



# **Janesville Youth Hockey**

## **STANDING RULES**

Approved as of January 2024

The standing rules may be amended, added to or deleted by a two-thirds (2/3) vote of the directors in attendance at any regular meeting of the Board of Directors. The rules of WAHA and USA Hockey concerning player contracts, penalties, equipment, etc. shall apply to this organization unless otherwise specifically covered by the standing rules.

### **1.0 President**

1. Shall perform those duties outlined in the Bylaws.
2. Shall assume general supervision of the activities of the JYH Club.
3. Shall prepare an agenda with the secretary to present to each Board Member.
4. Shall appoint Standing Committees.
5. Shall co-sign with the Treasurer the official contracts authorized by the Board of Directors.
6. Shall be empowered to sign all drafts on the treasury.
7. Shall serve as a Hockey Development Committee (HDC) representative.
8. Shall Chair Grievance Committee.

### **2.0 Vice President**

1. Shall perform those duties outlined in the JYH Bylaws.
2. Shall serve on the Nomination and Fundraising Committees.
3. Shall serve as a Hockey Development Committee (HDC) representative.
4. Shall be in charge of the registration process, including identification of Club Registrar, ensuring all players are registered and verified.
5. Shall appoint a Registrar to:
  - a. Register all players with JYH by December 30.
  - b. Register all teams with Region 4, WAHA and USA Hockey by the designated dates.
  - c. Register all player rosters with WAHA and USA Hockey by designated dates.
6. Shall assist the Treasurer in pursuing collection of outstanding membership dues/fees.
7. Shall be in charge of supervising/coordinating the process to identify someone

to select a Club photographer and setting up yearbook/pictures for all teams.

### **3.0 Secretary**

1. Shall perform the duties outlined in the JYH Bylaws.
2. Shall prepare for the President a statement of any unfinished business for the agenda.
3. Shall keep attendance at the board meetings and corporation meetings.
4. Shall write minutes of all board and corporation meetings and distribute copies to the Board of Directors prior to the next scheduled Board meeting.
5. Shall keep an updated list of members and all committees.
6. Shall conduct correspondence at the direction of the President.
7. Shall serve as custodian of all official and historical documents not in the custody of other officials.
8. Shall keep a current list of all corporation members, including address and phone numbers. Shall have copies available for distribution upon request.
9. Chair the Nominations Committee.

### **4.0 Treasurer**

1. Shall perform those duties outlined in the JYH Bylaws.
2. Shall co-sign with the President official contracts authorized by the Board of Directors.
3. Shall collect all dues and fees.
4. Deposit concessions revenues.
5. Shall be empowered to sign all drafts on the treasury.
6. Shall serve (if professional) or retain a professional accountant from the JYH membership or hire a professional accountant by approval of the Board of Directors to prepare any financial reports as may be required by state or federal regulations. Provide monthly financial updates to the Board.
7. Shall serve as Chairperson of the Budget Committee.
8. Shall serve as Advisor on the Fundraising Committee and Concessions Committee.
9. Shall pursue collection of all outstanding membership dues and player fees.
10. Provide an update at the annual meeting and parent meeting regarding the financial status of the club.
11. Shall obtain liability insurance coverage for all board members with a carrier selected by the Board of Directors.

### **5.0 Chair of Fundraising**

1. Shall be a member of the Board of Directors.
2. Shall perform those duties outlined in the JYH Bylaws.
3. Shall assume general supervision of all JYH fundraising activities, except for concessions and advertising.
4. Shall chair the Fundraising Committee consisting of any appointees.
5. Shall report to the President and Board of Directors on the status of any fundraising activities.
6. Shall be responsible or appoint chairperson with board approval for the

- following fundraising activities, if applicable: candy sales, raffles, merchandising (travel team jerseys and socks), golf tournament.
7. Shall serve on the Budget Committee and Marketing/Communications Committee.
  8. Shall assist with acquiring sponsors for the club, tournaments, etc.

## **6.0 Chair of Equipment**

1. Shall be a member of the Board of Directors.
2. Shall perform those duties as outlined in the JYH Bylaws.
3. Shall assume general supervision for:
  - a. Equipment purchases, inventory, equipment distribution and return and equipment repair.
  - b. Annual collection of all equipment for inspection, sanitation, and inventory.
  - c. Acquiring jerseys sponsors, purchasing jerseys and jersey distribution (work with the Merchandising Chairperson).
4. Make recommendations to the Budget Committee regarding replacement of equipment and jerseys.
5. Serve on Budget, Nomination and Fundraising Committees.
6. Shall establish and maintain equipment and jersey inventory process and system.
7. Supervise and coordinate the process of club merchandise for sale.

## **7.0 Chair of Volunteering**

1. Shall be a member of the Board of Directors.
2. Shall strive to develop and maintain a positive relationship with the Janesville Ice Arena management.
3. Chair of Concessions Committee.
4. Shall serve on the Marketing/Communications Committee.
5. Shall be responsible for all activities associated with the concession stand and appoint appropriate individuals.
6. Identify and supervise Concession manager.
7. Develop an inventory management process/system for the concessions.
8. Review pricing of Concessions merchandise annually.
9. Provide periodic updates regarding the status of club members volunteer hours complete and/or due.
10. Work with the Treasurer to bill all uncompleted Volunteer hours.

## **8.0 Chair of Marketing and Promotions**

1. Shall be a member of the Board of Directors.
2. Shall identify and supervise the Webmaster.
3. Serve as back-up to JYH Webmaster, when unable to make changes to the website in a timely manner.
4. Shall Chair the Marketing/Communications Committee.
5. Shall serve on the Nominations Committee.

6. Shall maintain and update Club Facebook page and other communication and media sites or appoint and supervise others to do so.
7. Shall be responsible for the following activities or appoint appropriate individuals:
  - a. Club Handbook
  - b. Community and Business relations and acquiring sponsors
  - c. Media relations
  - d. Club promotion and player recruitment
  - e. Website and social media advertising
  - f. Development of promotional material
  - g. Shall recommend strategies related to club branding / logos
  - h. Assist with the coordination of Try Hockey for Free.

## **9.0 Webmaster**

1. Shall be responsible for the following activities:
  - a. Update website information as requested in a timely manner.
  - b. Work together with the Director of Marketing and Promotions to utilize the advertising space on the website.
  - c. Provide to the Board of Directors a list of parties that have access to the website along with capabilities.
2. The Webmaster shall not disseminate the specific content of any confidential information that they have access to due to their position (ex: comments from end of season surveys) in any email, voice or data format.
3. Shall work in conjunction with the Director of Marketing and Promotions in order to update all needed website information in a timely manner.
4. Shall assist the Director of Marketing and Promotions to manage content on social media outlets that JYH utilizes.

## **10.0 Chair of Ice Scheduling**

Responsible for all ice scheduling. Includes coordinating Region 4 league games, playoff times, team tournaments and practices. Coordinates with Boys & Girls High School team schedules. Instructs managers/coaches on how ice changes are made. Review with treasurer all ice bills. Duties include:

1. Shall be a member of the Board of Directors.
2. Shall purchase all ice requirements for JYH to include traveling teams' games, practice ice, and In-house Development Program ice, and any other ice approved by the Board of Directors.
3. Shall adjust ice purchased according to budget.
4. Shall notify Region 4 Ice Scheduler of available game ice in September.
5. Shall schedule all traveling team practice and open hour ice on an equal share basis making age versus time considerations (younger skaters should be assigned early ice).
6. Shall notify all Coaches and Team Managers of game and practice ice times.
7. Shall notify the head referee of all game hours scheduled.

8. Shall notify 8U Director of all ice scheduled for 6U and Intro to Hockey Programs.
9. Shall review and approve ice bills.
10. Shall serve as a HDC representative.
11. Shall serve on Fundraising and Tournaments Committees.
12. Shall coordinate with Ice Rink management.

### **11.0 Chair of External Relations**

1. Shall be a member of the Board of Directors.
2. Shall serve on Marketing/Communications and Nominations Committees.
3. Coordinates with WAHA and attends relevant meetings.
4. Coordinate with Jets and other local organizations, teams and stakeholders.
5. Assists in the external marketing of the Club.
6. Coordinates Try Hockey for Free process.
7. Liaison for out-of-town teams.
8. Assist with media relations.
9. Assist with acquiring sponsors.

### **12.0 Chair of Member Relations**

1. Shall be a member of the Board of Directors.
2. Chair Tournament Committee.
3. Serve as HDC Representative.
4. Serve on Nominations and Marketing/Communications Committees.
5. Identify and supervise Tournament Coordinators.
6. Develop and maintain an annual feedback/survey process for players, coaches and parents.
7. Responsible for recruitment and training of Team Parents, Travel Managers, etc.
8. Attend Parent Meeting with each team to explain key expectations, policies, etc.
9. Develop and maintain a Club handbook of facts, policies, etc.

### **13.0 Travel Manager**

1. Responsible for all communications to Team Managers.
2. Shall recruit and assign a Team Manager for each travel team.
3. Shall hold a meeting with all Team Managers once teams are assigned and inform them of their responsibilities.
4. Shall gather score sheets from each team and order patches at the end of the season.
5. Shall attend necessary Region 4 Meetings that pertain to Travel Managers.
6. Shall mentor new Travel Managers and assist with training on scheduling, tournaments, team parent responsibilities, and JYH website information entry.
7. Shall serve as a Hockey Development Committee (HDC) representative.

### **14.0 Other Volunteer Positions**

#### **14.1 Club Registrar**

1. Shall be appointed and supervised by the Vice President.
2. Shall register corporation members and all participants in the youth hockey program, including the traveling teams in accordance with WAHA and USA Hockey requirements.
3. Shall work with the treasurer to coordinate billing and remittance procedures.

#### **14.2 Concessions Manager**

1. Shall be appointed and supervised by Chair of Volunteering.
2. Shall either hold a Safe-Serve license for food service or identify a club member to fill the role.
3. Responsible for ordering food and supplies for concessions stand.
4. Responsible for maintaining necessary policies and procedures to operate the concessions stand.

#### **14.3 Age Level Schedulers**

Instead of team managers scheduling all games for their individual teams after the teams are assigned, we can get a jump on scheduling if we assign one age-level manager each for 10U (Squirt), 12U (Peewee), and 14U (Bantam) before teams are selected. These age-level schedulers may also be team managers for a specific team if they choose. Both age-level schedulers and team managers will report to the Travel Manager and Ice Scheduler where appropriate, and work with both positions throughout the season to communicate schedule changes to the Referee Scheduler and Ice Rink Manager.

##### **Age-Level Scheduler Duties:**

1. Responsible for scheduling home and away games before the season for all teams at their assigned age level.
2. Will be the point of contact for other clubs for all scheduling before team managers are assigned.
3. Can begin scheduling games as early as we know the number of teams and when the ice schedule is finalized for the season.
4. Keep records of all games scheduled and contacts for opposing teams.
5. Duties continue throughout the season. Will work with team managers once they are assigned to schedule/reschedule any games as necessary and act as a second point of contact for opposing clubs regarding game scheduling.

#### **15.0 Hockey Development Committee (HDC)**

1. **PURPOSE AND OBJECTIVE.** The Janesville Youth Hockey (JYH) Development Committee will be responsible for all on-ice and off-ice player development, coaching development and parent education. The objective of

the Development Committee will be to build an infrastructure that will consistently develop teams that will produce to the best of their abilities and continue to attract athletes from the area to participate. The mission of the HDC is a combination of developing top athletes to push them to their potential, but also providing a recreational option for less competitive players. The HDC will create an environment that encourages development and education of JYH coaches, players and parents.

- i. **HDC Authority.** The HDC shall report to the JYH Board. The following guidelines shall be used in determining what shall be reviewed and approved by the JYH Board:
    - a. **New Expenditures.** Any unbudgeted expenditure that exceeds \$250.
    - b. **Recommendation for Rule Changes.** Any proposals that would alter the standing rules of the organization must be voted on by the JYH Board.
    - c. **Non-Unanimous Motions.** Any motion that is approved that is not a unanimous vote by the HDC shall come to the JYH Board for final approval.
  - ii. **Submission of Annual Plan and Budget.** The HDC will be responsible for developing a multi-year Hockey Operations Annual Plan and an Annual Budget for the HDC, both which shall be reviewed and approved annually by the JYH Board in May.
  - iii. **HDC Meeting expectations.** The HDC shall meet at least 8 times per year. Meetings shall be communicated to all HDC members at least one week in advance. Meetings shall have agendas and minutes prepared.
    - a. **Annual Meeting.** Each April, the HDC shall meet to review the prior season and discuss the season and to review and finalize any proposed changes to the Annual Plan.
  - iv. **HDC Voting Rights.** The Hockey Development Director and the 6 HDC positions and 2 Board positions listed below as Voting Members shall have a vote in HDC matters. A quorum of 5 of the 9 voting members must be present for a vote to occur.
2. **HOCKEY DEVELOPMENT DIRECTOR.**

The Board of Directors will appoint a Hockey Development Director in April, and the person will serve a three-year term of April through March, and can be removed by a 2/3 vote by the Board of Directors. Hockey Development Director reports verbally, and in writing, monthly to the JYH Administrative Board on all aspects of Hockey Development Committee actions and recommendations. Coordinates HDC meetings and oversees all hockey operations and player development programs/curriculums administered by the HDC, WAHA and USA Hockey. Coordinates all end-of-season team reports, coaches' surveys and planning. Shall appoint and supervise the Club Head Referee with Board approval.
3. **HOCKEY DEVELOPMENT COMMITTEE POSITIONS.** Potential Committee members must fill out the HDC application and return it to the Hockey Development Director by April 15. A committee, including the Hockey

Development Director and 3 JYH Board members will recommend HDC Committee Members to the Board of Directors for approval. Each voting HDC member defined below must be approved individually by the JYH Board. Terms for the positions will be 1-year terms. Any HDC member can be removed by a 2/3 vote by the Board of Directors. The Board will govern the HDC with the 2 Board members appointed as representatives. All HDC positions, except for the 2 appointed Board members, report to the Hockey Development Director.

4. **Voting HDC Members**

- i. **Coaching Coordinator** - Responsible for recruiting coaches and submitting coaches' names to the Coaching Selection Committee for all levels as per coach's selection criteria attached. Coordinate interdisciplinary actions within JYH as it relates to coaches and player conduct prior to formal grievance process. Shall be responsible for the following:
  - a. Tracking and reporting USA Hockey Coaching Education Program card numbers and levels, for all coaches to the HDC.
  - b. Notifying all coaches of the dates and locations of the USA Hockey Coaching Education Program Clinics.
  - c. Coordinating Screening for all coaches.
  - d. Provide supplemental education for all coaches per direction of the HDC.
  - e. Works with Club Registrar to ensure all coaches are eligible for coaching and have met all required training and certification.
  - f. Facilitates a beginning of the year coaching meeting, and at least 2 additional coaching clinics per year to set coaching standards, expectations, and provide feedback on coaching related matters.
- ii. **Red, White and Blue Coordinator** – Responsibilities include:
  - a. Managing the RWB tryout process and team formation
  - b. Determination of teams to submit to WAHA Region 4
  - c. Developing practice plans
  - d. Identifying and selecting coaches for each team
  - e. Helping to develop coaches and serving as the primary liaison for the RWB program
  - f. Provides important initial contact to hockey for players, parents and families
  - g. Shall confirm with the Chair of Volunteering regarding the coaches and assistant coaches to be credited with volunteer hours.
- iii. **6U Coordinator** - Responsibilities include:
  - a. Managing the 6U hockey program
  - b. Determining appropriate breakout of the skaters into like groups to teach age/skill appropriate drills
  - c. Developing practice plans
  - d. Identifying and selecting coaches to assist with the program
  - e. Helping to develop coaches

- f. Serving as the primary liaison for the 6U program
    - g. Provides important initial contact to hockey for players, parents and families
    - h. Confirms with the Chair of Volunteering regarding the coaches and assistant coaches to be credited with volunteer hours.
  - iv. **Girls Program Development Coordinator** - responsible for: i. Actively participating in the ongoing co-op Committee between Beloit, Monroe and Janesville Youth Hockey associations
    - a. Will also work closely with the Chair of Marketing and Promotions to develop marketing and recruiting programs that encourage female skater participation in the JYH program.
  - v. **Committee Consultants** - The committee appoints two other consultants to assist with development of coaches and players.
  - vi. **Representatives of the Janesville Youth Hockey Board** - The Janesville Youth Hockey Board shall appoint two Board members to be voting members of the HDC.
5. **Non-Voting HDC Members**
- i. **Off-Season Training Coordinator** - Responsibilities include:
    - a. Organizes all aspects of off-season development
    - b. Coordinating summer hockey programming
    - c. Provide players and parents with information regarding various non-JYH related hockey camps and provide insight to club members on the value and appropriateness of these camps
  - ii. **Intro to Hockey Coordinator** - Responsibilities include:
    - a. Managing the Intro to Hockey program
    - b. Determining appropriate breakout of the skaters into like groups to teach age/skill appropriate drills
    - c. Developing practice plans
    - d. Identifying and selecting coaches to assist with the program
    - e. Helping to develop coaches and serving as the primary liaison for the Intro to Hockey program
    - f. Position should keep in touch with the 6U and RWB Coordinators regarding any players that should be moved between the programs
    - g. Confirm with the Chair of Volunteering regarding the coaches and assistant coaches to be credited with volunteer hours viii. Provides important initial contact to hockey for players, parents and families
    - h. At the end of each session, should make recommendations to each parent regarding the most appropriate level of play for the upcoming season
    - i. Work closely with the Marketing and Promotions Director to develop marketing and recruiting programs that encourage participation in the JYH program including the USA Hockey – Try Hockey For Free events.
  - iii. **Tryout Coordinator** - responsible for all organization and development

- of tryout process, including:
- a. Establishing and following a Player Evaluation plan to support the tryout process
  - b. Identifying and coordinating the tryout evaluators
  - c. Managing the tryout results tabulation.
- iv. **High School Hockey Coaches** - The Boys and Girls Varsity Coaches for the Janesville Bluebirds, Milton Co-op and the Fury Co-op can participate as consultants to the HDC if they are not holding HDC positions.
  - v. **Janesville Jets Coaches** - The coaching staff of the Janesville Jets can participate as consultants to the HDC if they are not holding HDC positions.
  - vi. **Coaching Mentor** - Shall be responsible for the training and onboarding of new coaches. Shall meet with them to discuss coaching expectations including: facilitating a team parent meeting, developing practice plans, game expectations. Shall attempt to attend at least 1 practice and 1 game with each new coach to provide guidance and instruction.
  - vii. **Age Level Advisors** - There shall be one coach from each the Bantam, Peewee, and Squirt age levels to provide input and perspective for their respective age groupings.
  - viii. **Travel Manager** – Responsible for:
    - a. Communications to Team Managers.
    - b. Recruit and assign a Team Manager for each travel team. iii. Holding a meeting with all Team Managers once teams are assigned and inform them of their responsibilities.
    - c. Gather score sheets from each team and order patches at the end of the season.
    - d. Attend necessary Region 4 Meetings that pertain to Travel Managers.
    - e. Mentor new Travel Managers and assist with training on scheduling, tournaments, team parent responsibilities, and JYH website information entry.
    - f. Collect feedback from coaches and team managers regarding tournaments to be used in identifying future tournament selection.
    - g. Book tournaments for each team in advance of the season.
    - h. Responsible for confirming the booking of blocks of hotels for the tournaments.

## **16.0 Coaching Selection Committee**

The Coaching Selection Committee will consist of the following: JYH President, JYH Vice President, Hockey Development Director, Coaching Coordinator, Tryout Coordinator and 8U Coordinator. No relative of an applicant may participate in the selection process or vote for or against that applicant.

**A. PUBLICITY**

At least two notices should be published on the JYH Website by a date determined by the Hockey Development Committee (HDC) inviting coaches to apply. The club should also consider marketing in a paper of general circulation in the JYH area. In addition, members of the administrative board and HDC should attempt to enlist qualified candidates.

**B. CRITERIA**

The Committee should consider NEW applicants on the following criteria:

1. General coaching philosophy and willingness to perform within the JYH guidelines and objectives established by the HDC.
2. Willingness to put in long hours during the season.
3. Other considerations:
  - a. Coach of the team for the previous year
  - b. Experience as an assistant coach in JYH
  - c. Experience as a coach in other youth hockey programs.

**C. METHOD**

All head coach applicants are required to meet in person with a member of the committee after they have completed the survey and application and before the start of tryouts. After tryouts are completed, the coaching committee will meet and select the head coaches for each team, and provide a recommendation for assistant coaches to the head coach.

**D. NON-PARENT COACHES**

It is a continued effort to recruit non-parent coaches, but not to exclude parent coaches. In an effort to make non-parent coaching attractive, JYH will consider compensation for non-parent coaches.

**17.0 Head Referee / Referee Scheduler**

1. Shall be appointed by the HDC.
2. Shall recruit and train all referees.
3. Shall coordinate all test and clinic requirements for the referees.
4. Shall assign referees for all traveling team game hours, In-house Development Program and tournaments.
5. Shall maintain records and authorize payment of referees by the Club Treasurer.
6. Shall recommend a referee fee schedule to the Board of Directors.

**18.0 Budget Committee**

1. The Budget Committee shall review the budget in June and shall recommend any necessary revenue and disbursement changes to the Board of Directors for adoption at the July meeting.
2. Board of Directors shall receive a copy of the budget for the ensuing year for consideration and adoption.

**19.0 Standing Rules and By-laws Committee**

1. Shall be appointed by the President by June of each year.
2. Shall consist of a minimum of three members of the Board of Directors.
3. Shall recommend to the Board of Directors and present to the general membership any by-law changes necessary.
4. Shall recommend to the Board of Directors any standing rules changes necessary.
5. Shall be responsible for incorporating changes and reprinting the by-laws and standing rules on an annual basis if necessary, and maintaining a current copy on the JYH website.

## **20.0 Grievance and Disciplinary Committee**

1. Shall consist of the Club President (as chairperson), coaching coordinator, HDC Director, and 2 Board or Club Members. If game play is related, the committee will also include the JYH Head Referee.
2. All complaints must be submitted in writing to the President within 3 days of incident or team placement.
3. All efforts should be made to review complaints and make a decision within 3 days after receipt by the President.
4. The Committee shall handle all JYH complaints against players, coaches, parents, tryout placements and referees. If an ethical complaint is filed against a coach, the USA Hockey Coaching Ethics Code processes for handling ethical violations shall be followed.
5. Specific to try out grievances, the reviewers shall review the scoring summaries for the age level, along with any notes or minutes of the placement Committee. The reviewers may solicit comments from any person present at the placement sessions. The parents of the aggrieved skater are entitled to a redacted copy of the scoring summaries, showing distribution of scores and the aggrieved skater's rank, but masking the names or other identifying information of all other skaters.
6. The sole issue shall be placement decisions for that child in accordance with Club policies. If the grievance Committee finds that Club policies were not followed and that such failure resulted in an improper placement, the grievance Committee shall correct the placement for the aggrieved skater, regardless of whether the corrected placement results in an otherwise excessive numeric imbalance.

## **CLUB OPERATION GUIDELINES**

### **21.0 Team Rules**

1. **Team Formation:** Teams are formed in accordance with the Club's evaluation plan. Player totals per team shall be in the range of RWB: 8-15, Squirrels: 9-17, Peewees: 9-17, and Bantams: 9-17 (all excluding goalies). The goal should be

to balance the number of skaters per team at each level. Any player registering after the registration deadline that does not complete the tryout process will be evaluated by the coaching staff and placed on a team they determine to be the most appropriate and fair placement. If the player is deemed to be borderline, the lower team shall be the placement level.

a. WAHA Girls Dual Rostering 2018-2020 policy

- a. Any girl choosing to dual roster pursuant to WAHA's Proposal must declare a primary team and secondary to the JYH Hockey Development Director in writing not less than one (1) week prior to the JYH tryouts for the 2019-2020 season.
- b. Girl choosing to dual roster may not participate in excess of a combined total of 60 games (36 for primary team, 24 for secondary team \*) This does not include tournaments or play downs.
- c. Any girl choosing to dual roster may not play in excess of 5 games per weekend. Said weekend game limit shall not apply to tournaments or play downs.
- d. Any girl choosing to dual roster does not have to be granted equal playing time when playing for their secondary team.
- e. Any girl choosing to dual roster must make it a priority to attend all of their primary team's games and practices. If there is a scheduling conflict of any kind between their two teams, they are expected to attend their primary team's game and/or practice unless otherwise agreed by the coaches for both teams in writing.

2. **Double Roster Policy:** Subject to the exception set forth in this Section 21.2, and the WAHA Girls Dual Rostering 2018-2020 policy set forth in Section 21.1.a. (above), no player may be double rostered (i.e., playing for two or more different age classifications within the same USA Hockey Playing Season/WAHA winter season). Notwithstanding the foregoing, the following exception shall apply to the general prohibition on double rostering players:

- a. **Travel Goalies** - In the event of an injury or personal scheduling conflict, it may be appropriate for the A level goalie from the travel team the next age classification down to be included on the roster of a travel team the next age classification up. In the event the A level goalie has a conflict, the B level goalie may be asked to fill in. If a need for a double rostered goalie is identified for a given team, the player(s) to be included will be determined as follows:
  - a. First, the coach requesting an additional player should discuss the need with the Hockey Development Director to confirm the

situation.

- b. The coach from the team in need of a double roster player will meet with the coach of the team below. Both coaches must agree that a particular goalie is an appropriate choice.
  - c. After the goalie is identified, the coaches will meet with the parents of the goalie to explain "double roster" and to seek the consent of the parents.
  - d. Upon obtaining consent, the coaches will submit the goalie's name to the HDC Director for approval. If approved, the Registrar will add the name to the roster.
  - e. HDC Director brings it to the JYH Board for approval.
  - f. All roster decisions must comply with WAHA rules.
3. **Game Limits:** Game limits established by the HDC for each age level team are:
- a. Squirts/10U - 30
  - b. Peewees/12U - 36
  - c. Bantams/14U – 40

This includes League, Non-League, and Tournament games, with the exception of the WAHA Regional, WAHA State, and any home hosted tournaments. Each team can participate in a maximum of 3 tournaments, not including WAHA Regional, WAHA State, or Home hosted tournaments. All tournaments shall be considered 1 game played for the purpose of game-limit calculations, except the WAHA Regional, WAHA State and Home Hosted Tournaments which shall not count against the game limit calculation.

Notwithstanding anything herein to the contrary, Bantam coaches shall have the option to forfeit 2 home games of ice in order to be eligible to take their team to a 3rd tournament.

RWB shall have no game limit per se, and shall be allowed up to two tournaments per team during the WAHA season, and then up to two tournaments after the conclusion of the winter RWB season. Tournaments after the winter season may consist of players from multiple teams if necessary to have adequate players per team. As long as WAHA continues to allow for full-ice tournaments after the winter season, the 8 year-old players should be encouraged to play in at least 1 full ice tournament to better prepare them for Squirt level hockey.

Rosters for full ice tournaments should be composed of 8 year olds and Red team players who played the full season from the RWB program. 8 year olds from the Intro to Hockey program may also be encouraged to play in full ice tournaments at the recommendation of the 8U Coordinator.

Any 6U (six year old and under) program or team shall have no game limits and be allowed to participate in up to four tournaments per season.

State Tournament bound team(s): Notwithstanding anything herein to the contrary, any Club team that will be participating in the WAHA State Tournament will be given one extra sheet of game ice between WAHA Playdowns and the WAHA State Tournament. Said team(s) will be allowed to schedule a home and away game against the same opponent. The purpose of allowing the extra game(s) is to help prepare the State bound team(s) by allowing them to play another game or two against a quality opponent and shall not count towards the respective game limits set forth above. In the event the State bound team(s) is/are not able to schedule a quality opponent, said team(s) may use the home game sheet of ice for a full-ice practice. This is limited to Club teams that are State bound. Non-State bound Club teams may not schedule additional games against other teams that are state bound.

4. **Skate-up Policy:** As a general rule, the Janesville Youth Hockey Club discourages skaters from trying out and skating up with a higher level. In most cases, the Association believes skaters are better served skating at their age appropriate levels. However, in rare instances, it is recognized that a skater may possess such advanced skills that skating up a level is warranted. If a skater desires to skate at a higher level, each of the following criteria must be met:
- a. The skater must be in his/her second year at their level.
  - b. At least two weeks prior to scheduled tryouts, a written request to consider a player to skate up must be submitted to the HDC.
  - c. The skater must try out at both their age appropriate level and the level they desire to skate at. (Tryouts at both levels are necessary to properly place skaters in the event they do not qualify to skate up.)
  - d. After tryouts, the skater must be ranked in the top 5 of all skaters trying out at the higher level.

- e. Upon consideration of the skater's age, size, experience, and physical and emotional maturity, the Evaluation Committee must endorse the skater's placement at the higher level.
  - f. Upon consideration of the numbers of skaters at each level, the Board will review whether moving the skater will adversely affect balance at either level. If the Board finds that moving the skater up will have a detrimental effect, it will not approve the request.
5. **Registration Deadline:** Registration deadline shall be by the start of the evaluation process, unless approved otherwise by the Board of Directors. Any player registering after the registration deadline that does not complete the tryout process will be evaluated by the coaching staff and placed on a team they determine to be the most appropriate and fair placement. If the player is deemed to be borderline, the lower team shall be the placement level.
  6. **High School Play:** Bantam age skaters, who are also eligible and intend to try out for high school hockey, will be required to participate in JYH evaluations in order to be eligible for the higher level Bantam team. All high school age players shall be notified of this requirement.
  7. **Team Management:** Each team shall have a manager. These people shall generally be selected from parents of the skaters.
  8. **Tournament Play:** The cost of participating in two tournaments is built into the registration fee for 8U, 10U, 12U, and 14U can have up to 3 tournaments as long as the third tournament is scheduled with a best effort to be within 90 miles, but can exceed the 90 mile threshold based on the best effort to schedule.
  9. **Player Safety:** Travel teams who have new or first year skaters assigned to their team who have not participated in the "In-House Development Program" due to their age, may be restricted from game play situations, based on ability to play. Game play determinations will be made by coaching staff once it has been determined that the new skater's skill level is ready for game situations.
  10. **Transfer & Release Procedure:** It is the policy of JYH that it will not release skaters residing in its district to skate with teams of other associations. The Board of Directors will consider extenuating circumstances if they are submitted in writing or presented in person at a regularly scheduled board meeting. It is at the discretion of the Board of Directors whether a Club member can be released. Releases for female players seeking to play on an all female team will be considered if JYH (directly or through a Co-op) cannot offer a girls team at the age appropriate level registered to play in the Girls A division of WAHA. Girls must make the "A" team roster of an all girls team to be released. Any player granted a release from JYH will be released for a year and a mandatory hearing with the JYH board will be required for the board to

consider allowing that player to re-enter into the club within that year.

11. **Tryout Process:** HDC shall develop and maintain the tryout process and post for general membership no less than one week prior to try-outs. The process should be communicated via email, posted on the club website, and posted at the arena during the try-outs.

## **22.0 8 and Under Hockey Program**

1. The 8 and Under Hockey Program (8U) shall primarily be for skaters ages 4 to 8; however, the Intro to Hockey program (described below) will serve skaters up to the age of 12 with limited skating experience.
2. Fees should be established with the objective of covering costs, ice, equipment, jerseys, referees, etc. Ice rental shall be adjusted to meet the objective of at least breaking even.
3. Shall be run in accordance with program guidelines established by the Hockey Development Committee.
4. Intro to Hockey
  - a. Age restrictions:
    - i. Should be for children between the ages of four (4) and eight (8) who have never been on skates or have limited skating experience.
    - ii. Children over the age of 8 if they are first time skaters.
  - b. The Intro to Hockey program is designed to build self-confidence on the ice with an emphasis on the basic fundamentals of skating and puck control.
  - c. Sessions are once a week for 45-60 minutes. The season is broken into two 8-week sessions: October – December and January – February. Intro to Hockey is typically a one-year program and skaters move to 6U Mites, RBW or another age-appropriate level the following season.
  - d. Directed by Intro to Hockey coordinator under direction of the 8U Coordinator.
5. 6U Mites (Cross-Ice)
  - a. Age restrictions:
    - i. Children ages 5 and 6, as of December 31<sup>st</sup> of the applicable USA Hockey Playing Season, with at least one year of ice skating experience or the completion of two sessions of Intro to Hockey.
    - ii. Children 4 years old, as of December 31<sup>st</sup> of the applicable USA Hockey Playing Season, who have completed two sessions of Intro to Hockey and receive a recommendation from the 8U Coordinator and the 6U Coordinator may participate in the 6U program; however, no 4-year-old shall participate in the 6U

cross-ice league games.

- b. The 6U program is designed to teach and improve upon basic hockey fundamentals, including skating (forward/backward, stopping, turning), stickhandling, passing and shooting, all in a safe, energetic and fun environment. The 6U program shall follow the American Development Model (ADM) recommended by USA Hockey.
  - c. Teams will have one or two practices per week at the Janesville Ice Arena, and play approximately ten (10) cross-ice games in the Dane County area (or home games in Janesville) on Sundays. The 6U season begins in late October and ends in late February/early March.
  - d. Directed by the 6U Coordinator under the direction of the 8U Coordinator
6. Red, White and Blue (RWB)
- a. Age restrictions:
    - i. Children ages 7 and 8 as of December 31<sup>st</sup> of the applicable USA Hockey Playing Season.
    - ii. Children 6 years old as of December 31<sup>st</sup> of the applicable USA Hockey Playing Season may be allowed to participate in RWB; provided, however, all of the following conditions have been met:
      - 1. The child has at least two (2) years of combined Intro/6U experience
      - 2. The child has received a recommendation to participate in RWB from each of the following (i) 6U Coordinator, (ii) RWB Coordinator, and (iii) the 8U Coordinator
      - 3. The HDC, by unanimous vote, approves the child's participation in RWB.
    - iii. No children 5 years old or younger as of December 31<sup>st</sup> of the applicable USA Hockey Playing Season will be allowed to participate in RWB.
  - b. The RWB program builds and improves upon skills learned in the Intro to Hockey and/or 6U Mites program(s), and follows the American Development Model (ADM) recommended by USA Hockey.
  - c. Directed by the RWB Coordinator under direction of the 8U Coordinator, following the league rules for WAHA District 4.
  - d. Follow clubs tryout process to establish teams - below is different than club policy because RWB has 2 half seasons to allow corrections in rosters.
    - i. If a player misses tryouts and registers before Dec. 1<sup>st</sup> 1. 2nd year players shall skate on the same team they did the prior year, until the head coach determines that the skater moving up

- a level is warranted.
  - 1. If they are new to RWB, they start at the lowest level, until the head coach determines that the skater moving up a level is warranted
- ii. If a player misses tryouts and registers after Dec. 1st
  - 1. 2nd year players shall skate on the same team they did the prior year.
  - 2. If they have not played RWB, they cannot join after 12-1
    - a. If they are in, In House, they finish the season with In House.
    - b. If they are new skaters, they should register for In House.
- e. Coaches shall comply with section Coach Rules referenced below.
- f. Game jerseys are supplied by the club and are to be worn only at games.
- g. Coaches shall pick their team managers at this level.
- h. HDC shall recommend tournaments based on feedback from coaches and the coaches shall be responsible for following the Game limits policy.
- i. Follow HDC and USA Hockey ADM's as a guideline for practices.
- j. Full-time goalies are not recommended, and goaltending duties shall be split amongst the team, to give all players a chance to try it out.
  - i. Club to provide goalie equipment

### **23.0 Player Rules**

- 1. Any player who willfully gives false information in connection with his registration shall be subject to suspension for the current season. The same shall apply to any player who signs his parent's name on his registration.
- 2. Any player may be benched or subject to suspension from his team for misconduct or inappropriate behavior on or off the ice.
- 3. No skater shall be allowed on the ice while it is being resurfaced until the machine has left the ice.
- 4. No player shall be allowed on the ice without the appropriate protective equipment. Failure to follow this rule can result in a code of conduct discipline.

### **24.0 Player Fees**

- 1. Player fees and the payment schedule will be set annually by the Board of Directors. Payment for player fees for the 2023-2024 winter playing season shall be made by completing the online registration process, including payment online via the options provided (online check paid in full, credit card paid in

full, or credit card paid in five (5) separate payments. Failure to make payment of players fees by one of the above methods will result in players not being allowed to participate in tryouts, practices, or games until proper payment is made.

2. The following payment schedule will apply in situations where a player sustains an injury which prevents the player from completing the hockey season. It will also apply when a player changes their residence to a location outside the area. When a player quits for other reasons, any fee adjustment will be at the discretion of the Board of Directors based on the circumstances in each individual case. Based on the chart below, you will be responsible for:
  - a. 1/4 of annual fees, if your last skating day is in October or November.
  - b. 1/2 of annual fees, if your last skating day is in December.
  - c. 3/4 of annual fees, if your last skating day is in January.
  - d. Full annual fees, if your last skating day is in February or later.
3. The following payment schedule will apply in situations where a player registers after the normal starting time. Based on the chart below, you will be responsible for:
  - a. Traveling Teams
    - i. Full annual fees, if your first skating day is in November.
    - ii. 3/4 annual fees, if your first skating day is in December.
    - iii. 1/2 annual fees, if your first skating day is in January.
    - iv. 1/4 annual fees, if your first skating day is in February.
    - v. Any first year credit should be prorated in the same manner.
  - b. In-house Development Program fees will be prorated based on the percentage of remaining ice time.
4. If player fees are not paid in accordance with the above schedule, players may be suspended from further participation. Consideration is to be given to special cases upon presentation to the President and Treasurer.
5. For the winter hockey session, if you register more than one child in In-house or any travel team (RWB, Squirt, PeeWee, Bantam), the highest-level skater will be charged full price. There is no multi-skater discount for intro to hockey players. Each additional skater will receive a discount on fees. The discount schedule shall be:
  - a. 2<sup>nd</sup> Skater: \$100 discount
  - b. 3<sup>rd</sup> Skater: \$200 discount (in addition to the 2<sup>nd</sup> skater discount)
  - c. 4<sup>th</sup> Skater: \$300 discount (in addition to the 2<sup>nd</sup> and 3<sup>rd</sup> skater discounts)
  - d. 5<sup>th</sup> Skater: \$400 discount (in addition to the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> skater discounts)
6. All members will be subject to mandatory volunteer hour requirement for the

club each season per the JYH Volunteer Hour Requirement Policy. Hours shall be established by the Board each year at a minimum of 5 hours per family and a maximum of 40 hours per family, excluding any additional volunteer hours required as part of a scholarship. All uncompleted volunteer hours will be billed at a rate as established by the Board and shall be due before the next hockey season begins. At least fifty percent (50%) of hours for each season must be completed by January 31<sup>st</sup> of the applicable playing season, or the player will be ineligible to participate in games.

7. Scholarships may be available through JYH. Janesville Youth Hockey may provide registration fee scholarships or loaned equipment to help children participate in the Janesville Youth Hockey programs. Specifically, this scholarship program provides assistance to youths from low income families who are not currently being served by existing scholarship or fee waiver programs. Funding is extremely limited; therefore, awarded scholarships granted on priority need. To apply for a scholarship, please see the Scholarship/Fee Reduction Request form available on the club website.

## **25.0 Coaches Rules**

1. All coaches must fill out a coaching application each year and submit it to the Coaching Coordinator.
2. All coaches must attend a mandatory pre-season meeting.
3. All coaches must fill out a year-end survey every year and submit it to the Hockey Development Committee.
4. All team head coaches must be at least 21 years of age and all coaches are appointed by the Coaching Selection Committee with the approval of the HDC.
5. All coaches must attend USA Hockey Coaching Education Clinics and must have obtained the appropriate CEP level by December 31 of the current season. Coaches must have obtained a proper level in order to instruct any on ice or off ice activities. If the proper level is not obtained, the coach shall be removed from coaching until the proper CEP level is obtained. Must abide by all USA Hockey and WAHA rules including age specific modules, safesport, concussion training, background checks, and all other rules or regulations as set forth.
6. The head coach, assistant coach or other qualified coach, must run all scheduled practices.
7. All players, barring injury, shall participate in approximately the same amount of ice time throughout the season, with consideration given to game limits established for each age level. Exceptions to this would be during Play downs and State Tournaments where it is at the coach's discretion. It is the intent of JYH to develop the skills of all players. The Coaching Coordinator and HDC will

- review all concerns relating to excessive imbalance of ice time.
8. All coaches will enforce rules in the Player Disciplinary Code. If not enforced, coaches will be subject to code of conduct penalties.
  9. All coaches are responsible for checking each player's equipment for conformance to WAHA and USA Hockey equipment regulations.
  10. Any Student Coach under 18 years of age must follow the Student Coach Duties/Requirements as outlined in the USA Hockey Annual Guide. The head coach and team manager are responsible for making sure the student coach has followed the appropriate process before helping in any on ice or off ice activities.
  11. All coaches are to teach skills, concepts, and team play that are consistent with the curriculum, outlined by the HDC, for that age level.
  12. Background checks are required. If a coach's background check comes back from WAHA as any status other than passing, the Coaching Selection Committee shall be made aware immediately. It will require a majority vote by the Coaching Selection Committee for the prospective coach to be involved with JYH in any capacity as a coach. The Coaching Selection Committee shall determine what position the individual is best suited for. In the event of a tie vote, the Coaching Coordinator shall make the deciding decision.
  13. As a benefit of coaching, coaches are allowed to have their USA Hockey registered children attend practices when they are coaching, even if it is not the specific team their child is placed on. Coaches should use discretion and make sure that the child is involved in age appropriate activities, and that all skaters are in full hockey gear if participating on the ice. Non-rostered children of the coaches should not take away opportunities from the actual team members, i.e. they can participate in all team based drills, but should be excluded from scrimmages where they take ice time and opportunity away from the rostered players.

## **26.0 Team Manager Responsibilities**

1. Shall be selected by the Head Coach of each team with appropriate feedback from the Chair of Member Relations and Travel Manager.
2. Shall be responsible for scheduling all open hour games with head coach approval.
3. Shall arrange participation (in any) in invitational tournaments with the consent of coaches and parents.
4. Shall maintain team statistics.
5. Shall immediately notify the Chair of Ice Scheduling when games have been canceled or ice time has been traded with another team.
6. Shall be responsible for scheduling qualified individuals for minor official duties

- for all home games.
7. Shall be responsible for weekly game reports submitted to Region 4.
  8. Shall promptly notify Chair of Ice Scheduling of any and all changes or cancellations to ice schedule 30 days prior to cancellation or team will be charged as using a home sheet of ice.
  9. Shall furnish schedule of practice and game hours to parents monthly, at a minimum.
  10. Volunteer hour requirements will be reduced per the Volunteer Hour Requirement Policy for fulfilling the requirements of Team Manager. Participation in all other fundraiser events is required.
  11. Shall update Club's website with roster and schedule changes, along with weekly game results.
  12. A family is only allowed to be a team manager for 1 team.
  13. Shall be responsible for scheduling workers for the concession stand during the assigned times.
  14. Shall be responsible for notifying parents as to when team pictures will be taken.
  15. Shall be responsible for coordinating fundraising activities between Chair of Fundraising and parent.
  16. Shall be responsible for coordinating thank you gifts at the end of the season.
  17. Shall be responsible for notifying parents of all Club activities.

## **28.0 Players Code of Conduct**

1. The game of hockey should be fun. If it is not fun and you do not love the game, then you should not play.
2. If you want opponents to respect you, then you must respect them.
3. Team effort is more important than individual stardom. The team is more successful when everyone works to achieve common success.
4. Officials make decisions. Respect the decisions made and refrain from verbal criticism or gestures that imply the same.
5. Attendance at all practices, games, and off-ice training and conditioning sessions is expected.
6. Coach will outline expectations of you before the start of the season. Failure to meet these rules/expectations may result in consequences being imposed.
7. Remember, most people assisting you are VOLUNTEERS. Learn to appreciate the time spent helping you.
8. You are expected to conduct yourself in a respectable manner. Destructive or delinquent behavior during or after a game, practice or JYH function will not be tolerated.
9. No attempt should ever be made to deliberately injure another player.
10. No weapons of any kind are permitted at any JYH function.
11. In the presence of members of the opposite sex, all undergarments need to

be covered. If a skater needs to change to anything less than this, it must be done where no members of the opposite sex are present (i.e. bathroom).

## **29.0 Player Disciplinary Code**

- A. Positive attitudes from all players, sportsmanship, respect for yourself and others, respect for organization and skill development of yourself is your responsibility. You must be able to react to success as well as failure and the hockey program must not interfere with your academics. A list of team rules follows that will help you achieve our collective team goals as well as a list of consequences for breaking the rules. These rules apply at any JYH function.
- B. Player/Team Rules are below:
  - 1. No profanity or derogatory remarks towards players, coaches, parents, spectators or officials.
  - 2. Do not use remarks based on race, religion, gender, sexual orientation or ability.
  - 3. Pay attention to coaches and react quickly to instructions without complaint.
  - 4. No "cheap shots" or deliberately trying to injure another player on or off the ice.
  - 5. Respect your equipment, the equipment of others and the facility you are playing in.
  - 6. Inform your coach as soon as possible if you cannot make a practice or game.
  - 7. Fighting will not be tolerated.
  - 8. There will be no drinking, smoking, chewing of tobacco, or use of illegal substances at any team function.
  - 9. Never bully a teammate or opponent, either verbally or physically. Bullying includes taunting and excessive teasing, threats, cruel, demeaning and derogatory remarks, physical violence, vandalism of property, intimidation, and starting rumors, either verbally or electronically.
  - 10. Never participate in hazing or conduct which is insulting, intimidating, humiliating, offensive, or physically harmful.
  - 11. Do not use information technology to make or post inappropriate comments against players, clubs, club officials, match officials or the league which is discriminatory or offensive. Information technology includes, but is not limited to, email, instant messaging, text messages, phone messages, digital images, website postings (including social media such as Facebook, Twitter and blogs).
  - 12. Players will not bring any camera, cell phone or other photographic device into a locker room. If they are brought into the locker room, they should remain in their hockey bag at all times.
  - 13. Players who cannot abide by these rules or who violate them will be subject to further disciplinary action.
- C. Rule violations will result in the following consequences per skater per season:
  - 1. First Offense – Warning or game suspension at discretion of the coach.

2. Second Offense – Parent meeting, and game suspension.
  3. Third Offense – Parent meeting, multi-game suspensions, and possible removal from the team.
- D. Notwithstanding the consequences outlined in 29.0(C), above, Coaches are allowed and encouraged to expand the penalties as they see appropriate. a. For WAHA/USA Hockey related game/match penalties, the coach can require the player to serve additional game suspensions on behalf of the club for aggressive and inappropriate game play that is detrimental to the club reputation.
1. Consequences for violating the rules will be compounding. Violation of the rules will be the responsibility of the coach to enforce. Each coach may include additional player/team rules, which should be shared with all players and parents at the beginning of the season. It is expected that players and parents will support and encourage compliance to the rules.
  2. Any Coach, member of HDC, or member of the Grievance and Disciplinary Committee can recommend to the Grievance and Disciplinary Committee penalties above and beyond those above, including compounding penalties across seasons.

### **30.0 Parents and Spectators Code of Conduct**

1. All JYH parents are expected to sign the Parent Code of Conduct prior to tryouts occurring or their skater will not be allowed to take the ice.
2. General Expectations
  - a. A child's conduct is set by his or her parent(s)' example(s); if a parent uses "profane and abusive" language, so will his or her child. If a parent is supportive and understanding of others, the child will be as well. A child's positive participation is important to teammates. Parents should stress the importance of a group/team effort.
  - b. Coaches have a job to do and are volunteering their time to teach children teamwork and the game of hockey. Coaches need positive support from parents. Remember, the coach is the authority to whom players look for direction. Do not confuse the player by attempting to countermand any of the coach's instructions.
  - c. Parents should appreciate the officials and understand their role. A child will learn from a parent's attitude, so it is important to have a good one!
  - d. Display good sportsmanship. Always respect players, coaches and officials.
  - e. Act appropriately; do not taunt or disturb other fans. Enjoy the game together.
  - f. Cheer good plays of all participants, avoid booing opponents.
  - g. Cheer in a positive manner and encourage fair play
  - h. Do not lean over and pound on the glass; the glass surrounding the ice

surface is part of the playing area.

- i. Support the referees and coaches by trusting their judgment and integrity.
- j. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- k. 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.
- l. Emphasize skill development and practices and how they benefit your young athlete. Deemphasize games and competition in the younger age levels.
- m. Know and study the rules of hockey, 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. Remember, our officials are learning too.
- n. 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 physical and verbal abuse in youth sports.
- o. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- p. Be supportive after the game, win or lose. Recognize good effort, teamwork and sportsmanship.
- q. If you enjoy the game, learn all you can and dedicate time as a volunteer!

### 3. Prohibited activities

- a. Use of obscene or vulgar language or gestures
- b. Abusive language (toward players, coaches, parents, officials, other players, and spectators)
- c. Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing
- d. Addressing a coach, official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner
- e. Questioning the referees during or after games
- f. Approaching a coach or referee immediately following a game to voice a complaint
- g. Threats of physical violence towards any player, coach, parent, official, JYH volunteer, or spectator
- h. Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard

- i. Intentionally shoving or striking a player, coach, or official during any JYH function, whether in the locker room, on the ice, or at any time the team is getting together
- j. Public disparagement of other members (allegations found to be false)
- k. Use of alcohol or drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices)
- l. Activities that violate State or Federal Laws which create a safety risk to any member of the organization
- m. Use of social media accounts to disparage the JYH organization, coaches, players, officials, and/or opposing teams is a direct violation of the parent code of conduct. This includes the sending/publishing of messages using social media accounts.
  - i. "Message" means any transfer of signs, signals, writing, images, sounds, data of any nature transferred through a computer program or social media platform.
  - ii. The "message" is sent/posted/published with the intent to frighten, intimidate, threaten or abuse another person, sends a message to a person using any electronic communication system with the reasonable expectation that the person will receive the message.

Rule violations will result in the following consequences per parent per season:

1. First Offense— Warning or suspension.
2. Second Offense— Meeting with Club President and HDC Director, and suspension.
3. Third Offense—Meeting with Club President and HDC Director, suspension and potential removal from privilege of watching all future games.
4. Any Coach, member of HDC, or member of the Grievance and Disciplinary Committee can recommend to the Grievance and Disciplinary Committee penalties above and beyond those above, including compounding penalties across seasons.

Consequences for violating the rules will be compounding. Violation of the rules will be the responsibility of the coach to enforce. Each coach may include additional player/team rules, which will be shared with all players and parents at the beginning of the season. It is expected that players and parents will support and encourage compliance to the rules.

### **31.0 Coaches Code of Conduct**

1. General Expectations

- a. To enforce the Players Code of Conduct
  - b. To teach character, values and sportsmanship to all players.
  - c. To not intimidate, ridicule, verbally abuse or physically abuse any player.
  - d. To teach and demonstrate respect for teammates, opposing players, coaches and officials.
  - e. To coach playing by the rules.
  - f. To set a good example and be a positive role model.
  - g. To never instruct a player to deliberately injure another player. h. Whenever a problem arises with a player, speak to the player with another coach or parent present.
  - h. Profanity, personal criticism and abusive language or conduct have no place on or off the ice. Misunderstanding and differences of opinion occur. The game of hockey is not without close calls or mistaken calls. The solution is not "unbecoming" conduct. Remember that you set the tone for your child's success. If you want your child to be fair and understanding, you must be, as well.
2. Prohibited activities
- a. Use of obscene or vulgar language or gestures
  - b. Abusive language (toward players, coaches, parents, officials, other players, and spectators)
  - c. Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing
  - d. Addressing a coach, official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner
  - e. Threats of physical violence towards any player, coach, parent, official, JYH volunteer, or spectator
  - f. Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard
  - g. Intentionally shoving or striking a player, coach, or official during any JYH function, whether in the locker room, on the ice, or at any time the team is getting together
  - h. Public disparagement of other members (allegations found to be false)
  - i. Use of alcohol or drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices)
  - j. Activities that violate State or Federal Laws which create a safety risk to any member of the organization
3. If a coach receives a misconduct or game misconduct, the coach will be suspended for one game immediately following a report to the JYH Executive Board and/or Grievance and Disciplinary Committee per USA Hockey and WAHA rules.

Rule violations will result in the following consequences per coach per season:

1. First Offense— Warning or game suspension.
2. Second Offense— Meeting with Club President and HDC Director, and game suspension(s).
3. Third Offense— Meeting with Club President and HDC Director, game suspensions, and potential removal from coaching position.

### **32.0 Board of Directors General Responsibilities**

1. Shall attend all Board meetings, general membership meetings, special meetings called by the President, and Committee meetings of which they are members.
2. Shall abide by the Parents and Spectators Code of Conduct as set forth in this document.
3. As elected members of JYH, it is the responsibility to represent JYH to the best of his or her ability. Each member shall strive to uphold and enforce the requirements of the JYH by-laws and standing rules.
4. The JYH board is a working board. Board members are expected to lead by example and to perform the many duties, tasks and responsibilities it takes to operate and promote JYH.
5. No member shall use their standing or influence to benefit or achieve preferential treatment for any player at any time.
6. In situations where there is a possible conflict of interest, unethical conduct, or of the appearance of such, the member is expected to disclose the facts to the President and at least one other member of the Board as soon as possible.
7. Confidentiality is expected. Information discussed at closed board meetings must not be disclosed to the general membership.
8. The President may excuse a member from attending these meetings at his/her discretion. Board members will be expected to provide a copy of their monthly Committee report to the President. This will be read into the minutes of the meeting.
9. Board members missing more than two (2) meetings in a row, or more than three meetings in a rolling 12 month window, can be subject to a board of director's vote of confidence which can be called by any Board member.
10. Notwithstanding anything to the contrary, a Board member can be removed at any time if it is in the best interest of the club.

### **33.0 Communications Policy**

1. For the purposes of this policy, communications shall include any voice,

data, and email communications that the board may be involved in. The communications policy applies to all members of the Board of Directors and any authorized Committee members. The intent of this policy is to provide some direction into the handling of communications issues and prevent the unauthorized release of information.

2. When the board convenes in open session all communications are open to the public and available for inspection. Board members, or anyone functioning as a member of a Committee, shall conduct themselves in a professional manner at all times. Members shall respect the positions of other board members, Committee members, Club members, and/or guests that are present.
3. When the board convenes into closed session for the purpose of discussing any matter related to personnel, scholarship, player release, grievance, code of conduct, or other matters that may require a closed session, there is an expectation that specific content shall not be disseminated other than outlined below.
4. Board members shall not disseminate the specific content of any discussion that occurs in closed session in any email, voice, or data format. Results of board action shall be recorded in the official meeting minutes for the purposes of reporting board actions and decisions. (An example might be: Board discussion related to a player release request for John Doe (Squirt Level) was approved by vote of 5-4, in favor of the release. Board discussion related to a scholarship request from a Pee Wee level player and was approved by a 7-0 vote, in favor of the scholarship request being granted.)
5. In situations in which board members may need to cast a vote or present a position on a matter before the board (via email or text), these should be forwarded to the board President or designee for tally purposes. Board members shall be aware that votes or discussion via email shall not be forwarded outside of current board members email circulation group.
6. In situations where board members may extend their vote by proxy to another board member, this should be communicated in written, email, or text formats to the President or his/her designee prior to any meeting or situation in which a vote requiring board action is necessary.