is the goal of VAHA to have one home tournament per level per year. The Fundraising Committee chairperson will appoint the tournament director for each tournament.

The Arena Committee will pre determine formats for tournament directors to follow. These formats are base on scheduling concerns for the Arena.

Each team is responsible for organizing and hosting their home tournament. The tournament director will work with the team's representative to recruit teams and organize volunteers to fulfill work shifts. Plans to solicit donation must be approved by the Board.

Lack of sufficient teams will result in cancellation of the home tournament for that year.

## **Aluminum Can Collection**

VAHA receives revenue every year from our aluminum can collection bins around Viroqua. Volunteers are needed to constantly empty the bins and help crush the cans for delivery.

## **Granite Plaque and Bleacher Seat Sales**

Granite plaques that hang in the lobby and names on bleacher seats are a good opportunity for someone who would like to make a donation from them or as a memorial for a loved one.

## **Sign Boards and Zamboni signs**

VAHA rents Zamboni and sign board space at the arena for businesses to advertise.

## **Grants and Donations**

VAHA encourages members to explore possible grants and donations from all sources.

## **Candy bar sales**

This is a mandatory fundraiser as part of the youth hockey program registration fees. Each family is required to sell at least 2 boxes of candy bars. Various incentives are offered for those who sell the most. A family may opt to buy out if desired.

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## **Team Fundraisers**

### **Tournament fundraisers**

During a team's home tournament they may have raffles and other fundraisers. Sales of any food products are not allowed because of competition with the concession stand.

### **Candle sales**

A team fundraiser with delivery scheduled before Christmas.

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## **PUBLICITY**

The Publicity Committee handles all newspaper articles and other publicity and keeps permanent listing of all printed matter for the Club. The committee also is responsible for the writing and distribution of a newsletter to all members.

The Publicity Committee is responsible to provide the clubs webmaster with any content is wishes to be publish on the Association's website.

The annual awards banquet and other publicity events are organized by this committee.

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## **REFEREE**

The Referee committee shall recruit, inform and organize referees for VAHA home events. It will work with the arena office for referee scheduling. While it is our intent to give all level refs equal games, VAHA reserves the right to use referees according to performance, conduct and willingness to ref games when scheduled.

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### **Referee Clinics**

The Association relies on its adult and youth members to serve as referees for home games and tournaments. VAHA will reimburse fees incurred by members at USA/WHOA Referee Clinics on the condition they serve the Association as a referee.

A list of referee clinics can be found at [www.wihoa.org](http://www.wihoa.org). Potential referees must be at least 12 years of age.

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### **Referee Conduct**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as baiting or inciting players or coaches

are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

The conduct of the referees is outlined by WHOA and USA Hockey. It will be the responsibility of the Referee Committee to hear grievances and report any infractions to the WHOA and USA Hockey.

Individual coaches, players, parents and guests must report grievances to the Referee Committee chairperson. Any direct contact with the referee is in direct violation of VAHA's Zero Tolerance Policy.

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## **EQUIPMENT**

The equipment committee shall keep an inventory, disperse, and collect all playing equipment, and inform the Board of any needs or problems.

All skaters must wear equipment required by USA Hockey.

VAHA will provide or make available to our skaters the following equipment. All other equipment is the responsibility of the skater.

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### **Game Jerseys**

The Association will provide a home and away jersey to all traveling teams. These jerseys are only for use during games and taking official team pictures. VAHA Board approval is required for any other use. It is the responsibility of the player to keep the jerseys clean and in good condition. In the event of a lost or maliciously damaged jersey the player (parent) will be responsible for covering the cost or replacing the jersey.

Jerseys are to be placed on a hanger when not in use during a game and not stored in the player's hockey bag. It is recommended that all jerseys be transported in a garment type bag so as to protect them from damage and soiling.

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### **Goalie Equipment**

The Association will provide goalie equipment such as blockers, chest protectors and gloves for use by our goalies. To encourage skaters to play goalie, no deposit or rental charge is assessed. The equipment is to be turned in at the end of the season at the designated equipment collection time.

A player may check out goalie equipment for use in summer ice hockey leagues and camps. Association equipment is not to be used for non ice hockey activities such as roller hockey unless approved by VAHA. Users are responsible for the care and safe return of all goalie equipment or they will be assessed a replacement charge.

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### **Hockey Equipment Rental**

VAHA encourages skaters to buy their own equipment but has limited equipment for rent. This includes helmets, chin pads, shoulder pads, elbow pads, and breezers. Gloves, sticks, skates and other equipment are the responsibility of the skaters. The rental equipment is issued on a first come, first served basis. All equipment is to be turned in at the end of the VAHA season at the designated equipment collection time.

A player may rent equipment for use in summer ice hockey leagues and camps. Association equipment is not to be used for non ice hockey activities unless approved by VAHA.

The VAHA Board will set the cost for rental of equipment before each season. Lost, damaged or non returned equipment will be the responsibility of the user and they will be assessed a replacement charge.

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## **ARENA COMMITTEE**

This committee is to oversee the management of the Community Arena, employees, maintenance and operation. They are responsible for approving, planning, organizing and implementing all Arena improvement or remodeling projects. Affixing any permanent pictures, decorations, signage or any other fixture must be approved by the Arena Committee.

The Arena Committee along with the Fundraising committee are responsible for generating ideas for fundraising during the dry floor season using the volunteer base of VAHA as a work force.

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## **Arena General Rules of Use**

The Viroqua Community Arena is the result of many years of hard work from many volunteers from the past and present membership and great support from our community. The arena is for everyone therefore it is for everyone to care for. The following are general rules for use:

1. No sticks or puck use anywhere but on the ice or designated areas.
2. No running or horseplay that is not a part of practices.
3. Keep it clean. If you drop or see trash pick it up. Don't expect someone else to do it.

Our Arena is the envy of many communities. Please take pride in it to keep it that way.

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## **Scheduling**

The Arena Committee and VAHA Board of Directors have set up the criteria for ice scheduling at the Arena. Priority is given as follows:

1. High School Games
2. Tournaments and other Arena Events
3. League Games
4. Team Practices
5. Private Rentals

Games and practice times will change regularly without notice due to weather and other conflicts. It is the responsibility of all members to check the daily schedule for any changes. The schedule is located in the lobby of the Arena or on the website at [www.viroquathunder.org](http://www.viroquathunder.org).

Scheduling of summer events at the Arena is done through the Arena office

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## **Public Use of Facility**

Use of the Community Arena and grounds is open to the general public as long as proper rental agreements are signed; fees and security deposits are paid. Contact the Arena to book dates.

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## **Open Skate**

VAHA offers open skate for the general public on Saturday and Sunday nights and periodic weekdays. Season passes and skate rentals are available. No sticks or pucks allowed at this time.

All participants skate at their own risk and required to skate at a speed to maintain control of their body and in a manner that has the safety of other skaters as a priority.

General rules for open skate:

Skate only in the direction of the flow.

Always keep moving while on the Ice.

No playing tag or any other unauthorized games.

No food, drinks, or candy on the Ice.

No toys, balls, pucks, or sticks.

No cell phones or other electronic devices may be use will on the ice.

No profanity allowed.

Scooter Aids are for beginners "ONLY".

Complaints of policy or rule violations may result in a warning and/or revocation of skating privileges.

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## **Adult Hockey**

VAHA offers adult open hockey for men, women and co-ed. Participants must be at least 18 years old and not a current HS player.

VAHA asks that children under 12 years not be left unsupervised at the Arena during adult hockey. Participants in adult hockey cannot play and supervise at the same time.

All adult players must complete and sign a waiver of liability (one per year).

All adult players must sign in and pay the required fee before entering the ice.

Adult players are expected to respect the Arena and dispose of any garbage generated by them.

All adult players are required to wear protective equipment (helmet, shin pads, elbow pads and gloves minimum).

Adult players are expected to maintain self-control and show sportsmanship.

Instigating fighting and/or fighting is not allowed and will result in players asked to leave.

Adult players must conduct their play at a speed and in a manner to maintain control of their body and stick and in a manner that has the safety of other players as a priority. Skate with the flow and maintain at least one stick length gap to others as a rule.

Hooking, slashing, tripping, holding, grabbing, charging, checking, poke checking into skates and intentional body contact to impede others are not allowed. Retaliation is not allowed.

Shooting the puck above the waist into the vicinity of non-goalie players is not allowed.

Complaints of policy violations may result in a warning and/or revocation of playing privileges.

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## **Private Ice Rental**

VAHA offers private ice rental. A signed waiver of liability or proof of insurance is required. Protective equipment is strongly recommended. Usage fees are charged per hour. Skate rental is available.

## **Use of Shooting Practice Cage**

VAHA has available to all players to use free of charge a shooting practice cage while the arena is open unless a game is in progress. Other times of use are available. They must be supervised and scheduled through the Arena Manager.

General Rules of use of the shooting practice cage:

Obtain permission from Arena staff.

Only one user at a time may shoot in the designated shooting area.

Shoot only from the designated shooting area into the cage.

No puck or stick use allowed out of the designated shooting area.

If more than one user wants to use the cage at the same time a one bucket of pucks limit is in effect.

Users must retrieve all pucks they shoot.

No food or drink allowed in the designated shooting area.

No hanging, pulling or climbing on the netting.

No horseplay allowed.

Complaints of policy or rule violations may result in a warning and/or revocation of use privileges.

## **Use of Mini Rink**

The mini rink located north of the Arena is open to any member to use. This is an unsupervised area and is used at your own risk. Protective equipment is strongly recommended. This is a great place for players to practice shooting and stick handling. It is up to those who use it to clean up after themselves and turn off any lights used. Failure to do so may result in a ban from use.

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## **Arena Equipment Rental**

VAHA has equipment such as tables, chairs and stage pieces for rent. These are offered to the general public. Late charges and security deposit may apply.

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## **Scorekeepers Booth**

The scorekeepers booth located in the Arena is for use of the designated off ice officials only during games. Only persons 16 years and older may be off ice officials and are allowed in the booth. A maximum of four officials are allowed in the booth at one time.

For safety and liability reasons spectators are not allowed at any time.

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## **Player Bench and Penalty Box Area**

Only players, coaches and officials are allowed in these areas. Players must wear helmets at all times. Spectators in these areas are not allowed will be asked to leave.

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## **Locker Rooms**

Access to locker rooms requires a checkout of a key by an adult from Arena staff.

Personal vehicle keys may be required for checkout and an inspection of the locker room may be conducted before return of vehicle key.

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## **Mezzanine**

The mezzanine is open for all to use during games and practices. The mezzanine is available for team meetings and meals with the understanding that it is left clean and garbage removed. Children under 12 are not allowed without adult supervision. The Arena general rules of use apply.

The mezzanine is also available for private rental during non-game times. Rental fees and cleaning deposits apply. Contact the Arena office to book your event.

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## **CONCESSION**

The Concession Committee is responsible for overseeing and operating the Arena's concession stand. As one of VAHA major fundraisers the stand is operated in a business like manner using members as volunteer labor. It is licensed as a restaurant by the State of Wisconsin therefore we are required to follow State standards.

Our concession is recognized by many of our members and guests as the best of any Arena in the area. The committee prides itself on its wide variety on the menu and its high standards.

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### **Worker's requirements**

To comply with State law no one under the age of 16 is allowed to work in the concession stand. Workers are required to wash their hands before handling food. When working follow all committee posted instruction.

Only current workers are allowed in the stand. If you need something from the stand ask a worker for it. To eliminate any potential misunderstandings do not self serve.

The concession stand contains some expensive equipment that requires training to operate. If you have not been properly trained do not operate it. Request for training should be directed to the committee chairperson.

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### **Standards for customer satisfaction**

When working in the concession stand, be attentive and courteous. Try to resolve any customer problems tactfully. It is our goal to completely satisfy the customer to keep them coming back.

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### **Rental Policy**

The concession is available as part of an Arena rental package. Additional fees and security deposit may apply.

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### **FINANCE**

The Finance committee plans and studies proposed budgeting, follow through on approved budgeting and submit reports or information when requested by the Board of Directors.

The committee shall consist of board members appointed by the President and be chaired by the Treasurer.

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## **NOMINATIONS**

The Nominations Committee will finalize a list of candidates for all open positions at the March meeting. The Board will prepare the ballot and inform the membership of the eligible nominees for the election to be conducted at the annual meeting held in April.

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### **Qualifications for VAHA Board Nominees**

Any active member including present Directors may place his/her or the name of any other active member in nomination for the Board of Directors. Nomination for Directors shall be closed at the March meeting of the Board of Directors before the Annual Spring membership meeting and all members present shall vote up to but not to exceed the number of openings on the Board of Directors at that time.

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### **Board member terms and expectations**

Each Director shall be elected at the annual Spring membership meeting, and the term of office shall be three (3) years until the next annual Spring membership meeting and the election and qualification of his/her successor. Consecutive terms shall not be limited.

The VAHA board is a working board. Board members are expected lead by example and to perform the many duties, tasks and responsibilities it takes to operate and promote the Viroqua Area Hockey Association and the Viroqua Community Arena.

Board members are required to attend at least 75% of annual Board of Director meetings and serve on at least one of VAHA's standing committees.

To be a VAHA Board member means spending your extra time doing for others.

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## **DISCLAIMER**

The guidelines and policies put forth in this handbook are subject to change at any time contingent on VAHA board approval. The VAHA Articles of Incorporation and VAHA Bylaws respectively supersede the guidelines and policies.

Final interpretation of any policy or guideline rests with the Viroqua Area Hockey Association's Board of Directors.

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## **VAHA AND VIROQUA COMMUNITY ARENA ZERO TOLERANCE POLICY**

In an effort to keep ice hockey a more desirable and rewarding experience for all participants, USA Hockey has instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, the following points of emphasis must be implemented by all On-Ice Referees and Linesmen:

### **PLAYERS**

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

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular

person.

3. Visually demonstrates any sign of dissatisfaction with an officials decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

## **COACHES**

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

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators. Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

## **OFFICIALS**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as baiting or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

## **PARENTS/SPECTATORS**

The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game.

The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators viewing and game area.

Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include but not limited to:

Use of obscene or vulgar language in a boisterous manner to anyone at anytime.

Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence

Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

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## **VIROQUA AREA HOCKEY ASSOCIATION**

### **BYLAWS**

#### **ARTICLE ONE**

##### **NAME AND OFFICE**

SECTION 1. The name of this corporation shall be Viroqua Hockey Association, Inc. and its principle office shall be located in the city of Viroqua, Vernon County, State of Wisconsin.

#### **ARTICLE TWO**

## **PURPOSE**

SECTION 1. To operate as a qualified amateur sports organization, exclusively to foster national or international amateur sports competition, and primarily to promote, support and develop amateur athletes in the sports of ice hockey, figure skating and other ice activities, to be duly organized and operated exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE THREE**

### **AFFILIATION**

The Association shall be affiliated with USA Hockey and Wisconsin Amateur Hockey Association and shall comply with and enforce all rules and regulations of these organizations in connection with the objects, purposes, functions and powers of VAHA as set forth in the bylaws.

## **ARTICLE FOUR**

### **MEMBERSHIP**

SECTION 1. Membership shall be open to all adult persons who are interested in the promotion of ice hockey and other ice skating activities.

SECTION 2. Membership in the Viroqua Hockey Association, Inc. shall be open to all persons without regard to race, gender, religion, age, origin or economic circumstances and this organization is not segregated. There shall be no discrimination against any applicant for membership in this club on the basis of race, gender, religion, age or origin. It shall be the responsibility of every participating member to conduct themselves within the spirit of these bylaws to assure the proper function of the Club.

SECTION 3. The requirements for any youth participating in any and all levels of the program are as follows:

A. A member of the youth's immediate family must be a member of the Viroqua Hockey Association, Inc. Immediate family shall mean a parent or guardian and meet the membership requirements outlined in Section 1 above.

B. All participating youths must have a signed permission slip from a parent or guardian, the content of such permission slip to be determined by the registration committee of the Club.

C. Upon written request by the parent or guardian of a prospective participant to the Board of directors, the Board of Directors shall have the discretion to waive the membership requirement contained in paragraph A above. Such written request shall specify the reason why the waiver is being requested.

SECTION 4. There shall be an annual meeting of the membership in spring at a place and time to be determined and members shall be notified by ordinary mail at least (10) ten and not more than sixty (60) days prior to said meeting. Said notice shall contain the names of nominees for open board seats and any and all matters of discussion for consideration of the Board of Directors.

The purpose of the annual meeting shall be:

1. The election of new members of the Board of Directors for the ensuing term of office.
2. A written financial summary for the year shall be presented to all of its members.
3. At annual meetings of the membership, a quorum shall consist of ten percent (10%) or more of the members in the association. In order to conduct any lawful business of the association a majority vote of a quorum shall be necessary.

SECTION 5. Special meetings of the members may be called at any time at the discretion of the President or by the majority vote of the board of directors or by application in writing by 6(six) association members to be received by the Board of Directors. The request must state the reason for a special meeting and the items intended to be discussed at the meeting. Written notice of the special meeting shall be made public by the Secretary to all members at least 14 days prior to the date of the meeting, and such notice shall contain the date, time and place of the meeting as well as the purpose of the meeting. A simple majority of members of the Association shall be



present for a quorum for a special meeting. In order to conduct any lawful business of the association a majority vote of a quorum shall be necessary.

## **ARTICLE FIVE**

### **DEFINITIONS**

SECTION 1. As used in the Bylaws, the term:

- A. Amateur athlete means any athlete who shall have no personal profit from participation in competitions or exhibitions or public demonstrations and meets the eligibility standards established by the Amateur Hockey Association of the United States, the national governing body for youth hockey, and the United States Figure Skating Association, the governing body for figure skating.
- B. Amateur sports organization means a not-for-profit corporation, Club, federation, union, association, or other group organized in the United States which sponsors or arranges any amateur athletic competition.
- C. Amateur athletic competition means a contest, game, meet, match, tournament, or other event in which amateur athletes compete.
- D. VAHA means Viroqua Hockey Association, Inc.
- E. USAH means USA Hockey.
- F. Club means the organization of VAHA.
- G. USFSA means United States Figure Skating Association.
- H. WAHA means Wisconsin Amateur Hockey Association.

## **ARTICLE SIX**

### **OBJECTIVES**

SECTION 1. The objects and purposes of VAHA shall be to:

- A. Meet national goals for amateur athletic activities and to encourage the attainment of these goals.
- B. Promote, foster, and develop the standards of ice hockey and other ice activities throughout Vernon County and the surrounding area.
- C. Maintain uniform national playing rules of ice hockey or other ice recreation.
- D. Encourage the formation of other ice recreation programs.
- E. Display, and administer national and regional policies beneficial to the sports and to enforce laws and regulations governing the sport of ice hockey or other ice recreation.
- F. Promote and encourage physical fitness and public participation in amateur athletic activities, in general, and to promote ice hockey as a team sport, and in addition figure skating primarily for boys and girls, young men and young women, as a means of healthful exercise for improving physical fitness, mental health and social development, in particular.
- G. Provide and coordinate technical information on physical training, coaching and performance analysis, and sports safety.
- H. Sponsor, encourage, and regulate amateur hockey tournaments and other ice shows and events.

## **ARTICLE SEVEN**

### **BOARD OF DIRECTORS**

SECTION 1. General Powers. The property, affairs and business of the club shall be under the care of and be managed by the Board of Directors.

SECTION 2. The number of Directors shall be nine (9) to fifteen (15), which number may be changed by amendment of these by-laws but shall not be less than three (3).

SECTION 3. Term of Office:

A. Each Director shall be elected at the annual Spring membership meeting, and the term of office shall be three (3) years until the next annual Spring membership meeting and the election and qualification of his/her successor. Consecutive terms shall not be limited.

B. Any active member including present Directors may place his/her or the name of any other active member in nomination for the Board of Directors. Nomination for Directors shall be closed at the March meeting of the Board of Directors before the Annual Spring membership meeting and all members present shall vote up to but not to exceed the number of openings on the Board of Directors at that time.

C. The conduct of the election will be the responsibility of the Nominating Committee appointed by the president upon recommendation of the Board of Directors. Election will be by secret ballot among the Association members present at the Annual meeting. The results of the election will be disclosed prior to the adjournment of the Annual Meeting. All votes shall be tallied for each candidate. The candidates receiving the highest number of votes will be declared the winners of the open Director seats.

SECTION 4. Additional powers: Without restricting the powers of the Board of Directors by implication or otherwise, said Board shall have, in addition to all other powers which they may lawfully exercise, the following powers, to-wit:

A. The Board of Directors shall have the power to purchase, or otherwise acquire, lease, sell, convey, assign or otherwise transfer, subject however, to the provisions of the Wisconsin Statutes, for the Club any property, rights or privileges which the Club is authorized to acquire, real, personal, or mixed, at such prices and on such terms and conditions and for such consideration as said Board may see fit, and may at its discretion pay for any property or rights acquired by the Club either wholly or partially in money or in other evidences of indebtedness, subject, however to the provisions of the Wisconsin Statutes. Provided, however, that no indebtedness for borrowed money shall be contracted on behalf of the corporation and no evidences of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board of Directors. Such authorization may be general or confined to specific instances.

B. The board of Directors shall have responsibility of conducting the day-to-day business of the Club, including but not limited to conducting business and social meetings, publicity, and promotion, handling all Club funds, designating a bank as a depository for the Club funds and opening a checking account, entering into contracts, which are consistent with the purposes of this organization, investing Club funds, and granting awards and scholarships. One member is required to act as liaison to the Arena Committee.

C. The VAHA Board of Directors shall in their discretion determine the length of each season including the starting and finishing date.

D. Act upon issues beyond the scope of the By-laws.

E. Act on any and all proposals, to amend or revise the By-laws and regulations of the

Association or it's governing bodies. Proposed amendments to the By-laws must be approved by an affirmative vote of no less than two thirds (2/3) of the Board of Directors.

SECTION 5. Resignation. A Director or an officer may resign at any time by filing his/her written resignation with the Secretary. Such resignation shall take effect at the time of filing, unless some time be fixed in the resignation and then from that time.

SECTION 6. Removal. Any Director may only be removed at any time by a special meeting of the Board of Directors called for such a purpose by the vote of a (66 2/3) majority of the Board of Directors.

SECTION 7 Vacancies. In the event of a vacancy on the Board of Directors for any reason, the standing Board of Directors may nominate an Association member of their choice at the next regularly scheduled meeting of the Board. Election will be made by simple majority of the Directors present at the Board meeting immediately following

the nomination. Directors so elected will serve the remainder of the term of office that was to be served by the departing Director.

SECTION 8. Place of meetings. Unless otherwise specified in the notice or waiver of notice thereof, all meetings of the Board of Directors shall be held at the principle location of the Club at Viroqua, WI.

SECTION 9. Quorum. Voting Directors having sixty-six and two-third (66 2/3) percent of the votes that may be cast at any meeting shall constitute a quorum and a quorum shall be necessary to conduct any business. The act of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, the Articles of Incorporation or these By-Laws.

SECTION 10. All Directors shall serve without compensation, but shall be reimbursed for any legitimate out-of-pocket costs incurred by said person on behalf of the Club as outlined in Article Ten, Section 1. Approval for payment of such amount shall be given upon presentation of a statement showing expenditures and by whom made, to the Finance committee and/or Treasurer and said statement shall be submitted for approval by the Board of Directors at their next meeting.

SECTION 11. A. Regular meetings of the Board of Directors. Regular meetings of the Board of Directors shall be held each month and notice of said meeting shall be given at least seven days prior to said meeting by the secretary of the Club or by someone designated by the Secretary. If mailed, such notice shall be deemed to be given when deposited in the United States mail addressed to the Directors with postage prepaid thereon. All Board members must be present at seventy-five (75) percent of the annual regular meetings of the Board of Directors. Any director not present at seventy-five (75) percent of the regular meetings of the Board of Directors held will be considered for removal.

B. All Board of Director's meetings shall be open to the general membership, except when the Board of Directors is in closed session. The Board may enter into closed sessions at the request of any director to discuss business, which does not affect the general membership, i.e. nonpayment of membership or action concerning an individual member. Only Directors shall be present at a meeting that has entered into closed session.

C. Any association member can request a meeting with the board to be held in closed session, but this request must be in writing at least 1 week prior to the requested meeting. The subject of the meeting must be specific to the individual only and not the general membership. Only Directors and the individuals shall be present at a meeting that has entered into closed session.

D. All meetings shall be conducted in accordance with Robert's Rules of Order as a guideline. These rules may be temporarily suspended by unanimous consent of the members present.

SECTION 12. Special meetings of the Board of Directors. Special meetings of the Board of Directors shall be held whenever called by the Secretary upon the direction of the President, or upon the written request of two Directors and it shall be the duty of the

Secretary to give one week notice and purpose of such meetings in person or by mail or telephone to enable the Directors so notified to attend such meeting.

SECTION 13. Meetings by consent. Meetings of the Board of Directors may be held at any time or place where all of the Directors are present and consent to the holding of such meeting.

SECTION 14. Organization. The President and in his/her absence the Vice-President, and in their absence any Director chosen by the Directors shall call the meeting of the Board to order and shall act as chairman of such meeting. The Secretary of the Club shall act as Secretary at all meetings or in the absence of said Secretary, the presiding officer may appoint any Director to act as Secretary.

SECTION 15. Unanimous consent without meeting. Any action required or permitted by the Articles of Incorporation or By-Laws or any provision of law to be taken by the Board of Directors at a meeting or by resolution may be taken without a meeting of a consent in writing setting forth the action so taken, shall be signed by all of the Directors then in office.

## **ARTICLE EIGHT**

### **OFFICERS**

SECTION 1. The officers of this Club shall be a President, Vice-President, Secretary, and Treasurer. These officers shall be elected at a special meeting of the Board of Directors held after the annual Spring membership meeting. Such officers shall hold office for the term of one (1) year until their successors are elected.

SECTION 2. Duties. The principle duties of the general officers respectively are as follows:

A. President. The principle duties of the President shall be to preside at all meetings of the Board of Directors and to have general supervision of the affairs of the Club. He/she shall perform such additional or different duties as shall from time to time be imposed or required by the Board of Directors or as may be prescribed from time to time by the By-Laws. The President will be an 'at large' member of all committees.

B. Vice-President. The Vice-President shall discharge the duties as prescribed by the Board of Directors and shall act for the President in the event of his/her absence or disability to act.

C. Secretary. The principle duties of the Secretary shall be to countersign documents which by law require the countersignature of a Club Secretary, and to see that all notices are given in accordance with these bylaws or as provided by law, and to keep a record of all the proceedings at the meetings of the membership and Directors, and to safely and systematically keep all books, papers, records and documents belonging to the Club or in any ways pertaining to the business thereof. The Secretary shall also provide Board of director meeting minutes to all board members for review at least three days before the next regular meeting. He/she shall perform such additional or different duties as shall from time to time be imposed or required by the Board of Directors or as may be prescribed from time to time by the By-laws.

D. Treasurer. The principle duties of the Treasurer shall be to keep and account for all monies, credits and property of any and every nature of the Club which shall come into his/her hands and keep and accurate account of all monies received and disbursed and of money and property on hand and generally of all matters pertaining to his/her office as shall be required by the Board of Directors. Unless otherwise provided by the By-laws or the Board of Directors, he/she shall sign all checks, drafts and vouchers by or through which the monies of the Club are disbursed. The Treasurer shall receive all monies of the Association and pay all expenses. The Treasurer shall keep proper and correct records of all transactions and shall make disclosure of income, expenditures, variance from budget, and balances at each regularly scheduled meeting of the Board. An annual report must be prepared for approval of the Board no later than the May meeting. The Treasurer will prepare, and complete and file any financial forms necessary for the operations of the Association. A written financial summary for the year shall be presented to all of its members at the annual spring meeting. He/she shall perform such additional or different duties as shall from time to time be imposed or required by the Board of Directors or as may be prescribed from time to time by the By-laws.

E. Additional Officers. The Board of Directors shall have the power to elect or appoint assistants to the general officers of the corporation and such other officers, agents and servants as it may from time to time deem necessary who shall perform such duties as may from time to time be imposed or required by the Board of Directors or as may be prescribed from time to time by the By-laws for a term to be determined by the board.

SECTION 3. Delegation of duties. In case of the absence or inability to act of any officer of the Club, the Board of Directors or the President during the interim between meetings of the Board may delegate for the time being the duties of such officer to any other officer or to any Director.

SECTION 4. Removal and vacancies. Any officer, agent, or servant elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interest of the Club will be served thereby. The Board of Directors may provide for carrying on the duties of any suspended officer or may fill a vacancy in any office resulting from the removal of the incumbent.

## **ARTICLE NINE**

### **STANDING COMMITTEES**

These committees shall be recommended by the Board and appointed by the President with the approval of the members present at the first regular meeting after the annual Spring membership meeting and shall then commence their duties and responsibilities immediately. Each Board member is required to serve on at least one standing committee.

SECTION 1. Term of committees shall be one year.

## SECTION 2. The names and duties of the Standing Committees shall be:

A. Arena Committee. Said committee is to oversee the management of the Arena, employees, maintenance and operation. They are responsible for approving, planning, organizing and implementing all Arena improvement or remodeling projects. Any maintenance costs or project cost exceeding current year budgeting for such costs shall be submitted to the Board of Directors for approval. They are also responsible for generating ideas for fundraising during the dry floor season using the volunteer base of VAHA as a work force.

B. Finance. Said committee to plan and study proposed budgeting and follow through on said proposed budgeting and submit reports or information when requested by the Board of Directors. Said committee shall perform additional duties as required by the Board. The committee shall be chaired by the Treasurer.

C. Publicity. Said committee shall handle all newspaper articles and other publicity and keep permanent listing of all printed matter for the Club. Said committee should be responsible for the writing and distribution of a newsletter to all members.

D. Membership. Said committee shall maintain and keep a list of members and plan membership registration prior to the playing season.

E. Coaches/Program development. Said committee shall organize coaches and assistants, and shall plan and schedule hockey and other ice recreation programs and inform the Board of any needs or problems arising with said youth ice recreation program, and said committee shall perform additional duties as required by the Board.

F. Fundraising. Said committee shall plan and schedule lawful fundraising activities with the approval of the Board, in accordance with these By-Laws.

G. Referees. Said committee shall organize referees and schedules.

H. Equipment. Said committee shall keep an inventory, disperse, and collect all playing equipment, and inform the Board of any needs or problems.

I. Maintenance. Said committee shall schedule required maintenance of rink equipment with approval of the Board of Directors.

J. Nominations. Said committee will finalize a list of candidates for all open positions at the March meeting. The Board will prepare the ballot and inform the membership of the eligible nominees for the election to be conducted at the annual meeting held in April.

SECTION 3. Special committees may be recommended by members of the Board and appointed by the President when from time to time deemed necessary to the benefit of the Club. Special committees term shall be determined by the Board.

SECTION 4. Each standing or special committee shall be headed by a chairperson who shall be appointed by the President upon recommendation by the Board and the Chairperson shall serve as head of his respective committee for the term of such committee. Committee Chairpersons shall have sole responsibility for the proper functioning of said committee.

SECTION 5. The Board shall appoint a volunteer coordinator to oversee the function of all standing committees and to act as liaison between chairpersons of each committee when needed.

SECTION 6. The Board shall appoint a registrar for the ensuing season. The registrar shall have the responsibility for the enrollment of the youth hockey players, coaches, and teams of the association and be a member of the membership committee.

## ARTICLE TEN

### POWERS AND JURISDICTION

SECTION 1. VAHA shall have perpetual succession and power to:

A. To serve as the local governing body for amateur ice hockey activity in Vernon County, Wisconsin.

B. Promote and encourage the civic interests of the nation through educational programs directed to all classes of individuals to inform of the virtues of good citizenship and sportsmanlike conduct, of the cultural aspects of amateur ice recreational activities, and of the benefits of physical fitness from participation in amateur athletic activities, including ice hockey.

C. Establish qualifications of membership, classification of members and categories for both voting and non-voting members and participatory members. In doing so, VAHA shall provide equal opportunity, without regard to race, gender, religion, age or origin for the participation in or for any activity of this corporation, especially activities dealing directly with amateur ice hockey competition, to all individuals who are eligible under applicable national and regional rules and regulations and such rules and regulations concerning amateur ice hockey competition without discrimination; providing further, however that the corporation shall not deny eligibility to any amateur ice hockey athlete except after according that such amateur ice hockey athlete is given fair notice and hearing as to the issue of eligibility.

**SECTION 2.** In furtherance of the purposes of VAHA:

A. Solicit, apply for, receive, hold and disperse grants, gifts, bequests, endowments and other funds; to purchase materials and equipment as is necessary and appropriate; to maintain checking and savings accounts; to borrow money and establish lines of credit and to purchase insurance.

B. Operate exclusively for public health, safety and charitable purposes to foster national or international sports competition, or for charitable, scientific, literary or educational purposes.

C. Sue and be sued; make contracts; approve and revoke membership in VAHA; to publish a newsletter, brochure, or other publication necessary and proper to carry out the purposes of VAHA.

D. Amend its By-Laws in a manner not inconsistent with the laws of the United States of America or any other state.

**SECTION 3.** VAHA shall be non-political and, as an organization, shall not promote the candidacy of any person seeking public office.

**SECTION 4.** VAHA shall have no power to issue capitol stock or to engage in business for pecuniary or gain.

**SECTION 5.** The objects, purposes, functions and powers specified herein shall, except as otherwise expressed, be in no way limited or restricted by reference or to inference from the terms of any clause or paragraph of these articles. The objects, purposes, functions, and powers specified in each of the clauses or paragraphs of these Articles of Incorporation shall be regarded as independent objects, purposes, functions and powers of the VAHA as set forth in the By-Laws.

**SECTION 6.** The corporation may in its regulations confer powers, not in conflict with law, on its Directors in addition to the foregoing, and in addition to the powers and authorities expressly conferred on them by statute.

**SECTION 7.** The VAHA shall comply with and enforce all rules and regulations of USAH, WAHA and USFSA in connection with the objects, purposes, functions and powers of VAHA as set forth in the bylaws.

**SECTION 8.** No member of VAHA shall deny or threaten to deny any amateur athlete, coach, trainer, manager, administrator, or other official, the opportunity to compete in state, national, or international competition.

## **ARTICLE ELEVEN**

### **EARNINGS**

**SECTION 1.** No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, Directors, officers or other private persons, except that the Board of Directors of this corporation may at any time and from time to time, by resolution as adopted by two-thirds (2/3) of the total number of Directors, provide for the payment of compensation to, and for the payment or reimbursement of expenses incurred by, any Director, officer, agent, or employee, but only if and to the extent that the performance of such service or the incurrence of such expenses is directly in furtherance of the charitable purposes of this corporation and the compensation of the amount of expenses paid or reimbursed, as the case may be, is reasonable and not excessive.

SECTION 2. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 3. Notwithstanding any other provision of these By-Laws, the corporation shall not carry on any activities not permitted to be carried on by:

A. A corporation exempt from the Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provisions for any future United States Internal Revenue Law).

B. A corporation, contributions to which are deductible under section 170 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

SECTION 4. The purposes of this corporation do not include pecuniary gain or profit to the members thereof. Consequently, none of its net earnings shall inure to the benefit of any private member or individual; provided, however, that this provision shall not be construed so as to prevent reasonable compensation for services rendered to this corporation.

## **ARTICLE TWELVE**

### **DISTRIBUTION**

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, literary, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 510 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE THIRTEEN**

### **DUES**

SECTION 1. The appropriate youth hockey participant fees shall be designated and approved by the Board of Directors of the VAHA.

SECTION 2. Any member, who fails to pay its appropriate youth hockey participant fees, being reasonable and nondiscriminatory, shall be brought to the attention of the Board of Directors for a hearing and action thereof. No one will be refused participation due to financial hardship.

## **ARTICLE FOURTEEN**

### **DISSOLUTION**

The Board of Directors only shall have the authority to adopt a resolution of dissolution in accordance with legal statute. An affirmative vote of two-thirds (2/3) members of the Board of Directors at a meeting duly constituted for that purpose is necessary for such action. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine.

## **ARTICLE FIFTEEN**

### **AMENDMENTS**

SECTION 1. Amendments to the By-laws may be submitted by:

A. An organization member only after consideration at a regular meeting of the board of directors.

B. The Board of Directors.

SECTION 2. A proposed amendment to the By-laws must be submitted to the Secretary in writing to be read at a meeting of the Board of Directors who will be given a copy of the proposed amendment and notice of consideration at least ten (10) days prior to such meeting. A proposed amendment may be adopted only upon the affirmative vote of not fewer than two-thirds (2/3) of the members of the Board of Directors at a subsequent regular meeting.

## **ARTICLE SIXTEEN**

### **FISCAL YEAR**

The fiscal year of the corporation shall be May 1 to April 30.

## **ARTICLE SEVENTEEN**

### **TITLE**

These By-laws shall be identified as restated By-laws of the Viroqua Hockey Association, Inc. and shall supersede and take place of the existing By-laws of the Club and all amendments thereto existing prior to the 11th day of May, 2009

## **ARTICLE EIGHTEEN**

### **CONFLICT OF INTEREST**

The purpose of this conflict of interest policy is to protect the Viroqua Area Hockey Association ("VAHA") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a VAHA Officer or Director or a non-board member serving on a VAHA Committee.

#### **Definition**

This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable organizations. It is the policy of the VAHA Board of Directors that no Director, nor anyone to whom the Board of Directors may delegate authority to act on its behalf, may, either directly or indirectly, profit personally, from actions taken by the Board of Directors where that Director or delegate may have influenced that action.

It is the duty of members of VAHA Board of Directors to disclose any such conflicts whenever they may exist and to excuse themselves from voting or commenting on any action that is being contemplated by the Board as is described in the previous paragraph. It is also the duty of a non-board member serving on a VAHA Committee to disclose any such conflicts and to excuse themselves from acting on any such action. Such conflict of interest disclosures will be documented in the minutes of the appropriate Board of Directors meeting and/or Committee meeting. If there is a question of whether or not a conflict of interest exists, the VAHA Board of Directors will take a majority vote to determine if a conflict of interest is present. If a conflict of interest is present the member will be excused from voting on the matter as stated above.

Further, a voting member of the Board of Directors who receives compensation either directly or indirectly from the VAHA will excuse himself or herself from voting on any matter directly related to said compensation. Each Board member or delegate will annually sign a statement affirming the principles of this policy statement. Such signed statements will be maintained by the Secretary of the Board of Directors of VAHA. The Secretary of the Board of Directors of VAHA will maintain such signed statements.

Conflicts may include but are not limited to

A direct family or personal relationship with individuals involved in VAHA;

Having an outside business interest that competes with the activities of VAHA;

Having an outside business that is a purchaser or supplier of goods or services to VAHA;

A relative of yours (or a person with whom you have a significant relationship) is employed by or has a business interest in companies or organizations that compete with, sell to, or buy from VAHA;