



**Sheboygan Lakers' Ice Center
Youth Hockey Booklet
2011 – 2012 Season**

Sheboygan Laker Ice Center

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Important Notes and Reminders:

- 1. Coaches need to be certified. See Section V for information.**
- 2. Tryout Schedule – See Page 7.**
- 3. WAHA High School – Youth Hockey Committee will determine number of skaters for each WAHA H.S./Midget team if there is more than one team.**
- 4. Access to the Rink Area during tryouts will be limited to warming and entrance areas except for evaluators, on-ice coordinators, referees, and coaches. Parents / guardians of players will be allowed in the locker rooms before and after the tryout sessions to help with equipment.**
- 5. The tryout format is documented beginning on page 7.**
- 6. Grievance Night for tryouts will be 6:30 pm on the Monday following tryouts.**
- 7. Tryout volunteers will receive 1.5 work hour credits for each hour worked.**
- 8. Informational meetings will take place in social hall during tryouts (session 1)**

Youth Hockey Committee Members:

Bill Getz, Co-Chairman and Tryouts (920) 698-6990
Joe Reinhart, Co-Chairman
Ryan Davis – Squirt Age Representative
Chris Dekker – Pee Wee Age Representative
Greg Doucette
Andy Fibiger – Mite Age Representative
Steve Feinberg, Equipment
Adam Jelenc – Bantam Age Representative
Tom Louko – Secretary
Julie Schroeder – Scheduling
Rick Thyges – Equipment
Ross Worthington

Ace Coordinator (Association Coaching and Education Coordinator):
Chris Sondalle

**ALL COACHES ARE REQUIRED BY USA HOCKEY TO WEAR
HELMETS WHILE ON THE ICE**

AGREEMENT

BETWEEN Sheboygan Lakers' Ice Center AND ATHLETE

This Agreement is written so that the athlete and parent or guardian of the said athlete understand the importance of following the CODE OF CONDUCT set forth by the Sheboygan Lakers' Ice Center Board of Directors and the Youth Hockey Committee. All participants in High School as well as Youth Programs MUST complete the attached form and return it to the Youth Hockey Committee prior to the end of tryouts.

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This is a contract between skater and parent or guardian of skater and Sheboygan Lakers' Ice Center. By signing this contract the skater and parent or guardian acknowledges that they will adhere to all rules set forth by the Conduct/Training Regulations in Section IV. Additionally, skater and parent or guardians certify that they have received and reviewed the Youth Hockey Booklet and agree to all practices, policies, and procedures outlined therein.

Skaters Age Division _____

Skater's Name _____ Signature: _____

Parent / Guardian Signature _____

Date _____

Please fill out 1 form per skater. Additional forms available at the Sheboygan Laker Ice Center

This contract MUST be signed by both the athlete and parent and returned to the YHC prior to the end of tryouts. (at tryout registration table)

To be completed by YHC

Skaters Team _____

Skaters Coach _____

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WELCOME to the Sheboygan Lakers' Ice Center 2011 - 2012 Youth Hockey Season.

Here are a few important things to keep in mind.

1. If for any reason an athlete is absent from a tryout session, it is the parent's or player's responsibility to notify a Youth Hockey Committee Member as to the age division the athlete is trying out at. Please give 24-hour notice.
2. Sheboygan Laker Ice Center and the Youth Hockey Committee have developed a written contract between our athletes and Sheboygan Lakers' Ice Center. This contract states that the athlete will adhere to the rules set forth by Sheboygan Laker Ice Center that are listed in the Youth Hockey Booklet. **This contract MUST be signed by both the athlete and parent and returned to the Youth Hockey Committee prior to the end of tryouts.** This contract is on page 2 of the Youth Hockey Booklet.

A great amount of effort will be put into the Youth Hockey Evaluations. We hope that the athletes as well as parents have an enjoyable year of hockey.

Thank You,

Youth Hockey Committee

Players Moving Up 1 Age Division

The following policy has been developed by the Youth Hockey Committee previous to the 2011 – 2012 season.

In order to provide all skaters the opportunity to skate at the level of hockey that meets their ability, players will be given the opportunity to move up 1 age division (i.e. from Mite to Squirt, Squirt to PeeWee, etc.). To ensure an adequate number of players on each team at each age division, the Youth Hockey Committee reserves the right to disallow movement between age divisions. The minimum number of remaining players per team to allow movement will be 9 skaters and a goalie.

The Youth Hockey Committee reserves the right to disallow any movement based on skill, safety, ability, or the overall impact to the organization. Skill, safety and ability will be based on tryouts evaluation. If the player does not participate in tryouts YHC will determine if the player can move up an age level. Final determination of allowing the skater / goalie to skate up an age level will be made by YHC at the end of tryouts. YHC will notify the parent or guardian directly at the end of tryouts with reasoning why the player will not be allowed to move up. If YHC allows the player to move up an age level, parent or guardian will not be contacted, but player will be placed on higher age level team.

Criteria that must be met to allow a player to move up one age division are as follows:

1. In order to move up an age level the skater must be within one year of that level. For example, a Mite that would like to skate squirts must have skated one year of Mites and have only one year of Mite eligibility left.
2. Parents or guardians must notify the Youth Hockey Committee Chairman with a written notice prior to start of tryouts, that the skater/goalie is attempting to move up one age division or has intention of playing at two (2) age divisions. (see 5 below) The written notice can be given to the Chairman or placed in the Youth Hockey Committee mailbox in the rink office and addressed to the Chairman.
3. Upon completion of tryouts, said skater will be placed on the appropriate team based on tryout results at the age division they are attempting to move up to.
4. Upon completion of tryouts, goalies must be rated as the top goalie at the age division they are attempting to move up to.
5. Skater / Goalie must also go through tryouts at their actual age division to be appropriately placed in their actual age division, if movement to higher age division is not achieved.
6. Skaters may play on two teams at different age divisions (i.e. on both PeeWee and on Squirt team) if they meet all the requirements above, pay registration fee for both teams, be fully committed to both teams for the entire season and at the discretion of YHC.
7. Skaters may be 'dual rostered' at the coaches request and/or discretion of Youth Hockey to provide for back-up players (i.e. goalies) and create flexibility for State Play downs. All WAHA guidelines must be met. A skater does not incur any additional financial burden by being dual rostered.

The Youth Hockey Committee can elect to waive the above criteria, and allow a player to move up one age division, if deemed necessary to ensure an adequate number of players or teams at an age division.

TRY OUT FORMAT

1 st SESSION	<p>Part 1: 30 minutes of skills. Individual skaters will do skill drills as directed by the on ice coordinator and earn a score for each drill. Goalies will do modified skills.</p> <p>Part 2: Scrimmage 5 on 5. All skaters and goalies will earn scores for hustle and skill based on their scrimmage skills for this session. These scores will be used to rank the players for the next session.</p>
2 nd SESSION	<p>Part 1: 30 minutes of skills. Individual skaters will do skill drills as directed by the on ice coordinator and earn a score for each drill. Goalies will do modified skills.</p> <p>Part 2: Scrimmage 5 on 5. All skaters and goalies will earn scores for hustle and skill based on their scrimmage skills for this session. These scores will be used to rank the players for the next session.</p>
3 rd SESSION	<p>Part 1: 30 minutes of skills. Individual skaters will do skill drills as directed by the on ice coordinator and earn a score for each drill. Goalies will do modified skills.</p> <p>Part 2: Scrimmage 5 on 5. All skaters and goalies will earn scores for hustle and skill based on their scrimmage skills for this session. These scores will be used to rank the players for the next session.</p>

- Final postings of teams will be made in a timely manner at Sheboygan Laker Ice Center and on the website no later than 3pm Sunday October 23rd.
- The Youth Hockey Committee will determine how many teams there will be at each age division and how many players there will be on each team.

Tryout Schedule

Oct . 16 Sunday		Oct. 18 Tuesday		Oct. 19 Wednesday		Oct . 20 Thursday	
11:30am – 1:00pm	Pee Wee	5:30 – 7:00 pm	Squirt			5:30 – 7:00 pm	Squirt
1:15pm – 2:45pm	Squirt	7:15 – 8:45 pm	Pee Wee			7:15 – 8:45 pm	Pee Wee

Oct. 21 Friday		Oct . 22 Saturday		Oct . 23 Sunday	
6:30 – 8:00 pm	Mite	3:30 – 4:30 pm	Goalies	11:30 – 1:00 pm	Mite
		4:45 – 6:15 pm	Bantam	1:15 – 2:45 pm	Bantam

SECTION I

PLAYER TRYOUT / TEAM EVALUATION PROCEDURE

1. EVALUATORS

- 1.0 Youth Hockey Committee will try to limit evaluators to one session per age level, dependent on the number of approved evaluators available.
- 1.1 Two to three “outside’ evaluators will be recruited and approved per age group by the Youth Hockey Committee. Every effort will be made to have evaluators that do not have players in the organization.
- 1.2 Two previous year coaches without players at the age division.
- 1.3 Evaluators may not have a child competing at the age division they are evaluating or have any known bias.
- 1.4 An evaluator must possess an adequate understanding of hockey skills and the physical requirements needed to compete.
- 1.5 An evaluator must pledge impartiality and base all decisions on guidelines provided by the Youth Hockey Committee.
- 1.6 Discrimination is not allowed.
- 1.7 An evaluator may be disqualified if absent for more than one tryout session.
- 1.8 Evaluators will be directed by the Youth Hockey Committee and shall receive instruction from the Youth Hockey Committee, prior to tryouts on the tryout and selection format.
- 1.9 Upon successful completion of the tryout process, evaluators will receive work hour credits.
- 1.10 Evaluators may be asked to participate in the final team selection process, immediately following the final days tryout session.
- 1.11 If there are 30 or more registered skaters at an age level, the top 5 and bottom 5 may be excused from participating in each following tryouts sessions. For example, after the first session the top 5 and bottom 5 will be identified and may be excused from the two remaining sessions. After the second session the top 5 and bottom 5 of that session will be identified and may be excused from the third and last tryout session.

If there are less than 30 skaters registered at an age level, the top 5 and bottom 5 will be identified and may be excused for the third and last session, after the first two sessions.

2. PLAYERS – MITES, SQUIRT, GIRLS, PEEWEE & BANTAM

- 2.1 Mites will not have formal tryouts. Skaters will be divided into teams by Mite coaches. There will not be a traditional A or B team. Any concerns after team placement should be directed to Youth Hockey Committee.
- 2.2 If for any reason an athlete is absent from tryouts, it is the parent's or player's responsibility to notify a Youth Hockey Committee Member. Please give 24-hour notice. Should a player arrive late for a session, the player must notify the coordinator upon his/her arrival. This will allow for accuracy in maintaining attendance records.
- 2.3 Players will be notified of all dates and times for equipment rental and tryout sessions, team evaluation procedures, and all other pertinent data.
- 2.4 It is the player's responsibility to be fully dressed 15 minutes before the first tryout session, 10 minutes before the remaining sessions. This assures adequate time for taking attendance, instruction, and issuing identification numbers.
- 2.5 No players or spectators will be allowed in the rink area along the glass, except for access to the locker rooms and sitting on the bleachers. Players may be in the concession area.
- 2.6 Players must be fully equipped and registered with Sheboygan Laker Ice Center before participating in tryouts or practices. Equipped meaning; shin guards, elbow pads, breezers, gloves, helmet with facemask (H.E.C.C. certified), mouth guard, protective cup or personal protector, and shoulder pads.
- 2.7 Each player will be issued an identification number. This number will assist the evaluators in associating individuals with performance data obtained during the tryout sessions. The Youth hockey Committee will randomly assign identification numbers to each player.
- 2.8 At ALL LEVELS, players wishing to tryout as a goalie must declare their intentions to the Youth Hockey Committee prior to the start of tryouts
- 2.9 Players may request to be placed on the lowest skill level team at an age division. Requests shall be made to the Youth Hockey Committee Chairman in writing any time before the second tryout session.

3. COORDINATORS

- 3.1 The Youth Hockey Committee is the central contact point. She/he answers questions from parents, directs the coaches, and has overall responsibility for the assigned age division.
- 3.2 There will be two bench assistants during the scrimmage session tryouts for each age division. Those aiding in the tryout sessions will be appointed by the Youth Hockey Committee.
- 3.3 There must be a coordinator or referee on the ice at any given time during the tryout session.
- 3.4 Youth Hockey Committee members are the only persons responsible for communicating with evaluators. Coaches or parents should direct any questions or concerns to a member of Youth Hockey Committee, not the evaluators.
- 3.5 The check-in table coordinator or Youth Hockey Committee will take attendance and convey this information to the evaluators prior to the start of each session.
- 3.6 To the best of their ability, the Youth Hockey Committee will attempt to find coordinators without children competing at that level.
- 3.7 Upon successful completion of the tryout process coordinators will receive work hour credits.
- 3.8 A member of the Youth Hockey Committee will be present at all times to handle any situation not covered above.
- 3.9 Referees are on the ice for all scrimmage sessions.

4. ANALYSIS – SQUIRT, GIRLS, PEEWEE, BANTAM

- 4.1 Any player not abiding by the CODE OF CONDUCT during tryouts may be placed on a lower team.
- 4.2 The evaluators will use a form provided by the Youth Hockey Committee to rank the skaters.
- 4.3 The head coach will have the option to review the last 3 players placed on a team based on the rankings and request replacement of any of those players with a different player. This request shall be made to the Youth Hockey Committee after tryouts are complete, but before final team rosters are posted. The head coach must be present at 2 of 3 tryout sessions to retain the right to make this request. The coach must provide adequate justification for making this request. The request will be reviewed by the Youth Hockey Committee and the Committee will vote on whether or not to grant the coaches request. If no coach for a team has been selected when teams are formed, players will be placed on teams based on rankings from tryout sessions.
- 4.4 All documented information will be presented to and held by the Youth Hockey Committee and available for review in the event of a grievance.
- 4.5 On minor penalties, skaters will sit the remainder of that shift. For major penalties, including checking from behind and kicking, players will be penalized 20% of the total possible score any skater can receive. For every 3 minor penalties accumulated in a session, a player will be penalized 5% of the total possible score for that session.
- 4.6 Based on evaluation scores, input by evaluators and coaches evaluations, skaters without adequate skills to compete at their age division may be asked to skate in one of the in-house programs if available. (First Ice, Mitey Mites, In-House League). This decision will be made prior to posting of teams.
- 4.8 All scrimmages will use USA Hockey rules for that age level and use 1:30 shifts.

5. REGULAR SEASON COACHES

- 5.1 Head coaches are recommended for each team by the ACE Coordinator and approved by the Youth Hockey Committee. The ACE Coordinator shall provide the Youth Hockey Committee with coaching applications and documentation for all coaching candidates that applied.
- 5.2 The appointed head coach will select his own assistant coaches with approval by the ACE Coordinator and the Youth Hockey Committee.
- 5.3 All coaches must complete a coach's application form and a Disclosure Statement.
- 5.4 Regular season coaches are to be involved in the following year's tryouts if requested to do so.

6. TEAM MANAGERS

- 6.1 Team managers will be selected by the head coach.
- 6.2 The responsibilities of the team manager include, but are not limited to, the specifics listed in Section II Rights and Responsibilities under team manager.

7. GOALIES

7.1 GENERAL

- 7.1.1 At the Pee Wee level and above there will be a limit of 2 goalies per team.
- 7.1.2 After registration, if there are more than 2 goalies per team in an age division (Pee Wee and above), all parents will be contacted informing them that goalies not making the cut will automatically be placed as a skater on the bottom skill level team. As an option, the athlete can try out as a skater. Notification of desire to have athlete try out as a skater rather than as a goalie must be made to the Youth Hockey Committee, prior to beginning of tryouts.
- 7.1.3 Goalies should attend the three skater sessions and the goalie only time.

7.2 SQUIRTS, GIRLS, PEEWEES AND BANTAMS

- 7.2.1 Goalies will be evaluated based on scrimmages, and separate goalie tryout night.
- 7.2.2 Based on scores from each session, goalies will be ranked top to bottom
- 7.2.3 If the number of goalies exceeds the number of teams, the A team coach has the option of selecting a second goalie. If there are extra goalies after the A team has been determined, the B team coach has the option of selecting a second goalie (unless there are 2 extra goalies in which case the C team would have the next 2 ranked goalies). In the case where there is no coach to select goalies they will be placed on teams according to the rankings and the groupings from the evaluators.
- 7.2.4 Coach may use 1 of 3 player selections for the second goalie. (See Section 4.4) Coach must attend goalie tryout night, plus 2 of 3 sessions to reserve the right to select a goalie
- 7.2.5 During the regular season Girls, PeeWees and Bantam goalies playing time is at the discretion of the coach. At Squirt level goalies are to get equal number of games in net
- 7.2.6 When not playing in net, alternate Squirt/Girls goalie will skate. For PeeWee and Bantams, goalies not playing in net will have the option of dressing as alternate goalie or as a skater.
- 7.2.7 For each game not in net that a goalie misses (unexcused), that goalie will lose 1 game in net. This stipulation is put in place to eliminate goalies simply skipping games when they are not playing in net. It is important to encourage development of skating and overall hockey skills.
- 7.2.8 For State play downs and State Tournament, the coach will reserve the right to choose the starting goalie based on demonstrated skills and abilities. The equal number of game restrictions will not be enforced for these tournaments.

7.2.9 **Practices:** Skaters and Goalies are expected to only practice with their designated team. Exceptions can be made for exceptional circumstances and must have the coach's permission. Designated team means the team YHC has placed the player on. For dual rostered (for example, **paid** to play on Squirt A and Pee Wee B) they may skate practices for both teams. There is no additional charge to the skater.

7.2.10 **Games:** Skaters and Goalies are expected to only play for their designated team, unless a need is determined. Both teams coaches (coach asking for a skater from a different team and coach that skater is coming from) should agree on which skaters are at the appropriate level to play for the other team. Coaches are expected to give equal opportunity to skaters that both coaches have determined meet the skill level required. If at any time, this is not seen as fair, please follow the grievance policy setup in this booklet or contact your Age Level YHC Representative. There is no additional charge to the skater.

8. ACE (Association Coaching and Education) COORDINATOR - DUTIES

- 8.1 Coordinate coaching education activities and maintain coaching resource library
- 8.2 Hear grievances brought forth by parents during the season about coaching issues
- 8.3 Responsible for coach recruitment
- 8.4 Conduct evaluations and critiques of coaches

SECTION II

RIGHTS AND RESPONSIBILITIES

Sheboygan Lakers' Ice Center consists of Players, Coaches, Team Managers and Parents. Each of these groups of people has rights and responsibilities to themselves and other groups

PLAYERS

Players should take pride in themselves and their team, follow directions given by the coach and be willing to accept constructive criticism

PLAYERS RESPONSIBILITIES

- Observe USA Hockey Zero Tolerance Policy as posted at Sheboygan Lakers' Ice Center
- Have pride and confidence in yourself.
- Work hard in practice and games.
- Be a competitor, perform up to ability and contribute to team unity.
- Compliment teammates and let the coach handle criticism.
- Show respect towards opposing coaches, players, and referees
- Good conduct on and off the ice. If it wouldn't be tolerated at home or at school, it will not be tolerated at arenas, whether home or away.
- Participate at all games and practices.
- Use proper equipment; keep it clean and in good repair.
- Take a responsible attitude towards your health. Adhere to the Sheboygan Lakers' Ice Center. CODE OF CONDUCT
- Maintain good school habits, grades and attendance.
- Maintaining a clean locker room-whether at home rink or away

PLAYERS RIGHTS

- Have fun in sports
- Participate at a level commensurate with maturity and ability.
- Participate in a safe and healthy environment.
- Be treated fairly and with dignity.
- Have an opportunity to develop ability and strive for success
- To be taught fundamentals and sportsmanship.

COACHES

The coach is a teacher of hockey skills and is responsible for the social, psychological and physical development of all players in his/her care. They are accountable to the Sheboygan Lakers' Ice Center, ACE Coordinator, Youth Hockey Committee and the Board of Directors and will be evaluated.

COACHES RESPONSIBILITIES

- Observe USA Hockey Zero Tolerance Policy as posted at Sheboygan Lakers' Ice Center.
- Communicate with Team Manager regarding the following: finances, scheduling, team communications, etc.
- Coaches are responsible for the conduct of team prior to, during and after all practices and games in the locker rooms.
- Schedule a parent meeting prior to the season to discuss philosophy, goals, finances and other team matters.
- Support the philosophy and practices of the Sheboygan Lakers' Ice Center and cooperate with the Sheboygan Lakers' Ice Center Board of Directors to enforce rules, regulations, and policies as established by Sheboygan Lakers' Ice Center, WAHA, and USA Hockey.
- Communicate with players and parents and handle complaints in a fair and courteous manner.
- The coach is a model for the players, and must be courteous and maintain self control when dealing with players, coaches, officials and referees.
- Protect the health and safety of all players at all times when under his/her care.
- Be present at all practices and games.
- Uphold the authority of the officials.
- Conduct practices and games so all players have an opportunity to improve their skills by active and fair participation.
- Treat all players fairly.
- Understand and teach the fundamental skills, techniques and strategies of hockey to each team member.
- Encourage and compliment players -criticism should be constructive only.
- Learn the strengths and weaknesses of each player in order to provide the maximum opportunity for success.
- Make hockey rewarding and fun while also maintaining team discipline. Players and parents should be told, in advance, of your expectations and consequences for lack of performance or poor behavior. When discipline is necessary, the player should be told the reasons why they are missing a shift or a period.

COACH'S RIGHTS

- Be treated with respect by players, parents and the Sheboygan Lakers' Ice Center
- Have access to all available materials aimed at improving the coaching experience.
- Has the authority to sit a player for a shift, period or game for competitive, performance, or disciplinary reasons.
- Has access to necessary safety and practice equipment.

COACHES EXPECTATIONS

The ACE Coordinator/Youth Hockey Committee encourages all coaches to develop a list of expectations for their players. This list should include, but is not limited to, the coach's policies toward;

- Appearance and grooming
- Punctuality at, or absence from games or practice, including vacations
- Off ice conditioning
- Illness or injury
- Transportation
- Uniforms
- Playing times
- Team meetings, including "chalk talks"
- Responsibility of parents
- Locker room behavior
- Behavior at home and away before and after practice & games
- Behavior at games, both on ice & on the bench
- Sportsmanship
- Any other topic that effects the success of a season

The coach's policies should include penalties, if any, for violating team rules. The policies should be consistent with the age and maturity level of the players on the team. If possible, the expectations should be in writing and should be discussed before the season begins with players and parents present.

TEAM MANAGERS

The team manager's primary responsibility is to act as a liaison between the parents and the coaching staff. You are the core of organization for the team. This position requires the collection and dissemination of important information to parents and players as well as managing schedules, fees, rosters and home game organization.

TEAM MANAGER'S RESPONSIBILITIES

- Fill out USA Hockey roster and submit to the Sheboygan Lakers' Ice Center registrar.
- Provide a copy of the team and coaching roster to each parent including the players name, jersey number, address, phone number and parents names.
- Verify birth certificates of all players and have on hand at all games or other appropriate age certification documentation (Returning skater's documentation or birth certificates may be on file at Sheboygan Lakers' Ice Center).
- Notify Head scheduler as well as opposing teams of any schedule changes.
- Collect the fees for the state tournament, which must be submitted usually in early December.
- Coordinate the initial season meeting and all subsequent meetings the coach's request. The first meeting provides a great opportunity to explain to parents your role on the team.
- Maintain a current team schedule and provide written updates to parents as necessary.
- Notify parents and players of the practice schedule changes.
- Maintain regular communication with the coaching staff.
- Be available at practices when information needs to be handed out.
- Confirm ALL home and away games with the team managers of the opposing team several days in advance.
- Organize parents to handle scoring, penalty box, and announcing duties for all home games.
- Notify the parents of tournaments, collect the fees and register team.
- You or a designee must serve on the Tournament Committee and assist Blue Line in the organization of any home tournaments and or special events for the coming year.
- Distribute the Sheboygan Lakers' Ice Center Newsletter during the season.
- Notify parents of their teams cleaning week at the rink and assist in the organization of the effort.
- Notify parents of the dates for equipment and jersey return at the end of the season.
- Attendance at Team Managers meeting is MANDATORY.

TEAM MANAGER'S RIGHTS

- Be treated with respect by players, parents and the Sheboygan Lakers' Ice Center.
- Have access to all available materials at Sheboygan Lakers' Ice Center, necessary to organize their team.
- Obtain support and assistance from parents on the team.
- Be reimbursed for all expenses normally incurred to manage a team.

PARENTS

Your child's participation in the hockey program will require a significant contribution of your time and effort. The parent can contribute many things to support their child, team and program.

PARENT'S RESPONSIBILITIES:

- Observe USA Hockey Zero Tolerance Policy as posted at Sheboygan Lakers' Ice Center.
- Compliment and encourage. Let the coach handle coaching and criticism. Leave the "coaching" to the coach.
- Support your coaches. Remember that they have many children for whom they are responsible.
- Don't compare your child with other players. Be honest with yourself about his/her capabilities.
- Regard each player on the team as your own.
- Keep negative comments to yourself.
- Teach your child to have fun and enjoy competition. Don't tell your child that winning does not count because it does and they know it. Instead, help your child develop a healthy competitive attitude towards winning and losing.
- Personally, make sure your player has transportation to and from games, practices, scrimmages and tournaments. Hockey is a time consuming and financially demanding sport. Carefully consider these demands before committing your player to the season.
- Maintain self control and exemplify good sportsmanship, refraining from open criticism of officials, coaches and other parents or players.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- Remember that you, as well as your team, represent the community.
- Take care of your financial responsibilities to the Sheboygan Lakers' Ice Center promptly.
- Remember the locker room is for the players and coaches.
- Support the philosophies and policies of the Sheboygan Lakers' Ice Center
- Offer to help whenever you can.
- Assist the association by completing your child/children's coaches' end of year evaluation form.

PARENT'S RIGHTS

- Have the player treated fairly and with respect.
- Have the player playing and practicing in a safe and healthy environment.
- Have the player engaged in activities that increase his/her skill and enjoyment of the sport.
- Have the right to communicate directly with anyone associated with the club (coaches, board, etc.)

MINOR OFFICIALS (Scores, Clock Operator, Penalty Box Worker)

A Minor Official is responsible for being an impartial participant in providing a good game playing experience. The Minor Official should perform their duties to the best of their abilities. Parents are expected to volunteer and share in the work load by sharing the responsibilities with all families on the team.

MINOR OFFICIAL'S RESPONSIBILITIES

- Clock operator should ensure time keeping is accurate
- Scorer should ensure the score sheet is maintained with all information given by Officials.
- Penalty Box should ensure the door is opened at the appropriate time for any skater to enter or exit appropriately
- All should follow Officials directions
- All should provide Officials with unbiased, truthful information when asked
- All should refrain from questioning or saying negative comments during the game, especially directed at Officials, Officials' decisions or either team.

MINOR OFFICIAL'S RIGHTS

- Be treated with respect by players, parents and the Sheboygan Lakers' Ice Center.
- Have access to all available materials at Sheboygan Lakers' Ice Center, necessary to perform the required task.
- Obtain support and assistance from parents on the team.

SECTION III

TEAM SELECTION GRIEVANCE POLICY

On the Monday following tryouts at 6:30 PM, the Youth Hockey Committee will hold a hearing to discuss and rule on grievances brought forth concerning the team and/or coaching selection process.

Grievances must be registered with a committee member prior to this time.

Each grievance will be allocated 10 minutes for discussion; thereupon the committee will adjourn in private for 5 minutes to formulate a ruling.

REGULAR SEASON GRIEVANCE POLICY

The Sheboygan Lakers' Ice Center 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 criteria in the resolution of any issue are what is best for the respective player, his/her team, and what is in the best overall interest of the Sheboygan Lakers' Ice Center.

Problems or concerns that have to do with coaching of a team, such as playing time, positions, practices, etc., should be taken to the coach of the respective team. If the problem cannot be resolved at this level, the parent should contact the team manager for support and discussion with the coach. If further action is required or as needed, the parent and team manager must submit a written grievance to the ACE Coordinator or Youth Hockey Committee Age Level Representative. The ACE Coordinator or Youth Hockey Committee Age Level Representative will involve YHC or other Sheboygan Lakers' Ice Center Committees as required.

It is suggested that before any grievance is presented to a coach, team manager or other club official, a one day cooling off period be observed.

It is recommended that parents bring forth grievances when the problem occurs, and not to wait to the end of the season.

All policies in this manual have been created in the best interest of the Sheboygan Lakers' Ice Center, its members and users. Policies may be changed by the committee to better suit the Sheboygan Lakers' Ice Center's current or future needs.

SECTION IV

CONDUCT/TRAINING REGULATIONS

INTRODUCTION

The Sheboygan Lakers' Ice Center provides and maintains a competitive ice hockey program for all youth in Sheboygan County and the surrounding area. The Sheboygan Lakers' Ice Center has standards of responsibility and expectations that each participant must strive to fulfill. The Sheboygan Lakers' Ice Center requires each participant to strive for excellence not only while playing, but also in areas of conduct and behavior. Any actions or behaviors that are unacceptable can result in suspension from competition, practice, or, in severe cases expulsion from the Association without refund of dues paid. Any violations of the following regulations should be reported directly to a member of the Disciplinary Committee.

VIOLATIONS

1. Possesses, transports, consumes, sells, or uses alcoholic or malt beverages, controlled substances, and/or drug paraphernalia.
2. Possesses, consumes, or uses smoking or smokeless tobacco, or unauthorized inhalants.
3. Commits any willful, persistent, or disruptive behavior or any act in violation of or subject to penalty under Wisconsin State Statutes of local ordinance.
4. Commits any willful, persistent, disruptive behavior or any act in violation of rules, or policies established by Sheboygan Blue Line Association Board of Directors.
5. Directs threatening, abusive, profane, derogatory or obscene language or gestures at other competitors, coaches, officials (including minor officials), team managers, fans or other interested parties while on Sheboygan Blue Line Association premises, or at premises of other Hockey Associations with which we compete.

PENALTIES

First Offense	1 game suspension-up to quarter season
Second Offense	Suspension half season
Third Offense	Entire season

1. The regular season shall be interpreted as the number of contests scheduled at the beginning of the season.
2. A player on suspension may continue to practice with permission from the player's coach and the Disciplinary Committee.
3. Tournaments and State Tournaments are included as part of the regular season.
4. A player who is penalized must serve his/her penalty in the season in which the infraction occurred, or, if the violation occurs and sufficient games do not remain on the schedule for the penalty to be served in the existing season, the Disciplinary Committee may impose the penalty at the start of the next seasons play.

5. In case of severe or aggravated incident(s) occurring on the first or second violation, the Disciplinary Committee may suspend the rules, and impose a more severe penalty consistent with the violation.
6. Individuals who are incarcerated or are subject to electronic monitoring are not eligible to participate as players, coaches or officials in Sheboygan Blue Line Association games or practices. Individuals may reinstate at the end of their term after meeting with the Disciplinary Committee. The Disciplinary Committee will determine if it is in the best interest of Sheboygan Lakers' Ice Center to reinstate the player, coach, or official.

REPORTING OF VIOLATIONS & IMPOSING OF PENALTIES

1. Any Sheboygan Lakers' Ice Center member may report a suspect violation(s) of Conduct/training regulations.
2. The report must be in writing, and signed by the complainant. The complaint should contain the nature of the alleged violation and when and where it occurred. The complaint should contain enough pertinent factual information to substantiate the report. The name of the complainant will be kept confidential if possible.
3. The Disciplinary Committee will review the report, and, if there is a sufficient ground to substantiate the complaint, a meeting will be scheduled with the player, and his or her parent(s). guardian(s) or legal custodian within five days of when the complaint was received.
4. If the player admits to the allegation(s), the appropriate penalty will be imposed. The player's coach will be notified of the penalty as soon as possible.
5. If the player denies the allegation, the Disciplinary Committee will conduct an investigation, and will determine as soon as practical, whether the complaint is justified. The Disciplinary Committee may call the complainant and other interested parties to aid in their investigation.
6. The player will be eligible to practice and compete until the investigation is completed.
7. If divided, the Disciplinary Committee will vote whether to substantiate the allegation. A simple majority will be the margin to substantiate the allegation.
8. If substantiated, the appropriate penalty will be imposed. The player's coach will be notified of the penalty as soon as possible.
9. The player, his or her parent(s), guardian(s), or legal custodian(s), may appeal the decision to the Board of Directors of the Sheboygan Lakers' Ice Center. The Board may review the Discipline Committees action, and consistent with Board rules, may confirm or deny the appeal.
10. If the Board confirms the Disciplinary Committee's recommendation, the penalty imposed by the Disciplinary Committee will be implemented. The player's coach will be notified as soon as possible.
11. Any Sheboygan Lakers' Ice Center Board of Director's action will be final.

SECTION V

Coaching Certification Requirements

The following information is from the WAHA Website - www.waha-hockey.com. Please see the website to ensure information has not changed.

Certification

All coaches, head and assistant, must have the USA Hockey Coaching Education Program Card and appropriate level of certification by December 31 of the current hockey season. If unable to produce a current up to date Coaching Education Program Card, with appropriate level certification (per coaching grid) by December 31 of the current season, the coach in question will be INELIGIBLE to coach any on-ice activities. This includes practices and games. Coaches should follow all requirements that are listed on USA Hockey's website (www.usahockey.com).

** NOTE: Approval from Youth Hockey Committee is needed before reimbursement of a coaching certification. Reimbursement will be allowed only for level three and below, unless Youth Hockey Committee, ACE Coordinator, and the Board agree to allow reimbursement for a higher level.

Coaching Clinics

For an up to date list of coaching clinic times and locations and other rules regarding coaching, see the WAHA Website - www.waha-hockey.com. For general clinic questions, contact the ACE Coordinator.

SECTION VI

Concussions

Sheboygan Lakers' Coaches will follow the USA Hockey recommendations on identifying and dealing with concussions. Below is information from the Heads Up Hockey program. For the well being of our skaters, these policies shall be strictly followed and enforced. If any situation occurs where a parent/guardian disagrees with the coaches decision on dealing with concussion or possible concussion, it should be address to the ACE Coordinator and YHC.

Identifying and dealing with a concussion

Following guidelines are from the Colorado Medical Society Sports Medicine Committee, developed in 1991. These are not intended to be used as medical diagnosis. They can help you judge the presence or absence of a concussion, and if present, their severities, as well as letting you know how to deal with it appropriately.

Grade 1 Concussion

- Confusion without amnesia
- No loss of consciousness

This is the most common form of concussion in contact sports, commonly called a "ding" or "having your bell rung"

Guideline for return to play: Remove the player from activity. Examine him or her immediately and every five minutes thereafter for the development of amnesia or post-concussion symptoms both at rest and with exertion. Let the player return to play if neither amnesia nor concussion appears for at least 20 minutes.

Grade 2 Concussion

- Confusion with amnesia
- No loss of consciousness

Guideline for return to play: Remove the player for the remainder of the game or practice, and seek medical help. Examine him or her frequently for signs of developing symptoms. Re-examine the next day. Let the player return to practice only after one full week without symptoms.

Grade 3 Concussion

- Loss of consciousness

Guideline for return to play: Seek medical help immediately for transport from rink by ambulance (with cervical spine immobilization if indicated) to the nearest hospital for medical evaluation. With medical approval, the player may return to practice only after one full week without symptoms.

Sideline evaluations for concussion

Use these guidelines to help decide whether a player may have sustained a Grade 1 concussion:

Orientation:

Ask the player the time, the place, the players, and the situation of the injury.

Concentration:

Ask the player to tell you the months of the year backwards.

Memory:

1. Ask the player the names of the last two teams you played.
2. Ask for details of the game or practice in progress: strategies, moves, plays, etc.
3. Ask the player to recall three words and three objects immediately and then the same three words and objects five minutes later.

SECTION VII

Game Limits

Sheboygan Lakers' will follow the USA Hockey ADM recommendations on number of games played in a season per team. The minimum number of games is only a recommendation. The maximum number of games will be followed and enforced. This excludes state tournament games.

Example for Squirts:

	# Games
Regular season (10 home, 10 away)	20
Home Tournament	3
Total	23

8 & Under (Mites):

Schedule 10 games total

Maximum of 20 cross-ice/half-ice games

10 & Under (Squirts):

Schedule 10 home games

Maximum 20 – 25 games

12 & Under (Peewees):

Schedule 14 home games (15 minute periods)

Maximum 30 – 35 games

13–14 & Under (Bantams):

Schedule 14 home games

Maximum 35 – 45 games

SECTION VIII

Work Hours

GUIDE LINES

1. Work hour slips cannot be verified by any family member. Please have verifying person **print** their name for easier recognition.
2. Each line on sign-up sheets represents one person. You will only receive credit for one person.
3. Work hour slips must be submitted within seven days of work performed.
4. Any excess hours in any category automatically counts as General work hours. We record hours in their respective categories for statistical reasons.
5. If you jump in to help cover someone's shift because they **did not show up** for their shift, please indicate this on the work hours slip by writing it somewhere on the form.
6. Once you have signed up for a shift, you are not allowed to remove your name unless you have a replacement to work for you. If no one covers for you, you are responsible for these hours.
7. A printout of all hours worked to date will be posted on the work hour's board. Read this printout carefully and contact committee chairman with any discrepancies of the newly recorded hours within 15 days of date on printout. If you do not challenge hours recorded on printout within 15 days, the recorded hours will stand as accurate and cannot be challenged after that point.

MISSED WORK HOURS

This includes any hours that you have signed up for and any hours that have been assigned to you. Each member is responsible for finding their own replacement if they are unable to fulfill their work hours assignment. The penalty for missing work hours is as follows:

1st Miss - A letter will be sent to scheduled person and copies sent to the Board and work hour committee. The missed hours must be made up at **double** the hours missed.

2nd Miss - A letter will be sent to scheduled person and copies sent to the Board and work hour committee. The missed hours must be made up at **double** the hours missed and a flat fee of **\$25.00** will be assessed. Your child can not skate until fine is paid.

WORK HOUR REQUIREMENTS

In-House League

Must complete 5 Concessions/Public Skate hours per session.

Mitey Mites

Must complete 3 hours Concessions/Public Skate per session.

First Ice

No hours are required.

Mite Traveling Teams and First Year Families

Must complete 28 hours for the season broken down as follows

- 8 hours Concessions/Public Skate**
- 12 hours Tournament/Special Event**
- 2 hours General/Misc**
- 6 hours Ice Bowling**

Traveling Teams (Squirts thru High School)

Must complete 45 hours for the season broken down as follows

- 12 hours Concessions/Public Skate**
- 20 hours Tournament/Special Event**
- 7 hours General/Misc**
- 6 hours Ice Bowling**

CATAGORY DEFINITIONS

General Hours

General work hours are those hours not included in any of the other categories. Any work hours in excess of the hours needed in any category automatically count as General work hours.

Driving the ZAMBONI counts as ½ hour of general hours for each resurfacing. Any maintenance must be signed as okay to credit by the rink manager.

Each team is given two weeks of CLEANING per season and is credited toward your General work hours. The team manager provides the work hours committee with a completed list of whom worked and what hours they get credit for. No individual work slips need to be filled out to receive credit for these hours. THESE HOURS ARE YOUR TEAM'S RESPONSIBILITY AND YOU NEED TO COMPLETE THEM REGARDLESS OF THE NEED FOR GENERAL WORK HOURS!!

If you are on a board approved COMMITTEE at SBLA, you are entitled to 1 General hour per meeting, to be approved and handed in by the chairperson of that committee.

FACILITY hours qualify as General Work hours as approved by committee chairperson, rink manager, or a board member.

Ice Bowling Hours

Sign-up sheets are posted in early February for this important fund-raising event. **Every family must do six (6) hours of Ice Bowling, regardless of number of work hours done in other categories.**

Tournament / Special Event Hours

Credit will only be given in this category for qualifying events. Work hours that qualify will have SPECIAL EVENTS stated at the top of the sheet. The work hour assignments on that sheet will then qualify as either the standard category hours (ex. Concessions) or as Special Event work hours, your choice. Make sure to indicate which category you wish to have the hours applied to on your work hour's slip. Examples of Special Events are: Tournaments, Home Show, Pizza Sale, Garage Sale, etc.

Concessions / Public Skate Hours

Sign-up for Concession/Public Skate hours will be done at Registration/Open House. The book will be in the concession stand for the season. Sign-up can also be done on any sheets posted on the work hours bulletin board. The work hour's bulletin board has two weeks posted at a time. You cannot remove your name from the sheets once it has been put on. If you are unable to fill your hours that you signed up for, or that were assigned for you, you are responsible for finding your replacement.

EXEMPTIONS AND CREDITS
COACHES, MANAGERS AND DIRECTORS

Mitey Mites

- Director (1) - Credited with: 8 hours Concessions/Public Skate
2 hours Special Events
- Team Manager (1) - Credited with: 8 hours Concessions/Public Skate

Helpers (Up to 10) - Credited with: 2 hours Special Events
1 hour Concessions/Public Skate for each session
they help with (list must be provided by director).

In-House League

Head Coach (1) - Credited with: 4 hours Concessions/Public Skate, per session
1 hour Special Events, per session
Team Manager (1) - Credited with: 4 hours Concessions/Public Skate, per session
1 hour Special Events, per session
Assistant Coach (1) - Credited with: 3 hours Concessions/Public Skate, per session

First Ice

Director (1) - Credited with: 8 hours Concessions/Public Skate
2 hours Special Events
Helpers (Up to 10) - Credited with: 1 hour Concessions/Public Skate for each session they help with
(list must be provided by director).

Traveling Teams (Mites thru High School)

Head Coach (1) - Credited with: 20 hours Tournaments/Special Events
7 hours General
(Must complete 6 hours of Ice Bowling, remaining hours can be
filled anywhere for head coach only!)
Assistant Coach (Up to 2) - Credited with: 8 hours Tournaments/Special Events
7 hours General
Team Manager (1) - Credited with: 8 hours Tournaments/Special Events
7 hours General

Exemptions

Any family that completes a total of 75 hours or more can bring their hours before the board and may be exempt from individual category requirements (**excluding 6 hours Ice Bowling.**) This exemption must be documented and submitted to work hour's committee for credit to be applied.

SECTION VIII

GENDER EQUITY – CO-ED LOCKER ROOMS

YHC has determined to follow the USA Hockey guidelines on CO-ED Locker rooms. This should be adhered to at all travel teams (Mites to Bantams). Coaches, Team Managers and Parents should discuss the expectations and accommodations when there is a CO-ED team.

The issue of co-ed dressing arrangements in locker rooms continues to come up and USA Hockey is frequently asked to provide some type of guideline about dealing with such situations. Teams, leagues, associations and USA Hockey need to recognize that there are gender equity issues to deal with when managing a coed locker room setting. Both female and male privacy rights must be given consideration and appropriate arrangements made.

USA Hockey's member organizations should consider the following:

1. Recognize that it is an issue that must be dealt with and that favoring one group over another can produce legal ramifications;
2. Recognize that the ideal situation of using two, separate dressing rooms is not possible in many ice rink/arena settings;
3. Recognize that it is an issue that will increase in visibility as girls'/women's participation in USA Hockey continues to grow;
4. Recognize that it is an issue for members who are participating as players, coaches and officials.

Our recommendations, made in conjunction with the Girls'/Women's section the Coaching Education Program and the Officiating Program, are as follows:

NOTE: Make certain that two properly screened adults are present in locker room settings to supervise. Arrange to provide supervisors who are of the same sex as the children they are to protect. Please follow Coaching Ethics guidelines.

- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pregame meeting;
- B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.
- C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.
- D. Following the game and the coach's post-game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

NOTE: Taking turns is a means of 'reasonable accommodation', so neither gender group is favored, nor is "the ones who always have to wait" and it's fair.