

Watertown Hockey Association Handbook



Overview	2
Organization	3
Registration and Membership	3
Team Structure	4
Volunteer Program	6
Equipment & Uniform Policy	7
Scheduling, Attendance, Cancellations	9
Communications Policy and Procedures	11
Locker Room and Travel Policies	12
Conduct, Safety & Discipline	15
Concussion Policy	17
Confidentiality Policy	18
 Appendix A: Parent Code of Conduct	 19
Appendix B: Player Code of Conduct	20
Appendix C: Coach/Team Coordinator/Director of Hockey Code of Conduct	21
Appendix D: Board of Directors Code of Conduct	22
Appendix E: Player Move Up Policy	23
Appendix F: WHA Incident Report	25
Appendix G: Watertown School District 14-4 STANDARDS FOR PARTICIPATION	26

Overview

Vision

To be the model youth development program.

Mission Statement

To provide for the growth of Watertown Hockey Association (WHA) players. We do this by emphasis placed on ***sportsmanship, teamwork, respect for the individual, integrity and love of the game.***

Affiliation

Watertown Hockey Association is an affiliate of the South Dakota Amateur Hockey Association (SDAHA), which is an official affiliate of USA Hockey, and governs all amateur hockey within the state of South Dakota. USA Hockey is a member of the International Ice Hockey Federation (IIHF), a worldwide governing body for ice hockey and inline hockey.

WHA Handbook

The WHA handbook will be available on the Watertown Hockey Association website. It is the responsibility of the WHA member to look for notices on the website that the handbook has been updated, read, and apply those changes immediately.

Facilities

Watertown Hockey Association rents ice at the Prairie Lakes Ice Arena, located at First Avenue and 31st Street Northeast , Watertown, SD 57201. The mailing address for WHA is PO Box 483, Watertown, SD 57201.



Organization

Board of Directors

See website for current board members and organization contacts.

Board Meetings

The WHA Board of Directors typically meet the 2nd Monday or Tuesday of each month at 7:00pm. Please check the website to confirm date, time, location, and agenda. When attending, we ask that you be courteous and allow the board to work through the meeting's agenda without interruption.

Robert's Rules of Order are practiced. Items for discussion or consideration must be approved by the President and added to the agenda by the Board Secretary prior to the approval of the agenda for the scheduled meeting.

Please email the secretary at whasecretary@watertownlakers.org if you have items you would like to have considered for a board meeting.

Registration and Membership

Player Eligibility

Players who wish to play for the Watertown Hockey Association and do not live within the Watertown school district must request waiver/transfer from their member organization through the SDAHA. They must also receive approval from their member organization, WHA, and SDAHA prior to participating in practice or games.

If the School District where the player is enrolled is not located in a municipality with an Association, the player's initial Association is the closest Association "as the crow flies" from the location of the school where the player is enrolled to the center of the municipality where the Association has its official address. The initial Association participation of a player too young to be enrolled in a School District, is determined by the School District where the player would be enrolled based on the residency status of at least one of the player's parents or legal guardians.

USA Hockey Registration Fees

Annual USA Hockey registration is required of every player, coach, coordinator, board member, and necessary volunteer. The USA Hockey registration fee varies based on your level and position and is not included in your WHA registration. For more info: <https://membership.usahockey.com/>

WHA Registration Fees

Registration fees may be paid all at once or can be paid in installments. Registration is completed through the WHA website. The registration process is used to determine the number of teams that WHA will submit to the SDAHA. The number of teams influences WHA's coach selection process and budgeting process. A \$100 registration discount is effective during certain early registration dates as listed in the season registration.

Scholarships

WHA is partnering with the Watertown Laker Foundation for the fulfillment of scholarship requests. Interested families should visit www.watertownlakerfoundation.com for more information.

Season Game Passes

Season Passes are required for all families with league level players (Squirts through Varsity). Single Season Passes are valid only for the individual named on the pass. Family Season Passes are valid for Parents and immediate children living in the household. Grandparent passes are also available for the season. Season passes are valid for all Watertown Laker home games but EXCLUDE State and local Tournaments.

Refund Policy

Full Refunds are allowed for all players through season registration closure only.

In-season refund requests will be reviewed on a case-by-case basis. A refund of the registration fee may be based on percentage of season played (25%, 50%, 75%, 100%).

Unpaid Balance Policy

All regular season registration payments must be paid in full by February 1st of the current season to ensure continued play. Registrations that are on a payment plan must be in good standing.

Families who have unpaid balances, uncompleted volunteer hours, damaged or unreturned equipment, returned checks, disputed credit card charges, bank charges, etc. are not considered a member in good standing until these outstanding bills are paid in full.

Players in these families will not be allowed to participate in any WHA sponsored events, on-ice or off, until these balances are paid in full. This includes, but is not limited to camps, training, evaluations, practice, games, or WHA-hosted open hockey.

Team Structure

Learn to Play Hockey

Focus on skill development and FUN! Station-based practices using the USA Hockey ADM model. Practice consists of skating, passing and scrimmage.

- Boys and girls who are 10 or younger by Dec. 31 of the registration year.
- Ice time: average of 2 times a week, not including games

Travel Levels

Travel for Mites (8U) will include local travel and jamborees.

Travel for Squirt (10U) will include games/tournaments within a 500-mile radius.

At the Pee wee (12U) levels and above, travel will occur within an approximate 500-mile radius for games, tournaments and a state tournament.

Mite/8U

- Boys and girls who are 8 or younger by Dec. 31 of the registration year.
- Ice time: average of 2-4 times a week, including games
- Goals: Skill development and FUN! Station-based practices using the USA Hockey ADM model.

Squirt/10U

- Boys and girls who are 10 and younger by Dec. 31 of the registration year.
- Ice time: average of 3-6 times a week, including games
- Goals: Continued skill development. Improve skating, passing, shooting, positional play and team play. USA Hockey ADM model practices.

Peewee/12U

- Boys and girls who are 12 and younger by Dec. 31 of the registration year.
- Ice time: average of 3-6 times a week, including games
- Goals: Continued skill development. Improve skating, passing, shooting, body contact, positional play and tactical preparation, stress importance of working and developing team concept.

Girls 14U - Girls who are 14 and younger by Dec 31 of the registration year.

- Ice time: average of 3-6 times a week, including games
- Goals: Continued skill development. Improve skating, passing, shooting, body contact, positional play and tactical preparation, stress importance of working and developing team concept.

Bantam/14U

- Boys and girls who are 14 and younger by Dec 31 of the registration year.
- Ice time: average of 3-6 times a week, including games
- Goals: Continued skill development. Stress importance of working and developing the team concept. Improve players' skating, shooting, and passing skills. Ensure safe body checking.

Girls and Boys JV/Varsity

- Boys and girls who are 18 and younger by Dec 31 of the registration year.
- Ice time: average of 3-6 times a week, including games
- Goals: Competitive, highschool level play against league teams and in tournaments

Evaluations and Team Selection

All Teams: WHA strives for equality during the entire evaluation process.

Mite/8U

- There is no formal evaluation process for these levels.
- Mites: Multiple groups will be developed based on the number of players and skill levels. Within those groups, teams will be created randomly.

Squirts/10U, Peewee/12U, Bantam/14U, JV/V

- The evaluation leadership team may consist of independent evaluators, coaches, and coordinators who may all be part of the selection process.
- All players will be grouped randomly. Evaluations will be made up of skills and drills, in-house scrimmages, and outside scrimmages if available. Players may be moved to different groups during the evaluation process by the evaluation team.
- Any parent coaches will be removed from the selection process.

- Evaluations are closed at all WHA venues. This is necessary to provide a fair process as well as allow your child to perform without the pressure of their parent/guardian(s) watching.
- The number of teams at each level will be determined by the Director of Hockey and Coaching Committee once registration closes.
- All players must try out for the group (youth or girls) that they intend to play with during the season. No change requests will be granted during or after evaluations.

Non-Travel Teams

- No official evaluation process will occur for this level. The coaches will make reasonably even and balanced teams based on the players' abilities and competitiveness.

Player Move Up Policy

WHA discourages movement of players from their assigned age division. The procedure to initiate a request is permitted only to players in their second year of their USA Hockey assigned age level. Although a player may be skilled enough to play up a division, the evaluation will require that they are capable of playing on the top 50% of the top team at the older age level. Additionally, there are legitimate concerns that the player may not be prepared mentally, or socially. These aspects should be considered by the coaching staff, player and family prior to completing the application to play up. Any move up request is for a single season only.

See Appendix for complete player move up policy.

Volunteer Program

Watertown Hockey Association is a parent-run organization that depends on the volunteer efforts of hundreds of people and thousands of hours to cover operational costs, while maintaining low player registration fees. It is very important that all **travel hockey** participants take on responsibility and share the necessary duties.

The time frame to earn these points begins June 1st and continues until May 31st of the following year. If families have not earned enough of the required hours, families will be billed for the outstanding balance owed to WHA.

All Volunteers, regardless of position, must be in compliance with Safesport standards. If you have been involved in a situation that potentially prevents you from volunteering, please notify the association's Safesport Coordinator at safesport@watertownlakers.org. You may be directed to fill out a background check or contact Safesport for further information: <https://www.usahockey.com/safesportprogram>. Anyone who is not eligible to perform volunteer hours will be reviewed by the association and provided alternate means to serve.

Watertown Hockey Association requires a commitment of volunteer hours by the family of each player. The amount of hours required will be evaluated at the beginning of each season and increased during the season if necessary. No families will be required to complete accelerated volunteer hours without an amendment to this policy.

Parents work various positions during home games and tournaments, as well as WHA sponsored events. To ensure that all parents of youth hockey players are involved in the program, WHA has developed a Watertown Hockey Association Volunteer Agreement. The purpose of the agreement is to increase parental awareness of the need for volunteers in the Hockey Association.

Extra points earned in this time are appreciated by the association but cannot be carried over to the next playing season. Families can help other families work their points. Concerns on meeting points should be referred to your respective Team Coordinator and then to the Dibs Coordinator, who in turn can request a WHA board review.

Volunteer Guidelines:

- Volunteer service hours can be performed by any member of the family, if the family member or guardian is 14 years old or older. Minor officials positions have a minimum age of 18.
- Volunteer hours will be posted on the website for sign up.
- Volunteer slots not filled by others but needed for host tournaments will be filled by the parents whose children are participating in the tournament.
- All shifts listed state hours value. If a game is canceled and NOT RESCHEDULED, hours will be awarded to those individuals signed up.
- Game workers must always remain neutral, and it is against rules to take pictures from the booth as a worker.
- All Volunteers must print and sign their names on provided sheets to log shifts worked and to get credit.
- A total opt-out of working is available at a rate of \$1,500 per player.

Fundraising Requirements

Fundraising is a necessary requirement for participation in travel hockey.. Fundraising helps offset costs of registration and helps contribute to ice rental expenses, equipment, coach compensation, and other necessary expenses to conduct business. Each family is encouraged to do their best to fundraise using outside resources as to not incur additional costs to themselves. Once raffle tickets have been checked out to a member family, that member family is responsible for the full value of the tickets. If tickets are lost, stolen, washed, etc. the member family will be responsible for the value of the tickets.

Golf Tournament: Each JV and Varsity family is expected to obtain sponsorships and help with setup, operations and tear down of the tournament. The golf tournament helps subsidize the cost of travel tournaments and the Varsity bus trips.

Equipment & Uniform Policy

The equipment listed below will be required for participation in Lakers hockey. Players not wearing the required equipment will not be allowed to play or practice.

Any youth or adult (including coaches, helpers, and parents) on the ice—in any capacity—is required to wear approved helmets and have the approval of the Director of Hockey. Players must represent WHA until their final game is played which includes keeping all helmet stickers in place and wearing Association-provided uniforms.

Required:

- Helmets: (must be black for Squirt/10U and older); HECC – approved helmet with face mask, neck & chin straps. Helmet must contain current evidence of up-to-date HECC approval
- Breezers (must be black for Squirt/10U and older)
- Pelvic Protector (girls)
- Cup and Supporter (boys)

- Shin Pads and socks
- Elbow Pads
- Shoulder Pads
- Gloves (must be black for Squirt/10U and older)
- Skates (laces should be black or white for Squirt/10U (special event exceptions))
- Mouth Guard
- Stick
- Neck Laceration Protection: **New 2024-25**

Water Bottles

All players must have their own water bottles for personal use during any on-ice or off-ice athletic event. Player's are not to share water bottles. Please ensure your player's name is clearly marked on each bottle so as not to confuse it with another player's. Colored Liquids are not allowed on the players' bench or on the ice surface.

Goalie Equipment

For goaltenders, special equipment is necessary such as gloves (catching and stick), chest and stomach protection, goalie skates (with protective shell), leg pads and shoulder and arm protectors. The goaltender's equipment is especially important so if you have any questions, please contact the WHA Director of Hockey. All goalie equipment that is provided by WHA must be returned at the completion of the regular season, or immediately following the player's state tournament, in good condition. Inform the WHA Director of Hockey if any repairs are required.

WHA Jerseys

Game jerseys are provided by WHA at all levels from Mites (8U) through Varsity levels.

The official colors of WHA are Boston Bruins black and yellow. These colors are the predominant colors in the uniform scheme. If there is excessive wear or intentional damage to the uniform, a charge may be made to either replace or repair the article.

Players and parents at all levels will be responsible for maintaining their uniform in a clean and repaired state during the season. Jerseys may be washed in warm water. Hot settings in the washer and dryer shorten the life of the lettering on jerseys. It is best to hang and air-dry jerseys. If a dryer is used, it should be set at a low temperature and gentle dry setting. Participants are encouraged to contact their team coordinator as soon as a major problem with jerseys or breezer covers arises.

Players may only wear jerseys at games and to school on Fridays. Jerseys shall not be used for practice unless specifically requested by the coach. If a player is found to be wearing a jersey at other than authorized times, the jersey must be returned immediately, and the jersey will only be given to the player on game days.

Practice jerseys are assigned to all skaters at all levels and are to be used for WHA practice and coach requested events only. Players are required to return practice jerseys at the end of the season unless told differently by summer hockey coordinators

Uniform Alterations

Players must not represent WHA on-ice during any USA Hockey regulated game in anything other than their assigned jerseys and socks, or make any alterations to their assigned uniform, without written approval of the Director of Hockey. Players and/or teams in violation of this policy will forfeit all events in which alternative uniforms are displayed and make-up events will not be allowed. This does not include adhering symbols designating “Captains” or “Assistant Captains” that may be requested by coaching staff.

Equipment

All WHA jerseys and equipment must be checked in to the Equipment Coordinator, following the season. An additional summer rental fee will be charged for use at spring and summer programs.

Game socks can be purchased from the Equipment Coordinator or Team Coordinator. Players will be responsible for providing their own practice socks. It is recommended that game socks not be worn for practices.

Breezer covers must be purchased for players at the Boys and Girls Varsity and Boys JV levels (\$50). Uniform Usage Fee for Boys and Girls Varsity and Boys JV is \$50 per year of high school for a total of \$200. After \$200 is collected by WHA, the player will own the home and away jerseys. Starting with the 2025-2026 season, Varsity players will be assessed a \$100 jersey for the first two years, totaling \$200. Once this cost is paid, no additional jersey fees will be added in subsequent years. Number and/or jersey changes will not be allowed for Boys and Girls Varsity and Boys JV.

Scheduling, Attendance, Cancellations

The WHA Director of Hockey is the only person authorized to make additions or cancellations to scheduled games, scrimmages, and tournaments for the teams of the association.

Attendance Policy

Practice (defined as both on and off-ice, including dry land) and game attendance is mandatory. Coaches, at their discretion, may bench players who have unexcused absences from any practice or game.

School-related events, family functions, illness (a note from a parent or physician may be required if someone misses an inordinate number of practices or games) will be considered excused absences. Appropriate notice should be given to the coach.

Wednesdays are traditionally faith nights and will be viewed as such. If practices are held on a Wednesday evening, attempts will be made to hold practice outside of traditional faith activities. If notification is given to the coach, Wednesday faith activities are an excused absence from practice and no reduction in playing time or other penalties will be assessed.

General Cancellation Guidelines

Parents/Guardians ultimately reserve the right to determine whether their child should participate in WHA activities on any particular day. Children who don't participate in WHA hockey events due to weather conditions will not be reprimanded for their absence as long as the absence is communicated with the player's head coach. Parents/guardians should always be sure the arena is open and staffed when dropping a child off for any WHA activities.

Weeknight Events (Monday-Friday)

All weeknight cancellations will come from the Director of Hockey. If the Watertown School District cancels school and/or cancels events before and/or after school, WHA will consult with all applicable parties to decide on canceling any or all meetings, practices, games, or dryland, regardless of the location where the event is to take place as soon as reasonably possible.

This applies to all teams and all levels with events both at home and away. In the event of a 6 a.m. practice and school has been delayed or canceled, that practice will automatically be canceled.

Weekend Events (Saturday-Sunday)

All weekend cancellations will come from the Director of Hockey. As a best practice, decisions and potential schedule changes will be communicated as early as possible

League Game Cancellations

1. Reasons for cancellation:

- a. Cancellation of a game due to weather is usually at the discretion of the traveling team, though we have occasionally had a home team cancel due to weather.
- b. The only other reason for cancellation may be due to equipment/ice failure. If possible, the scheduled game should be played at a different site before canceling.

2. Notifications:

- a. **First notification** should be **between associations** and should begin with the scheduler of each association. MAKE SURE YOUR COACHES AND COORDINATORS KNOW THEY **MUST** CANCEL THROUGH THE LOCAL SCHEDULER OR A PERSON DESIGNATED BY THE LOCAL SCHEDULER. This helps us avoid the possibility of someone not being notified. Each association is responsible for notifying their players, parents, coaches, staff, etc.
- b. **Second notification** should be to the official's scheduler. THIS IS THE RESPONSIBILITY OF THE HOME TEAM.
 - i. If officials have already arrived for a game that is canceled, the home association may still be responsible for payment to that official if they have traveled some distance.
- c. **Third notification** should be to the state scheduler or person designated by the state scheduler. The state scheduler/designee will get the information on the website and begin to work on rescheduling.

3. Rescheduling:

Per the SDAHA Playing Rules: *"Rescheduling of games delayed due to weather shall be done promptly by the teams involved. If they are unable to come to an agreement quickly on rescheduling, the SDAHA*

president will make the decision. If possible, at least 48 hours notice shall be provided to the official's scheduler."

Team Eligibility - A team must play its entire SDAHA schedule in order to be eligible for State Tournament competition for that year, e.g. any team which fails to play a regularly scheduled or rescheduled SDAHA league game will be deemed to have forfeited that game and thus will be ineligible for State Tournament competition for that year.

If, however, there is no time available to reschedule a game, a decision will be made by the SDAHA Board on the eligibility of a team to play in a state tournament. These decisions will be based on a review of the circumstances of the cancellation, how standings will be affected, and the reasons for not rescheduling.

Non-League Game Cancellations

All non-league cancellations will come from the Director of Hockey. For all events taking place at the Prairie Lakes Ice Arena, WHA follows the weather cancellation procedures adopted by the City of Watertown Park & Rec Division (for in-town hockey events). In the case of questionable/stormy weather conditions, please check the internet address: www.watertownsd.us or call the Watertown Park & Rec division at (605) 882-6260. If the facilities stay open, the WHA events will stay as scheduled.

Communications Policy and Procedures

Several communication methods will help our teams and the association run more efficiently. Please get your information directly from an official source. For hockey related concerns during the season, Follow the chain of communication:

1. Try and talk with your team's coordinator first.
2. If the coordinator is not able to answer the question or isn't responding, the next level of contact should be the coaching committee representative.
3. The final level of contact should be the Director of Hockey.

Protocol for Coaching Concerns

If there are concerns or questions regarding discipline, playing time or behavioral issues, it is encouraged that the player and coach try to align first. If an issue cannot be resolved, it is encouraged that the parent, player and coach discuss the situation together. It is the right of the parent or the coach to exercise a 24 hour cool down period anytime during the initial conversation. At the coach's discretion, enlistment of a coaching coordinator, Coaching Committee, and/or board member may take place to hear a grievance. If you believe you have a valid complaint about a coach, we ask you to bring your concern to the Coaching Committee.

Team Communications

A majority of WHA's business, including schedules, schedule changes, meeting notices, volunteer opportunities and policy changes are conducted electronically via the team chat app (email & chat) and our website. **Please be sure to check your Team chat daily during the hockey season.**

You are responsible to keep your contact information current and correct, as this is how most communication from the association is sent out. It is highly encouraged to have at least two contacts listed for communication.

Team chat/Social Networking Best Practices

For the purposes of “hockey related team issues” it is highly encouraged that teams use the **team chat**. It is best practice to **ONLY** use team chats to discuss team issues such as schedule changes, team related activities, etc.

DO NOT use chats for other purposes such as voicing concerns/complaints about officiating, questioning coaching related matters, team problems, or other general complaints. Please follow the chain of communication listed above.

Below is a list of “best practices” to consider when engaging in public communication:

1. Consider how posts/comments could be construed by both members and non-members and how comments could affect team or Association culture.
2. Refrain from derogatory or defamatory comments about coaches, officials, opponents, WHA members, or WHA employees/volunteers.
3. Refrain from comments that could be construed as a threat of physical or emotional injury to another person.
4. Do not post comments or photos that describe unlawful assault, abuse, hazing, harassment, or discrimination.
5. Team chats are not to be used as a sales marketplace.

Locker Room and Travel Policies

The safety and protection of our participants is central to the Watertown Hockey Association’s goals. WHA adheres to USA Hockey’s SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing.

To help prevent abuse or misconduct from occurring in our locker rooms, WHA has adopted the following:

USA Hockey locker room policy:

It is the policy of USA Hockey that all affiliates, districts, leagues, and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally always monitor the locker room environment while participants are present and make sure the locker room is appropriately secured during times when minor participants are on the ice.

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

Locker Room Monitoring:

USA Hockey policy of locker room monitoring will be followed. For the purposes of the WHA, the term “responsible adult” consists of WHA coaches, coordinators, WHA staff, board members or volunteer locker room monitors. In almost all situations, the WHA will utilize coaches to supervise locker rooms for all teams. If instances arise where gender specific supervision, or other additional supervision is required, the WHA may utilize team managers and/or locker room monitors who have completed the necessary background checks and SafeSport training.

Travel Team Locker Room & Arrival/Departure Policies

Travel teams are defined as Squirt/10U Travel, Peewee/12U, Bantam and 14U.

- **Parents Are Not Allowed in the Locker Rooms** unless it is an emergency as defined by a coach or official. If a player has forgotten any equipment, the parent should do their best to find a coach who can have the player step outside the locker room to obtain the missing equipment. 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.
- **Players Arrive No More than 30 Minutes before Practices or 60 Minutes before Games unless directed by their coach:** Players should not be left unsupervised at the rink more than 30 minutes before practice or 60 minutes before a game unless directly supervised by their coach. Players also need to be out of the locker room within 10 minutes of the end of practice or a game, unless directly supervised by their coach. This applies to both goalies and skaters on all travel teams.

Other Team Locker Room & Arrival/Departure Policies

Non-travel teams are defined as Learn to Play, Mite/8U, Squirt/10U In-House Only & Rec Leagues.

- **Parents Are Allowed in the Locker Room:** Parents ARE allowed in the locker room at these levels. The WHA recognizes 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.
- **Players Arrive No More than 15 Minutes before Practices or Games:** Players should not be left unsupervised at the rink more than 15 minutes before practice or games unless directly supervised by their coach. Players also need to be out of the locker room within 10 minutes of the end of practice or a game, unless directly supervised by their coach.

PLEASE DO NOT LEAVE YOUR PLAYER UNSUPERVISED AT THE RINKS AT ANY TIME. Players who are dropped off early or not picked up on time are not the responsibility of WHA, its coaches, team managers, other parents, or facility staff.

Mixed Gender Teams:

Some of our teams consist of both male and female players. It is important that the privacy rights of all our players are given consideration and appropriate arrangements made. Where possible, the WHA 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. If separate locker rooms are not available, then the players will take turns using the locker room to change.

Cell Phones and Other Mobile Recording Devices:

WHA prohibits 'active use' of cell phones in locker rooms, including talking and texting. If a phone is "in transit" (i.e. moving between a pocket and a bag), it is not in active use. Cell phones and other mobile devices are only allowed in the locker room with the intent to play music. Devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms by players, coaches, team managers, parents, etc. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Travel Policy

WHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. As such, the following guidelines must be followed when traveling to games.

- WHA players are not allowed to drive themselves to/from an out-of-town game. Players and/or their parents/guardians are responsible for making all travel arrangements to and from practices/games.
- If a parents/guardian chooses to allow another family or friend to transport their child, it is the responsibility of the parent/guardian 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.
- WHA coaches, and/or volunteers who are not also acting as a parent, should not drive alone with an unrelated minor player and should only always drive with at least two players or another adult, unless otherwise agreed to in writing by the minor player's parent.
- WHA coaches and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- Although WHA coaches, coordinators, and/or team managers may make hotel reservations for out-of-town games or tournaments, it is not the responsibility of a coach or team manager to coordinate transportation for players or parents.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach, or volunteer of the WHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.
- 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.
- 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 may be performed.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws.
- 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.

- In the event a parent/guardian cannot find transportation to any practice and/or game, the absence is considered an “excused” absence if the parent/guardian contacts the child’s coach prior to the event.

Conduct, Safety & Discipline

WHA 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 WHA 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 contact the WHA SafeSport Coordinator at safesport@watertownlakers.org or USA Hockey at SafeSport@usahockey.org or 1-800-888-4656.

Tobacco Products, Alcohol, Drugs and Drug Paraphernalia

The use and/or possession of tobacco products, alcohol, drugs or drug paraphernalia by Watertown hockey players is illegal and forbidden.

- Suspected use and possession reported to the Disciplinary Committee will be immediately relayed to the parents and player by involved parties in a confidential meeting.
- Confirmed use or possession of the above products by a Watertown hockey player may result in suspension from play for a minimum of one month and/or report to law enforcement. The length of suspension and/or the possibility of expulsion from the team will be determined in a confidential meeting between parents, player and the coaching committee.
- Players who are rostered on the Boys or Girls JV & Varsity Roster, regardless of age, and players in 9th through 12 grade are subject to the controlled substance policy as adopted by Watertown High School. *See Appendix for the most recent Watertown School District policy.*

Core Conduct and Discipline Guidelines

The WHA Incident report is available from the Director of Hockey. *See appendix.*

Specific guidelines for players, parents, and WHA staff can be found in the appendix.

All Participants must:

- Demonstrate sportsmanship, respect, and integrity when interacting with teammates, opponents, spectators, coaches, and officials
- Follow all WHA, SDAHA, and USA Hockey rules
- Avoid profanity, discriminatory language, or inappropriate behavior
- Respect all facilities, equipment, and property
- Follow all Safesport and locker room policies
- Comply with all safety and supervision requirements

Prohibited Conduct:

- Physical, emotional, or verbal abuse
- Bullying, hazing, harassment, or intimidation
- Theft, vandalism, or property damage

- Possession of alcohol, drugs or tobacco products by players
- Conduct that violates Safesport policies

Coaches will enforce such rules consistently and fairly with all players. Enforcement may also be applied by the Director of Hockey, local police, WHA Disciplinary Committee, or Safesport authorities when applicable.

Fluctuations from these guidelines may occur based on each individual situation.

Discipline guidelines will follow all USA Hockey and SD Amateur Hockey Association policies and procedures.

If a compliance report is received, an investigation will be completed which could result in various forms of discipline. Parent discipline could include a hearing before the Disciplinary Committee if deemed necessary. Discipline examples may include any of the following:

- Written/Verbal warnings
- Completion of an educational assignment
- Extra DIBS hours
- Suspension from game(s) and/or arena
- Expulsion for the current season

Violence toward a player or coach

Any violence toward another player or coach should result in an immediate report to the coach, Coaching Committee, Disciplinary Committee, and/or SafeSport Coordinator. Coaches have discretion to impose any consequence up to a 1 full game suspension without a formal compliance meeting. If the details of the incident warrant, a report to the Coaching Committee, Disciplinary Committee and/or SafeSport Coordinator may occur which would likely result in a compliance committee meeting and further possible consequences (which could include a multiple game suspension, suspension from practice(s), and/or or expulsion from the team).

Players are also subject to calls by the coach. If the referee misses a call, but the coach sees it, the coach may assess that player a penalty and make him/her sit on the bench to serve time for the penalty. If this becomes a problem, the player will sit as long as the coach deems necessary up to one full game suspension.

Process for Suspension Procedures:

If a player's behavior violates the player code of conduct, WHA coaches have discretion to suspend a player for up to one full game without the necessity of a formal compliance hearing. If a player's behavior is determined to rise to the level of a possible multiple game/practice suspension, the player may be subject of an investigation by the WHA Disciplinary Committee and could face additional consequences per USA Hockey Rule 10.

Suspension for Match Penalties:

Per USA Hockey Rule 405 (c):

A player or Team Official incurring a match penalty shall be suspended from participating in any USA Hockey games and practices until his case has been dealt with by the proper authorities. A hearing by the proper authorities shall be offered to be held (including any further disciplinary action) within 30 days of the incident ("30-day period") together with a decision in accordance with Bylaw 10D (Suspension Hearings/Domestic Competition Playing Rules). If extenuating circumstances prevent the proper

authorities from conducting the hearing within the 30-day period, the player or Team Official shall be automatically reinstated after the 30-day period. The failure to offer the hearing shall not prohibit the hearing body from conducting the hearing after the 30-day period and imposing further disciplinary action.

Parent/Guardian Discipline Guidelines

Violations of the code of conduct may result in discipline. Please do your best to show appropriate sportsmanship in all situations.

1. Violators will incur a minimum mandatory 3-game suspension from that team's games and may be subject to further disciplinary action by the local governing body.
2. The SDAHA Game Official or Representative that takes action to control spectator conduct will file an "Incident Report" detailing their version of the occurrence with the SDAHA Discipline Committee.
 - a) The Committee will forward the report to the spectator's affiliate for the affiliate to investigate.
 - b) Upon completion of the spectator's affiliate investigation (that should include talking to the accused spectator) the investigating affiliate will report back to the SDAHA Discipline Committee for final approval of the minimum 3-game suspension or any additional imposed suspension.
3. Any spectator asked to leave a rink by a game official, representative of the SDAHA Board of Directors, Rink Personnel, or Tournament Director will automatically miss a minimum of that team's next three games that were scheduled before the incident.

Concussion Policy

The following protocol will be used if a concussion is suspected or if a player displays any signs or symptoms:

1. Remove immediately from play (training, practice, or game)
2. Monitor the player closely in the locker room (do not leave the player unattended)
3. Inform the player's coach/parents of the signs and symptoms the player has reported, or the coach has witnessed.
4. Refer them to a medical professional.
5. Hold the player out from practice, dryland, and/or game until medical clearance is received in writing (per USA Hockey policy). The official USA Hockey clearance forms MUST be provided to the coach and/or Director of Hockey before the player will be authorized to return to action.

Confidentiality Policy

Nondisclosure Policy

Each Responsible Person (defined below) shall exercise care not to disclose confidential information acquired in connection with such status, the disclosure of which might be averse to the interests of Watertown Hockey Association. No Responsible Person shall use confidential information for his or her personal gain.

For the purposes of this policy, a "Responsible Person" is any person who holds one or more of the following positions with Watertown Hockey Association or with an entity that controls, is controlled by, or is under common control with USA Hockey: Board of Directors, Business Manager, Director of Hockey, Team Manager, Team Scheduler, Coordinator, or Coach; or any other person determined by the Business Manager of Watertown Hockey Association to be subject to this policy.

Types of Confidential Information

The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the Business Manager:

1. Membership data, including any identifying or contact information for any member of Watertown Hockey Association, USA Hockey or held within records or database(s) maintained by either.
2. Information regarding the behavior or discipline of any player, coach, coordinator, parent, guardian, or employee.
3. Player, coach, or coordinator Evaluations.

The foregoing is not intended to be a complete list of all the types of information that may be considered confidential.

Failure to Comply

Any Responsible Person who fails to comply with the provisions of this confidentiality policy shall be subject to such sanctions or other action by Watertown Hockey Association and/or USA Hockey. Any other person who is subject to this policy and who fails to comply with it shall be subject to discipline or such other sanction as Watertown Hockey Association determines is appropriate.

Each Responsible Person must also be familiar with and comply with any applicable state or federal law with respect to protection of private information.

Appendix

Appendix A: Parent Code of Conduct

Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.

- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- Follow USA Hockey's Spector's Code of Conduct
- Display good sportsmanship. Always respect players, coaches and officials.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

I understand that if I break the Code of Conduct, I will be subject to disciplinary action by the WHA Disciplinary Committee/USA Hockey. You have my commitment.

Appendix

Appendix B: Player Code of Conduct

As a participant in the Watertown Hockey Association, I agree to follow the below stated rules:

1. I will abide by the rules and regulations of USA Hockey, South Dakota Amateur Hockey, and the Watertown Hockey Association.
2. I will do my very best to make hockey a fun sport for myself, my teammates, my coaches, and my family.
3. I will work my hardest to improve my skills and follow the rules and instructions of my coach(es).
4. I will not swear or use abusive language in the bench, in the locker room, in the arena, in hotels, or in any other place where I am representing the Watertown Hockey Association.
5. I will not drink alcohol, smoke, chew tobacco, vape, or use any other illegal substances.
6. I will treat my teammates, coaches, parents, opponents, facilities, fans, and referees with respect. I will not bully, intimidate, or make fun of my teammates. I will agree to encourage them even when they make mistakes.
7. I will respect my teammates, coaches, and facility's equipment and property. I will not steal or damage anyone else's property if it is not mine.
8. I agree to not use my cell phone in the locker room (no calls, texts, pictures, games and/or social media).
9. I will respect the ruling of any official or referee. I will not swear at, or argue with, the referee and will accept the ruling or penalty that is made against me or the team.
10. I will treat my opponents with respect whether we win or lose. I will play hard, but not cheap. I will refrain from fighting on and off the ice.
11. I will put my team first and learn to play as a team.
12. I will be on-time for all practices (including dryland) and games or will contact a coach ahead of time if there is a legitimate reason, I may be late.

I understand that any violation of this code of conduct may result in consequences received from my parent, coach, Director of Hockey, and Discipline Committee which could include one or more of the following: verbal warning, conditioning/push-ups, loss of playing time, team consequences, removal from the locker room/rink, or suspension from the Watertown Hockey Association.

Appendix

Appendix C: Coach/Team Coordinator/Director of Hockey Code of Conduct

As a Director of Hockey/team coordinator/coach in the Watertown Hockey Association, I agree to follow the below stated rules:

1. I will abide by the rules and regulations of USA Hockey, South Dakota Amateur Hockey and the Watertown Hockey Association.
2. I will conduct myself in a respectful, professional manner both on and off the ice.
3. I will focus on overall player development and not place winning at all costs above the culture of the Association.
4. I will understand the rules of the game, the importance of teamwork, and promote team unity.
5. I will wear appropriate attire to practice, games, and while representing WHA in the community.
6. I will be on-time for all games and practices.
7. I will be well prepared for practice sessions with organized practices that are fun and challenging, and properly utilize time and the ice.
8. I will maintain a professional relationship with all players and parents devoid of favoritism or the perception of favoritism.
9. I will promote fair playing time for all players to ensure the development of everyone. This fair playing time will be the result of effort, attitude and attendance in on-ice/off-ice practices and games along with a positive attitude towards all coaches, teammates and referees.
10. I will maintain an open line of communication with players' parents and clearly explain primary goals, the goals and objectives of the association, and the responsibilities coaches and players have in helping the team run smoothly.
11. I will not use offensive language toward, or physically/verbally abuse, the players, officials, coaches, or parents.
12. I will not use tobacco, drugs, or alcohol while supervising players or in the presence of players.
13. I will follow the USA Hockey and WHA policies for locker room supervision and SafeSport compliance. I will monitor players closely and hold them accountable if they are violating the WHA player code of conduct. I will do my very best to be a positive mentor for my players and teach them not only be quality hockey players, but quality individuals on and off the ice.

Non-compliance with this code of conduct will result in a review of the coach by the coaching committee to determine disciplinary action up to, and including, verbal warning, suspension, loss of pay (or non-completion of volunteer DIBS hours), and/or termination of contract.

Appendix

Appendix D: Board of Directors Code of Conduct

As a member of the Watertown Hockey Association board of directors, I agree to follow the below stated rules:

1. I will abide by the rules and regulations of USA Hockey, South Dakota Amateur Hockey, and the Watertown Hockey Association.
2. I will know the by-laws and policies and procedures of WHA.
3. I will attend scheduled meetings to the best of my ability and notify the proper individual(s) when I cannot be present.
4. I will encourage a hockey program that focuses on the development of competitive and respectful players.
5. I will carry out their responsibilities as set out by the WHA in a consistent manner and to the best of their abilities.
6. I will provide members with truthful and appropriate feedback and follow up in a timely manner.
7. I will act as good stewards and in the best interest of the association through ethical conduct.
8. I will be respectful of concerns of association members and work to negate any misconceptions or misinformation.
9. I will avoid conflicts of interest and disclose situations where a conflict could be perceived.
10. I will treat our members and employees fairly with dignity and respect.

As a member of the Watertown Hockey Association board of directors, I agree that I WILL NOT:

11. Make improper use of position and/or improper use of information.
12. Tolerate unprofessional or malicious behavior among board or association members.
13. Use their position on the board of directors for personal gain.

I understand that non-compliance with this code of conduct could lead to review by the Compliance Committee and/or board of directors. I also understand that failure to follow this code could lead to my removal on the board within the bylaws of the Association.

Appendix

Appendix E: Player Move Up Policy

WHA discourages movement of players from their assigned age division. Although a player may be skilled enough to play up a division, the evaluation will require that they are capable of playing on the top 50% of the top team at the older age level. Additionally, there are legitimate concerns that the player may not be prepared mentally, or socially. These aspects should be considered by the coaching staff, player and family prior to completing the application to play up. Any move up request is for a single season only.

The procedure to initiate a request is permitted only to players in their second year of their USA Hockey assigned age level.

Process:

The Player Move Up application form can be obtained from the Director of Hockey Operations or Vice President.

The form must be completed by both the older and current age top level coach and legal guardian(s).

The form must be submitted before the first day of WHA team tryouts.

Upper level coach attends lower level tryout to confirm player may qualify.

Player participates in minimum 3 of both older and current level tryouts.

Evaluation committee confirms player qualifies as top 50% of top level team at older age group.

Evaluation committee member must have no conflict of interest.

The Evaluation committee will consist of 7 members as follows:

- Boys & Girls Varsity head coaches*
- The older & current level top team head coach*
- Two past or present coaches with at least 5 years of coaching experience.
- The Director of Hockey Operations or the Vice President*

* One member of the coaching committee will substitute for any conflict of interest or if the varsity level coach is already involved in the initiation.

5 out of 7 evaluators must approve in order to make the player move up effective.

Once the evaluation committee's approval is accepted, the legal guardians are notified and the player is placed by the Director of Hockey Operations. There will be NO appeal to this process. All decisions are final.

- The legal guardian reserves the right to withdraw from the move up process prior to the final rostering.

If the petition is denied, the player will be assigned to the appropriate age group as determined by his/her birthdate and USA Hockey age definition and placed on the team based on the tryout results.

Appendix

Fees:

If approved, the player will be responsible for any additional league fees and meeting the fundraising requirements for the age level in which he/she plays.

Move in:

Players new to WHA - In the case of a “move in” player, the petition to Play-Up must be made at the time of registration. In this instance, an attempt will be made to evaluate the player prior to the start of the season. However, in the event the player cannot be evaluated before the start of the season, the player may be allowed to Play-Up for a period of time as determined by the Director of Hockey. During this time, the player shall be evaluated by the Director of Hockey and the coach at that level, and a determination must be made regarding the player’s ability. The player may be allowed to Play-Up for the remainder of the season, or the player may be returned to his/her appropriate age group. It is preferred that the player finishes the season at the same level that they played in the beginning of the season

Notarization:

Director of Hockey Operations to inform the coaches

Director of Hockey Operations to inform the parents

VP to inform the board

VP to inform the treasurer to issue registration fee amendment

VP to inform the business manager to update team snap and DIBS coordinator

Registrar to update team rosters

Team directors upper level

Team directors lower level

Appendix

Appendix F: WHA Incident Report

This form is to be filled out whenever there is an incident of inappropriate actions. Complete the form and submit it to the Risk Manager, President and/or Secretary.

Name of person reporting the incident: _____

Name of person/s involved in the incident: _____

Names of Witnesses: _____

Location of incident: _____

Date of incident: _____ Time: _____

Type of Incident:

☐ Verbal ☐ Physical ☐ Property

1. Describe Incident:

2. Immediate action taken:

3. List any injury or property damage:

☐ Board has reviewed the concern

Date Reviewed: _____

Other action taken by the WHA _____

(if additional space is needed, attach sheets to this form)

Appendix

Appendix G: Watertown School District 14-4 STANDARDS FOR PARTICIPATION

Students who choose to participate in school activities represent their community and school at public events and performances. Student activity participants are expected to demonstrate year-round behavior that reflects positively on the individual, the school and the community.

At any time year round, regardless of the quantity or how it is provided, students are prohibited from drinking or possession of alcoholic beverages, the use or possession of tobacco and nicotine products, and electronic delivery system devices, and the use or possession of illegal drugs or narcotics. Established school policy and state laws are violated if a student disregards these guidelines. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student conforms to the prescription and appropriate school policies.

This policy is in effect on or off school property, in District vehicles/buses or at District events.

SCHOOL ACTIVITY - School activities include, but are not limited to, sanctioned athletics, band, cheerleading, chorus, school sponsored clubs, dance, debate, drama, NHS, oral interp, orchestra, royalty candidates, student council, theater, visual arts, and any other student school activities.

SCHOOL ACTIVITY EVENT - A public presentation, performance, competition, or trip associated with participation in a school activity.

STATE LAW REFERENCE – This policy follows SDCL 13-32-9 Participation in Extracurricular Activities.

REPORTING OF VIOLATIONS: The above rules apply if the report is made and substantiated by legal authorities, the parent or guardian of the individual or the individual's voluntary admission. The suspension period for a violation begins on the day following notification to a school administrator.

APPEAL: If it is believed that a student's rights have been violated, the suspension may be appealed by filing a written request for appeal with the Superintendent within five (5) school days. The Superintendent or designee will respond in writing within five (5) school days. The student will remain ineligible during the appeal process.

Appendix

PARTICIPATION IN PRACTICE: Students are ineligible to participate in any school activity events during the suspension period but are allowed to participate in practices so long as the student is not suspended from class or school.

RECORD OF VIOLATIONS: Violations accumulate for one (1) year in middle school (grades 7-8). Violations accumulate for four (4) years in high school (grades 9- 12). If a middle school student participates in high school activities, violations accumulate starting when the student's participation begins.

	1ST VIOLATION	2ND VIOLATION	3RD & SUBSEQUENT VIOLATIONS
Violations including controlled substances and drugs will follow State Law and District consequences. To count toward the minimum number of school activity events affected by any suspension, the student must participate in the entire season for the school activity and may not drop out or quit to avoid suspension. A suspension that is not completed by the student during one school activity season shall carry over to the next school activity season in which the student participates. If a student commits a second violation, the consequences will be that which is listed for the second violation of the most recent offense. The same rule will apply for any subsequent violations.			
Violations Occurring on or off School Property, in District Vehicles/ Buses or at District Events	Suspension from any school activity events for 14 consecutive calendar days or two (2) events, whichever is greater, not to exceed 25% of the regularly scheduled events for the school activity. If violation is related to alcohol/drugs, the student must participate in a conference with a school counselor and/or prevention staff. This conference will be educational and may require more than one meeting and/or assignments to be completed. The individual would continue to practice during the suspension.	Suspension from any school activity events for 42 consecutive calendar days or six (6) events, whichever is greater, not to exceed 50% of the regularly scheduled events for the school activity. Those school activities with less than six events within a school term will be addressed on a case by case basis for which the student is ineligible to participate. If the second violation is for a drug/alcohol violation, the student will be required to attend an education program recommended by the school counselor and/or prevention staff. The individual would continue to practice during the suspension.	Suspension from any school activity events for 56 consecutive calendar days or eight (8) events, whichever is greater, not to exceed 75% of the regularly scheduled events for the school activity. Those school activities with less than eight events within a school term will be addressed on a case by case basis for which the student is ineligible to participate. If a third violation is for a drug/alcohol violation, the student shall lose eligibility for all activities 1 year from the date of the violation. In order for the student to return to activities the following year, the student shall participate in an assessment with a certified chemical dependency counselor or complete an accredited intensive prevention or treatment program.