WEST FARGO HOCKEY ASSOCIATION

2018 - 2019 HANDBOOK



**MISSION STATEMENT**

The chief objectives of this association are to promote, develop, and administer a competitive hockey program. The program is meant to serve the youth of West Fargo, ND and surrounding area. Our objectives will be accomplished by offering high quality coaching, adequate ice time for practice and skill development and exposure to advanced competition through participation in high caliber games and tournaments.

**Table of Contents**

**Topic:**  **Page:**

WFHA Board of Directors/Contact Info…………………………………………3

Age Group/Team Definitions…………………………………………………….3-4

Registration Fees………………………………………………………………….4-5

Membership Requirements………………………………………………………5

Eligibility…………………………………………………………………………….6

Tryouts and Team Selection…………………………………………………… 6

Equipment Requirements/Game Jerseys………………………………………..7

Weather Cancellation Policy………………………………………………………8

Scheduling…………………………………………………………………………..8

Communications……………………………………………………………………9

Team Managers…………………………………………………………………….8-9

Locker Room Policy………………………………………………………………..9-10

Travel Policy………………………………………………………………………...10-11

Protocol for Coaching Concerns………………………………..………………...11

Social Networking Best Practices…………………………………………………12

Alcohol, Drug, or Tobacco Use…………………………………………………….12

Attendance………………………………………………………………………… 12

Player Discipline Guidelines……………………………………………………….13-14

Compliance…………………………………………………………………………..14

WFHA Handbook……………………………………………………………………14

Codes of Conduct…………………………………………………………………...15-18

**West Fargo Hockey Association Board of Directors 2018-2019:**

|  |  |  |
| --- | --- | --- |
| **Position** | **Director** | **Email** |
| President | Jessi Kuhn | [president@stampedehockey.club](mailto:president@stampedehockey.club) |
| Executive Vice President | Joel Honeyman | [executivevp@stampedehockey.club](mailto:executivevp@stampedehockey.club) |
| Past President | Drew Likness | [pastpresident@stampedehockey.club](mailto:pastpresident@stampedehockey.club) |
| VP of Hockey Operations | Ryan Endres | [vphockeyoperations@stampedehockey.club](mailto:vphockeyoperations@stampedehockey.club) |
| VP of Business Operations | Anthony Houkum | [vpbusinessoperations@stampedehockey.club](mailto:vpbusinessoperations@stampedehockey.club) |
| Secretary | Shana Wilson | [secretary@stampedehockey.club](mailto:secretary@stampedehockey.club) |
| Treasurer | Josh Benson | [treasurer@stampedehockey.club](mailto:treasurer@stampedehockey.club) |
| Director of SafeSport/Compliance | Brad Saville | [compliance&safesport@stampedehockey.club](mailto:compliance&safesport@stampedehockey.club) |
| Director of Tournaments | Corey Moos | [tournaments@stampedehockey.club](mailto:tournaments@stampedehockey.club) |
| Director of Fundraising/Gaming | Eric Nelson | [fundraising&gaming@stampedehockey.club](mailto:fundraising&gaming@stampedehockey.club) |
| Director of Marketing/Communication | Rob Otterson | [marketing&communications@stampedehockey.club](mailto:marketing&communications@stampedehockey.club) |
| Director of Facilities/Equipment | Brent Kuehne | [facilities&equipment@stampedehockey.club](mailto:facilities&equipment@stampedehockey.club) |
| Director of Membership/Recruitment | David Chapman | [membership&recruitment@stampedehockey.club](mailto:membership&recruitment@stampedehockey.club) |

**West Fargo Hockey Association Hockey Director:**

Jason Gregoire [hockeydirector@stampedehockey.club](mailto:hockeydirector@stampedehockey.club)

**West Fargo Hockey Association Gaming Manager:**

Jason Campbell

**Honorary Ex-Officio Non-Voting Board Members:**

David Benson: West Fargo Sheyenne High School Coach

Troy Miller: West Fargo Packers High School Coach

Tim Capouch: West Fargo Packers High School Coach

Pat Johnson: West Fargo United

**Age Group/Team Definitions:**

**WFHA offers the following age groups/teams:**

**Termite - Boys and girls born between 7/1/2011 - 3/01/2015**

* Ice time: average of 2-3 times a week, including games
* Goals: Skill development and FUN! Station-based practices using the USA hockey ADM model. Practice consists of skating, passing and scrimmage
* Travel: no travel unless parents agree to a parent-funded tournament

**Mite/8U** - **Boys and girls born between 7/1/2009 - 6/30/2011**

* Ice time: average of 2-4 times a week, including games
* Goals: Skill development and FUN! Station-based practices using the USA hockey ADM model.
* Travel: within 100-mile radius of West Fargo

**Squirt/10U - Boys and girls born between 7/1/2007 - 6/30/2009**

* Ice time: average of 3-4 times a week, including games
* Goals: Continued skill development. Improve skating, passing, shooting, positional play and team play. USA hockey ADM model practices.
* Travel: play teams within an approximate 300 mile radius for games and tournaments

**Peewee/12U – Boys and girls born between 7/1/2005 and 6/30/2007**

* Ice time: average of 3-5 times a week, including games
* Goals: Continued skill development. Improve skating, passing, shooting, positional play and tactical preparation, stress importance developing team concept
* Travel: play other teams within an approximate 300 mile radius for games and tournaments, including a state tournament

**14U/19U - Girls born between 7/1/2003 and 6/30/2005**

* Ice time: average of 3-5 times a week, including games
* Goals: Continued skill development. Stress importance of working and developing the team concept. Improve players’ skating, shooting and passing skills
* Travel: play other teams within an approximate 300 mile radius for games and tournaments, including a state tournament

**Bantam - Boys born between 7/1/2003 and 6/30/2005**

* Ice time: average of 3-5 times a week, including games
* Goals: stress importance of working and developing the team concept. Improve players’ skating, shooting and passing skills
* Travel: play other teams within an approximate 300 mile radius for games and tournaments, including a state tournament

Rosters remain intact until the final WFHA scheduled game or tournament. Select, all-star type teams are not permitted during regular season. Players must continue to represent the WFHA until their final game is played which includes keeping all helmet stickers in place. Wearing Stampede apparel for home and away games is preferred during the WFHA season.

**Registration Fees:**

Registration opens on, or about, July 1, 2018. **It is very important to register your child as soon as possible as it helps planning for teams for the upcoming year.** Fees are to be paid in a timely manner. Registration fees may be paid all at once or can be paid in installments based on when you register. All payments are due no later than October 1, 2018. All players need to be registered with USA Hockey for the upcoming season prior to registering with WFHA. Players new to WFHA will pay the August 15th and prior fee, regardless of when registered (no late fee).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Level | Fee on or before August 15th | Fee August 16th and later | Fundraising Requirement | Fundraising  Buyout | | Termite | $150.00 | $250.00 | $400 ind/$600 family | $450 ind/$650 family | | Mite | $275.00 | $375.00 | $400 ind/$600 family | $450 ind/$650 family | | 8U | $275.00 | $375.00 | $400 ind/$600 family | $450 ind/$650 family | | Squirt | $575.00 | $675.00 | $400 ind/$600 family | $450 ind/$650 family | | 10U | $575.00 | $675.00 | $400 ind/$600 family | $450 ind/$650 family | | Peewee | $625.00 | $725.00 | $400 ind/$600 family | $450 ind/$650 family | | 12U | $625.00 | $725.00 | $400 ind/$600 family | $450 ind/$650 family | | Bantam | $675.00 | $775.00 | $400 ind/$600 family | $450 ind/$650 family | | 14U | $775.00 | $775.00 | $400 ind/$600 family | $450 ind/$650 family | |
| |  | | --- | | \*Fee reduction for families with 3 or more players **may** be available based on players’ levels. | | \*\*There is an additional $40.00 USA Hockey and $15.00 North Dakota Amateur Hockey Assn affiliate fee ***for players born prior*** ***to 2009***. | |

**WFHA Membership Requirements:**

Volunteer efforts and fundraising are essential to keep costs reasonable and ensure opportunities for the youth we serve. **Each family must:**

Volunteer Hours. The West Fargo Hockey Association is heavily reliant on volunteer participation to make the season rewarding and cost effective. Each year families donate hundreds of hours for the good of hockey and our youth players. For the 2018-2019 season the West Fargo Hockey Association will require a **family commitment of 10 volunteer hours** from each hockey family.

* Volunteer hours will be posted on the DIBS program on WFHA website and need to be claimed through the DIBS program.
* Any unfulfilled volunteer hours will be billed at $40/hour. Families with players in the final year with WFHA will be subject to non-participation during state tournament until all fees are paid or volunteer hours are fulfilled.
* Volunteer slots not filled by others but needed for host tournaments will be filled by the parents whose children are participating in the tournament. Your volunteer dibs account will receive a credit for host tournament hours worked.
* A penalty of $40 per claimed volunteer hour will be initiated for any dibs claimed but not fulfilled if intent to cancel is not received within 7 days of the claimed event.

Fundraising Requirements

Fundraising is a necessary requirement for participation in WFHA. Fundraising helps offset costs of registration and helps contribute to ice rental expenses, equipment, coach compensation, and other necessary expenses to conduct business. Each family is encouraged to do their best to fundraise using outside resources as to not incur additional costs to themselves. The following fundraising options will be provided to each family during the 2018/2019 season:

1. Winter Raffle. Each family is required to sell raffle tickets at 20 per player or a maximum of 30 per family. Raffle tickets will be $20.00 each and there will be several big ticket items on the raffle. Raffle sales for a **one-player family will be $400; 2 or more players, $600.**
2. Buyout: Families also have the option to “buy out” the winter raffle. Buyout amounts are listed above.

\*Sales requirements subject to change prior to the start of the season\*

**Eligibility:**

Any person born on or before 3/1/2014 who lives in West Fargo school district is eligible for play. Additionally any person whose parents live in the West Fargo school district is eligible for play. For further questions or information please contact the Director of Membership/Recruitment.

**Tryouts and Team Selection:**

**All Teams:** The WFHA strives for equality during the entire tryout process. Once the tryout process begins, all stickers from other spring/summer/fall hockey programs must be removed from helmets. It is encouraged that socks and jerseys worn are of neutral color or represent the WFHA. Tryout jerseys will be given to all players at the Squirt, Peewee, Bantam, 10U, 12U, and 14U levels.

**Termite, Mite and 8U Girls**

* All termite, mite, and girls’ 8U teams will be equally divided.
* Players are rated during skills and drills and then placed on teams. There is no formal tryout process for these levels.
* WFHA teams may play with Fargo Youth Hockey teams utilizing cross-ice and ½-ice games for part of the year.

**Squirts, Peewee, Bantam and Girls 10U, 12U and 14U**

* The WFHA’s hockey director will be in charge of all tryouts. Independent evaluators, coaches, and coordinators may be part of the selection process.
* All players will be grouped. Tryouts will be made up of skills and drills, in-house scrimmages and outside scrimmages if available. Players may be moved to different groups during the tryout process by the coaches.
* Any parent coaches will be removed from the selection process.
* Tryouts are closed to spectators. This is necessary to provide a fair process as well as allow your child to perform without the pressure of their parent/guardian(s) watching.
* If a 2nd year player is injured and unable to attend tryouts for medical reasons, they are placed on the team level they were on last year. For example an A-team player year one, would be an A-team player in year two. Any first year player that is injured will be placed on a B team.
* The listing of teams will be posted on the WFHA website within 72 hours of the final tryout practice.
* The number or teams at each level will be determined by the Hockey Operations Committee. The committee will make a recommendation to the Board of Directors for final approval.

**Player Movement Policy**

A player’s registration level is determined by their Date of Birth. Players are allowed to move up to a level that aligns with their grade level in school. The players’ parent(s) must notify the Registrar at the time of registration of their intent to submit a grade level move up.

The hockey director and level coordinators of both levels must agree the move will be beneficial to player and the WFHA.

**Equipment Requirements:**

The equipment listed below will be required for participation in WF hockey. Players not wearing the required equipment will not be allowed to play or practice. Any youth or adult (including coaches, helpers and parents) on the ice—in any capacity—is required to wear approved helmets and have the approval of the hockey coordinator. An equipment leasing program is available through local sporting goods stores.

Provided: Game jerseys, socks, and practice jerseys

Required: HECC – approved helmet with face mask, neck & chin straps

Helmet must contain current evidence of HECC approval

Breezers Pelvic Protector (girls)

Cup and Supporter (boys) Shin Pads

Elbow Pads Shoulder Pads

Gloves Skates

Mouth Guard Stick

Neck Guards**\***

*Squirt/10U teams and older*: Breezers, gloves, and helmets **MUST** be black.

Skate laces must be black or white in color.

**\***Optional, but recommended for all levels

**One-Goal Equipment** - This program is offered to Termite and Mite players new to hockey. Each set includes a helmet w/cage, shoulder pads, elbow pads, breezers, gloves, shin pads and bag. Sets are available in two sizes — Small, for 4-6 year olds and Large, for 6-8 year olds. Each set is sold for $50. When the player outgrows the equipment, families are encouraged to donate them back to WFHA for use by others the next year or they can sell them to other families. All proceeds received from the sale of One-Goal equipment by WFHA will be used to purchase future One-Goal equipment.

**Game Jerseys:**

Game jerseys and practice jerseys will be handed out prior to the first game. Squirt, Peewee, Bantam, 10U, 12U and 14U will receive two jerseys. Termites, Mites and 8U will receive one jersey.

* Jerseys can only be worn for games or at the coach’s instruction.
* All fees must be paid in full and forms signed prior to a team jersey being handed out to the player.
* Names cannot be permanently affixed to the jersey.
* Keep jerseys clean for games. Wash in cold water in a detergent without bleach and hang to dry. **DO NOT PUT JERSEYS IN THE DRYER.**
* Jerseys should be kept on a hanger or garment bag when not being worn.
* If tears should occur, mend immediately to prevent further damage.
* All jerseys (except Termite and Mite/8U) must be turned into the team manager at the end of the last game of the season. **IT IS THE RESPONSIBILTY OF THE CHILD AND PARENT TO FIX ALL RIPS, TEARS, OR OTHER ISSUES. JERSEYS MUST BE WASHED AND DRIED (NOT IN A DRYER) PRIOR TO TURN IN!!!**
* Goalie equipment provided by WFHA must be returned at the completion of the regular season or immediately following any state tournament.

**Weather Cancellation Policy:**

WFHA will follow the West Fargo Public School closings. If school is cancelled early, no practices will be held. In the event of poor weather when traveling to out-of-town games, the coach and team manager will make the decision whether to cancel the game, after consulting with the level coordinator, and communicate with the team. Please be sure to watch personal emails and/or social media for weather related announcements.

**Scheduling:**

The WFHA hockey director (or designee) is the only person authorized to make additions or cancellations to scheduled games, scrimmages and tournaments for the teams of the association. For scheduling questions, please contact the hockey director and/or level coordinator.

**Communications:**

Several communication methods will help our teams and association run more efficiently. Please get your information directly from an official source; **rumor** **mills** **are** **common** **in** **youth sports, but often serve to misinform and lower the quality of the association as a whole.**

* **Schedules** – posted on the website and SportsEngine.
* **Team Managers** - Any changes will be communicated through the team manager and be available on the website.
* **Team/parent meetings** – held at the beginning of the year and periodically throughout the season as needed.
* **Email/handouts** – team managers will communicate through email, text, a team management app, or handouts at practices.
* **Suggestions** – thoughts, comments, suggestions and questions should be directed to the team manager, coaching coordinator, hockey director, or to a member of the board.
* **Board meetings** – typically held the 3rd Monday of each month at 6:00pm and are open to members. Meetings held at West Fargo Sports Arena. Please check the website for actual date, time and agenda. If attending we ask that you be courteous and allow the board to work through the meeting’s agenda without interruption. Robert’s Rules of Order are practiced. If you have comments you want to make to the board, you must request your name be placed on the agenda and the topic you would like to discuss.
* **Annual meeting** – Agenda includes review of financials, discussions regarding issues facing the WFHA and voting for new board members.
* **Website** –[www.westfargohockey.com](http://www.westfargohockey.com)
* **Facebook:** <https://www.facebook.com/WestFargoHockey/>

**Team Managers:**

It is the preference of the Association that at a minimum, two parents volunteer to be team managers. Team manager duties should be split equally among each manager. Team managers may also act as a liaison between the parents, coaches, coordinators, hockey director, and the board.

Team manager duties:

* Maintain required documents that must go to all games.
* Forward all association and team announcements on to parents/players.
* Book hotel rooms for out of town tournaments/games (if not already done).
* Organize schedules for parents to work home games.
* Maintain and update team’s webpage on the WFHA website.
* Confirm all away games.
* Skills needed for team manager role:
* Able to use email and other basic computer programs.
* Organization and responsibility.
* Willingness to provide a fun atmosphere for the kids.

**West Fargo Hockey Association’s Locker Room Policy:**

### In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the West Fargo Hockey Association’s goals. The WFHA adheres to USA Hockey’s SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, the WFHA has adopted the following USA hockey locker room policy:

*It is the policy of USA Hockey and USA Hockey InLine that all affiliates, districts, leagues and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.*

*Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.*

*All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.*

**Locker Room Monitoring**

* The WFHA has predictable and limited use of locker rooms and changing areas (e.g., generally 20-30 minutes before and following practices and games). Players are encouraged to dress and undress as quickly as possible to minimize locker room problems. Parents should encourage this practice. Coaches will also encourage and enforce speedy dressing and undressing.
* USA hockey policy of locker room monitoring will be followed. Coaches, coordinators, the hockey director, or volunteer locker room monitors will monitor locker rooms at the squirt, peewee, bantam, 10U, 12U, and 14 U levels. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.
* We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

**Parents in Locker Rooms:**

* Except for players at the termite, mite, and 8U levels, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.
* Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

**Mixed Gender Teams**

* Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, the WFHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

**Cell Phones and Other Mobile Recording Devices**

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

**West Fargo Hockey Association’s Travel Policy:**

The WFHA has established policies to guide our travel minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player’s experience while keeping travel a fun and enjoyable experience.

* Players and/or their parents/guardians are responsible for making all travel arrangements to and from practices/games.
* If a parents/guardian chooses to allow another family or friend to transport their child, it is the responsibility of the parent/guardian to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver’s license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
* WFHA coaches, and/or volunteers who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player’s parent.
* WFHA coaches and volunteers who are also a player’s parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
* When possible, the WFHA will provide reasonable advance notice before out of town team travel is necessary. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the WFHA or the team.
* Although WFHA coaches, coordinators, and/or team managers may make hotel reservations for out of town games or tournaments, it is not the responsibility of a coach or team manager to coordinate transportation for players or parents.
* It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of the WFHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.
* Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
* The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks may be performed.
* Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
* If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
* No coach shall at any time be under the influence of alcohol or drugs while performing their coaching duties or while traveling to/from practices or games.
* In the event a parent/guardian cannot find transportation to any practice and/or game, the absence is considered an “excused” absence as long as the parent/guardian contacts the child’s coach prior to the event.

**Prohibited Conduct and Reporting**

The WFHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in the WFHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may contact the WFHA Director of SafeSport and Compliance or USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

**Protocol for Coaching Concerns:**

Parents may not directly approach a coach with any complaint without **first waiting 24 hours** from the incident from which the complaint is derived. You are encouraged to not complain to the coach unless a simple, fair and objective resolution can reasonably be expected to occur. At the coach’s discretion, enlistment of a coaching coordinator, hockey director, and/or board member may take place to hear a grievance.

If you believe you have a valid complaint about a coach, we ask you to bring your concern to the coordinator first, then to the hockey director and if a resolution cannot be reached, then to a board member.

**Social Networking Best Practices:**

The WFHA supports its member’s rights to freedom of speech, expression, and association, including the use of social networks. It is important the culture of the WFHA to keep all social media posts and interactions positive regarding our Association. As a member of WFHA you are a representative of WFHA in the public eye. We ask you to use extreme caution in the use of social networking websites (i.e., Facebook, Twitter, Snapchat, You Tube, e-mail). Members should not post inappropriate information or pictures on social networking sites that damage or embarrass individuals, teams, or the association. Members are also encouraged to refrain from spreading false information, rumors, or engaging in social media debates that degrade other players, teams, officials, or other Associations.

Members should keep the following in mind before participating on social networking sites:

* Once any text, photo, tweets, or video is placed online it is completely out of your control, regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.

Do not post disrespectful comments or engage in inappropriate behavior such as:

* Derogatory or defamatory language;
* Derogatory or defamatory comments about coaches, officials, opponents, WFHA members, WFHA Board of directors.
* Comments that constitute a credible threat of physical or emotional injury to another person.
* Comments or photos that describe unlawful assault, abuse, hazing, harassment or discrimination.

**Tobacco Products, Alcohol, Drugs and Drug Paraphernalia:**

The use and/or possession of tobacco products, alcohol, drugs or drug paraphernalia by West Fargo hockey players is illegal and forbidden.

* Suspected use and possession reported to the board will be immediately relayed to the parents and player by involved parties in a confidential meeting.
* Confirmed use or possession of the above products by a West Fargo hockey player may result in suspension from play for a minimum of one month and/or report to law enforcement. The length of suspension and/or the possibility of expulsion from the team will be determined in a confidential meeting between parents, player and a designee from the board of directors.

**Attendance:**

* Practice (defined as both on and off-ice, including dry land) and game attendance is mandatory. Coaches, at their discretion, may bench players who have unexcused absences from any practice or game. If an absence is necessary due to illness, family functions, emergency situations, lack of transportation, or another situation that is deemed appropriate by parent/coach, it is advisable to contact your coach prior to the event if at all possible.
* Ice time is a valuable commodity. Players need to be completely ready to go on the ice well before the ice time starts. Coaches will inform players of how early to arrive at the arena prior to practices and game times. Coaches may subject players who arrive late for games or practices to disciplinary benching or suspension.

**Player Discipline Guidelines:**

The following will be used as a basic guide by each team for handling specific problems that may occur during the year. Each coach may put additional rules in place, but will follow these basic guidelines. Additional rules will be communicated to the participants. Coaches will enforce such rules consistently and fairly with all participants.

**Not listening to coach, disruptive at practice, late for practice, not wearing required equipment, badmouthing teammates or competition, harmful teasing or bullying, abusive or foul language, obscene gestures.**

* First occurrence: Verbal warning
* Second occurrence or ongoing behavior: Benched at practice, sit out a shift or period, skating laps/crushers/pushups, etc.
* Third occurrence or ongoing behavior: Any of the above and/or sit the next game
* Director of SafeSport and Compliance and designee(s) have authority to sanction further disciplinary action.

**Missing practice/dry land (unexcused).**

Players/parents must contact one of the coaches or team manager prior to practice to say they will not be able to attend and why. Wednesdays are traditionally faith nights and will be viewed as such. Assuming you inform your coach(es) in advance of your faith-related commitments, Wednesday faith activities are an excused absence from practice and no reduction in playing time or other penalties will be assessed. Other school-related events, such as band and choir performances, family functions, illness (a note from a parent or physician may be required if someone misses an inordinate number of practices or games) will also be considered excused absences. Disciplinary actions for unexcused absences include:

* First occurrence: Verbal warning
* Second occurrence: sit a few shifts or multiple periods of next game
* Third occurrence: Sit a full game or possible expulsion from team.

**Missing game (unexcused**).

* + First occurrence: sit two periods of next game.
  + Second occurrence: sit the entire next game.
  + Third occurrence: possible expulsion from team.

**Damage to locker rooms (home and away), provoking trouble in motels, stealing, or disrespect of other players’ property.**

* First occurrence: immediate game suspension and payment for damages.
* Second occurrence: expulsion from team and payment for damages.

**Violence toward a player or coach with intent to injure.**

Any offense: mandatory meeting with Director of SafeSport and Compliance, hockey director, level coordinator, coach and parents. Minimum two game suspension up to a maximum of the entire season.

When a player is required to sit out a full game, they will be required to be in uniform with helmet on while on the bench. The exception to this would be a suspension for a game misconduct.

Players are also subject to calls by the coach. If the referee misses a call, but the coach sees it, the coach may assess that player a penalty and make him/her sit on the bench to serve time for the penalty. If this becomes a problem, the player will sit as long as the coach deems necessary.

**Process for Suspension Procedures:**

If a player’s behavior violates the player code of conduct and their behavior is determined to rise to the level of a possible suspension, the player will be entitled to a hearing before the Director of SafeSport and Compliance (and standing compliance committee) per USA hockey Rule 10.

**Suspension for Match Penalties:**

Per USA hockey Rule 405 (c):

*A player or Team Official incurring a match penalty shall be suspended from participating in any USA Hockey games and practices until his case has been dealt with by the proper authorities. A hearing by the proper authorities shall be offered to be held (including any further disciplinary action) within 30 days of the incident (“30-day period”) together with a decision in accordance with Bylaw 10D (Suspension Hearings/Domestic Competition Playing Rules). If extenuating circumstances prevent the proper authorities from conducting the hearing within the 30-day period, the player or Team Official shall be automatically reinstated after the 30-day period. The failure to offer the hearing shall not prohibit the hearing body from conducting the hearing after the 30-day period and imposing further disciplinary action.*

**WFHA Compliance Information:**

For further information about WFHA’s compliance manual, policies and procedures, and how to file a compliance report, please refer to the following webpage:

<https://www.westfargohockey.com/page/show/2716226-safesport-compliance>

**WFHA Handbook:**

The WFHA handbook will be available on the website. The handbook will be a working document that may be updated during the year. It is the responsibility of the WFHA member to look for notices on the website that the handbook has been updated and to read those changes.

A majority of WFHA’s business, including schedules, schedule changes, meeting notices, volunteer opportunities and policy changes are conducted electronically via email and our website. **Please be sure to check your email and our website on a daily basis during the hockey season.** It is also imperative that your team manager and the association always have current contact information, including email address, phone number(s) and mailing address for all active hockey players. **You are responsible to keep your contact information current and correct in SportsEngine, as this is how most email communication from the association is sent out.** **It is highly encouraged to have at least two contacts listed for e-mail communication.**

**HOCKEY DIRECTOR/COORDINATOR/COACH’S CODE OF CONDUCT**

**As a hockey director/coordinator/coach in the West Fargo Hockey Association, I agree to follow the below stated rules:**

1. I will abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey and the West Fargo Hockey Association.
2. I will conduct myself in a respectful, professional manner both on and off the ice.
3. I will focus on overall player development and not place winning at all costs above the culture of the Association.
4. I will understand the rules of the game, the importance of teamwork, and promote team unity.
5. I will wear appropriate attire to practice, games, and while representing WFHA in the community.
6. I will be on-time for all games and practices.
7. I will be well prepared for practice sessions with organized practices that are fun, challenging and properly utilize time and the ice.
8. I will maintain a professional relationship with all players and parents devoid of favoritism or the perception of favoritism.
9. I will promote equal playing time for all players to ensure the development of each individual.
10. I will maintain an open line of communication with players’ parents and clearly explain primary goals, the goals and objectives of the association and the responsibilities coaches and players have in helping the team season run smoothly.
11. I will not use offensive language or physically/verbally abuse the players, officials, or parents.
12. I will not use tobacco, drugs, or alcohol while supervising players or in the presence of players.
13. I will follow the USA hockey and WFHA hockey policies for locker room supervision and SafeSport compliance. I will monitor players closely and hold them accountable if they are violating the WHFA code of conduct. I will do my very best to be a positive mentor for my players and teach them not only be quality hockey players, but quality individuals on and off the ice.

**Non-compliance with this code of conduct will result in a review of the coach by the coaching committee to determine disciplinary action up to, and including, verbal warning, suspension, loss of pay (or non-completion of volunteer DIBS hours), and/or termination of contract.**

**PARENT’S CODE OF CONDUCT**

**As a parent/guardian of a child in the West Fargo Hockey Association, I agree to abide by the following rules and expectations:**

1. I will abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey and the West Fargo Hockey Association.
2. I will remember that youth are involved in organized sports for their enjoyment, not mine.
3. I will encourage and support my child’s desire to play his/her chosen sport but will not pressure him/her into participating.
4. I will support and promote Fair Play by encouraging my child to play by the rules. I will display good sportsmanship by applauding a good effort by both teams in victory and defeat, and respecting players, coaches, and officials.
5. I understand that it is my role to teach my child sportsmanship, how to deal with success and failure, and to support my child’s development in the game.
6. I will ensure my player is at practices and games on time or will contact the coach ahead of time if my child will be late or absent.
7. I understand that when my child is on the ice, the coaches do the coaching. I will not yell instructions to my child from the sidelines or give my child instructions counter to those of the coach.
8. I will not taunt or disturb other fans, or embarrass my child by yelling at players, coaches, or officials.
9. I will allow my player to make mistakes and encourage them to improve their skills. .
10. I will ensure that my child’s equipment is complete, safe and in good condition.
11. I will respect locker rooms as private areas for players, coaches, and officials, and will follow all locker room policies set up by West Fargo Hockey Association.
12. I will follow the 24-hour rule when making a formal complaint about a coach, official, or board member.

**I have read and understood the principles stated above that were put forth by the West Fargo Hockey Association. I agree to abide by those principles with the understanding that if I do not follow them I may be asked to leave any practice, game, or event, or could face other sanctions by the Compliance Committee of the West Fargo Hockey Association.**

**PLAYER’S CODE OF CONDUCT:**

**As a participant in the West Fargo Hockey Association, I agree to follow the below stated rules:**

1. I will abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey and the West Fargo Hockey Association.
2. I will do my very best to make hockey a fun sport for myself, my teammates, my coaches, and my family.
3. I will work my hardest to improve my skills and follow the rules and instructions of my coach(es).
4. I will not swear or use abusive language in the bench, in the locker room, in the arena, at hotels, or any other place where I am representing the WF Hockey Association.
5. I will not drink alcohol, smoke, chew tobacco, vape, or use any other illegal substances.
6. I will treat my teammates, coaches, my parents, my opponents, the facilities, fans, and referees with respect. I will not bully, intimidate, or make fun of my teammates. I will agree to encourage them even when they make mistakes.
7. I will respect my teammates, coaches, and facility’s equipment and property. I will not steal or damage anyone else’s property if it is not mine.
8. I agree to not use my cell phone in the locker room (no calls, texts, pictures, games and/or social media).
9. I will respect the ruling of any official or referee. I will not swear at, or argue with, the referee and will accept the ruling or penalty that is made against me or the team.
10. I will treat my opponents with respect whether we win or lose. I will play hard, but not cheap. I will refrain from fighting on and off the ice.
11. I will put my team first and learn to play as a team.
12. I will be on-time for all practices (including dryland) and games, or will contact a coach ahead of time if there is a legitimate reason I may be late.

**I understand that any violation of this code of conduct may result in consequences received from my parent, coach, coordinator, hockey director, and/or Compliance Committee which could include one or more of the following: verbal warning, conditioning/push-ups, loss of playing time, team consequences, removal from the locker room/rink, or suspension from the WF Hockey Association program.**

**Board Members’ Code of Conduct**

**As a member of the West Fargo Hockey Association board of directors, I agree to follow the below stated rules:**

1. I will abide by the rules and regulations of USA Hockey, North Dakota Amateur Hockey and the West Fargo Hockey Association.
2. Know the By-Laws and Policies and Procedures of WFHA.
3. Attend scheduled meetings to the best of my ability and notify the proper individual(s) when I cannot be present.
4. Encourage a hockey program that focuses on the development of competitive and respectful players.
5. Carry out their responsibilities as set out by the WFHA in a consistent manner and to the best of their abilities.
6. Provide members with truthful and appropriate feedback and follow up in a timely manner.
7. Act as good stewards and in the best interest of the association through ethical conduct.
8. Be respectful of concerns of association members and work to negate any misconceptions or misinformation.
9. I will avoid conflicts of interest and disclose situations where a conflict could be perceived.
10. I will treat our members and employees fairly with dignity and respect.

**As a member of the West Fargo Hockey Association board of directors, I agree that I WILL NOT:**

1. Make improper use of position and/or improper use of information.
2. Tolerate unprofessional or malicious behavior among board or association members.
3. Use their position on the board of directors for personal gain.

**I understand that non-compliance with this code of conduct could lead to review by the Compliance Committee and/or board of directors. I also understand that failure to follow this code could lead to my removal on the board within the bylaws of the Association.**