

**West Saint Paul Youth Hockey Association - WSPHA**

**Hockey Policy Handbook**

**2025-2026 Season**

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# **Purpose**

The West Saint Paul Hockey Association (WSPHA), an affiliate of Minnesota Hockey, provides programs for boys and girls residing in and/or attending school within ISD 197 boundaries. Its purpose is to provide opportunities for its players/members to grow as young athletes while developing respect for others, self-confidence, and teamwork skills in a fun, fair and safe hockey environment.

The hockey program is planned, promoted, and administered by volunteers. The hockey program stresses the development of basic skills, encourages team play, sportsmanship and strives for fair playing time for all players. The volunteer and paid coaches who teach our children the sport of hockey have completed one or more courses specific to the age level they are coaching under the direction of USA Hockey. Our coaches and volunteers within our hockey program are committed to teaching players to respect their teammates, coaches, opponents, and officials.

Our Association has a Zero-Tolerance policy for discrimination and/or harassment and all complaints will be taken seriously by the Board of Directors to provide a safe and inclusive environment for our athletes, coaches, families, and fans.

# **West Saint Paul Hockey Association Core Values**

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**Respect:** Treat others better than you expect to be treated.

**Sportsmanship**: Foster a sense of fair play, humility in victory and graciousness in defeat, as well as friendship with teammates and opponents alike.

**Integrity**: Demonstrate honest and fair play, beyond simple strict adherence to the rules and regulations of the game.

**Excellence:** Pursue the highest level of personal achievement as a player, and collective achievement as a team and an organization.

**Teamwork**: Learn the value of working together. Hockey is a team sport. Success on the ice, as in many aspects of life, is best achieved working as a team, towards a shared goal.

**Loyalty:** Develop a loyalty to the ideals of the sport and the fellow members of the hockey community**.**

**Enjoyment**: Have fun and have satisfying and rewarding experiences that benefit all participants.

# **Programs**

West Saint Paul Hockey offers boys and Co-ops girls hockey teams with St Paul Capitals (Saints Hockey). Boys and girls can play on youth teams (Mini-Mites, Mites, Squirts, Peewees, and Bantams) but only girls can play on girls’ teams (U8, U10, U12, U15). Boys and girls play together at the Mini-Mite level and girls only teams begin at the U8 level (8 & under). At the U8/Mite age, girls can choose to enter the Girls program with Saints Hockey.

*Youth Program*

Squirts: Consists of youths under the age of 10, before July 1st, in the year the season starts. Generally, 9 to 10 years of age.

Peewees: Consists of youths under the age of 12, before July 1st, in the year the season starts.

Generally, 11 to 12 years of age.

Bantams: Consists of youths under the age of 14, before July 1st, in the year the season starts. Generally, 13 to 14 years of age.

*Girls’ Program*

U8: Consists of girls of any age under the age of 8, before July 1st, in the year the season starts.

U10: Girls of any age under the age of 10, before July 1st, in the year the season starts.

U12: Girls of any age under the age of 12, before July 1st, in the year the season starts.

U15: Girls of any age under the age of 14, before July 1st, in the year the season starts.

# **Traveling Teams**

Beginning at the U10 and Squirt levels, West Saint Paul Hockey traveling teams may consist of AA, A, B and C level teams. U8 and Mite teams are not considered traveling teams even though they may participate in activities at other rinks with other hockey associations.

Players are expected to attend all activities (practices, games, team meetings, dry-land, etc.) Unexcused absences will result in a penalty as determined the Head Coach and Hockey Development Committee.

***AA, A and B Level Traveling Teams*:**

AA, A and B teams are the highest level “traveling teams”. All players in each age group are eligible to try out for AA, A and B teams. AA, A and B traveling hockey teams may require increased time and financial commitments on the part of a player and parents.

*B2 and C Teams***:**

B2 and C teams are for players who do not make an AA, A or B team. Players who choose not to tryout are assigned to C teams. The commitment can be slightly less than what is expected for players of an A or B team at the squirt level. At the Peewee and Bantam levels, the commitment level is comparable to the AA, A and B teams.

West Saint Paul Hockey Association is committed to support every player in our program regardless of their team playing level.

*Mites:*

The team selections are based on evaluations of all players by tryout evaluators selected by the Board. The evaluators used are non-parent evaluators from within or outside the association. The “Upper” Mite team(s) will require increased time and financial commitments on the part of the player and parents.

# **Equipment Requirements:**

In order to assure safety of all hockey players, each player is required to wear the following equipment:

|  |  |
| --- | --- |
| Skater | Goalie |
| \*Hockey helmet - **black for all traveling teams** | Goalie Mask |
| Mouth Guard | Glove and Blocker |
| Shoulder Pads | Chest and Arm Protector |
| Hockey Gloves – **black for all traveling teams** | Breezers – **black for all traveling teams** |
| Breezers - **black for all traveling teams** | Goalie Skates |
| Shin Pads | Protective Cup or Pelvic Protector |
| Hockey Skates | Goalie Leg Pads |
| Hockey Stick | Goalie Stick |
| Protective Cup or Pelvic Protector | Mouth Guard |
| Neck Guard – Mandatory at all levels | Neck Guard – Mandatory at all levels. |

The Hockey Equipment Certification Council (HECC) is an independent organization which tests the performance standards for protective ice hockey equipment. When selecting skates, helmets, face masks, and skate blades, look for the HECC Certification to assure that you are purchasing a product that has met acceptable safety standards.

\*Helmets must have a HECC sticker affixed to the helmet. These stickers contain an expiration date and a player’s helmet must be within that expiration period.

# **Waiver Policy**

West Saint Paul Youth Hockey Association waiver policy adheres to the waiver policy of USA Hockey, Minnesota Hockey, and District 8.

# **Full Roster Policy**

In the event we have more players than roster spots, West Saint Paul Youth Hockey Association will provide waivers for those players who wish to play in another association. These waivers are good for one year only. Players will receive a refund of the balance of their fees in accordance with the Refund Policy. Players will be 100% responsible for fees payable to the association accepting the waived player.

# **Registration Dates**

Registration dates for West Saint Paul Youth Hockey Association shall be publicized during the summer. Late fee of $150 will be imposed on all Squirt/U10 - Bantam/U15 who register late. There are no late fees for Mini-Mites, Mites and U8. Registration fees will be posted on the West Saint Paul Hockey Association web pages prior to and during the final registration period. Registration fees are projected fees for the season as West Saint Paul Youth Hockey is dependent on fundraising efforts and donations to meet its budget. If fundraising and/or donation projections are short during the season, additional player fees maybe charged. All players must first register with USA Hockey and Minnesota Hockey. Those fees are in addition to WSPHA fees.

# **Hockey Fee Minimum Payments**

A minimum payment of $300.00 per child is due at the time of registration for players at the U10/Squirt level and above. If fees are not paid in full at registration, families must sign a payment plan contract which will split the balance on the account into 3 equal payments (September 1st, October 1st, November 1st, December 1st). Those payments will automatically be charged to the credit/debit card on the account. Full payment is due at registration for Mini Mites and Mites.

# **Registration Fee Balance**

Registration fee balances are due on announced dates which are posted on the WSPHA website prior to registration. Failure to keep the account current will result in the player not being allowed to participate in any way in West Saint Paul Youth Hockey until the account is current.

# **Past Due Accounts**

Members who have any past due obligation to the West Saint Paul Youth Hockey Association are required to pay all past due amounts and all fees or other charges prior to being allowed to register for the hockey season. No member, or immediate family of a member, will be deemed registered prior to full payment of all such amounts, and will not be permitted to register, attend tryouts, obtain equipment, or be assigned to a team.

# **Refund Policy**

If, for any reason, a player decides not to participate in the West Saint Paul Youth Hockey Association program (this includes being selected to play for a high school program) a player may request a refund of the fees paid. The player must inform the Director of Hockey Operations in writing. WSPHA will deduct $300.00 to cover clinic, tryout and ice time expense. **Fees paid to USA Hockey and Minnesota Hockey are non-refundable.**

The total deductions may not exceed the total amount of fees paid.

*NO REFUNDS WILL BE GIVEN AFTER DECEMBER 1st, 2025.*

* Mini-Mite and Mite players who quit before December 1st will receive a full refund of their WSPHA fees. **Fees paid to USA Hockey and Minnesota Hockey are non-refundable.**
* Returning Mini-Mite and Mite players who quit after December 1st will not receive a refund.

# **Financial Assistance**

All families requesting Financial Assistance must complete the Financial Aid application.

Applicants may apply for: (a) full assistance, (b) partial assistance, or (c) payment plan.

As part of its annual budget, WSPHA will determine a dollar amount that will be set aside as a Financial Assistance fund. The total amount of Financial Assistance that is awarded to

all families cannot exceed the amount budgeted.

Financial Assistance is designed to help families get through periods of financial stress. It is not designed as an annual subsidy. Preference will be given to those applicants whose families qualify for public assistance programs such as school lunch subsidies, medical assistance and unemployment insurance.

Financial Assistance will be provided to cover WSPHA registration fees only. Only in instances of severe financial hardship will it be granted for team assessments.

Families receiving financial assistance will be required to provide volunteer hours to WSPHA either by working at concessions, tournaments or other duties specified by the WSPHA Board. The number of required volunteer hours will be formally documented between the family and WSPHA.

Financial Assistance applicants may be required to meet with at least 2 members of the WSPHA Board to review their application.

**Families who do not fulfill their Financial Assistance obligation (as specified and documented by the WSPHA) will not be eligible for aid in subsequent years.**

Financial Assistance is provided at the sole discretion of the WSPHA Board. All information is kept confidential.

# **Request to Play-with-Grade Level Policy**

Minnesota Hockey establishes the maximum and recommended minimum age requirements for youth hockey.

West Saint Paul Youth Hockey Association recommends that boys and girls play at the Minnesota Hockey age requirements. Players cannot play below the minimum age requirements without a proper medical waiver. All players in our association must register at the appropriate age level.

Requests to move-up for all Levels, because a player wants to play with his/her grade level must be submitted in writing to the Level Director a minimum of 14 days prior to the first clinics at those levels. Players should register at the appropriate age level (based on date of birth).

To be eligible to request to play up with grade level at Squirts/U10, the following requirements must be met:

*Squirt/U10*

Entering 4th grade, and have a birthday between July 1st and August 31st

To be eligible to request to play up with grade level at Peewee/U12, the following requirements must be met:

*Peewee/U12*

Entering 6th grade, and have a birthday between July 1st and August 31st

Once a player requests to play-up with their grade level and receives approval from the Hockey Development Committee, they can participate in clinics and tryouts and are eligible to make any available team. From this point forward, the player advances by grade level in following years.

All requests to move-up based on grade level will be reviewed on an individual basis. The review process will consider each request balanced against the needs of the association and team formations.

West Saint Paul Youth Hockey Association reserves the right to regulate the number of players and teams at all levels. Depending on player and team numbers, this exception to player movement by age level policy may be suspended for all or some players in any given year.

*Mite Move-Up to Squirt*

Mites in their final year of eligibility can apply to move-up to Squirts/U10. Should the application to move up be accepted by the WSPHA Board of Directors, the player then must go through the Squirt/U10 traveling hockey tryout process.

1. To be eligible for an A or B team, the player must fall within the final Pool 1 tryout rankings.
2. To qualify for Squirt A, the player must fall within the scope of the team size (i.e. if the A team is determined to be at 13 players, he/she must rank in the top 13).
3. If the player falls within the determined lock pool, the player shall be locked on the A team.
4. If the player is within the scope of the A team, but outside the lock pool, they will need to be a coach’s selection to make the A team.
5. If the player is not selected to the A team, they will be locked on the B team.
6. Any player who does not make Pool 1, will need to return to the Mite program.

Should team sizes be such that it is necessary for Mite move-ups to fill out our Squirt C teams, a special tryout session will be offered to all Mites in their final year of eligibility at the Mite level. The mini-tryout session will be held immediately following our traveling team tryouts, so that these Squirt C teams can be formed within one week from the end of the regular tryout sessions.

# **Clinics**

Preseason clinics are held for all age groups and levels. The purpose of clinic hours is for players to get used to skating again, break-in any new equipment (such as skates), and to prepare the players for the upcoming tryout hours, if applicable.

Players will receive on-ice instruction, focusing on skating fundamentals, puck handling fundamentals, and basic hockey skills.

Goalies will have their own pre-season clinic. Sessions will be held both before and during the season.

# **Tryout Schedule**

Tryout schedules for all levels above Mites will be posted on the WSPHA website. Tryouts are typically held in October for each age level for both the youth and girl’s programs. The Tryout Policy is set forth in this Policy handbook.

# **Tryout Policy**

Independent, non-parent, evaluators will be used to rate all players at all tryouts. The independent evaluators will be disinterested persons that have experience with the hockey level being evaluated. A person may not be an evaluator at a specific level if a family member is participating in the tryout at that level. The tryout hours will consist of assorted drills as well as scrimmages. Skaters will be ranked on the following skills: skating, puck handling, shooting, passing and general hockey sense –both from the standpoint of an individual player and as a team player. Input from association coaches will be consulted in the event their input is required to ensure proper team placement.

# **Team Placement Grievances**

Grievances resulting from traveling team placement will not be addressed unless they are initiated 48 hours after team are posted.

*AA, A and B Traveling Teams*

The goal for AA, A and B traveling teams is to have no more than 15 skaters, unless total player numbers dictate otherwise. One or two goalies will also be selected. The actual number of skaters on each team will be at the discretion of the Hockey Development Committee.

For youth and girl’s teams at all levels, independent evaluators shall select the AA, A and B pool for each age level. The AA, A and B pool shall consist of up to the top 40 skaters and up to the top 6 goaltenders as rated by the independent evaluators.

Once the AA, A and B pool is selected, the Hockey Development Committee may meet with all or some of the coaching candidates for that particular age level. During this process, the AA, A and B head coaches may be selected. Along with the Hockey Development Committee, the AA, A and B head coaches may help determine the final team rosters based on the rankings of the independent evaluators.

*B2 & C Teams*

The B2 & C teams shall be selected from the players not selected for the AA, A or B team. Along with the Hockey Development Committee, the B2 and C head coaches may help determine the final team rosters based on the rankings of the independent evaluators.

*Multiple Teams at the Same Designation*

Should any one level have more than one team at a specific designation (i.e. two Peewee B team(s), as decided by the Hockey Development Committee for that level, the teams are to be evenly divided with each team receiving every other player ranked highest after the higher-level team has been selected. For example, players ranked 1st through 15th are on the AA or A team, then B1-Red would get the 16th ranked player, B1-White would get the 17th ranked player and so on. Any exceptions need to be approved by the Hockey Development Committee.

*Bantam Move-Up Policy*

High school teams and their junior varsity teams are selected after Bantam tryouts. A high school coach may select a player already playing on a Bantam traveling team. The Bantam coach losing players to high school teams may replace their players from the team the next level down. For example, the “AA” coach losing 2 players may select up to 2 players from the “B” team. The “B” coach may then select up to 2 players from the “C” team. The selection of players moving up under this process must be approved by the Hockey Development Committee.

Players who try-out for Bantams will not be given a waiver to play for Junior Gold/U16.

*Goalies*

For Peewees and Bantams, all players trying out for goalie who try out and are selected for a traveling team must play goalie throughout the season. If the overall number of goalies at a given level is insufficient, the coaches and the Hockey Development Committee will decide, together, the number of goalies for each team for that particular level for that season. It is desirable to have two goalies on every team, especially on higher level traveling teams. This is not always possible and team placement of goalies is up to the discretion of the Hockey Development Committee with input from the goalie evaluator(s).

# **Division Level of Play**

The West Saint Paul Hockey Association will strive to field travelling teams that compete at the highest competitive division level of play as defined and referenced in the Minnesota Hockey Handbook. The Hockey Development Committee will analyze the make-up of each age group to determine the highest level of play for that season.

# **Players Unable to Tryout**

**Medical Reasons**

Players unable to tryout due to medical reasons must notify the Hockey Development Committee in writing prior to the beginning of tryouts. If a player is unable to complete the tryouts due to medical reasons, the Hockey Development Committee must be notified immediately.

A player must verify her/his medical problems in writing. The Hockey Development Committee will review each situation independently and decide on a placement for the player.

Consideration must be given to the following:

1. Ability of player in the past.

2. Consultation with past coaches.

3. Severity of disability/probability of return for the coming season

# **Non-Medical Reasons**

The age level Director(s) will try to accommodate a legitimate scheduling conflict. Notice of conflict must be given at least 48 hours prior to first scheduled tryout session. The age level Director(s) will work with the player and his/her parents to try to accommodate the request, within reason. A conflict with another sport will typically not constitute an excused absence.

# **Player Movement After Tryouts**

A player cannot change levels or move between the Youth and Girls program once tryouts have begun. After tryouts, special circumstances may arise that require movement of a player to a higher level or between the Youth and Girls program. These situations are rare and will be evaluated on a case-by-case basis. They will be decided by the Hockey Development Committee.

# **Traveling Teams Tryout Procedure for teams with multiple levels (i.e. AA, A, B1 & B2)**

WSPHA has established a process for conducting traveling team tryouts based on objectivity and fairness. The goal of the tryout process is to ensure all players are given a fair evaluation and players are placed at the level commensurate to their demonstrated abilities.

# **Coach Qualification/Selection**

*Qualifications*

All West Saint Paul Hockey coaches shall be USA Hockey certified as required by Minnesota Hockey. Coaches of traveling teams must have prior coaching experience in some sport. Head coaches must have experience commensurate with the playing level.

Cost of certification of all coaches who are on the official team roster will be paid for by West Saint Paul Hockey Association through reimbursement once certification is completed. Certification sessions shall be announced to interested coaches of each level by the Association Head Coach and respective Director(s) of that level as soon as possible after player registration. It is highly recommended that these sessions are prior to or very early into the season in which the individual is coaching.

**Coaches are expected to attend all WSPHA activities including practices, games, round-tables, goalie clinics, virtual meetings, etc.**

*Selection*

**Application**

Prospective coaches must complete an application to the Association Head Coach no later than the first day of tryouts.

**Timing**

Coaching selection for the upcoming season will be made as early as possible to insure best coaching selection from the pool of interested candidates. Non-parent, paid coaches may be used at any level.

**Parent Coaches**

Any parent coaches need to be approved and recommended by the Association Head Coach.

**Assistant Coaches**

Head coaches selected may choose his/her assistant coaches and manager(s). The Head Coach will present his assistant coach selections to the Association Head Coach for approval. The maximum number of assistant coaches shall be governed by the rules of District 8 and Minnesota Hockey.

# **Team Managers**

In handling the administrative duties of a hockey team, head coaches have the option of having a team manager or handling the duties themselves. A team manager is highly recommended and is viewed as a critical component to a smooth, efficient, and fun season. A team manager is the central communication point between the team, the Association, and other teams.

*RESPONSIBILITIES*

**Communication:** Act as liaison between coaches, parents, the Association, Ice Director,

tournament officials, the Equipment Director, and others.

**Coordination:** Equipment needs, set up scrimmages, referees, tournaments, team meetings, year- end party, and additional practices. Monthly calendar developed and distributed.

**Budget:** Establish and administer budgets agreed upon by the parents and coaches. Handle team finances if necessary.

**Administration:** Birth certificates, forms, documents and rosters as may be required by SAYHA, tournament officials, Minnesota Hockey, and District 8.

**Tournaments:** Contact the Tournament Director for details on assigned tournaments and communicate all information to team.

# **DIBs Program**

The WSPHA is operated entirely by volunteers. WSPHA is able to provide one of the best values for youth hockey due to our volunteer participation. Beginning at Mites and U8 each family will be required to complete volunteer hours.

Please check our website at <https://www.warrioryouthhockey.org/parent-resources/dibs-policy-volunteering/111526>

for the latest details regarding our DIBs program.

# **Behavior Expectations**

Coaches and parents should set a positive example of sportsmanship and good conduct and, in general, be a credit to the WSPHA and our community.

The head coach is the person recognized as having responsibility for the team. The coach is not required to bend to parental pressure, but shall be available to discuss any situation with the players and/or parents, keeping in mind their responsibility is to coach the whole team and not any one individual. A coach shall have the flexibility to reduce a player’s ice time, or take other action, to solve a disciplinary problem if it is in the best interest of the team. Coaches are expected to document any behavior considered to be violations of the **Code of Conduct** with a WSPHA Board Member.

In order to have a uniformed expectation of all participants in WSPHA, each player, parent, and coach will be required to sign a specific **Code of Conduct** document at the beginning of each season. All forms must be submitted to the WSPHA’s registrar before their team will be registered with Minnesota Hockey. The Code of Conduct forms are printed on the pages that follow in this handbook.

***Player Guidelines***

* Play for FUN.
* Work hard to improve your skills.
* Be a team player – get along with your teammates.
* Learn teamwork, sportsmanship and discipline.
* Be on time for practices and games.
* Learn the rules and play by them. Always be a good sport.
* Respect your coach, your teammates, and your parents, opponents and officials.
* Never argue with an official or a coach’s decision.

Following these guidelines, all players are required to sign the Player Code of Conduct at the beginning of each new season the player is part of the West Saint Paul Hockey Association.

# **West Saint Paul Hockey Association Player Code of Conduct**

I understand that it is a privilege to play hockey in the West Saint Paul Hockey Association and as a member of team for the 2025-2026 season, I (players name) , agree to the following Code of Conduct:

* I will not swear or use abusive language on the bench, in the locker room, in the arena, and/or at any team function.
* I will not throw equipment.
* I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees at every game.
* I will treat teammates, coaches, opponents, facilities, fans and referees with respect.
* I will not drink alcohol, smoke, chew tobacco or use any other illegal substance at the rink or any team function.
* I will respect and abide by the decisions of the WSPHA Board.
* I will respect and adhere to all the rules and Code of Conduct of the WSPHA, District 8, Minnesota Hockey, and USA Hockey.
* I will express any concern through the proper channels in a respectful manner.
* I understand that any player who cannot abide by these rules or violates them will be subject to disciplinary action as outlined in the WSPHA handbook.

Player’s Signature: Date:

Parent’s Signature: Date:

This signed Code of Conduct must be submitted to your team manager. Your manager must submit all Conduct forms to the Registrar for your team to be registered for the season. Noncompliance may result in ineligibility for the player.

# **Parent Responsibilities and Rights**

*Responsibilities:*

* Do not force your children to participate in sports but support their desires 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 its participants, your child will benefit.
* Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
* Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
* Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
* Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
* If you enjoy the game, learn all you can about hockey – and volunteer.
* Don’t compare your child with other players. Be honest with yourself when it comes to your child’s capabilities.
* Take care of your financial responsibilities.
* Volunteer.

*Rights:*

* Have the player treated fairly and with respect.
* Have the player playing and practicing in a safe and healthy environment.
* Have the player coached by an effective and qualified adult leader.
* Have the player engaged in playing and practicing activity that increases his/her skill and enjoyment of the sport.
* Know what is expected of your player from the coaches.

# **Parent / Spectator Behavior**

To make ice hockey a more desirable and rewarding experience for all participants, USA Hockey has instituted a program of Zero Tolerance for parental and fan behavior that has been adopted by District 8. Referees, at their discretion, may have parents/spectators removed from the arena. The WSPHA Board supports this program and requests that all parents be supportive of the team, the players AND the OFFICIALS.

Players and officials all strive to perform at the highest possible level and deserve our support. On-ice officials will stop the game when the 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 WSPHA. This inappropriate and disruptive behavior shall include:

* 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 act.
* Throwing of any object in the spectator’s viewing area, player’s bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

Following the guidelines set out in the Parent’s Responsibilities and Rights, as well as in the Parent/Spectator Behavior Section of this handbook, parents are required to sign a Parent/Guardian Code of Conduct at the beginning of each new season. A separate Code of Conduct must be completed for each child playing in the West Saint Paul Hockey Association.

# **West Saint Paul Hockey Association (WSPHA) Parent/Guardian Code of Conduct**

As a parent of a WSPHA youth hockey player, (Player’s Name) ,

I understand that:

* It is a privilege, not a right, for my child to play youth hockey.
* Sportsmanship and fair play are essential to the sport of hockey and are important skills that our children learn from youth hockey.
* Our children learn from our example, and we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches, team managers, referees and parents.

Therefore, I agree to the following Parent/Guardian Code of Conduct:

* I will never use abusive behavior towards anyone involved in my child’s game, or attending an association game, at any arena.
* I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers, and referees at every game.
* I will not create a public display of anger toward coaches, players, and/or spectators in any arena or via e-mail, letter, and/or phone calls to the team.
* I agree to the 24-hour rule which states “no parent in a fit of frustration or anger over their player’s playing time, position, or coaching will contact the coach in any manner until 24 hours have passed.”
* I will respect and adhere to all rules and Code of Conduct of the WSPHA, District 8, Minnesota Hockey and USA Hockey.
* I will express any concern through proper channels in a respectful manner.
* I will respect and abide by the decisions of the WSPHA Board.
* I understand that any parent who cannot abide by these rules or violates them will be subject to disciplinary action as outlined in the WSPHA handbook.

Signed: (Parent/Guardian #1) Date:

Signed: (Parent/Guardian #2 if applicable) Date:

This signed Code of Conduct must be submitted to your child’s team manager. The team manager must submit all conduct forms to the Registrar for your team to be registered for the season. Noncompliance may result in ineligibility for your player.

# **Parent Code of Conduct Consequences**

Violation of the Parent Code of Conduct is detrimental to the team and may be brought forward to the WSPHA Board by the level director, the team’s coach, manager or a parent on the same team. A meeting with the WSPHA board will occur as soon as possible.

The WSPHA may set forth a penalty ranging from a verbal warning up to suspending a parent from all team functions for one week to the duration of the season. Continual abuse of conduct may result in permanent removal from the West Saint Paul Hockey Association

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During the sanction, the parent will not be allowed in any facility during a youth hockey event, regardless if that parent has another child on a different team.

# **Player Code of Conduct Consequences**

Failure to comply with the player code of conduct is detrimental to the team and will not be tolerated.

Parents are encouraged to work with the coach and/or team manager first regarding a violation(s) by a player. If the problem cannot be resolved at this level, the Level Director should be contacted. If needed, after discussion with their coach and/or team manager, a parent may request a meeting with the WSPHA Board to bring forth a violation of the player code of conduct. (The coach will be notified if a meeting is to take place.)

After this meeting, the WSPHA Board may determine that the situation be handled by the player’s coach or the WSPHA Board may set forth a penalty ranging from a one game suspension to player removal from the team. Continual abuse of conduct may result in permanent removal from the West Saint Paul Hockey Association.

*Please refer to specific penalties for the use of mood-altering chemicals in the next section of the WSPHA Handbook*.

# **SafeSport**

WSPHA are committed to creating a safe and positive environment for its participants’ physical, emotional, and social development and ensuring it promotes an environment free from abuse and misconduct.

As part of this program, WSPHA has adopted the policies implemented by USA Hockey addressing certain types of abuse and misconduct and certain policies intended to reduce, monitor, and govern the areas where potential abuse and misconduct might occur. The policies address sexual abuse and misconduct; physical abuse and misconduct; emotional abuse and misconduct; bullying, threats, and harassment; and hazing. The policies set forth some of the boundaries for appropriate and inappropriate conduct. The policies have been implemented to reduce the risks of potential abuse and can be found in the Safe Sport Handbook located at <https://www.usahockey.com/safesportprogram>. The policies include specific provisions governing locker room behavior, electronic communications, and team travel.

All of the USA Hockey SafeSport policies and any subsequent updates are specifically incorporated into the WSPHA policies and procedures, and all WSPHA members are expected to abide by the policies. Furthermore, all WSPHA coaches and managers are required to complete SafeSport training.

In the event that WSPHA employees or volunteers observe inappropriate behaviors (i.e. policy violations), suspected physical or sexual abuse, or any other type of abuse or misconduct, it is the personal responsibility of each such person to immediately report their observations to a member of the WSPHA Board of Directors. Other reporting options include: (1) completing the USA Hockey Reporting Form at <https://www.usahockey.com/makingareport>, or (2) emailing to SafeSport@usahockey.org.

In addition to reporting within USA Hockey, such persons must also report suspected child physical or sexual abuse to appropriate law enforcement authorities when required under this Policy and/or under applicable law. Employees and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities.

USA Hockey and WSPHA have a ZERO TOLERANCE for abuse and misconduct.

# **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 our goals. WSPHA adhere 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, WSPHA have 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.

# **Locker Room Monitoring**

The following conditions are REQUIRED for all WSPHA members for locker room use at all team events including, preseason clinics, tryouts, practices, game and any event that a locker room is being utilized:

* No player shall be allowed access to the locker room unless an NCSI background screened and SafeSport trained adult (“monitor”) is present.
* USA Hockey considers it acceptable to have at least one monitor either in the locker room or in the immediate vicinity outside the locker room (near the door within arm’s length so that the monitor can sufficiently hear inside the locker room) who also regularly and frequently enters the locker room to monitor the activity inside.
* If there is only one player in the locker room, monitors must prop the door open and remain outside the locker room.
* When coaches are not the same gender as the players, coaches may not be in the locker room while players are changing unless the players have a base layer on or come to the rink in a base layer.
* The same strategies should be applied after practice with monitors staying until the last player leaves, and at no time should one adult be alone in the locker room with one player, unless the player is their own child.
* 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 - specifically, 8U, 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.

# **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice, photo, and video functions, are strictly prohibited in the locker room. Cell phones may only be used to play music within the locker room, provided the music is not offensive to others. All other device usage must occur outside the locker room area.

Exceptions to the recording prohibition may be made for celebratory occasions such as victory celebrations where all individuals are appropriately dressed and agree to being photographed or recorded.

# **Prohibited Conduct and Reporting**

WSPHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described herein and in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in the WSPHA 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, may be emailed to USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or called in to 1-800-888-4656.

# **WSPHA Board Policy Statement Regarding the Use of Alcohol, Tobacco and Drugs in Sports**

The WSPHA Policy is consistent with the MSHSL’s policy and is as follows:

The use of mood-altering chemicals, i.e. alcohol, tobacco, drugs and marijuana, is expressly prohibited. During the playing season, regardless of quantity, a player shall not: (1) use a beverage containing alcohol; (2) use tobacco (including chewing tobacco) or, (3) use or consume, have in possession, buy, sell or giveaway any other controlled substance defined by law as a drug. This rule applies to the entire season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player’s own use by his/her physician.

***Penalties:***

*First Violation* –

Penalty: after confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

*Second Violation* -

Penalty: after confirmation of the second violation, the player shall lose eligibility for the next six (6) consecutive games. No exception is permitted for a player who becomes a participant in a treatment program.

*Third Violation -*

a. After confirmation of the third or subsequent violations, the player shall lose eligibility for the next twelve (12) consecutive games.

b. If after the third or subsequent violations, the players on his/her own violation becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MAHA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

*Interpretation:*

\*Game in this rule means regular league or playoff contest. Practice games or scrimmages cannot be counted in determining length of suspension. Associations or individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of this Rule.

# **Coaches Code of Conduct Form**

The West Saint Paul Hockey Association takes pride in our coaches. As the highest representative of the WSPHA at any game and/or team function, it is important that our coaches set the example for the team and the community.

Therefore:

* I will encourage good sportsmanship by demonstrating positive support for all players, coaches, fans, volunteers and referees any youth hockey event.
* I will treat players, fellow coaches, opponents, facilities, fans and referees with respect.
* I will refrain from the use of any inappropriate language within the presence of players.
* I will respect and adhere to all rules and Code of Conduct of the WSPHA, District 8, Minnesota Hockey, Safe Sport, and USA Hockey.
* I understand that if I cannot abide by these rules or violate them I will be subject to disciplinary action as outlined in the WSPHA handbook.

Coaches Signature: Date:

Coaches Name (Printed):

Team:

Season:

This signed Code of Conduct must be submitted to your child’s team manager. The team manager must submit all conduct forms to the Registrar for your team to be registered for the season. Noncompliance may result in ineligibility for your team.

# **Coaches Code of Conduct Consequences**

Complaint of violation of Coaches Code of Conduct may be brought to the Level Director of the WSPHA to be dealt with on an individual basis as determined by the WSPHA Board.

# **Player Ice Time / Fair Play**

Every player on a team must be given a fair opportunity to develop and improve their hockey skills. Consequently, fair ice time for each player is MANDATORY. It is the coach’s responsibility to assure this by using all players in all hockey games. Coaches, on traveling teams only, are given discretion to this rule in the closing few minutes of a game.

Specific cases where players display attitude problems, miss practices or games, are considered cases where the applicable coach can bench the player.

The normal playing time of each line is to be established by the coach but generally applied to all units fairly.

**EXCEPTIONS -**

*Squirts, U10 and all C levels: No Exceptions.*

* Special power play or shorthanded units should not be used. Normal line rotation should be maintained.
* Goalies should be played in regular rotation. Is to be the coach’s decision to rotate goalies in a game or every other game.

*PeeWee AA, A, B, B1, B2 and U12 (A and B):*

* In very few and limited situations during tight league games, tournament championships, and playoff games, players may be rotated out of normal sequence.
* Playing time for players shortened ice time should be made up later in another game so that all players can learn power plays and shorthanded playing techniques.
* Designated power play or shorthanded units is discouraged.
* Goalies also can rotate out of normal sequence (method of rotation determined solely by the coach) but only in a few situations. Playing time must be made up later in another game as in point "A" above.

***Bantam AA, A, B1, B2 and U15 (A and B):***

* More flexibility for the coach (at coach’s discretion) to move players out of normal line rotations in important games, tournaments, or playoffs.
* The coach can establish designated power plays or shorthanded units in critical situations but these units cannot be used on a routine basis or when the game is completely in control.
* Playing time for players shorted ice time should be made up later in another game so that all players can learn to play in these units.
* Goalies can also rotate out of normal sequence (method of rotation determined solely by the coach) in critical games but playing time should be made up in another game.

# **Grievance Procedures**

The following grievance process must be followed in all matters:

* Mandatory 24 Hour “cooling off” period from any incident before any action is taken.
* Attempt will be made to resolve issue with coach in a setting that is agreeable to the coach.
* If the issue is not resolved after (2), attempt will be made to resolve the issue with the Level Director.
* If the issue is not resolved after (3), attempt will be made to resolve the issue with the Board Executive Committee

**The decision by the WSPHA Board is final.**

# **West Saint Paul Hockey Board of Directors Meetings**

The WSPHA Board of Directors is a group of elected volunteers that works in the best interest of the WSPHA members. The Board believes in providing the best hockey experience for our members and being a highly regarded member of our community. We believe in maximizing our limited resources while being prudent to ensuring the long-run sustainability of the Association. Board activities include administration and operational planning of teams, facilities, and fundraising opportunities.

Board Members are elected for a (3) year term and Board Elections and Opportunities are posted at About Tab -> Board of Directors on Warriors Website.

Meetings are held in a public location and open to all association members. Meetings are scheduled monthly and are typically scheduled on the first Wednesday of the Month.

Those that wish to have a topic item discussed must submit that agenda item at least one week prior to the board meeting.

**Voting Board Member Roles and Responsibilities:**

Pete Brustad: President

Ben Young: Girls Director – Saints Hockey Co-op Committee Lead

Darren Heutmaker: Boys Director

Katie Diaz: Fundraising and DIBs Coordinator – Saints Co-op Committee Member

Keith Arnold: Community Outreach and Communications Director

Tyler Wilsey: Player Development and Mite Director

John Molinaro: Charitable Gambling Liaison