

2026-2027

ASSOCIATION HANDBOOK



Table of Contents

Section 1: Janesville Youth Hockey (JYH)	1
1.1 About This Handbook	1
1.2 About Janesville Youth Hockey	1
1.3 Membership	1
1.4 Mission Statement	1
1.5 Home Rink	2
Section 2: Hockey Governing Hierarchy and JYH Organizational Structure	3
2.1 USA Hockey and USA Hockey Registration	3
2.2 Wisconsin Amateur Hockey Association (WAHA)	3
2.3 Janesville Youth Hockey Club Board	3
a. Current Board Members	4
b. Board Member Position Descriptions	4
President	4
Vice President	5
Secretary	5
Treasurer	6
c. Board of Directors General Responsibilities	6
d. Communications Policy	7
2.4 Committees	7
a. Budget Committee	7
b. Marketing & Communications Committee	8
c. Fundraising & Events Committee	9
d. Sponsorship Committee	10
e. Equipment Committee	11
f. Tournament Committee	12
g. Recruitment & Retention Committee	13
h. Grievance & Discipline Committee	14
i. Coaching Selection Committee	14
2.5 Other Appointed Positions	15
a. Registrar	15
b. Hockey Development Director (HDD)	15
c. Travel Manager	15
d. Referee Scheduler	16
2.6 Hockey Development Committee (HDC)	16
a. 2026-2027 Season Member Positions	16
b. Purpose and Objective	17
c. Hockey Development Director	17
d. Coaching Coordinator	17
e. Age-Level Coordinator	18
f. Head Referee	18
g. Introduction to Hockey Coordinator	18

h. 6U Coordinator.....	19
i. 8U Coordinator.....	19
j. Girls Program Development Coordinator.....	19
k. Janesville Jets, Milton-Janesville Varsity Hockey Coaches, Beloit College Coaches.....	20
l. JYH Board of Director Representatives and Committee.....	20
m. Organizational Chart.....	21
Section 3: Coaches & Team Managers.....	22
3.1 Coaches and Team Manager Selection Process.....	22
a. Publicity.....	22
b. Non-Parent Coaches.....	22
3.2 Qualifications to Coach.....	22
3.3 JYH Expectations of Head Coaches.....	23
3.4 Requirements of All Coaches.....	23
3.5 Coaching Expense Reimbursement.....	24
3.6 Game Misconduct Disciplinary Action for Coaches.....	24
3.7 Team Managers.....	24
Section 4: Player Safety.....	26
4.1 USA Hockey SafeSport.....	26
4.2 Background Screening.....	27
4.3 Locker Room Monitoring Policy.....	27
4.4 Concussion Information.....	27
a. What is a Concussion?.....	28
b. How Can I Help Keep My Children or Teens Safe?.....	28
c. How Can I Spot a Possible Concussion?.....	28
1. Signs Observed by Parents or Coaches.....	28
2. Symptoms Reported by Children and Teens.....	28
3. Talk With Your Children and Teens About Concussion.....	29
4. Concussions Affect Each Child and Teen Differently.....	29
d. What Are Some More Serious Danger Signs to Look Out For?.....	29
e. What Should I Do If My Child or Teen Has a Possible Concussion?.....	29
4.5 Sudden Cardiac Arrest Information.....	30
4.6 Neck Laceration Information.....	31
4.7 Player Safety Based on Skill Level.....	31
Section 5: JYH Teams & Levels of Play.....	32
5.1 Age Determination.....	32
5.2 Team Formation.....	32
5.3 American Development Model (ADM).....	32
5.4 Intro to Hockey.....	33
5.5 6U Mites (Cross-Ice).....	33
5.6 8U Mites - Red, White, and Blue (RWB) on Half-Ice.....	33
5.7 10U Squirts.....	33
5.8 12U PeeWee.....	34
5.9 14U Bantam.....	34

5.10 High School Play.....	34
5.11 Team Tryouts/Placements.....	34
a. Skills & Drills.....	34
b. Team Placement Information.....	34
5.12 Game Limit Recommendations.....	35
a. State Tournament bound team(s).....	35
5.13 Tournament Play.....	36
5.14 Playing Time.....	36
5.15 Girls Hockey Opportunities.....	36
a. WAHA Girls Dual Rostering 2018-2020 Policy.....	36
5.16 Double Roster Policy.....	37
a. Travel Goalies.....	37
5.17 Skate-Up Policy.....	37
5.18 Transfer & Release Procedure.....	38
5.19 Return to Play from Injury - General Policy.....	38
Section 7: Equipment & Jerseys.....	39
7.1 Equipment.....	39
7.2 Equipment Room Policy.....	39
7.3 Jerseys.....	39
7.4 JYH Colors.....	40
7.5 JYH Helmet Stickers.....	40
7.6 Purchasing Equipment.....	40
Section 8: Registration Information.....	41
8.1 General Information.....	41
8.2 Register with USA Hockey.....	41
a. Tips for parents/coaches about the online USAH registration:.....	41
8.3 Required Information.....	41
Section 9: Fee Structure.....	42
9.1 Season Fees.....	42
a. Payment Schedule.....	42
9.2 Discounts.....	42
9.3 Late Registration.....	42
a. Traveling Teams (8U-14U).....	42
b. Intro to Hockey & 6U.....	42
9.4 Injuries.....	43
9.5 Scholarships.....	43
9.6 Refunds.....	43
Section 10: Volunteer Commitments.....	44
10.1 Background.....	44
10.2 Definitions.....	44
10.3 Organization Volunteer Requirements.....	44
10.4 Team Volunteer Requirements.....	44
10.5 General Provisions.....	44

10.6 Exemptions.....	45
Section 11: Code of Conduct.....	47
11.1 Players Code of Conduct.....	47
11.2 Player Disciplinary Code.....	47
11.3 Parents and Spectators Code of Conduct.....	48
a. General Expectations.....	48
b. Prohibited Activities.....	49
c. Rule Violations.....	50
11.4 Coaches Code of Conduct.....	51
a. General Expectations.....	51
b. Prohibited Activities.....	51
c. Rule Violations.....	51
Appendix A: WAHA Concussion and Sudden Cardiac Arrest Policy.....	53
Signs & Symptoms of a Concussion.....	53
Warning Signs of a Sudden Cardiac Arrest.....	53

Section 1: Janesville Youth Hockey (JYH)

1.1 About This Handbook

If any changes are required, they will be presented to the Board of Directors by the regular August meeting, and then presented to the membership at the annual Back to Hockey Night in September.

There may be occasions where rules need to change outside of this established schedule. If this occurs, the Board of Directors will be responsible for developing a plan to effectively communicate these changes to the members.

1.2 About Janesville Youth Hockey

The Janesville Youth Hockey Club (JYH) is a not-for-profit, Division II club, located in Janesville, Wisconsin.

JYH is governed by a volunteer Board of Directors who oversees the operations of the club. We encourage a competitive environment where girls and boys can learn basic skating and hockey skills. We believe learning the fundamentals of hockey and having fun playing the game are essential to the development of a lifelong interest in hockey. We stress sportsmanship, teamwork, and respect.

We previously operated out of the Janesville Ice Arena, located at 821 Beloit Avenue, Janesville, WI. JYH moved to the Woodman's Sports & Convention Center (WSCC) beginning with the 2025-2026 season.

Our season begins with Skills and Drills sessions and evaluations in September with the season starting the first week of October for travel teams. The season runs from October through March of the following year.

1.3 Membership

Active members are considered those who fall into the categories below:

- Any person interested in and actively involved in the purpose of Janesville Youth Hockey Club who have paid the required annual membership (registration fees).
- Honorary Members are those interested in the aims and purpose of this Corporation who may be elected an honorary member by a two-thirds (2/3) vote of the Board of Directors.

1.4 Mission Statement

"To provide a positive youth hockey experience for all players of all skill levels and ages. This focus will help them develop as players and individuals and also foster a life-long love for the game of hockey."

1.5 Home Rink

The club previously operated out of the Janesville Ice Arena, located at 821 Beloit Avenue, Janesville, WI. The club moved operations to the Woodman's Sports Complex and Convention Center (WSCC) in the fall of 2025 when construction was complete on this new facility.

Section 2: Hockey Governing Hierarchy and JYH Organizational Structure

2.1 USA Hockey and USA Hockey Registration

USA Hockey is the national governing body for the sport of hockey in the United States. Its mission is, “To promote a safe and fun learning experience, supporting the growth of hockey with all of its participants and enthusiasts by encouraging, educating, developing and administering all aspects of the sport.”

USA Hockey sponsors a mandatory insurance program that all players are required to participate in when they register every year. All skaters and coaches will need to register each year with USA Hockey prior to registering with JYH.

For more information about USA Hockey, visit their website: www.usahockey.com.

2.2 Wisconsin Amateur Hockey Association (WAHA)

The Wisconsin Amateur Hockey Association (WAHA) is a part of the larger umbrella of USA Hockey. JYH is a member of WAHA. WAHA is split into four divisions based on club size and six geographical regions. JYH participates in Region 4 and is a Division II association. JYH competes with other Division II teams in Region 4 for the travel team state tournament playoffs.

For more information on WAHA, visit their website: www.waha-hockey.com.

2.3 Janesville Youth Hockey Club Board

JYH is run by a 13-member Board of Directors and appointed volunteers. The duties of the Board members are set forth in the Association bylaws, which are available on the JYH website (www.janesvillyouthhockey.com). The Board's members serve three-year terms. There is no limit to the number of terms a person may serve. Elections for open Board seats are completed annually the first week in March through an online voting process. All active members are eligible to vote.

The Board strives to meet monthly. Each Board will determine the best date of the month along with the location of the monthly board meeting.

The open sessions of JYH Board meetings are open to any member of the club. The Board of Directors may enter closed sessions to discuss player, coach, parent, board disciplinary matters, player/family financial issues, or other issues that may arise. During these closed sessions, attendees will be limited to only Board Members and those directly involved in the relevant topic as designated by the Board.

Minutes from Board meetings are posted on the JYH website after they are approved.

Committees may be formed and dissolved at the direction of the Board of Directors. Each committee will include at least one member of the Board. The committees can include any

members in good standing within the association. The Board must approve all committee decisions. Any JYH member interested in joining a committee should reach out to the email address listed with that committee.

a. Current Board Members

Board Member responsibilities are described in the Association's bylaws, which are found on the JYH website. Below is a current listing of the Board Members:

Position	Name	Email
President	Dan Jensen	president@janesvilleyouthhockey.com
Vice President	Sean Knott	vicepresident@janesvilleyouthhockey.com
Treasurer	Kyle Mair	treasurer@janesvilleyouthhockey.com
Secretary	Shawn Kane	secretary@janesvilleyouthhockey.com
Marketing & Communications Chair	Inga Cushman	memberrelations@janesvilleyouthhockey.com
Equipment Chair	Luke Steurer	equipment@janesvilleyouthhockey.com
Fundraising & Events Chair	Katie Kletzien	fundraising@janesvilleyouthhockey.com
Sponsorships Chair	Kiefer Sullivan	sponsorships@janesvilleyouthhockey.com
Vending Chair	Eric Johnson	vending@janesvilleyouthhockey.com
Ice Scheduler	Chris Wilkins	ice@janesvilleyouthhockey.com
Webmaster	Tony Dongarra	webmaster@janesvilleyouthhockey.com
Registrar	Steve Bravieri	registrar@janesvilleyouthhockey.com
Board Member at Large/Hockey Development Director	Justin Wiskie	hdd@janesvilleyouthhockey.com

b. Board Member Position Descriptions

President

- Performs duties outlined in the JYH Bylaws.
- Provides general supervision of the activities of the club.

- Prepares an agenda in coordination with the Secretary for each meeting of the Board of Directors.
- Appoints members to Standing Committees
- Co-signs with the Treasurer official contracts authorized by the Board of Directors.
- Empowered to sign all drafts on the treasury.
- Serves on the Hockey Development Committee (HDC) and chairs the Grievance and Discipline Committee.
- Serves as the primary liaison between the association and all other related hockey organizations (i.e. WAHA, USA Hockey, etc.).

Vice President

- Performs duties outlined in the JYH Bylaws.
- Responsible for the registration process ensuring all players are registered and verified, which includes appointment of a Registrar to complete the following tasks:
 - Register all players with JYH by December 30.
 - Register all teams with Region 4, WAHA and USA Hockey by the designated dates.
 - Register all player rosters with WAHA and USA Hockey by designated dates.
- Assists the Treasurer in pursuing collection of outstanding membership dues/fees.
- Serves on the Hockey Development Committee and Fundraising & Events Committee.

Secretary

- Performs duties outlined in the JYH Bylaws.
- Prepares for the President a statement of unfinished business for the Board of Directors meeting agendas.
- Records attendance at Board of Directors meetings and corporation meetings.
- Prepares minutes of all Board of Directors meetings and corporation meetings and distributes copies to the Board of Directors prior to the next scheduled Board meeting.
- Coordinates posting of minutes on the JYH website with the Webmaster.
- Maintains an updated list of members and all committee membership.
- Maintains a current list of all corporation members, including address and phone numbers, and will have copies available for distribution upon request.
- Serves as custodian of all official and historical documents not in the custody of other JYH officials.
- Coordinates the Board election process by collecting letters of interest from potential board members.

Treasurer

- Performs duties outlined in the JYH Bylaws.
- Co-signs with the President official contracts authorized by the Board of Directors.
- Collects all dues and fees and completes appropriate deposits.
- Empowered to sign all drafts on the treasury.
- If the individual in this position is a professional accountant, they will prepare financial reports as may be required by state or federal regulations and provide monthly financial updates to the Board. If the individual is not a professional accountant, the Treasurer will recruit someone from the membership or hire a professional accountant outside of the organization to complete these tasks.
- Pursues the collection of all outstanding membership dues and player fees with the assistance of the Vice President.
- Obtains liability insurance coverage for all board members with a carrier selected by the Board of Directors.
- Provide an update at the annual meeting and parent meeting regarding the financial status of the club.
- Serves as Chair of the Budget Committee, and serves as advisor on the Fundraising & Events Committee.

c. Board of Directors General Responsibilities

- Shall attend all Board meetings, general membership meetings, special meetings called by the President, and Committee meetings of which they are members.
- Shall abide by the Parents and Spectators Code of Conduct as set forth in this document.
- As elected members of JYH, it is the responsibility to represent JYH to the best of their ability. Each member shall strive to uphold and enforce the requirements of the JYH by-laws and standing rules.
- 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.
- No member shall use their standing or influence to benefit or achieve preferential treatment for any player at any time.
- In situations where there is a possible conflict of interest, unethical conduct, or 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.
- Confidentiality is expected. Information discussed at closed board meetings must not be disclosed to the general membership.
- The President may excuse a member from attending these meetings at their 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.
- 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.

- Notwithstanding anything to the contrary, a Board member can be removed at any time if it is in the best interest of the club.

d. Communications Policy

- 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.
- 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.
- 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.
- 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. Another example: 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.)
- 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.
- 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 their designee prior to any meeting or situation in which a vote requiring board action is necessary.

2.4 Committees

a. Budget Committee

The Budget Committee is responsible for overseeing the financial planning process of the association and ensuring fiscal responsibility in alignment with organizational goals. The committee shall consist of the President and the Treasurer. At the President's discretion, additional members may be appointed to assist in the committee's duties.

Each year, the Budget Committee will convene in June to review the proposed budget for the upcoming fiscal year. The committee will assess current and projected revenues and disbursements, and make any necessary recommendations for adjustments. These recommendations will be submitted to the Board of Directors for review.

A finalized draft of the budget will be provided to the Board of Directors for consideration and adoption at the July board meeting. The adopted budget will guide the financial operations of the association for the ensuing year.

b. Marketing & Communications Committee

The Marketing & Communications Committee is responsible for promoting the mission, programs, and activities of the Janesville Youth Hockey Club to both internal members and the broader community. The committee's focus is to enhance visibility, engagement, and public awareness through a variety of communication channels and marketing initiatives.

Committee members will work collaboratively to ensure consistent branding and messaging across all platforms. The committee may include board members, parent volunteers, and other individuals with relevant experience or interest in communications and marketing.

Key Responsibilities:

- Managing and updating the association's social media platforms to share news, events, and achievements.
- Overseeing website content and updates to ensure timely and accurate information is available to members and the public.
- Coordinating advertising efforts, including radio, newspaper, and billboard ads, to promote registration, events, and special announcements.
- Producing and distributing an internal email newsletter to keep club members informed and engaged.
- Leading public relations efforts, including press releases and media outreach, to strengthen the association's reputation within the community.
- Supporting other association committees by providing communications and marketing assistance for events, initiatives, and special projects.

Roles and Responsibilities

- Marketing & Communications Chair
 - Oversees all marketing and communication efforts for the association.
 - Assigns roles or subcommittees to manage specific platforms or campaigns (e.g., social media, email newsletters, advertising).
 - Coordinates with other committee chairs to ensure communication needs for events and initiatives are met.
 - Ensures messaging is consistent with the association's mission and branding.

- Serves as the main point of contact between the committee and the Board of Directors, providing updates and recommendations.
- Appoint Webmaster to manage Gamesheets and CrossBar and inputting open volunteer hours into the system.
- Committee Members
 - Contribute to the creation and scheduling of content for social media, email, and the website.
 - Members will be appointed to serve as key point of contact for the Fundraising & Events Committee, Sponsorship Committee, Recruitment & Retention Committee, and Hockey Development Committee.
 - Participate in writing, editing, or designing communication materials such as flyers, announcements, and ads.
 - Assist in managing media outreach and public relations efforts.
 - Support other committees by promoting events and fundraising efforts.
 - Attend committee meetings and collaborate with the Chair and other members to maintain effective and timely communication.

c. Fundraising & Events Committee

The Fundraising & Events Committee is responsible for planning and executing fundraising initiatives and special events to support the financial health goals of JYH. The committee works to create enjoyable, well-organized events that foster team spirit, family involvement, and sustainable funding for the association's programs.

Committee members may include board members, team representatives, and parent volunteers who are interested in supporting the association through creative and impactful fundraising and event planning.

Key initiatives may include, but are not limited to:

- Cookie Sales
- Calendar Raffle
- Apparel Sales
- Annual October Event

These key initiatives may change and evolve as new leaders take on roles within the Fundraising & Events Committee.

Roles and Responsibilities

- Fundraising & Events Chair
 - Coordinates and oversees all committee efforts and fundraising activities.
 - Appoints and supports subcommittee leads or individuals responsible for specific fundraising initiatives.

- Serves as the main point of contact between the Fundraising Committee and the Board of Directors.
- Ensures alignment and collaboration with other committees (e.g., Marketing & Communications) to promote events and fundraising efforts.
- Provides updates and reports on fundraising progress, challenges, and outcomes.
- Committee Members
 - Actively participate in planning, organizing, and executing fundraising events and initiatives.
 - Serve on or lead subcommittees for specific activities (e.g., cookie sales, raffle coordination, event logistics).
 - Contribute ideas and feedback to improve future fundraising efforts.
 - Attend committee meetings and communicate regularly with the Chair and other members.

d. Sponsorship Committee

The Sponsorship Committee is responsible for developing and maintaining partnerships with local businesses and organizations to support the financial and community engagement goals of JYH. By securing sponsorships and in-kind donations, the committee helps fund tournaments, events, and other key initiatives throughout the season.

Committee members may include board members, parent volunteers, community advocates with relationships with local businesses, and individuals with marketing or sales expertise to help secure sponsorships and create appealing sponsorship packages.

Key Responsibilities

- Securing sponsorships for tournaments, fundraising events, and seasonal association initiatives.
- Identifying and reaching out to potential business partners, vendors, and donors to establish mutually beneficial relationships.
- Creating and maintaining sponsorship packages and recognition opportunities to attract and retain sponsors.
- Coordinating with other committees (e.g., Fundraising & Events, Marketing & Communications) to ensure sponsor visibility and fulfillment of commitments.
- Building long-term community relationships that promote the growth and sustainability of the association.

Roles and Responsibilities

- Sponsorship Chair
 - Oversees the planning and execution of all sponsorship efforts.

- Develops sponsorship strategies and goals for the season.
- Assigns outreach tasks or subcommittees to pursue specific sponsor opportunities or events.
- Works closely with the Fundraising & Events Committee and Marketing & Communications Committee to ensure sponsor benefits are delivered (e.g., logo placement, public acknowledgment).
- Serves as the primary liaison between the committee and the Board of Directors, providing updates and securing approvals as needed.
- Committee Members
 - Identify and contact potential sponsors and donors within the community.
 - Coordinate with the Marketing & Communications Committee on development of sponsorship materials and presentations.
 - Help manage sponsor communications, agreements, and follow-up.
 - Support Fundraising & Event Committee by securing relevant sponsorships or donations.
 - Attend committee meetings and collaborate with the Chair and other members to meet sponsorship goals.

e. Equipment Committee

The Equipment Committee is responsible for managing and maintaining the association's inventory of hockey equipment, ensuring that players have safe, reliable gear each season. This committee plays a vital role in organizing and staffing equipment distribution and collection events for all teams.

Committee members may include board members, parent volunteers, and individuals with an interest in equipment management, inventory control, and organizing logistics for the equipment handout and collection events.

Key Responsibilities

- Managing and maintaining an accurate inventory of all association-owned equipment.
- Organizing and staffing all JYH Equipment Handout and Handin events.
- Inspecting equipment to ensure it meets safety and quality standards.
- Assisting with the storage, labeling, and tracking of gear throughout the season.
- Supporting team staff with equipment-related needs or concerns.

Roles and Responsibilities

- Equipment Chair
 - Oversees all operations related to equipment management.
 - Appoints committee members to assist with equipment duties.

- Coordinates the scheduling and logistics of equipment Handout and Handin events.
- Maintains inventory records and identifies equipment needs for replacement or purchase.
- Communicates with the Board of Directors regarding budget needs, inventory updates, and any issues related to equipment.
- Committee Members
 - Assist with preparing, distributing, and collecting equipment during scheduled events.
 - Help inspect, clean, and organize equipment before and after each season.
 - Maintain accurate logs of equipment assigned to players or teams.
 - Report any damaged, missing, or unsafe equipment to the Chair.
 - Attend committee meetings and support the Chair in ensuring smooth equipment operations.

f. Tournament Committee

The Tournament Committee is responsible for planning, coordinating, and executing home tournaments hosted by JYH. This committee ensures that each tournament is well-organized, properly staffed, and provides a positive experience for players, coaches, and families.

Committee members may include board members, parent volunteers, and individuals with experience in event planning, tournament operations, or logistics, as well as those who can take on leadership roles for specific age-level tournaments.

Key Responsibilities

- Overseeing the planning, logistics, and execution of all association-hosted tournaments.
- Ensuring proper coordination of tournament essentials such as scheduling, registration, officials, hospitality, volunteers, and awards.
- Assigning a designated tournament lead for each age level with a scheduled tournament.
- Collaborating with other committees (e.g., Sponsorship and Marketing & Communications) to support tournament needs such as promotion, donations, and event materials.
- Maintaining consistency, professionalism, and a positive reputation for all association-run tournaments.

Roles and Responsibilities

- Tournament Director
 - Leads the Tournament Committee and provides guidance to all age-level tournament leads.
 - Ensures overall consistency and quality across all tournaments hosted by the association.

- Schedules committee meetings, provides resources and support, and communicates regularly with the Board of Directors.
- Works with other committee chairs to coordinate needs such as sponsorships, marketing, and fundraising.
- Serves as a backup contact and support (or assigns a designee) during tournament weekends.
- Committee Members (Tournament Leads)
 - Serve as the primary point of contact for their assigned age-level tournament.
 - Manage planning, scheduling, and operational logistics for their specific tournament weekend.
 - Coordinate with volunteers, coaches, referees, and vendors as needed.
 - Ensure that tournament weekend runs smoothly, addressing questions or issues as they arise.
 - Attend Tournament Committee meetings and provide updates on planning progress and post-event feedback.

g. Recruitment & Retention Committee

The Recruitment & Retention Committee is dedicated to growing participation in youth hockey and fostering long-term engagement among players and families. This committee focuses on welcoming new families to the sport, building excitement around hockey in the community, and promoting a positive, inclusive environment within the association.

Committee members may include board members, parent volunteers, community ambassadors, and individuals with an interest in outreach, event planning, or player development to help drive recruitment and retention efforts.

Key Responsibilities

- Organizing and promoting Try Hockey for Free events to introduce new players to the sport.
- Coordinating partnership events with local hockey organizations, such as the Janesville Jets and area high school teams, to inspire young players and strengthen community connections.
- Supporting community engagement goals by participating in local events, school outreach, and public visibility efforts.
- Developing strategies and activities to retain current players and families, including onboarding, education, and engagement programs.
- Collaborating with the Marketing & Communications Committee on the development of communication materials to promote recruitment events and create a welcoming experience for new families.

Roles and Responsibilities

- Recruitment & Retention Chair

- Leads the committee and sets goals with the Board of Directors for new player recruitment and retention efforts.
- Coordinates Try Hockey for Free events and builds partnerships with local hockey organizations, like the Janesville Jets and area high school hockey programs.
- Assigns committee members to lead or assist with specific programs or events.
- Works with the Marketing & Communications Committee to promote recruitment initiatives and ensure a consistent message.
- Reports progress, challenges, and recommendations to the Board of Directors.
- Committee Members
 - Assist in planning and staffing events such as Try Hockey for Free, team meet-and-greets, and community outreach efforts.
 - Build connections with new families to help them feel welcomed and informed.
 - Develop and execute ideas to improve player retention, including engagement activities, mentorship, and surveys.
 - Serve as ambassadors of the association in the community, helping to promote hockey in a positive light.
 - Attend committee meetings and collaborate on new initiatives and recruitment strategies.

h. Grievance & Discipline Committee

- The President will appoint up to three Board of Directors and/or Hockey Development Committee members as needed, and meetings will be convened as necessary by the President. Subject matter experts may also be added at the request of the President.
- All complaints must be submitted in writing to the President within 3 days of incident or team placement. All efforts should be made to review complaints and make a decision within 3 days after receipt by the President.
- 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.

i. Coaching Selection Committee

The Coaching Selection Committee will consist of the following

- President
- Vice President
- Hockey Development Director

- Coaching Coordinator
- Tryout Coordinator
- 8U Coordinator

No relative of an applicant may participate in the selection process or vote for or against that applicant.

2.5 Other Appointed Positions

a. Registrar

The registrar is responsible for ensuring all members, including players, coaches, and volunteers, are properly registered with USA Hockey and have completed the necessary paperwork. They also maintain accurate membership lists, submit required reports, and work with team managers to keep rosters up-to-date. The registration is appointed by the Vice President and works with the Treasurer to coordinate billing and remittance procedures.

b. Hockey Development Director (HDD)

- Appointed by the Board of Directors for a three-year term for April through March.
- The HDD can be removed by the Board of Directors by a $\frac{2}{3}$ vote.
- Serves as chair of the Hockey Development Committee (HDC), and will provide a verbal and/or written report to the Board of Directors on a monthly basis on all aspects of HDC 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 preseason hockey programs, team evaluations, teams selections, and team coaches.
- Appoints and supervises the Head Referee with approval from the Board of Directors.

c. Travel Manager

- Responsible for all communications to Team Managers.
- Recruits and assigns a Team Manager for each travel team in coordination with the Head Coach for the team.
- Hosts an annual meeting at the beginning of the season with all Team Managers once teams are assigned and inform them of their responsibilities.
- Gathers score sheets from each team and orders patches at the end of the season.
- Attends necessary Region 4 Meetings that pertain to Travel Managers.
- Mentors new Team Managers and assists with training on scheduling, tournaments, team parent responsibilities, and JYH website information entry.
- Attend HDC meetings as requested by the HDD.

- Updates the Team Manager Handbook as needed.

d. Referee Scheduler

- Assign referees for all traveling team game hours, in-house development program, and tournaments.
- Maintain records and authorize payment of referees by the Treasurer.

2.6 Hockey Development Committee (HDC)

a. 2026-2027 Season Member Positions

Position	Name
Hockey Development Director	Justin Wiskie
Coaching Coordinator	Conor Lemirande
Head Referee	Ed Chady
Jets Coaches	Lennie Childs, Ty Proffitt
High School Coaches	Nick English, Devin Servin, Curt Buchs
Beloit College Coaches	Shane Buckley, Kelly Millins
JYH Skills Coaches	Josh Lehr, Claudia Kepler, Ty Proffitt
Off-Season Coordinator	Logan Lemirande
Age-Level Coordinator	Kiefer Sullivan
Intro to Hockey Coordinator	Matt Bloomquist and Luke Steurer
6U Coordinator	Matt Bloomquist
8U Coordinator	Jon Mosterd
Girls Coordinator	Luke Steurer
Referee Advisor	Kayla Damarrasse
Referee Scheduler	Chris Wilkins
JYH Board Representatives	Dan Jensen, Sean Knott
Travel Manager	Renee Busch
Ice Scheduler	Chris Wilkins
Registrar	Steve Bravieri
Tryout Coordinator	Conor Lemirande

b. 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.

c. 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.

d. 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:

- Oversee the JYH Coaching Committee
- Schedule and facilitate coaching committee meetings
 - August: Prepare for fall coaching clinic.
 - October/November: Prepare coaching education for November and December coaches' meetings.
 - December/January: Prepare coaching education for January and February coaches' meetings.
 - February/March: End of season coaching committee meeting.
- Facilitate a fall coaching clinic to achieve the following objectives:
 - Explain all coaching requirements to prospective coaches.
 - Educate coaches on all USA Hockey rule changes.
 - Provide coaching education as deemed pertinent by the Coaching Committee.
- Provide 2-4 additional coaching clinics during the year for continuing education for all JYH coaches.
- Provide supplemental education, as needed or as requested, for all JYH coaches.
- Works with Club Registrar and Hockey Director, to ensure all coaches are eligible for coaching and have met all required training and certification.

e. Age-Level Coordinator

The Age Level Coordinator is responsible for overseeing the different youth hockey age groups JYH offers. Age level groups identified are:

- Introduction to Hockey
- 6U
- 8U
- 10U
- 12U
- 14U

Responsibilities of the Age Level Coordinator include but are not limited to:

- Establishing and presiding over the Age Level Committee.
- Work with each age level representative to establish goals for each season.
- Age level representatives are as follows:
 - Introduction to Hockey Coordinator
 - 6U Coordinator
 - 8U Coordinator
 - 10U Age Level Advisor
 - 12U Age Level Advisor
 - 14U Age Level Advisor
- Obtain feedback from Age Level representatives on issues pertaining to their respective age levels.
- Report to HDD on age level issues and status.
- Work with the Coaching Coordinator to identify age level hockey and coaching development requests.

f. Head Referee

The Head Referee is responsible for developing plans pertaining to the recruitment, retention, evaluation and training of JYH referees. The Head Referee responsibilities are also subject, but not limited to:

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

g. Introduction to Hockey Coordinator

The Introduction to Hockey coordinator will be responsible for the following:

- Managing the Intro to Hockey program.

- Determining appropriate breakout of the skaters into like groups to teach age/skill appropriate drills.
- Developing practice plans.
- Identifying and selecting coaches to assist with the program.
- Helping to develop coaches and serving as the primary liaison for the Intro to Hockey program.
- Position should keep in touch with the 6U and RWB Coordinators regarding any players that should be moved between the programs.
- At the end of each session, should make recommendations to each parent regarding the most appropriate level of play for the upcoming season.
- Work with parents to properly communicate Intro to Hockey player's next steps.
- Assist the JYH Recruitment and Retention Committee with any Try Hockey for Free events.

h. 6U Coordinator

The 6U Coordinator will be responsible for the following:

- Managing the 6U hockey program and identifying a 6U team manager.
- Determining appropriate breakout of the skaters into like groups to teach age/skill appropriate drills.
- Developing practice plans.
- Identifying and selecting coaches to assist with the program.
- Helping to develop coaches.
- Serving as the primary liaison for the 6U program.
- Provides important initial contact to hockey for players, parents and families.
- Confirms with the Chair of Volunteering regarding the coaches and assistant coaches to be credited with volunteer hours.

i. 8U Coordinator

The 8U Coordinator will be responsible for the following:

- Managing the 8U tryout process and team formation.
- Determination of teams to submit to WAHA Region 4.
- Developing practice plans.
- Identifying and selecting coaches for each team.
- Helping to develop coaches and serving as the primary liaison for the 8U program.
- Assist the JYH Tournament Director in selecting 8U away tournaments.
- Provides important initial contact to hockey for players, parents and families.
- Shall confirm with the Chair of Volunteering regarding the coaches and assistant coaches to be credited with volunteer hours.

j. Girls Program Development Coordinator

The Girls Program Development Coordinator is responsible for the following:

- Chair the Girls Hockey Committee.
- Promote and build girls hockey participation numbers.
- Actively participate in any ongoing or active co-op with neighboring associations.
- Work with the Marketing and Recruitment & Retention Committees to develop programs that encourage female skater participation in JYH programs.
- Build and strengthen relationships with local women's high school and college programs.
- Represent JYH in any WAHA meetings or discussions.

k. Janesville Jets, Milton-Janesville Varsity Hockey Coaches, Beloit College Coaches

The HDD will invite coaches from the Janesville Jets, Milton-Janesville High Schools, and Beloit College teams to participate as consultants on the HDC. Should any of these coaches wish to participate, they will be part of the Coaching Committee. Responsibilities would include:

- Collaborate with the JYH Coaching Coordinator to develop in season and off-season coaching training.
- Collaborate with the HDD on partnering with JYH for on ice participation during the season. On ice participation can include, but is not limited to, on ice helpers, skills coaching, off ice training, assistant coaching, etc.

l. JYH Board of Director Representatives and Committee

The Janesville Youth Hockey Board shall appoint two Board members to be members of the HDC. The JYH Board Reps will be responsible for establishing a committee comprised of HDC members who have a dual role between the JYH Board and the JYH HDC. Members of the JYH Board Reps Committee will consist of the following:

- JYH President
- JYH Vice President
- JYH Travel Manager
- JYH Ice Scheduler
- JYH Registrar
- JYH Tryout Coordinator

The primary focus of the JYH Board Rep Committee is to facilitate dialog and club direction between the JYH Board and JYH Hockey Development Committee. Many overlapping issues pertain to both the JYH Board and HDC. The secondary focus of the committee is to manage the logistical realities pertaining to ice management, team scheduling, and successful USA Hockey team rostering and coaching certification. An additional objective of this committee is to work with the HDD and Coaching Coordinator, to established a fair and effective evaluation and team placement structure.

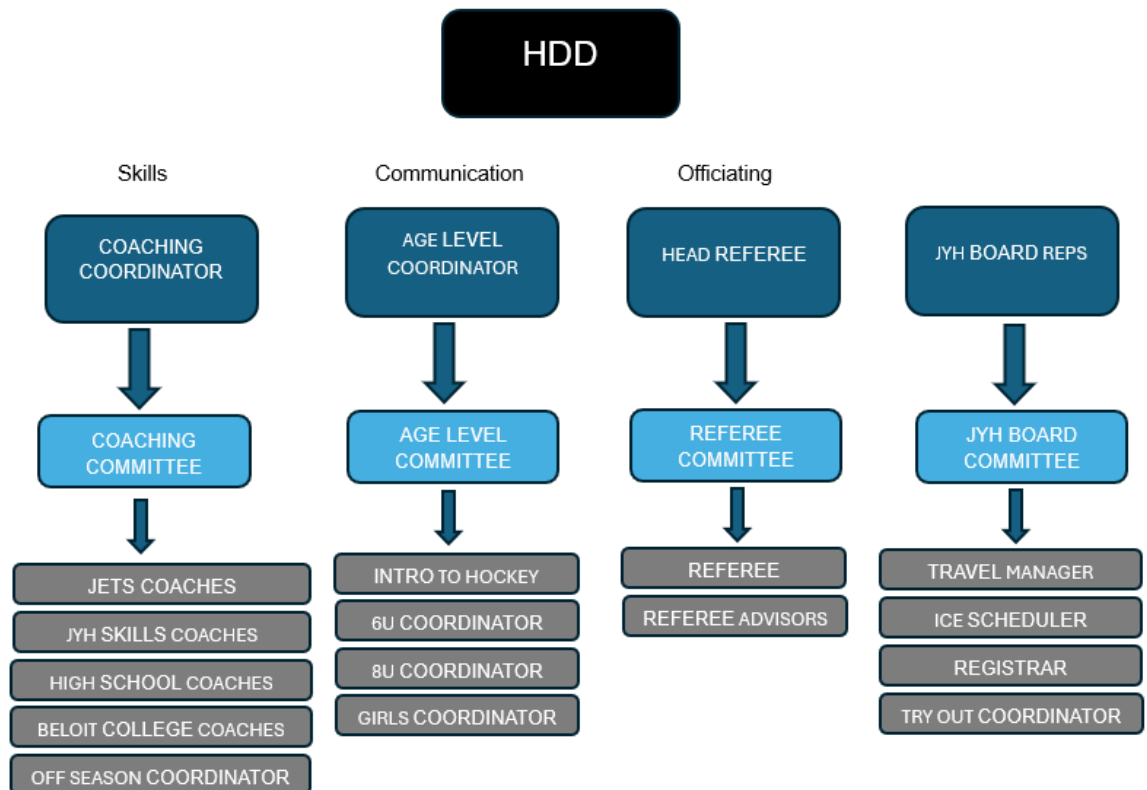
1. Tryout Coordinator

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.

The Tryout Committee is assembled by the Tryout Coordinator and changes year to year.

m. Organizational Chart



Section 3: Coaches & Team Managers

3.1 Coaches and Team Manager Selection Process

Anyone interested in being a head coach must apply to the Hockey Development Director prior to the upcoming season. All head coach applicants are required to meet in person with a member of the Coaching Selection Committee after they have completed the application and before the start of tryouts. After tryouts are completed, the Coaching Selection Committee will meet and select the head coaches for each team and provide recommendations for assistant coaches to the head coach. The Head Coach then appoints assistant coaches and team managers.

a. Publicity

Notices will be included in the evaluation document sent to parents at least one week prior to evaluations inviting coaches to apply. The club may consult with the Marketing & Communications Chair on additional marketing options. The Board of Directors and HDC members should attempt to enlist qualified candidates.

b. 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.

3.2 Qualifications to Coach

The Committee should consider NEW applicants on the following criteria:

- General coaching philosophy and willingness to perform within the JYH guidelines and objectives established by the HDC.
- Commitment to dedicating significant time and effort throughout the season.

Other considerations for appointing coaches includes:

- Coach of a team for the previous year
- Experience as a JYH assistant coach
- Experience as a coach in other youth hockey programs

In addition, these basic qualifications must be met:

- All coaches must have the required USA Hockey certification. It is each coach's responsibility to be certified for the appropriate level within USA Hockey and have completed the required age-specific modules.
- All coaches must be properly registered with USA Hockey.

- All coaches are required to fill out an application form for every season they wish to be considered. Such forms are retained by the Coaching Selection Committee and used during team placement to enable the committee to select coaches for each team.
- All coaches are required to complete a background screening process bi-annually.
- All coaches are required to complete USA Hockey's SafeSport Module annually.
- All coaches must complete the required safety training as directed by JYH.
- All coaches must sign and uphold the commitments outlined within the JYH Coach Code of Conduct.

3.3 JYH Expectations of Head Coaches

- Be prepared for practice and games.
- Utilize assistant coaches.
- Attend practices and games consistently.
- Work with, and be courteous of, other coaches when you share the ice. Share practice plan responsibility with other coaches.
- Provide regular updates of team activities to parents either directly or through the team manager.
- The Head Coach has final determination of team schedule (with the assistance of the team manager/age-level scheduler), including tournaments, off-ice training, team-building events, etc.
- The Head Coach is to enforce all policies and follow all procedures in this handbook.
- The Head Coach (and/or Team Manager of each team) shall be responsible for compliance with the Locker Room Monitoring Policy included in this handbook.

3.4 Requirements of All Coaches

- All on ice coaches will always wear a properly fitted and secure helmet. Note: This excludes postgame handshake lines and transfer to/from the bench for games.
- Only USA Hockey certified coaches (including USA Hockey documented student coaches) approved by the HDD are allowed on the ice for practices or on the bench for games. In emergency situations, a Safesport certified person can run a door on the bench during a game but is not allowed to actively coach players on the bench.
- No On-Ice Helpers are allowed without approval of the HDD. HDD is required to share all helper approvals via email with the JYH President and the appropriate Head Coach to ensure consistent communication. Any person who is a non-certified coach approved for participation in practice is required to follow all JYH requirements and be under the direct supervision of a certified coach.
- Coaches may set their own team rules and disciplinary policies while maintaining fairness and consistency with JYH as a whole. These shall be communicated to players and parents at the beginning of the season. The safety of all players shall be the most important aspect of these rules. All Code of Conduct policies enforced by JYH remain in place in tandem with any coach rules and disciplinary policies. Coach rules and disciplinary policies may not conflict with minimum language within the Codes of Conduct.
- Coaches shall come prepared to each practice with an understanding of the Head Coach's practice plan, or a plan prepared by them as requested by the Head Coach.

- Monitor locker room activity at all times or coordinate monitoring with the Team Manager. See the Locker Room Monitoring Policy included in this handbook.
- Coaches shall notify the HDD and President within 24 hours of all incidents in games or practices including:
 - Game misconducts for players or coaches
 - Match penalties
 - Major injuries including concussions
 - Player suspensions of more than one period
 - Spectator ejections of any kind
 - Parent/Coach confrontations
 - Game suspensions served (date, time, location, and opponent) due to any misconduct penalties
- The coaches are expected to uphold the commitments they made in the Coaches Code of Conduct and support the expectations committed to by the Players and Parents in their respective Codes of Conduct.

3.5 Coaching Expense Reimbursement

All non-parent coaches who do not have volunteer hour requirements to fulfill will be reimbursed any certification expenses, hotel costs, travel costs, etc.

Parent coaches meeting the criteria outlined in the volunteer policy will have volunteer hours waived and the head coach will be eligible to have the registration fee for their child waived.

3.6 Game Misconduct Disciplinary Action for Coaches

Any coach receiving a game misconduct shall be subject to the following:

- **First offense** – Coach must meet with HDD to discuss the situation and review the disciplinary policy.
- **Second offense** – Coach will not be allowed on the ice for practice or on the bench for games for one week and must attend the next HDC meeting.
- **Third offense** – Removal as coach for the remainder of the season.

3.7 Team Managers

Team Managers will be selected by the Head Coach of each team with appropriate feedback from the Travel Manager.

Team Managers will serve as the primary point of communication for the members of the team. They will provide regular communication and updates to the team, including practice or game time changes or additions, team pictures, fundraising initiatives, and more.

They will be responsible for scheduling all remaining games with head coach approval after the Age-Level Ice Scheduler has completed their initial scheduling attempts. In addition, they will notify the Ice Scheduler and Referee Scheduler when home games are canceled or traded with another team.

The Team Manager will schedule individuals at home games to complete the following tasks:

- Time Clock
- Gamesheets
- Music
- Penalty Box (also at away games)

After each game, Team Managers will update their Team's page on the website with the score of the game and maintain other team statistics.

Team Managers will coordinate end-of-season gifts for coaches.

A family is only allowed to be a team manager for 1 team.

Volunteer hour requirements will be reduced per the Volunteer Hour Requirement Policy for fulfilling the requirements of Team Manager.

For away tournaments, the Team Manager will be responsible for reserving a block of hotel rooms for the team and communicating to the team how to reserve rooms.

More information on Team Manager responsibilities is available through the Travel Manager in the Team Manager Handbook.

Section 4: Player Safety

4.1 USA Hockey SafeSport

The SafeSport Handbook is available on the USA Hockey website:

(<https://www.usahockey.com/safesportheandbook>).

The safety of our participants is of paramount importance to JYH and USA Hockey. USA Hockey SafeSport is the program that the JYH organization uses related to off-ice safety.

USA Hockey has long had systems in place to protect its participants from physical abuse, sexual abuse, and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include without limitation: physical abuse, sexual abuse, screening, locker room supervision and hazing policies, in addition to codes of conduct applicable to administrators, coaches, officials, parents, players, and spectators. The USA Hockey SafeSport Handbook is intended to update and collect USA Hockey's various policies to protect its participants from all types of misconduct and abuse.

USA Hockey and JYH have **ZERO TOLERANCE** for abuse and misconduct.

The various policies that apply to all USA Hockey member programs address:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying, Threats, and Harassment
- Hazing

The policies also address areas where misconduct can occur and are intended to reduce the risk of potential abuse, including:

- Locker Room Policy
- Electronic Communications Policy
- Travel Policy
- Billeting Policy

In addition to Policies, the SafeSport Handbook includes the available and required training of USA Hockey and its member programs' employees, volunteers, administrators, coaches, parents, and players on recognizing and reducing circumstances for potential abuse to occur; information on USA Hockey's Screening and Background Check Program; the availability and procedures for any person to report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey and its member programs should respond to allegations of abuse and misconduct; and how USA Hockey and its member programs will monitor and supervise the SafeSport Program to help ensure its effectiveness.

By combining all these elements into the comprehensive SafeSport Program, USA Hockey intends to create the safest possible environment for participation in hockey.

Individuals required to complete the SafeSport Screening process include all Board members, coaching staff, team managers, officials, volunteers with significant contact with minors, and any individual assigned to be the locker room monitor. This is available at no charge via the USA Hockey website.

The SafeSport Training and Refresher Training are each valid for one (1) season and must be done annually.

4.2 Background Screening

JYH and WAHA require background screening for all board members, coaching staff, team managers, officials, volunteers with significant contact with minors, and any locker room monitors. Background screening is good for two years.

More information on the background screening can be found on the USA Hockey website: www.usahockey.com/backgroundscreen

4.3 Locker Room Monitoring Policy

The Head Coach and/or Team Manager of each team shall be responsible for compliance with the locker room supervision requirements of this policy. A coach and/or Team Manager that fails to take appropriate steps to ensure the Locker Room Policy is adhered to, as well as any USA Hockey participant or parent of a participant who otherwise violates this policy, is subject to appropriate disciplinary action.

It is the policy of JYH and USA Hockey that all USA Hockey Member Programs (including JYH) have at least one responsible SafeSport and background screened adult present and monitoring the locker room during all team PRACTICES and GAMES to assure that only participants (coaches and players), approved team personnel, and family members are permitted in the locker room to supervise the conduct in the locker room.

Any individual meetings between a minor participant and a coach or other adult in a locker room shall require that a second responsible adult be present. The responsible adult that monitors and supervises the locker room shall have been screened in compliance with WAHA's screening process.

With younger players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should be allowed in the locker room to do so.

Individuals required to complete the Safe Sport screening process include all Board members, coaching staff, team managers, and any locker room attendants. This can be completed on the USA Hockey website: <https://www.usahockey.com/safesportprogram>.

4.4 Concussion Information

Below are answers to the most common questions related to concussions. Additional information can be found online: www.cdc.gov/HEADSUP.

a. What is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

b. How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no “concussion-proof” helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

c. How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don't feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

1. Signs Observed by Parents or Coaches

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.
- Can't recall events prior to or after a hit or fall.

2. Symptoms Reported by Children and Teens

- Headache or “pressure” in head.

- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down.”

3. *Talk With Your Children and Teens About Concussion*

Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that it's better to miss one game than the whole season.

4. *Concussions Affect Each Child and Teen Differently*

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.

d. What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, they have one or more of these danger signs:

- One pupil is larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

Children and teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the recent injury can be very serious and can affect a child or teen for a lifetime. It can even be fatal.

e. What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

- Remove your child or teen from play.

- Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
- Ask your child's or teen's health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury; however, you may not know how serious the concussion is at the moment, and some symptoms may not show up for hours or days. The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

4.5 Sudden Cardiac Arrest Information

The Wisconsin Legislature passed a new law in 2021 which took effect on July 1, 2022, that requires: At the beginning of a season for a youth athletic activity offered to persons who are 12 years of age or older, the person operating the youth athletic activity shall ensure that information be developed to educate all athletic coaches and pupil athletes and their parents or guardians about the nature and risk of Sudden Cardiac Arrest (SCA) during youth athletic activities. These materials shall include in the information at least all of the following:

- Information about the risks associated with continuing to participate in a youth athletic activity after experiencing one or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate.
- Information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing.
- Information about how to request, from a pupil's health care provider, the administration of an electrocardiogram, in addition to a comprehensive physical examination required to participate in a youth athletic activity, at a cost to be incurred by the pupil's parent or guardian.

WAHA has developed the required materials for use in educating all coaches, players, and parents/guardians. These documents can be found on our website under the "Resources" tab. By law, all coaches, players, and parents/guardians must sign an acknowledgement form indicating that they have read and understand the information provided in the SCA materials and that this information be included in the same form as the one required for Concussions. Therefore, the acknowledgement forms are included in the registration process for players. Also, the Association President must acknowledge that everyone in the Association has completed all of the requirements described in the Concussion and Sudden Cardiac Arrest protocols of USA Hockey/WAHA and law by signing an Acknowledge form. These forms are included under the Resources tab on the JYH website or can be found on the WAHA website: www.wahahockey.com/page/show/7572898-concussion-and-safety-info.

4.6 Neck Laceration Information

The USA Hockey Congress approved legislation in 2024 requiring the use of neck laceration protection for players in all age classifications, other than adults, in games and practices, as well as for on-ice officials under the age of 18, effective August 1, 2024. For clarity, the requirement includes players in the youth, girls, and junior age classifications.

USA Hockey has long recommended the use of neck laceration protection, as well as cut-resistant socks, sleeves, or undergarments. The USA Hockey Board of Directors asked the organization's Safety and Protective Equipment Committee in November 2023 to begin the process of recommending potential rule changes related to neck laceration protection.

For more information, including frequently asked questions, go to the USA Hockey website: <https://www.usahockey.com/playersafety>.

4.7 Player Safety Based on Skill Level

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.

Section 5: JYH Teams & Levels of Play

5.1 Age Determination

JYH follows USA Hockey's birth year method in determining a skater level. The goal of the JYH is to place skaters of similar age and skill levels together whenever possible. The organization reserves the right to move skaters to different levels based on age, maturity, and skill level. The organization and board will attempt to handle any issues or concerns in terms of placement to the best of their ability, but decisions may need to be made in the best interests of all players, families, and the organization.

Birth Year	Levels
2012-2013	U14: Bantams
2014-2015	U12: Peewees
2016-2017	U10: Squirts
2018-2019	U8: Mites
2020-2021	U6: Mites
2014-2022	Intro to Hockey

5.2 Team Formation

Teams are formed in accordance with the Club's evaluation plan. Player totals per team shall be in the following ranges, excluding goalies:

- RWB: 8-15
- Squirts: 9-17
- Peewees: 9-17
- Bantams: 9-17

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.

5.3 American Development Model (ADM) and JYH PDM

JYH uses the American Development Model (ADM) as the basis for our programs. The ADM is USA Hockey's nationwide player-development program for youth hockey associations. It is based on age-appropriate, age-specific competition and training for boys and girls, beginning with their first steps onto the ice and carrying them through age 18 and beyond.

The ADM places a heightened emphasis on skill development and long-term athlete development principles, providing a blueprint for the best possible youth hockey experience. Coaches are encouraged to develop practice plans with the ADM model in mind, but strict

adherence is not a requirement. These are guidelines, but every coach brings their unique perspective to the game.

JYH has also developed a Player Development Model geared towards helping educate coaches and players within the Janesville Youth Hockey Club.

More information can be found at: <https://www.admkids.com/> or [JYH PDM](#)

5.4 Intro to Hockey

This is an introductory program for children ages 4-12 that have little skating experience. These new players are instructed on skating fundamentals and introduced to the game of hockey with fun and engaging practices. Skaters are on the ice one session per week with nothing scheduled for holiday weekends.

5.5 6U Mites (Cross-Ice)

Children ages 5-6, as of December 31 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 are eligible to play at this level. 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 will follow the American Development Model (ADM) recommended by USA Hockey. Teams will have one or two practices per week 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 November and ends in late February/early March.

5.6 8U Mites - Red, White, and Blue (RWB) on Half-Ice

Children ages 7-8 as of December 31 of the applicable USA Hockey Playing Season are eligible to play at this level. 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. Full-time goalies are not recommended, and goaltending duties will be split among the team to give all players a chance to try it out. Teams will have two practices per week and 15-20 half-ice games in the Dane County area (or home games in Janesville) on Sundays. The 6U season begins in October and ends in late February/early March. 8U teams will also participate in one home tournament (Hockey Rocks) and 1-2 other tournaments based on availability.

5.7 10U Squirts

Children ages 9-10 as of December 31 of the applicable USA Hockey playing season are eligible to play at this level. 10U travel hockey continues to build upon skills learned in the 8U program(s) and follows the American Development Model (ADM) recommended by USA Hockey. Full-time goalies are allowed; however, it is highly recommended that players balance skating out and playing goalie in order to develop important skating fundamentals. Teams will

have two practices per week and up to 30 games per season. Each team will participate in 2-3 tournaments per year. The 10U travel season begins in October and concludes in early March.

5.8 12U PeeWee

Children ages 11-12 as of December 31 of the applicable USA Hockey playing season are eligible to play at this level. 12U travel hockey continues to build upon skills learned in the 10U program(s) and follows the American Development Model (ADM) recommended by USA Hockey. Teams will have two practices per week and up to 36 games per season. Each team will participate in 2-3 tournaments per year. The 12U travel season begins in October and concludes in early March.

5.9 14U Bantam

Children ages 13-14 as of December 31 of the applicable USA Hockey playing season are eligible to play at this level. 14U travel hockey continues to build upon skills learned in the 12U program(s) and follows the American Development Model (ADM) recommended by USA Hockey. Teams will have two practices per week and up to 40 games per season. Each team will participate in 2-3 tournaments per year. The 14U travel season begins in October and concludes in early March.

5.10 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.

5.11 Team Tryouts/Placements

a. Skills & Drills

Before team tryouts/placements begin, all players who may be interested in a travel team may participate in Skills & Drills. This is a one week period where players can skate and practice with JYH coaches. This allows players a chance to get used to skating and playing before team tryouts/placements.

Players must be registered to play for the season, and they must pay their deposit for the season prior to participating in any on-ice sessions. Players may only attend the Camp Ice sessions for the level they intend to play for (Squirt, PeeWee, and Bantam).

b. Team Placement Information

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 and posted on the club website.

Team placement for each level will take place over a series of placement sessions. Attendance at each of the sessions is strongly encouraged, but is not required, as we understand that kids have other seasonal commitments. However, it is recommended for a skater to attend at least one of the placement sessions in order to be properly evaluated.

5.12 Game Limit Recommendations

Game limit recommendations are established by the Board for each age level team are:

- Squirts/10U: 30-36 games
- Peewees/12U: 36-42 games
- Bantams/14U: 40-46 games

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 recommendation calculations, except the WAHA Regional, WAHA State and Home Hosted Tournaments which shall not count against the game recommendation calculation.

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. Eight-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.

a. State Tournament bound team(s)

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.

5.13 Tournament Play

The cost of participating in two tournaments is built into the registration fee for 8U. Teams at the 10U, 12U, and 14U levels can have up to three tournaments, with one tournament being a home tournament or one that is close enough to the home rink to avoid an overnight hotel stay if a home tournament isn't scheduled.

5.14 Playing Time

All players, barring injury, shall participate in fair playing time throughout the season, with consideration given to game recommendations 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.

5.15 Girls Hockey Opportunities

Girls are welcome to play coed hockey at all levels offered through JYH. In addition, JYH is planning to offer all-girls teams at all travel levels. In the event there are not enough players at any particular level, JYH will attempt to form co-ops with other area associations.

The choice of playing girls-only hockey or coed hockey is best made by each player and her family.

a. Dual Rostering

Dual rostering is available at the discretion of the JYH Board and/or Hockey Development Director.

Any girl choosing to dual roster pursuant to WAHA's Proposal must declare a primary team and secondary to the Hockey Development Director in writing not less than one (1) week prior to the JYH tryouts for the season.

A 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.

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.

Any girl choosing to dual roster does not have to be granted equal playing time when playing for their secondary team.

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.

5.16 Double Roster Policy

The double rostering of players will be handled on a year by year and case by case basis. Some teams, depending on the age level, may need assistance from younger teams to compete in games or tournaments if short handed. JHY will follow all rules and stipulations set forth by WAHA and USA hockey as it pertains to double rostering.

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:

1. First, the coach requesting an additional player should discuss the need with the Hockey Development Director to confirm the situation.
2. 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.
3. 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.
4. 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.
5. HDC Director brings it to the JYH President for approval. All roster decisions must comply with WAHA rules.

5.17 Skate-Up Policy

As a general rule, JYH 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. In addition, JYH may ask players to skate-up in order to form a team at a specific age level.

If a skater desires to skate at a higher level, each of the following criteria must be met:

- The skater must be in their second year at their level.
- At least two weeks prior to scheduled tryouts, a written request to consider a player to skate up must be submitted to the HDC.
- 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.
- After tryouts, the skater must be ranked in the top 5 of all skaters trying out at the higher level.
- Upon consideration of the skater's age, size, experience, and physical and emotional maturity, the Tryout Committee may endorse the skater's placement at the higher level.

- 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.

5.18 Transfer & Release Procedure

It is the policy of JYH that it will not release in-district and out-of-district players that have selected JYH as their home association 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

5.19 Return to Play from Injury - General Policy

If a player is forced to miss either a practice or a game due to an injury that requires medical attention of a physician of any kind, the player will be required to provide a return to play release from a licensed, non-related physician before they are allowed back on the ice for either a practice or game. Return to play release documentation must be given to the coach before returning to the ice. A copy shall be forwarded to the JYH Safety Director and Region 4. Any guidelines or limitations that the physician requires must be outlined on the signed release form.

If the coach suspects a player has received a head injury of any kind, including a concussion, the player will be required to seek medical attention from a licensed health care provider. They need to provide a return to play release from a licensed non-related health care provider before they are allowed back on the ice for either a practice or game. Such health care providers must be appropriately licensed in a medical discipline, which, for purposes of this policy, does not include chiropractors, acupuncturists, or massage therapists.

Guidelines have been established by the State of Wisconsin regarding Concussions and Sudden Cardiac Arrest, and JYH's mandatory information sheet and acknowledgement are available via the JYH website. A signed Concussion and Sudden Cardiac Arrest Policy information sheet must be on file for each skater before they take the ice for Skills & Drills / team placement (travel levels) or the first practice (Mites and below).

Section 7: Equipment & Jerseys

7.1 Equipment

For all Intro to Hockey and 8U, JYH will provide skaters with the following equipment:

- HECC approved and non-expired helmet and facemask
- Padded hockey pants (breezers)
- Shoulder pads
- Elbow pads
- Gloves
- Shin Pads
- Skates

Participants will need to provide their own neck laceration protection, stick, mouth guard, protective cup or pelvic guard, and practice hockey socks.

If equipment is not returned, participants will be charged a flat \$250 fee in order for the club to purchase new equipment. This charge will be made to the account information used for registration through CrossBar.

Several pick-up times will be scheduled prior to the start of the sessions, and there will be volunteers to help properly fit your skater.

JYH provides goalie equipment for RWB level teams. In addition, limited goalie equipment may be available for players at the Squirt level. Contact the Equipment Manager for details at equipment@janesvillyouthhockey.com.

7.2 Equipment Room Policy

Only board members and equipment committee members may hand out and return equipment. A board member, equipment chair, or equipment committee member must be present in the equipment room when a player or parent is getting equipment.

The code for the equipment room will only be given to board members that need it and equipment committee members.

All equipment must be checked out and in using Helmet Tracker Software, and no equipment shall be left in the equipment room without properly checking it in. Equipment must be put away in racks or shelves after checking it in.

The equipment room is monitored by a camera 24/7.

7.3 Jerseys

Included in registration is the cost of game jerseys for travel teams, practice jerseys, and game hockey socks.

Jerseys will be ordered with the player number and player's last name on them. Player numbers are selected in CrossBar during registration on a first-come, first-serve basis. If your child played the season before, their number will stay with them into the next season.

7.4 JYH Colors

JYH's official colors are Blue, Black, and Yellow, as show in the logo. Travel team skaters should try to conform to JYH's official colors for equipment (but it is not required). This effort is also designed to create team brand uniformity across all JYH players, regardless of level.

- Black is the recommended hockey pants (breezers) color (breezer covers are available for purchase at hockey stores or online if desired).
- Black is the recommended gloves color.
- Black is the recommended helmet color.

7.5 JYH Helmet Stickers

To promote team identity and consistency, Janesville Youth Hockey (JYH) provides official helmet stickers for all players. All players are expected to display these stickers on their helmets as part of the standard team uniform.

To help offset program costs and keep hockey affordable for families, JYH may partner with local or regional businesses through helmet sticker sponsorships. In such cases, families may be asked to place an approved sponsor sticker on their player's helmet in addition to the team-issued stickers.

7.6 Purchasing Equipment

It is not necessary to get expensive hockey equipment, but it is very important to make sure the equipment fits properly. Equipment that does not fit correctly is prone to falling off, sliding around, and making it uncomfortable or possibly even unsafe for the skater.

Section 8: Registration Information

8.1 General Information

Registration typically opens in mid-July. JYH only offers online registration. There will be a link on the homepage of the website for easy navigation to the Registration Page after registration opens for the season.

8.2 Register with USA Hockey

The first registration step is to register with USA Hockey. Every player and coach must register with USA Hockey (USAH) each year prior to registering with JYH. You must register with both JYH and USA Hockey prior to Skills & Drills (for travel level skaters) and before the first practice (for in house levels). There is a cost to register through USA Hockey and a number is provided that is required for registration with JYH.

a. Tips for parents/coaches about the online USAH registration:

- Know JYH is participating in the USAH online registration program
- Have your credit or debit card ready (Visa, MasterCard, American Express or Discover)
- Select the proper season
- Parents: choose the option "A Child Family Member (Under 18)"
- Coaches: must be registered, choose the option "Myself" to register as a coach
- Parents: Enter the player's birth date, not yours
- You will receive a confirmation email and number from USAH that you will use to continue registration

8.3 Required Information

Once you have completed the above, you can register with JYH. Follow the steps in the registration area of the the JYH website. There will be multiple screens to go through. If you have registered in previous seasons, some of the information will be retained. Be sure to check for accuracy. Some of the required information for registration includes:

- USA Hockey registration number
- Skater information – birthdate/address
- Parent(s)/Guardian names and contact information
- Doctor's name and phone number
- Medical insurance company, group number, and policy number
- Emergency contact name and information

Section 9: Fee Structure

9.1 Season Fees

Player fees and the payment schedule will be set annually by the Board of Directors. Payment for player fees must be made by completing the online registration process. Payment may be made using a credit/debit card or adding account information for a checking or savings account.

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. Consideration is to be given to special cases upon presentation to the President and Treasurer.

a. Payment Schedule

Families will have the option to pay the full registration fee in one lump sum at registration or set up payments in regular, equal installments throughout the course of the season. Additional details are available on the registration page on the JYH website.

9.2 Discounts

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:

- 2nd Skater: \$100 discount
- 3rd Skater: \$200 discount (in addition to the 2nd skater discount)
- 4th Skater: \$300 discount (in addition to the 2nd and 3rd skater discounts) 5th Skater: \$400 discount (in addition to the 2nd, 3rd and 4th skater discounts)

9.3 Late Registration

The following payment schedule will apply in situations where a player registers after the normal starting time.

a. Traveling Teams (8U-14U)

- Full annual fees, if your first skating day is in November.
- 3/4 annual fees, if your first skating day is in December.
- 1/2 annual fees, if your first skating day is in January.
- 1/4 annual fees, if your first skating day is in February.
- Any first year credit should be prorated in the same manner.

b. Intro to Hockey & 6U

- In-house Development Program fees will be prorated based on the percentage of remaining ice time

9.4 Injuries

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:

- 1/4 of annual fees, if your last skating day is in October or November.
- 1/2 of annual fees, if your last skating day is in December.
- 3/4 of annual fees, if your last skating day is in January.
- Full annual fees, if your last skating day is in February or later.

9.5 Scholarships

Scholarships may be available through JYH. Janesville Youth Hockey may provide registration fee scholarships or loaned equipment outside of the Intro to Hockey and 8U equipment program to help children participate in the JYH 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:

9.6 Refunds

Refunds will be provided at the discretion of the President. All refund requests should be sent to president@janesvilleyouthhockey.com for review.

Section 10: Volunteer Commitments

10.1 Background

Each family participating in the regular season has a set number of volunteer hours they are required to complete for the organization. Below provides an outline of these hour requirements and the various opportunities available to fulfill them.

10.2 Definitions

- Beginning of the Season – May 1 of each year.
- End of the Season – April 30 of each year.

10.3 Organization Volunteer Requirements

The volunteer requirements for the organization are as follows:

- 6U - 9 volunteer hours
- 8U - 13 hours
- 10U - 20 hours
- 12U - 20 hours
- 14U - 20 hours

There are no volunteer requirements for Intro to Hockey players.

10.4 Team Volunteer Requirements

Team Managers for each team will set expectations for families to volunteer in various positions for regular games (i.e. score board, penalty box, Gamesheets, etc.). The Team Managers will work with the Tournament Director for their home tournament to determine volunteer requirements for the team. All members of the team will be required to assist with game day responsibilities in addition to the home tournament, even if they are in a position where they are exempt from earning regular volunteer hours for the organization or if they are dual rostered with our club. Volunteer work at home tournaments may count toward volunteer hours.

10.5 General Provisions

At least fifty percent (50%) of hours for each season must be completed by January 15 or their player is ineligible moving forward. The player will be eligible once half of their volunteer hours are completed or buyout payment is received.

Volunteer hours are per family. Additional skaters in the same family do not add to the hour requirement. For families with multiple skaters, the level of the oldest skater determines the family requirement.

Families of players registered on a traveling team, who have completed the required number of volunteer hours prior to the end of the season, will not be allowed to work volunteer hours toward the next season.

All families who have not worked the required amount of volunteer hours will be billed for un-worked hours at \$40.00/hour at the end of the season. If you choose to buyout your hours at registration, you may buy them out at \$40.00/hour. All fees due for un-worked hours will be due by May 31st following the end of the season. Failure to pay for un-worked hours will result in the family member's players being suspended from play, until the balance of un-worked hours is settled.

Families who experience hardship, or are unable to fulfill the obligations of the required volunteer hours, must submit to the Board of Directors, in writing, an explanation stating why the family is unable to fulfill the obligation. All requests will be reviewed by the full board of the Janesville Youth Hockey Club. All requests will be reviewed on a case-by-case basis, and every effort will be made to make reasonable accommodations to fulfill the obligation.

To be credited for hours, you must use the online registration and event sign-up through the club's website to track the completed hours.

Families who fail to show up for their volunteer work or who cancel with less than 48 hours prior to the event may be penalized with an additional three required volunteer hours per shift unless they find a replacement for their shift.

10.6 Exemptions

The following volunteers have reduced obligations to work volunteer hours, in lieu of the hours served performing the following functions. All hour allocations will be made assuming that the individual fulfills their time commitment and is in good standing with the club.

Leadership Roles that will receive full credit for hours.

- JYH board members
- Hockey Development Director
- Coaching Coordinator
- Referee Scheduler
- 6U Coordinator
- 8U Coordinator
- Committee Chairs
- Club Travel Manager

Committee Volunteer Hours

For committee members, the committee chair will decide the number of volunteer hours the committee members receive.

10U-14U Team Roles

The following roles for 10U-14U Teams will receive full credit hours, but will no longer be reimbursed USA Hockey fees.

- Head Coach
 - Coach's player at this age level plays for free (limit 1 player). This will be credited upon approval by the HDC.
- Team Manager (1 per team)
- Assistant Coaches (up to 3 per team)

The following roles for 10U-14U will receive half credit for hours, and will no longer be reimbursed USA Hockey fees.

- Certified on-ice helpers (up to 2 per team)

Non-certified on-ice coaches can receive up to half their hours. Time will be allocated by the head coach.

8U Team Roles

The following roles for 8U Teams will receive full credit hours, but will no longer be reimbursed USA Hockey fees.

- Head Coach
- Team Manager (1 per team)
- Assistant Coaches (up to 2 per team)

Non-certified on-ice coaches can receive up to half their hours. Time will be allocated by the head coach.

6U Team Roles

The following roles for 6U will receive full credit hours if validated by the 6U Coordinator.

- 6U On-Ice Coaches will receive full credit for hours. Must be validated by the 6U coordinator.

Players Dual Rostered from Another Club

If a player is dual rostering from another association, they will not need to fulfill the organization volunteer requirements, but will be required to participate in the team volunteer requirements.

Section 11: Code of Conduct

11.1 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).

11.2 Player Disciplinary Code

1. 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.
2. Player/Team Rules are below:
 - a. No profanity or derogatory remarks towards players, coaches, parents, spectators or officials.
 - b. Do not use remarks based on race, religion, gender, sexual orientation, or ability.
 - c. Pay attention to coaches and react quickly to instructions without complaint.
 - d. No "cheap shots" or deliberately trying to injure another player on or off the ice.
 - e. Respect your equipment, the equipment of others, and the facility you are playing in.
 - f. Inform your coach as soon as possible if you cannot make a practice or game.
 - g. Fighting will not be tolerated.
 - h. There will be no drinking, smoking, chewing of tobacco, or use of illegal substances at any team function.

- i. 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.
 - j. Never participate in hazing or conduct which is insulting, intimidating, humiliating, offensive, or physically harmful.
 - k. 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).
 - l. 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.
 - m. Players who cannot abide by these rules or who violate them will be subject to further disciplinary action.
3. Rule violations will result in the following consequences per skater per season:
- a. First Offense – Warning or game suspension at discretion of the coach.
 - b. Second Offense – Parent meeting and game suspension.
 - c. Third Offense – Parent meeting, multi-game suspensions, and possible removal from the team.
4. Coaches are allowed and encouraged to expand the penalties as they see appropriate. 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.
- a. 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.
 - b. 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.

11.3 Parents and Spectators Code of Conduct

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.

a. General Expectations

- 1. A child's conduct is set by their parent(s)' example(s); if a parent uses "profane and abusive" language, so will their 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.

2. 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.
3. 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.
4. Display good sportsmanship. Always respect players, coaches and, officials.
5. Act appropriately; do not taunt or disturb other fans. Enjoy the game together.
6. Cheer good plays of all participants, avoid booing opponents.
7. Cheer in a positive manner and encourage fair play
8. Do not lean over and pound on the glass; the glass surrounding the ice surface is part of the playing area.
9. Support the referees and coaches by trusting their judgment and integrity.
10. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
11. 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.
12. Emphasize skill development and practices and how they benefit your young athlete. Deemphasize games and competition in the younger age levels.
13. 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.
14. 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.
15. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
16. Be supportive after the game, win or lose. Recognize good effort, teamwork, and sportsmanship.
17. If you enjoy the game, learn all you can and dedicate time as a volunteer.

b. Prohibited Activities

1. Use of obscene or vulgar language or gestures.
2. Abusive language (toward players, coaches, parents, officials, other players, and spectators).
3. Taunting of players, coaches, officials, or spectators by means of baiting or ridiculing.
4. Addressing a coach, official, player, or volunteer in an unsportsmanlike, discourteous, or threatening manner.
5. Questioning the referees during or after games.
6. Approaching a coach or referee immediately following a game to voice a complaint.

7. Threats of physical violence towards any player, coach, parent, official, JYH volunteer, or spectator.
8. 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.
9. 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.
10. Public disparagement of other members (allegations found to be false).
11. 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).
12. Activities that violate State or Federal Laws, which create a safety risk to any member of the organization.
13. 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.
 - a. "Message" means any transfer of signs, signals, writing, images, sounds, or data of any nature transferred through a computer program or social media platform.
 - b. 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.

c. Rule Violations

1. Rule violations will result in the following consequences per parent per season:
 - a. First Offense - Warning or suspension.
 - b. Second Offense - Meeting with Club President and HDC Director and suspension.
 - c. Third Offense - Meeting with Club President and HDC Director, suspension, and potential removal from privilege of watching all future games.
 - d. 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.
2. 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.

11.4 Coaches Code of Conduct

a. General Expectations

1. To enforce the Players Code of Conduct.
2. To teach character, values, and sportsmanship to all players.
3. To not intimidate, ridicule, verbally abuse, or physically abuse any player.
4. To teach and demonstrate respect for teammates, opposing players, coaches, and officials.
5. To coach playing by the rules.
6. To set a good example and be a positive role model.
7. To never instruct a player to deliberately injure another player.
8. Whenever a problem arises with a player, speak to the player with another coach or parent present.
9. 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.

b. Prohibited Activities

1. Use of obscene or vulgar language or gestures.
2. Abusive language (toward players, coaches, parents, officials, other players, and spectators).
3. Taunting of players, coaches, officials, or spectators by means of baiting or ridiculing.
4. Addressing a coach, official, player, or volunteer in an unsportsmanlike, discourteous, or threatening manner.
5. Threats of physical violence towards any player, coach, parent, official, JYH volunteer, or spectator.
6. 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.
7. 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.
8. Public disparagement of other members (allegations found to be false).
9. 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).
10. Activities that violate State or Federal Laws which create a safety risk to any member of the organization.

c. Rule Violations

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

- First Offense - Warning or game suspension.
 - Second Offense - Meeting with Club President and HDC Director and game suspension(s).
 - Third Offense - Meeting with Club President and HDC Director, game suspensions, and potential removal from coaching position.
2. If a coach receives a misconduct or game misconduct, the coach will be suspended for one game immediately following a report to the JYH Board and/or Grievance and Disciplinary Committee per USA Hockey and WAHA rules

Appendix A: WAHA Concussion and Sudden Cardiac Arrest Policy

- At the beginning of a season every WAHA Association shall distribute a concussion and head injury information sheet to each person who will be coaching and to each person who wishes to participate in hockey. If the participant is 12 years old or older the Association shall also distribute an information sheet regarding Sudden Cardiac Arrest.
- No person may participate in a WAHA activity unless the person returns the information sheet signed by the person and, if they are under the age of 19, by their parent or guardian.
- Each Association shall verify that every member of their Association complied with the above requirements and file a signed Association Concussion and SCA Compliance form.
- A coach, or official involved in a WAHA activities, or healthcare provider shall remove a person from the any practice, game, or off-ice activity if the coach, official, or healthcare provider observes that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or healthcare provider suspects the person has sustained a concussion or head injury.
- A report of the injured player must be filed using a form found on the WAHA website - <https://form.jotform.com/200587181766058>.
- A person who has been removed per the previous bullet point may not participate in any youth athletic activity until they are evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.
- The written clearance is a [USA Hockey Return to Play Form](#) found on the WAHA website.

Signs & Symptoms of a Concussion	Warning Signs of a Sudden Cardiac Arrest
• Headache • Confusion • Difficulty remembering or paying attention • Balance problems or dizziness • Feeling sluggish, hazy, foggy, or groggy • Feeling irritable, more emotional, or “down” • Nausea or vomiting • Bothered by light or noise • Double or blurry vision • Slowed reaction time • Sleep problems • Loss of consciousness	• Fainting/blackouts (especially during exercise) • Dizziness • Unusual Fatigue/Weakness • Chest Pain • Shortness of breath • Nausea/vomiting • Palpitations (Heart is beating unusually fast or skipping beats)

More information can be found on WAHA Website:
<https://www.wahahockey.com/page/show/7572898-concussion-and-safety-info>