

Beaver Dam Hockey Association Parent Handbook 2026-27



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I. PRESIDENT'S WELCOME

Welcome to the 2026-27 Hockey Season! This handbook is an effort to keep you informed of the policies and procedures of the Beaver Dam Hockey Association (BDHA). The BDHA is a non-profit, 501(c)(3) organization, which supports the vision of the Wisconsin Amateur Hockey Association (WAHA) and USA Hockey. All BDHA teams are registered with WAHA and USA Hockey. In partnership with the parents and coaches, we strive to ensure that children are provided a meaningful, enjoyable, challenging, and safe hockey experience. We are a youth-centered organization that places the needs of children first. We give each member the opportunity to participate to the best of their ability and develop as a young athlete. Together, we will nurture the physical and emotional well-being of all members in an environment that fosters and promotes a sense of community. We are guided by the values of good sportsmanship, honesty, respect for all individuals, and personal integrity. The BDHA is committed to the long-term growth and development of all levels of developing ice hockey players. Our success will be measured by more children who enjoy playing and participating in hockey in the future

Stacy Shaw
BDHA President

Board of Directors:

Officers: •Stacy Shaw - President • Jason Drake - Vice President
• Kayla Larson - Treasurer • Sara Wild - Secretary

Members: Kelly Guenther • Justin Hady • Tina Monroe • Dan Nesper •
Mike Pogorelec • Travis Rayala • Casey Schaalma

II. TEAM INFORMATION

1. Orientation

The traveling team coaches, players, and parents/guardians at all age levels are required to attend an orientation before they will be allowed to dress for the first game of the season. Individuals should attend at their own age level but may attend any session if there are conflicts. Orientation will cover youth hockey policy and other relevant information.

2. American Developmental Model (ADM)

The Beaver Dam Hockey Association (herein referred to as BDHA or the “Association”) has adopted the **American Developmental Model (ADM)** that was introduced by **USA Hockey** in partnership with the National Hockey League after an extensive international study of educators, child development experts, coaches (*from many different sports*), physiologists and National Sports Federations. The model utilizes long term athlete development (LTAD) principles as its framework that can be used as a basis on which to make our existing systems and structures more consistent. Developed by internationally renowned coach educator Istvan Balyi, and adapted to ice hockey by USA Hockey, the principles of LTAD are rooted in successful programs throughout the world. One of the first things that USA Hockey did when beginning this project was to look closely at the statistics related to player development — specifically the skill development time each player has when in both a practice setting and a game setting. When viewed from the perspective of how kids learn the number of repetitions of specific skills and situations that occur in practice versus a game, USA quickly learned where players have a chance to develop the most: **practice.**

A model was created that valued practice and proper training above all else. This isn't to say that the ADM is about taking the fun out of hockey, quite the contrary. Practices can and should be fun, especially if the participants are all playing together and having a blast with a game that they love. The more they play it, the better chance that they'll love it. And when you combine a passion for the game with increased puck time, participants will start to excel at it. The ADM, through the utilization of LTAD principles, allows us to integrate training, competition, and recovery programming with relation to biological development so that we can fully get at a player's potential. To make an athlete out of a child, and to make a hockey player out of an athlete - the ADM offers equal opportunity for recreation and competition — a key to retaining younger players.

The ADM has become a nationwide model for successfully developing hockey players by providing age-appropriate guidelines and curriculum to help more youth play, love, and excel in hockey. It not only helps ensure that every participant will have the same chance to succeed but supports player retention. The goal is to provide a very defined systematic (*building block*) approach to developing athletes starting from the earliest stages of participation, thus increasing the athlete's skill, enjoyment and proficiency. It

is an all-inclusive program starting from the introductory learn to play levels all the way to elite athletes competing at the professional level. The ADM also addresses improved coaching techniques and referee development. This program includes on-ice, off-ice, in-season and off-season curriculum for producing a well-balanced complete athlete. It defines what is to be emphasized at what age to ensure proper skill development for each age level. The ADM also defines how much and what kind of competition is needed at each level.

At its core, Red, White, and Blue Hockey is high-performance training at the 8U (Mite) level. It's playing cross-ice games and conducting station-based practices and designed to get the best out of each and every player. In this environment, a player's activity level skyrockets because their engagement level increases, which leads to an increased skill set and love of the game. Drills are designed to focus on multiple skills and situations, increasing time with the puck and situational repetition. The goalies are also more involved in the drills because they get more shots to stop. It's been proven that participants who begin their hockey training in this environment develop a better foundation of skills and hockey instincts and enjoy the game more. Doing so is an important part of the development process at this age.

At older levels, the ADM is manifested in curriculum and developmental plans that focus on high quality practices with a continued focus on skill development including athletic and physical training; decision-making and mental skills, game tactics, and concepts; practice-to-game ratios; and eventually specialized hockey skills.

3. Age Level Classifications

Each player is classified in one of several age levels as determined by USA and Wisconsin Amateur Hockey Associations (WAHA). Each age level is restricted to those youth who are a given age as of December 31st of the year in which the hockey season begins. These established levels are:

- **Midget (16 years or younger):** 16 years of age or younger on or before December 31st
- **Bantam (14U) & Girls 14U:** 14 years of age or younger on or before December 31st
- **Pee Wee (12U) & Girls 12U:** 12 years of age or younger on or before December 31st
- **Squirt (10U) & Girls 10U:** 10 years of age or younger on or before December 31st
- **Mite (8U):** 8 years of age or younger on or before December 31st
- **Atoms (6U):** 6 years of age or younger on or before December 31st
- **Hockey 1 & 2:** Typically 12 years or younger, but not limited to age
- **Hockey 3 & 4:** typically 12 years and younger, but not limited to the age. This is a step up program from hockey 1 & 2 for the developing player.

4. Team Classifications

BDHA is classified as a Division 3 league. The 10U through WAHA High School levels are traveling teams that require periodic travel to other communities for games. The parents of a traveling team player must be willing to share equally in providing transportation for out-of-town games and for their player's expenses. The Mite level (8U) is an ADM cross-ice program with fewer games and less travel. The Atom (U6) program is considered a transition program between Hockey 1 & 2 and Mites and will entail ADM

cross-ice developmental with several games. The “Hockey 1 & 2” introductory programs do not involve games or travel and are completely focused on fundamental skill development.

5. Performance Level Classifications

Within each coed age level, the Association determines a performance level classification for each player based on his/her selection to either an “A” or “B” traveling team, depending on the number of teams offered at that level. Generally, an “A” traveling team player demonstrates more advanced skills development than a “B” traveling team player. Each traveling team player is expected to compete with players and teams of similar ability or performance level.

For girls, teams are classified as “gold”, “silver” and “bronze”. If an association has only one team, the team is considered “silver”. If the association has enough players to form two teams, the more advanced skill team is “gold” with the other team being “bronze”.

6. Traveling Team Selection Process

Tryout Process

Within each age level, team selections are handled as follows:

1. **Registration:** All players must register and pay all appropriate fees prior to evaluations.
2. **Position Declaration:** Players must indicate whether they are trying out as a goalie or a skater.
 - Any player interested in a goalie position must try out for and be evaluated at the applicable age level classification based on birth year. It is expected that the player will play in the goalie position. Any request to skate out must be reviewed and approved by the head coach.
3. **Attendance:** There will be three or four evaluation sessions. It is highly recommended that players attend at least three (3) sessions. If a player’s skill level is very close to other players, it may be necessary for the evaluators to observe those players over several days. Absence from one or more tryout sessions may affect the evaluators' ability to properly assess the player, which could impact team placement.
4. **Check-In:** Players will check in on evaluation day and be given a jersey or pinnie with a number. They will wear this for all evaluation sessions.
5. **On-Ice Drills:** A select group of coaches will be on the ice running the evaluation drills that are put together by the youth hockey director.
6. **Evaluations & Scoring:** A group of independent evaluators will grade each player across various skills and game play (including stick-handling, skating, shooting, passing, defensive play, hockey sense/game understanding, attitude, and hustle). Each player will be ranked based on these evaluations. Player rankings and scores will remain confidential and will never be made public.
7. **Roster Review & Selection:**
 - Evaluation results and initial team rosters will be reviewed and discussed in a joint meeting with the **Youth Director**, the **evaluators**, and a **select set of head coaches**.
 - Members of the **Executive Board** may also participate in the decision-making process provided they have no conflict of interest (e.g., board members with players in the age group under review must recuse themselves).
8. **Roster Finalization & Notification:**
 - Final team rosters will be determined through this collaborative review process.
 - Families and players will be notified of team placements within **two (2) days** of the last day of evaluations.

9. **Late Additions / Post-Tryout Placement:** Any player who becomes available to participate on a traveling team after initial team selections have been made will be assigned by the Executive Board to skate at practices (and/or games) to determine proper placement. The player will be evaluated by the Youth Director (or designees), with input from head coaches as needed, to determine team placement.
10. **Inquiries & Concerns:** If players or parents have any questions, concerns, or issues regarding the tryout process, they should contact the **Association President** or an un-conflicted member of the Executive Board.

7. Advancement by Selection

Definitions

Cross Roster- Players who play on an additional team at the same age level. (Example: 12U girl playing on 12U boys)

Double Roster- Players who are rostered on another team one age level above where they currently play. (Example: 12U playing 14U)

Primary Team- The team in each player's appropriate age group in which the player will be obligated to play with.

Secondary Team- The team that the BDHA Board has approved rostering from either Cross-Roster or Double Roster validation.

Need- Need is described as: less than 14 skaters on a roster

Cross Roster

Any player requesting to cross-roster must submit in writing their intention to cross roster to the BDHA President by September 1st of each calendar year. These requests will be reviewed by the BDHA board and once a decision has been made the player and parents will be notified of the outcome of their request. **Any cross-roster requests submitted after September 15 will be denied.**

Each player approved to cross-roster to another team, will be required to play in all games scheduled with their primary team. **The cross-roster player is not allowed to skip their primary teams game in order to play with their secondary team.**

Anytime seeding games are scheduled, the cross-roster player will be required to play in these games before playing any games with their secondary team. Anytime a player is playing more than two games in a given day, the player/parent must seek approval from the primary coach, secondary coach and the BDHA board president.

BDHA Board of Directors and discussion with the coaches involved, may invite youth hockey players to advance to an age level team higher than his/her actual age level classification if there is an insufficient

number of players available to fill a team roster at the higher age level. Invitation shall be made in writing by the BDHA Board and is subject to written acceptance by the player and his/her parents.

Double Roster

Any player requesting to double roster must submit in writing their intention to double roster to the BDHA President by September 15 of each calendar year. These requests will be reviewed by the BDHA board and once a decision has been made the player and parents will be notified of the outcome of their request. **Any double-roster requests submitted after September 15 will be denied. Double roster requests from families if approved will be subject to additional fees.**

Any player requesting to double roster, will have to be evaluated by a panel of coaches, selected by the BDHA board, to determine if the player has the appropriate skill set to compete at the higher age level. The evaluators will rank double rostered players.

BDHA Board of Directors and discussion with the coaches involved, may invite youth hockey players to advance to an age level team higher than his/her actual age level classification if there is an insufficient number of players available to fill a team roster at the higher age level. Invitation shall be made in writing by the BDHA Board and is subject to written acceptance by the player and his/her parents.

Double roster requests will only be reviewed/approved when the roster size is 11 or less and does not exceed 14 players. Evaluations will be the deciding factor in reaching the maximum roster size.

Failure to follow the cross roster/double roster rules, the BDHA board reserves the right to terminate any cross-roster/double roster requests.

****Coaches will have the discretion to determine which double/cross-rostered players would play in secondary team games to fill the roster, not to exceed 13 skaters.**

Advancement

The Association may allow a player to advance to a traveling team at any age level higher than his/her actual age level classification if he/she demonstrates ability that results in selection to play on the "A" traveling team at the higher age level. Consideration for advancement is subject to the following:

- A. The player and his/her parents must provide a written request for advancement consideration to the BDHA Board no later than September 15th. The BDHA Board shall consider the request and determine if consideration should be granted, subject to the needs of the association
- B. If consideration is granted, the player is required to participate in evaluation sessions held for both his/her actual age level classification. This is to assure a fair and comparative appraisal of the player's ability at both age levels. At any time up to and including team selections, the Evaluation Team may determine that advancement is not warranted.
- C. Advancement is ultimately achieved if the player has met these stated requirements and has been evaluated as one of the **top third** skaters on the "A" traveling team at the higher age level.

III. Team Play

1. Start of Team Play

No game may be played by a traveling team until two (2) weeks after the announcement of the traveling team selections at that age level.

2. Team Size

The maximum size of any traveling team is eighteen (18) players plus two (2) goaltenders for a total of twenty (20) on the team roster. The recommended minimum size of any traveling team is ten (10) players plus one goaltender for a total of eleven (11) on the team roster; variations will be approved at the discretion of the Youth Hockey Committee.

3. Team Practices

No more than four (4) team practice sessions are held each week, including off-ice sessions scheduled on non-hockey practice days. Off-ice sessions are held in concurrence with on-ice sessions or on hockey practice days to the degree possible. Although player attendance at all team practice sessions is not required, player absence may affect eligibility to participate in games.

4. Games Per Season

The number of games in which a team may play is subject to age level limits. Invitational tournament, regional playoff, and state tournament games do not count toward the traveling team game limits. Each team may play in up to four (4) invitational tournaments including three (3) tournaments requiring overnight travel. The age level game recommendations are:

- **Mite / 8U:** 20 games
- **Squirt / 10U:** 20-25 game days
- **Pee Wee / 12U:** 30-35 game days
- **Bantam / 14U:** 40-50 games

5. Games Per Day

No team may play more than two (2) games per day except when playing in a tournament.

6. Games Per Day and Borrowing Players

- A. No individual player may play more than two (2) games per day except:
 - 1. When playing in a tournament, or
 - 2. When a player is asked to skate for another team with prior approval from the player's coach and parents.
- B. When borrowing players, the following directions apply:
 - 1. Approval from the player's parents and coach must be received prior to game play.
 - 2. A team should not borrow players unless they have less than 10 skaters and one (1) goalie for a game.
 - 3. The rostered team takes priority for both the player and the borrowing team.

7. State Tournament Roster

Player rosters for all levels of competition must be submitted by November 15th to be eligible for State tournaments. Players can (as long as he/she meets age classification) be registered with more than one team in a different age classification within the same association. Each player listed on the State roster will have played in five (5) games for the team(s) he/she is rostered on in the regular season after **January 15th** and prior to the first playoff game to be eligible for WAHA state tournaments.

IV. GAME GUIDELINES

1. Game Travel

The Association schedules regional league games for teams regardless of the travel distance from Beaver Dam. The decision to choose which tournaments a team will participate in will be made by a majority vote of the team's parents. Please refer to the BDHA Travel Policy on page 28 of this Handbook for more information on game travel.

2. Game Eligibility

The player's game eligibility depends on his/her attendance at scheduled team practice sessions. Unexcused absence from team practice sessions may be cause for limiting a player's weekend game eligibility. It is the responsibility of the player's parents to notify the head coach before the player's absence from a scheduled team practice or game.

3. Game Participation

It is the goal of the Association and its coaches to provide each player the opportunity to play an equitable portion of each game in order to develop the skills of all players. Although absolute equity of playing time is impossible to control, it is essential that all players are provided with experiences that continue to grow and develop their skills. Players shall be provided the opportunity to experience and execute power plays and penalty kills to speak to overall skill development. Furthermore, players at the Mite and Squirt levels shall be provided equitable play time to the degree possible within the context of overall game play. Tournaments, play downs, and seeding games may be situations where ice time may not always be equal.

4. Game Awards, Recognition, and Incentives

The Association's philosophy on youth hockey emphasizes that the experience of the game is more important than its outcome, the team is more important than the individual, and personal growth is a better measure of success than awards and honors. In support of that philosophy, the Association's policy on game awards, recognition, and incentives is:

- A. The game awards offered by the Association are only those sanctioned by USA Hockey. These include the Zero Award for goaltenders and the Hat Trick and Playmaker Awards for players.
- B. Published news releases and game summaries are to emphasize the team's performance and deemphasize individual player recognition.
- C. No coach or parent is to offer individual incentives as a means of motivating greater player performance.

V. COACHING

1. Coach Selection

It is the responsibility of the Youth Hockey Director to recommend to the BDHA Board of Directors a list of potential head and assistant coaches at each level for Board approval. It should be emphasized that all coaches are volunteers whose primary objective is to help our youth enjoy a positive team experience while learning the sport of hockey. The coaching selection process should be conducted as follows:

- A. The selection process will include a review of a candidate's qualifications and coaching philosophy as provided on a coaching application form provided by the association. The Youth Hockey Director may conduct personal interviews as part of the selection process. Additional information may be considered in making final selections, e.g., resumes, references, parent surveys, or other formal materials. Interest in coaching does not guarantee a coaching position.
- B. The pool of coaching candidates will be created by surveying coaches from the previous season to determine their interest, and by soliciting applications from any other interested candidates.
- C. To the extent practical, the Youth Hockey Director will make coach recommendations prior to the start of the upcoming season.
- D. While the head coach of each team has primary responsibility for conducting practice sessions and determining game strategy, the assistant coaches are to be an integral part of coaching and team development. Assistant coaches are an important part of the coaching team and shall be present at practices and on the bench for all games. In the event the head coach is not present for a practice or game the assistant coaches will conduct all team activities.

2. Coaches' Rules & Responsibilities

Coaches shall set a high example for our youth and shall not expect more from the players than they do from themselves. They shall use speech and actions which reflect good judgment and maturity. Players who make mental or skills mistakes shall be coached in a manner which reflects adult maturity and calmness. Coaches shall not use angry or abusive speech when communicating with the team or individuals. Long pre-game "pep talks" are discouraged. No alcohol, tobacco, or other drug products are allowed in locker rooms or bench areas. Coaches shall not be under the influence of alcohol or any other drug while working with, being around, or coaching youth. Any coaching staff suspected to be under the influence of alcohol or other illegal drugs may be asked to leave the premises until further review can be completed. In such an event, coaching staff may be subjected to board review with consequences based on the severity of the situation. Furthermore, coaches shall respect and adhere to the same Code of Conduct (Section V.2) as the players, in addition to the following rules and responsibilities:

- A. Coaches shall enforce the Player's Athletic Code, Player's Rules, and Player's Code of Conduct and report any infraction to the BDHA Board as soon as possible and absolutely no longer than 72 hours after the infraction occurred.

- B. Coaches shall maintain self control during and after all games and practices. No yelling or swearing at referees, coaches, or players is acceptable.
- C. Upon final determination of team rosters, there shall be no transferring, borrowing or trading of players for a game without prior consent of a player's coach and parents. (Note: Coaches should only borrow skaters when they have less than 10 skaters and one (1) goalie for a game).
- D. Permanent transfer of players from one team to another shall require prior approval of the BDHA Board.
- E. Coaches shall allocate game time in a manner which provides each player the opportunity to play a reasonable and equitable portion of each game, as described previously in this policy under GAME PARTICIPATION. If a player has an unexcused absence from a practice, team meeting or game, he/she shouldn't expect coverage under this policy.
- F. Coaches shall abide by USA Hockey Rules and any penalty imposed upon them must be reported to the Executive Committee as soon as possible and absolutely no longer than 72 hours after the infraction occurred.
- G. Coaches are authorized to handle all situations that require disciplinary action whenever a team is gathered for an association event.
- H. Coaches at the Mite, Squirt, or Pee Wee age levels are to encourage the rotation of players among various playing positions.
- I. Coaches shall not change ice times without prior approval from the Master Ice Scheduler.

3. Coaches' Code of Conduct

- A. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game.
- B. Remember, players are involved in hockey for fun and enjoyment.
- C. Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- D. Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- E. Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- F. Organize practices that are fun and challenging for your players.
- G. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- H. Maintain an open line of communication with your players' parents.
- I. Explain the goals and objectives of your association. Be concerned with the overall development of your players. Stress good health habits and clean living.
- J. To play the game is great, to love the game is greater.

VI. PLAYER RULES & RESPONSIBILITIES

1. Sportsmanship

Players shall display good sportsmanship and respect for officials, fellow players, coaches, and opponents at all times. Players shall conduct themselves according to the Association's Athletic Code and Player's Rules and Code of Conduct

2. Player's Rules & Code of Conduct

Each player represents the team and the Association at practices and games. The Association expects players to conduct themselves in a sportsmanlike manner and to observe the following player rules and code of conduct.

- A. **Respect:** Players shall respect all coaches, officials, spectators, teammates and opponents at all times. They shall not argue with referees, linesmen, timekeepers, scorekeepers, spectators or coaches. Disrespect to others may be cause for disciplinary action.
- B. **Profanity:** Use of profanity on the ice, the bench or anywhere else in the arena is strictly forbidden. Repeated use of profane language will result in disciplinary action.
- C. **Equipment:** Uniforms shall be kept clean and well repaired. Use of team uniforms is restricted to games. Game jerseys may not be worn at practices or as part of everyday dress. Purposely tearing or damaging uniforms or equipment will result in disciplinary action.
- D. **Behavior on Trips:** Players shall conduct themselves as well-behaved, respectful, and polite citizens when away in motels, restaurants, or public places. Players are representing the team, Association, and community both at home and away. It is important to set a good example and leave a good impression of our organization.
- E. **Conduct on the Ice:** Learn the rules and play by them. Always be a good sport. If a player receives a game misconduct or gross misconduct penalty, USA Hockey Rules will apply, and both the player and parents will be required to appear before the Executive Committee to determine if additional disciplinary action should be taken. Flagrant or continued misconduct penalties may be reviewed, and disciplinary action taken at the discretion of the executive committee.
- F. **Teamwork:** Be a team player – get along with your teammates. Learn teamwork, sportsmanship and discipline.
- G. **Punctual:** Be on time for all games and practices. Adhere to the time your coach asks you to arrive before games and practices.

Play for fun but work hard to improve your skills.

3. Player's Athletic Code

Rules in effect for the Associations' youth hockey players are:

- A. No use or possession of tobacco or tobacco products at any time.
- B. No consumption or possession of alcoholic beverages.
- C. No unauthorized use or possession of drugs at any time.
- D. No attendance at any party or gathering where alcoholic beverages or drugs are being illegally consumed or used.
- E. No verbal or physical display of disrespect for any official, coach, or other player.
- F. General conduct on and off the ice is to create a favorable image of the player, the team, the Association, and the community.

4. Player Discipline Policy

To efficiently and effectively address any necessary disciplinary actions pursuant to player violations regarding rules, code of conduct, or other behavioral management issues, the following three-step process may be implemented by coaches and/or the Association based on severity of issue or infraction:

Step 1: Player receives verbal warning.

Step 2: Player is provided an alternative behavior such as, up/downs, mountain climbers, running stairs, sitting on bench, or skate laps (examples only).

Step 3: Player is removed from ice, and/or must sit out game(s) and/or practice(s).

Disciplinary consequence shall reflect severity of issue or infraction.

5. Midget Academic

The Association hereby adopts a policy regarding the application of academic standards as an eligibility requirement for participation on BDHA traveling teams. This policy applies to players who are of high school age.

Accordingly, the player's eligibility for participation on a BDHA traveling team will be determined by the requirements for participation and eligibility in place at the school where they are currently enrolled. Players who are home schooled will be subject to participation/eligibility requirements of their residency school district.

It is expected that players and parents will be responsible for accurately representing the players, and parents will review academic eligibility with their respective coaches, including the review of the

school-issued grade report. Any issues of eligibility shall be brought to the attention of the Youth Hockey Committee for review. Should a player be deemed ineligible, they will be expected to continue to participate in practices. It is expected they will attend scheduled games but shall not participate in those games until they have restored eligibility as would be provided for under the eligibility criteria in place at their respective school.

In the event that a player is (or has become) ineligible, parents may request a meeting with the Board of Directors for a review of the application of this standard. The Board of Directors shall then make a formal recommendation to the BDHA Executive Board, which shall then make a final decision.

VII. PARENT RESPONSIBILITIES

There are many benefits to playing youth hockey. Boys and girls learn good sportsmanship and self-discipline. They learn to work together, how to sacrifice for the good of the team, how to enjoy winning and how to deal with defeat – while becoming physically fit and healthy children.

1. Parent's Rules & Responsibilities

- A. Parents shall stay away from the players' bench before and during games.
- B. Parents shall not be in the locker rooms prior to games except when necessary to assist with getting younger players dressed for the game, or because they are serving as a locker room monitor.
- C. No child shall be left unattended at the Family Center facility. It is the expectation that parents will supervise their children while at the facility, especially when not on the ice before and after hockey events. While coaches shall monitor children during practices (both on and off ice practice sessions) and games, it is encouraged that parents observe their children when participating in games and practices.
- D. Problems or concerns parents might have with a coach should be dealt with up-front and privately. Unresolved conflicts shall be taken to the BDHA Board. The final arbitrator will be the Executive Committee of the Board of Directors.
- E. All parents will be required to sign the "Parent Acknowledgement Form" (found on the last page of this document) confirming that they have read and reviewed the BDHA Parent Handbook and agree to comply with associated policies and requirements.

2. Parent's Code of Conduct

- A. Do not force your children to participate in sports but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- B. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- C. 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.
- D. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- E. Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- F. Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- G. Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- H. If you enjoy the game, learn all you can about hockey – and volunteer

3. Spectator's Code of Conduct

- A. Display good sportsmanship. Always respect players, coaches and officials.
- B. Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- C. Cheer good plays of all participants; avoid booing opponents.
- D. Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- E. Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- F. Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.

- G. Support the referees and coaches by trusting their judgment and integrity.
- H. Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- I. Respect locker rooms as private areas for players, coaches and officials.
- J. Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

VIII. Zero Tolerance Policy

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

A. Players

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

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

B. Coaches

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

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, he/she shall be assessed a game misconduct penalty.

C. Officials

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

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

D. Parents/Spectators

The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/ spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced, and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

IX. Volunteer & Fundraising

1. Volunteer Requirements

The amount of volunteer hours is determined by the age level of your skater and how many skaters your family has in the association. Your total will have been calculated at time of registration. There are many opportunities for parents to fulfill their volunteer requirements, examples of which are listed in Table 1 below. It is the responsibility of each family to ensure that by the end of each season, all volunteer requirements have been earned. All volunteer credits will be tracked on the website. You will receive a bill for \$5 per unworked credit at the end of the year if you have not completed all of your volunteer hours. Minimum volunteer hours for the 2025-26 season are as follows:

- Mites and 8U girls (28 credits)
- 10U girls and Squirts \$155 (31 credits)
- Pee Wee and 12U girls: \$170 (34 credits)
- Bantam and 14U girls: \$200 (40 credits)
- Families that have multiple skaters (2 or more) receive a discount on work credits

Parents are encouraged to volunteer during the course of the season in support of program planning, development, or implementation. Parents will have the opportunity to sign up for committees (long standing board subcommittees or working committees) at season kick-off Parent Meetings and/or throughout the year.

Table 1: Example Work Credit Opportunities		
• Working Concessions	• Committee Member	• Concessions Manager
• Zamboni	• Head / Assistant Coach	• Special Projects
• Clock	• Team Manager / Team Scheduler	• Referee Coordinator
• Penalty Box	• Tournament Director	• Officer / Board Member
• Maintenance/Cleaning	• Learn to Skate Coordinator	• SCRIP Coordinator
• Rink Manager	• Fundraising Event Manager	• Registrar
• Jersey Coordinator	• Working Open Skates	• Master Scheduler
• Scorekeeper	• Skate Room Manager	• Locker Room Monitor

2. Team Work Requirements

A. Open Skate & HS Concessions

Every family is required to sign up for 1 open skate. Families can sign-up to work any open skate and choose from concessions or skate room.

Every family is required to work 1 HS Game for Concessions. Families can sign-up to work any HS game.

In the event that slots are not filled a week prior, families will be assigned to fill the shifts.

B. Team Duties

Teams will be responsible for maintaining and/or operating the facility during games and practices. Volunteer duties are:

- score
- clock
- penalty box (1 person)
- Zamboni
- Locker Room Monitor
- Rink Manager
- concessions

Score

Score is kept via GameSheets on one of our iPads. iPads can be found charging in concessions and should be returned there when you are done or passed to the next scorekeeper. Coaches from both teams must verify the roster and sign prior to the game.

Clock

This requires running the clock during games, setting penalties and intermissions.

Penalty Box

Volunteers for this will sit in the penalty box during the game and open the door for any home player who receives a penalty.

Zamboni

Training is required for this position. Zamboni drivers will resurface the ice either before or after a game.

Locker Room Monitor

Certification is required for this position. Locker Room Monitors must complete a background check and be SafeSport certified. They are required to arrive in the locker room 30 minutes before a game or practice. While in the locker room, they are not allowed to be on their phones and ensure the kids do not have phones - any device that can record is not allowed. LRM supervise the players, assist when they need help getting ready and make sure they're on time.

Concessions

Working in the concession stand involves collecting money, taking orders, making food and restocking. Be considerate of those who come after you and restock as items run out. Volunteers must be at least 14 years old.

Rink Manager

The Rink Manager is responsible for maintaining the cleanliness and operation of the rink during practice and games. This includes emptying garbages when full, replacing toilet and paper towel, sweeping, vacuuming and mopping.

C. Tournament Weekends

Tournament weekends and the work hours associated with a tournament are **not** included in your seasonal work credit fees. All participating BDHA families are required to work tournament work hours (even if they fulfilled their work credit hours for the season). Tournament work hours are determined by the number of hours games will be played multiplied by the number of job duties throughout the weekend, divided by the number of families from the teams in the Association who are playing that tournament weekend. For example: a total of 120 hours to run the tournament divided by 24 skaters would equal 5 hours of work per skater's family. Managers will determine the schedule and amount of hours needed for each family. Families that do not sign up for the required number of hours will be assigned to work slots. If you are unable to fulfill your work slot, you must find a replacement. Please remember it is imperative that all families work together to create a smooth tournament for all involved.

X. FUNDRAISING

The Beaver Dam Family Center is a 501(c)3 Non-Profit Organization which relies on its members to provide to operate efficiently. In order to maintain an enjoyable, smooth working environment, the Association has fundraising credits as part of the fee schedule. There are two levels of fundraising efforts required by the Association, which include: (1) individual family fundraising credits as part of the overall fee schedule; and (2) team fundraising. Each is described next.

1. Family Fundraising Credits

The fundraising credit amount for the 2026-27 season is \$250 at each 8U-14U team level (Mite, Squirt, Pee Wee, and Bantam). Multiple skaters in one family receive discounts off of fundraising credits. In addition, each family on the 8U-14U levels are encouraged to sell at least 5 calendar raffle tickets annually.

Your total fundraising credits will have been calculated at time of registration and is part of your overall hockey fee. The skater's family does not receive this dollar amount; rather each item sold receives a credit towards your balance due on registration fees for fundraising. It is the responsibility of each family to ensure that all fund-raising credits have been earned by the end of each season. It is also the responsibility of each family to record all fundraising credits as the year progresses. Any family not meeting fundraising credits by the end of the season will be billed in March each year the amount due.

There are multiple opportunities for families to meet fundraising credits each season, such as selling popcorn, Christmas wreaths, Skater's Unlimited Banquet Tickets, and more. For some items, the amount of credit earned is calculated at 50% of the profit on the item. For example, if the profit on a tub of popcorn is \$2.00; then your fund-raising credit would be \$1.00. Two very beneficial fundraisers for the Association and families are the Scrip Program (RaiseRight) and Skater's Unlimited Banquet Tickets, described next.

What is RaiseRight?

RaiseRight is a year-round fundraising program that allows Beaver Dam Hockey Association (BDHA) families to support our association through everyday spending. By purchasing gift cards, shopping online, dining out, or booking travel through RaiseRight, a percentage of each purchase is donated back to BDHA — at no extra cost to you.

BDHA is already enrolled in RaiseRight. Families simply need to join and start using it.

How RaiseRight Works

1. **Join BDHA's RaiseRight program** using our enrollment code:
BF898BB99682
Shop as you normally would — groceries, gas, restaurants, online shopping, and travel.
2. **BDHA earns a percentage back** from each qualifying purchase.

Funds earned through RaiseRight help support ice time, equipment, programming, and keeping hockey as affordable as possible for our families.

Ways to Earn

Gift Cards (Physical & eGift Cards)

Purchase gift cards at face value from hundreds of popular national brands and local businesses. Each purchase earns a rebate that goes directly back to BDHA.

Online Shopping

Shop through RaiseRight's online shopping portal with participating retailers. In many cases, you can earn twice by shopping online and paying with a RaiseRight gift card.

Local Dining

Link a credit or debit card and earn when you dine at participating local restaurants. A percentage of your purchase is automatically donated back to BDHA.

Travel & Special Purchases

Book hotels, rental cars, and other travel through RaiseRight — a great option for tournaments, vacations, and team travel.

Get the Most Out of RaiseRight

To maximize earnings and make fundraising effortless, families are strongly encouraged to:

- **Download the RaiseRight mobile app** for quick access to eGift cards and on-the-go purchases
- **Install the RaiseRight browser extension**, which alerts you to earning opportunities while you shop online

These tools help ensure you never miss an opportunity to earn for BDHA.

Why Participate?

- No selling or door-to-door fundraising
- Earn money for BDHA through everyday spending
Available year-round
- No additional cost to families

When more families participate, everyone benefits.



available on google and apple

Download Our RaiseRight Mobile App

Skaters' Unlimited Banquet Tickets: Each skater's registration fee includes the purchase of one Skater's Unlimited Banquet Ticket at the Mite level and above (currently \$40 per ticket). Each ticket purchased will earn \$20 in fundraising credits, which is an easy way to meet credits while promoting the Family Center's largest annual fundraising event.

2. Team Fundraiser

Each individual team is required to develop/organize a basket for the Skater's Unlimited Banquet as a fundraiser for the entire association.

XI. BDHA SafeSport Policies

"Adopted from the USA Hockey Policies"

1. Policy on Abuse

SEXUAL ABUSE

It is the policy of the Beaver Dam Hockey Association (BDHA) that there shall be no sexual abuse of any participant involved in any of its Member Programs, whether such participant is an adult or a minor, by an employee, volunteer, independent contractor or another participant. Sexual abuse of a minor occurs when an adult employee, volunteer, independent contractor or other participant touches a minor for the purpose of causing the sexual arousal or gratification of either the minor or the employee, volunteer, independent contractor or other participant. Sexual abuse of a minor also occurs when a minor touches an employee, volunteer, independent contractor or other participant for the sexual arousal or sexual gratification of either the minor or the employee, volunteer, independent contractor or other participant, if the touching occurs at the request or with the consent of the employee, volunteer, independent contractor or other participant.

Sexual contact between or among children also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent, if there is the existence of an aggressor, or where there is an imbalance of power and/or intellectual capabilities. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.

Neither consent of the minor to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Sexual abuse may also include non-touching offenses, such as sexually harassing behaviors; an adult discussing his/her sex life with a minor; an adult asking a minor about his/her sex life; an adult requesting or sending nude or partial dress photos to a minor; exposing minors to pornographic material; sending minors sexually explicit electronic messages or photos (e.g. "sexting"); deliberately exposing a minor to sexual acts; or deliberately exposing a minor to inappropriate nudity.

Sexual abuse may also occur between adults or to an adult. Sexual abuse includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participants.

Without limiting the above, any act or conduct described as sexual abuse, sexual misconduct or child sexual abuse under applicable federal or state law constitutes sexual abuse under this Policy.

Any USA Hockey member who engages in any act of sexual abuse or misconduct is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

PHYSICAL ABUSE

It is the policy of the BDHA that there shall be no physical abuse of any participant involved in any of its Member Programs by any employee, volunteer, independent contractor or other participant. Physical abuse means physical contact with a participant that intentionally causes or has the potential to cause the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment.

In addition to physical contact or the threat of physical contact of a participant, physical abuse also includes the providing of alcohol to a participant under the age of consent and the providing of illegal drugs or non-prescribed medications to any participant.

Without limiting the above, any act or conduct described as physical abuse or misconduct under applicable federal or state law constitutes physical abuse under this Policy.

Physical abuse does not include physical contact that is reasonably designed to coach, teach, demonstrate or improve a hockey skill, including physical conditioning, team building and appropriate discipline. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants during the course of a game or practice by touching or moving them in a non-threatening, non-sexual manner.

Any BDHA member who engages in any act of physical abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

EMOTIONAL ABUSE

It is the policy of the BDHA that there shall be no emotional abuse of any participant involved in any of its Member Programs by an employee, volunteer, independent contractor or other participant. Emotional abuse involves **a pattern** of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support.

Examples of emotional abuse prohibited by this Policy include, without limitation: **a pattern of** (a) verbal behaviors that (i) attack a participant personally (e.g., calling them worthless, fat, or disgusting); or (ii) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive motivational purpose; and (b) physically aggressive behaviors, such as (i) throwing sport equipment, water bottles, or chairs at or near participants; or (ii) punching walls, windows, or other objects.

Emotional abuse does not include generally-accepted and age appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline, or improving athletic performance.

A BDHA member who engages in any act of emotional abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

Note: *Bullying, threats, harassment, and hazing, defined below, often involve some form of emotional misconduct.*

BULLYING, THREATS AND HARASSMENT

The BDHA supports an environment for participation in hockey conducive to the enjoyment of hockey that is free from threats, harassment, and any type of bullying behavior. The purpose of this Policy is to promote consistency of approach and to help create a climate in which all types of bullying, harassing or threatening behavior are regarded as unacceptable.

Bullying

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with any BDHA sanctioned activities or events.

Examples of bullying prohibited by this Policy include, without limitation **physical behaviors**, including punching, kicking or choking; and **verbal and emotional behaviors**, including, the use of electronic communications (i.e., “cyber bullying”), to harass, frighten, degrade, intimidate or humiliate.

While other team members are often the perpetrators of bullying, it is a violation of this Policy if a coach or other responsible adult knows or should know of the bullying behavior but takes no action to intervene on behalf of the targeted participant(s).

A BDHA participant or parent of a participant who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior and/or result shall be taken into consideration when disciplinary decisions are made.

Threats

A threat to harm others is defined as any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Threatening behavior is prohibited in any manner in connection with any BDHA sanctioned activities or events.

Any BDHA participant or parent of a participant who engages in any act of threatening or harassing behavior is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the threatening behavior and/or result shall be taken into consideration when disciplinary decisions are made.

Harassment

Harassment includes **any pattern** of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation, or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual participant or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability.

Examples of harassment prohibited by this Policy include, without limitation such non-physical offenses as (a) making negative or disparaging comments about a participant's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; and (c) withholding or reducing playing time to a participant based on his/her sexual orientation, gender expression, disability, religion, skin color or ethnic traits.

Sexual harassment is a type of harassment prohibited by this Policy. It shall be a violation for any employee, volunteer, independent contractor or other participant to harass a participant(s) through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. USA Hockey and/or its Affiliate organizations shall investigate all indications, informal reports and formal grievances of sexual harassment by any employee, volunteer, independent contractor or other participant and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the participant being harassed are the same sex and whether or not the participant resists or submits to the harasser, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a participant's participation in any activity; or
2. Submission to or rejection of such conduct by a participant is used as the basis for decisions affecting the participant; or
3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a participant's ability to participate in or benefit from a hockey related program or activity or it creates a hostile or abusive environment.

Any conduct of a sexual nature directed by a minor toward an adult or by an adult to a minor is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment. Legitimate non-sexual touching or other non-sexual conduct is **not** sexual harassment.

While other team members are often the perpetrators of harassment or sexual harassment, it is a violation of this Policy if a coach or other responsible adult knows or should know of the harassment or sexual harassment but takes no action to intervene on behalf of the targeted participant(s).

A BDHA participant or parent of a participant who engages in any act of harassing or sexually harassing behavior is subject to appropriate disciplinary action, including but not limited to, suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the harassing or sexually harassing behavior and/or result shall be taken into consideration when disciplinary decisions are made.

HAZING

There shall be no hazing of any participant involved in any of BDHA's Member Programs by any, volunteer, independent contractor or other participant.

Hazing includes any conduct which is intimidating, humiliating, offensive, or physically harmful. The hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group's members.

Examples of hazing prohibited by this Policy include, **without limitation**, requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs; tying, taping, or physically restraining a participant; sexual simulations or sexual acts of any nature; sleep deprivation, or the withholding of water and/or food; social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule; beating, paddling, or other forms of physical assault. The activity known as "Locker Boxing" (fighting with helmet and gloves) is also a form of hazing that can produce head trauma in children and young adults and is prohibited in any BDHA Member Program.

Activities that fit the definition of hazing are considered to be hazing regardless of a person's willingness to cooperate or participate. Hazing does not include group or team activities that are meant to establish normative team behaviors, or promote team cohesion, so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant. Examples of activities that do not constitute hazing include directing or allowing a younger player to pick up pucks or move nets after practice or bring or fill water bottles, or giving older players first preference in team assignments, responsibilities, accommodations, facilities, or equipment.

While other team members are often the perpetrators of hazing toward their teammates, it is a violation of this Policy if a coach or other responsible adult knows or should know of the hazing but takes no action to intervene on behalf of the targeted participant(s).

A BDHA participant or parent of a participant who violates this Hazing Policy is subject to appropriate disciplinary action, including but not limited to, suspension, permanent suspension and/or referral to law enforcement authorities.

Reporting of any Abuse shall coincide with USA Hockey's "reporting of concerns of Abuse" policy Section IV of the SafeSport Program handbook. Copies of handbook can be found on the BDHA website, www.beaverdamhockey.com or USA hockey webpage, www.usahockey.com. A hard copy of this handbook is available upon request.

2. Electronic Communications Policy

As part of USA Hockey's emphasis on safety, communications involving any participant, and especially our minor participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Electronic Communications Policy helps reduce these risks.

All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication **must** also copy or include the player's parents.

Social Media

Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. Coaches are prohibited from having players joined to or connected through their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to players through that site. All electronic communication of any kind between coach and player, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

No coach, player or family member of a player or coach is allowed to post derogatory comments about an opposing team, coach, player or referee. Additionally, no coach, player or family member of a player or coach is allowed to post derogatory comments about any player, coach or family member of a player or coach of the Beaver Dam Hockey Association (BDHA) or the Association as a whole. Any coach, player or family member of a player or coach violating this rule may be subject to suspension for a minimum of one (1) game. The BDHA Board of Directors will review any subject posts and determine the necessary

action required. Anyone found to be a repeat violator may result in the coach or player being suspended for the remainder of the season and potentially result in the coach or player being banned from participating in the organization permanently. The Association provides a safe, fun and positive atmosphere for players and their families to enjoy the great game of hockey and this type of behavior has no place here. **WE HAVE A ZERO TOLERANCE POLICY FOR DEROGATORY SOCIAL MEDIA POSTS.** Positive comments are encouraged!

Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and players must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant **must** include a copy to the player's parents. Where possible, a coach should be provided and use the organization web site email center (the coach's return email address will contain "@organization.com") for all communications with the team, players, and player's parents, where applicable.

Request to Discontinue All Electronic Communications or Imagery with Athlete

Following receipt of a written request by the parents of a minor player that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the local program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

Reporting

Infractions of USA Hockey's Electronic Communications Policy should be reported to the appropriate person as described in Section IV of this Handbook.

A USA Hockey participant or parent of a participant who violates this Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

3. Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the Association's goals. BDHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, BDHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At BDHA there are four locker rooms available for our program's use. Two of the locker rooms have their own restroom and shower area. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. BDHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena, as needed. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

Locker Room Monitoring

BDHA has predictable and limited use of locker rooms and changing areas before and after practices and games. This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups (such as Hockey 1 & 2, Atoms, Mites, and Squirts), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

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

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. It may be permissible to have team managers collect phones as deemed necessary and/or appropriate.

Prohibited Conduct and Reporting

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

4. Affiliate Screening Policies

As a condition of its affiliation with USA Hockey, each Affiliate of USA Hockey shall adopt a screening policy in compliance with the requirements set forth below:

- A. The Affiliate shall cause all volunteers and employees over the age of eighteen (18) that will have regular, routine or frequent access to youth participants to be screened **prior to** such volunteers or employees having such access. An approved screen shall be valid for two (2) years. All previously screened persons must be re-screened every two years.
- B. The Affiliate shall manage and directly supervise the screening program within its Affiliate. The Affiliate shall select one or more screening vendors and shall require that all local programs have the required volunteers and employees (see below) screened through the Affiliate's vendors in compliance with the Affiliate's screening program.
- C. All screens of coaches and officials, and all other volunteers and employees in USA Hockey Member Programs over the age of eighteen (18) that will have regular, routine or frequent access to or supervision over minor participants, must at a minimum include a "national" screen that covers a national criminal database, the sex offender registries for all 50 states, and every county database in which the applicant has lived during the previous five (5) years. With respect to screens of volunteers or employees that have less contact with youth participants, an Affiliate may request that the USA Hockey SafeSport Program Committee approve of a screening policy for that Affiliate in which certain categories of volunteers or employees are not required to have a "national" screen, but in all cases such screens must include the sex offender registries for all 50 states, and every county database in which the applicant has lived during the previous five (5) years. For screens of individuals that will serve as a team driver, the screen must also include a Department of Motor Vehicles check. Affiliates may in their discretion include additional databases in their search.
- D. The Affiliate or its vendor shall verify the identification of the screened individual through a social security number verification or other acceptable identity verification process.
- E. The Affiliate shall have an Affiliate Screening Coordinator (who may also be the Affiliate SafeSport Coordinator) who is responsible for monitoring and reporting on compliance with the screening policy by the Affiliate and all of the Affiliate's local programs.

- F. The Affiliate's screening policy shall require that the following persons be screened in accordance with this policy:
1. Members of the Affiliate Board of Directors
 2. Local program administrators
 3. Coaches
 4. Team managers
 5. Officials
 6. Locker room monitors
 7. Team drivers (unless professional transportation companies are used)
 8. Travel chaperones
 9. Anyone with regular, routine or frequent access to youth participants

The Affiliate and/or local program may require that additional persons be screened.

- G. The following are the **minimum criteria** that must be searched for by the Affiliate's background screening provider (each Affiliate may include additional criteria with the approval of USA Hockey) and which may serve as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer:
1. Any felony (any crime punishable by confinement greater than one year).
 2. Any lesser crime involving force or threat of force against a person.
 3. Any lesser crime of a sexual nature, or in which sexual relations is an element, or classified as a sex offense including but not limited to "victimless" crimes of a sexual nature such as prostitution, pornography, and indecent exposure.
 4. Any lesser crime involving controlled substances (not paraphernalia or alcohol).
 5. Any crime involving cruelty to animals.
 6. Sex offender registrant.
 7. Any lesser crime involving harm to a minor.

Convictions of (whether disclosed by the applicant or sourced in a criminal records search) and pending dispositions for any of the above crimes or registrations shall be reported to the Affiliate, and the Affiliate shall make a determination of whether the applicant shall be approved for the position sought. Affiliates shall designate the Affiliate Screening Coordinator or a screening review committee who shall receive and review any screens in accordance with the requirements below.

In addition to the **minimum criteria** above, and any additional criteria that the Affiliate elects to include in its search by the screening vendor, the following additional criteria (which are unlikely to be found in a criminal record search) shall also serve as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer in any USA Hockey Member Program:

1. An expunged or sealed conviction for any of the minimum criteria above.
2. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
3. Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection.
4. Had their parental rights terminated.
5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors.

6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.
 7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey.
- H. The Affiliate's screening policy must include such consents and notifications from and to screened persons as are required by applicable state and federal law, including without limitation compliance with the Fair Credit Reporting Act.
 - I. The Affiliate's Screening Policy must have adequate security for the safekeeping, privacy and production of documents and information in connection with its screening of all applicants.
 - J. Each Affiliate shall submit its screening policy and plan to USA Hockey each year for approval by the USA Hockey SafeSport Program Committee. The submission shall include without limitation the positions to be screened, the criteria to be searched, screening vendor to be used, databases to be checked (and if different databases for different personnel, shall specify those differences), the means of Affiliate enforcement to require screens are completed before access, and the means by which the Affiliate handles any "hits" and any appeals from a denial of eligibility, as well as such other information as is necessary to demonstrate compliance with this policy.
 - K. Each Affiliate shall submit to USA Hockey on a yearly basis during the month of April a report for the just completed playing season that identifies the number of screens completed in each category of screened individuals (see paragraph F above).
 - L. In the event that the Affiliate's policy does not meet the minimum criteria set forth herein, the SafeSport Program Committee shall report such finding to the USA Hockey Executive Committee to take appropriate steps to require compliance by the Affiliate.
 - M. USA Hockey recognizes that some Affiliates may not have arrangements with a screening vendor that complies with the requirements set forth herein. These Affiliates should contact USA Hockey for referral and contact information for screening vendors that are capable of complying with such requirements.
 - N. While the Affiliate is responsible for managing and directly supervising the screening program within its Affiliate, local programs within the Affiliate must monitor and supervise their programs so that screening is completed before any employee or volunteer has regular, routine or frequent access to youth participants. This will require more planning by the local program to screen adequate numbers of employees and/or volunteers to operate their program.

Handling "Hits" and Appeals

Decisions related to screening and the eligibility of any person screened by an Affiliate shall initially be made by the Affiliate Screening Coordinator or a person or group of persons designated by the Affiliate to make such decisions. The Affiliate Screening Policy shall designate that a decision denying eligibility of any employee or volunteer shall be appealable to the Affiliate's board of directors, or a designated committee of such board of directors, in compliance with USA Hockey Bylaw 10.E.

5. TRAVEL POLICY

The Beaver Dam Hockey Association (BDHA) will have some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, have some teams where travel is limited to only a few events per year, and have some teams where there is no travel other than local travel to and from our own arena. BDHA has established policies to guide our travel, minimize one-on-one interactions, and

reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel

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

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches, and/or volunteers of BDHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of BDHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

- Team travel is overnight travel that occurs when BDHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.
- When possible, BDHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within BDHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- BDHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. BDHA will make efforts

to provide adequate supervision through coaches and other adult chaperones. BDHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players but will not be permitted to have any one-on-one interactions with players.
- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting

BDHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in BDHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies or may call 1-800-888-4656.

