WAYHA

Waupaca Area Youth Hockey Association

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A logo of a basketball with flames

Description automatically generated

2025-2026 Parent/Player Handbook

This handbook is designed to provide parents, players, and coaches an outline of the Waupaca Area Youth Hockey Association. Please read and make note of this document, as it will be your guide throughout participation in WAYHA.

**Table of Contents**

**WAYHA Mission……………………………………………. page 3**

**Board of Directors…………………………………………. page 3-4**

**Registration/Age levels……………………………………… page 4-5**

**Equipment…………………………………………………… page 5-6**

**Coaching……………………………………………………… page 6**

**Team Managers…………………………………………… page 6-7**

**Member Responsibilities…………………………………. page 7-10**

Locker rooms……………………………………….. page 7

Calendar sales……………………………………… page 7

Home Games……………………………………….. page 7-8

Open Skate………………………………………….. page 8

High School Games…………………………….… page 8-9

Maintenance Hours……………………………… page 9

Tournaments………………………………………… page 9

Table of Wayha Obligations……………………….. page 10-12

**Appendix A-Concessions Guidelines…………….. Page 13-16**

**Appendix B- Code of Conduct………………………. Page 16-17**

USA Hockey Participant Code of Conduct……… page 16

Parents Code of Conduct……………………………… page 16

Spectator’s Code of Conduct………………………… page 17

Safe Sport…………………………………………… page 17

**Appendix C-Disciplinary Guidelines……………… Page 17**

**Appendix D-Coaching Guidelines…………………. Page 17-18**

**Appendix E-Tryout Guidelines……………………… Page 18-19**

**WAYHA ORGANIZATION MISSION**

Our mission statement is “winning on and off the ice one goal at a time.” WAYHA is a non-profit organization that is a member of the Region 3 Wisconsin Amateur Hockey Association (WAHA). We offer hockey development for boys and girls ages 3-14. Our goal is to develop players in teamwork, sportsmanship, and character while having fun and developing lifelong friendships.

**Board of Directors**

The WAYHA Board of Directors is a 12-person board that meets once a month (typically on Sunday evenings). Board meeting minutes are posted on the www.wayha.com after approval (Click “About”, “Board Minutes”). The members serve a 2-year term along with one member with a 1 year term. An annual election occurs at the end of each hockey season. Information regarding the election and interest in becoming a board member is sent out via email at the end of each season. A list of current Board Members and contact information can be found at [www.wayha.com](http://www.wayha.com) (“About” tab, “Wayha Board”). Current members are as follows:

**Executive Committee:**

President: Carl Johnson carljohnsonwh@gmail.com

Past President: Melanie Hirte mjen00@yahoo.com

Vice President: Forrest Wright forrest.wayha@gmail.com

Secretary: Mara Schulz marakschulz@yahoo.com

Treasurer: Misty Holzman waupacahockey@gmail.com

**Members:**

Peter Olson, Robert Schulz, Brandon McPeak, Zac Loughrin, Dawson Bohm, Melanie Saykally, Collin Dykstra (City Liaison)

Club Members are welcome to attend the monthly meetings.

**Note:** *Board meetings are not a forum for grievances. Issues not resolved by working with the team manager should be directed to your head coach, who will make the necessary recommendations to the Board.*

**Club Members who hold positions in the WAYHA:**

Tournament Director: Forrest Wright forrest.wayha@gmail.com

Game Scheduler: Carl Johson carljohnsonwh@gmail.com

Ice Scheduler: Pete Olson peterolson1@hotmail.com

Director of Hockey:

Wayha Team Manager: Mara Schulz marakschulz@yahoo.com

Registrar: Cathie Lyons cathielyons1012@gmail.com

Equipment/Uniform Manager: Megan Wright megan.s.wright22@gmail.com

Maintenance Coordinator: Courtney Bohling csteile2015@gmail.com

Concession Manager: Shannon Stang vallerys113@gmail.com

Advertising Coordinator: Angie Amos angieh5644@hotmail.com

Dibs/Raffle Calendar: Holly Mork hollyhenning86@gmail.com

Apparel Coordinator: Misty Holzman waupacahockey@gmail.com

Fundraising: Zac Loughrin zac.l@foxcitiesbuilders.com

**Head Coaches:**

Rink Rats: Mary Dykstra: marydyskstra12@gmail.com & Becki Niemuth: beckiniemuth@gmail.com

Mites: Nick Hilarides nik.hilarides@gmail.com

Squirts: Justin Tuss justin.tuss@basf.com

Peewee: Brandon McPeak mcpeak1283@gmail.com

Bantam:

**Skater Registration/Sign up/Levels Offered**

Registration will open July 1st and rates are determined by the Board of Directors. There is a multiple player discount of $25 per child after the 1st child. There is a $100 per skater, early season discount starting 25-26 season running until August 1st. Your skater will not be allowed to take the ice unless registration has been complete. Registration is considered complete when the following items have been fulfilled:

* USA Hockey Registration (all levels including Rink Rats)
* WAYHA Registration at www.wayha.com
* Maintenance Hours (Dibs) complete or payment for non-completion paid (returning skaters)

Registration: Links for registration are on www.wayha.com by clicking the “registration tab”.

USA Hockey determines player classification by birth year as outlined below:

**Division: Age: Fees: Birth Year:**

**Rink Rat** 3-6 years old $125 2020-2022

Rink rats is an entry level, intro to hockey starting at age 3 by Nov 1st. This level is focused on intro skills into skating with an emphasis on having fun. Equipment is provided free for 1st year skaters and all other rink rat skaters. Skaters are responsible for providing their own skates and stick. Practice is Monday/Wednesday for 45 minutes pending schedule conflicts.

**U8/Mite** 6-8 years old $375 (includes up to 5 jamborees) 2017-2019

Mites is for boys and girls 8 and under. This level focuses on player development with skating and new skills. In this level, younger skaters (grouped into blue, white & Red levels typically 1st, 2nd & 3rd year mites) will play cross ice games and older skaters (red levels typically 2nd or 3rd year mites) will play half ice games. These games are non-competitive (no score keeping) and are designed for learning and fun. Parents run the home games by working concessions, score clock, and Zamboni. The team manager will provide a sign-up for these work slots. They will have a home tournament and an away tournament. Practice is Monday/Wednesday for 60 minutes pending schedule conflicts.

**U10 / Squirt** 9-10 years old $450 2015- 2016

Squirts is for boys and girls aged 10 and under. This level focuses on developing skills learned in Mites. Squirts play full ice games. Teams will play 30-40 games both away and home. There is a home tournament and an away tournament. Parents run the home games by working concessions, penalty box, score clock, score sheet and Zamboni. Team manager will provide sign-up slots in crossbar app. Practice is Monday/Wednesday for 60 minutes pending schedule conflicts.

**U12 / Peewee** 11-12 years old $500 2013-2014

Peewees is for boys and girls aged 12 and under. Peewees is a fast and competitive level focused on fine tuning the skills learned in Squirts. Peewees will play 40-45 games both home and away. There is a home tournament and an away tournament. Parents run the home games by working concessions, penalty box, score clock, score sheet and Zamboni. The team manager will provide a sign-up slot in the crossbar app. Practice is Tuesday/Thursday for 60-minute pending schedule conflicts.

**U14 / Bantam** 13-14 years old $550 2011-2012

Bantams is for boys and girls aged 14 and under. Bantams is a fast competitive level while continuing to fine tune skills. Checking is permitted in Bantams and skaters are taught how and when to check safely. Teams play more than 40 games. There is a home tournament and an away tournament. Parents run the home games by working concessions, penalty box, score clock, score sheet and Zamboni. The team manager will provide a sign-up for these work slots on the crossbar app. Typical practice is 2-3 times a week for 60 minutes pending schedule conflicts.

**First year skaters “Wayha Registration Fee’s” are waved**. Skaters are responsible for jersey, cleaning fee’s, volunteer hours, Open Skate/High School games and home game/tournament responsibilities.

Skaters are provided with free equipment rental except for skates and stick.

Jersey and Cleaning fee: $30 per skater.

Volunteer Hours: 8 hours total due by next seasons registration.

Open Skate/High Schol Games: 5 Slots Total=10 hours.

Rink Rats: 8 Volunteer Hours total (can combine High School/Open Skate/Dib/Fundraising Hours). Home Tournament hours do not count.

**Skater Equipment**

It is necessary for the protection and safety of the skaters that they have properly fitted equipment. For information on proper equipment, please contact your Coach or Equipment Manager.

The following equipment is required:

- Helmet

- Mouth guard (Mite Level suggested, Squirt Level and up REQUIRED)

- Neck Guard (required 2024)

- Shoulder pads

- Elbow pads

- Hockey gloves

- Breezers (shorts)

- Athletic supporter with cup (pelvic guard/”Jill” for girls)

- Shin pads

- Hockey skates

- One (or two) sticks

- Practice Jersey (prefer Light and Dark)

- Hockey socks (practice & Game)

**Equipment rental** is available for all rink rat skaters and some mite skaters. Equipment rental is free for 1st year skaters and rink rats. All other skaters: $50 rental fee. Skaters are responsible for providing their own skates and a stick. Please contact Megan Wright at [megan.s.wright22@gmail.com](mailto:megan.s.wright22@gmail.com), for help with equipment.

**Game jerseys** are rented out during the season. The cost to rent the jersey is $30 for the season. The money from the jersey rental is used to replace the game jerseys throughout the years. Each skater will be required to purchase a set of game socks. Game socks are $20 a pair to keep. Game jerseys must be laundered and returned at the end of the season.

**Coaching**

Director of Hockey serves as a guide and oversees the coaching staff. The Director also serves as a liaison between the coaches and Board as well as the disciplinary committee.

Tryouts will happen during the month of October. A tryout guide can be found on Appendix E.

WAYHA’S coaching staff are unpaid volunteers. Qualifications include:

- Coaching Certification (Level I,II, III or IV) Mite level can stay at Level I.

- Background check (every other year), SafeSport & Age Specific module training

- Register on usahockey.com for USA Hockey Coaching number.

- Register on Wayha.com for Coaching.

- Must have Hockey knowledge, and skill depending on level

- Must have ability to work effectively with children and other WAYHA volunteers creating a positive experience for all involved.

- Must have ability to put in the time and effort required throughout the season.

- Coaches will be determined after the player selection process for each team is completed. Individuals interested in coaching any level should notify the Director of Hockey (ACE) prior to the start of tryouts. The Coaching Committee, typically made up of former head and assistant coaches as well as the Director of Hockey, will select the most qualified head coach for each team from the available candidates. This selection is the sole decision of the coaching committee and will then be approved by the board of directors. The head coach will select assistant coaches and will notify the Director of Hockey of each teams coaching team. Assistance coaches do not need to be approved by the Board of Directors.

**Team Manager**

Each team; Rink Rat, Mite, Squirt A, Squirt B, Peewee A, Peewee B, Bantam A, Bantam B, will have a designated team manager. Team managers are confirmed by Wayha’s Head Team Parent: Mara Schulz. Please contact Wayha’s Head Team Parent if interested in this role.

-Team managers must register with Wayha as a Volunteer.

-Register through USA hockey as a Volunteer.

-Background Check through USA Hockey every other year (other background checks do not crossover).

-SafeSport training yearly.

The responsibilities of the team manager will vary at each level through communication with the head coach and Head Team Parent but will generally include:

* Mites: Scheduling Jamborees & Red/White/Blue League home & away.
* Confirm all games times/schedules
* Setting up team responsibilities for home games (concessions, penalty box, zamboni, clock, score sheet) and making sure they are fulfilled as equally as possible among the team
* Collecting calendar stubs and money and providing them to the calendar coordinator
* Booking hotel blocks for the away tournament/state weekend
* Be present and available for the home tournament weekend.
* Coordinate work board, raffles and food contributions for the home tournament weekend
* Responsible to ensure team families have fulfilled open skate and High School game obligations
* Communication between parents and coaches

**Member Responsibilities**

*WAYHA is a non-profit organization run solely by the volunteer club members. In order to keep our costs low, we require the commitment of all members to fulfill responsibilities at our rink.*

**Locker rooms:** There are 2 set of locker rooms. Rink locker rooms (#1-4) and “New” locker rooms (#6-8 down the hallway through the double doors). Practice teams are assigned to: Rink rats LR 1,2,3,4, Mites LR 6, Squirts LR 7, Peewee LR 6 (Clean 8), Bantam LR 5, Girls LR 8. Please only use the locker room assigned to your team, this helps with keeping our facility clean. Each family member will be assigned a week to clean their locker room. Cleaning involves taking out garbage, sweeping, mopping, wiping down shelves etc. A $15 annual fee per family pays a cleaning team to clean the facility bathrooms, lobby, and mezzanine.

**Raffle Calendars:** Our club has 1 large fundraiser each year through the sale of raffle calendars. 1,000 raffle tickets are printed a divided among the number of families at Wayha. If you have skaters at multiple levels, your assigned amount will be set at your oldest level skater. Rink Rats are responsible for 5 Raffle tickets. Calendars will be handed out in the month of October and due back by December 15th to your team manager. You are responsible to sell all raffle tickets and are responsible for purchasing any unsold calendars. There are many families able to sell extra if you need help, please be in contact with your team manager.

Each calendar is $20. They keep the calendar poster and should return the slip and money to the club member. Ensure the slip is legible. Team parent will confirm all slips have been returned; money is counted and then will drop both in the safe in concessions. There is a chance to win $20 each day, with bigger monetary prizes throughout the year. Each winning slip is placed back in the drawing, providing the opportunity to win multiple times.

**Home Games (excludes Rink Rats):** families work home game work slots. It is expected that families work one of the two game series depending on team numbers to ensure your skater can participate. Work duties are uploaded on the crossbar app by your team manager. These responsibilities include:

* **Concessions x2:** Preparation and sale of concessions items, cleaning, and stocking. Follow Concessions guidelines (Appendix A)
* **Penalty Box x2:** open and close penalty box doors. Count shots on goal and report to score box at each period intermission. Move nets post-game for Zamboni resurfacing.
* **Score sheet:** Prepare and maintain electronic score sheet throughout game. Have score sheet signed by each head coach. Announce scores and penalties throughout game. Ensure score sheets are signed by attending referees.
* **Score Clock/Music:** Set up and maintain score clock throughout the game. Play music (provided iPad) during warm-up, period intermissions and game stoppage.
* **Zamboni** (trained and approved): Prepare Zamboni and clean ice after game completion. Clean Zamboni as appropriate after use.

**Open Skate:** Our club offers open skate to the public most Saturdays and Sundays 630-830 from October through March. These are listed as events on the Wayha Facebook Page. Duties include (concessions/Gate x2, skate rental, on ice and off ice supervision & Zamboni) The open skate signup link is found on the WAYHA homepage under “volunteer”, Open Skate.

* **Concession/Gate:** Right Side entry door and rink concessions door are programmed to open at 6pm for Open Skate. Payment for skaters upon entry ($5 to skate and includes rental) and utilize hand stamp to indicate payment. Follow concessions guidelines (Appendix A) and clean/stock throughout open skate. Sweep lobby and ensure rink is locked at the end of the night.
* **Skate Rental:** Dispense skates to skaters as needed. Monitor return of skates, spray skates with Lysol and return to designated area. Keep skate rental room organized.
* **Off Ice Supervision:** Wear yellow safety vest located in concessions. Be present ensuring locker rooms 1-4 are only being used. No one down the new locker room hallway. Clean and monitor Mezzanine. Sweep lobby. Check bathrooms and restock.
* **On Ice Supervisor:** Wear yellow safety vest. Turn on music in press box. Stay on ice or players box for duration of open skate. Ensure no rough play or altercations occur on the ice. Cone off center ice for younger skaters. Stack skate helpers and clean up garbage around player benches.
* **Zamboni:** Resurface the ice after Open Skate is complete. Shut off rink lights and ensure handicap accessible doors are locked.

Upon completion of open skate, concessions till money will be counted by both Concession/Gate workers, initialed on the designated envelopes and dropped into the safe. The money from gate sales will also be done in this manner in its own envelope. Concessions will be cleaned according to concession appendix. Front double entrance doors and side accessible rink doors will be locked. Lights off after ensuring Expo is empty.

**High School Games:** As a club, we are responsible for running boys and girls High School JV and Varsity games. By fulfilling the gate, concessions x2, penalty box x2, Zamboni, Paper Score Sheet and Clock, our club keeps the profits for gate and concessions. The link to sign up for slots is on the WAYHA home page under the volunteer tab, High School Games. Please contact the head team manager with any questions.

* Gate: Arrive at least 30 minutes prior to game to set up the table, money box and stamps. Take monetary fee or identify season sports pass (examples in gate binder). Utilize hand stamp to identify paid spectators. Help clean and stock in concessions after 2nd period of Varsity game as needed.
* Concessions: Arrive at least 30 minutes prior to game to prepare hot foods. Follow concessions guidelines (appendix A). Clean and stock throughout shift
* Penalty Box: Open and close doors as needed throughout games. Count saves by goalie throughout game and report to score box at period intermission. Move nets during Zamboni resurfacing.
* Paper score keeping and score clock: Arrive 30 minutes prior to start of each game. Must be proficient in the duties to fulfill these positions.

**\*Each family at Wayha is to sign up for a combination of 5 slots for either Open Skate or High School games**. Failure to fulfill these work slots will result in a $50 fee per hour invoiced on March 1st.

**Additional Costs:** In addition to registration fee there are other expenses skaters can expect during the season. Detailed costs are in this handbook or will come from your Head Coach or Team Manager. Here is a general overview of possible expected expenses: mite jamboree fee, away tournament fee, away tournament hotel, state tournament hotel, cleaning fee, jersey rental fee, game sock purchase, home tournament swag bag items/fee, end of season coaches’ gifts, team manager gift.

**Maintenance Hours/Dibs**

Each family, starting at the Mite level, is required to perform a minimum of 15 maintenance or Dibs hours each season to help with rink upkeep. There are various opportunities during the season to perform these maintenance/dib hours. These include but are not limited to; 3-on-3, State tournament games, Fundraising events, cleaning, stocking and maintenance. Events will List “Volunteer Hours” or “VH”. Failure to complete 15 maintenance/dib hours will result in a $750 fee due on March 1st. 10 dibs need to be completed by February 1st.

-**First Year (New to Wayha Families) Skaters have 8 dibs** to complete by the start of next season.

***Note:*** *Home Game, Home Tournament responsibilities, pre-tournament cleaning, Open Skate and High School game responsibilities are NOT included in maintenance/Dib hour accumulation.*

Maintenance/Volunteer hours are tracked through your account on wayha.com. If you have any questions about your hours earned or signing up, please contact the dibs coordinator, Holly Mork.

**Tournaments**

Each team will have **one scheduled away and potentially a state tournament** (pending qualification). Level specific coaches will choose which away tournament they feel is appropriate for their skaters. Team managers will set up hotel blocks for the team. Each skater will be responsible for a fee for the tournament along with the hotel stay for each tournament.

Each team will have **One** **Home Tournament**. These tournaments create significant revenue for our club, which in turn helps to keep our registration costs low. Wayha’s Head Team Parent will create a work board for the weekend of games. Each family is required to fill their share of slots for the weekend. There is no registration fee for our players in the home tournament. Teams will provide raffle baskets and money towards Concession bucks for visiting teams.

\*Rink Rats will have a home Mini-Mite Tournament in February.

\*\*All members are expected to change garbage’s, stock bathrooms, monitor the rink and mezzanine and provide general clean up as needed throughout the weekend. This is our rink, please help keep it clean. \*\*Remember that you are representing the entire program of Wayha all weekend long\*\*

**\*Parents are expected to work for the home tournament weekend in exchange for**

**skater tournament ice time\***

**\*Tabs in concessions will no longer be allowed at our rink\***

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| --- | --- | --- | --- | --- |
|  | **1st Year Skater** | **Rink Rats** | **Mite/Squirt/**  **Peewee/Bantam** | **Coach, Team Parent,**  **Locker Room Monitor** |
| **USA Hockey Registration**  www.usahockey.com | **Yes:**  Required. | **Yes:**  Required. | **Yes:**  Required. | **Yes:** Required.  **Also:** USA Hockey Background Check (every 2 yrs) & Safe Sport.  Coach: Coaching Clinic/Age Specific Modules. |
| **Wayha Registration**  www.wayha.com | **Yes:**  (use code: “1st Year Free”) | **Yes:**  (use “multi-skater discount code” if siblings are registering). | **Yes:**  (use “multi-skater discount code” if siblings are registering). | Yes  (Register for Coach, Team Parent or Locker Room Monitor on www.wayha.com). |
| **Raffle Calendar Sales**  *\*\*All Calendars need to be returned SOLD\*\**  (Distributed October/Nov. Due back by December 15th)  1,000 Raffle Tickets are printed and divided between Squirt, Peewee & Bantams Families by oldest skater.  Rink Rats: 5 Calendar responsibility. | **Yes:**  (# of Calendars is determined by level of skater: Rink Rat (5) or Mite/Squirt/  Peewee/Bantam 15-20). | **Yes:**  (5 per family) | **Yes:**  (Between 15-20 per Family, determined by the number of families in the club) |  |
| **Home Games**  Home Game duties need to be completed for skater ice time and split evenly between families on the team.  **NO Volunteer Hours** | **Yes:**  Duties: Clock, Scoresheet, Penalty Box, Concessions, Zamboni. | **No:**  No Home Games. | **Yes:**  Duties: Clock, Scoresheet, Penalty Box, Concessions, Zamboni. | **Yes:**  Team Parents are your main point of contact and ensure Home Game Duties are covered and evenly distributed among the teams’ parents. |
| **Home Tournament**  Rink Rat/Mite: 3-4 shifts per family.Squirt, Peewee, Bantam: 6-7 Shifts per Family.  *\*\*Covering these shifts for the home tournament are required for your skater to participate.*  **NO Volunteer Hours** | **Yes:**  Duties: Clock, Scoresheet, Penalty Box, Concessions, Zamboni, Raffle Table, Opening and Closing shifts. | **Yes:**  A “Mini-Mite” tournament will need shifts covered by Rink Rat parents.  Clock, Concessions, Zamboni, Board install/takedown. | **Yes:**  Duties: Clock, Scoresheet, Penalty Box, Concessions, Zamboni, Raffle Table, Opening and Closing shifts. | **Yes:**  Team Parents are your main point of contact and ensure Home Game Duties are covered and evenly distributed among the teams’ parents. |
| **Volunteer Hours: “VH”**  (previously “DIBS”)  1 Hour of Work=1 Hour of Volunteer Hour (VH)  **1 Hour of VH=$50**  These include but not limited to: Fundraising events (Golf Outing, Brat Fry, L2P Event, Fair), Cleaning request, stocking and misc.  (Wayha.com- Volunteer Tab) | **Yes:**  **8 Hours.**  Half need to be completed by Feb 1st. Remainder is due by next year’s registration. (This allows for summer volunteer hour options to complete- ie Fundraising, ice out and in, etc). | **Yes:**  **8 Hours.**  This can be any combination of High School, Open Skate, or misc. cleaning duties listed on wayh.com volunteer tab stating **“VH” for Volunteer Hours**. | **Yes:**  **15 Hours.**  Half need to be completed by Feb 1st.  Remainder is due by March 1st.  Invoices need to be paid ASAP or prior to next seasons registration. |  |
| **High School Games/ Open Skate**  The above shifts are located at [www.wayha.com](http://www.wayha.com) under the Volunteer tab.  **Requirements are listed per level: Failure to complete will result in a $50 per hour invoice by March 1st.** | **Yes:**  **10 Hours or “5 Shifts” of** any combination of High School or Open Skate duties need to be completed prior to the end of the season.  Failure to complete these hours, an invoice for $50 per hour will be issued. | (High School and Open Skate hours CAN be used for the above **8-hour total** requirement. Other VH hours can also be used to fulfill). | **Yes:**  **10 Hours or “5 Shifts”** of any combination of High School or Open Skate duties need to be completed prior to the end of the season.  Failure to complete those hours, an invoice for $50 per hour will be issued. |  |
| **2 Hours “Off Season Fundraising”**  March 1st to October 1st  **\*\*This starts with the 26-27 Season\*\*\*** | **Yes:**  **2 Hours of “Off Season Fundraising Hours”** per family starting 26-27 Season, March 1st. | **No:** | **Yes:**  **2 Hours of “Off Season Fundraising Hours”** per family.  Starting 26-27 Season, March 1st. |  |
| **Locker Room Cleaning**  ***\*\*Sweep, Mop, Garbage.***  Each level is responsible for the cleaning and upkeep of their locker rooms.  **NO Volunteer Hours.** | **Yes:**  Assigned by team. | **Yes:**  Assigned by Alphabetical Roster Order: Listed on last crossbar practice of the week.  One family: LR 1-2, One Family: LR 3-4. | **Yes:**  Assigned per Alphabetical Roster Order. Listed on the last practice time of each week.  (Sweep, Mop, and Garbage’s).  Mites: 6, Squirt: 7,  Peewee: 6 (clean 8),  Bantam: 5 |  |
| **Friday Night Showcase Games**  Fundraising opportunity for Wayha with sponsorship recognition. Each Wayha team gets a “Friday Night Showcase Game”.  **NO Volunteer Hours**. (Treated like home games). | **Yes:**  Assigned by team. | **No:** Fri Night.  **Yes:** Rink Rats have a “Showcase Scrimmage” during a Varsity Boys High School Home Game. No workers needed. Immediate Family gets in free. | **Yes:**  Teams will SWAP working the required shifts.  *Squirt A and Squirt B swap.*  *Peewee A and Peewee B swap.*  *Bantam and Mites Swap.*  Clock, Scoresheet, Penalty Box, Concessions, Zamboni, Chuck-A-Duck/Tick-tack-toe. |  |

**Waupaca Area Youth Hockey Association (WAYHA)** is a 501(c)(3) not-for-profit organization dedicated to providing quality youth hockey opportunities to our community. As owners and operators of our ice rink, we are solely responsible for the maintenance, upkeep, and overall operation of the facility and the WAYHA hockey program.

Our elected Board of Directors meets monthly to strategically plan, discuss, and vote on matters that guide the long-term direction and sustainability of the organization. These efforts are essential to preserving the integrity of our facility while keeping participation costs among the most affordable in the state.

Revenue generated through fundraising initiatives—including calendar raffles, open skate events, and high school gate admissions—remains within WAYHA and is reinvested directly into offsetting skater fees and maintaining rink operations. Additionally, the volunteer contributions of our families—through home game staffing, tournament support, locker room maintenance, and other duties—are critical to managing operational costs effectively.

We are grateful for the ongoing dedication and support of our families who go above and beyond. **By agreeing to this document, you are stating that you are aware and in agreement of the expectations needed for Waupaca Area Youth Hockey and your skater.** If you have any questions or concerns, please contact us.

**Appendix A**

**WAYHA Concessions guidelines**

* **MOST IMPORTANTLY, WASH YOUR HANDS!!! (**Upon entering, please store your belongings and immediately wash your hands in designated hand wash sink next to the large food grade sinks).
* **Long hair** is to be tied back. Hair nets are above the register.
* **Gloves** are required when handling any food that is not fully sealed (anything besides candy and beverages)
* Gloves are single use. If you take them off to handle non-food items or wash your hands, dispose of your gloves and use a new pair. If you handle cash with gloves on, please dispose and use a new pair before handling food.
* **30 Minutes early** for first game of the day or for a high school game.
* All food needs to initially be brought up to **165 degrees** F. After it has reached this temperature, it can be held at 135-140 degrees F. There are thermometers in the right-hand drawer on the crockpot/soda cooler side of the counter.
  + If soups or BBQ are not reaching temperature fast enough in the crock pot, food can be placed in the microwave safe container. Food should reach 165 within 30 minutes to avoid bacterial growth.
  + Hot dogs can be tested for temperature in the end if they seem to be getting too hot. (if they are >165 degrees F the machine can be turned down to avoid over cooking)
* If you run out of a pre-packaged **soup** or if a soup was inadvertently not left out to thaw, a frozen bag can be removed from the freezer. The bags can be placed in warm water in the sink and quickly thawed.
* **Typical preparation** should include:
  + One soup or chili(chili is used on other products and is often a good choice)
  + BBQ pork- Typically only tournament weekends.
  + Hot dogs- only 3-4 in the warmer at a time.
  + If there are games scheduled for the entire day 2 soups can be prepared, typically a chili and another soup.
* After a soup has been **heated one time**, when it is put back in the cooler, it needs to be labeled. Soups can only be re-heated one additional time and should then be thrown out. Do not mix a small amount of previously heated product with new product unless it will be a busy day and you are confident it will all be used. Another option for the BBQ pork would be to chunk off a small portion of the new product to add to the previously heated so it isn’t as much waste if it is all un-used.
* **Label** needs to include:
  + What the product is
  + The date it was opened.
  + Has the product been heated yet?
* Instructions for cooking **pretzels** are posted next to the microwave. Extra salt is located near the microwaves and come in the pretzel boxes.
* **Popcorn machine**
  + Scooper and Bags cannot be left in the machine.
  + Popcorn can be used for up to 24 hours; however, it does go stale very quickly. If it is the end of a day, prior to open skate, you may leave the remaining for the night. If closing concession for the evening, dispose of popcorn.
  + Popcorn machine (& other machines) can be cleaned with spray food equipment cleaner (near the sink).
* **Deep Fryer.** 
  + Turn on at start of your shift.
  + Follow green light for ready.
  + Open front door, dump food into tray, close and enter appropriate time for food item and press start.
  + **Food will automatically be dropped out left lower side** of fryer when completed. Watch the lights on the fryer as well as the sound and machine mechanism as it will indicate which step it is on and will light up **green** when the next batch can be added. If you add food too early, it will miss the basket and will have to open the fryer door and spoon out what you dropped in. If you do not, the entire lobby will fill up with smoke and smell terrible. Make sure metal tray is lined with paper towel and placed on the left side of the fryer to catch hot fried food.
  + **Only adults can operate.**
  + Turn **OFF** at end of your shift.
* Keep the cooler container full of **pretzels.** Extras are in concession freezer and chest freezer in storage room.
* **Hot dogs** in the cooler should be labeled by open by date. They typically have a long expiration date. Occasionally discoloration does occur.
* **Soda:** When re-stocking the beverage cooler, please rotate. Soda will have to be pulled to front and place newer product in the back. **WATCH EXPIRATION DATES.**
* **Pizzas** are sold by the whole. Cook the pizza for around 8-10 minutes.
* **PLEASE PUSH THE FREEZER DOOR SHUT AND CHECK IT AT THE END OF YOUR SHIFT.**
* If you run out, check **freezer for buns, pretzels, hot dogs, pizza and fryer food.** If you run out of simple items (buns, ketchup etc) there is an account at a local grocery store for your team manager to run for these items. Receipts must be placed in cash register till and signed.
* **Mac n’ cheese & Ramn**: cook in the provided container.
* **Extra freezer food: Storage room** freezer with extra soup, pretzels, fryer food, coffee etc, paper products, Styrofoam bowls and cups, nacho items, drinks. If concessions is out, check there. The orange ring on the big key chain will open the storage room.
* The **cappuccino** machine tray should be cleaned each day, the internal parts should be cleaned on Sunday nights (open skate). There are 6 pieces inside that can be dissembled, washed, fully dried and replaced. Recommended to take one apart at a time to help in remembering how to re-assemble. (General order to replace parts: paddle>cover>yellow straw>bowl>bowl topper>nozzle). The nozzle should be slightly turned to a side to avoid moisture from entering and causing clumping.
* **Hot Chocolate** tends to clog more than the other flavors of cappuccino. If not working correctly, open the door and check to make sure the nozzle has not fallen off. It will occasionally fall into the back left corner and can be retrieved by pulling out the bottom tray.
* **Coffee** is a liquid concentrate. You can check the level by opening the top and removing the box. It can be changed by opening the perforated slot, pulling out the nozzle, clicking into place and placing box into the top of the coffee machine. Additional coffee is kept in the white cabinets in concessions.
* **Slush Machine:** The machine should always be set to “ice” and tanks must be more than ½ full at all times. (Slush level below the auger will cause damage to the machine and be expensive to fix/replace). Slush mix (blue and Red) are in the cabinet below the machine. Large plastic containers used to mix slush are in cooler or drying racks. Instructions are on the bag for mixing. Tip: add a small amount of HOT water to container to mix powder, once mixed continue to add until fill line. Label container with date and mix. If you add directly to the tank, it will take about 30 minutes for it to slush. Please replace what you use.
* **Chips** are located in the green bins in concessions. Please keep chip rack full.
* **Candy** is stored under the candy display & in green bins. If there are not full boxes in the cabinet, we are out.
* The **hot dog** machine can be wiped down; however, it also comes apart so some components can be washed in the sink. Only place 2-4 hot dogs in the warmer, this eliminates waste. They cannot be reheated.
* Concessions runs best with **2 people**. One person to take orders, grab candy, beverages and take money and the other person to keep on gloves and prepare hot food items. This will limit the need to wash hands, change gloves etc. when changing tasks.
* **No children under age 14** in concessions. One child over 14 can work with their parent but cannot run the fryer.
* Clean sinks please!
* Use **white board** on the back of the door if we are out of food or supplies. Please look in the storage room first.
* During slow times **restock,** sweep and clean surfaces. Prior to the end of your shift items should be restocked.
* The till needs to be programmed to “M”. “Manager” needs to be displayed on the screen. The “cash/no sale” button will open the register. Startup money is: Twenty dollars in $1, Forty dollars in $5’s, Forty dollars in $10’s. Do not drop change in the safe.
* At the end of the day two people are to **count concessions money**, initial, check appropriate box on the envelope and deposit in the concessions safe. Tournament weekends, this needs to be done at mid-day as well. In the island drawer there is money to make change. Two people need to count & confirm the transfer of change.
* **No running tabs** in concessions.
* **Lobby needs to be swept after open skate** (gate/concession worker).
* Concession **rink side door has a programable lock** that will be unlocked prior to open skate and Game weekends. **Never lock the sliding lock on rink side door.** (however, during the shift in concessions the sliding lock can be used to keep the door open enough that it will prevent it from automatically locking). The lobby deadbolt should be locked at the end of the day and concession side door will lock automatically.
* **WHEN IN DOUBT: LABEL, WASH HANDS, WEAR GLOVES!!!**
* Questions, please contact **Concessions Manager**: **Shannon 715-281-4984**

**Appendix B**

**USA Hockey Participant Code of Conduct**

1. No swearing or abusive language on the bench, in the rink, or at any team function.

2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.

3. Anyone who receives a penalty will skate directly to the penalty box.

4. Fighting will not be tolerated. Fighting will result in an appearance before the disciplinary committee.

5. There will be no drinking, smoking, chewing tobacco or use of illegal substance at any team function.

6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc) during all team functions.

7. Any player of team official that cannot abide by these rules or violates them will be subject to further disciplinary action. <https://portal.usahockey.com/forms/participant-code-of-conduct-2014-2015.pdf>

**Parents Code Of Conduct**

•  Do not force your children to participate in sports but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.

•  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 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.

USA Hockey provides the foundation for the sport of ice hockey in America; helps young people become leaders, even Olympic heroes; and connects the game at every level while promoting a lifelong love of the sport. <https://portal.usahockey.com/cx/secretary/governance/parents_code_of_conduct.pdf>

**Spectator's 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 & encourage fair play; no profanity & objectionable cheers/gestures.
* Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
* Do not lean over or 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 – be alert to prevent accidents from flying pucks and other avoidable situations.
* 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.

<https://www.usahockeyrulebook.com/page/show/1015129-codes-of-conduct>

**Safe Sport**

Education and awareness are the most critical components to creating safe and respectful sporting environments, free of abuse and harassment. Safe Sport organization was set up in 2017 under the auspices of the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization of 2017. It aims to address the problem of child abuse in sports. All of our coaches, team managers, locker room supervisors, and other various positions within the club are required to go through safe sport training along with a background check. Because of this additional training, parents are not allowed to be on the bench during practice or game play without the safe sport training and a background check. This information can be found on usahockey.com

**Member Handbook Agreement**

I certify that I have read and agree to abide by the guidelines set forth in this handbook. I understand that the responsibilities set in these guidelines are present to assist in maintaining comparatively low cost to allow area youth to participate in the sport of hockey. If I have questions, I will direct them appropriately, in a respectful manner, to the appropriate personnel (team manager, head coach or board member).

­­­­­­­­­­­­­­­­­­**\*Acknowledged during registration. Information is also reviewed at early season team meetings.**

**Disciplinary Guidelines**

*In the unfortunate circumstance that one of our members is causing significant disruption to a team through poor behavior, the club has developed the following steps of discipline:*

1. Initial actions are to be taken by the head coach and include discussions with the child and the parents. If behavior persists, proceed to next step.
2. A meeting is to be schedule with the Coach and Director of Hockey of the association. If behavior persists, proceed to next step.
3. Removal of playing time from game(s) – duration at the discretion of the coach with input from the Director of Hockey along with a possible meeting with the disciplinary committee. If behavior persists, proceed to next step.
4. Suspension from a full weekend of games. In this instant the child would be required to be on the bench for the games but would not be allowed to play. If behavior persists, proceed to next step.
5. The final step of discipline involves a review by discipline committee (Association President, Vice President, and the Director of Hockey). Consequence is at the discretion of the discipline committee and may include suspension from hockey for the remainder of the season and up to removal from the club.

**Coaching Guidelines**

**Coaching philosophy**

* Our number one goal as coaches is to develop the players into better hockey players and prepare them for the more competitive levels of hockey that we hope they will enjoy later in life.  This includes not only hockey skills but also learning about leadership, discipline, sportsmanship, teamwork and all the great things about hockey.
* We need to remember we are representing the organization in all our actions.  We, therefore, should behave respectfully to referees, coaches and players.  Hockey can be an emotional game with competition, and we should strive to lead by example in controlling our tempers. Recognizing most coaches are also parents, we must be sure to treat our own kids the same as we would any other child, meaning no excessive coaching and/or reprimands on the bench.

**Head coach responsibilities**

* Complete all USA hockey and WAHA requirements and ensure all assistant coaches do the same.  Proof of completion is to be shared with our registrar.
* Qualified Zamboni drivers to cover the ice maintenance responsibilities for the team.
* Recruit a team manager to help with communication and assignment of tasks.

**Practices**

* Practices are to start shortly after ice is available with Bantams, PeeWees, and Squirts all starting the first week and Mites and Rink Rats started in later weeks.
* All practices should have plans developed ahead of time.  Plans should be circulated to the assistant coaches prior to practice so they are prepared.  When possible, copy the other head coaches in the association so we can share drills.
* Planning resources –
  + <http://www.usahockey.com/practiceplans>
  + <http://weisstechhockey.com/>
  + <https://www.hockeyshare.com/>
* Ice time is valuable and should be reserved for running drills.  Use off-ice “chalk talk” formats as much as possible to explain systems and any complex drills for formations.
* Dryland can be a valuable supplement to practice, particularly on weeks where there are fewer practices due to high school games.  Local schools have gyms available for use that can be scheduled ahead of time.

**Games**

* Games are a great opportunity to apply the skills and concepts learned in practice.
* Games are to start in staggered dates with the oldest levels starting first and youngest starting later.  Below are guidelines to help with year-to-year consistence.  Variation from the guidelines at the discretion of the Director of Hockey and head coach is permissible for good reason.
  + Bantams start games the first weekend in November. USA Hockey recommends a maximum of 40-50 games.  Our typical ranges have been from 38-45 games.
  + PeeWees start games the first weekend in November.  USA Hockey recommends a maximum of 40 games and 35 game days.  Our typical ranges have been from 38-44 games.
  + Squirts start games the second weekend in November. USA Hockey recommends a maximum of 35 games and 25 game days.  Our typical ranges have been from 34-43 games.
  + Mite events can begin after the other levels have started games.  USA hockey makes it recommendations of a max of 60 on ice sessions and 50 on ice days.
* Coaches should do their best to develop all kids equally and keep playing time in both standard play as well as during power plays and penalty kill as even as possible during regular season play.  This may not apply during the last 3 minutes of close games or in games leading up to tournaments or playdowns.  It is understood and supported by the association that playing time may not be equal in tournaments, particularly state tournaments and/or qualification games (playdowns).
* The better their overall hockey IQ the better the players will become.  Therefore, kids should learn to play as many positions as possible throughout the year.

**Tryout Guidelines**

**Process Overview –**

* Tryout sessions should be scheduled and communicated as much in advance as possible to avoid scheduling conflicts and maximize participation.
* An evaluation committee will be formed for each age level being evaluated. Typically this would consist primarily of any coaches interested in being a head coach for that level and the Director of Hockey (ACE). It is preferable to have at least 4 people on the committee so other coaching assistant(s) may be included to meet or exceed that target.  Outside evaluator(s) can be utilized with high school or other level coaches being good sources. If there are too many interested parties, the ACE will choose the committee members based on coaching as well as hockey experience and qualifications.
* Periodically during the process and upon completion of the tryout, the evaluation committee shall meet to review notes with one board member in attendance to monitor the process and help mediate discussions.  Once complete, skater rankings shall be reviewed and compiled, and skaters assigned to teams. Where possible, prior season head coaches should provide input to the process by ranking players in terms of overall value to the team as well as versatility. Note that opinions expressed by coaches and evaluators are for team placement only and **should remain confidential within the committee**.
* Once the teams are agreed upon, coaches will be assigned to teams. If more than one coach is interested in head coaching, the Director of Hockey (ACE), with assistance from the President, will perform an evaluation and make a recommended assignment. Once complete, the list of recommended coaches will be presented to the board for approval.
* We believe that everybody wants fair evaluations and to ensure the best evaluators and process as possible. Coaches are not guaranteed a particular team and are assigned to teams after the tryout results. We expect everyone involved in the process to act with integrity.

**Coaching Guide to tryouts –**

* Evaluations can be performed in one of two methods to be determined by the Director of Hockey and age level head coach (if known).
  1. Skaters can be evaluated as part of regular practices and scrimmages by the evaluation committee.  Example: The first two weeks of practice will be considered evaluations for the team placement.  After the two-week session the placement process is followed as outlined above for final team selection.  The window of evaluation should be longer than a typical tryout if coaches are evaluating while coaching and skaters are learning new drills.
  2. Specific tryouts can be held where the evaluation committee views the participants from off the ice.  Plans for the tryout need to be created ahead of time and should be explained and practiced at least one time with the skaters so they are familiar with the drills being utilized during tryouts.
* The following guidelines should be followed for either approach.
  + Skaters should be grouped into similar skilled groups to allow for better comparison of skill.  When a mid-level skater only interacts with lesser skilled skaters, they look better than their skills actually may be.  Skill groupings should be evaluated and adjusted throughout the tryout process.
  + Drills should include some skill sessions and small area games/full ice scrimmages. All coaches must be impartial through the process and limit their player encouragement and parent coaches should be advised to not encourage their own children.
  + Players interested in playing goalie at the squirt level should be evaluated as a goalie as well as a skater, particularly in situations where we have more players interested in goalie than number of teams.  This may require a separate goalie tryout night. This does not apply for older levels where USA hockey recommends specialization at the goalie position.

**Note tryouts will be open to parents but we ask that they view from the lobby or stands (not mezzanine)**

Guide to players “playing up” to a higher age level.

* When numbers are at a point where the board determines, with input from the Director of Hockey (ACE) and coaching committee, it is in the best interest of player development to allow skaters from a younger age level to play up to the next higher age level, WAYHA will alert all players of that age of the opportunity. Anyone interested is offered the ability to try out. Final team sizes will be determined by the evaluation committing considering many factors including playing time, skills of the players, etc. Players will be placed on teams according to the guidelines set forth above.
* When a family requests the option for their child to play up at the next age level, the player will be allowed to try out for a team. If they rank in the top 50% of the collective summary of the evaluation committee, they will be considered eligible for the team subject to board approval considering all circumstances. If there is only one team and no tryouts, the decision will be made by the board with input from the Director of Hockey (ACE) and head coaches of both age levels.

**WAHA 8U Requirement-New**

* WAHA has implemented a process for 8U skaters requesting to move up (Mite to Squirt). There is form that needs to be submitted to WAHA no later than November 15th. Please see the Director of Hockey (ACE) for information on filling out the form in order to be allowed to play up a level. Any special request regarding team placement not addressed by the prior guidance should be submitted for evaluation to the Director of Hockey (ACE).