



**West Salem Hockey Association**  
**2026-2027 Season**

***[www.westsalemhockey.org](http://www.westsalemhockey.org)***





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# About our Association

## WSHA

Welcome to the West Salem Hockey Association (WSHA). We are thrilled you have chosen our association for your child to grow through the great game of hockey! It is our wish that you enjoy many rewarding years in our organization and that you and your skater(s) develop a wealth of positive memories along the way.

WSHA is a non-profit volunteer organization based in West Salem, Wisconsin established in the mid 1970's serving families in the West Salem, Bangor, and Rockland areas. All association activities are sanctioned by the Wisconsin Amateur Hockey Association (WAHA) under the national governing body of USA Hockey.

Our core values include the promotion of teamwork, dedication, and respect, in addition to developing physical fitness through the game of ice hockey.

## USA Hockey Organizational Structure

**USA Hockey** - Founded in 1937, USA Hockey is the national governing body of hockey in the United States. Located in Colorado Springs, Colorado, USA Hockey is responsible for development and education programs for players, coaches, officials, and developing policies and procedures.

**Wisconsin Amateur Hockey Association (WAHA)** - The Wisconsin Amateur Hockey Association (WAHA), an affiliate of USA Hockey, is the governing body of youth hockey in Wisconsin. Since 1930, WAHA has been providing volunteer services for the development and growth of hockey in Wisconsin. WAHA is governed by a board of directors.

**WAHA Regions and Divisions** - WAHA is divided into six regions based on geography. These regions are responsible for organizing, supervising and enforcing WAHA's rules and regulations. Regions are primarily comprised of representatives from local associations and each region elects one director for representation on the WAHA Board of Directors. Each association is placed in one of four divisions primarily determined by association size. WSHA is a member of WAHA Region 6 - Division 4.

**Community-Based Associations** - WSHA is one of approximately 100 community-based associations that serve as the base of hockey in Wisconsin. Associations create teams, develop hockey players and grow the game at the local level. They are typically managed by a volunteer board of directors. Wisconsin's community-based structure is considered to be a premier youth hockey model in the United States and across the world!

# What We Offer

## Programs

All WSHA programs are co-curricular and provide age-specific training based on USA Hockey's American Development Model (ADM) and principles of long-term athlete development. All age-level categories are based on the player's age as of December 31st of the current season.

**Learn to Skate (ages 4-12)** - The Learn to Skate (LTS) program is designed to teach children the fundamental progression of standing to skating forward and backwards to executing turns. All LTS sessions are free, open to beginning skaters of all ages, and offered weekly throughout the season. There will also be a "Try Hockey for Free day" at the beginning of the season, which is an introductory one-hour session to the sport. None of these sessions require a commitment to play hockey.

**Mites (ages 4-8)** - At the Mite level, the ice is divided into smaller areas to foster age-appropriate development. During practices, players are grouped by age and ability and rotate through multiple stations focusing on fundamental skills. Players practice together but are divided into Red (Advanced), White (Intermediate) and Blue (Beginner) teams for competitive purposes. These categories correspond to USA Hockey's Red, White and Blue progressive development program. Mites will participate in one-day "Jamborees" against other local teams. Games for Blue and White teams are played "cross ice" where the rink is divided into three sections. For the Red team(s), games are played half-ice with goalies.

**Squirts (age 9-10)** - At the Squirt level, skaters begin playing full-ice games. Basic positioning and team strategy is taught, yet core fundamentals continue to be the emphasis. No body checking is permitted at this level. All Squirt-aged players practice together but, depending on numbers, may be divided into A & B teams for competitive purposes. One-hour practices are typically held two to three evenings per week. For Squirts, WSHA recommends approximately 25 games to be played throughout the season. This includes mainly local games, one hosted home tournament, and one or more away tournaments.

**Peewees (ages 11-12)** - At the Peewee level, full ice play continues. The ADM model is still incorporated into practice structure but positioning and game strategies become more featured. Concepts of body contact are taught, but checking is not allowed at this level. All Peewee-aged players practice together but, depending on numbers, may be divided into A & B teams for competitive purposes, as well as to help foster individual development. One-hour practices are typically held two to three evenings per week. For Peewees, WSHA recommends approximately 30 games be played throughout the season. This includes mainly local games, a hosted home tournament, and at least one away tournament.

**Bantams (ages 13-14)** - At the Bantam level, players begin preparing for high school level play. Fundamentals continue to be emphasized alongside the development of individual and team strategies. Proper body checking is taught and permitted at this level. All Bantam-aged players practice together but, depending on numbers, may be divided into A & B teams for competitive purposes. One-hour fifteen minutes practices are typically held two to three evenings per week. For Bantams, WSHA recommends approximately 35 weekend games be played throughout the season. This includes mainly local games, a hosted home tournament, and one or two away tournaments.

**Goalie Development (ages 8-14)** - Successful goaltending requires a unique skill set honed through practice and repetition. As part of its curriculum, and in addition to regular team practices, WSHA offers goalie-specific training for all Squirt-Bantam goaltenders.

**Goalie Reimbursement for camps/clinics** – Goalies that attend clinics and camps will be eligible for an annual reimbursement of up to \$400 upon completion of the camp. Send a copy of your receipt to the Treasurer at [westsalemhockeytreasurer@gmail.com](mailto:westsalemhockeytreasurer@gmail.com).

## Practices

Practice format is guided by USA Hockey's long-term development principles and decided upon by the association's coaching staff with input from the WSHA Coaching Committee and guidance provided by the American Development Model (ADM). Typically, each team practices two or three times per week in the evenings for 1-1.5 hours per session. It is expected that coaches incorporate age-appropriate development opportunities for when designing practices.

Practice schedules are set at the beginning of the season by the Board in collaboration with the coaches and the association's rink scheduler. Practice times are posted on the association's website ice calendar. Although the association does its best to maintain a consistent practice schedule, practice schedules are subject to change depending on high school games, weather, or other unforeseen circumstances.

## Coaching Requirements

All of our coaches are vetted by the WSHA Coaching Committee and approved by the BOD. In addition to being Safe-Sport trained, each coach must be certified via USA Hockey's coaching education program that includes classroom and age-specific online training. Applications for coaching are accepted during the summer in preparation for the season. To be considered for a coaching position, please contact the Director of coaching and player development.

## Equipment

Full hockey gear is required for all Mite through Bantam players to participate in practices and games. This includes a HECC certified helmet, **neck guard**, **mouth guard**, shoulder pads, elbow pads, protective cup, breezers, shin guards, hockey gloves, hockey sticks and hockey skates. The association has plenty of equipment available for use each year at no cost. An equipment-use agreement form must be completed prior to borrowing WSHA gear. A deposit by check is collected at the time of pick-up, and it is expected that equipment is returned at the end of the season with only normal wear and tear. For more information, contact our association's Equipment Manager. Hockey equipment can also be obtained at a relatively low cost through local resale shops, online marketplaces, and from fellow association members.

## Scholarships

Need-based scholarships are available upon request, and applications will be discretely reviewed by WSHA Board of Directors to facilitate player participation. To request a scholarship, complete the scholarship form on the Resources page of our website and submit it to the WSHA BOD at [westsalemhockeytreasurer@gmail.com](mailto:westsalemhockeytreasurer@gmail.com). Please include "Scholarship Request" in the subject line.

# Association Activities & Operations

## General Membership Meetings

WSHA holds general membership meetings on the third Monday of every month throughout the calendar year. General Membership meetings occur at the Panther Den beginning at 6pm and are run by an elected board of directors following “Roberts Rules of Order.” All association members are provided with an agenda prior to the meeting and are strongly encouraged to attend to provide input to help guide association operations. All current adult members in good standing are entitled to participate and vote at any general membership meeting or other WSHA proceeding. Special meetings may also be called as needed throughout the season.

## Annual Elections

Annual elections are held during the general membership meeting in March. Open positions are advertised in advance of the elections. All current and past adult family members can vote during the annual elections if they have attended at least two (2) general membership meetings in the preceding 12 months. Elected directors are installed during the April annual banquet.

## Operation Costs & Fundraising

Our annual expenses for the association are well over \$100,000 between payments to the school district for use of the facility from October 15 to March 15 , referee compensation, tournament registrations, etc. Registration fees only cover a fraction of our expenses, which is why we rely heavily on fundraising to help offset the difference between operational costs and registration fees. Without WSHA member participation in these events, registration would be much higher! **Our fees are currently about half of what other area associations charge.**

In addition to raising funds through rink advertising, concession sales, and donations, the following annual fundraising activities are critical to the financial operation of the association.

***Slapshot Open Golf Outing*** is a long-standing WSHA tradition established in 1995. This family-friendly event is held at Fox Hollow Golf Course in Barre Mills, typically on the third Saturday of August. Four person teams compete in a “best ball” format. The entry fee entitles each person to 18 holes of golf including a shared cart, lunch, and additional raffle opportunities throughout the day.

***Calendar Raffle*** is an annual WSHA fundraiser designed to promote our youth association. The term “calendar raffle” is a nod to the historical fundraiser in which we sold calendars that would serve as raffle tickets. We no longer sell calendars, just the tickets themselves, yet the term “calendar raffle” has stuck. Each raffle ticket has an opportunity to win cash prizes during monthly drawings. At registration WSHA families are required to submit a post-dated check for the value of the tickets that are allotted. The funds collected for the raffle tickets remain with the family, as their initial check will be cashed by the association. 30 tickets are randomly drawn on a monthly basis from March through December each year, with cash prizes ranging from \$20 to \$100.

***Gun Raffle*** speaks for itself and has consistently been a popular fundraising event. About 15 guns are raffled each year, purchased from The Smoking Gun in Rockland.

**June Dairy Days** is held annually on the first weekend in June at the West Salem Village Park. WSHA members walk or skate in the parade, handing out flyers and candy to spectators. We also work the Saturday evening entertainment tent, with a portion of the profits coming back to our association. Work shifts are available and assigned by the June Dairy Days committee.

**Water Booth at the County Fair** is another annual event we participate in to promote the association and recruit new skaters. We sell water and icees to thirsty fairgoers.

## **Volunteer Hours**

To keep our association running successfully, and to maintain our low registration fees, members are required to complete a minimum number of volunteer hours each year, depending on the level of play of their child: 5 hours for families of 1st year Mites, and 20 hours for all other families. **Members are responsible to make sure the hours they work are credited in Crossbar**, which is the online sports management system we use for website, communications, scheduling, as well as posting and tracking work hours. If you are unsure if your hours have been tracked, please contact your team's Parent Rep.

To get a better understanding of what counts and what doesn't count for volunteer hours, please see the Volunteer Hours Chart included in this handbook. You can also find this same Volunteer Hours Chart on [westsalemhockey.org](https://westsalemhockey.org) under the Resources tab.

## **Mandatory Work Hours (NOT counted toward volunteer hour requirements)**

**Concessions at High School games:** For all high school home games, it is expected that WSHA families assist as needed with concessions. High school concession duties will be split amongst teams based on team size. Your parent rep will divide up the concession assignments accordingly. If you are unable to work on a night you are scheduled, please work within your team to find somebody to switch shifts with. Training will be offered as needed on how to work concessions.

**Team home games:** For your own skaters' home games, it is expected that parents and family members will assist with score keeping, penalty boxes, ice resurfacing, announcing and music as assigned by the team's parent rep. Each team is responsible for managing their team's home games and tournaments.

## 2026-27 Board of Directors

WSHA has an elected Board of Directors (BOD). Directors serve two-year, staggered terms and are elected at the general meeting in March. Presidents serve three-year terms, beginning with President-Elect in their first year, President in the second, and Past President in their final year. Contact information and responsibilities of each board member is listed below.

**President: Tim Best**.....[tim.best5@gmail.com](mailto:tim.best5@gmail.com)

Oversees all association activities. Plans and facilitates general and board meetings, communicates with school on all matters, serves as liaison to WAHA, among other things.

**Past President: Teesha Willinger**.....[Teesha.willinger@gmail.com](mailto:Teesha.willinger@gmail.com)

Assists with general board related functions as needed. Provides context to other board members related to ongoing year-to-year issues and actions that require continued board representation, action, and response.

**President Elect: Chad Antony**.....[antony.chad@yahoo.com](mailto:antony.chad@yahoo.com)

Supports and assists the President as needed. Learns all roles and responsibilities in the association to prepare for assuming the President Role in the upcoming season.

**Secretary: Jamie Smith**.....[jharmony39@yahoo.com](mailto:jharmony39@yahoo.com)

Records and maintains BOD and General meeting minutes, tracks meeting attendance, distributes official correspondence, notifies association of meetings, elections, events, etc.

**Treasurer: Reuben Vyn**.....[westsalemhockeytreasurer@gmail.com](mailto:westsalemhockeytreasurer@gmail.com)

Manages all finances for the association. Documents and presents reports on income, expenses, and investments. Writes and receives checks, pays referees, files taxes, etc.

**IT Director: Tyler Erickson**.....[tjerrick9369@gmail.com](mailto:tjerrick9369@gmail.com)

Manages website and app content, access, and permissions. Oversees registration process and membership information. Serves as contact for LiveBarn and GameSheets.

**Director of Hockey: Christina Bertelsen**..... [ChristinaBertelsen3@gmail.com](mailto:ChristinaBertelsen3@gmail.com)

Manages tryouts, coaches, and coaching committee; coordinates player and coach development activities, registration/team formation, and Learn to Skate/Hockey.

**Director of Operations: Bridget Hager**.....[young.bridget13@gmail.com](mailto:young.bridget13@gmail.com)

Manages orders for team jerseys and socks, secures jersey sponsors. Coordinates annual apparel store, organizes picture night.

**Director of Fundraising: Dana Heider**.....[danaheider@yahoo.com](mailto:danaheider@yahoo.com)

Manages multiple fundraising opportunities including Rink Advertising, the Donor Wall, the Annual Gun Raffle, Golf Outing, as well as the Pre-season Parent Night.

**Director of Scheduling: Tina Harbaugh**.....[Tina.Harbaugh@outlook.com](mailto:Tina.Harbaugh@outlook.com)

Coordinates and manages all ice time and game schedules for the association. Maintains the master schedule for practices, games, and special events. Supports the tournament director with planning and logistics.

# 2026-27 WSHA Appointed Positions

***\*\*Indicates an open position***

## **Coaches (Head = 10hrs / Assistant = 5hrs)**

- Plan and facilitate practices
- Coordinate and share information with Parent Rep
- Attend all team practices, games, tournaments
- Reports to Director of Coaching

## **Parent Reps (5hrs)**

- Act as liaison between coach and parents, communicating necessary information
- Schedule all team games and register for away tournament
- Assist tournament director in planning for home tournament
- Keep team Crossbar updated
- Reports to Director of Coaching

## **Rink Advertising Coordinator (5hrs) - Dana Heider**

- Contact existing sponsors to renew for next season
- Reach out to potential new sponsors to add a sign for next season
- Maintain all rink signage records
- Reports to Director of Fundraising

## **Gun Raffle Coordinator (5hrs) - Fred Heider and Adrian Risch**

- Get tickets printed and distribute to association members
- Plan the gun raffle drawing event
- Collect all tickets/\$
- Reports to Director of Fundraising

## **Golf Outing Coordinator (10hrs) - Tim Best**

- Point of contact for sponsors and golfers
- Secure date at golf course and organize the scramble/ teams
- Plan fundraising and coordinate volunteers for the event
- Reports to Director of Fundraising

## **Donor Wall Coordinator (5 hrs) - Mindy Schaitel**

- Draft, print, and distribute pledge letters/forms to potential donors
- Coordinate with Treasurer to ensure payments received
- Get updated plaques for the donor wall and order incentives/ plaques for donors
- Reports to Director of Fundraising

## **Registrar (5hrs) - Jessie Luebke**

- Awarded 5 work hours
- Monitor coach eligibility: coaching level modules, safesport, background checks
- Verify players' addresses and date of birth to confirm residency and eligibility
- Reports to Director of Hockey

**Girls Hockey Coordinator (5hrs)** - Angela Gross

- Communication liaison between WSHA and CRS
- Attend general meetings to relay information
- Reports to Director of Hockey

**Coaching Committee (5hrs)** - Chad Antony, Chris Burks, Brendon Esquibel

- Assist Director of Hockey in reviewing coaching applications, coordinating evaluations
- Provide support and guidance to coaches as needed throughout the season.
- Reports to Director of Hockey

**Equipment Manager (5hrs)** - Laura Johnsrude

- Distribute and maintain record of all rental equipment loaned out
- Collect all equipment at the end of the season
- Inform board if any new equipment is needed
- Reports to Director of Operations

**Concessions Manager (10hrs)** - Fred and Dana Heider

- Order and stock all inventory for concession stand
- Keep record of inventory and set prices
- Reports to Director of Fundraising

**Social Media Coordinator (5hrs)** - Erica Boland

- Keep WSHA Facebook page and other social media channels updated
  - Share tournament/game schedules and highlights
  - Advertise upcoming events and fundraising opportunities
  - Post calendar and gun raffle winners
  - Post miscellaneous items as communicated
- Reports to Director of Operations

**Safety Liaison (5hrs)** - Scott Kuzma

- Educate coaches, players, and parents on safety protocols (i.e. concussions)
- Report all concussions
- Make sure all safety equipment is available at rink/ with coaches

**\*\*Volunteer Coordinator (5hrs) - OPEN**

- Manage logistics of volunteer shifts in Crossbar
- Monitor hours completed and communicate with families about remaining hours needed

**Culture Education Liaison/Leader (5hrs)** - Teesha Willinger

- Serve as the local point of contact for WAHA
- Ensure that USAH Codes of Conduct are reviewed and signed by coaches, players, parents, association officers
- Lead or assist in education of the hockey association stakeholders (coaches, players, officials, parents, and association leaders) in areas of establishing and monitoring a positive culture within the association.
- Promote and model positive behaviors to be expected in our association
- Reports to Director of Operations

**\*\*Tournament Director (10hrs)- OPEN**

- Advertise tournaments for teams to sign up
- Point of contact for teams participating in tournament
- Organize tournament schedule and keep real-time records on tournament weekends
- Coordinate raffle baskets and volunteer roles for tournament weekends
- Reports to Director of Scheduling

**Ice Scheduler (10hrs) - Jill Troyanek**

- Put all events (practices, games, tournaments, etc) on the association calendar
- Communicate with parent reps to get home games and practices scheduled
- Reports to Director of Scheduling

**Open Hockey Coordinator (5hrs) - Brendon Esquibel**

- Schedule open skate/hockey sessions and secure volunteer supervisors
- Coordinate with Ice Scheduler to get sessions scheduled
- Keep track of supervisors' volunteer hours
- Reports to Director of Scheduling

**Learn to Skate Coordinator (5hrs) - Jamie Lehnan**

- Schedule and lead LTS sessions or assist in securing a coach
- Point of contact for participants
- Plan Try Hockey for Free Day
- Reports to Director of Hockey

**Calendar Raffle Coordinator (5hrs) - Jamie Smith**

- Get tickets printed and distribute to association
- Collect tickets and draw winners monthly, send checks to winners
- Keep record of winners and communicate this to Social Media Director monthly
- Reports to Treasurer

# WSHA Volunteer Hours for 2026-27 Season

**Number of hours required:** Every family must complete a minimum of 20 total volunteer hours.\*

- Of those, **10 hours must be for volunteering at tournaments or the Mite jamboree**
- **10 hours can be work hours** (fundraising events, open hockey supervising, etc.)

*\* 1<sup>st</sup> year families at any level are only required to complete 5 volunteer hours from any category.*

## What DOES qualify toward required hours?

**Tournament Hours:** Any family may earn hours for volunteering at any home jamboree or tournament. Volunteer assignments will either be posted directly in Crossbar or sent out by Google sheets for sign-up. Types of jobs include but are not limited to: set-up/tear-down, concessions, raffle baskets/games, Gamesheet (scoring), penalty box attendant, announcer/music, and Zamboni driver.

**Work Hours:** Work hours consist primarily of volunteering at fundraising events, driving the Zamboni, supervising open hockey, or assisting the association with one of several appointed roles.

| Assigned Role                | Hours  |
|------------------------------|--------|
| Board of Directors           | 10     |
| Calendar Raffle Coordinator  | 5      |
| Coaches (Head/Assistant)     | 10 / 5 |
| Coaching Committee           | 5      |
| Concessions Manager          | 10     |
| CRS Director                 | 5      |
| Culture Coordinator          | 5      |
| Donor Wall Coordinator       | 5      |
| Equipment Manager            | 5      |
| Golf Outing Coordinator      | 10     |
| Gun Raffle Coordinator       | 5      |
| Ice Scheduler                | 10     |
| LTS Coordinator              | 5      |
| Open Hockey Coordinator      | 5      |
| Parent Reps                  | 5      |
| Registrar                    | 5      |
| Rink Advertising Coordinator | 5      |
| Safety Coordinator           | 5      |
| Social Media Coordinator     | 5      |
| Tournament Director          | 10     |
| Volunteer Coordinator        | 5      |

| Fundraising event  | Timing           | Notes/roles           |
|--------------------|------------------|-----------------------|
| June Dairy Days    | 1st wknd in June | Parade & bartending   |
| Country Boom       | mid-July         | Various roles         |
| Water Booth @ Fair | mid-July         | Selling water & icees |
| Golf Outing        | mid-August       |                       |

| Other jobs             | Notes                                                          |
|------------------------|----------------------------------------------------------------|
| Zamboni Driver         | Must be trained by John LaFlur. 1/2 hour for each resurfacing. |
| Open Hockey Supervisor | Monitor for safety during open skate/hockey.                   |
| Skate Sharpener        | Sharpening skates for association members. Must be trained.    |

## What DOES NOT qualify toward required hours?

- **Assigned high school game concessions duty** – assume 1 to 2 games per season (~4 hours total)
- **Regular season home game duties** (concessions, score board, announcing, etc.) as assigned by Parent Rep
- **Activities that are not pre-approved by the board** (sign making, etc.)



# WSHA Policies & Forms



## Member Policy

### 1.0 Overview Section

West Salem Hockey Association (WSHA) is committed to providing a safe, respectful, and positive environment for all participants. WSHA is a non-profit organization operated by volunteers. To keep our operation running and provide our kids the opportunity to play hockey, WSHA needs member help and a shared workload.

#### 1.1 Purpose

The purpose of this policy is to outline which constitutes membership with WSHA and the responsibilities associated with said membership and expectations to remain in good standing including, but not limited to, work hours and conduct.

#### 1.2 Scope

This policy applies to all members (outlined below).

#### 1.3 Implementation

Implementation is in accordance with Effective by Date

#### 1.4 Responsibilities

|                                                         |                                                                                                                                                                                 |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Association Members<br>(Parents/Guardians & Volunteers) | To work volunteer hours and abide by aspects of this policy. Refer to this policy for issues, addressing concerns, and following processes laid out in this and other policies. |
| Coaches                                                 | Be aware of this policy and refer to during coaches committee meetings, resolving parent issues, and setting expectations.                                                      |
| Board Members                                           | Advise parents, volunteers, and coaches of this policy; be open to discuss issues and concerns and work to resolve the in a timely manner in accordance with this policy.       |
| Registrar                                               | Ensure all parents review at time of registration.                                                                                                                              |

### 2.0 Procedure

#### 2.1 Membership

Membership shall consist of individuals who abide by the WSHA Code of Conduct and meet ANY of the following:

- Participate in any hockey programs of the organization
- Are parents or legal guardians representing hockey participants under the age of 19
- Individuals elected to the Board of Directors
- Are coaches and/or volunteers approved by the board of directors AND registered with USA Hockey

All Members who are parent(s)/legal guardian(s) of a player shall:

- Participate in a variety of duties that will benefit the organization as a whole
- Act as a voting body for the purposes of electing the Board of Directors (max 2 votes per skater, not to exceed 2 votes per household/family)
  - Example: a household with 3 youth skaters in WSHA would have a total of 2 votes if eligible to vote.
  - If a skater has a blended family with stepparents, 2 votes total are allowed per skater.
- Remain current with all financial obligations to the organization
- Adhere to a code of conduct that reflects the values and principles of the WSHA.
- Respect the game according to the Parent Code of Conduct. If escalations occur and as a member, you are asked to leave a hockey event/facility by a member of the board, parent rep, coach or authority member, respect decisions made and allow for a 24-hour cool down period.



## Member Policy

### 3.0 Registration

#### 3.1 Procedure

WSHA shall hold online registration in late summer every year. Registrar shall be assigned and the board of Directors shall be in charge of this event. Registration closes December 31 of every year.

All WSHA skaters shall provide a copy of the player birth certificates to the association prior to the USA hockey deadline.

Any new members moving into WSHA boundaries after teams are split but prior to December 15 shall be placed on the appropriate team based on recommendations by the Coaching Committee.

#### 3.2 Registration Fees

All fees for WSHA registration must be paid in full before skaters will be allowed on the ice. Board of Directors shall notify coaches of those who have not paid fees. Fees to be set by Board of Directors prior to Registration.

Members are responsible for ensuring all checks are good. If the WSHA is unable to cash a member's check for any reason, the member must correct the situation and pay any charges incurred by the Association in attempting to cash the check.

#### 3.3 Registration Refunds

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

### 4.0 Volunteer Policy

WSHA recognizes the crucial role volunteers play in promoting the growth and success of the organization. Volunteers contribute their time, skills, and efforts to support various association activities and events.

**4.1 Volunteer Opportunities:** The WSHA will provide a range of volunteer opportunities to cater to the diverse talents and interests of its members. Background checks may be conducted for certain positions involving direct contact with minors.

To keep our rink running successfully, members are required to complete a number of volunteer hours, depending on the level of play of their child.

- a. 1<sup>st</sup> year mites are required to complete 5 hours.
- b. 2nd year Mites Squirrels/U-10, Peewee/U12, and Bantam/U14 are required to complete 20 volunteer hours. All members must complete team assigned High School Concessions. Approx up to 2 per family/season.
- c. Work your skaters' regular home games, as assigned.

**\*\*See page 12 of Handbook: Volunteer Hours**

Families are responsible to make sure the hours they work have been credited in Crossbar

#### 4.2 Penalties for No Shows

If you sign up or are scheduled for a volunteer shift and do not complete that shift, for whatever reason and do not get it traded, you will be charged:

1. 1<sup>st</sup> offense – \$30
2. 2<sup>nd</sup> offense – \$60
3. 3<sup>rd</sup> offense – check being held for full-service hours will be deposited.

It is the responsibility of the member to submit volunteer hours. Any unfulfilled hours will be charged \$30 per hour. \$600 (20 hrs x \$30) postdated check due at registration.



## Member Policy

### 4.3 Fundraising requirements

Members are required to participate in the calendar raffle. All members shall write a post-dated check for the value of the calendars that are allotted. The \$300 check should be submitted at registration and postdated one month past the date of the calendar distribution. The member shall commence selling upon distribution and turn in sales money in which the check will be discarded. Should the member elect not to turn in sales money after one month, the post-dated check will be cashed and deposited into the calendar fund. Any family not submitting a post-dated check before a two-practice deadline will lose player skating privileges until payment is made unless alternative arrangements are made with the Board.

### 5.0 Code of Conduct

**5.1** All members, coaches, players, Board members, volunteers are required to sign a code of conduct and conduct themselves in such a manner that relates positively on the WSHA. WSHA follows the USA hockey Zero-Tolerance policy.

This includes treating all members with respect, maintaining confidentiality, and acting in the best interest of the association as a whole and its participants.

Specifically, members must:

1. Treat all individuals with respect and dignity
2. Refrain from using profanity or engaging in any form of verbal abuse
3. Refrain from engaging in any form of physical or emotional abuse, including bullying or harassment.
4. Follow all rules and regulations set forth by the association
5. Any behavior that is deemed inappropriate or disrespectful will not be tolerated and may result in disciplinary actions.

### 5.2 Disciplinary Actions Step

See Problem Solving and Grievance Policy.

### 6.0 Injury Procedure

If a player is hurt during a sanctioned hockey event, practice or game, members must call the USA Hockey Insurance Claim, through the District Manager within 24 hours of injury. If injury occurs on a weekend and there is no answer, claim must be called in on Monday morning. If parent cannot be reached, the coach should call the injury in. Name, Address, Phone Number of Risk Manager for USA Hockey is in the back of the WAHA annual guides provided to all coaches and should be available to coaches/parents.

### 7.0 Members at Practice

We encourage parents, guardians and family members to wait away from the bench area. to minimize coaching distractions.

### 8.0 Distribution

Parents at time of registration. All WSHA members, as available on the association website.

### 9.0 Reference Documents

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

This Policy is to be used in conjunction with the WSHA Bylaws, Wisconsin Amateur Hockey Association (WAHA), and USA hockey rules and regulations.



## Parent/Guardian Policy

### 1.0 Overview Section

#### 1.1 Purpose

The purpose of this document is to provide all West Salem Hockey Association (WSHA) players a supportive environment to develop positive life skills, both on and off the ice, by ensuring that parents model positive and supportive behavior at WSHA events.

#### 1.2 Scope

This policy applies to all parents, guardians and visitors of WSHA players at all activities including games, practices, and WSHA events.

#### 1.3 Implementation

Implementation is in accordance with Effective by Date

#### 1.4 Responsibilities

|                                                           |                                                                                                                                                                                                 |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Association Members<br>(Parents/Guardians/<br>Volunteers) | Review and sign acknowledgement of the code of conduct at the time of registration. Commit to adherence at all WSHA events. Report any violations per the Problem Solving and Grievance Policy. |
| Visitors                                                  | Adhere to posted signage                                                                                                                                                                        |
| Parent Rep                                                | Encourage parents to follow the guidance of the code.                                                                                                                                           |
| Coaches                                                   | Ensure adherence to the code and ensure the coaches also follow the guidance of the code.                                                                                                       |
| Board Members                                             | Monitor conduct, ensure code is being followed and report any violations. Per problem solving and grievance policy, address issues and work to resolve in a timely manner.                      |
| Registrar                                                 | Ensure all parents have signed a code of conduct at time of registration.                                                                                                                       |

#### 1.5 Rationale

Provide a supportive and encouraging environment for all members to strengthen and obtain positive life skills and become the best person and player they can be.

### 2.0 General Policy Statement

The following Code of Conduct will be in effect for all WSHA sponsored events, including games, practices, scrimmages, team meetings or any other WSHA event – on and off the ice.

It is WSHA's requirement that all parents review and sign a code of conduct to commit to the expectations for conducting themselves as a positive and encouraging role model while participating in all WSHA events.

#### 2.1 Procedure

See Parent Code of Conduct in Appendix of this document.

WSHA follows the attributes from the USA Hockey Zero Tolerance criteria used for players, parents and coaches on and off the ice. Examples of non-compliance of the Codes of Conduct are:

1. Visually demonstrating any sign of dissatisfaction with any game or team official in a manner that openly embarrasses the Official and/or challenges his or her judgment.
2. Use of profane, obscene, abusive or vulgar language, gestures, racial/ethnic slurs including inappropriate language, in a boisterous manner at ANYONE at ANY time, on the ice or anywhere in the rink before, during and after a game or practice. This also includes social media content such as email, text messaging or internet postings.
3. Deliberate throwing of a stick, garbage or other equipment into the player's boxes, spectator viewing area, penalty box, or on-ice surface that in ANY manner creates a safety hazard.



## Parent/Guardian Policy

4. Interference in any nonphysical manner with any Game Official including other Players, Referees, Coaches, Timekeepers, other Parents, or Goal Judges in the performance of their duties.
5. Deliberately inflicting physical harm to any Game Official, Player and/or parent in ANY manner or attempts to do so.
6. Behavior in ANY manner that is critically detrimental to the conduction of the game, including spitting at opponents and/or spectators, Game Officials or verbally threatening a Game Official with physical harm. Taunting Players, Coaches, Officials or other spectators by mean of baiting, ridiculing, threatening physical violence, or physical violence. This includes physical or verbal “bullying” of other teammates/players in locker rooms.

Parents agree to follow these principles, as a parent/spectator of any WSHA or competitive team. Consistent action deviating from these values, or which disrupts the teams’ ability to function, other players’ ability to learn, the coaches’ ability to teach, representation of WSHA in other cities will not be tolerated.

### 2.2 Disciplinary Action Steps

See Problem Solving and Grievance Policy.

Based on the seriousness of the offense, the Board holds the right to take further action, including immediate suspension and/or permanent dismissal from Association activities, including no refund of player fees. In accordance with policies in effect at the time, the appropriate body within WAHA and USA Hockey will be notified.

Repeat offenders will be subject to enhanced and/or expedited discipline by the WSHA Board, including the possible removal from the Association. If enhanced and/or expedited disciplinary action is required a meeting will be scheduled with members of the WSHA Board, the Player and/or Parents involved in the incident.

Parents agree to abide by the West Salem Hockey Association Parents Code of Conduct. This Code of Conduct supports Wisconsin Hockey core values of: GROWTH, RESPECT, ADMINISTRATION, FISCAL RESPONSIBILITY, TRAINING, EDUCATION, FAIR AND EQUITABLE OPPORTUNITIES, COMMUNICATION, FUN AND SAFETY.

### 3.0 Document Information

#### 3.1 Reference Documents

Problem Solving and Grievance Policy

Facility and Locker Room Policy

#### 3.2 Distribution

Parents at time of registration. All WSHA members, as available on the association website.

### Appendix – Parent Code of Conduct



## Parent/Guardian Policy

### Appendix A

#### WSHA Parent Code of Conduct Form

- Remember you are your child's role model—set a good example. Be supportive, patient, and understanding, and encouraging.
- Encouraging your own child will encourage the entire team. Stress the importance of group efforts.
- Do not compare your child with other players. Be aware that each individual develops at their own pace. Encourage your child to do their best and work to improve. Avoid comparing them to others who may be more advanced at any given time.
- Leave the coaching to the coaches. Remember they volunteer their own time to coach and help our players grow both in the sport and in character. The coach needs parental support as the players look to them when on the ice for direction and guidance. Do not confuse the children by undermining the coach's instruction and orders.
- DO NOT confront coaches with problems in front of players during games or practices.
- WSHA enforces a 24-hour cool-down period. If a situation needs to be addressed, allow both parties to cool-down, if possible. If a coach or a parent would like to discuss a particular player or situation, take 24 hours away from the situation before discussing it to help ensure clear communication.
- Leave all reprimanding to the coaches during games and practices.
- Appreciate the officials and the job they are doing. Your attitude toward the officials is the attitude your child will develop. Do not harass referees.
- Profanity, personal criticism, and abusive language or conduct has no place with the development of WSHA players, on or off the ice. Oftentimes people have misunderstandings or differences of opinion, it is part of life, and your job is to teach your player how to manage these situations. DO NOT disturb players or coaches on the bench during games.
- Parents and or family are not allowed to enter the locker room, except Mite or Squirt parents, who are allowed to help dress Mite and Squirt players, if needed.
- Make sure your player has transportation to and from games, practices, scrimmages, and tournaments and that they arrive on time.
- Fulfill all financial and volunteer responsibilities to WSHA.
- Fulfill volunteer responsibilities to WSHA - get involved, attend as many WSHA games and events as possible, offer to help whenever you can.
- Remember that you, as well as your team, represent WSHA.
- WSHA can only be as good as the positive support and involvement given by its members.

Parent Name: \_\_\_\_\_  
(print) (date)

Player Name: \_\_\_\_\_  
(print)

Parent Signature: \_\_\_\_\_



## Coaching Code of Conduct Policy

### 1.0 Overview Section

#### 1.1 Purpose

The purpose of this document is to provide all West Salem Hockey Association (WSHA) Head and Assistant Coaches with guidelines to foster an environment where players develop positive life skills on and off the ice led by your example.

#### 1.2 Scope

This policy applies to all head and assistant coaches of WSHA. The following Code of Conduct will be in effect for all WSHA sponsored events, including games, practices, scrimmages, team meetings or any other WSHA event – on and off the ice.

#### 1.3 Implementation

Implementation is in accordance with Effective by Date

#### 1.4 Responsibilities

|                                               |                                                                                                                                                                                             |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Association Members<br>(Parents & Volunteers) | Read and understand the coaching guidelines in 2.0 and uphold the coaching staff to adhere to these guidelines.                                                                             |
| Coaches Committee                             | Assigned by the Board of Directors to support coaching activities.                                                                                                                          |
| Coaches                                       | Review and sign the code of conduct at the time of the first coaches meeting. Commit to adherence of all WSHA policies. Report any violations per the problem-solving and grievance policy. |
| Parent Rep.                                   | Hold the coaching staff accountable to the coaching guidelines and be the liaison between coaches and parents. If necessary, escalate issues to the board.                                  |
| Board Members                                 | Monitor conduct, ensure code is being followed and report any violations. Discuss issues and concerns, and work to resolve them in a timely manner.                                         |
| Registrar                                     | Ensure that all Coaches have signed the code of conduct at the time of the first coaches meeting.                                                                                           |

#### 1.5 Rationale

Provide a supportive and encouraging environment for all members to strengthen and obtain positive life skills and develop them to become the best person and player they can be on and off the ice.

### 2.0 General Policy Statement

The following Code of Conduct will be in effect for all WSHA sponsored events, including home and away games, practices, scrimmages, team meetings or any other WSHA event – on and off the ice.

The coaching committee will determine coaches each fall prior to the start of the season. Any individual candidate looking for consideration to volunteer as a coach needs to email their resume to the Coaching Committee and Board of Directors. Coaches will be evaluated based on:

**Coaching Philosophy-** WSHA believes involvement in any youth sport should be fun and strives to help children develop a balance between skill improvement and competition. Sportsmanship is stressed at all levels. Hockey is a fast paced, fun game that helps promote these objectives. WSHA Coaches emphasize skating, stick handling and positional play within a team environment. Our Coaches attend yearly coaching clinics and are certified by USA Hockey and the Wisconsin Amateur Hockey Association (WAHA). Excessively rough play, conduct that is disrespectful to coaches, other players and officials is not tolerated. All players, parents and coaches are required to sign a "Code of Conduct" agreement at the start of the season to help foster a positive family atmosphere within our Club.



## Coaching Code of Conduct Policy

**SafeSports Compliance-** Coaches are required to follow SafeSports Compliance

<https://form.jotform.com/231364886732060>

**Handling Complaints-** Follow Problem Solving and Grievance Policy.

**Emergency Coaching-** If an instance arises where a coach needs to leave a game due to an emergency. USA hockey requires a certified coach to temporarily fill the position. If there is not another certified coach that is able to step in, the volunteer needs to fill out the USA Insurance form.

**Team size and tryouts-** The goal of splitting teams is to maximize playing time for each skater and to improve their hockey knowledge that is appropriate for their skill set. A team is required to split at 21 skaters per USA Hockey. All other team splits will be directed by the recommendation of the head of the coaching committee and will be approved by the board. See the Team Policy for additional information.

**Assistant Coaches-** Approved by the Coaching Committee and selected by the head coach at the start of the season and are held to the same standards as the head coach.

**Parent Representatives-** will be selected by the coach at the first parent meeting of each year. Their primary responsibilities will be scheduling games and referees for each home game. They are also the general communication between the coach and the players/ parents. The parent rep will also be responsible for finding and filing volunteer hours for home games. In addition, they will also collect any outstanding debts and manage apparel and pictures for the team.

**Insurance-** WSHA pays for insurance fees to USA Hockey for all head coaches and two assistant coaches per team. All additional helpers are required to pay their own insurance fees, or they will not be allowed on the ice.

It is WSHA's requirement that all Coaches and any on-ice assistants review and sign the coach's code of conduct to commit to the expectations for conducting themselves as a positive and encouraging role model while participating in all WSHA events.

**Compensation-** Non-parent coaches are compensated per agreement with the Board. All other parent coaching positions are not paid.

**Infractions and score sheets** – Coaches are to submit copies of all score sheets pertaining to infractions that may result in disciplinary action. Coaches are to write comments on penalties they felt were flagrant penalties. The head coach is responsible for enforcing the code of conduct fairly and without exception.

**Facility and locker rooms** - Coaches must keep locker room and general areas clean and safe for all members. Specific facility policies are outlined in the Facility and Locker room policy. Coaches must follow locker room monitoring guidelines. Coaches must be the last one out of the facility and perform a facility sweep prior to leaving.

**Player positions** – Coaches will collaborate with players for specific position requests. Coaches will consistently communicate with players regarding opportunities to improve and suitable positions.

**Coaches meeting** - Following the assignment of coaches, the association shall host a Coaching meeting. WSHA requires coaches' code of conduct to be signed prior to practice/ice time.

**Start of season parent meeting** –Introduce coaches, review expectations for players and parents, explain schedule and tournaments, and injury and concussion protocol.

**Concussion Compliance** – Coaches are required to follow the [ASSOCIATION CONCUSSION COMPLIANCE \(jotform.com\)](#) policy.



## Coaching Code of Conduct Policy

### 2.1 Procedure

#### Coaching Code of Conduct:

1. You are a role model on and off the ice. Set a good example. Be supportive, patient, and understanding of all skaters and parents.
2. WSHA believes in Teamwork. As a coach, you need to push individual player development without sacrificing teamwork.
3. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
4. Focus should be on team and individual development, not on the end result of wins and losses.
5. WSHA believes in equity over equality. While all skaters will play, it may not be equal. This is not skill based but reflects attendance, effort, and commitment during the season.
6. Organize practices that are fun and challenge your players. Familiarize yourself with the rules, techniques, and strategies of hockey; encourage all your players to be team players and to work the systems put in place by the coaching committee.
7. There is a difference between corrective actions and disciplinary actions. Manage corrective actions on and off the ice immediately. If a disciplinary action is needed, follow the proper protocol and allow for a 24 hour cool down period prior to a response.
8. Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, do not yell at players.
9. Follow the Problem Solving and Grievance Policy.
10. If a discussion is had with a referee regarding a call, treat them with respect. Shake their hand and thank them after each game.
11. Profanity, personal criticism, and abusive language or conduct has no place with the development of WSHA players, on or off the ice. Often people have misunderstandings or differences of opinion. This is part of life, and it is your job to teach your players how to manage these situations appropriately.
12. As a coach your team's locker room is your responsibility to make sure it is a safe place for players. It is also your responsibility to make sure your team has cleaned the locker room every time they leave.
13. Coaches are the first to practice and will not leave until the last skater is accounted for. If you are the last to use the ice that day you are also responsible for properly shutting down the rink.
14. Head Coach is responsible for enforcing all codes of conduct, and must do so fairly and without exception.
15. As a coach, you are responsible for the safety of your players. First aid kits will be provided from WSHA. All head coaches are required to bring the first aid kit to all hockey activities. Be prepared to administer first aid if necessary. It's also your responsibility to pull skaters from play to seek proper medical care as you see necessary. Concussion protocol must be followed.

As a coach for WSHA, I agree to uphold the policies and procedures stated above.

Name: \_\_\_\_\_  
(print) (date)

Signature: \_\_\_\_\_



## Team Policy

### 1.0 Overview Section

#### 1.1 Purpose

The purpose of this document is to assure a consistent method for establishing teams, the number of games, and tryout expectations. WSHA will adhere to a consistent, fair, and equitable system for forming teams, allowing players to evaluate and explore their options, and committing players to teams that suit their level of play and need for development.

#### 1.2 Scope

This policy applies to all teams and levels of the WSHA

#### 1.3 Implementation

Implementation is in accordance with *Effective by Date*

#### 1.4 Responsibilities

|                                               |                                                                                                                                             |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Association Members<br>(Parents & Volunteers) | Discuss issues or concerns with team manager or parent rep. Work to resolve issues with their coach as they arise or the coaches committee. |
| Coaches                                       | Be aware of this policy and work with coaches committee and parents to resolve issues.                                                      |
| Parent Rep                                    | Advise parents/volunteers of this policy; be open to discuss issues and concerns and work to resolve them in a timely manner.               |
| Board Members                                 | Advise parents/volunteers of this policy; be open to discuss issues and concerns and work to resolve them in a timely manner.               |
| Registrar                                     | Ensure all parents review at time of registration.                                                                                          |

#### 1.5 Rationale

This policy recognizes that it is necessary to provide a consistent approach for tryouts so that all teams and players may have opportunities to evaluate and explore all choices.

### 2.0 General Policy Statement

It is WSHA requirement that all teams are established fairly. Teams are formed following [WAHA hockey](#). The size of the team follows USA Hockey maximum. All skaters must be WSHA skaters. Any exceptions to boundaries shall follow WAHA guidelines.

#### 2.1 Procedure

##### 2.1 Number of Games

- Mite Level
  - Optional participation in Jamborees with area associations
  - Recommend 20-25 cross-ice games (~3 games each at 7-8 Jamborees)
    - Mites CANNOT play full ice per WAHA rule.
- Squirt Level
  - One home tournament, one away tournament
  - 25 – 30 games
- Pee wee Level
  - One home tournament, one away tournament
  - 30-35 total games (maximum)
- Bantam Level
  - One home tournament, one away tournament
  - 35 - 40 total games (maximum)



## Team Policy

### 2.2 Skate Ups/Players moving up

Requests to play up a level may be submitted to the coaching committee and Board of Directors. The Coaches Committee will review requests. Decisions for players moving up will be based on the following criteria, following [WAHA hockey guidelines](#):

1. Team sizes
2. Player age and ability
3. Player maturity and attitude
4. Must be a second year of age skater of that level to be eligible.
5. Individual cases will be considered and voted on by the Board of Directors.
6. Board, Parents, Head Coaches, and Coaches Committee will discuss individual situations if needed.

### 2.3 Teams and Tryouts Teams

All teams shall be grouped according to the player's age as determined by [WAHA hockey guidelines](#). Age is determined by the player's age beginning January 1 of the given year. For example, if the player turns 9 on December 31, he/she will be required to move up to Squirts. Each player is required to provide proof of age in the form of presenting an original birth certificate with the raised/stamped seal from his/her birth state or country and completed notarized "Annotation of Birth Facts Form." Prior to the first scheduled game, this paperwork must be turned in. Failure to do so will result in the player sitting out games until proper documentation is received.

#### Team Names and Ages:

**Mites**—First year skaters, or anyone age 8 or under before Dec. 31

**Squirts**—Age 10 or under before Dec. 31

**Peewee**—Age 12 or under before Dec. 31

**Bantams**—Age 14 or under before Dec. 31

Players may play in an age group above his/her level, NOT BELOW. Skate ups will follow [WAHA hockey guidelines](#). An exception may be considered for a player with a doctor's note, WSHA Board Approval, parental written request, and proper USA Hockey authorization. The coaches committee has the responsibility to put players in the appropriate grouping.

### 2.4 Non-Association Players

Recognizing that each association in our league builds its membership by recruiting players from within their WAHA certified boundaries, WSHA commits that it will:

1. Not accept players from outside of WAHA certified boundaries unless appropriate procedures for exceptions are followed and approved. Skaters who have an association to skate with within their jurisdiction can only join if they have a release in writing from the President of their "home" association, meets WAHA guidelines and policies, and has been approved by the WSHA Board of Directors.
2. Nor shall we release players from within our own boundaries to skate for other associations unless special circumstances apply. Any player who requests release or acceptance shall present their situation to the WSHA Board of Directors. Any release or acceptance must be granted by two-thirds majority vote by the Board. The release must meet further conditions set by the league.
3. In specific situations where skaters have no association team within their community, WSHA may allow on an individual basis, with acceptance from the Board.



## Team Policy

### 2.5 Tryout Procedures

Prior to team tryouts, players will be given the opportunity to participate in a pre-tryout practice.

The coaches committee will organize and communicate tryout procedures. The coaches committee will appoint a selection committee that will judge at tryouts and address any ties, if necessary. The selection committee will include qualified third-party judges. A third-party judge is defined as someone who is not related to anyone being evaluated within WSHA. The selection committee will use a grading scale to evaluate players. The coaching committee will tabulate the tryout results. Players wishing to try out for the goalie position should communicate accordingly.

No parent of any skater shall be involved in any aspect of his/her child's try out. All player names should be withheld during conversations and be referred to by numbers only.

Everyone is able to view the blank evaluation form prior to tryouts. However, once the tryouts have begun and the forms have been written on, they are not to be viewed by anyone other than the selection committee and the coaching committee. Parents do not have the right to see their players' evaluation.

### 2.6 Practices

Players are expected to attend all practices on time and be ready to work. Illnesses, school functions, etc. are excused absences. Contact the coach or RSVP accordingly on SportsEngine for practices. Individual coaches will determine a policy for their own team to deal with late arrivals, misbehaviors and unexcused absences.

### 2.7 Use of Tobacco, Alcohol or other Drugs

Any use of tobacco, alcohol or other drugs will not be tolerated. Appropriate disciplinary actions will follow the problem solving and grievance policy.

### 2.8 Player Responsibility

1. Hockey should be fun!
2. If you want your opponent to respect you, it is important that you respect them.
3. Team efforts are more important than individual efforts. Your team will be more successful if you work toward one common goal together.
4. Once the referee has made a decision, you are required to respect that decision. You may not use any verbal criticism or gesture that implies disrespect.
5. The rules of the game are designed to allow the game to be played. When they are violated, the game is in danger. Do not forget that most of the people out on the ice with you are volunteering their time— appreciate it! Do not take it for granted.
6. Winning is fun and should be celebrated as long as there is no disrespect directed at the opposing team.
7. Swearing, vandalism, inappropriate language, or gestures will not be tolerated.
8. Attendance at all practices and games is expected. You must notify your coach or team manager if you are going to miss.
9. Treat everyone fairly no matter gender, color, ethnicity, religion, or economic status.
10. Abstain from the use of tobacco, alcohol, or performance enhancing drugs.
11. Regularly seek ways of increasing your athletic development and self-awareness.
12. Participate in a manner that ensures safety of athletes, coaches, and officials.
13. Respect other athlete's dignity—verbal, or physical behaviors that constitute harassment or abuse are unacceptable.
14. Refer to Facility Policy for cell phone usage in the locker room.



## Team Policy

### 2.9 Actions that require immediate disciplinary action

1. Any instigating or fighting during games or any hockey related event.
2. Any use of the stick with the intent to harm or injure another player.
3. Any use of alcohol or drugs while a member of WSHA during hockey season.
4. Use of vulgarity in language, gestures, or insinuations of any kind.
5. Disrespect shown to any coach, referee or player.
6. All WSHA disciplinary actions will be IN ADDITION to WAHA actions.
7. Locker room violation

### 2.10 Disciplinary Actions Step

See Problem Solving and Grievance Policy for disciplinary action steps.

At any point if a skater is involved in a major altercation, Coaches have the right to impose immediate suspension followed by a WSHA Board review. Parents do have the right to bring any questions regarding a disciplinary action taken by the coach to the Board.

Repeat offenders will be subject to enhanced and/or expedited discipline by the WSHA Board, including the possible removal from the Association. If enhanced and/or expedited disciplinary action is required a meeting will be scheduled with members of the WSHA Board, the Player and/or Parents involved in the incident.



## WSHA Equipment Rental Policy

### 1.0 Overview Section

#### 1.1 Purpose

The purpose of this document outlines the equipment management and rental process for the WSHA season.

#### 1.2 Scope

This policy applies to all members of WSHA.

#### 1.3 Implementation

Implementation is in accordance with Effective by Date

#### 1.4 Responsibilities

|                                         |                                                                                                                          |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Association Members (Parents/Guardians) | Review, complete and sign the appropriate equipment rental form, as appropriate.                                         |
| Coaches                                 | Communicate needs to equipment manager, ensure compliance with equipment standards.                                      |
| Parent Rep                              | Communicate any needs with parents. Connect parents to the equipment manager as needed.                                  |
| Board Members                           | Monitor and ensure compliance of the policy.                                                                             |
| Registrar                               | Inquire during registration if equipment is needed for the player to participate. Communicate equipment check-out dates. |
| Equipment Manager                       | Ensure compliance with policy, rental procedures and equipment management processes.                                     |

### 2.0 Procedure

#### 2.1 Equipment Management

The equipment manager will communicate to the Board unused surplus equipment that may be sold or donated when appropriate. The equipment manager will provide a list of possible resale value and funds from the sale would go back to the equipment budget. If new supplies are needed, equipment manager will communicate to the Board the list of needs and associated costs. All equipment shall meet the requirements of USA Hockey, WAHA, and WSHA.

#### 2.2 Storage

Equipment will be stored, with assistance of the Board to obtain, in a dry, well-ventilated, and accessible space.

#### 2.3 Responsibilities

The equipment manager will assist players in obtaining proper fitting equipment. During the initial handout, the equipment manager is responsible for record keeping of loaned equipment. Coaches are responsible for handing out game jerseys and communicating any equipment needs he/she sees to parents/guardians throughout the season.

### 3.0 Rental Procedures

#### 3.1 Deposit for Rental: 1 separate check required at equipment checkout time

1. \$75 Post-Dated Equipment deposit check that will be held and returned at time of equipment check-in following the hockey season.
  - a. Post dated check collected at time of equipment checkout, post date for April 1<sup>st</sup>.
  - b. Post dated check is held by WSHA and shredded provided equipment is returned in good condition.
  - c. If equipment is not turned in 4 weeks after last scheduled season practice, during equipment turn in, the post-dated deposit check will be cashed.
2. Lost / Damaged Items – if an item is lost/damaged, it is highly preferred that the item be replaced with similar style and exact size. If the lost/damaged item is not replaced, the deposit check will be cashed.
3. Off-season rental – No separate fees are required. Members must communicate and receive acknowledgeable/agreement from the equipment manager to keep equipment during the off-season.



## WSHA Equipment Rental Policy

### WSHA Equipment Rental Form

Parent Name: \_\_\_\_\_  
(print) (date)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Player Name: \_\_\_\_\_  
(print)

- Helmet
- Shoulder Pads
- Elbow Pads
- Shin Guards
- Breezers (hockey shorts)
- Gloves
- Skates
- Bag

Any member who does not return equipment or returns damaged equipment will have the \$75 check cashed.

Parent Signature: \_\_\_\_\_



# Social Media and Electronic Communication Policy

## 1.0 Overview Section

### 1.1 Purpose

The purpose of this policy is to inform WSHA members, players, and coaches on the acceptable use of social media and electronic/mobile devices, and to ensure all teams and Association Members are aware that conduct deemed to be inappropriate may be subject to disciplinary action by WSHA, WAHA, and/or USA Hockey.

The WSHA Social Media policy outlines appropriate use of social media regarding WSHA and its members. WSHA will not tolerate inappropriate use of social media by members, and therefore explains below potential disciplinary actions in response to any breach of policy.

### 1.2 Scope

This policy applies to all coaches, WSHA players and their guardians, as well as the family of WSHA players.

## 2.0 Definitions

Tools that allow individuals or groups to generate content and engage in peer-to-peer conversations and exchange of content (examples are YouTube, TeamSnap, SportsEngine, Facebook, Twitter, Instagram, Snapchat, Texting, TikTok, BeReal, etc.).

## 3.0 General Policy Statement

Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants.

### 3.1 Social Media | Mobile | Electronic Communication Policy

As part of WSHA, WAHA and USA Hockey's emphasis on participant safety, communications with our minor participants should be appropriate, as well as transparent. Recognizing that communication is made using mobile devices, web-based applications, and social media more than ever, it is necessary to define a policy so that these communications are not only productive but appropriate, while protecting our participants from inappropriate access from potential offenders.

- All electronic communications between coaches and/or team administrators and players must be for the purpose of communicating information about team or program activities. If the player is under the age of 18, any email, text or social media communications sent directly to the player **MUST** also copy the player's parent/guardian.
- Because of concerns involving our minor participants being exposed on social media sites, WSHA and USA Hockey prohibit coaches from having players join their personal Facebook page or any other social media application. It is permissible to develop a "team page" that players and parents may "join" and can be used by coaches or team administrators to communicate to players through the site, as long as the information is team oriented and non-personal in nature.
- At any time, a parent may request, in writing, that their player not be contacted by any form of electronic communication by coaches, team administrators, program representatives, or other adults in the program.
- Use your best judgment at all times – pause before posting. Ultimately, you are solely responsible for your comments and they are published for the public record.



## Social Media and Electronic Communication Policy

- All players and family members are to refrain from participating in forums or blogs regarding any players, coaches or family members of the WSHA hockey team, or any other team for that matter.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in West Salem Hockey Association, West Salem Hockey Association recommends that you request approval from the Team and the Association.
- At no time should any player, family member and/or member of WSHA post negative, derogatory, racist, sexist or inappropriate comments on any social media platform.
- Comments or remarks of an inappropriate nature which are detrimental to a Team, the Area Association, and/or an individual will not be tolerated and will be subject to disciplinary action.
- Players and/or family members may only post positive messages regarding the players, coaches or family members of the team on social websites such as Facebook, Instagram, etc.
- Any form of bullying, harassment or threats against players or officials is strictly prohibited.

### 3.2 Disciplinary Actions

See Problem Solving and Grievance Policy.

West Salem Hockey Association Board will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred, WSHA will impose an appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities of the individual and/or family.



## Problem Solving & Grievance Policy

### 1.0 Overview Section

#### 1.1 Purpose

The purpose of this policy is to provide a process where we can maintain an open and free exchange of information, share concerns, problems and complaints between parent reps, parents, guardians, coaches, volunteers, employees, and board members.

#### 1.2 Scope

This policy applies to all members of the association and people associated with West Salem Hockey Association.

#### 1.3 Implementation

Implementation is in accordance with Effective by Date.

#### 1.4 Responsibilities:

|                                                           |                                                                                                                                                                                                                    |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Association Members<br>(Parents/Guardians/<br>Volunteers) | Discuss issues or concerns with immediate parent rep and/or coach. Work to resolve issues with their coach as they arise or the coaches committee.                                                                 |
| Parent Rep                                                | Advise parents/volunteers of this policy; be open to discuss issues and concerns, and work to resolve them in a timely manner.                                                                                     |
| Coaches                                                   | Be aware of this policy and work with coaches committee and parents to resolve issues                                                                                                                              |
| Board Members                                             | Advise parents/volunteers of this policy; be open to discuss issues and concerns and work to resolve them in a timely manner. Assign members of the board to handle forms and tracking resolutions as appropriate. |
| Registrar                                                 | Ensure all parents review at time of registration.                                                                                                                                                                 |

### 2.0 General Policy Statement

It is West Salem Hockey Association's philosophy to maintain an open and free exchange of information, share concerns, problems, and complaints between parent rep, parents, coaches, volunteers, employees, and board members. It is important that concerns and or problems be discussed and resolved in a timely manner. Most problems or concerns can be resolved between parents, parent reps, and coaches in the normal course of their interactions. In some cases, though, a personal problem, a policy interpretation or disagreement can be taken to a higher level. If anyone wants to talk to the coaches committee, or to a representative of the Board, the individual should feel free to do so, and it is West Salem Hockey Association's policy to encourage this. No parent rep should discourage anyone in any way from discussing their problems with a higher level of the association or from seeking a review of any decision to a higher level. Parent rep, coaches should advise every person of this policy and encourage a review of any decision that the Association Member feels is improper or unfair.

### 3.0 WSHA Procedure

**Step 1:** All Association Members are encouraged to talk with their immediate team parent rep or coach about problems, questions, or concerns. In most cases, such a discussion will resolve the concern. If possible, WSHA requires a 24-hour cooling-off period before approaching a coach about a situation involving a game, coach, or player. If the situation is a SafeSport violation, immediate discussions should occur and necessary action should be taken.

**Step 2:** If the situation is not resolved after discussing it with the coach, contact via email the Coaching Committee to discuss the problem or concern, if game, coach, or player related. It is the responsibility of the parent rep, coaches, and the board to encourage Association Members to follow this course as a matter of Association policy and good practice.

## Problem Solving & Grievance Policy

**Step 3:** The last level of escalation is the WSHA Board of Directors. Steps 1 and 2 must be exhausted before proceeding to the President unless the situation does not involve the game, coach or player. The request must be in writing via the grievance form. The President may involve the WSHA Board for appropriate resolution according to the Grievance Process Section.

Directly involved parties will receive communication from the president of the board (or his/her designee) regarding the outcome of filed grievance within 48 hours of the Board's decision. Repeat offenders will be subject to enhanced and/or expedited discipline by the WSHA Board, including the possible removal from the Association. If enhanced and/or expedited disciplinary action is required, a meeting will be scheduled with members of the WSHA Board, the Player and/or Parents involved in the incident.

**All Members of the Association are expected to follow the steps and report issues accordingly. If issues aren't reported, situations will not be addressed. Grievances will be addressed based on the level of severity. Members are expected to keep matters confidential and not spread rumors or discuss matters with anyone who does not have a need to know.**

If the matter is still not resolved to your satisfaction, you do have the right to escalate to WAHA and/or USA Hockey.

### 5.0 Zero Tolerance Rules for Players and Parents/Guardians

1. At all levels there will be ZERO tolerance of verbal abuse, obscene or vulgar language and gestures, harassment, misconduct, or other behavior deemed to be abusive directed at the coach, assistant coach, team manager, referees, officials, teammates, opponents, fans or association officials.
2. This behavior will not be tolerated, and disciplinary procedures outlined in the player and parent code of conduct will be followed.
3. Parents are responsible for their child's behavior at all tournaments and team activities regardless of their child's age.
4. Any player or parent misconduct not specifically alluded to above, will be dealt with on an individual basis by the WSHA Board.

### 6.0 Grievance Process/Zero Tolerance Hearings

**The Board of Directors, who handle all zero tolerance violations and grievances, will follow these general guidelines:**

- 6.1 Parties will be notified of a grievance or zero tolerance hearing that concerns them by phone and will be emailed a written notification to the same effect. When the issue involves a player, notification will be to one of the parents involved. A special meeting may be called and all members notified to handle matters between board meetings. Ideally, the meeting should take place within seven days of notification to the involved parties.
- 6.2 Concerned parties may provide brief statements and answer brief questions from the board members at the meeting. Concerned parties may also submit written statements to the board about any incidents that are directly involved with the hearing.
- 6.3 After reading statements and or hearing all parties in attendance, the board will make a decision about possible outcomes by majority vote of board members present.
- 6.4 Directly involved parties will receive a phone message from the president of the board (or his/her designee) regarding the outcome of the hearing within 48 hours. A written letter confirming the phone message will be sent within one week. If the involved person is a player, one of the parents will be notified.
- 6.5 Minutes from the grievance and or zero-tolerance hearings will be kept by the secretary (or his/her designee). Record that a hearing occurred will be made in the general minutes, and visitors may be recorded as attendees to the usual monthly meeting, however, details will be recorded in separate records for the privacy of those involved and will not be published with the regular minutes.



## Problem Solving & Grievance Policy

### WSHA Grievance Form

#### Grievant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Team: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date, time and place of event leading to grievance:

Detailed account of occurrence (including names of persons involved, if any):

State policy or guidelines that you feel have been violated:

Proposed solution to grievance:

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filing a grievance, and any information on this form is truthful.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_



