



## 1.0 Overview Section

West Salem Hockey Association (WSHA) is committed to providing a safe, respectful, and positive environment for all participants. WSHA is a non-profit organization operated by volunteers. To keep our operation running and provide our kids the opportunity to play hockey, WSHA needs member help and a shared workload.

### 1.1 Purpose

The purpose of this policy is to outline which constitutes membership with WSHA and the responsibilities associated with said membership and expectations to remain in good standing including, but not limited to, work hours and conduct.

### 1.2 Scope

This policy applies to all members (outlined below).

### 1.3 Implementation

Implementation is in accordance with Effective by Date

### 1.4 Responsibilities

Association Members (Parents/Guardians & Volunteers)	To work volunteer hours and abide by aspects of this policy. Refer to this policy for issues, addressing concerns, and following processes laid out in this and other policies.
Coaches	Be aware of this policy and refer to during coaches committee meetings, resolving parent issues, and setting expectations.
Board Members	Advise parents, volunteers, and coaches of this policy; be open to discuss issues and concerns and work to resolve the in a timely manner in accordance with this policy.
Registrar	Ensure all parents review at time of registration.

## 2.0 Procedure

### 2.1 Membership

Membership shall consist of individuals who abide by the WSHA Code of Conduct and meet ANY of the following:

- Participate in any hockey programs of the organization
- Are parents or legal guardians representing hockey participants under the age of 19
- Individuals elected to the Board of Directors
- Are coaches and/or volunteers approved by the board of directors AND registered with USA Hockey

All Members who are parent(s)/legal guardian(s) of a player shall:

- Participate in a variety of duties that will benefit the organization as a whole
- Act as a voting body for the purposes of electing the Board of Directors (max 2 votes per skater, not to exceed 2 votes per household/family)
  - Example: a household with 3 youth skaters in WSHA would have a total of 2 votes if eligible to vote.
  - If a skater has a blended family with stepparents, 2 votes total are allowed per skater.
- Remain current with all financial obligations to the organization
- Adhere to a code of conduct that reflects the values and principles of the WSHA.
- Respect the game according to the Parent Code of Conduct. If escalations occur and as a member, you are asked to leave a hockey event/facility by a member of the board, parent rep, coach or authority member, respect decisions made and allow for a 24-hour cool down period.



### **3.0 Registration**

#### **3.1 Procedure**

WSHA shall hold online registration in late summer every year. Registrar shall be assigned and the board of Directors shall be in charge of this event. Registration closes December 31 of every year.

All WSHA skaters shall provide a copy of the player birth certificates to the association prior to the USA hockey deadline.

Any new members moving into WSHA boundaries after teams are split but prior to December 15 shall be placed on the appropriate team based on recommendations by the Coaching Committee.

#### **3.2 Registration Fees**

All fees for WSHA registration must be paid in full before skaters will be allowed on the ice. Board of Directors shall notify coaches of those who have not paid fees. Fees to be set by Board of Directors prior to Registration.

Members are responsible for ensuring all checks are good. If the WSHA is unable to cash a member's check for any reason, the member must correct the situation and pay any charges incurred by the Association in attempting to cash the check.

#### **3.3 Registration Refunds**

Anyone who withdraws from a WSHA program can do so and receive a full refund prior to the USA Insurance Fee being submitted to WAHA. After that time, they shall receive their registration fee back minus the insurance. After the first practice, nothing is refundable without Board approval. No refunds will be made to any person until loaned equipment has been returned.

### **4.0 Volunteer Policy**

WSHA recognizes the crucial role volunteers play in promoting the growth and success of the organization. Volunteers contribute their time, skills, and efforts to support various association activities and events.

**4.1 Volunteer Opportunities:** The WSHA will provide a range of volunteer opportunities to cater to the diverse talents and interests of its members. Background checks may be conducted for certain positions involving direct contact with minors.

To keep our rink running successfully, members are required to complete a number of volunteer hours, depending on the level of play of their child. -

- a. 1<sup>st</sup> year mites are required to complete 5 hours.
- b.
- c. 2nd year Mites Squirts/U-10, Peewee/U12, and Bantam/U14 are required to complete 15 in season volunteer hours. All members must complete team assigned High School Concessions. Approx up to 4 per family/season
- d. Work your skaters regular home games, as assigned.

**\*\*See Appendix A: Volunteer Hours**

Families are responsible to make sure the hours they work have been credited via DIBS

#### **4.2 Penalties for No Shows**

If you sign up or are scheduled for a volunteer shift and do not complete that shift, for whatever reason and do not get it traded, you will be charged

1. 1<sup>st</sup> offense – \$30
2. 2<sup>nd</sup> offense – \$60



3. 3<sup>rd</sup> offense – check being held for full-service hours will be deposited.

It is the responsibility of the member to submit volunteer hours. Any unfulfilled hours will be charged \$30 per hour. \$450 (15 hrs x \$30) postdated check due at registration.

#### **4.3 Fundraising requirements**

Members are required to participate in the calendar raffle. All members shall write a post-dated check for the value of the calendars that are allotted. The \$300 check should be submitted at registration and postdated one month past the date of the calendar distribution. The member shall commence selling upon distribution and turn in sales money in which the check will be discarded. Should the member elect not to turn in sales money after one month, the post-dated check will be cashed and deposited into the calendar fund. Any family not submitting a post-dated check before a two-practice deadline will lose player skating privileges until payment is made unless alternative arrangements are made with the Board.

#### **5.0 Code of Conduct**

**5.1** All members, coaches, players, Board members, volunteers are required to sign a code of conduct and conduct themselves in such a manner that relates positively on the WSHA. WSHA follows the USA hockey Zero-Tolerance policy.

This includes treating all members with respect, maintaining confidentiality, and acting in the best interest of the association as a whole and its participants.

Specifically, members must:

1. Treat all individuals with respect and dignity
2. Refrain from using profanity or engaging in any form of verbal abuse
3. Refrain from engaging in any form of physical or emotional abuse, including bullying or harassment.
4. Follow all rules and regulations set forth by the association
5. Any behavior that is deemed inappropriate or disrespectful will not be tolerated and may result in disciplinary actions.

#### **5.2 Disciplinary Actions Step**

See Problem Solving and Grievance Policy.

#### **6.0 Injury Procedure**

If a player is hurt during a sanctioned hockey event, practice or game, members must call the USA Hockey Insurance Claim, through the District Manager within 24 hours of injury. If injury occurs on a weekend and there is no answer, claim must be called in on Monday morning. If parent cannot be reached, the coach should call the injury in. Name, Address, Phone Number of Risk Manager for USA Hockey is in the back of the WAHA annual guides provided to all coaches and should be available to coaches/parents.

#### **7.0 Members at Practice**

We encourage parents, guardians and family members to wait away from the bench area. to minimize coaching distractions.

#### **8.0 Distribution**

Parents at time of registration. All WSHA members, as available on the association website.

#### **9.0 Reference Documents**

<https://www.usahockeyrulebook.com/page/show/1015130-zero-tolerance-policy>

This Policy is to be used in conjunction with the WSHA Bylaws, Wisconsin Amateur Hockey Association (WAHA), and USA hockey rules and regulations.



Title: Member Policy

## **Appendix A: Volunteer Hours**

### **What counts for volunteer hours:**

1. Designated rink projects (pre-approved) such as open skate/hockey/committee work/social media
2. Fundraising events (pre-approved)
3. Zamboni Driver
4. Tournament director
5. Concession Manager
6. West Salem Tournament/State

### **WOULD NOT Qualify:**

Duties performed during skater's home games such as helping in the penalty box(es), scoreboard, and music will not qualify as volunteer hours.