

**West Salem Hockey Association**

**2025-2026 Season**

***www.westsalemhockey.org***

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# About our Association

## WSHA

Welcome to the West Salem Hockey Association (WSHA). We are thrilled you have chosen our association for your child to grow through the great game of hockey! It is our wish that you enjoy many rewarding years in our organization and that you and your skater(s) develop a wealth of positive memories along the way.

WSHA is a non-profit volunteer organization based in West Salem, Wisconsin established in the mid 1970’s serving families in the West Salem, Bangor, and Rockland areas. All association activities are sanctioned by the Wisconsin Amateur Hockey Association (WAHA) under the national governing body of USA Hockey.

Our core values include the promotion of teamwork, dedication, and respect, in addition to developing physical fitness through the game of ice hockey.

## USA Hockey Organizational Structure

**USA Hockey** - Founded in 1937, USA Hockey is the national governing body of hockey in the United States. Located in Colorado Springs, Colorado, USA Hockey is responsible for development and education programs for players, coaches, officials, and developing policies and procedures.

**Wisconsin Amateur Hockey Association (WAHA)** - The Wisconsin Amateur Hockey Association (WAHA), an affiliate of USA Hockey, is the governing body of youth hockey in Wisconsin. Since 1930, WAHA has been providing volunteer services for the development and growth of hockey in Wisconsin. WAHA is governed by a board of directors.

**WAHA Regions and Divisions** - WAHA is divided into six regions based on geography. These regions are responsible for organizing, supervising and enforcing WAHA’s rules and regulations. Regions are primarily comprised of representatives from local associations and each region elects one director for representation on the WAHA Board of Directors. Each association is placed in one of four divisions primarily determined by association size. WSHA is a member of WAHA Region 6 - Division 4.

**Community-Based Associations** - WSHA is one of approximately 100 community-based associations that serve as the base of hockey in Wisconsin. Associations create teams, develop hockey players and grow the game at the local level. They are typically managed by a volunteer board of directors. Wisconsin’s community-based structure is considered to be a premier youth hockey model in the United States and across the world!

# What We Offer

## Programs

All WSHA programs are co-curricular and provide age-specific training based on USA Hockey’s American Development Model (ADM) and principles of long-term athlete development. All age-level categories are based on the player’s age as of December 31st of the current season.

**Learn to Skate (ages 4-12)** - The Learn to Skate (LTS) program is designed to teach children the fundamental progression of standing to skating forward and backwards to executing turns. All LTS sessions are free, open to beginning skaters of all ages, and offered weekly throughout the season. There will also be a “Try Hockey for Free day” at the beginning of the season, which is an introductory one-hour session to the sport. None of these sessions require a commitment to play hockey.

**Mites (ages 4-8)** - At the Mite level, the ice is divided into smaller areas to foster age-appropriate development. During practices, players are grouped by age and ability and rotate through multiple stations focusing on fundamental skills. Players practice together but are divided into Red (Advanced), White (Intermediate) and Blue (Beginner) teams for competitive purposes. These categories correspond to USA Hockey’s Red, White and Blue progressive development program. Mites will participate in one-day “Jamborees” against other local teams. Games for Blue and White teams are played “cross ice” where the rink is divided into three sections. For the Red team(s), games are played half-ice with goalies.

**Squirts (age 9-10)** - At the Squirt level, skaters begin playing full-ice games. Basic positioning and team strategy is taught, yet core fundamentals continue to be the emphasis. No body checking is permitted at this level. All Squirt-aged players practice together but, depending on numbers, may be divided into A & B teams for competitive purposes. One-hour practices are typically held two to three evenings per week. For Squirts, WSHA recommends approximately 25 games to be played throughout the season. This includes mainly local games, one hosted home tournament, and one or more away tournaments.

**Peewees (ages 11-12)** - At the Peewee level, full ice play continues. The ADM model is still incorporated into practice structure but positioning and game strategies become more featured. Concepts of body contact are taught, but checking is not allowed at this level. All Peewee-aged players practice together but, depending on numbers, may be divided into A & B teams for competitive purposes, as well as to help foster individual development. One-hour practices are typically held two to three evenings per week. For Peewees, WSHA recommends approximately 30 games be played throughout the season. This includes mainly local games, a hosted home tournament, and at least one away tournament.

**Bantams (ages 13-14)** - At the Bantam level, players begin preparing for high school level play. Fundamentals continue to be emphasized alongside the development of individual and team strategies. Proper body checking is taught and permitted at this level. All Bantam-aged players practice together but, depending on numbers, may be divided into A & B teams for competitive purposes. One-hour and fifteen minute practices are typically held two to three evenings per week. For Bantams, WSHA recommends approximately 35 weekend games be played throughout the season. This includes mainly local games, a hosted home tournament, and one or two away tournaments.

**Goalie Development (ages 8-14)** - Successful goaltending requires a unique skill set honed through practice and repetition. As part of its curriculum, and in addition to regular team practices, WSHA offers goalie-specific training for all Squirt-Bantam goaltenders.

**Goalie Reimbursement for camps/clinics** – Goalies that attend clinics and camps will be eligible for an annual reimbursement of up to $400 upon completion of the camp. Send a copy of your receipt to the Treasurer at westsalemhockeytreasurer@gmail.com.

## Practices

#### Practice format is guided by USA Hockey’s long-term development principles and decided upon by the association’s coaching staff with input from the WSHA Coaching Committee and guidance provided by the American Development Model (ADM). Typically, each team practices two or three times per week in the evenings for 1-1.5 hours per session. It is expected that coaches incorporate age-appropriate development opportunities for when designing practices.

Practice schedules are set at the beginning of the season by the Board in collaboration with the coaches and the association’s rink scheduler. Practice times are posted on the association’s website ice calendar. Although the association does its best to maintain a consistent practice schedule, practice schedules are subject to change depending on high school games, weather, or other unforeseen circumstances.

## Coaching Requirements

#### All of our coaches are vetted by the WSHA Coaching Committee and approved by the BOD. In addition to being Safe-Sport trained, each coach must be certified via USA Hockey’s coaching education program that includes classroom and age-specific online training. Applications for coaching are accepted during the summer in preparation for the season. To be considered for a coaching position, please contact the Director of coaching and player development.

## Equipment

Full hockey gear is required for all Mite through Bantam players to participate in practices and games. This includes a HECC certified helmet, **neck guard**, **mouth guard**, shoulder pads, elbow pads, protective cup, breezers, shin guards, hockey gloves, hockey sticks and hockey skates. The association has plenty of equipment available for use each year at no cost. An equipment-use agreement form must be completed prior to borrowing WSHA gear. A deposit by check is collected at the time of pick-up, and it is expected that equipment is returned at the end of the season with only normal wear and tear. For more information, contact our association’s Equipment Manager. Hockey equipment can also be obtained at a relatively low cost through local resale shops, online marketplaces, and from fellow association members.

## Scholarships

Need-based scholarships are available upon request, and applications will be discretely reviewed by WSHA Board of Directors to facilitate player participation. To request a scholarship, complete the scholarship form on the Resources page of our website and submit it to the WSHA BOD at *scholarships@westsalemhockey.org*.

# Association Activities & Operations

## General Membership Meetings

WSHA holds general membership meetings on the third Monday of every month throughout the calendar year. General Membership meetings occur at the Panther Den beginning at 6pm and are run by an elected board of directors following “Roberts Rules of Order.” All association members are provided with an agenda prior to the meeting and are strongly encouraged to attend to provide input to help guide association operations. All current adult members in good standing are entitled to participate and vote at any general membership meeting or other WSHA proceeding. Special meetings may also be called as needed throughout the season.

## Annual Elections

Annual elections are held during the general membership meeting in March. Open positions are advertised in advance of the elections. All current and past adult family members can vote during the annual elections if they have attended at least two (2) general membership meetings in the preceding 12 months. Elected directors are installed during the April annual banquet.

## Operation Costs & Fundraising

Our annual expenses for the association are well over $100,000 between payments to the school district for use of the facility from October 15 to March 15 , referee compensation, tournament registrations, etc. Registration fees only cover a fraction of our expenses, which is why we rely heavily on fundraising to help offset the difference between operational costs and registration fees. Without WSHA member participation in these events, registration would be much higher! ***Our fees are currently about half of what other area associations charge.***

In addition to raising funds through rink advertising, concession sales, and donations, the following annual fundraising activities are critical to the financial operation of the association.

***Slapshot Open Golf Outing*** is a long-standing WSHA tradition established in 1995. This family-friendly event is held at Fox Hollow Golf Course in Barre Mills, typically on the third Saturday of August. Four person teams compete in a “best ball” format. The entry fee entitles each person to 18 holes of golf including a shared cart, lunch, and additional raffle opportunities throughout the day.

***Calendar Raffle*** is an annual WSHA fundraiser designed to promote our youth association. The term “calendar raffle” is a nod to the historical fundraiser in which we sold calendars that would serve as raffle tickets. We no longer sell calendars, just the tickets themselves, yet the term “calendar raffle” has stuck. Each raffle ticket has an opportunity to win cash prizes during monthly drawings. At registration WSHA families are required to submit a post-dated check for the value of the tickets that are allotted. The funds collected for the raffle tickets remain with the family, as their initial check will be cashed by the association. 30 tickets are randomly drawn on a monthly basis from March through December each year, with cash prizes ranging from $20 to $100.

***Gun Raffle*** speaks for itself and has consistently been a popular fundraising event. About 15 guns are raffled each year, purchased from The Smoking Gun in Rockland.

***June Dairy Days*** is held annually on the first weekend in June at the West Salem Village Park. WSHA members walk or skate in the parade, handing out flyers and candy to spectators. We also work the Saturday evening entertainment tent, with a portion of the profits coming back to our association. Work shifts are available and assigned by the June Dairy Days committee.

***Water Booth at the County Fair*** is another annual event we participate in to promote the association and recruit new skaters. We sell water and icees to thirsty fairgoers.

## Volunteer Hours

To keep our association running successfully, and to maintain our low registration fees, members are required to complete a minimum number of volunteer hours each year, depending on the level of play of their child: 5 hours for families of 1st year Mites, and 20 hours for all other families. Members are responsible for making sure the hours they work are credited in Crossbar, which is the online sports management system we use for website, communications, scheduling, as well as posting and tracking work hours. If you are unsure if your hours have been tracked, please contact your team’s Parent Rep.

To get a better understanding of what counts and what doesn’t count for volunteer hours, please see the Volunteer Hours Chart included in this handbook. You can also find this same Volunteer Hours Chart on the [westsalemhockey.org](http://westsalemhockey.org) under the Resources tab.

## Mandatory Work Hours (*not* counted toward volunteer hour requirements)

##### Concessions at High School games: For all high school home games, it is expected that WSHA families assist as needed with concessions. High school concession duties will be split amongst teams based on team size. Your parent rep will divide up the concession assignments accordingly. If you are unable to work on the night you are scheduled, please work within your team to find somebody to switch shifts with. Training will be offered as needed on how to work concessions.

**Team home games**: For your own skaters’ games, it is expected that parents and family members will assist with score keeping, penalty boxes, ice-resurfacing, announcing and music as assigned by the team’s parent rep. Each team is responsible for managing their team’s home games and tournaments.

# 2025-26 Board of Directors

WSHA has an elected Board of Directors (BOD). Directors serve two-year, staggered terms and are elected at the general meeting in March. Presidents serve three-year terms, beginning with President-Elect in their first year, President in the second, and Past President in their final year. Contact information and responsibilities of each board member is listed below.

***President*: Teesha Willinger**………………………………………..………………..…..[Teesha.willinger@gmail.com](mailto:Teesha.willinger@gmail.com)

Oversees all association activities. Plans and facilitates general and board meetings, communicates with school on all matters, serves as liaison to WAHA, among other things.

***Past President*: Nick Schloesser**……………………………………………..…..[nicholas\_schloesser@yahoo.com](mailto:nicholas_schloesser@yahoo.com)

Assists with general board related functions as needed. Provides context to other board members related to ongoing year-to-year issues and actions that require continued board representation, action, and response.

***President Elect*: Tim Best**……………………………………………..……………………..….…..[tim.best5@gmail.com](mailto:tim.best5@gmail.com)

Supports and assists the President as needed. Learns all roles and responsibilities in the association to prepare for assuming the President Role in the upcoming season.

**Secretary: Jamie Smith**……………………………..…………………………………….…....[Jharmony39@yahoo.com](mailto:Jharmony39@yahoo.com)

Records and maintains BOD and General meeting minutes, tracks meeting attendance, distributes official correspondence, notifies association of meetings, elections, events, etc.

***Treasurer*: Reuben Vyn**…………………………………………….……...[westsalemhockeytreasurer@gmail.com](mailto:westsalemhockeytreasurer@gmail.com)

Manages all finances for the association. Documents and presents reports on income, expenses, and investments. Writes and receives checks, pays referees, files taxes, etc.

***IT Director*: Tyler Erickson**…………………………………………………………………..…….[tjericks9369@gmail.com](mailto:tjericks9369@gmail.com)

Manages website and app content, access, and permissions. Oversees registration process and membership information. Serves as contact for LiveBarn and GameSheets.

***Director of Hockey*: Christina Bertelsen**………………..…………….…….. [ChristinaBertelsen3@gmail.com](mailto:ChristinaBertelsen3@gmail.com)

Manages tryouts, coaches, and coaching committee; coordinates player and coach development activities, registration/team formation, and Learn to Skate/Hockey.

***Director of Operations*: Andrew Siebenaler**…………………………………………...[siebsandrew@gmail.com](mailto:siebsandrew@gmail.com)

Manages orders for team jerseys and socks, secures jersey sponsors. Coordinates annual apparel store, organizes picture night.

***Director of Fundraising*: Dana Heider**……………………………………………………..[danaheider@yahoo.com](mailto:danaheider@yahoo.com)

Manages multiple fundraising opportunities including Rink Advertising, the Donor Wall, the Annual Gun Raffle, Golf Outing, as well as the Pre-season Parent Night.

***Director of Scheduling*: Tina Harbaugh**………………………………………….…[Tina.Harbaugh@outlook.com](mailto:Tina.Harbaugh@outlook.com)

Coordinates and manages all ice time and game schedules for the association. Maintains the master schedule for practices, games, and special events. Supports the tournament director with planning and logistics.

# 2025-26 WSHA Appointed Positions

***\*\*Indicates an open position***

**Coaches**

* Awarded 10 work hours
* Plan and facilitate practices
* Coordinate and share information with Parent Rep
* Attend all team practices, games, tournaments
* Reports to Director of Coaching

**Parent Reps**

* Awarded 5 hours
* Act as liaison between coach and parents, communicating necessary information
* Schedule all team games and register for away tournament
* Assist tournament director in planning for home tournament
* Keep team Crossbar updated
* Reports to Director of Coaching

**Rink Advertising Coordinator** - Dana Heider

* Awarded 5 work hours
* Contact existing sponsors to renew for next season
* Reach out to potential new sponsors to add a sign for next season
* Maintain all rink signage records
* Reports to Director of Fundraising

**Gun Raffle Coordinator** - Fred Heider and Adrian Risch

* Awarded 5 work hours
* Get tickets printed and distribute to association members
* Plan the gun raffle drawing event
* Collect all tickets/ $
* Reports to Director of Fundraising

**Golf Outing Coordinator** - Tim Best

* Awarded 10 work hours
* Point of contact for sponsors and golfers
* Secure date at golf course and organize the scramble/ teams
* Plan fundraising and coordinate volunteers for the event
* Reports to Director of Fundraising

**\*\*Donor Wall Coordinator** - ***OPEN***

* Awarded 5 work hours
* Draft, print, and distribute pledge letters/forms to potential donors
* Coordinate with Treasurer to ensure payments received
* Get updated plaques for the donor wall and order incentives/ plaques for donors
* Reports to Director of Fundraising

**Registrar** - Jessie Luebke

* Awarded 5 work hours
* Monitor coach eligibility: coaching level modules, safesport, background checks
* Verify players’ addresses and date of birth to confirm residency and eligibility
* Reports to Director of Hockey

**Girls Hockey Coordinator** - Angela Gross

* Awarded 5 work hours
* Communication liaison between WSHA and CRS
* Attend general meetings to relay information
* Reports to Director of Hockey

**\*\*Coaching Committee -** Chad Antony, Chris Burks, ***OPEN***

* Awarded 5 work hours
* Assist Director of Hockey in reviewing coaching applications, coordinating evaluations
* Provide support and guidance to coaches as needed throughout the season.
* Reports to Director of Hockey

**Equipment Manager** - Laura Johnsrude

* Awarded 5 work hours
* Distribute and maintain record of all rental equipment loaned out
* Collect all equipment at the end of the season
* Inform board if any new equipment is needed
* Reports to Director of Operations

**Concessions Manager** - Fred and Dana Heider

* Awarded 10 work hours
* Order and stock all inventory for concession stand
* Keep record of inventory and set prices
* Reports to Director of Fundraising

**Social Media Coordinator** - Katie Warner

* Awarded 5 work hours
* Keep WSHA Facebook page and other social media channels updated
  + Share tournament/game schedules and highlights
  + Advertise upcoming events and fundraising opportunities
  + Post calendar and gun raffle winners
  + Post miscellaneous items as communicated
* Reports to Director of Operations

**Safety Liaison** - Dana Jorgeson

* Awarded 5 work hours
* Educate coaches, players, and parents on safety protocols (i.e. concussions)
* Report all concussions
* Make sure all safety equipment is available at rink/ with coaches

**Culture Education Liaison/Leader (CEL)** - Ben Troyanek

* Awarded 5 work hours
* Serve as the local point of contact for WAHA
* Ensure that USAH Codes of Conduct are reviewed and signed by coaches, players, parents, association officers
* Lead or assist in education of the hockey association stakeholders (coaches, players, officials, parents, and association leaders) in areas of establishing and monitoring a positive culture within the association.
* Promote and model positive behaviors to be expected in our association
* Reports to Director of Operations

**\*\*Tournament Coordinator** - ***OPEN***

* Awarded 10 work hours
* Advertise tournaments for teams to sign up
* Point of contact for teams participating in tournament
* Organize tournament schedule and keep real-time records on tournament weekends
* Coordinate raffle baskets and volunteer roles for tournament weekends
* Reports to Director of Scheduling

**Ice Scheduler** - Jill Troyanek

* Awarded 10 work hours
* Put all events (practices, games, tournaments, etc) on the association calendar
* Communicate with parent reps to get home games and practices scheduled
* Reports to Director of Scheduling

**Open Hockey Coordinator** - Brendon Esquibel

* Awarded 5 work hours
* Schedule open skate/hockey sessions and secure volunteer supervisors
* Coordinate with Ice Scheduler to get sessions scheduled
* Keep track of supervisors’ volunteer hours
* Reports to Director of Scheduling

**Learn to Skate Coordinator** - Jamie Lehnan

* Awarded 5 work hours
* Schedule and lead LTS sessions or assist in securing a coach
* Point of contact for participants
* Plan Try Hockey for Free Day
* Reports to Director of Hockey

**Calendar Raffle Coordinator** - Jamie Smith

* Awarded 5 work hours
* Get tickets printed and distribute to association
* Collect tickets and draw winners monthly, send checks to winners
* Keep record of winners and communicate this to Social Media Director monthly
* Reports to Treasurer

# WSHA Volunteer Hours for 2025-26 Season

**Number of hours required**

Every family is required to complete **a minimum of 20 total volunteer hours.**

* Of those, **10 hours must be for volunteering at tournaments or the mite jamboree**
* **10 hours can be work hours** (fundraising events, open hockey supervising, and assigned roles)

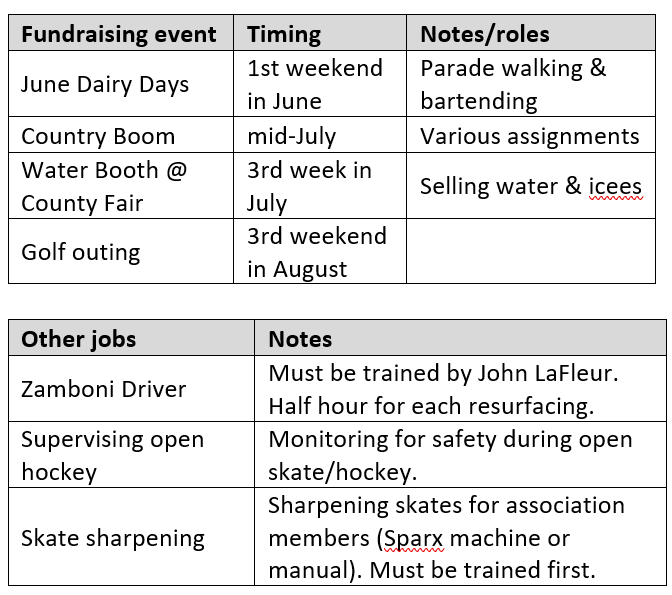
*\* 1st year families at any level are only required to complete 5 hours of volunteering from any category.*

**What DOES qualify toward required hours?**

**Tournament Hours:** Any family may earn hours for volunteering at any home jamboree or tournament. Volunteer assignments will either be posted directly in Crossbar or sent out by Google sheets for sign-up. Types of jobs include but are not limited to: set-up/tear-down, concessions, raffle baskets/games, Gamesheet (scoring), penalty box attendant, announcer/music, and Zamboni driver.

**Work Hours:** Work hours consist primarily of volunteering at fundraising events, driving the Zamboni, supervising open hockey, or assisting the association with one of several appointed roles.

|  |  |
| --- | --- |
| **Assigned Role** | **Hours** |
| **Coaches** | 10 |
| **Parent Reps** | 5 |
| **Board of Directors** | 10 |
| **Coaching Committee** | 5 |
| **Gun Raffle Coordinator** | 5 |
| **Concessions Manager** | 10 |
| **CRS Director** | 5 |
| **Donor Wall Coordinator** | 5 |
| **Equipment Manager** | 5 |
| **Safety Coordinator** | 5 |
| **Culture Coordinator** | 5 |
| **Golf Outing Coordinator** | 10 |
| **Ice Scheduler** | 10 |
| **Open Hockey Coordinator** | 5 |
| **Registrar** | 5 |
| **Rink Advertising Coordinator** | 5 |
| **Social Media Coordinator** | 5 |
| **Tournament Director** | 10 |
| **LTS Coordinator** | 5 |
| **Calendar Raffle Coordinator** | 5 |



**What DOES NOT qualify toward required hours?**

* **Assigned high school game concessions duty** – assume 1 to 2 games per season (~4 hours total)
* **Regular season home game duties** (concessions, score board, announcing, etc.) as assigned by Parent Rep
* **Activities that are not pre-approved by the board**