



STOUGHTON
Youth Hockey Association

Handbook and Policies

Our Facility

Mandt Community Center (MCC)

The ice arena where Stoughton Youth Hockey makes its home is named the Mandt Community Center. The facility is owned by a non-profit organization called the Mandt Community Center, Inc. The building serves as a public recreational facility with Stoughton Youth Hockey Association as one of its main clients.

It is important to remember that SYHA does not own the facility and therefore issues and concerns regarding the building and its fixtures are addressed to the management of Mandt Community Center. Our association, however, enjoys a special relationship with the MCC and works directly with the group to ensure that the facility meets the needs of our club. We also actively participate in the rink set up, maintenance and the eventual tearing down of the rink each year.

The Mandt Community Center employs a building manager who can be reach by leaving a message at the rink at 608-873-SKAT (608-873-7528)



Mission Statement

The goal of the Stoughton Youth Hockey Association is to provide the best possible environment for the enjoyment of youth hockey by all involved – skaters, parents, and coaches. The club is dedicated to the development of the basic skills and fundamentals of playing hockey. To achieve this, the club will provide the best possible coaching and optimum ice time to facilitate the growth and development of all skaters in order that they might reach their greatest potential at every age level. In addition to mastering the basic hockey skills, the club will stress sportsmanship and the fun of playing the game.



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Stoughton Youth Hockey Association (SYHA)

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 SYHA's goals. SYHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, SYHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At The Mandt Center there are four (4) locker rooms available for our program's use. Each of the locker rooms has its own restroom. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. SYHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Monitoring

SYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, two (2) voluntary locker room monitors (one of which

has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants

(coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups (U6, U8, and Squirt) we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible,

SYHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave

later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. [it may be permissible to have team manager collect phones]

Prohibited Conduct and Reporting

SYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in SYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Communication

We attempt to communicate with our members in a variety of ways.

Team Rep.- Each team will appoint a Team Rep who is responsible for communicating the schedules of games, practices and tournaments of their particular team. A team rep should have good knowledge of hockey and how the club operates and acts as the manager of the team. The Team Rep should be the first person to go to when you have questions.

Age Level Director (ALD) This is the Board Member whose duty it is to manage all of the teams at a particular age level. As a Board Member, an ALD can vote on a variety of topics that affect the club including these guidelines. The ALD should be the next person to go to in case of specific questions or concerns.

Board Members Besides the ALD, the club has a President, Director of Hockey Operations, Director of Fundraising, Secretary and Treasurer. The title of their position reflects their duties and responsibilities. However, their specific duties are outlined later in these guidelines and in the by-laws. All Board Members are to be accessible by the club members for questions and concerns. Board meetings are held monthly if a particular issue needs to be addressed by the entire board. If club members should have a topic that they would like for the Board to address, they can contact a board member with enough notice to be added to the agenda. A listing of the current year board members will be published in the first newsletters following the election and the final registration of the season.

Newsletters Newsletters will be published on a weekly and an as needed basis during the year and contain a variety of information that is useful to the membership. If a member has a subject that should be included in the newsletter, please contact the secretary.

Website Located at www.stoughtonhockey.com. Comprehensive information, including key individuals in the club, ice schedules, newsletters and even these guidelines and by-laws can be obtained from this site.

Bulletin Board There is a bulletin board at the rink for the latest updates on concerns of the club. Please check this board regularly for information on scheduling, fundraising, equipment for sale, hockey camps and other announcements.

Equipment

Hockey is a fast, thrilling game that is fun to play. However, because of its speed, it is a sport with intrinsic hazards and it is therefore important that properly fitted equipment be worn on the ice at all times. All equipment should be fitted to the player's present size. Attempts to buy equipment oversized so the player will grow into it can be hazardous as improperly fitted equipment may not offer adequate protection and can itself become a hazard. It is important that the player try on every piece of equipment to ensure an appropriate fit. Equipment should be inspected regularly throughout the season to ensure that it continues to fit properly and has not deteriorated or become damaged.

Rental Equipment

A limited supply of rental equipment will be available through the club and will be administered by the Equipment Manager. These would include helmets, breezers (pants), shoulder pads, shin pads, elbow pads and gloves. All new skaters in the club Ice Mite program will have first priority to rent equipment. Next priority will be for those skaters who were new in the club Ice Mite program the previous year. Next priority goes to those new skaters in the club's Mite program. After the needs of the above have been met, all others may request rental of the remaining equipment. All renters must complete an Equipment Rental Agreement and maintain the equipment in good repair. They will be assessed the full cost for any loss or permanent damage requiring replacement or repair. Goalie equipment can also be rented for summer camps. This equipment must also be returned on time and in good condition.

Equipment Requirements, Selection, Fitting and Care

Team Colors

When purchasing equipment, you should be aware that the club colors are purple, white and black. Helmets can be either white or black. Breezers should be black. Socks should have a combination of the club colors and are available in both home and away colors through the concession stand. See Dress Code.

Jersey Program

The association owns team jerseys that are rented out to players each year. Team jerseys are club property and are to be kept clean and in good repair throughout the season and are to be returned immediately at the end of the season to the team rep. They should only be worn for games and scrimmages.

Helmet and Mask

The hockey helmet and mask must be CSA approved and have the CSA sticker on them. Both the helmet and mask come in junior and senior sizes. Most young players require the junior size for proper fit. Both the helmet and mask should be of the same brand name.

The helmet must be snug to prevent rotation, with the adjustment secure and the chinstrap securely fastened at all times. The front should extend down to within one finger width from the eyebrows with the chin resting firmly on the mask cup. An oversized helmet can lead to unnecessary injuries. Helmets should be inspected at least once a month to ensure that screws and fasteners have not become loose or fallen off.

No paint, adhesives, cleaners or chemicals should be used on the helmet as they can cause shell or liner damage. Over time, shell and liners will deteriorate depending on use, care and maintenance. Liners should be inspected monthly and replaced if the foam or internal attachments have broken down. Shells that are cracked or deformed should be discarded.

Shoulder Pads

These should have molded plastic caps to cover the shoulder joints, with protective shock absorbing materials covering the shoulders, upper arms and biceps areas. The shoulder pads should fit snugly with the caps right over the shoulder tops and with each section of the pad conforming to the body shape. Pads should have adjustable body straps.

Elbow Pads

These come in various sizes. When properly fitted, there should be no gap between the shoulder pad and the glove. The pad should not slip out of place when the arm is straightened.

Gloves

They should have molded plastic thumb protectors and cuff rolls with protective padding covering the wrist, thumb and fingers. The glove should fit snugly and have sufficient pliable palms to permit the player to respond to the feel of the stick.

Hockey Pants (Breezers)

Hockey pants should fit loosely around the player's waist. A good rule of thumb is that the player should be able to slip a fist through the waist area. Pants should reach the top of the knee and cover the kidney area and the lower ribs. They should have molded plastic hip, kidney and tailbone pads, plus protective foam padding in all critical areas.

Suspenders

Suspenders are used to hold hockey pants up if a belt is not used. They allow complete freedom of movement at the waist.

Garter Belt and Supporter/Cup

A garter belt can be used to hold up hockey socks when they are worn. Some players choose to hold up their socks by wrapping tape around the top of the socks. Athletic supporters/cups are necessary for proper protection. Both the garter belt and the supporter/cup are available in a range of sizes for various waist measurements.

Shin Guards and Straps

Shin guards come in various lengths. A properly fitted shin guard will not ride up above the knees, which reduce protection to the calves and knee joints when the knee is flexed. The shin guard should provide continuous protection from the top of the skate to the top of the knee and bottom of the pants. Shin guards should offer a well-padded “hinge” area between the shin and kneecap with strong molded plastic shin and kneecaps. Shin pad straps or tape should be used to prevent shin guards from shifting position.

Skates

Skates are often not the same size as shoes. To properly fit the skates, only light socks should be worn. With laces only loosely in place and the foot tapped as far forward as possible, there should be only one finger-width (or pencil width) between the heel and the counter (the support area in the heel of the skate). Skates should have counters made of strong plastic, adequate ankle support, and substantial padding at the ankle, heels and tendons. Skates should be laced snugly. Blades should be sharpened regularly, especially after skating on natural or outdoor ice.

Stick and Tape

The lower hand with which the player grasps the stick is the way the player shoots. If it is the left hand, then the player requires a left handed stick. Sticks come in a variety of different materials such as wood, aluminum and graphite composite. Use of the different types of sticks and the curve in the blade is a matter of personal choice. Beginners stick handle better with a straight blade. The length of the stick should extend vertically from the floor to somewhere between the bottom of the chin and the bottom of the nose (without skates on). Tape is often used to protect the blade of the stick from water and to provide a grip surface at the top of the shaft.

Throat Protector (Neck Guard)

Because there are no official standards and specifications for neck guards in USA Hockey or WAHA, neck guards are not required to be worn at any level. Neck guards can, however, offer significant injury protection from sticks and skates to the throat area. Neck guards should be

fitted to ensure that they are snug and do not impede the movement of the player's head and protect the vulnerable areas.

Mouth Guards

All players, including goaltenders, in the Pee wee, Bantam, and Girls 10 & under through 19 & under, are required to wear a colored (non-clear) mouth guard and which must be attached to the facemask or helmet. Mouth guards will not be required if a dentist indicates, in writing, that the mouth guard would be injurious to the proper growth of the teeth. Because of the issue of proper fit and growth factors in younger children's mouths, USA Hockey, WAHA & SYHA does not require mouth guards at the other levels. However, mouth guards can offer protection for the teeth and from concussions and it is recommended that the mouth piece be fitted by a dentist.

EQUIPMENT CHECKLIST

ON-ICE

- Stick
- Skates
- Shin guards
- Garter belt and hockey socks
- Athletic cup and supporter
- Hockey Pants
- Elbow pads
- Shoulder pads
- Gloves
- Helmet with face mask
- Jersey
- Mouth guard
- Throat protector
- Underwear
- Tape (2 rolls)
- Water bottle

Helmet with face mask

Helmets approved by CSA and HECC are required at all times a player is on the ice.



Shoulder pads

Required during all on-ice workouts.



Elbow pads

Bring them and wear them always.



Hockey pants

including belt or suspenders



Gloves

Make sure they're comfortable and still fit properly.



Athletic cup and supporter

Don't leave home or step onto the ice without it.



Shinguards

Need to have them.



Garter belt and hockey socks

Either the old style belt and fasteners, or the newer velcro tabs attached to a snug fitting short with a built-in cup.



Skates

Very important. Make sure they fit correctly. Get them sharpened and throw in an extra pair of laces just in case you break one when you tighten them up. Bring a towel to dry off your blades after you get off the ice.



Hockey Sticks

Bring at least one stick with you and write your name somewhere on the shaft. Cut the shaft of your stick so that it is "up to your mouth when standing on your tip toes" (as though you were on skates).



Dress Code

After careful consideration, the Board of Directors of Stoughton Youth Hockey has adopted a skater uniform policy for all games played by club teams. The policy is designed to help promote the team concept of youth hockey and sports in general, and to help ensure club representation at both home and away games.

Stoughton Youth Hockey's Uniform Policy is as follows:

- Club colors are purple, black, and gray.
- Home jerseys are white, away jerseys are black.
- Skater names will not be permitted on the jerseys.
- Game socks must match the jersey being worn (white socks with white jersey, black socks with black jersey).
- No mixing of game sock colors (e.g., one white and one black).
- Black is the preferred (but not mandatory) color for breezers, helmets, and gloves.
- Note that existing, non-conforming equipment does not need to be replaced.

However, when replacing non-conforming equipment, please buy black.

Violations of the Club Uniform Policy may result in disciplinary action, which could include not allowing a skater to participate in a game.

Game socks (NHL Los Angeles Kings Home and Away styles).

I. Duties of Directors

In addition to the official duties outlined in the club by-laws, the responsibilities of the various positions in the club shall include the following. These responsibilities remain with the position even if the duties are delegated to others.

1. **President**

1. The President will be responsible for the overall operation and organization of the club.
2. The President will be responsible for scheduling and the holding of monthly board meetings to conduct the business of the club.
3. The President will be responsible for proposing a club budget, with assistance from the Treasurer, before the beginning of each season.
4. Because it affects the budgeting process, the President along with the DOHO, will be responsible for ice purchase.
5. The President shall provide the Dane County Youth Hockey Council with an estimate of the number of teams that will be playing in league play for the upcoming year when asked for by the league.
6. The President shall be responsible for the publishing, as necessary, a newsletter to the club members.
7. The President shall be responsible for general club recruitment. This involves the placing of newspaper ads, distribution of club brochures and any other means of promoting the club as the board sees fit.

2. **Director of Hockey Operations (DOHO)**

1. In addition to the by-laws that spell out the DOHO's responsibility of supervision of the Coaches Committee, the DOHO will act as the club ACE Coordinator as outlined by the USA Hockey Association.
2. The DOHO, in coordination with the Mandt Community Center, shall be responsible for organizing work crews to assist in the setting up, maintenance and tearing down of the rink each year.
3. The DOHO will organize the team selection process to be carried out by each ALD.

4. The DOHO, in coordination with the team managers and coaches at each level, will be responsible for communicating with the Dane Co. league team placement director to ensure a proper level of play by the SYHA teams. This will be for both the fun and championship round of league play.
5. The DOHO will be responsible for all ice scheduling. In addition, the DOHO will ensure that all state qualifying teams get an adequate amount of ice time in the week(s) leading up to state tournament play.
6. The DOHO will oversee the Equipment Manager position and ensure that all teams are properly equipped with pucks, puck bags, water bottles and first aid equipment.

3. Director of Fundraising

1. The Director of Fundraising shall be responsible for creating and distributing a list of all eligible fundraisers at the beginning of each season. This list will further spell out the fundraising requirements for each level during the fundraising period. The list will also show the chairperson for each fundraiser along with the expected credits to be paid for the fundraising activity.
2. The Director of Fundraising will be responsible for the completion of a fundraising report within 30 days of the completion of the yearly fundraiser that includes the total revenue, cost of goods sold (if applicable), expenses and credits paid. This report will be presented for approval at the next meeting of the board.
3. The Director of Fundraising will be responsible for the determination of chairperson credits of each fundraiser including that of the manager of the concession stand and others that help the Concession Stand Manager. The board must also approve these credits.

4. Secretary

1. Along with the President, the Secretary shall be the liaison between the club, WAHA and the Dane County Youth Hockey Council and execute all the required registration paperwork as required by these organizations.

2. The Secretary shall be responsible for the maintenance of up-to-date club rosters and mailing labels.
3. The Secretary shall be responsible for updating the Club Guidelines as necessary and their distribution to club members as necessary.
4. The Secretary shall provide the DOHO with a Next Year Skater's Report following the end of the hockey season.

5. Treasurer

1. The Treasurer will work with President to develop a budget prior to the beginning of the season.
2. The Treasurer shall be responsible for the reporting to the club at each board meeting:
3. A financial statement of the club
4. An Accounts Receivable report
5. The Treasurer shall work with each ALD to ensure the collection of all outstanding amounts owed to the club. The Treasurer shall pursue whatever means necessary and appropriate to collect these amounts.

6. Age Level Director (ALD)

1. The ALD represents the age group on the Board of Directors.
2. The ALD is responsible for maintaining open communication between and among parents, team managers within the age level and the Board.
3. The ALD shall become involved in any problems at an age level that cannot be resolved by the team manager and, if necessary, bring these issue to the attention of the Board.
4. The ALD shall be responsible for holding a parent/coach team meeting as early as possible after teams are selected and monthly thereafter.
5. The ALD shall be responsible for making sure that the Dane Co. and WAHA team rosters are completed accurately and on time.
6. The ALD shall be responsible for coordinating the coaches' selection of teams within an age level.
7. The ALD is the team manager for all teams within an age level until team selection is made and the team manager position is filled.

8. The ALD shall be responsible for providing information about the teams within an age level for the club's newsletter and web site.

7. Team Manager (MGR)

1. The Team Manager distributes information to coach and team members concerning practice and game times, sites and dates.
2. The Team Managers schedule scrimmage games at the discretion of the head coach. For each scrimmage game initiated by the Stoughton Viking team the team Manager should obtain a reciprocal scrimmage game in return.
3. The Team Manager obtains referees from the Dane Co. Official Association for scrimmage games.
4. The Team Manager will hold a meeting of the team's parents shortly after the team is formed to determine the preference of the team regarding the number and competitive level of tournaments and the distance the team wishes to travel to such tournaments. The Team Manager should schedule and organize team participation in these tournaments and handle funds for the tournaments.
5. The Team Manager will provide each team parent with a complete roster of the team's skater names, addresses, and phone numbers.
6. The Team Manager will schedule, as necessary for games and scrimmages, scorers, timekeepers, and penalty box workers.
7. The Team Manager shall be responsible for keeping and presenting to authorities as necessary, a complete WAHA roster and birth certificates for the team. The birth certificates should be State certified, not hospital birth certificates.
8. The Team Manager is the first person to contact for any problems or concerns within the team. If these issues cannot be resolved, the Team Manager shall bring the issue to the attention of the ALD.
9. The Team Manager shall be responsible for distributing the club newsletter to team's parents within three days of its receipt.

8. Equipment Manager

1. The Equipment Manager shall maintain the club's equipment and ensure that an adequate amount exists and repairs are made as necessary.
2. The Equipment Manager will be responsible for the distribution of equipment to the appropriate club members at the beginning of the season and for its collection and inventorying at the end of the season.
3. Rental fees will be established by the Equipment Manager and approved by the Board. Sales tax is to be charged on rental equipment. Rental fees are non-refundable and go towards the equipment budget.

9. Jersey Manager

1. The Jersey Manager shall be responsible for the inventorying and ordering of all club jerseys.
2. The Jersey Manager shall be responsible for the registration and tracking of player-assigned numbers for member-owned jerseys.

10. Concession Stand Manager

1. The Concession Stand Manager shall be responsible for any and all activities that involve the concession stand, including maintaining a profit as set forth in the annual budget.
2. The Concession Stand Manager has the authority to set hours and to impose fines for members missing shifts and to order and set prices for concession stand provisions and merchandise.
3. The Concession Stand Manager shall publish a list of the concession stand hourly requirements and policies at the beginning of each season.
4. The Board should not become involved Concession Stand issues unless it has consulted with the Concession Stand Manager.
5. The Concession Stand Manager is required to get board approval for any new equipment purchase in excess of \$1000.
6. The Concession Stand Manager shall provide at least a quarterly financial statement to the Board.

II. Skating Fees

Yearly dues for SYHA are based on the income and expenses that are projected for the upcoming season. Although the Board reserves the right to propose fees as necessary, as a non-profit organization the total of these fees should be just sufficient to cover the club's total expenses after other club revenues are applied. The fees vary per level, as different costs are associated with each level. Fees for the hockey season are split into two categories: Cash and Fundraising

1. Cash Fees

1. The cash fee represents the amount, which must be paid by cash, check, or Visa/MasterCard at the beginning of the season. Although the cash fee can be paid in two installments, a discount, which varies per program, is offered if the cash fee is paid in full at sign-up.
2. A cash fee discount, which varies per program, is also given to families with more than one skater registered with the Club. This discount is applied towards all the younger skaters' fees in the family (no discount applied toward oldest skater's fee).

2. Fundraising Fees

1. The fundraising fee represents the portion of the fee structure that may be paid by earning credits through different club-sponsored fundraising events. Each fundraiser pays a different credit (dollar amount) that can be applied directly against the fundraising fee. The Board will attempt to return a minimum of 75% of the fundraiser's net revenues towards the fees of individual members. The Director of Fundraising will distribute a list of all fundraisers at the beginning of each season. This list will include the activity, chairperson/coordinator, and the amount of credit. Additional credits can also be earned for acting as a fundraising chairperson.
2. The fundraising period runs from January 1 to December 31st of each year with the net amount due by February 1st after statements of activity are distributed.

3. Fundraising is not mandatory. Fundraisers exist mainly as a vehicle to help provide individual funding of their club fees. If no fundraising is completed, then the amount of the fundraising fee is due in full by February 1st. This amount can be paid by cash, check or credit card.
 4. Fundraising credits earned after December 31st will be counted towards the following season's fundraising activity.
 5. Any amounts earned by December 31st in excess of the current year's fundraising fee can be applied towards next year's CASH fee.
 6. Excess fundraising fees earned stay with the family as long as they have a skater in the club or are expected to have a skater in the club. When a family has not had a skater in the club for two years, the excess fundraising fees become property of the club and can be used at the Board's discretion, including but not limited to the issuance of scholarships. Fundraising fees are not transferable to other club members.
 7. The fundraising fees are waived for third youngest and any subsequent younger skater in families with more than two registered skaters in the club.
 8. The Board understands that new members don't have a full year to earn fundraising credits, nor do they have the opportunity for carryover credits. Each fundraising chairperson should work with the new members to ensure they get ample access to the fall's fundraising activities.
3. A skater, including a transfer skater, may choose to try out for team placement without fully registering with the club. A \$50 non-refundable try-out fee will be established for this purpose. Should the player decide to stay with the club, the try out fee will be deducted from the full fees of the skater's age level.
 4. Families who are delinquent in payment will receive a letter advising them that their children will not be allowed to skate until their bills are paid. If extraordinary circumstances exist, it may be possible to make alternative payment plans with the ALD as approved by the Treasurer.
 5. Refund of Fees

1. When a skater leaves the club, a refund of fees paid to the club may be issued. Refunds are calculated on a prorated basis on the unused portion of the skater's fees. The unused portion is determined by dividing the skater's fees (cash and fundraising) by the total number of weeks of the season and then multiplying that number by the number of weeks remaining in the season.
 2. The club is not responsible for the refunding of missed practices or games from the beginning of the season to the time the skater was last on the ice.
 3. The club will not issue cash refunds of any fundraising credits.
 4. The amount of the WAHA registration fee is subtracted from the refund amount if the club has already paid the WAHA fee.
 5. The skating family must be in good standing with the club. There may be no other outstanding amounts owed by any other skater in the family.
 6. The Concession Stand Manager must further clear all refunds with any amounts or work hours owed to the concession stand to be charged against the refund amount.
 7. All rental equipment must be returned before a refund can be issued. Rental equipment fees are non-refundable.
 8. The Board must approve all refunds.
6. A sponsor may be obtained for an individual skater to pay for any or all of a skater's fees.
 7. Scholarships may be authorized by the Board to pay for any or all of a skater's fees. Please refer to the scholarship section of the guidelines.
 8. Individuals who obtain sponsors that contribute a dollar amount to the club to be used for scholarships or club equipment are eligible to receive a credit against their fundraising fees in the amount of 10% of the donated amount.

III. Scholarships

In an effort to promote the benefits of playing youth hockey, to make hockey available to as many as possible and to reward individual value to the organization, Stoughton Youth Hockey Association will provide means of obtaining financial assistance to those who are worthy or in need of such aid. Scholarship funding based on financial need will first be sought through the Blue Line Club and then through Stoughton Youth Hockey Association.

1. **Blue Line Club Scholarships.** The Blue Line Club is a non-profit organization in Wisconsin that provides money for hockey scholarships. This money is typically used for club membership fees but can also be used for other needs of hockey players such as equipment, tournament fees, traveling expenses, etc.

1. **Qualifications**

1. Because assistance to older skaters could affect their eligibility to obtain NCAA approved college scholarships later on, the Blue Line Club will only consider assistance to skaters 13 years of age and younger. For similar reasons, they will only work directly with the Board of Directors from the clubs and the applicant's name must be anonymous. No one can apply directly to the Blue Line Club for any money. If sponsored by Stoughton Youth Hockey, the applicant should be a member of the club unless the financial circumstances are preventing the skater from joining the club.
2. The purpose for granting assistance is based on need. The Blue Line Club will provide this assistance in cases where a skater's family can not make ends meet and all other means have been exhausted. A typical case would be if there was an illness or disability in the family that affected a parent's ability to earn money or money earned went towards this family member's illness. Other circumstances would be where there is a broken

family or other reasons that resulted in a single parent environment where there is limited income for the purpose of playing hockey. The Blue Line Club also requests that the applicant fully participate in the Club's fundraising activities to whatever extent that they are able.

2. Procedure

1. The procedure begins with a letter from the applicant's parent(s) or guardian to Stoughton Youth Hockey detailing the basis for need as specified above and for what amount and purpose they are requesting the money. A letter could also come from a third party that is very familiar with the family's situation. The letter should include what efforts they have made to fulfill their financial obligation to the club. It will be up to the Board of Directors or a Scholarship Committee made up of Board Members to decide if the request meets the qualifications described above. Once approved by the Board or Committee, Stoughton Youth Hockey must send a letter to the Blue Line Club detailing the need and to what extent the proposed recipient has participated in fundraising events. The letter must request a specific amount and indicate where this money is to be used. Once again, the name of the applicant must remain anonymous and the Blue Line Club will not discuss a request directly with the applicant.
2. Once the Club receives the money, typically 6-8 weeks later, the Club will notify the applicant and then use and/or direct the money as intended. The applicant must be a member in good standing, which includes not having any other outstanding balances, or be in possession of any non-authorized club equipment. It will be up to Stoughton Youth Hockey to decide if the applicant can request additional

assistance in the future. This decision will most likely depend on whether there is a permanency to the financial situation such as a total disability of one or both of the parents or guardians.

2. **Stoughton Youth Hockey Scholarships Fund.** The Stoughton Youth Hockey Association will attempt to provide financial assistance to its club members in addition to the Blue Line Club by maintaining a scholarship fund. The scholarship fund will consist of and be funded by the excess fundraising fees earned by ex-members of the club and donations sought from local businesses that support our programs. At its discretion, the club may also budget or make an allowance for a certain amount in the budget in order to keep it solvent.

1. **Qualifications**

1. Because the Blue Line Club directs its assistance purely on the basis of need, the Stoughton Youth Hockey Association will take into account necessity and/or value of the family or skater to the club such as:
 1. A family in need of financial assistance and who also exhibits and maintains a positive attitude both on and off the ice.
 2. A family in need of financial assistance and who also exhibits an extraordinary level of team play.
 3. Individuals who have recruited several new families into the club.
 4. Individuals who have obtained something of monetary value for the club (see also section I under Skating Fees).
 5. Individuals that do not qualify for Blue Line scholarships because of age.

2. **Procedure**

1. Third party nomination, by a member of SYHA, is required for these awards.
2. A letter detailing the qualifications above should be presented to Stoughton Youth Hockey.
3. Board approval is required.

IV. Concession Stand

The operation of the rink concession stand and the income it provides to the club is an important portion of the club's budget. The profits from this stand help reduce everyone's fees. Because of this, each family is required to work a minimum number of hours at the stand each season.

1. The Concession Stand Manager is responsible for the operation of the concession stand and is to publish a list of the concession stand hourly requirements and policies at the beginning of each season.
2. Board Members and Head Coaches are exempt from concession stand hour requirements; however, it is the duty of the Board to work the concession stand during work shortages and special events.
3. No excess credits shall be issued to those exempt members who work the concession stand.

V. Team Selection

Try-outs can be a difficult time for some skaters and families who feel their child should have been placed on a higher team. SYHA will attempt to make the try-out process as fair as possible

by following the guidelines below. Sometimes a difficult choice has to be made between two or more skaters of similar ability. Although this can lead to disappointment for the skater who was not picked for the higher team, experience has shown that these skaters go on to have better years at the level chosen because they are better players at that level and they have more fun.

We encourage all parents to sit down with your young skaters and tell them that no matter what happens during try-outs, if they try their hardest and if they do their best, there is nothing else that anyone should expect of them. Making the top team should be a goal but it certainly is not everything. No matter what happens, we want everyone to work hard but to also have fun. We are proud of all of our teams. We are proud of all of our skaters.

1. The competitive teams of SYHA (Mites, Squirts, Peewees and Bantams) compete against other teams in accordance with WAHA and Dane County Youth Hockey age and skill classifications. In order to match up teams with similar skill levels, SYHA will conduct try-outs at the beginning of each season.
2. The club will adhere to WAHA rules regarding the rostering of players, including transfers (out-of-district skaters).
3. The Age Level Directors, with the supervision of the DOHO, will organize the selection of teams. This grading system will be reviewed and maintained by the Coaches Committee.
4. The coaches will be provided with a uniform grading system to use in evaluating the skaters.
5. A numbering system will be used to identify skaters.
6. Coaches within an age level will work together to select teams using the uniform grading system. Coaches from other levels may assist in the selections if requested by the age level coaches. Each coach will evaluate each skater within the age level. Each coach within an age level will meet with the ALD to explain team selections prior to the final announcement of teams. It is the responsibility of the ALD to coordinate skater notification of team placement.
7. If two skaters are of generally comparable skill, preference for higher placement will be given to second-year age level skaters if applicable.

8. In order to encourage and promote the development of goalies, dedicated goalies will not be permitted at the Mite levels. This means that placement of skaters on Mite level teams will be based on the guidelines, which reflect the skating and general hockey skills as outlined on the uniform grading system.
9. The most important criterion in team selection is the grouping of skaters with similar levels of ability. However, the difference in team size should never be greater than two unless authorized by the Board. A variance would be considered in order to avoid placing skaters of significantly lower ability on a higher team. A variance must not leave one team with fewer than 11 skaters. In determining the number of skaters on a team, the number of dedicated goalies shall not be considered.
10. An individual who joins the club after team selections are made but before final rosters have been sent to WAHA will be rated by coaches within an age level and placed on a team based on the same criteria used in the initial team selection. A new skater cannot displace skaters already placed on a team. The skater becomes an additional member of the team.
11. Skaters, including goalies, are only allowed to skate at their designated age level unless, in the opinion of the Board, an age level does not have enough players to support a team. In this instance, the Board shall meet and determine the best way to resolve the situation for that current season. All decisions to “double-roster” skaters must be in conformance with WAHA regulations that govern this area of play.
12. All parents and skaters are to support the other teams and players within the organization. As stated, team selection is performed for competitive reasons only. This does not make anyone “better” than anyone else. The Board will not tolerate disparaging comments about a player’s hockey skills.
13. The Coaches committee will act as a grievance committee to handle difficulties that arise with team selection.

VII. Move Up Policy

As a general rule, it is the Policy of Stoughton Youth Hockey Association that each registered player will play in his/her age group as set forth by USA Hockey rules. The Association believes skaters are better served skating at their age-appropriate levels. SYHA acknowledges it can be advantageous and in some cases appropriate to a participant's development for him or her to play-up to the next age classification. In addition, due to numbers of players at each level, it may be beneficial for players to play-up to the next age classification. It is also valuable for players to play with players of like ability. A fine balance needs to be struck between the player's desire to play at an advanced level and their ability to succeed at the older age classification.

If a parent desires to have their child skate at a higher level, each of the following criteria must be met:

- a. The skater must be in his/her second year at their level.
- b. A written request to consider a player to skate up must be submitted to the Director of Hockey Operations prior to the first practice.
- c. The Director of Hockey Operations will reach out to the head coach at the skaters' current age level, the coach at the next age level and previous year's coach to get a written statement of readiness of the skater for a move up. These statements will be kept confidential between the Director of Hockey and the coach.
- d. The Director of Hockey, ALD of current age level, President will observe 2 practices with the higher-level team. If there is a conflict of interest among those three, then the next director in line would step in to fill the slot.
- e. Upon consideration of the skater's age, size, experience, and physical and emotional maturity, the Director of Hockey, ALD and President will make a recommendation to the board.
- f. Upon consideration of the numbers of skaters at each level, the Board will review whether moving the skater will adversely affect balance at either level. If the Board finds that moving the skater up will have a detrimental effect, it will not approve the request. The board's decision is final, and appeals will not be heard.
- g. After the 1st practice of the season parent move up requests will no longer be considered and any moves will strictly be board initiated move ups.

VII. Coaching Selection

1. Before the end of the season, the DOHO, through the ALD and Team Rep, shall solicit the names of club members interested in serving on the Coaches Committee for the following season. The Coaches Committee should have a representative from each age level.
2. By the time of the annual meeting, the DOHO will appoint a chairperson for the Coaches Committee. This chairperson shall then review the names submitted previously to serve on the committee and recommend their approval, including a vice-chairperson to the Board.
3. The Coaches Committee shall at the earliest date possible present the names and qualifications of potential head coaches to the Board for approval. Because the club utilizes parent head coaches, the final disposition of head coaches may not be known until try-outs and team selection. All head-coaching candidates should be made aware that final placements might be based on the outcome of team selections. The coaching committee will make appointments to head coaching positions immediately following team selections. These appointments, given that the Board initially approved the candidate, constitute the authority to coach that team pending the final approval by the Board.
4. Only the Board may remove or replace a head coach.
5. If circumstances prevent a head and/or assistant coach from being present at a game or practice, an adult designated by the coach will be in charge.
6. In conjunction with USA Hockey and WAHA requirements, all coaches must sign a Sexual and Physical Abuse disclaimer and consent to a criminal background check.
7. The club agrees to reimburse room fees for named coaches that do not have a child on his/her team, for one elective tournament per season and the State Tournament if the team qualifies. The coaches must stay at the same facility as the rest of the team. All coaches must room together at SYHA reimbursed hotels unless any are married and/or have children and they bring their wives and/or children to the tournament.
8. Coaches are to provide a safe and healthy environment for the skaters.
9. Coaches are to provide equal opportunity for play, including special teams, in games and scrimmages.
10. Coaches are to treat all players with dignity at all times.

11. Coaches are to remember that skaters at all levels are still children and are encouraged to promote the “fun” aspect of hockey.
12. Coaches should play all skaters at all positions, including goalie at the Mite level and Squirt levels, to ensure a better understanding of the game of hockey as well as to facilitate the skater’s overall development.
13. By the end of each season, coaches will prepare a written evaluation of each skater and discuss it with the skater and his/her parents. The purpose of this is to provide an assessment of the player’s ability, stick handling, game awareness, consistency of effort, ability to be coached and understanding of hockey principles. The evaluation should also identify areas of improvement that would make the skater a better hockey player. The purpose of this evaluation is to assist skaters in achieving their full potential as hockey players, not to embarrass them.
14. Coaches are to exemplify qualities of good sportsmanship, conduct and other traits, which they expect from their players. It is never appropriate for coaches to take illicit drugs or to attend a game or practice while intoxicated or to drink to excess in the presence of the team.
15. Coaches are encouraged to foster team spirit.
16. Coaches are to work to develop maximum team effort and play as opposed to encouraging individual play.
17. Coaches are expected to maintain and uphold team discipline. In exercising discipline, coaches should deal with unacceptable behavior immediately and uniformly.
18. If a player misbehaves, exhibits poor sportsmanship, misses practices consistently or fails to inform a coach of pending absences, a coach may reduce the player’s ice time during a practice or game.
19. Coaches should provide an atmosphere of open communication with parents at all times.
20. Coaches are responsible for discussing and explaining their expectations for the season.
21. Coaches are expected to be supportive of the club’s philosophy and guidelines.

22. Coaches are reminded that they are representatives of the Stoughton Youth Hockey Association and that their attitudes and behaviors reflect not only on themselves but the club as well.

VIII. Parent Responsibilities

1. Parents should provide their skater with properly fitted and maintained equipment. Refer to equipment guidelines or the Equipment Manager for assistance.
2. Parents should have their skater at practice and games ready to go at the time the coach designates.
3. Parents are reminded that this is youth hockey and skater expectations should be commensurate with age and ability.
4. Parents should meet their financial obligations in order not to jeopardize their skater's ice time.
5. Parents are an integral part of the team. Team effort exists not only on the ice but also in the stands.
6. Parents are expected to display good sportsmanship at all times.
7. Parents are urged to encourage and be positive in their support of the team. In particular, parents shall refrain from acting in any way, which would tend to embarrass or humiliate any skater, parent, family member or coach on the team.
8. Coaches should coach. Parents should not yell instructions during the game or a practice.
9. Parents are not to be on the ice at any time unless specifically requested by the coach.
10. Parents should support the coach in every way possible.
11. Parents are obligated to notify the coach or Team Rep of pending absences.
12. Parents should support the club by working at fundraisers, tournaments and all other club sponsored events.

13. Parents should encourage participation in the club by recruiting members to help the club grow.
14. Parents are reminded that they, as well as their skaters, are representatives of the club and that their attitudes and behaviors reflect not only themselves but on the club's reputation as well. Failure on the part of a parent to act in a manner consistent with these guidelines, or in a manner detrimental to the interests of the club may subject the parent to formal disciplinary action by the Board.
15. Parents are required to sign a Parents Code of Conduct each year at registration.

IX. Player Responsibilities

1. Each skater in the club must abide by the following code of sportsmanship:
 1. Player agrees to display conduct both on and off the ice that reflect only the highest code of conduct, remembering at all times my conduct is a direct reflection upon their parents, friends and SYHA.
 2. Player agrees to use only language that is acceptable social behavior.
 3. Player agrees to refrain from the use of alcohol or illegal drugs and not to associate with individuals who do use any of these substances.
 4. Player agrees to listen to directions of their coaches and to show respect towards coaches at all times.
 5. Player understands that violation of any of these rules can lead to reduced playing time or ultimate dismissal from the program.
2. Violation Consequences
 1. First offense: Removal from game or practice and suspension from playing in next game or scrimmage.
 2. Second offense: Removal from game or practice and suspension from playing in next three games or scrimmage.

3. Third offense: Removal from game or practice and suspension from the club for the remainder of the season with forfeitures of fees and expenses.

X. Miscellaneous

1. A Grievance Committee and/or Disciplinary Committee may be set up to resolve any disputes or issues of discipline within the club. This committee is to be made up of the President, DOHO, Secretary, Treasurer (if the matter involves finances), and the Age Level Director of the affected family. In all cases an **SYHA Incident Report** must be filed with the SYHA board of directors. The incident report must be completed by the ALD representing the effected age group.
2. The club will consider bidding on a state tournament to be held in Stoughton at least every other year.
3. SYHA will host a minimum of two invitational tournaments each year. At the discretion of the Board, these tournaments may be operated either as a:
 1. Non-profit tournament with the philosophy that SYHA is helping the MCC with selling ice towards the end of the year. Guidelines for this type of tournament are as follows:
 1. A tournament director assigned for such tournament shall provide the Board with a pro-forma accounting of the tournament with anticipated team fee revenue, which would ensure that the club does not loose money.
 2. The host team will be allowed to seek a sponsor, conduct bake sales, chuck-a-puck, 50/50 raffles, etc. and use such proceeds to pay for their entry fee.
 3. A final accounting of the tournament income and expenses is required to be presented to the Board.
 4. The host team can use any excess money collected from such activities for a team party.

2. Profit-making tournament with the philosophy that SYHA will use the tournament as a fundraiser. The Board will determine the target profit.

Guidelines for this type of tournament are as follows:

1. A tournament director assigned for such tournament shall provide the Board with a pro-forma accounting of the tournament with anticipated team fee revenue and/or other activities such as t-shirt sales, which would ensure that the club makes the target profit from the team fees and/or other activities such as t-shirt sales.
2. The host team will be allowed to seek a sponsor, conduct bake sales, chuck-a-puck, 50/50 raffles, etc. and use such proceeds to pay for their entry fee.
3. A final accounting of the tournament income and expenses is required to be presented to the Board.
4. The host team can use any money in excess of the anticipated club profit for a team party.