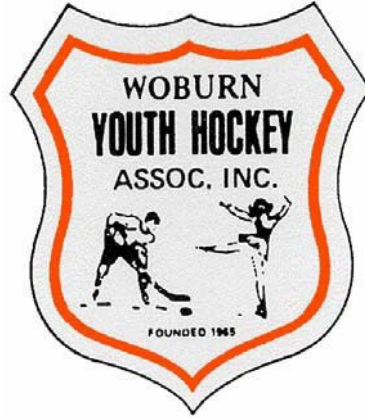


WOBURN YOUTH HOCKEY



RULES AND POLICIES MANUAL

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1. EQUAL ICE TIME POLICY

- 1.1. During League (Middlesex, Valley, Dual State, City) games, regular tournaments (Garden City, Cranberry, Cherry Tree, etc.) and Canadian Exchange games, all players will receive equal ice time until the final two minutes of the third period or any subsequent overtime periods.
- 1.2. During District Playdown, State Tournament, Regional Tournament, and National Tournament games, the equal ice time rule will be suspended for the entire third period and any subsequent overtime periods.
- 1.3. The equal ice time rule may be waived due to disciplinary reasons, illness, injury or other absence.
- 1.4. Goaltenders must see equal ice time over a two or three game period. However, coaches are not allowed to designate one goaltender to play in one league and the other to play in the other.
- 1.5. City League is always to have equal ice time during Tournament and regular Season games. This will include 3rd periods and any OT periods. This is if a team has enough players for 2 lines so there will be no need for double shifting.

2. DISCIPLINE POLICY

- 2.1. Any time a player or coach receives a game, gross or match misconduct penalty, the head coach of the team is responsible for filing an [Incident Report](#) with the Chairman of the Rules, Policies & Discipline Committee within 48 hours of the incident.

Form to be submitted to discipline@woburnyouthhockey.org and/or a hard copy placed in the Chairman of the Rules, Policies & Discipline Committee mailbox located in the office at the O'Brien Rink. Blank copies of the form are available in the office of the O'Brien Rink.

- 2.2. Any player or coach who receives more than one game, gross or match misconduct penalty in the same season will be called to a hearing in front of the Rules, Policies & Discipline Committee.
- 2.3. Any other incidents brought to the attention of the Board of Directors may be investigated by the Rules, Policies & Discipline Committee.
- 2.4. All decisions of the Rules, Policies & Discipline Committee may be appealed to the Board of Directors.
- 2.5. Any player, coach, parent, or other member of WYH who conducts themselves in any manner detrimental to the policies of this organization shall be subject to a suspension to be determined by the Board of Directors.
- 2.6. Complaints about team coaches will be brought to the attention of the WYH Rules, Policies & Discipline Committee. If the WYH Rules, Policies & Discipline Committee is unable to rectify the complaint, it may then be brought to the Board of Directors. All complaints shall either be in writing and signed or presented in person before the Board of Directors.
- 2.7. ALL members of the association are obligated to watch for safety violations at games, practices or any WYH event, and to notify the Rules, Policies & Discipline Committee, coaching staff, board members or skating rink staff etc. of any infractions.
- 2.8. Any coach who forgets he/she is coaching young boys/girls and does not act in a manner that is consistent with the WYH Code of Conduct and all governing rules and policies, i.e. USA Hockey, MA Hockey, League, WYH, at all times may be subjected to a hearing in front of the Rules, Policies and Discipline committee. At the discretion of the Rules, Policies and Discipline committee, and with the approval of the Board of Directors, coaches may be suspended or permanently removed from the bench. Any parent acting in the same manner may cause their son/daughter to be suspended from the program or other punishment levied as determined by the Rules, Policies & Discipline Committee.

Suspended coaches or players will not be allowed to participate in any WYH activity for a period so determined by the Board of Directors.

- 2.9. Coaches and parents should realize that the control of the players is their own responsibility. Parents assume all responsibility for any damage caused by their child during any WYH activity. Any malicious behavior could result in suspension and or dismissal from the program.
- 2.10. WYH players with other recreational commitments including other hockey or sports teams must make arrangements with their coach regarding missing games and practices. Excessive, unexcused absences are subject to disciplinary action.

Section 5, under Mass Hockey rules will be adhered to by WYH. However, on the first occasion of a WYH player missing a Woburn game due to a conflict with another team, the player may receive up to and not to exceed a 1-game suspension. On the second occasion, the player may receive additional discipline which will not exceed a 3-game suspension. On the third occasion the player will be subject to further disciplinary action at the discretion of the Rules, Policies & Discipline committee and or the Board of Directors. These actions are at the discretion of the team head coach and must be reported to the Rules, Policies & Discipline Committee. An exception to this rule will be players participating in the annual Lake Placid/Can Am tournament. Additionally, this rule does not apply when there is a conflict between a WYH make-up game and a Select game.

All punishment will be distributed equally to all offenders

- 2.11. At the discretion of the team coaches, players may be disciplined for poor conduct. However, discipline by team coaches will be limited to a maximum of a 1-game suspension for each offense. Any further action will require a hearing with the Rules, Policies and Discipline Committee.
- 2.12. WYH will hold the conduct of our youth to the highest standard, including USA Hockey, Massachusetts Hockey, League Rules as well as those adopted by WYH.
- 2.13. The use of alcohol, tobacco or nicotine products or other substances is strictly forbidden. Players or Coaches who use alcohol, tobacco or nicotine products or other substances in the O'Brien Ice Rink, or during sanctioned Woburn Youth Hockey or Mass Bay Warriors activities will be removed from the facility or activity and will indefinitely suspended from all participation pending a hearing with the Rules, Policies and Discipline Committee. Discipline for violating this rule can range from probation, suspension or a full expulsion from the program. At the conclusion of the hearing, and subject to the approval of the Board of Directors, the Rules, Policies and Discipline Committee will make a recommendation on what disciplinary action should be taken against an offending player or coach.

2.14. The Head Coach and the Players Representative will determine the highest standard at the beginning of each season. Coaches are required to follow the standards as communicated.

3. APPOINTMENT OF COACHES

- 3.1. All coaching appointments expire at the end of each season.
- 3.2. All applicants must complete a [Coaching Application Form](#)
- 3.3. All coach applicants will be interviewed by the Coaches Committee.
- 3.4. The Coaches Committee will make recommendations to the Board of Directors. The Board must approve all coaching appointments.
- 3.5. All Coaches shall comply with all USA Hockey and Mass Hockey requirements by the specified dates. Any coach that does not complete these requirements by the specified dates will be removed from the bench and **will be required to apply for reinstatement** after all requirements have been met.

All USA Hockey fees associated with completing the coaching requirements are reimbursable by written request to the Coaches Committee Chairperson. Fees for travel or lodging to attend in-person courses and seminars are not reimbursable.
- 3.6. Coaches may be listed on multiple rosters however only be allowed to be the head coach of one team per season. In the event that there are not enough applicants to fill all coaching vacancies, this rule may be waived at the discretion of the Board of Directors

4. AWARDS POLICY

- 4.1. Any team that wins either league, District 9, or makes the State Finals will be presented awards at the annual awards night banquet. Woburn Youth Hockey reserves the right to host (2) awards night banquets based upon the number of participants.
- 4.2. Any team that makes the State Finals will be awarded jackets. The stipend allotted for jackets must be approved by the Board of Directors.
- 4.3. The Awards Night Committee may present any other awards deemed appropriate (i.e. good sport awards, etc.)

5. MA HOCKEY STATE TOURNAMENT POLICY

- 5.1. Participation in the MA Hockey State Tournament will be at the discretion of the Coach. Coaches who wish to participate in the State Tournament must notify the WYH MA Hockey District 9 Representative in writing by September 1st.
- 5.2. WYH will make available up to a total of \$1,000 per team to participate in the State Tournament. Any additional cost will be paid by the team and it will be the responsibility of the Head Coach or Team Manager to collect the additional fees.
- 5.3. If a team opts not to participate in the State Tournament, WYH will make available up to a total of \$1,000 for participation in another USA Hockey sanctioned tournament. Any additional cost will be paid by the team and it will be the responsibility of the Head Coach or Team Manager to collect the additional fees.

6. RESIDENCY POLICY

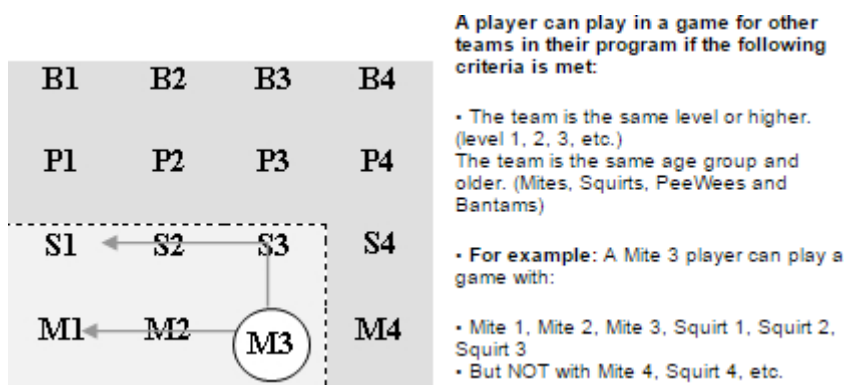
- 6.1. With the exception of the Mass Bay Warriors, registrants should be residents of the City of Woburn giving their correct age and address.
- 6.2. The Mass Bay Warriors program is a tri-town agreement between the cities of Woburn, Burlington and Medford. As such, registrants of the Mass Bay Warriors should be residents of the Cities of Woburn, Burlington and Medford giving their correct age and address.
- 6.3. Subject to the approval of the Board of Directors, non-residents may participate on a WYH team as needed to fill the roster when there are no other qualified players from the City of Woburn available. These non-residents must obtain releases from their hometown program each year.
- 6.4. Non-residents who participate in the WYH Learn-to-Skate, City League or other Travel Team programs may continue to participate in WYH. These non-residents must obtain releases from their hometown program each year.
- 6.5. WYH members from the City of Woburn who move out of town will be allowed to continue to participate in Woburn Youth Hockey. If at any time a non-resident leaves the program, any further participation is subject to the approval of the Board of Directors.

7. ACCIDENT/RETURNING TO PLAY FROM INJURY POLICY

- 7.1. Any time an injury occurs to a Woburn Youth Hockey player or coach during a game or practice, the head coach of the team is responsible for filing an incident report with the president within 48 hours of the accident.
- 7.2. Any player who is returning to skate from injury (hockey related or any other cause) that required a visit to an emergency room or Doctor's office must have a release form prepared and signed by a doctor. This form must be given to the coach and forwarded to a member of the Board of Directors before the player is permitted to skate in a game or practice.
- 7.3. Any player who exhibits the signs and symptoms of a concussion, should immediately be removed from participation in all on or off ice activities. The player should not be allowed to return to participation in these activities until they have been assessed by qualified medical personnel and have a note approving their return to participation.

8. SUBSTITUTION OF ABSENT PLAYERS POLICY

- 8.1. It is expected that the opportunity for substitution be offered equally among **eligible and capable** players.
- 8.2. When players are absent, a team may play with less than a full roster at the coach's discretion.
- 8.3. However, whenever a coach decides to use a player from another team, in the absence of one of his own players, he must attempt to contact the coach and the division coordinator of the other team before contacting any player from that team. Players shall not be approached if that player's team has a conflicting game. Any player that agrees to play as a substitute player with a conflicting game will be removed from consideration for future substitution for the remainder of the season.
- 8.4. The player must be selected from the next lower level team within the same age bracket (**Example:** Pee Wee I must select from Pee Wee II, etc.). In the event the selected player is not interested or not available to play, the opportunity to play must be offered to each player on that roster. If there is still no one available, the selection must then be made from the next lower level in that age bracket (Pee Wee III, etc.) before proceeding to a lower age bracket (Squirt I). A coach may not select a player from a lower level with a higher team seed. i.e. a Pee Wee II may not select from the Squirt I team. Refer to diagram below.



A player can play on teams up and to the left ONLY. Any player movement outside the above criteria requires permission from the Valley League office.

- 8.5. Only registered Woburn Youth Hockey and Mass Bay Warrior player(s) may be asked to substitute.
- 8.6. All players of the lower level team shall be given the same opportunity to play. After getting permission from the lower level coach, the coach requesting the substitution must present the opportunity to play to the entire roster unless requesting a goalie.

Example: if player A previously substituted for the higher-level team, then players B through Z will be asked to substitute prior to asking player A. If no other player is available to substitute, then player A can be asked.

8.7. In the case of an emergency, i.e. the game will be forfeited without the substitute; this process may be completed after the game is complete. However, at no time shall a player be asked to substitute if there is a conflicting game.

8.8. City League players are not allowed to participate in any travel team games or practices without permission of the City League level director. Permission is to be obtained BEFORE the player participates. In the event permission is not granted the player will be excluded from future consideration.

8.9. In the event a player substitutes for a team more than six (6) times, and by rule is required to be added to the roster of that team, the full tuition of both teams shall be paid in full prior to the roster adjustment. During this time, the player will not be allowed to participate in any on ice activities for either team.

Example: Player A is rostered at the beginning of the season for the 3 team and substitutes for the 2 team. The total number of substitutions requires player A to be rostered to the 2 team, the tuition will be the total of the full season tuition for the 2 team and the 3 team.

8.10. Any coach who knowingly exceeds the amount of times a player can substitute (six (6) times), causing a roster change, is subject to disciplinary action by the Coaches & Disciplinary Committee.

9. TRYOUT POLICY

- 9.1. No players can tryout that have not registered and paid their registration fee. All registrations are subject to approval by the Board of Directors.
- 9.2. The President of Woburn Youth Hockey may designate any committee or persons whom he/she feels will be of help in running the tryouts.
- 9.3. The In-House/City League Director will designate the In-House/City League coaches for grading during tryout sessions. The travel team coaches are encouraged to help with the grading of the players after their own tryouts have been completed.
- 9.4. The Tryout Committee will select internal and external evaluators. Head Coaches are not evaluating during tryouts. They are required to submit an evaluation of the players on their current team before tryouts.
- 9.5. External evaluators will be selected from outside programs of which a Board Member or Committee member is familiar. The purpose of the external evaluators is to insert complete objectivity into the numerical evaluation process.
- 9.6. All evaluators are subject to approval by the Board of Directors.
- 9.7. All players will tryout during the allotted time schedule, whether the player will eventually be selected for a travel team or an In House/City League team. Time schedules for tryouts will be published on the Woburn Youth Hockey website at www.woburnyouthhockey.org. All tryouts will be at the O'Brien Rink and all players must report in full hockey equipment.
- 9.8. All players trying out will be given tryout jerseys with numbers. Players with jerseys that already have numbers on them should wear them inside out to make it easier for evaluators to read the tryout number. Players will keep the same number throughout tryouts and return them at the end of each session.
- 9.9. Tryouts will consist of at least 2 sessions for each level, Mites through Midgets, these sessions will be graded by the evaluators. The number of sessions will be decided by the Tryout Committee and approved by the Board of Directors. Considerations for the number of sessions to be held include, but are not limited to, the number of teams projected for the age division, the number of players projected for the age division and ice availability.
- 9.10. For Mass Bay Warrior teams, evaluations will be conducted by existing and future team coaches. Depending on the number of players registered, team placement will be determined by the coach's evaluations.
- 9.11. Tryouts will consist of both skill sessions and controlled scrimmage sessions.

Skills sessions will include skills established by the Tryout Committee. These skills include, but are not limited to Forward Starts, Acceleration, Forward and Backwards Skating, Balance, Crossovers, Stopping, Turning, Shooting and Stickhandling. Controlled scrimmages will help show a player's knowledge of position and game situational play.

- 9.12. The number of goals a player scores during scrimmage sessions does not necessarily mean that he/she will get a higher score for situational play. Scores are based on overall knowledge of the game. Factors such as puck control, passing, shooting, back and fore-checking, aggressiveness to the puck, ability to anticipate the play, maintain position and stay on-sides all contribute to their scoring. Encouraging your child to "just get goals" may not increase their score.
- 9.13. All players trying out will receive a numerical grade which will then be tabulated.
- 9.14. Evaluators will provide their tryout grading sheets to the Tryout Committee at the completion of each session. Nightly scores will not be posted by WYH and all scores will be tabulated at the completion of tryouts for commencement of the team selection process.
- 9.15. **Players are strongly encouraged to attend all tryout sessions.** Any player attending at least 1 of the tryout sessions will be placed accordingly by the acquired numerical score.
- 9.16. Any player with a valid, excused absence will be evaluated in the fall by the coaches of the appropriate level and placed on a team subject to approval by the Board of Directors. Valid, excused absences are subject to the approval of the Board of Directors and must be submitted in writing to the Tryout Committee Chairman (tryouts@woburnyouthhockey.org) prior to the start of tryouts. Valid, excused absences may include:
- Medical Reasons, such as an injury or illness: You must notify the Tryout Committee Chairman in advance of tryouts. At the discretion of the Tryout Committee Chairman, a Doctor's note may be required.
 - Planned Vacation: You must notify the Tryout Committee Chairman ahead of tryouts and vacation. Notification after tryouts will not be an excused absence.
 - Attending tryouts for teams other than Woburn Youth Hockey is **not** considered an excused absence.
- 9.17. **Any player without a valid excuse will be placed on the lowest level team.**
- 9.18. A player who registers after the completion of tryouts will not be offered a tryout unless:

- The player moved into the town after the completion of tryouts.
- The player is an out of town player who was not offered an opportunity to play in their hometown.

9.19. At the conclusion of the final tryout session, all team selections for that division will be completed. The Tryout Committee Director will be responsible for compiling the evaluators grading and providing a list to the Head Coaches as a basis for their player selections. Head coaches are not appointed before tryouts. All rosters must be approved by the Board of Directors prior to posting on the website or at the rink.

9.20. The ideal WYH Roster sizes will be no more than 15 skaters and 2 goalies. The minimum roster size will consist of no less than 10 skaters and 1 goalie. Based on the number of players attending tryouts, the number of teams will be determined by the Tryout Committee and approved by the Board of Directors. This number could change depending on the final numbers at the end of the commitment period.

Example: *There could be a sufficient number of players for 3 squirt teams at the time of team selections, based on these selections or other factors, some players choose to go elsewhere thus making 3 teams impossible. Two larger teams would then be created.*

9.21. Any 2nd year player within their age bracket can be moved up or down as a result of their tryout. No player is guaranteed to retain their current level for the following season.

Example: *a player is a squirt 1 this year and will be a squirt again next year. At tryouts, that player has a poor showing and numerically falls on the 3 team. That player will be placed on the 3 team.*

9.22. Any goalie that makes a team and commits to that team as goalie may not decide to skate out full time and remain on that team. If the decision is later made to skate out, that player will be placed on the lowest level team. A head coach may allow the goalie to skate out occasionally at their discretion.

9.23. If a Goalie decides after the first tryout that he/she does not want to be a goalie, then the player may skate out at the next session and be placed as a skater according to their numerical score.

9.24. A Parent or Guardian of siblings who make different teams within the same level may request to have both siblings play together on the lower level of the two teams.

10. COMMITMENT POLICY

- 10.1. Upon approval of the proposed rosters by the Board of Directors, the Commitment period will begin. During the Commitment period, all players will be offered a position on a roster. A player will accept their position by paying the Commitment fee and signing and completing the Commitment forms, i.e. Travel Hockey Agreement, Financial Agreement, Player and Parent Code of Conduct, Cell Phone Policy, USA Hockey Concussion Agreement, USA Hockey SafeSport Policy and Waiver of Liability.
- 10.2. The Commitment period will have a defined end date. **Players who fail to accept their position before the end of the Commitment period will have their offer revoked.** The position may then be offered to another qualified player at the recommendation of the Tryout Committee Director and subject to the approval of the Board of Directors.
- 10.3. A player who decides to commit after the Commitment period has concluded, will be placed on the lowest-tier in the age-appropriate division.
- 10.4. Any roster changes occurring after the end of the Commitment period will be at the discretion and approval of the Board of Directors.

11. FUNDRAISING POLICY

- 11.1. Any fund raising by Woburn Youth Hockey participants, their parents, or coaching staff on behalf of Woburn Youth Hockey or its teams must be approved by the Board of Directors.
- 11.2. Any fund raising by other organizations on Woburn Youth Hockey premises must be approved by the Board of Directors.
- 11.3. The approval request must be submitted in writing and contain the following Information:
 - Team
 - Type of fund raising
 - Purpose - Event and specify how the funds will be used Individual responsible
- 11.4. Approval of the request must be received before the initiation of the activity.
- 11.5. The amount of money raised and the responsible individual following the event must provide its disbursement to the Board of Directors.

12. BILLING POLICY

12.1. The Board of Directors shall approve a Flat Fee Schedule for each division.

This Flat Fee Schedule shall be the basis for payment in Woburn Youth Hockey for that season.

12.2. REGISTRATION and REGISTRATION FEES:

12.2.1. Dates for registration and any tryout/registration fees for Woburn Youth Hockey will be identified during the registration period and before the tryouts begin.

12.2.2. The registration fee of \$200 is comprised of a \$100 Registration fee and \$100 Tryout fee. The \$100 Registration fee is refundable upon written request to the WYH Treasurer (treasurer@woburnyouthhockey.org) should a player choose not to commit. The \$100 Tryout fee is refundable upon written notice to the WYH Treasurer (treasurer@woburnyouthhockey.org) and Registrar (registration@woburnyouthhockey.org) that the player will **not** participate in tryouts **only if submitted before the start of tryouts**. Any request to refund the \$100 Tryout fee after the start of tryouts will **not be approved**.

12.2.3. Anyone requesting to register after the scheduled registration period and prior to the 2nd hour of tryouts must pay an additional \$25 late fee. The late fee is not applicable towards the Flat Fee Schedule.

12.2.4. Registration will be closed at the end of tryouts. Registration will not close for the Mite City League, WYH Learn to Skate Clinic, and WYH Challenger. New residents of Woburn may register for WYH no later than September 15. All registrations will be subject to the approval of the Board of Directors.

12.2.5. All registered skaters are required to obtain, at their own expense, a valid USA Hockey registration number. This number is valid for one season. Any player without a valid USA Hockey registration number by September 1st will not be allowed to participate until proof of registration is received.

12.2.6. After registration is closed, any new resident may apply Subject to the approval of the Board of Directors. A \$100 fee for the roster change may be required in addition to any fees collected to date for the team.

12.2.7. All outstanding WYH fees must be paid in full prior to new registration as outlined in section 12.4 Outstanding Balances.

12.3. FLAT FEE PAYMENTS

12.3.1. Payments for Woburn Youth Hockey Flat Fee are as follows:

- \$200 Tryout and Registration Fee – Payable before the player can participate in tryouts unless a payment schedule has been previously arranged with the WYH Treasurer.
- \$300 Commitment Fee – Due by the end of the Commitment period
- Payment 1 - 50% of Remaining Balance due by August 1st
- Final payment – Remaining Balance due by November 1st

12.3.2. All fees for the WYH City League, Learn to Skate, U18/Midget and U19 Girls programs must be paid in full prior to the start of the season.

12.3.3. After the Commitment period these payments are non-refundable and non-transferable. Appeals for refunds must be made to the Board of Directors.

12.3.4. Fees are set based on the estimated number of skaters at the time of the commitment period. Bills will not be adjusted once the fees are approved by the Board of Directors based on the number of committed skaters.

12.3.5. Final payment is due by November 1st. If full payment is not made by November 1st, the account will be considered in arrears, unless arrangements have been made with the WYH Treasurer. Players with an outstanding tuition will not be allowed to continue to participate in any Woburn Youth Hockey activities.

12.3.6. All requests for an alternative payment plan should be submitted in writing to the WYH Treasurer (treasurer@woburnyouthhockey.org) and will be subject to the approval of the Board of Directors. **Note: Financing fees may apply for alternative payment plans.**

12.3.7. At its discretion, the WYH Board of Directors may create financial incentive programs for prompt or early payment of fees.

12.4. Outstanding Balances

12.4.1. Any player or family that has an outstanding balance at the time of registrations will not be allowed to register. All requests for a waiver or alternative payment plan should be submitted in writing to the WYH Treasurer (treasurer@woburnyouthhockey.org) and will be subject to the approval by the Board of Directors. **Note: Financing fees may apply for alternative payment plans.**

12.4.2. Parents and players with an outstanding balance may not participate in

any WYH on ice activities (such as coaching or siblings skating practice).

- 12.4.3. Any child with an outstanding balance may be reported to MA Hockey as a member not in good standing with WYH for at the discretion of the BOD. The list of players not in good standing will be maintained until arrangements are made with WYH to be removed from the list.

13. VOLUNTEER INCENTIVE PROGRAM

13.1. Woburn Youth Hockey is run entirely by volunteers. It is critical to the success of the various programs operated by Woburn Youth Hockey that members volunteer to coach, be a Team Manager, participate in committees or become a member of the Board of Directors. At the discretion of the Board of Directors, incentive programs may be created to increase voluntary participation in these programs.

13.2. Board of Directors Incentive Program:

13.2.1. Members of the Board of Directors may be eligible for a financial incentive up to the following amounts to be used towards the fees for a qualifying family member in the Woburn Youth Hockey programs.

- Executive Board Position (President, Sr. Vice President, Jr. Vice President, Treasurer or Secretary) - \$500
- Board Position - \$200

13.2.2. To be eligible for this incentive, the member must be in good-standing in accordance with the Woburn Youth Hockey bylaws governing the roles and responsibilities of the Board of Directors

13.2.3. This incentive can be combined with other incentives provided the member meets all eligibility requirements.

13.3. Coaching Incentive Program:

13.3.1. Members who volunteer to coach may be eligible for a financial incentive up to the following amounts to be used towards the fees for a qualifying family member in the Woburn Youth Hockey programs.

- WYH or MBW Travel Team Head Coach – 25% of the tuition for a player to participate in the respective age-division
- WYH or MBW Travel Team Assistant Coach (up to 3 Assistant Coaches per team) – 10% of the tuition for a player to participate in the respective age-division
- City League Coach - \$200
- Learn-to-Skate Tuition – 100% of the fees for participation in the Learn-to-Skate program

13.3.2. To be eligible for this incentive the member must:

- Complete a Coaching Application form and be approved as a Coach or Assistant Coach by the Board of Directors
- Be in good-standing in accordance with the Woburn Youth Hockey, MA

- Hockey, USA Hockey and League rules and policies
- Comply with all coaching requirements outlined in section 3.5 and have completed, or enrolled in, the required USA Hockey Coaching Education Program (CEP) courses and/or seminars by October 1st.

13.3.3. This incentive can be combined with other incentives provided the member meets all eligibility requirements.

13.3.4. At the discretion of the eligible coaches, this incentive can be pooled and split evenly amongst the coaching staff.

13.4. A qualifying family member is defined as:

- A biological, adopted, step, or foster son, daughter, brother, sister, nephew, niece, grandson, or granddaughter
- A legal ward or live-in person for which the member is a legal custodian or guardian
- The family member must be a member in good standing and free of any past-due debt to Woburn Youth Hockey

14. CREDIT & REIMBURSEMENT POLICY

- 14.1. Credit and/or reimbursements will not be issued to Woburn Youth Hockey participants for program missed. If at any time a participant leaves the Woburn Youth Hockey Program for any reason, credits and/or reimbursements will be subject to the approval of the Board of Directors. All credits and/or reimbursement requests must be submitted in writing by sending an email to the WYH Treasurer (treasurer@woburnyouthhockey.org) before any consideration of a credit to be issued by the Board of Directors.
- 14.2. Regarding a Woburn Youth Hockey full season player who will play for his/her respective high school varsity hockey team as a freshman, that player will receive a 25% reimbursement provided the following criteria have been met:
- Any WYH outstanding payments and Registration Fees have been paid (See 12.2)
 - 1st and 2nd Flat Fee Payment has been paid. (See 12.3.1)
 - Final Flat Fee Payments have been made by November 1 of the current season (See 12.3.1)
 - If any of the above criteria have not been satisfied, no credits or reimbursements will be issued to the player.
- 14.3. In case of extended injury or illness, which restricts a player from participating, credits and reimbursements, less administrative costs, are subject to the approval of the Board of Directors, provided the player has met the same fiscal responsibilities outlined in 14.2.
- 14.4. Woburn Youth Hockey reserves the right to change and/or remove specific programs due to limited registration. If a program is canceled by WYH due to low registration credits/reimbursements will be issued for all prepaid programs.

15. NECK PROTECTION POLICY

15.1. Neck protection is strongly recommended for all players, from clinic through Midgets.

16. PRACTIC POLICY

16.1. Coaches may allow other WYH Players onto their own practice ice at his/her discretion.

16.2. All players **MUST** be in full hockey gear unless they are aged 16 or older.

17. EQUIPMENT POLICY

17.1. All Equipment will be the responsibility of Committee Chairperson.

17.2. All Woburn Youth Hockey issued equipment must be returned by the end of Spring Tryouts unless prior arrangements have been made.