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## **Notification**

Deliberate deviation from this policy without formal consent of the board of directors may be considered by the board as grounds for termination as club member or any position within the club.

Board Approved 3/09/05

## **Policy Manual**

The purpose of the policy manual is to provide guidelines and policies that directly affect the operation of the Mosinee Hockey Club, Inc.

1. The policy manual shall contain guidelines that influence various aspects directly related to the well-being and general functions of the Mosinee Hockey Club (MHC).
2. On an annual basis, the policy manual shall be updated and revised as necessary by the Rules Committee. Any change will be presented to the MHC Board of Directors at or before the July meeting for approval prior to implementation.
3. Any member of the Club at any time of the year may propose in writing a change to an existing policy or propose a new policy to the rules committee for consideration.
4. The Rules Committee shall consider all proposals and present their recommendations to the Board at each meeting until the issue is resolved.
5. Changes to the policy manual requires 2/3's approval by the MHC Board of Directors.
6. Any changes in policy of the Club will be communicated to the membership via monthly emails, postings at the recreation center, website, or thru attendance at the Board meeting.
7. Any policy changes that arise through the normal course of the Board of Directors meetings shall be adopted and included as a policy change with approval of 2/3's vote of the Board of Directors.
8. A copy of the current policy manual will be provided to each member of the Board of Directors, certified coaches, and persons of special function. Additional copies shall be available for review by any member of the club upon request.
9. WAHA policies and guidelines supersede MHC policies and guidelines.

Board Approved 06/05/17

## **Code of Conduct for Board Members and Position of Special Function**

1. Board Members and positions of special functions (PSF) are representatives of the entire Club and their conduct must be beyond reproach.
2. If a formal complaint is filed in regards to the conduct or ethics of a Board Member or PSF, that person may be temporarily removed from any and all duties associated with their position by a majority vote of the Board until an investigation is conducted into the allegation(s) and the remainder of the Board decides upon an action.
3. As such, the Board Member or PSF in question shall forfeit any privilege to be party to any investigational or preliminary proceedings unless otherwise approved by the majority of the Board.
4. The person(s) being investigated should be contacted by the head of the discipline committee, or their designee, to notify them of the complaint and pending investigation.

Board Approved 4/14/02

## **Committees**

1. Committees are to be established and maintained for necessary functions of the Mosinee Hockey Club, Inc.
2. Each committee shall function utilizing a chairperson with members of the general organization serving as committee members, meeting as needed to achieve its function.
3. At the first Board Meeting scheduled after the annual meeting in April, chair persons for each standing committee and the positions of special functions will be selected and approved by the Board for the coming year.
4. Status reports shall be made to the Board as appropriate.
5. Committees may be of these types:
  - a. Standing Committees: Those with continuing purpose for normal operation of the Mosinee Hockey Club, Inc.
    - i. Finance Committee
      - a. To be chaired by the Treasurer
      - b. Its purpose is to:
        - i. Assist the Treasurer in preparing financial statements, tax returns, and other financial reports.
        - ii. Prepare an annual audit of the books and records of the Mosinee Hockey Club, Inc.
        - iii. Present the annual report to the Board.
        - iv. Complete and submit the annual corporate report with the State of Wisconsin, Department of Financial Institutions, Division of Corporate and Consumer Services Corporate section. This report is necessary to stay in good standing with the State of Wisconsin as a corporation.
    - ii. Building Committee:
      - a. To be chaired by the Rink Manager and include the Ice Master.
      - b. Its purpose is to be responsible for the maintenance, upkeep, and repairs to the hockey facility.
    - iii. Rules Committee:
      - a. To be chaired by the Vice President
      - b. Its purpose is to conduct an annual review of the policies and bylaws of the organization as required and report to the Board any proposed changes to the policy and bylaws.
    - iv. Fundraising/ Public Affairs Committee:

- a. To be chaired by the marketing director and shall include the tournament coordinator.
- b. Its purpose is to:
  - i. Prepare news releases and newspaper articles.
  - ii. Supervise communication between the club and city government and other organizations that utilize the Recreation Center.
  - iii. Prepare and distribute any publications as necessary.
  - iv. Report all fundraising income/expenses to the Board.
  - v. Solicit rink sponsors (signage), tournament program advertising, raffle donations, etc.
  - vi. Coordinate tournament raffles (service time, set-up purchase items).
  - vii. Coordinate vendor for sales of apparel/accessories.
  - viii. Coordinate any other fund raising activities not listed.
- v. Scheduling Committee:
  - a. To be chaired by the rink manager and include the ice scheduler, game scheduler, service time scheduler, referee scheduler and tournament director.
  - b. Its purpose is to:
    - i. Prepare and coordinate all schedules necessary for the various jobs needed to operate the club.
    - ii. Once ice time is committed to the game scheduler and there is a cancellation, the ice time will be filled in the following manner:
      - 1. Alternate game for the scheduled team.
      - 2. Game for another team in the organization provided there is compensatory time for the originally scheduled team.
      - 3. Time will be offered to the originally scheduled team for their utilization.
      - 4. If none of the above occur the game scheduler will notify the ice scheduler of the availability of the ice.
    - iii. Home game additions need to be sent by Tuesday night to the rink manager, concession stand manager, service time scheduler, appropriate coach, team manager and the referee scheduler. After Tuesday, the referee scheduler cannot guarantee a referee for the game.
- vi. Hockey Development Committee:
  - a. To be chaired by the Director of Hockey (DOH) who will facilitate monthly meetings of the hockey development committee with the focus on developing players across all levels.
  - b. The committee will consist of a minimum of 8 and a maximum of 15 members, the DOH Coordinator will select the best qualified candidates to serve on the committee with Board approval.
  - c. The entire committee will be approved at the September Board meeting scheduled after the annual meeting.
  - d. Its purpose is to make sure all of our kids develop their individual and team hockey playing skills with the most qualified coaches available to MHC. They will accomplish this by:
    - i. Working with coaches to implement USA Hockey Youth Development Program.
    - iv. Oversee the proper certification of the Club coaches.
    - v. Formulate the number of rostered teams for each division of play for the season.
    - vi. Formulize and implement the team selection process following the guidelines of the Selection Teams' policy.
    - vii. Select coaches for each MHC team.
    - viii. Work under the direction of the DOH, who may delegate other duties as necessary.
- vii. Tournament Committee:
  - a. To be chaired by the Tournament Director. See tournament director under PSF.
  - b. Its purpose is to:
    - i. Look on WAHA website and contact outside teams to promote tournament.
    - ii. Determine with coaches well in advance, the style of tournament and number of teams to invite. Eight tournament/12 games are pretty standard. Directors help guide.

- iii. Determine with coaches if tournament will have skills competitions. These must be approved by the Tournament Director for time and scheduling.
- iv. Stay in contact with Tournament Director regarding the amount of teams registered. The Tournament Director will have final say in amount of teams participating in the tournament. The earlier the sign-up, the better for obtaining rosters.
- v. Assemble parents for a tournament committee.
- vi. Choose decorations and get approval by tournament committee and Rink Manager.
- vii. Determine if team wants gift bags/goodie bags. This is at the discretion of the team. Tournament Directors can help with the purchase of some items, such as pucks with logos, bags, tags, etc... Some items may come out of the \$500 cost.
- viii. Schedule concessions through DIBS and the Website Coordinator.
- ix. Get approval for any additional food items (burgers, brats, etc...). These have to be discussed and approved with Concession Stand Manager.
- x. Determine if teams want vendors, T-shirts, airbrushed, etc... All needs to be scheduled early.
- xi. Schedule meeting with team and Tournament Directors for prep discussion, number of trophies and tournament rundown.
- xii. Be responsible for all working duties of tournament; time clock, score sheet, penalty box, volunteers, and raffle table.
- xiii. Help teams and coaches run skill competitions or chuck a puck.
- xiv. Be responsible for decorations, set-up, and tear down.
- xv. Clean and clear rink after tournament.

b. Special Committees:

- i. These may be established by approval of the Board to address operational issues not covered by the Standing Committees or positions of special function.
- ii. The President of the Club in conjunction with the Chairman of any Special Committee will select the members of that committee.
- iii. Disagreement over including individual members of the Club on any special committee will be decided by a vote of the Board of Directors.
- iv. The Board has the discretion to structure, restructure, inactivate, or dissolve any Special Committee as needed.

c. Restricted Committees:

- i. These may be established and are not open to review by the general membership because of the nature of their function.
- ii. Any ad hoc committee may be convened as a restricted committee for purposes felt necessary by the Board.
  - a. Player Disciplinary Committee: A five member committee chaired by a Board member and including the Hockey Development Committee Chairman, Referee Coordinator, and 2 coaches, not from the team(s) involved. Their findings and recommended actions are presented to the Board for approval, during closed session.

Board Approved 07/8/2025

## Positions of Special Function (PSF's)

1. These are volunteer standing positions that have been confirmed by the Board. Terms are yearly with appointments routinely occurring each May. Board vote will determine who takes the position should more than one person apply.
2. An individual may serve in more than one position at any time.
3. If one person or family holds any combination of the following: PSF, coach, board member or manager the family will receive cumulative Service Time (DIBS) credit.
4. Listed below are the PSF's, a brief description of each PSF, and the service credits associated with each PSF.

Position	Dibs Credit
Accountant	paid position
DOH (Director of Hockey Operations)	full dibs
Co- DOH	full dibs
Apparel Coordinator	3
Equipment Coordinator	6
Concession Stand Manager	paid position
Game Scheduler 1	full dibs
Game Scheduler 2	full dibs
Fundraiser Director	
Ice / Rink Master	full dibs
Ice / Rink Master	trainee 5 hr
Learn To Skate Coordinator	12
Marketing Director (Signs)	10
Mite Coordinator	20 (can be split)
Picture Coordinator	3
Raffle Ticket Coordinator	6
Referee Coordinator	full dibs
Registrar (and USA Hockey Award Patch Coordinator)	full dibs
Facility Manager	paid position
Ice Scheduler	full dibs
Service Time (dibs) Scheduler	full dibs (if split, each can get 16)
Tournament Director	10
Webmaster	10
Team Managers	6
Gamesheets Coordinator and Manager of the Managers	TBD after 24-25 season

### **Accountant - paid position**

This is a year-round PSF. Coordinates payments of invoices, referees, contracts, and payroll with the Treasurer. Responsible for preparation of Board Treasurer's reports, payroll reports, IRS reporting, and other annual reports.

**Director Of Hockey (DOH) - The Director of Hockey will receive full service hour credit.**

This is a year-round PSF. Follows the guidelines put in place by USA Hockey, and should be an experienced individual with a strong coaching background, hockey knowledge and commitment to the sport. Patience is a critical component, as well as an understanding of the time needed to execute the long-term vision of age-appropriate skill development. The hope is that the Director of Hockey commits to a multi-year appointment.

Director of Hockey should also:

- Possess strong communication skills, be able to create goals and objectives. Communicate a long-term vision of these goals and objectives and be able to "sell" these to the association.
- Be comfortable teaching coaches, players, parents and club board members.
- Have a strong inclination toward skill development of players in the club and exhibit a "love" of the game.
- In addition to a full list of duties suggested by USA Hockey (see [www.usahockey.com](http://www.usahockey.com)), the MHC's Director of Hockey will also:
  - Chair the Hockey Development Committee (HDC) and delegate duties to the HDC members.
  - Notify all coaches of requirements (SafeSport Training, Background Checks, Coaching credentials) needed by MHC, WAHA and USA Hockey
  - Work with the HDC to provide guidance and/or recommendations for game scheduling before August 1st
  - Meet with Board members for additional responsibilities as necessary.
  - Develop a try-out process and assure its implementation every year.
  - Appoint head coaches and assistant coaches
  - Evaluate the mites on a monthly basis
  - Encompass full knowledge of player numbers at all levels
  - Develop the formats and drills for development camps (Summer Ice, Fall Clinic, Dry Land)
  - Format practice schedules for all age groups one month in advance
  - Attend biannual WAHA meetings

**Apparel Sales Coordinator- Will receive 3 service hour credits.**

Works with a distributor to outfit the association with Mosinee Pride logo wear. This position will:

- Select apparel
- Coordinate order of apparel with distributor
- communicate with hockey families regarding multiple ordering opportunities, purchasing questions and order distribution
- Respond to apparel questions/compliments/complaints
- Distribute apparel.
- Report to the Board on funds raised
- Communicate with hockey families regarding multiple ordering opportunities, purchasing questions, order distribution, and order issues.

**Equipment Coordinator - Will receive 6 service hour credits.**

Oversees the exchange and use of player equipment, recommending replacement or repair as needed. The Equipment Coordinator will also:

- Ensure that mite jerseys will be disbursed on the dates provided by the board starting the 1st week in November.
- Work with the LTS Coordinator to schedule LTS equipment hand-out.
- Responsible for equipment room to be tidy, organized and ask board for help if needed.
- Provide a report to the board on jersey and equipment returns and make recommendations for new jersey's/equipment for the upcoming season at the May board meeting.

**Game Scheduler(s) - Two schedulers receive full service hour credit.**

Schedules all games for teams in accordance with times allotted by the Ice Scheduler/Rink Manager following the Scheduler's Guidelines from the HDC. They will:

- Work with Tournament Director to get home tournament dates
- Work with Rink Manager and MHC Board to get dates of events scheduled at the rink (Silverblades Ice Show, Badger State Games, Playdowns, State Tournaments, Storm ice, etc.)
- Host Region 2 Schedulers Meeting in August and starts scheduling games in August.
- Confirm games with other schedulers.
- Work with Mite Coordinators to obtain Mite League game schedules.
- Load games on the website and verify entries.
- Communicate with coaches to choose away tournaments, reviews the process for rescheduling or canceling games, and reminds coaches to have managers reconfirm games prior to the weekend.
- Reschedule/cancel games, once ice time is committed to a team for a game and there is an approved cancellation by the president, the scheduler will update the website, notify the rink manager, service time coordinators, concession stand manager, referee coordinator, coaches and team manager of the cancellation and fill the ice time in the following manner:
  - Alternate game for the scheduled team.
  - Game for another team in the organization provided there is compensatory time for the originally scheduled team.
  - Time will be offered to the originally scheduled team for their utilization.
  - If none of the above occur the scheduler will notify the rink manager for other groups to use.

**Ice Master - full service hour credit, a trainee will receive 5 service hour credits**

Oversee ice, boards, nets, zamboni room, and rink set up and tear down. Required to attend board meetings during the hockey season (Sept-April), at a minimum, and send a monthly update to the Mosinee Youth Hockey board.

Pre-season Ice and rink prep:

- Works with treasure to ordering ice supplies to put in ice: paint- redline, blue line and goalie crease, blue line/red line paper, goal line paper, slush ice, white paint, Mosinee purple paint, face off dots if needed
- Preseason checks: Chillers, dehumidification system- Call and set up. Point of contact
- Check and ensure enough supplies are in-house for board repairs
- Floor Cleaning- Rink: Work with Chris Nelson to get floor machine prior to making
- Lying slush ice. laying down water, Ice painting ice and after taking out ice. Find worker(s) to complete floor cleaning

In Season Duties:

- Ice shaving: ceiling drips-anytime it is warm must be done before people skate, done daily during fall and spring
- Edging and dry shaving- Weekly and dry shaving prior to HS games
- Check ice depth weekly/as needed
- Zamboni: contacting Tim and Roach with any Zamboni needs- assuming after we get our new Zamboni these men and their respective companies are interested if their company logos are not on the new Zamboni. They do this for free or minimal charge as of now, Taking the Zamboni for it's yearly-pre year inspection at R and J's Auto, Blade changes , Ordering LP tanks, work with Treasurer for any parts needed for Zamboni, Big needs (>\$500) need Board approval, Keep Zamboni maintenance log.
- Point of contact for any glass needs and board needs during practices and games- think broken glass and broken boards. Train volunteers or PSF functions on glass and board repair.

End of Season Duties

- Schedule ice removal and compressor shutdown.
- Main ice board takedown and set up



- Training workers on Zamboni, special training for SB events
- Check and ensure appropriate size and enough glass is available for repairs as needed
- Assist with any cleaning or needed maintenance on benches and announcer table area.

**Learn to Skate (LTS) Coordinator - One person will receive 12 service hour credits.**

Coordinates the LTS program. Coordinator will:

- Communicate with the registrar, coaches, mite coordinators, managers and parents when a LTS player has been evaluated and will move up a level.
- Communicate with parents on expectations of moving up
- Communicate with parents throughout the season keeping them updated on hockey issues
- Work with mite coordinators/ schedulers to make sure LTS players have 20 ice touches
- Convey information with parents at the Fall Parent's meeting
- Be available for parent questions throughout the season
- Ensure LTS coaches have background checks and Safe Sport completed by the due dates.
- Exhibit on behalf of Mosinee Hockey Club at the Elementary School open house to inform parents about registration dates and answer any questions
- Coordinate jamboree

**Marketing Director - Will receive 10 service hour credits.**

- Chairs Marketing/Fundraising Committee, facilitates all fundraising and the sale of the rink signs.
- Maintain a clean document with detailed transactions shared with executive board and communicate with treasurer.
- All items need to be board approved prior to placement.
- This person will be in charge of Hockey Appreciate Night and any other activities.
- Help advertise for jamborees and events.
- Organizes a LTS table at elementary open house and creates flyers.

**Mite Coordinator(s) - One person will receive 20 service hour credits. (If this position is held by 2 people, they can choose to split the 20 service hours.)**

Oversees the mite program and Mosinee's participation in the Central WI Mite League (CWML). This person will work with the mite coordinators from Wausau, D.C. Everest and Stevens Point to set-up the season's league play for three skill levels of mites (Blue, White and Red). They will also:

- Communicate with all parents and host parents meeting, ask board to attend
- Update the registrar with player movement
- Get official roster from Registrar for reds when they play full ice
- Attend Summer Central WI Mite League (CWML) meetings and further refine league rules and rotations.
- Bring expectations of CWML to the Mosinee hockey board for endorsement before the league begins.
- Ask the board for a designated 90 minute time slot for CWML.
- Determine dates when Mosinee can't host the league (Badger State Games, Playdowns, etc.).
- Communicate dates Mosinee can't host with the CWML
- Communicate league expectations and commitment with the coaches (and families)
- Share CWML rules and rotations with coaches, parents and schedulers and team managers.
- Notify/update Registrar of all player level changes and jersey numbers as they happen.
- Communicate regularly with the game schedulers about revisions to the schedule.
- Communicate regularly with the 3 mite team managers (determine if host managers will contact the other associations to determine # of teams or if they want the Mite Coordinators to contact).
- Communicate weekly with the Rink Manager for league locker room assignment.

- Work with the Tournament Director, coaches and parents for the Mite Tournament/Jamboree.
- Plan end of year party with scheduler

**Picture Coordinator - receive 3 dibs hours**

This person is responsible for coordinating team and individual pictures. They will:

- Determine dates
- Communicate details with the membership
- Attend picture day and work with the photographer
- Distribute picture to team managers

**Raffle Ticket Coordinator - One person will receive 6 service hour credits**

Coordinates and oversees raffle ticket handling. This person will be in charge of:

- prize acquisition - board approved budget - works with treasurer on prize purchase
- raffle ticket printing before season registration
- ticket disbursement and tracking
- ticket drawing - live on facebook
- Contact winners and distribute prizes

**Referee Coordinator - One person will receive full service hour credit.**

Oversees the certification and scheduling of all referees. The Referee Coordinator serves as the first level of conflict resolution among referees, or between referees, and players, coaches, or parents. The Referee Coordinator will:

- report any conflicts and resolutions to the Board
- assist the Treasurer in recommending refereeing fees to the Board.
- Keeps spreadsheet of expenses and payouts
- Provides accountant info for W-9s first week of Jan

**Registrar - Will receive full service hour credit.**

This is a year round PSF. Works with the Club Secretary to oversee registration, keeping in compliance with the WAHA, USA Hockey and MHC regulations. Although the Registrar may assign various duties of registration to other association members, he/she retains authority and responsibility for the registration as granted by the Board. The Registrar will:

- Collect and compile the information necessary for registration of players.
- Collect registration fees and submit them to the Treasurer.
- Enter and maintain all players and teams into USA Hockey software portal.
- Work with coaches, team managers and Director of Hockey to maintain and update all team rosters.
- Supply each team manager and coach with game stickers as needed.
- Submit preliminary team rosters to USA Hockey by November 15th deadline and final rosters by December 31st deadline.
- Submit a roster of all registrants, their birth dates, phone numbers, and addresses to the Secretary for official Club use.
- Supply a copy of birth certificate to Region 2 Registrar to verify all player's birth dates.
- Supply copy of USA Hockey Approved Rosters to team managers and coaches for tournaments.
- Notify all association members, coaches, team manager and board members of all pertinent information throughout the season as needed.
- Notify all coaches, team managers and board members of requirements (SafeSport Training, Background Checks, Coaching credentials) needed by MHC, WAHA and USA Hockey.
- Verify that all coaches, team managers and board members have meet required deadlines by MHC, WAHA and USA Hockey and keep the executive board members and Director of Hockey up to date on individual's compliance.

- Register teams online for State Tournament and work with treasurer for payment prior to Nov 15th deadline.
- USA patch - complete paperwork communicate needs and deadlines with team managers

### **Facility Manager - paid position, separate contract**

Hire and schedule [rink workers](#), give tasks to rink workers or ask families to help with projects around the rink that need updating or completion. Oversee rink operations and upkeep of the building. This includes supervision of maintenance, paid employees, and volunteer workers (excluding the concession stand). Required to attend board meetings during the hockey season (Sept-April), at a minimum, and send a monthly update to the Mosinee Youth Hockey board.

- Finding, hiring and training new employees: expectations, cleaning, game prep (score board set up, pucks, sound system)
- Work with Ice Master on when to best train employees on Zamboni operations.
- Oversee Plan Day - Schedule workers, work on coverage for any sick calls and/or missed shifts.
- Point of contact for workers
- Work closely with the Rink Scheduler for special events, including but not limited to; Papermaker games, Any High School events, Silverblade events, ect.
- Work with the city on any needs for the parking lot: plowing, barricades and signs for special events (Note: it is best if the City is reminded we do not like them to salt our parking lot. Sand is best. Salt gets on our ice ☺)
- Work with the treasurer and/or the city, on any supplies needed for the facility including but not limited to: Cleaning supplies, toiletries, plumbing or electrical, ect.
- Work with the treasurer and/or city on any repairs needed for the facility.
- Work with Concession Stand Manager on any needs including but not limited to; maintenance, pest control, ect.
- Contact point for any score board and sound system issues.
- Work with the city for the pre/postseason inspections. This includes fire inspections.
- Point of contact for any vendors/deliveries.
- Point of contact for Dave- Our cleaning guy
- Order game pucks, Check practice puck bucket for adequate supply

### **Ice Scheduler - Full dibs**

Schedule all ice outside of the game schedule, including youth hockey practices, camps, tournaments. Coordinate scheduling with the high school event schedule, CW Storm, Papermakers, Silverblades, and outside groups that want to rent our facility. Communicate with the facility manager for rink workers, concession stand manager and service time coordinator (DIBS). Required to attend board meetings during the hockey season (Sept-April), at a minimum, and send a monthly update to the Mosinee Youth Hockey board.

- Work with HS boys and girls (usually coaches) on their practice times. Send HS's their invoices for the season, need Boy's HS contract and girls per hour ice time to invoice
- Enter practice times, scheduled ice rentals and invoice the following groups: Papermakers, Silverblades, High School boys JV and varsity hockey, and Central Wisconsin Storm.
- Invoicing any sold ice per board pricing during the regular season.
- Schedule and invoice any spring ice rentals. (year by year board decision).
- Schedule any Free Skating into Crossbar and contact City on when Free Skating will be (Note: per contract- 150 hours needed)
- Create locker room schedules for all practices and scheduled games. This includes but not limited to: Referee locker rooms, Tournament schedules, Girls locker rooms, Papermaker games and or tournaments, High School JV and Varsity Games, CW Storm games
- Ensure the beer trailer is removed for HS and Silver blades events. Work with those entities for those dates.

- Assign and maintain documentation of key job assignments. Disperse and collect when appropriate.
- Work closely with the facility manager and assist in monitoring plan day for rink workers, including events that will need special or additional workers.
- Work closely with the facility manager attending any necessary city counsel or park and recreation committee meetings.

**Service Time Scheduler - Full dibs, if split, *two people can get 16 service hour credits each.***

Schedules and coordinates all volunteer service time for families. The Scheduler will:

- Add each family to the new DIBS Season at the beginning of the year
- Post hours monthly to be claimed
- Email the association once hours are posted
- Print weekly schedules for the concession stand managers
- After each day of hours worked you have to go into the DIBS system and mark them as completed so there hours get applied to their acct
- Work with the board to assign credits from summer fundraising events, PSF's, Coaches, etc.
- Provide the board a monthly report as to where each family stands with their hours.
- Work directly with the Rink Manager, scheduler, concession stand manager
- Watch everyone's DIBS accounts and make sure no one goes over the specified limits.
- Email families if there are game cancellations or changes
- Try to attend all board meetings during the hockey season to provide reports and feedback.
- Calculate out the prorated DIBS needed for Mite and up and LTS at the end of the season if needed.
- January, February, and March everyone's DIBS are posted at the rink for everyone to see.

**Tournament Director - if needed *only have this position when we host playdowns or a state tournament- will receive 10 hours credit***

- Chairs the tournament committee and oversees home tournaments and playdowns.
- Fill out tournament forms online
- Give tournament dates to Treasurer to register with WAHA
- Advertise on WAHA website and with other associations
- Update flyers, posters and registration forms with dates and contact information
- Work with webmaster to load documents on the website
- Provide tournament dates to schedulers
- Determine with Rink Manager the start time of games and last game of day depending on Papermakers, LTS, or Silverblades.
- Form a Tournament Committee
- Purchase desired trophies once the tournament is set. Secure up to \$500 in raffles, any additional raffle prizes can be donated and provided by team parents for extra club revenue.
- Be the main tournament contact and direct contact information to the appropriate level managers.
- Meet with all managers to discuss tournament layout and will have subsequent meetings as needed.
- Determine with coaches well in advance, the style of tournament and number of teams to invite. Eight tournament/12 games are pretty standard.
- Determine the amount of teams participating in the tournament. The earlier the sign-up, the better for obtaining rosters.
- Schedule concessions through DIBS and the Website Coordinator.
- Tournament program advertising
- Coordinate tournament raffles (service time, set-up purchase items).
- Coordinate vendor for sales of apparel/accessories.
- Assign locker rooms with the Rink Manager.

- Supply times and games to the Referee Coordinator.
- Responsible for State Tournaments.
- Report all fundraising income/expenses to the Board with shared document with treasurer

**Webmaster - Will receive 10 service hour credits.**

The webmaster designs, prepares, and maintains the club website. The webmaster:

- Keeps the homepage and any subsequent pages current with activities of the club
- Posts Monthly Meeting Minutes and Monthly Agenda, supplied by Secretary, to the website.
- All documents on the website are kept up to date,
- Meeting minutes are posted in PDF format
- Being the contact person for club members who may need help navigating the website
- Communication with the executive board for any needs, documents, or questions
- Assist secretary in communication needs via the website.

**Team Manager - will receive 6 service hours**

For each traveling team, the coach has the option of working with a team manager to free the coach from non-coaching tasks, allowing him/her to concentrate on coaching. More than one person may share the manager duties. (Although only one person per traveling team, will receive service time credit for team manager duties.) Manager duties include, but are not limited to:

- Collecting and caring for the team game jerseys. (Only if team chooses the manager to perform this task. See page 48.
- Keeping the binder containing the official WAHA team roster and Emergency Consent forms for the team. -- (This should be brought to each game and returned to the Mosinee Hockey Club before the start of the next season.)
- Filling out the scorecard before the game, getting it to the visiting team for their roster, making sure it is complete after the game, and distributing the copies appropriately.
- Finding people to perform the off-ice official duties such as Score-Keeper, Public Address Announcer, Penalty Box Officials and Scoreboard Operator.
- Receive the monthly newsletter and other communications and distribute to the team.
- Serve as a contact person for communication:
  - Among the coaches, players, and parents.
  - Between the Association and team/parents.
  - Between outside associations and the team.
- Review league records for the team for accuracy.
- Place newspaper articles about the team.
- Make arrangements for team participation in tournaments.
- Reports all league game scores to the Club person responsible for contact with the league secretary.
- Otherwise assist the coaches, team, or Association as needed.
- If the Team Manager would like to participate on the ice or the bench area during games or practices, a coaching card is required.
- Tournament coordination (Refer to p. 6, Tournament Committee)
- Team managers will coordinate the Registrar for USA Hockey Award Patches. This person will oversee all the games sheets at the end of the season to determine hockey award patches (hat trick, zero club and playmaker). Contact head coaches for game sheets, determine awards, complete paperwork.

Board Approved 7/9/2025

## Registration

1. At or before the August Board Meeting, the Board will:
  - a. Set dates, times, and places for registration (at least 2 dates should be chosen).
  - b. Determine a deadline date for open registration after which time any player application for registration will need to be approved by the Board. This deadline shall not fall after December 15th.
    - i. Any application for registration may be accepted by the Registrar or any Board member who forwards the completed forms and fees to the Registrar prior to the deadline.
    - ii. Team placement for registration after teams have been selected shall be decided by the Board based on the recommendations of the Hockey Development Committee and the Head Coaches of the level of play involved. No player already selected for a team may be displaced by a late registrant. Any further special situations of registration or team structure as a result of late registration will be decided by a majority vote of the Board.
  - c. Set a date when ice will be available for use.
  - d. Set a date to begin practices and select teams as per the Selection Teams Policy.
  - e. Decide on recommendations for each level of play for:
    - i. Practices:
      1. Number of practices per week.
      2. Length of time of practice will last.
    - ii. Games:
      1. Number per season.
      2. Maximum number per weekend.
    - iii. Tournaments to be played:
      1. The Club will pay registration fees for Badger State Games for any team hosting their level of play in Mosinee.
      2. The Board will determine the amount of money allocated for tournament registration fees per team.
      3. Tournament expense allocations may only be used for tournament registration fees.
  - f. Set player registration fees for all levels.
  - g. Determine ice rental rates, fees for captain's practices.
  - h. Determine expected service hours for all levels.
  - i. Determine fees for buy-out of service hours.
  - j. Determine penalties for missing service hours.
  - k. Determine referee pay scale.
  - l. Determine employee salary ranges.
  - m. Determine date for mandatory parents meeting.
  - n. Determine the fee the association will pay for team tournament play.
  - o. Determine the date(s) of jersey handout for all levels starting November 1, but no later than Nov 10th and communicate that information to the Equipment Coordinator.
2. This is a year round PSF. Works with the Club Secretary to oversee registration, keeping in compliance with the WAHA, USA Hockey and MHC regulations. Although the Registrar may assign various duties of registration to other association members, he/she retains authority and responsibility for the registration as granted by the Board. The Registrar will:
  - a. Collect and compile the information necessary for registration of players.
  - b. Collect registration fees and submit them to the Treasurer.
  - c. Enter and maintain all players and teams into USA Hockey software portal.
  - d. Work with coaches, team managers and DOH to maintain and update all team rosters.
  - e. Supply each team manager and coach with game stickers as needed.
  - f. Submit preliminary team rosters to USA Hockey by November 15th deadline and final rosters by December 31st deadline.
  - g. Submit a roster of all registrants, their birth dates, phone numbers, and addresses to the Secretary for official Club use.

- h. Supply a copy of birth certificate to Region 2 Registrar to verify all player's birth dates.
  - i. Supply copy of USA Hockey Approved Rosters to team managers and coaches for tournaments.
  - j. Notify all association members, coaches, team manager and board members of all pertinent information throughout the season as needed.
  - k. Notify all coaches, team managers and board members of requirements (SafeSport Training, Background Checks, Coaching credentials) needed by MHC, WAHA and USA Hockey.
  - l. Verify that all coaches, team managers and board members have meet required deadlines by MHC, WAHA and USA Hockey and keep the executive board members and DOH up to date on individual's compliance.
  - m. Register teams online for State Tournament and work with treasurer for payment prior to Nov 15th deadline.
  - n. Will receive full service hour credit.
3. At registration, each registrant will be required to:
    - a. Complete all necessary registration material.
    - b. Provide required documentation.
    - c. Read and sign the Mosinee Hockey Equipment and Property Policy section.
    - d. Pay all fees. Any special arrangements must be made with the joint approval of the President and Treasurer.
  4. All registrants new to the MHC who cannot provide proof they have been registered with USA Hockey and played at their age-appropriate level elsewhere:
    - a. Will be registered at the Learn-to-Skate level initially.
    - b. Before player evaluations for selection of teams are held, the Hockey Development Committee Chairman or his designee will hold at least 1 session for new registrants in their last year of Mites or older to determine if any of these skaters have adequate skills to take part in the team selection sessions at their age-appropriate level rather than starting at the Learn-to-Skate level. Due to potential time constraints, the Hockey Development Committee may instruct players with adequate skills to participate in the team selection sessions before reporting his decisions to the Board for their approval.
    - c. If a new registrant can show proof that he has been registered elsewhere with USA Hockey and playing at his age-appropriate level, they may be registered at their age-appropriate level of play with Mosinee.
    - d. If during the season, the Learn-to-Skate coaches feel any members have progressed so that they should be promoted to their age-appropriate level of play, the member may be moved out of the Learn-to-Skate with:
      - i. The agreement of the coaches involved at both levels of play.
      - ii. The consent of the parents of the member.
      - iii. Notification to the Board, Registrar and Treasurer.
    - e. If a player is moved to the level of play with a different fee assessment, a prorated fee will be assessed based on the new fee and adjustment in payment made accordingly.
  5. To allow for team registration, all players for each team will have their fees and registration materials submitted to the Registrar before December 15th of the current season.
  6. A summary of Service Obligations, will be provided to parents at registration.
  7. A copy of the Bylaws and/or Policy Manual will be provided to any parent upon request at registration or thereafter.
  8. All parents will be required to attend an orientation meeting to have an opportunity to ask questions and to receive expectations from the Mosinee Hockey Club, including a code of conduct.
  9. Eligible skaters must be 3 years of age by December 31st of the year of registration.

Board Approved 08/03/15

### **Additional Play**

1. MHC will register and roster teams with WAHA for our season. WAHA considers the season to run from November 1st - March 31st. This is different from USA Hockey annual player registration, which runs from September 1st - August 31st.
2. The MHC will not support creation of newly formed pre and post season teams that exclude eligible players registered with the club.

- a. Post season is defined as any play, practice, or games occurring after March 31st.
- b. Pre-season is defined as any play, practice, or games occurring before November 1st.
3. At no time of the year will teams be allowed to participate in unsanctioned games or tournaments as representatives of Mosinee Hockey Club, Inc.
  - a. Because of this and the complexity of the scheduling issues, the Club Game Scheduler is responsible for scheduling all regular season games.
  - b. For tournaments it is the responsibility of the team to confirm that the tournaments they play are USA Hockey sanctioned.
4. Teams outside those registered by the Club can otherwise be formed by any individual from April 1st - October 31st, provided the team is appropriately registered and rostered according to WAHA policy with the submission of a new team membership application to USA Hockey.
  - a. WAHA requires all players to be registered with USA Hockey.
  - b. A player may not be registered by more than one association, nor more than one team in the same age classification.
5. The individual forming the team is responsible for registering the team and all fees and obligations.
  - a. If the responsible individual does not register the team, the USA Hockey player insurance is not in effect.
  - b. According to WAHA rules, improperly registered teams or players are ineligible for USA Hockey sanctioned play, which jeopardizes the player, team, and association's participation for the upcoming season.
6. If a player wants to play on a team outside those registered by the Club during the season (November 1st - March 31st) a release needs to be obtained from the Club. From April 1st - October 31st a release is not needed.

Board Approved 6/8/03

## Service Obligations

1. By the time of registration, expectations for service hours will be communicated to all members. Service hours may be satisfied by:
  - a. Concessions stand hours as assigned by the Service Time Coordinator and documented on DIBS.
  - b. Rink start-up and shut-down as assigned by the Service Time Coordinator.
  - c. Rink cleaning and maintenance as assigned by the Service Time Coordinator.
  - d. Labor time: additional duties as seen fit. Time is negotiated between the worker and Rink Manager and or Board.
  - e. Coaches
    - i. Learn-to-Skate level: One certified coach will be allotted 20 DIBS hours (Service Time Hours).
    - ii. ADM Mites: 120 Total DIBS (Service Time Hours) hours will be allotted to the mite level (Red, White, Blue) to be divided equally between all certified mite coaches by December 22nd of that season.
      - a. Any mite coach may opt out of receiving their equal DIBS allotment.
    - iii. Travel Teams (Squirts, Peewees, Bantams): Each team will get 50 DIBS hours (Service Time Hours) for the head coach to distribute between all coaches (including themselves), capping the total number given to any one coach to the yearly DIBS requirement.
      - a. The head coach must notify the DIBS Coordinator of how the DIBS hours are allotted between the coaches on their team no later than November 15th of that season. This is a one-time submission and no adjustments will be made.
    - iv. Storm Teams: Head coach will get 20 DIBS hours (Service Time Hours) and an assistant coach will get 10 DIBS hours per team.
    - v. Coaches must be up to date on all Mosinee Hockey Club coaching requirements to receive their DIBS hours.
  - f. Team Managers will receive 6 service hour credits unless otherwise pre-approved by the Board.
    - i. Traveling teams - 1 team manager from Mite Blue thru Bantams
  - g. Positions of special function. Refer to PSF Policy.



- h. All Board members may receive up to 12 service hour credits. Board members will receive 1 service hour for each board meeting attended during the hockey season (April to March the following year).
2. Service hours will be scheduled by the Service Time Coordinator.
  3. Service hours will be posted on the Mosinee Hockey Club website.
  4. The parent(s) of the player scheduled for service duty is responsible for that time claimed.
  5. If you are signed up and do not show up...you WILL be charged \$40 per hour, with no exceptions and no excuses. If the \$40 per hour fine is NOT paid to MHC by the following Friday, the skater(s) whose parents were concession stand "No Shows" will NOT skate in ANY games or practices until the fine is paid in full. Reported @ discretion of Team Manager and Concession Stand Manager.
  6. **Learn to skate through Peewees** families will sign up for service hours using DIBS. Families will complete their service hours as listed by the dates below or their child (children) will not be allowed to practice or play games.
    - At least 5 hours but no more than 7 by Dec. 22<sup>nd</sup>
    - At least 10 hours but no more than 12 by Jan 22<sup>nd</sup>
    - At least 15 hours but no more than 17 by Feb 22<sup>nd</sup>
    - At least 20 hours but no more than 22 by March 22<sup>nd</sup>
  7. **Bantam** families will complete their service hours as listed by the dates below or their child (children) will not be allowed to practice or play games.
    - Up to 12 by Dec. 22<sup>nd</sup>
    - At least 20 hours but no more than 22 by Feb 22<sup>nd</sup>
  8. A club roster will be available at the rink for anyone to use to arrange switches, but it is the responsibility of the scheduled member, not the Scheduler to make any switches.
    - a. The person on the schedule is the one held responsible if their scheduled time isn't filled, even if a switch has been made. It is not the responsibility of the Service Time Scheduler or Concession Stand Manager to notify or verify switches.
  9. No Shows – Per the Policy, no-shows pay \$40 per hour, unless otherwise deemed by the President.
  10. Staying Late – The DIBS schedulers change the system manually to show the amount of time volunteers have stayed over the time they worked. This has to be approved by the Vice President or the President.
  11. Late Volunteers - This is adjusted by the DIBS schedulers. We get notified that we need to take away time or add time to a certain family.
  12. Game Cancellations – DIBS credits will be given for game cancellations that are within 24 hours. Outside of that window, DIBS credit will not be granted.
  13. No one under 15 years old may work in the concession stand unless approved by the supervisor or another Board member in the absence of the supervisor.
  14. All workers are required to purchase all food or drinks consumed while working. No freebies to workers in the concession stand.
  15. Minimum number of service time hours per family is 20 hours, or more if needed at the end of the season.

- b. LTS families will be required to complete minimum of 10 service time hours. However, if either of the following apply, the family will be required to complete a minimum of 20 service time hours:
  - i. Has another skater at the Mite thru Bantam level (including Storm).
  - ii. The LTS skater is moved up to a different level by December 22nd of the current season.

16. Scorekeeper and Scoreboard Operating will no longer be duties that are considered to count toward service time, unless for special tournaments approved by the board. These are volunteer positions and if no one steps forward, home games will be called and Mosinee will forfeit.

17. At the end of the hockey season, if a family has not met the required DIBS hours they will be responsible for payment for each non completed hour. These families will need to make payment in full by April 1st of that current year with a check sent to:

- Mosinee Hockey  
ATTN: Treasurer  
PO Box 214  
Mosinee, WI 54455

Board Approved on 06/05/17

### **Policy for Additional Personnel On-Ice at Practice**

1. The Head Coach may utilize resources available through the Mosinee Hockey Club for the purpose of effectively instructing and coaching hockey for their assigned team. This may include using volunteer parents or an older level player from within the Club to demonstrate drills or otherwise assist in coaching, when necessary. This may not include non-hockey club members unless approved by the Hockey Development Committee. All volunteers not registered with USA Hockey for this activity must sign an Amateur Athletic Waiver and Release of Liability before taking the ice.
2. The sole purpose for this is to benefit the team, not the individuals chosen to help.
3. Any adult volunteering does so at their own risk. Appropriate protective equipment is encouraged.
4. Any youth player who is a minor and who volunteers may only be on the ice or in the bench area wearing full appropriate hockey equipment.
5. All volunteers are expected to conduct themselves appropriately. Horseplay and other distracting behavior will not be tolerated.
6. If it is anticipated there will be recurring or long term necessity:
  - a. The coach should formulate a plan and consult the Hockey Development Committee to discuss and document the propriety of the situation.
  - b. The volunteer should be encouraged or may be required to complete appropriate WAHA training for coaching or skating instruction.
7. In the event of dispute, the Board of Directors has final authority to permit or dismiss volunteers by a majority vote.
8. Hours spent in this capacity may not be counted toward M.H.C. service obligations.

Board Approved 8/27/00

### **Insurance and Waivers**

1. To be on the ice, individuals must be registered with USA Hockey (i.e. Captain's Practice, Adult Rec Hockey)
2. For the end-of-the-year parents/kids game, the Team Manager will be responsible to collect signed waivers from any non-USA Hockey registered participants and the team to secure a responsible party the event.

## Ice Rental

1. During the course of the season, ice time may be rented at the rate determined at the July Board meeting.
2. Available ice time will be determined by the Ice Scheduler and/or Game Scheduler who will coordinate billing with the Treasurer. The Treasurer must report any ice rental at regular Board meetings.
3. Proof of insurance must be filled with the Club for all renters not registered with USA Hockey.
4. All renters will be required to sign waivers and/or agreements as specified under the Insurance and Waivers section.
5. Ice rentals to Mosinee SilverBlades and Mosinee School District will be covered under separate agreement.
6. If a member of one of our organizations wants to rent the ice for a private rental, (ie. speciality lesson or birthday party) it can only be scheduled after all youth hockey, high school hockey, silverblades and papermakers have been offered the ice time. Undesirable ice time may be purchased at a discounted rate determined during season prep.
7. All private rentals must be recorded on the rink schedule.
8. Regular season is October 1 through March 30. Early and late season prices will be determined during season prep at a board meeting.

Board Approved 5/1/2024

## ICE USAGE AGREEMENT

Renter will fill out the [Mosinee Hockey Club Ice Usage Agreement](#) before using the ice.

1. Payment of the fee shall be in advance and shall be non-refundable, except as may be otherwise provided below.
2. Renter shall observe all the rules and regulations of the facility as provided by the Club.
3. The Club shall not be responsible for losses of any type, including but not limited to theft, mysterious disappearance, and personal injury. The Renter shall be liable for the activity and conduct and injury of users during the designated rented ice time and any associated use of the facility. Thus, the Renter, intending to be legally bound, shall hereby release, waive, discharge, hold harmless and covenant not to sue the Club or its respective administrators, officers, directors, agents, and other employees and volunteers for any claims, demands, losses, or damages.
4. All supervision necessary for the use of the ice and facility by the Renter shall be the responsibility of the Renter, including any necessary protective equipment. The Club requires sufficient adult supervision of any minors. Notwithstanding, the Club or its representatives retain the right to stop activities or remove the Renter or other individuals from the premises upon its discretion.
5. No food or beverage concessions or sales merchandise of any type shall be sold or given away by the Renter.
6. There shall be no admission charge to spectators by the Renter without first obtaining prior written agreement of the Club.
7. This agreement is non-negotiable to another party and therefore shall not be sublet by the Renter, without obtaining prior written agreement by the Club.
8. The Renter will be responsible for and will pay for any damage to the facility arising out of the use of said facility pursuant to this agreement.
9. No equipment shall be removed from the building without written permission of the Club.
10. The Club may cancel this agreement by delivery of written notice to the Renter at least 72 hours prior to the scheduled use.
11. Absolutely no smoking or chewing tobacco is allowed anywhere in the building.
12. The Club retains the right to maintain the ice and facility even though it may impose delays or adjustments to the use of the Renter.
13. The Renter is responsible for keeping clean the areas of facility being utilized.

Board Approved 7/9/2025

## **Captain's Practice**

1. The Board will determine the fees to be assessed at the August Board meeting.
2. All skaters will be required to be currently registered with USA Hockey before taking the ice.
3. All skaters will be required to pay full fee at the time of registration with the Club.
4. Supervision by a responsible adult will be required at all times before, during and after the skating sessions while the skaters are present at the Recreation Center. This adult will be responsible for:
  - a. Enforcing Club and Recreation Center regulations, particularly those pertaining to behavior and safety.
  - b. Compiling a list of all skaters taking part in each session and submitting this list to the Club Registrar or Secretary.
  - c. Keeping unregistered skaters from participating in the sessions.

Board Approved 8/27/00

## **Mosinee Recreation Center Regulations**

1. Adequate supervision is required both on and off the ice within the facility. No rough-housing or other activities that may pose a safety hazard will be allowed in the bleachers or other areas of the Recreation Center.
2. Authorized personnel only in the locker rooms, team bleachers, scoring area, referee room, and concession stand.
3. No smoking or chewing tobacco in the building.
4. No sticks in the locker rooms.
5. Only authorized personnel on the ice while the Zamboni is on the ice.
6. Teams may not take the ice for games until approval by the referees.
7. Observe the rules of sportsmanship. This is a Zero Tolerance Facility.
8. Within the Recreation Center, outside the hockey rink, the following activities are prohibited:
  - a. Rollerblading
  - b. Playing hockey or shooting pucks or other objects
  - c. Throwing or kicking balls or other objects, unless under coaches supervision
  - d. Rough-housing or other horse-play

In accordance with USA Hockey Zero Tolerance Policy, players, coaches, parents, and spectators are reminded that officials may remove people from the ice rink who display inappropriate or disruptive behavior that interferes with other spectators or the game. Play will be stopped if necessary to accomplish this. Specific behaviors that will not be tolerated include:

1. Use of obscene or vulgar language.
2. Taunting players, coaches, officials, or other spectators.
3. Throwing any object in any manner as to create a safety hazard.

Board Approved 4/14/02

## **Rink Worker Benefit**

Rink workers may use the ice when it is not scheduled under the following guidelines: Given they have all their work completed, are punched out, have approval from the rink manager and notified one person on the executive board. The sound system may not be used. If rink workers want to use the ice they may invite up to two non-rink workers to skate with them provided they are part of one of our organizations: Youth Hockey, High School Hockey, Silverblades, Papermakers, Rink Rats.

Board Approved 5/1/2024

## **Rink Rats**

If there is a group that wants to have “high school age and up - sticks and pucks” then the following must be followed.

- There must be a POINT-OF-CONTACT between the group, rink manager and board president.
- The point-of-contact would make sure all rules are followed, make sure all skaters are part of our organization or paid the Rink Rat fee established during season prep, and report any damage if it should occur or indecent if they occur.
- The point-of-contact needs to contact the rink scheduler at least 24 hours in advance to ensure it is on the rink schedule.
- All skaters must wear helmets and appropriate gear. Skaters in high school and anyone under 18 must wear full pads and helmet with a full face shield/cage.
- Only high school players in the high school locker room per high school policy.
- Everyone on the ice must have a USA hockey membership, be a member of the high school hockey team, Papermaker team. People outside of our Mosinee Hockey Club must pay a fee determined during season prep and sign a liability form.

Board Approved 5/1/2024

## **Mosinee Hockey Equipment and Property Policy**

1. The purpose of Mosinee Hockey Club Property and Equipment Policy is to identify our members and teams as representatives of the Club for official or approved functions and to provide equipment or supplies under Board approved special circumstance to achieve our functions. It is expected that all properties and equipment owned or under the care of the Mosinee Hockey Club whether loaned to individuals or retained elsewhere, will be cared for and maintained within reason by all individuals and returned to the Club in good repair when requested. Anyone who is felt to carelessly or intentionally damage, abscond, deface or withhold any materials without the approval of the Board of Directors may, by a majority vote of the Board:
  - a. Be billed for repair, restoration, or replacement cost incurred by the Club to restore the property or equipment to an acceptable state as determined by the Board.
  - b. Have privileges or membership revoked at the discretion of the Board.
  - c. If felt necessary by the Board, be reported to legal authorities for prosecution of theft, vandalism, or appropriate charges.
  - d. Unpaid bills or fees may be turned over to an agency for collection, if necessary.
  - e. Otherwise be disciplined as decided by the Board.
2. Each year, at least one member individual will be designated by the Board as Equipment Coordinator for the Club to oversee the exchange and use of Club equipment in accordance with the Board's direction.
3. Presently, Mosinee Hockey Club equipment routinely loaned to members includes:
  - a. Game jerseys
  - b. Goalie pads and gloves - 1 set for each team.
  - c. Helmet, face mask, gloves, elbow pads and shin guards for the Learn to Skate level.
  - d. Goalie sticks for Mite level play.
4. Goalie equipment can be loaned out by the Equipment Coordinator for instructional camps. Request must be made at least seven days in advance and return of the equipment will be directed by the Equipment Coordinator at the time the equipment is loaned out. Other uses require Board approval.
5. In the event of financial hardship, the President and Treasurer may jointly direct the Equipment Coordinator to loan needed equipment or materials to specific members. Name(s) will be kept confidential.

Board Approved 12/3/14

## Purchasing Authority and Oversight

The Mosinee Youth Hockey Club requires sound fiscal management and transparent oversight of all expenditures. Purchasing authority is granted through a tiered system designed to balance operational effectiveness with Board-level accountability. The following table outlines the approved purchasing thresholds, authorization requirements, and necessary controls. No purchases may circumvent these procedures, and all financial actions must be recorded in the Club's monthly financial reports. In addition, any physical asset with a value of \$2500 or more and a useful life of at least one year shall be recorded on the Club's balance sheet and tracked as a capital asset.

### SPENDING TIERS and AUTHORIZATIONS AND REQUIREMENTS

#### ≤ \$1,000

- The Treasurer is authorized to purchase equipment, materials, supplies, or services up to \$1,000.
- All such purchases must be reported to the President within 24 hours.
- All transactions must be recorded and presented in the monthly financial statements for Board review.

#### \$1,000–\$4,999

- Purchases may be approved by the Treasurer and one additional Board member.
- To be presented on profit and loss each month.
- No formal bidding process required, but documentation of pricing comparison is encouraged when practical.

#### \$5,000–\$100,000

- Requires documented price or rate quotes from at least three vendors.
- Final approval requires a majority vote of the Board.

#### > \$100,000

- Requires a formal procurement process, including:
- Development of a written Request for Proposal (RFP) or Invitation for Bid (IFB).
- Public posting or targeted distribution of the RFP/IFB to a reasonable number of qualified vendors.
- Sealed bids or proposals submitted by a firm deadline.
- A documented bid evaluation process with scoring criteria, reviewed by the Board.
- Board vote to approve the selected vendor.

### ACCOUNTS

- The establishment of any new financial accounts, vendor lines of credit, or fiscal instruments must be presented to the Board for approval with a majority vote.
- A supporting plan must be developed and submitted by the Finance Committee for review prior to any account creation.
- At any time, the Board has final authority to resolve any purchasing issues.

Board Approved 07/09/2025

## **Mosinee Hockey Club Behavior Policy**

### **PARENTS AWARENESS ACKNOWLEDGMENT FORM PARENTS CODE OF CONDUCT**

- » Do not force your children to participate in sports, but support their desire to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- » Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- » Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- » Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the younger age levels.
- » Know and study the rules of hockey, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- » Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice. It is destructive. Work toward removing physical and verbal abuse in youth sports.
- » Recognize the importance of volunteer coaches. They are important to the development of your child and sport. Communicate with them and support them.
- » If you enjoy the game, learn all you can and dedicate time as a volunteer!

### **SPECTATORS CODE OF CONDUCT**

- » Display good sportsmanship. Always respect players, coaches and officials.
- » Act appropriately; do not taunt or disturb other fans. Enjoy the game together.
- » Cheer good plays of all participants, avoid booing opponents.
- » Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- » Help provide a safe and fun environment; throwing objects on the ice surface can cause injury to players and officials.
- » Do not lean over and pound on the glass; the glass surrounding the ice surface is part of the playing area.
- » Support the referees and coaches by trusting their judgment and integrity.
- » Be responsible for your own safety and remain alert to help prevent accidents.
- » Respect locker rooms as private areas for players, coaches and officials.
- » Be supportive after the game, win or lose. Recognize good effort, teamwork and sportsmanship.

### **USA HOCKEY 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 Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials, 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:

**Players:** A minor penalty for un-sportsmanlike 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.

Board Approved 9/12/99

## **Coaches**

A minor penalty for un-sportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

1. Openly disputes or disputes 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, they shall be assessed a game misconduct penalty.

## **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. On-Ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

## **Parents/Spectators**

The game will be stopped by On-Ice officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The On-Ice 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.

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

## **SPECIAL MOSINEE HOCKEY CLUB RULES**

At all Mosinee Hockey Club functions, parents and spectators are expected to conduct themselves appropriately. Abusive, derogative, or obscene behavior or language will not be tolerated and may be addressed by the Board of Directors at their discretion.

All evaluation sessions to select teams will be closed to parents and spectators.

Consumption of alcoholic beverages or illicit drugs in the Mosinee Recreation Center during youth hockey games is prohibited.

Use of tobacco is prohibited in the Mosinee Recreation Center.

Prior to any player being allowed to skate for selection sessions or other Mosinee Hockey Club practices or games, parents/legal guardians will read and sign this agreement.

Board Approved 9/12/99



## Mosinee Hockey Player Code of Conduct

The purpose of a Player Code of Conduct is to help benefit the players, their parents, coaches and our hockey club as a whole. It is anticipated and hoped that the following policies will foster both an attitude of respect and responsibility in the young athletes who participate in this youth hockey club.

In order to have the club function in a meaningful and beneficial manner, it is necessary that certain rules and regulations be imposed and enforced. It is believed that the rules and regulations which follow are fair and reasonable and adherence to them is mandatory.

The head coach and his/her assistant will, for the majority of cases, be the one who administers the consequences when a rule has been violated. The Board of Directors can, however, modify any consequence that a coach hands out. Upon the discretion of the head coach and/or Board of Directors, consequences for violating the rules set forth can include but are not limited to: **Sitting out one shift, Sitting out one period, Sitting out one game, Sitting out two games, Multiple game suspension.**

1. **Smoking, Drinking, Vaping, and Drugs:** No player shall use, possess, buy, sell, give away, or otherwise be involved with alcohol, tobacco or any non-prescribed or illegal drugs of any kind or in any amount.
2. **Vandalism and Theft:** No player shall vandalize or steal property in any way associated or connected with the Mosinee Hockey Club or any of its members, players, coaches, officials, spectators or opponents. This includes property belonging to the Mosinee Recreation Center, any other arena in which our team plays games, any hotel/motel at which players stay during away games and/or tournaments.
3. **Insubordination and Unsportsmanlike Conduct:** No player shall engage in unsportsmanlike conduct or insubordinate like conduct (failure to follow reasonable requests of coaches, parents, officials, or club board of directors' members).
4. **Unsportsmanlike Conduct Towards Officials:** No player shall display any disrespectful behavior towards any official, whether they are on the ice or not; this includes timekeepers, penalty box attendants etc.
5. **Intent to Injure:** No player shall behave in any manner in which it is determined that he/she intend to injure another. This includes any misuse of the stick or use of the stick with intent to harm or injure another player. This applies to player conduct both on and off the ice. If an intent to injure penalty is administered by on-ice officials during game play, WAHA will be responsible for establishing the penalty.
6. **General Conduct:** All players shall conduct themselves, both on and off the ice, while at or away from our hockey rink, in a manner which upholds and fosters the ideals, principles and standards of the Mosinee Hockey Club. Examples of unacceptable conduct include but are not limited to: fighting, profanity, and obscene gestures.
7. **Attendance:** All players shall regularly attend all scheduled games and practices for their team. If a player will miss a game or practice, the coach must be notified a minimum of 24 hours in advance, unless there are extenuating circumstances. Unexcused absences may result in less or no ice time in future game(s).
8. **Miscellaneous**
  - a. All imposed consequences not fully served during the current season shall carry over to the next season.
  - b. Games being served as game suspensions must be games actually played. Forfeited games do not count.
  - c. Any unfavorable situations not covered by the player code of conduct will be dealt with by the Board of Directors on an individual case by case basis.

I have read and understand the Players Code of Conduct set forth by the Mosinee Hockey Club.

Player Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved 5/1/2024

## **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 Mosinee Youth Club's goals. Mosinee Youth Club 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, Mosinee Youth Club 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 Mosinee Recreation Center (Mosinee Youth Club) there are six (6) locker rooms available for our program's use. Each of the locker rooms has its own or shares a restroom or shower area with one or more locker rooms. 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. Mosinee Youth Club team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. 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**

- Mosinee Youth Club has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following 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, 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, Mosinee Youth Club will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game, practice 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 Room Policy (Continued...)

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. Females at Peewee and Bantam levels must change in a different locker room for practices and games from male skaters. Females can enter the same locker room as boys once everyone is dressed and the coach wants to talk to the team. Team managers need to request female locker rooms for away games. Female Mite and Squirt skaters may request a female locker room but it is not mandatory.

### 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.

### Prohibited Conduct and Reporting

- Mosinee Youth Club 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 Mosinee Youth Club may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may contact a Mosinee Youth Club Board Member, Mosinee Youth Club Coach or email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

Board Approved 5/1/2024

## Selection of Teams

The purpose of team selection is to place our players at levels of play consistent with their abilities for the current season.

### 1. Learn-to-Skate

All new skaters, boys and girls, of any age, will be initially placed in the Learn-to-Skate program.

- a. The USA Hockey Initiation Program will be used to teach and evaluate skills necessary for advancement to higher levels of play.
- b. Parents of each Learn-to-Skate participant will be given a copy of the Skill Evaluation Form (Appendix 1 of the USA Hockey Level 1 Skill Development Manual) and expectations at the start of the season when equipment is handed out.
- c. Evaluations will be performed by the Learn-to-Skate instructor(s):
  - i. At the beginning of the season.
  - ii. At the end of the season.
  - iii. During the season if any skater(s) improve to the extent that movement to a higher level of play is felt warranted.
- d. To move from Learn-to-Skate, each player needs to develop skills 1-6 to the satisfaction of the Learn-to-Skate instructors.
- e. As required for other levels of play, movement out of Learn-to-Skate at any time during the season will require:
  - i. Agreement of the Learn-to-Skate instructors and the coaches of the team receiving the player.

- ii. Agreement by the Hockey Development Committee.
  - iii. No movement of players will occur without these.
- f. Parents disagreeing with the placement of their player(s) must bring the objections to the Board of Directors. Evaluation criteria may be discussed, but no one may see the actual evaluation form of their player unless approved by the Board of Directors. No one may request copies of the completed forms or view the forms of other players.
- g. Any player may opt to remain in Learn-to-Skate beyond the development of skills as outlined above.
- h. After a player passes the 6 skill levels to advance out of LTS, their parents will be financially responsible for the fees at their child's age appropriate level.

## 2. Mites

This applies to skaters age 8 and under. See Squirt section for guidelines on early move-ups.

- a. Tryouts for mites will be held over one night.
  - i. The mites will be evaluated by 5 non-mite coaches within the organization.
  - ii. The coaches will observe a practice and will separate skaters into red, white and blue teams. Red being the more experienced and the blue being the youngest and least experienced.
    - 1. All players for Mite teams will be evaluated as skaters and make the team first as a skater. Skaters intending to be Goalies will not automatically be placed on a Mite team, they **MUST** make the team as a skater first.
    - 2. No Tryouts for Goalies at the Mite level. All players will be given the opportunity to play goalie throughout the year, with rotation determined by the team coach.
- b. Move-ups throughout the year, within the mite teams (red, white and blue) will be handled by the Hockey Development Committee, based upon the number of available players and the level of skills.

## 3. Squirts

This applies to skaters age 10 and under

- a. Move-up for mite aged players - Mosinee Hockey Club fully supports the American Development Model (ADM) and small area games. However, some players may be ready for full ice games prior to others, in order to develop these players as best as we can, Mite age players may be moved up to Squirts under the following conditions:
  - i. Parents of the player complete the Player Movement Consent Form (in the Policy Manual) and provide it to the DOH.
  - ii. A parent attends the Board of Directors meeting prior to Oct 7, and requests that the Board allow their player be evaluated for Squirts.
  - iii. The DOH will evaluate the player(s) requesting to move up to Squirts prior to tryouts. A list of players who have the skillset to play Squirts will be provided to the Board for approval.
- b. At levels where only enough age-appropriate players register to form one team, all those players will be included on the team unless other-wise felt necessary by a two-thirds majority of the Board of Directors.
- c. By the time of registration, the Board of Directors will set a date to begin practices. Teams will be picked after scheduled evaluation session(s). Players will only be placed at their age-appropriate division of play. All players will practice together for those scheduled sessions. The teams will be picked placing the appropriate players on the higher class team based on player skills, knowledge, fitness, and attitude under both drill and scrimmage situations. The Hockey Development Committee will have the responsibility to determine the drills and scrimmage situations to be used for evaluating players
- d. Tryouts - Approved players will go through the normal Squirt tryout process, and be placed on the team that the tryout evaluators determine.
  - i. Tryouts will be held over the course of 2 weekday nights.
  - ii. The two night tryout process will consist of players completing several predetermined drills along with scrimmages of 3on3, 4on4, and 5on5.

- iii. There will be 3 to 5 evaluators per age group including a combination of outside evaluators, in house evaluators, and High School coaches when available.
- iv. Goalies will tryout as goalies with a separate goalie tryout process as needed per year.
- v. Team numbers will be divided in half, so the A and B teams will have equal numbers.
- vi. Evaluators will be instructed to first separate the definite A and B skaters.
- vii. Evaluators will then be asked to separate the “bubble skaters” to appropriate A-B teams throughout the two night process.
- viii. Evaluators will have the authority to state that a mite aged player should return to the mite level of play.
- ix. The DOH with a board appointed assistant will compile the information and verify the team selection.
- x. The Board President and Registrar will confirm the DOH’s findings.
- xi. The Board will vote to approve final rosters after tryouts and team coaches will notify their team.
- xii. Parents disagreeing with the placement of their player(s) must bring the objections to the Board of Directors. Evaluation criteria may be discussed, but no one may see the actual evaluation form of their player unless approved by the Board of Directors. No one may request copies of the completed forms or view the forms of other players.
- xiii. After a player passes the evaluation, their parents will be financially responsible for the fees at their child's play level.

#### 4. Pee wee and Bantams

- a. At levels where only enough age-appropriate players register to form one team, all those players will be included on the team unless other-wise felt necessary by a two-thirds majority of the Board of Directors.
- b. By the time of registration, the Board of Directors will set a date to begin practices. Teams will be picked after scheduled evaluation session(s). Players will only be placed at their age-appropriate division of play. All players will practice together for those scheduled sessions. The teams will be picked placing the appropriate players on the higher class team based on player skills, knowledge, fitness, and attitude under both drill and scrimmage situations. The Hockey Development Committee will have the responsibility to determine the drills and scrimmage situations to be used for evaluating players.
- c. Tryouts-
  - i. Tryouts will be held over the course of 2 weekday nights.
  - ii. The two night tryout process will consist of players completing several predetermined drills along with scrimmages of 3on3, 4on4, and 5on5.
  - iii. We will have 3 to 5 evaluators per age group. We will have a combination of outside evaluators, in house evaluators, and High School coaches when available.
  - iv. Goalies will tryout as goalies with a separate goalie tryout process as needed per year.
    - 1. Players who wish to be evaluated as a goalie, either exclusively or in addition to being evaluated as a skater, must declare this at registration. The Hockey Development Committee will determine how goalies will be evaluated and placed.
      - a. This does not exclude other players from playing goal during the season.
      - b. It does not guarantee that players wishing to be evaluated only as goalie shall necessarily be placed on the highest Class team, even if there are no other goalies being evaluated.
      - c. Nor does it guarantee any player priority on playing goalie on the team they are placed.
  - ii. Team numbers will be divided in half, so the A and B teams will have equal numbers.
  - iii. Evaluators will be instructed to first separate the definite A and B skaters.
  - iv. Evaluators will then be asked to separate the “bubble skaters” to appropriate A-B teams throughout the two night process.

- v. The DOH with a board appointed assistant will compile the information and verify the team selection.
- vi. The Board President and Registrar will confirm the DOH findings.
- vii. The Board will vote to approve final rosters after tryouts and team coaches will notify their team.
- viii. The DOH will have the responsibility of designing or recommending tryout evaluation forms to be used. These will be approved by the DOH and Board of Directors.
- ix. For each age division of play, the Hockey Development Committee will select coaches to run the evaluation sessions, provided no coach is on the ice with their own child.
- x. Evaluators will have sufficient knowledge of hockey to select teams. The primary, but not exclusive source for these evaluators should be our coaching staff, provided no one is evaluating their own child. It is most desirable for the evaluators to have recent coaching experience at the level they evaluate.
- xi. The evaluators must be present for all scheduled session(s).
- xii. Evaluation sessions will be closed to parents and spectators.
- xiii. The lowest appropriate age brackets described in WAHA rules will be used without exceptions, unless insufficient numbers occur to form adequate teams within any one age division of play. Under those circumstances, players may be moved to an older division of play only if:
  - 1. The Board of Directors meets and agrees with the need to move players.
  - 2. The coaches involved agree that the players have adequate skills to be moved up.
  - 3. The parents of these players sign a written statement to the Mosinee Hockey Club agreeing to the movement. (See Player Movement Consent Form)
- xiv. If there is an illness, injury or absence, the skater's parent should contact the DOH BEFORE tryouts begin. In the event of illness or absence from the evaluation sessions to the extent that the evaluators feel they cannot adequately evaluate a player, the player will be assigned to the lower class team and evaluated from there for future placement by the Hockey Development Committee. Room on the higher class team may be left to accommodate further addition of players until final resolution of evaluations, but no player may be subsequently displaced to a lower class team. No movement of these players will occur until final approval by the Board.
- xv. Players new to the Mosinee Hockey Club with at least 1 year experience in a USA Hockey program will attend sessions and be evaluated at their age- appropriate division of play.
- xvi. All first year skaters without at least 1 year of experience in a USA Hockey program will be placed in the Learn-To-Skate program. They may be registered for the Class C team in their age appropriate division before WAHA registration deadlines and then may be advanced to their age-appropriate level of play later in the year upon recommendation by the Learn-To-Skate coach with agreement to the movement by the coach accepting them and the Hockey Development Committee. No movement of players will occur until final approval by the Board of Directors.
- xvii. After the teams are selected and before the start of formal team practices, the DOH will meet with the Hockey Development Committee and then the Board of Directors and assign coaches to teams.
- xviii. All completed evaluation forms will be kept in a confidential file by the DOH, until the WAHA deadline for team registration, at which time, they will be destroyed.

5. Applying to All Age Divisions of Play:

- a. If parents do not wish to have their player considered for the higher class team within their age division, they may sign a request to do this. To minimize problems rearranging teams, these requests **must be turned in at registration and sent to both the Director of Hockey (DOH) and Vice President.**

Placement Request	
As parent of _____	
(Player Name)	
I request that he/she <b>not</b> be considered for placement on the A level team for their age-appropriate level play.	
Date _____	Parent/Guardian Signature _____

- b. No one may request that their player be placed on a higher class team.
- c. Ideal team size is felt to be 11 to 15 players per team. Teams may not be equal in numbers or skill.
- d. MHC will register all players for teams according to WAHA guidelines. The Board of Directors, considering the recommendations of the Hockey Development Committee and the involved coaches, will permit double rostering with majority board approval.
- e. For each team there should be a parent-coach meeting within 1 week of team selection for the purpose of discussing plans and expectations for the coming year.
- f. Parents disagreeing with the placement of their player(s) must bring any objections to the Board of Directors. Evaluation criteria may be discussed, but no one may see the actual evaluation form for their player unless approved by the Board of Directors. No one may request copies of the completed form or view forms of other players.
- g. All WAHA rules and deadlines regarding registration and play will apply in the event of any player movements.
- h. No movement of players will occur after teams are selected until final approval from the Board of Directors.
- i. For any movements of players during the year, fees will be adjusted and reassessed on a prorated basis.
- j. A mandatory informational meeting for the entire club will be held prior to team selection.

6. Skaters must declare by the end of registration (or August 15th) if they want to play on an all Girls or Co-ED team.

Board Approved 5/1/2024

### Releases

Releases must be turned in before registration and sent to both the Director of Hockey (DOH) and Vice President. The parents must also attend a hockey board meeting to present their request.

Previously accepted releases in good standing will be accepted until they leave a year. If a grandfathered skater leaves, they may or may not be accepted back.

Skaters must be considered in this order based on the following criteria:

1. To field a full team at a level (For example, to fill a Bantam team if we do not have enough Mosinee skaters.)
2. Skaters that attend Mosinee School District.
3. If a skater does not disqualify a level from participating in state.
4. Consider how accepting a release could affect future years and teams.
5. Other Skaters may be considered on a case-by-case basis at the discretion and approval of the DOH and Board.

Board Approved 7/8/2025

## Dual roster skaters

Skaters are typically not allowed to move up to a higher ranked team after Nov 10. However, a majority of the Board with a recommendation from the coaches can grant a variance from this policy if circumstances justify a reconsideration of team(s) rosters. It should be noted that dual rostering will only occur in rare circumstances and only with the approval of the Board. A coach must make a written request to the Board and the coach at the level below requesting player(s) for dual rostering. If approved by the Board and supported by the Hockey Development Committee (HDC) both the coach requesting the player(s) for dual rostering and the coach from the level at which the player(s) are requested will approach the player(s) to discuss the request.

The Hockey Development Committee helps determine which players would be best eligible for dual rostering. If a request happens before WAHA rosters are finalized and there are two teams at a level, a consideration should be made to move players from a B team to an A team then dual roster skaters from a lower level onto the B team. While not the only factor, first consideration will be for skaters who are in the same grade level as the players currently on the team.

Neither coach may make an argument for nor against dual rostering; they may only make the request and be present asking for players. If supported by the majority of the board and coaches, the final decision to dual roster rests with the parent(s) of the player(s).

Additional guidelines for dual rostered players:

1. The player(s) responsibilities are with the team he tried-out for and ultimately was placed on. In other words, his first team will always be the age-appropriate team he was placed on.
2. A dual rostered player must make all of his/her team's practices and games (except in the case of documented illness or injury); after meeting that commitment, he/she will then be allowed to play-up for the other team.
3. Injuries on the player(s) original team may dictate that a player no longer be allowed to dual roster. In this event, the head coach of the team with the injured player(s) may make a request to the board to remove player(s) who are currently dual rostered. The decision to remove a player from dual rostering lies with the Board and not the parents or coaches.

Any skater that dual rosters and practices with two teams for at least 2/3 of the season, pays the registration fee for their primary team plus half of the fee for the higher level team.

Board Approved 7/8/2025



## Player Movement Consent Form

It is the policy of MHC that each registered skater will play in his/her age level as set forth by USA Hockey rules. Returning skaters/goalies must initially register at the proper age level. However, there will be from time to time, requests for a player to play up an age level. These requests to play up will be an exception to the norm and will be evaluated by the MHC Board of Directors on a case-by-case basis. It is MHC Policy not to allow playing up at parent/skater request given our alignment with USA Hockey player development model. The Association's needs (i.e. teams) shall take precedence over individual desires. For example, there may be a need to fill a roster of a higher age level team in order to field a team at that level and there maybe a few players who would be prepared to play up for a season to assist the Association's/Team's needs. Should the board approve a request to play up, the requirements of playing up are as follows:

**Association Requested—** If the number of players at a certain age level warrant, the Association may request skaters to play at a level higher than their current age level in order to accommodate reasonable team sizes. The request of players to play up will be made after registration when the number of players at any given age level is known. The player's placement will be based upon the criteria set in the player requested policy below. Final decision(s) as to which players play-up will be made based upon the player evaluation process. Association requests are on a voluntary basis and require approval by the Hockey Development Committee, Board of Directors, the player, and the parent(s) or guardian(s).

### Player Requested—

- For 10U and up: A player and his/her parents may seek permission for their child to "play-up" by written request to the MHC Board of Directors prior to the beginning of the try-out season but no later than August 15. If approved, a player would then try-out for both his/her "age-appropriate" level and the level he/she wishes to "play-up" on. Players wishing to play up are also subject to WAHA Rules and Policies. Goalies are excluded from this requirement. MHC player WILL be responsible for the increased fees of the level at which he or she is playing if a player requested move is granted.
- 8U—For 8U requests to play up: The USA Hockey American Development Model (ADM) supports small teams at the 10U Squirt Level. Under certain circumstances, associations may move players from 8U to 10U with the approval by regional directors:
  1. Association needs skaters to fill a 14 player 10U roster to make a first, second or third team.
  2. A need for goalie at 10U to be filled by an 8U goalie.
  3. Other needs identified by association.

Per WAHA Eligibility and General Rules, 50% of players on an approved roster must be the age of the registered team.

- 7-year-old (i.e. one birth year removed from the age appropriate team) will be approved to play up to 10U.
- Players moving up under to fill a 14 player roster must be placed on the lowest level team the association offers at the 10U level.
- For associations that wish to allow an exceptionally talented player to skate at the 10U level, the player must be ranked in the top 1/3 of the players on the top-level team. Association must provide proof to region directors that the player did rank in the top 1/3 of the skaters on the top team following team evaluation tryouts.
- WAHA Region Directors and 8U Section Director make all final approval decisions for ALL skaters playing up from 8U to 10U. The form to request is found online from WAHA: "8U PLAYER REQUEST TO MOVE UP TO 10U", which must be submitted to the MHC Board prior to the season start.

As parent/legal guardian for \_\_\_\_\_  
*Player's Name (Please Print)*

I consent to have him/her play hockey for the Mosinee Hockey Club, Inc. at an age division for players older than would be typical for him/her. I understand that there may be an increased risk for injury or other undesirable consequences as a result of the higher level of play. I accept responsibility for this. I release, waive, and covenant not to sue the Mosinee Hockey Club or its respective officials, members and volunteers for any damages or claims resulting from my child's participation.

*Player Movement Consent Form must be turned in before registration and sent to both the Director of Hockey (DOH) and Vice President. The parents must also attend a hockey board meeting to present their request.*

*The player will register for the age appropriate level then if the move up request is granted, the skater registration will be updated and the parents will be responsible for the increased fees of the level at which he or she is playing.*

\_\_\_\_\_  
*Signature of Parent/Legal Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent/Legal Guardian*

\_\_\_\_\_  
*Date*

Board Approved 8/6/2025

## **Selection of Coaches**

1. Each year by the time registration is completed anyone who is interested in coaching should make their interest known to the Hockey Development Committee. They should be clear about which levels of play and coaching position they would consider.
2. After teams have been selected, the Hockey Development Committee will match coaches to teams based upon:
  - c. Knowledge of hockey.
  - d. Teaching skills.
  - e. Character, ethics and motivation.
  - f. Previous coaching experience.
  - g. Other criteria felt to be important by the Hockey Development Committee or Board of Directors.
3. Although circumstances may vary, whenever possible, the Hockey Development Committee will match coaches in such a manner as to provide adequate instruction for the whole team.
4. All coaches will be expected to complete USA Hockey coaching clinic and maintain a current coaching certification card. The MHC will reimburse the coaches for the clinic registration fee upon completion of the clinic.
5. Each coach must read the Coaches Code of Ethics and sign a statement to demonstrate their understanding and agreement with the expectations.
6. Each coach must read the Coaches Code of Conduct and sign it to demonstrate their understanding and agreement with the expectations.
7. Each coach must read and agree, by signature, to the Sexual and Abuse Policy and Screening.
8. As per USA Hockey rules, anyone who participates in coaching except under emergent, temporary circumstances, must be registered with USA Hockey as a coach.
9. Only the Board of Directors has the power and responsibility to decide credit toward service obligation for other coaching activity. For service time obligations of coaches and assistant coaches refer to Service Time Obligations, p.13.
10. All WAHA and USA Hockey rules and regulations governing coaching shall apply to all Mosinee Hockey Club coaches.

Board Approved 8/10/05

## **Expectations for Coaches of the Mosinee Hockey Club**

1. The purpose of this section is to give coaches guidelines to be applied over the course of a season. They are not applicable to any one specific situation or game.
2. The primary function of coaching is to teach all aspects of the sport of hockey including fun, skill, and knowledge. To develop all players, skaters should have similar play time in regular season games. If there are two games in one day, a coach may play some players more in one game and other players more in the other game but throughout the season all skaters should have similar time. Ice time may be lost due to safety concerns, disciplinary reasons, or unexcused tardiness or missing practices. Inexperienced skaters (less than two years of hockey experience) may join age appropriate team but may not receive play time for games. At tournaments, playdowns and state, the coach has the discretion to play to win and play time is not guaranteed. As stated in the USA Hockey Coaches Code of Conduct,

**"Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game."**

Part of the challenge of coaching is to provide each player with experience as equally as possible. It is unreasonable to expect that every player will get the exact same ice time or experience in all games and practices. Yet, it is possible to make the commitment that over the course of the season, no one player will have their opportunity to participate intentionally diminished at the expense of providing other players on the team with more opportunity or in the interest of winning games.

3. Coaches should resist the temptation to rigidly categorize players within a specific position
4. Nothing in this policy supersedes a coach's discretion to discipline players.
5. Concerns regarding play opportunity should be first brought to the attention of the coaches involved. When desired, the Hockey Development Committee may be included. Finally, the issue may be addressed at the level of the Board of Directors, if necessary.
6. Players may not be added or removed from a team without approval by the Board of Directors.
7. Coaches may not schedule or reschedule games without consulting the Game Scheduler unless emergent circumstances clearly necessitates this.
8. Coaches may not cancel games without approval from the President of the Mosinee Hockey Club.
9. Coaches are responsible for appropriate supervision of Club players, equipment and property before, during and after practices and games.
10. As any variation from typical team practices or games may put the players, coaches, Club, or other individuals at unnecessary risk, coaches should discuss these plans with the Hockey Development Committee or Board beforehand.
11. For each team there should be a parent-coach meeting within 1 week of team selection for the purpose of discussing plans and expectations for the coming year.

## **AGREEMENT**

I have read the following and agree to abide:

1. USA Hockey Coaches Code of Ethics.
2. USA Hockey Code of Conduct.
3. USA Hockey Sexual and Abuse Policy.
4. Mosinee Hockey Club policy on Expectations for Coaches.

I understand that violation of these may result in the Mosinee Hockey Club taking disciplinary action against me.

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Signature

Date

## **Sexual and Physical Abuse Policy**

As per our affiliate agreement with USA Hockey, it is necessary that we establish and adopt a sexual and physical abuse policy.

The following USA Hockey Screening and Abuse policy will be used.

### **USA Hockey Screening Policy**

It is the policy of USA Hockey that it will not authorize or sanction in its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey before he/she is allowed to have routine access to children in USA Hockey's programs. Further, it is the policy of USA Hockey that it will require the affiliates to adopt this policy as a condition of its affiliation with USA Hockey.

A person may be disqualified and prohibited from serving as an employee or volunteer of Mosinee Hockey Club if the person has:

1. Been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes.
2. Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
3. Been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for 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; or
7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey.

### **USA Hockey Sexual Abuse Policy**

It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer, or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee,

volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the player 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.

Upon proof of a violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of its Affiliate Associations.

**USA Hockey Physical Abuse Policy**

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey events by any employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes 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 does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. 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 them in a non-threatening, non-sexual manner.

**Application & Disclosure Statement**

The Mosinee Hockey Club will not authorize or sanction in any of its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority,) who refuses to consent to be screened by the Mosinee Hockey Club, prior to being issued acceptance/approval for routine access to the children who take part in the Mosinee Hockey Club programs.

**Employment/Volunteer Application and Disclosure Agreement**

**(Please Print)**

Last Name	First Name	Middle Initial
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Address	City	State	Zip code
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SSN	Driver's License #	State	Expiration Date
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Date of Birth

Home Phone

Work Phone

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Previous Address(s) if located in another state within the past 10 years

I have read and understand that a person may be disqualified and prohibited from serving as an employee or volunteer of the Mosinee Hockey Club if among other things, the person has:

1. Been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault or any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
2. Been adjudged liable for civil penalties or damage involving sexual or physical abuse of children;
3. Been subject to any court order involving any sexual or physical abuse of a minor, including, but not limited to domestic order or protection;
4. Had their parental rights terminated;
5. Has 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 a 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 the Mosinee Hockey Club hockey program.

Do any of the above apply to you?      YES or NO

If YES, please describe:

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I certify that all information given by me in this application is true and correct to the best of my knowledge. I understand that false or misleading statement made by me or consequential omissions of any kind in the application process are significant causes for my not being accepted as a volunteer/employee or for my dismissal no matter when discovered. I authorize the Mosinee Hockey Club to investigate all information contained in this application. The employers, organizations, and individuals name are authorized to give you any and all information regarding my employment, volunteering, character, fitness and qualification (including opinions) that they have about me. In consideration of the evaluation of this application by the Mosinee Hockey Club:

**I HEREBY WAIVE, RELEASE AND DISCHARGE THE MOSINEE HOCKEY CLUB**, all employers, Organizations and individuals, and any other persons or entities from liability for all damages and losses of whatever kind or nature, except liability for willful or intentional acts or punitive damages, that may result from compliance or attempts to comply with this authorization.

Signature\_\_\_\_\_Date\_\_\_\_\_

Board Approved 9/12/99

### **Mosinee Papermakers**

1. The Mosinee Papermakers are an amateur adult hockey team that registers with USA Hockey through the Mosinee Hockey Club, Inc. The Club facilitates this registration and provides for ice time for practices and games while the Papermakers or their supporting organizations provide for the rest of their needs.
2. All Papermaker players will pay the Club the regular registration fee as set for the youth players by the Board of Directors. This fee will not include any additional fees for fund raising activities.
3. To complete the registration process in accordance with WAHA rules, the Club requires all Papermaker players be registered with the Club by completing the registration papers. All registration fees must be paid to the Club by January 1.
4. Papermaker players will not be assessed obligatory service hours, but as members Of the Club, they may participate in other Club activities and functions as specified By Club policy.
5. Papermaker use of the Recreation Center for practices, games, and other activities will be scheduled through the Club schedulers.
  - a. Changes that affect the use of the facility will be negotiated through the schedulers.
  - b. Where necessary, conflicts will be resolved by the Board of Directors of the Club.
6. Beyond provision for ice facility and registration of Papermaker players and team by the Club and the Blue Line Club, their supporting organization will provide all necessary liability insurance for alcohol related incidents and security for their activities. Proof of these should be filed with the Club.
7. All other Club policy will apply to the Papermakers where appropriate.

Board Approved 3/16/03

### **Operational Agreements**

1. Prior to beginning operations on September 15 of each year, the Board or its designee(s) will have negotiated agreements concerning necessary details of facility utilization with other groups.
2. These agreements may be for extended terms to avoid yearly negotiations.
3. All agreements must be approved by a 2/3 majority of the Board and signed by the President, or in the President's absence, the Vice President.
4. These agreements will include, but not be restricted to, contracts with:
  - a. The City of Mosinee concerning facility use and management, including Public Skating.
  - b. The SilverBlades.
  - c. The Mosinee School District.

Board Approved 8/27/00

### **Advanced Play and Camp Grants**

1. Mosinee Hockey Club will contribute \$100 per year toward expenses for each player from our Club making the Wisconsin Selects elite team.
2. Grants to Club members for other advanced play camps or teams may be requested from the Club.
3. Requests must be submitted in writing to the Secretary of the Board at or before the regularly scheduled Board meeting preceding the activity.
4. The requests should include:



- a. The name of the player.
- b. The date(s) of the activity.
- c. A description of the nature of play.
- d. Other information pertinent to participation.

5. Any financial grants require a 2/3 majority vote of approval by the Board.

Board Approved 8/27/00

### Emergency Consent Form

I, \_\_\_\_\_ parent or legal guardian of  
\_\_\_\_\_, minor child,

Childs Age: \_\_\_\_\_ Birthday \_\_\_\_\_

do give consent for: **\*Names will be filled in after teams have been selected.**

\_\_\_\_\_ Coaches Name  
\_\_\_\_\_ Assitant Coaches Name  
\_\_\_\_\_ Team Managers Name

To seek medical care for the minor child in the event of sudden illness or injury.

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Alternate Phone \_\_\_\_\_ Work Phone: \_\_\_\_\_

In case of emergency, if parents cannot be contacted, notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone, Home: \_\_\_\_\_ Work: \_\_\_\_\_

Hospital of Choice \_\_\_\_\_ City \_\_\_\_\_

Childs' Physician \_\_\_\_\_ Phone \_\_\_\_\_

Childs' Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Medications \_\_\_\_\_

Restrictions/Allergies \_\_\_\_\_

Insurance Company & Policy Number \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_

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

Board Approved 9/14/05

## **Referees**

1. Mosinee Hockey Club requires all referees to have a valid Wisconsin Hockey Official Association (WHOA) card and crest to referee any official game.
2. Anyone who is interested in being a referee should contact the Referee Coordinator of the Club to communicate that interest.
3. As required by WHOA, annual registration, seminars and testing are required. The Coordinator may assist applicants in this process as needed.
4. It is only after an applicant has successfully completed the seminar and passed the testing that they will receive their new card and crest and be registered with WHOA and also USA Hockey. This will afford them the insurance coverage and benefits for referees under USA Hockey. Per USA Hockey policy, this coverage only applies when functioning as a referee. Other participation as a player, coach or other non-referee activity will not be covered.
5. After working 6 games in one season as a referee for the Club, the Club agrees to reimburse the referee their registration fees paid to WHOA and USA Hockey. Additional, first year referees that referee at least 12 games can submit reimbursement for referee gear (helmet with shield, whistle, ref shirt) for up to \$120.
6. The Referee Coordinator or his designee will provide referees with more detailed evaluation, instruction, training, and assistance as needed. This may include on-ice practices for referees as arranged through the Ice Scheduler.
7. The Referee Coordinator will schedule the referees for game duty.
8. All WHOA and USA Hockey Rules and Regulations shall otherwise be followed.
9. 1099 forms will be sent to all officials as required by IRS tax law.

Board Approved 8/27/00

## Concerns and Complaints

1. Concerns and complaints will be handled in the following manner with emphasis on resolving the conflict at the lowest possible step:

Step #1: At the coach level, a private discussion with all concerned parties present. (ex. coach and skater I coach, parent and skater I coach and parent) This Step does not need to involve other player's parents, DOH members' or MHC Board members.

Step #2: At the DOH level, a private discussion with the DOH and all concerned parties present. Coach, skater (may or may not attend), parents and a member of the Hockey Development Committee.

Step #3: At the Vice President level, if a solution is not found at the Step 2 level, the skater and or parent will fill out the Concern/Complaint Form, found online and in this policy handbook. General complaints about the program, other members of the club or facilities are available in the rink office.

The forms should be submitted to the Vice President of the Club or in the case of a conflict of interest, a designee of the President. The Concern/Complain Form can be delivered in person or be put in the warming house mail box of the Vice President or mailed to Vice President- Mosinee Hockey Club- PO BOX 214- Mosinee, WI 54455 Promptly upon receipt of any Concern/Complaint Forms, the Vice President will properly label the date and time of receipt of the Concern/Complaint Form.

The Vice President (or designee) shall convene a Committee with 2 other Board members within 10 business days of receipt of any concern. This committee will meet and carry out its investigation, presenting its report, including a recommendation for any action, at the next Board meeting, either regularly scheduled or specially scheduled to address the issue. In the event that an investigation is still in progress, preliminary report(s) will still be made at each successive Board meeting. These reports to the Board will be made in closed session.

By a majority vote, the Board shall determine what, if any, action will be taken. This does not restrict the Board from designating any person(s) or agency to act on its behalf.

All information from these investigations and reports will be kept confidential. The Vice President will maintain a confidential file, separate from Club records, regarding these concerns and complaints. This file will pass to each successive Vice President. These records will be retained until the subject of the complaint has either:

- A. Grown out of our program as a player;
- B. Been absent from the Club as a member in any capacity for 2 consecutive years.

2. This committee is not necessarily a replacement for any Disciplinary committee.

Board Approved 6/6/2016

## Mosinee Youth Club Club Parent/Guardian Complaint Form

Please complete the form below to file a written complaint. Return the completed form to the Vice President. Within ten business days of the receipt of this form, a meeting will be set-up with you, the Vice President and members of the Hockey Development Committee to address all concerns listed below.

**Players Name:** \_\_\_\_\_ **Team** \_\_\_\_\_

**Parent / Guardian Name:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Name of the person(s) about complaint:** \_\_\_\_\_

**Details of the complaint (attach any appropriate supporting documents):**

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**Name of individuals with information about the circumstances of the complaint:**

\_\_\_\_\_ **Phone number:** \_\_\_\_\_

\_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Details of the attempt to informally re solve the complaint:**

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**Parent Statement of Specific Desired Remedy:**

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**I declare that I have made true, correct and complete answers and statements on this complaint form and/or any attachment to this complaint.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Board Approved: 06/06/2016

## **Archive**

At the end of each season, the Club Secretary shall prepare a summary of pertinent issues handled by the Club. As approved by the Board of Directors, this summary shall be recorded and retained separately as an archival reference for future Boards.

## **Game Jersey Responsibilities**

### **Mites**

The club will purchase jerseys for mites to borrow for the season.

### **Squirt, Pee wee, Bantam Jerseys**

Skaters in the squirt level and up will purchase jerseys that will be used for multiple years. In the event a jersey is damaged, skaters will be responsible for purchasing a replacement.

Skaters will be asked at registration to provide five jersey numbers in order of preference. One week after registration has ended families will be notified on what number your skater was assigned. In the unlikely event that all numbers on your wish list are unavailable, we will contact you to submit additional backup choices.

Once a jersey number is assigned, that number will be off limits to players in that birth year for the remainder of that skater's time in Mosinee Youth Club. Jersey numbers will be assigned based on the time your registration is completed, seniority, and the availability of the number.

When a number is in use, players in that birth year, the birth year above and the birth year below cannot select the number. This ensures that players can keep their number for multiple seasons, without risking a conflict from year to year. If a player moves up and has a number that conflicts with someone on their team, the player that moved up must select a different number and purchase a different jersey. Jersey number 69 will not be available. Goalies can select numbers first.

The following guidelines should be observed:

1. The jerseys are not to be worn as an everyday item of clothing. Wearing jerseys to school, at school events, or in public without approval of the head coach is not allowed.
2. If approved by the head coach to be worn for a specific event, such as before an important team game (Play-down, State Tournament), a school wide event, team fundraising event, team event such as attending a pro/junior game as a team or USA hockey, wear your jersey to school day. A team member may wear their assigned jersey and not allow a friend or family member to wear their jersey.
3. The head coach will be diligent to make sure proper care is being taken. Nothing pinned to or written, taped, or sewed on.
4. If a jersey is damaged, the individual/parent/guardian will be responsible for all repair and or replacement costs without limitation. \*Board approval for variations from this policy.

