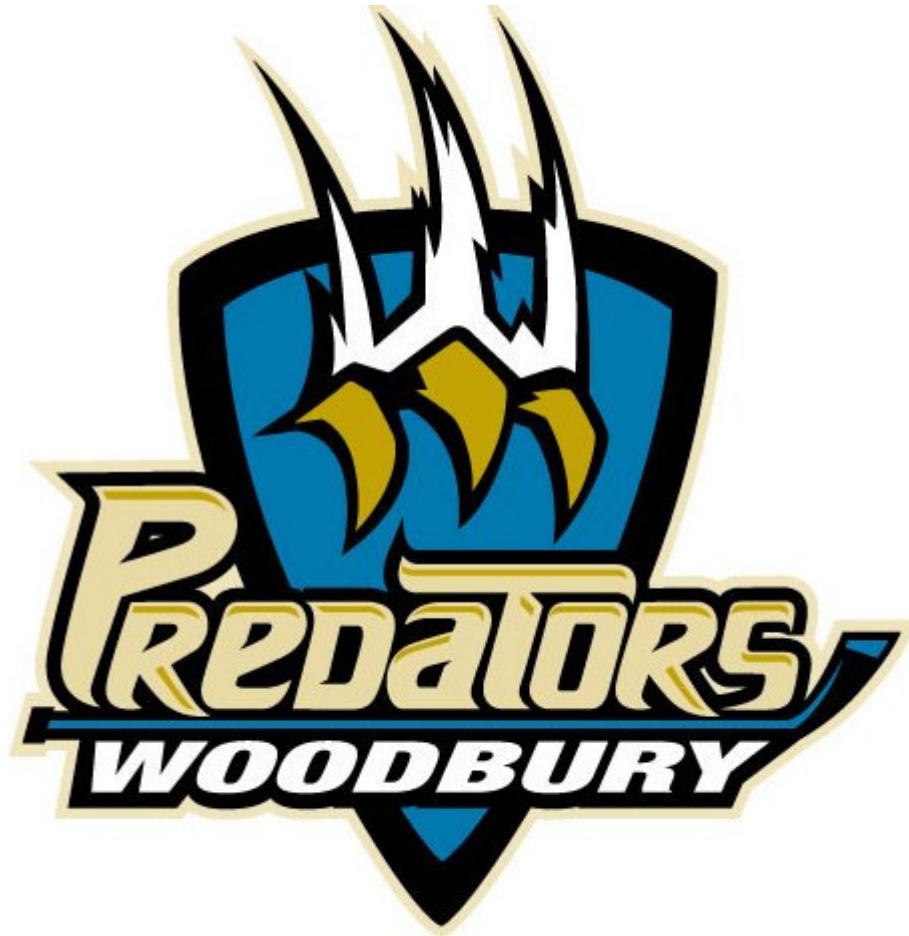


WOODBURY AREA HOCKEY CLUB
2011-12

BLUE-BOOK

Guidebook to WAHC Membership



Mission Statement

The Woodbury Area Hockey Club aims to provide the most gratifying and rewarding youth hockey experience for players, parents and coaches seeking either the best competitive or recreational athletic experience in a positive, developmental environment at a reasonable expense.

The material presented in this manual is for players, coaches, managers and parents of the WAHC. We believe the success of the WAHC hockey is achieved when all players, parents and coaches work together. We hope these guidelines will serve as an information resource for everyone to understand the goals and process of our Club.

ORGANIZATION

2011 – 2012 Board of Directors

A seven member Board of Directors governs the Club. Board members are elected to two-year terms at the April membership meeting.

| <u>Position</u> | <u>Board Member</u> |
|--|----------------------------|
| <i>President</i> | Peter Stuckert |
| <i>Vice President Administrative Operations</i> | Nick Nyhus |
| <i>Vice President - Hockey Development</i> | Paul Schutz |
| <i>Vice President –Hockey Operations</i> | Josh Anderson |
| <i>Secretary</i> | Colleen Roth |
| <i>Treasurer</i> | Lonie Nelson |
| <i>Vice President Fundraising Operations</i> | Steve Stark |

There are five non-Board, compensated positions. These are the Administrative Assistant (Jen Bettencourt 651/330-2531), the Gambling Manager (Theresa Nowicki 651/714-5425), the Referee Director (Pete Stuckert 651/436-1197), the Registrar (Kris Nyhus), and the Sponsorship Committee Members.

The Board of Directors meets at 7:00 pm on the third Wednesday of each month throughout the year. The general membership is encouraged to attend all meetings, but notice to the President is recommended for reserving time on the agenda if you wish to address the Board. The current meeting place is Woodbury City Hall. The exact schedule can be found on the club's calendar at www.woodburyhockey.com.

Membership in WAHC is on a per-family basis, regardless of the number of players in the family. Membership entitles each family to two votes in elections.

The WAHC uses our web site at www.woodburyhockey.com as the official communication of the Club, advising of schedules, clinics, tryouts, team news, elections and other related items of interest to hockey players and parents.

The WAHC is a member of District 8 of Minnesota Hockey (MN Hockey) and USA Hockey, and adheres to mandatory District 8, MN Hockey and USA Hockey rules on rink features, teams, equipment, penalties, officials and playing rules.

The Club is a non-profit organization. All monies come from the members through registration fees, mandatory family fundraising requirements, gambling, and sponsorships.

District Structure

The program provides a great opportunity for young and developing hockey players to learn and enjoy the sport of hockey. The program is designed to develop basic hockey skills in a fun environment that stresses learning over winning. Any player wishing to play at the higher levels MUST participate in the tryout process. WAHC teams play other District 8 associations including:

| | | | |
|---------------|---------------------|-------------|----------------|
| Apple Valley | Farmington | Sibley Area | Eastview |
| Cottage Grove | Hastings | Lakeville | South St. Paul |
| Eagan | Inver Grove Heights | Rosemount | Woodbury |
| Como/Johnson | | | |

WAHC GOALS

The WAHC Board has conducted seven separate Workshops to develop the 2011-2012 Hockey Season Plan. Some Workshop topics covered are; player forecasts, tournament dates, establishment of fundraising programs, coach selection criteria, revenue analysis, and player development goals.

From these Workshops comes the structure and plan for the 2011- 2012 season. We develop the plan following these basic goals:

- Maintain and strengthen the financial position of the WAHC
- Establish the WAHC visibility within the community
- Create the most competitive and affordable hockey program
- Promote volunteerism within the Club
- Implement a hockey development program that develops player and team skills in a competitive environment.
- Create means to control all WAHC costs for its members

Intro to Hockey

It is crucial how our beginning and advancing younger players get their first taste of hockey. If a beginner has fun developing some basic skills and building confidence, there is a good chance that the player will enjoy hockey for many years. If the beginner has an unhappy, unrewarding experience, the chances are that he or she will quit at an early age and never discover the real joy of this great game. To help encourage players to give hockey a try, the WAHC will provide full equipment except for skates, a stick, socks, mouth guard, and a cup/protector for all Intro level players. There will be a registration for this equipment along with a fully refundable security deposit when the equipment is returned. Details on the Intro to Hockey Program and the Girls Intro to Hockey can be found on the website.

Tournaments

The cost for your players to play in four (Bantam/Pee Wee/U14/U12)/or three (Squirt/U10) tournaments is included in your current ice fees. This includes both home and away tournaments. Each Bantam/Pee Wee/ U14/U12 A and B1 team will get three tournaments plus the District entrance fee paid for by the club (gate fees are the responsibility of the team). The Bantam/ Pee Wee B2 and C teams will also have four tournaments total paid for by the club- this does NOT include the District playoffs at the end of the season as participation is optional and the tournament falls during ISD 833 spring break. These teams may still choose to participate in the year end district tournaments; however, it is the responsibility of the individual team to confirm

participation with the District coordinator BEFORE December 31st. It will then be the responsibility of the team to cover the entrance and gate fee costs, no different than any other team that chooses to pick up an additional tournament during the season. Squirt/U10 teams have three tournaments paid for by the club. This does NOT include the year end District playoffs for the A and B teams as participation is optional and the playoffs fall during ISD 833 spring break. These teams may still choose to participate in the year end district tournaments; however, it is the responsibility of the individual team to confirm participation with the District coordinator BEFORE December 31st. It will then be the responsibility of the team to cover the entrance and gate fee costs.

Entry fees for the additional tournaments will be the responsibility of the team and its players. If a Club charges an entry fee that includes the gate fee, the team will be responsible for paying for that gate fee. Many times the gate fee is due at time of registration. In that case, the club will register the team for the tournament and pay the gate fee upfront. The team will then be responsible to collect the gate fee from the team slush fund and repay the club. Coaches will distribute ice and tournament schedules at the player's first practice. (*updated 8/11*)

Volunteering

Volunteering is an important contributor to our program. The efforts of volunteerism control the cost we must charge our players. It is a requirement by the *Mite/U6/U8*, *Squir/U10*, *Peewee/U12* and *Bantam/U14* level to contribute 7 volunteer hours per family or pay a \$400 buy-out fee at the time you register (not at the end of the season). Volunteering can include working tournaments, photo shoots, head coaching, assistant coaching, (each team will be granted 7 volunteer hours for the head coach and 21 additional hours for 2 assistants and a manager or 3 assistants, with coaches deciding who receives credit). Working **the time clock, scorebook or penalty box doors during your regular season games or during the Mite Jamboree DOES NOT count toward your 7-hour requirement**. If you do not complete 7 hours, the Club will charge *\$100 an hour for uncompleted hours*. If a family's unworked volunteer hours are not paid in full by April 30th, the next season's ice fees must be paid in full up front by August 31st. (This would not apply if special arrangements have been made and agreed to.)

Families will be assessed an additional penalty of \$100 per hour for each hour missed due to last minute cancellations. Paying for missed volunteer hours DOES NOT reduce your hours toward your 7-hour requirement. The Volunteer Director will be allowed to determine exceptions to the penalty policy.

REGISTRATION INFORMATION

The first payment for registration fees are paid at the time of registration in July or August. The first payment includes the minimum ice fee, MN/USA Hockey Fees, and tryout fee per player. The first payment also includes the Annual Family Membership charged per family. Fees are split into multiple payments. The payment schedule is available in the registration system and on the website.

Fees are established to cover the expected annual operating costs for the Club. Each family is responsible for paying their fee. A monthly-payment plan is available for all members to help them pay fees. This payment plan must be arranged with the Club Administrator at the beginning of the season. It is important for the member/family to remain current on payments.

Prompt Payment Requirements

Any player not current will be FORCED TO SIT OUT until the account is brought up to date.

Accounts that are habitually past due, without an effort to work with WAHC to develop a payment program, risk being processed through the Washington County Conciliation Court program. The Board of Directors is taking this approach on behalf of the overwhelming majority of WAHC families that pay their fees on time.

Club members who have not paid their account (ice fees and unworked volunteer hours) in full by April 30th of the current year will be considered non-compliant. Non-compliant members will be required to pay any past due accounts in addition to paying the upcoming hockey season IN FULL at the time of registration. There will be no exceptions to this policy. The Club allows legitimate payment plans to members who remained compliant in previous seasons. Non-compliant members will not be allowed to exercise a payment plan of any sort with the Club.

REFUNDS

Refunds will be granted for season ending injuries and if prompt notice is given to the WAHC Administrative Assistant. Suspensions do not qualify for refunds. The Annual Family Membership, USA Hockey Insurance, and tryout fee is non-refundable.

SCHOLARSHIPS

Each season the WAHC Board of Directors will make an effort to budget for scholarships in case of hardships. A scholarship application will need to be obtained from the Administrative Assistant and will be reviewed by a sub committee of the WAHC Board.

INSURANCE

Excess medical coverage insurance is mandated for all players and is coordinated by the Registration Director through USA Hockey team registration. For more information on the coverage, contact the Registration Director or the Minnkota District Risk Manager @ 612.348.3293. To report a claim for any USA Hockey insurance coverage, please contact the Minnkota District Risk Manager, Bruce Kruger @ 612.348.3293 or kruger444@hotmail.com. Players are enrolled when they register at USA Hockey at the time of registration. NO other action is required on the player's behalf.

EQUIPMENT REQUIREMENTS

All WAHC players are required to wear the following protective equipment during all games and practices.

POSITION

EQUIPMENT REQUIREMENTS

- | | | |
|-------------------------|---|---|
| Forwards and Defensemen | - Black Helmet with HECC approved full-face protection, commercially manufactured and attached to helmet, with approved chinstrap | - |
| | - Colored mouth guard | - |
| | - Shoulder pads | - |
| | - Athletic supporter and cup/pelvic protector | - |
| | - Shin guards | - |
| | - Suspenders or belt | - |
| | - Proper fitting hockey skates | - |
| | - Black Hockey Gloves | - |
| | - Garter Belt or sock jock | - |
| | - Elbow pads | - |
| | - Black Breezers | - |
| | - Hockey stick | - |

- Practice jersey and hockey socks
 - Throat protector (recommended)
- Additional equipment for Goalies
- Black Helmet and HECC approved facemask
 - Chest protector
 - Goalie leg pads
 - Goalie catching glove and blocker
 - Goalie cup
 - Arm pads
 - Suspenders
 - Proper fitting skates
 - Goalie stick
 - Throat protector

WAHC coaches must follow MN Hockey rules regarding the wearing of an HECC approved hockey helmet during any on-ice activities, practices and scrimmages. The chinstrap must be buckled at all times. There will be zero tolerance on this. Facemasks are optional. Coaches will receive a warning for the first offense and then a 30-day suspension for the infraction of the rule. Infractions of this rule need to be reported to the coach's director.

Any team clothing worn by the Woodbury Area Hockey Club teams must be provided by the WAHC approved Pride Wear Vendor.

Team Colors

Official colors of the WAHC are Black, Royal, White and Gold. **NO name badges, patches or alterations are permitted on official team jerseys (Squirt to Junior Gold).** Any damage to a jersey or if a jersey is lost, the replacement cost of the jersey is \$75 and will be the player's responsibility. To be consistent with the Club's official colors, please purchase black helmets and breezers. This color recommendation is now mandatory.

Black breezers, black gloves and black helmets are required for Squirts and above. Non-compliance will result in 15 days to correct the situation during which time the skater cannot participate in scheduled games.

Coaches are responsible for infractions. Non-compliance is to be reported to the Level Director.

| |
|---|
| WAHC CODES OF CONDUCT, RIGHTS AND RESPONSIBILITIES |
|---|

The WAHC Board of Directors has adopted a PLAYER, COACH and PARENT Code of Conduct that provides the basis for conduct and discipline during the 2011-2012 hockey season. The attributes to be followed are from the USA Hockey Zero Tolerance criteria used for players, parents and coaches on and off the ice. The Code of Conducts must be reviewed and signed by each Coach, Parent and player. The Code of Conduct Forms can be found on the club website at www.woodburyhockey.com.

Parents/Guardian

Your child's participation in the hockey program will require a significant contribution of your family's time and energy. **Parents are encouraged to participate in the WAHC program by volunteering for team manager, parent representative positions, or serving on various committees.**

Coaches

The coach is a teacher of hockey skills and strategies of the game. He/she is responsible for the social, psychological and physical well being of all players in his/her care. Coaches are accountable to the WAHC Coaching Director. The Head Coach may select assistant coaches subject to WAHC Board approval. All coaches must:

- Support the philosophy and practices of the WAHC Player Development Strategy Document and cooperate with the WAHC Board of Directors to enforce rules and regulations and report any irregularities that violate WAHC policies.

| |
|-----------------|
| POLICIES |
|-----------------|

Player Development Charter

The mission of the WAHC Player Development Charter is to insure the appropriate growth, development and experience of all players at all levels of competition. While coaches are expected to adhere to the various policies within the charter at all times, both coaches and parents are encouraged to maintain an open dialogue with Club officials should any questions arise. The Charter was adapted by the WAHC Board of Directors 2010.

The primary objective of the charter is to guide coaches, players and parents via the following key 'developmental policies':

- Fair Play
- Positional Play
- Event Frequency
- Goalie Development

The document can be reviewed online in its entirety at www.woodburyhockey.com

Injury/Illness Waiver and Tryout Policy Information

See the Tryout Page of the website for the document titled Tryout Waiver Process Instructions for detailed information on full and partial tryout waivers.

Tryouts will be closed to all parents and accessible only to approved tryout/level officials, evaluators, named-coaches and administrators (ex. Data entry personnel). This includes both rink access and administrative room access. Only approved tryout/level officials may review/tabulate scores. Final scores will not be released in any form to players, parents or coaches. Please reference the tryout-specific process documents for further information.

Grievance Policy

WAHC provides an orderly procedure for the hearing and resolution of all problems, concerns and formal grievances. The goal is to resolve issues at the most immediate level and in the fairest manner possible to all. The prime criterion in the resolution of any issue is what is best for the respective player, his or her team, and the overall interest of the WAHC.

Problems or concerns that have to do with coaching of a team should be taken to the coach of the respective team. It is suggested that before any grievance is presented to a coach or Board

Member that a one-day "cooling off" period be observed.

If the problem cannot be resolved at this level, the parent should contact the level director. The Coaching Director may become involved at this point. Between these parties, most situations should be able to be resolved at this level. If further action is required, the Level Director, Coaches Director, and/or Vice President of Hockey Operations should bring the problem to the full board.

Move Up Policy

Players must play at the levels outlined by MN and USA Hockey based on their age with the exception of Squirt/U10 and PeeWee/U12 players that are born in July and August. Players must be going into their second year of play at one of these particular levels to be allowed a move-up. The move-up will be allowed if room exists in the team structures while remaining compliant to this policy. The WAHC Board can deny the move-up due to non-compliance of this policy. Once a skater has registered and is placed into the higher level, the player cannot move back to a lower level. In certain rare instances, the Board of Directors may need to move waived players or goalies due to roster limits, etc.

The WAHC Board of Directors has the right to make all decisions regarding play up requests. The Mite/Super Mite to Squirt Move Up policy can be found on the Mite page of the website.

Move Down Policy

Parents/players have the right to have a skater play down one level (e.g. B versus A), but it must be declared before tryouts.

Girls Registration Policy

Once girl players at the U10, U12 and U14 levels register for a girl's team they may not subsequently switch or attempt to switch to a boys team.

Waiver Policy

A player may, by petition, waiver out of the Woodbury Area Hockey Club if they are current on their ice fees. Waiver forms can be obtained from the President.

Woodbury Area Hockey Club will allow players from other areas to waiver in if there is room at that particular level. In certain rare instances, the Board of Directors may need to move waived players or goalies due to roster limits, etc. All waiver requests will follow the Dist 8 Waiver Policy Process. That information can be found at stickstats.com.

Participation Policy

MN Hockey replaced the Residency Policy with the Participation Policy in July 2009. This policy was revised in the spring of 2010. Please see MN Hockey's website for specific details. www.minnesotahockey.org.

Rescheduled Games

When a game has to be rescheduled, the Club or team absorbs the cost depending on where the fault lies.

Non-team Members on the Ice

Non-team members CANNOT be on purchased ice during practices due to insurance liability issues. The coach may invite instructors to practices, but they are required to wear a strapped helmet at all times. Under no circumstances are siblings or other children, not on the rostered team, allowed on the ice. This is an important WAHC policy to prevent putting the Club into a liable situation. *Infractions of this policy will result in dismissal of the coach for 3 ice hours (practice and games included) from the team participation.*

Parent/player games are **not** allowed on WAHC scheduled ice time due to insurance liability issues.

Game Jerseys

Game Jerseys for the Squirt/U10 level and up will **NOT** be worn during practices.

No name badges, patches, alterations, or markings of any sort are allowed on game jerseys for the Squirt level and up.

Game Jerseys are the responsibility of the player. Any damage to the jersey or if the jersey is lost, the replacement cost of the jersey will be the player's responsibility. No jerseys other than the official WAHC jersey are allowed. Replacement cost per jersey is \$75.00.

Goalie Equipment

Goalie equipment must be returned by March 31st after the regular season play. Equipment for summer play will be checked out at the discretion of the Equipment Director. All summer play equipment must be returned by the 31st of July.

Late Payment Policy

A \$50.00 late fee per skater will be assessed against current Club members that register after the deadline. New members to the Club are exempt from the late fee.

Club members missing their final payment will be considered non-compliant. The Club allows legitimate payment plans- for ice fees only- to members who have remained compliant in previous seasons. Non-compliant members will not be allowed to exercise a payment plan of any sort with the Club.

Members who have not paid their account in full by April 30th of the current year will be "non-compliant". Non-compliant members will be required to pay for the next upcoming hockey season in full at the time of registration.

The Playoff policy of having all payments compliant to play in District playoffs remains in effect. All Squirt/U10, PeeWee/U12, and Bantam/U14 players must be paid up through February by 2/25/12 or they will not be allowed on the ice until their account is paid in full. Jr. Gold players must be paid up by 2/25/12 and Mites by 2/25/12 or he/she will not be allowed on the ice until the account is paid in full.

Accounts that are habitually past due, without an effort to work with WAHC to develop a payment program, risk being processed through the Washington County Conciliation Court program. The Board of Directors is taking this approach on behalf of the overwhelming majority of WAHC families that pay their fees on time.

WAHC "Mood Altering Chemicals" Policy

The Woodbury Area Hockey Club supports the USA Hockey and Minnesota State High School League's Zero Tolerance rules in efforts to eliminate the use of alcohol, tobacco and "mood altering" drugs. Players who violate this rule shall be suspended from participation in all WAHC events.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

Fundraising

Fundraising has always been an important part of the success of WAHC program. The funds raised have been used to defer other expenses of the Club, not covered with registration fees. Ultimately, the primary purpose of these funds is to keep the cost of hockey for Club members at the lowest level possible while ensuring quality development for our members.

All families (Intro to Hockey only are exempt) are expected to fulfill their fundraising obligation of \$120. This may include a 'buy out' at the time of registration (includes admin costs) or for the 2011-12 season, members may elect to offset the fundraising obligation by opting to sell raffle tickets. Details on the raffle will roll out in early fall 2011.

The WAHC has gambling (pull tabs) at Ray J's American Grill. Gambling proceeds are used to benefit all WAHC players. Primary use of these funds is applied to player ice time. Please support this business.

Throughout the year, other fundraising events may be held. The need for a combined effort on these activities is essential to the on-going success of the Hockey Club.

Updated October, 2011