

2018-2019
**MILWAUKEE WINTER
CLUB
PARENT-ATHLETE
HANDBOOK**



SEAN TORINUS, PRESIDENT
MIKE LINDEMANN, VICE PRESIDENT

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INTRODUCTION

Welcome to the 2018-2019 Season of Milwaukee Winter Club!

Formed in 1962, Milwaukee Winter Club (MWC) is the oldest youth hockey club in Southeastern Wisconsin.

Milwaukee Winter Club serves northern and eastern Milwaukee County. Specifically, MWC's territory includes all of Milwaukee County east of the Milwaukee River. West of the Milwaukee River, MWC's territory includes all of Milwaukee County north of Capitol Drive, except for Wauwatosa. Skaters from current University School of Milwaukee families are also eligible to play for MWC.

The Club's activities are carried out by an elected Board of Directors and designated Coordinators for different activities. All activities are governed by this Annual Guide.

MWC is operated entirely by parent volunteers. As a parent, you will be called upon to participate in the operation of the Club. Volunteer work can include coaching, managing, recruiting and organization of tournaments. Parent volunteers are also needed to help with the administration of the club and to serve as off-ice officials (scorekeeper, penalty box and clock operator). Please consider where you can contribute to help the club grow. Your involvement will offer opportunities to meet other parents in the club and you will experience the satisfaction of providing the highest quality youth hockey program for all our skaters.

Youth Hockey's Organizational Framework

MWC is a Division 1A, Tier 2 club, in Region 5 of the Wisconsin Amateur Hockey Association (WAHA). WAHA is an affiliate of the USA Hockey organization. WAHA Region 5 encompasses Southeastern Wisconsin. Each of these bodies has rules governing the sport of youth hockey and participation in MWC.

MWC MISSION AND VISION

The purpose of the MWC is to foster the growth of ice hockey and develop skilled skaters, team play, sportsmanship and self-esteem through a positive and knowledgeable coaching environment and to pursue excellence at the individual, team and organizational levels.

MWC has been established by and is an integral part of the University School of Milwaukee and shall be subject to the policies and regulations of the school.

The remainder of this handbook provides additional details concerning the operation of MWC and youth hockey in general. We hope this information will help you and your skater(s) have an enjoyable and successful hockey season.

PARTICIPATION

CLEARANCE PROCEDURE FOR ATHLETES TO PARTICIPATE

Prior to being declared eligible for MWC participation all families must register with USA Hockey. USA Hockey provides certain insurance coverage. Additional information regarding USA Hockey member benefits can be found at <https://www.usahockeyregistration.com/images/Benefits.pdf>.

INFORMED CONSENT and INSURANCE

Participation in youth hockey can be a dangerous activity involving risks of injury. Prior to commencing participating in MWC, each participant's parent/legal guardian must confirm that the participant is physically and medically capable of participating in youth hockey and associated activities and consent to their participation in MWC activities.

While insurance is not required, MWC encourages participants to secure medical insurance coverage prior to participating in MWC activities and will request insurance information during the registration process. In addition, and as noted above, USA Hockey provides insurance coverage to participants.

REFUND POLICY

It is MWC policy that once a player has been assigned to a team, there will be no refund of registration or season fees. The registration fee is the amount required to hold a spot on a roster for a player. The season fee is the total fee due after team placement less the registration fee.

The following are exceptions to this policy:

Player Moves to High School

If a player placed on a Bantam team decides to leave the club to play for a high school team, that player will be eligible for a refund of a prorated portion of their season fee. There will be no refund of the player's registration fee.

Season Ending Injury

If a player suffers an injury prior to October 15 of a given season which will result in that player missing the entire season, that player is entitled to a refund of both the registration fee (less processing costs) and season fee. Any player accepting a full refund will be removed from the roster and will not be reinstated that season. No other refunds will be given due to injury, regardless of when they occur.

OUT OF DISTRICT SKATER POLICY

MWC will only accept players released by other hockey clubs with board approval. Approval must be granted annually. No more than two out of district players will be accepted for any one team, in accordance with WAHA policy.

Out of District Skater Tryouts

Players residing in the territory of adjacent lower classified organizations who have not been released by their home organization will be allowed to try out for A teams only, in accordance with WAHA bylaws. These players must register during our open registration period.

PLAYER RELEASE POLICY

Under rare circumstances, a skater residing within MWC's boundaries or a registered MWC member may find it necessary, due to hardship, to request to play with another organization for a season. In this instance, the family requesting the release must submit a Release Request, in writing, to the Board of Directors of MWC by June 30th preceding the season.

The Release Request must meet the following criteria:

- Be submitted between April 1st and June 30th prior to the season of request.
- State the participant's name, address, and date of birth.
- State the reason(s) for request to be released.
- Family must not have any outstanding financial obligation to MWC or any other WAHA affiliate.

All requests meeting the above criteria will be presented to the Board of Directors and voted upon prior to the season. The board's decision will be communicated to the family requesting the release by August 1st to allow the skater the ability to tryout and participate with the appropriate organization at the start of the season.

Please be aware that MWC does not generally grant releases except in the cases of significant hardship. Releases will not be automatically granted.

Any approved releases, per WAHA policy, must be reviewed each year and may not be renewed. Requests for release received after June 30th may not be considered.

Please note that all releases must be approved by the sending and receiving organizations and WAHA.

NO SUBSTITUTION POLICY

Only those players and coaches listed on the approved USA Hockey roster for a team may participate in its games. The use of substitute players or coaches is not allowed.

MWC teams will be structured in a manner to ensure that they generally have enough players to field competitive teams. If several players are absent, the team will be expected to play short-handed, re-schedule the game with the other club, or cancel the game.

PLAY-UP POLICY

In rare instances, it may be in the best interest of an exceptional participant and/or MWC and its members for that participant to play at a higher age than his or her date of birth would determine.

A player and his or her parents may seek permission for the participant to "skate-up" by written request to the MWC Board by June 30th preceding the season. Any participant interested in trying out at a higher age group must compete for the A team at the higher level. The participant must have played on the A team in the prior year to be eligible. Only participants entering their second year at a level are eligible. For example, a first year Squirt may not try out for Pee wee A, while a second year Squirt may.

To be selected for the A team at a higher level, the participant must be evaluated as being among the top five skaters or as the top goalie at the higher level. A participant selected to play on the A team at a higher level may not be double-rostered on a team at the lower age level.

Any participant not selected for the A team at the higher level will be placed on an appropriate team at the level of their birth year, subject to the Level Coordinator's approval. All participants must be evaluated at both receiving and sending levels for team placement.

Exception – Goalies

Occasionally, it may be necessary to have goalies play at a level higher than their birth year to ensure goalie coverage for all teams. Upon agreement between the participants' parents or legal guardians and the respective Level Coordinators, goalies may be rostered a level up or double rostered. A participant may only be rostered on one team per age level.

Exception – Female Participants

In the interest of further developing female hockey teams, it may occasionally prove necessary to allow female players to play at a level higher than their birth year to ensure sufficient players on each female team. Both first and second year participants at a level may be eligible to play up on a female team at a higher level if their skill is sufficient. Team placement will be at the discretion of the Head Coach and the Level Coordinator. Upon agreement between the participants' parents or legal guardians and the respective Level Coordinators, female participants may be rostered a level up or double rostered. A participant may only be rostered on one team per age level.

TEAM PLACEMENT

The main goals of youth hockey are for the participants to develop their skills and athleticism while having fun playing a great game. As such, MWC deemphasizes distinctions between different classifications at each age level – A, B or C for Squirts and older or Red, White and Blue for Mites and Atoms. As an example, each MWC team, regardless of classification, will have broadly the same amount of practice time and scheduled regular season home and away games, though some variation may occur within the season due to ice time conflicts.

However, because hockey skill development is most effective and the game is most fun when players of like skill levels are grouped together, MWC makes a diligent effort each year to assess the players and place them with teammates and a coach appropriate for their skill level. While the process is neither perfect nor definitive, MWC and its Level Coordinators are committed to an objective and fair evaluation of each participant's skill level to inform team placement.

Final team placement at each age level is at the discretion of the Level Coordinator for that age level.

PLAYING TIME

Playing time per game will vary at the coach's discretion, depending upon the participant's attendance at practice, attitude, effort, skills, and the skill level of the competition.

While it is recognized that choices regarding starting line-ups and playing time are made by coaches and can sometimes appear very subjective to spectators, especially parents/guardians, it is expected that any decisions by coaches involving "playing time" will be respected and honored as being within the purview of the coach unless there is objective evidence to the contrary.

PRACTICE

Membership on a team requires attendance at practice. A participant who misses practice will be less prepared than his/her teammates and could thus lose playing time and a starting position.

COMMUNICATION - TEAM MANAGERS

Team Managers are the parents who volunteer to assist the head coach in managing the activities of each team. Team Managers are responsible for distributing and updating schedules for practices, scrimmages and games, as well as other information to the participants and their parents. Communication to the team is done through the MWC website or through email. Team Managers may find another parent volunteer to manage or assist with tournaments other team duties. A Team Manager training session is conducted each season by the Manager Coordinator to allow both new and returning Team Managers to share their experiences and answer questions. In addition to this training session, all Team Managers must complete SafeSport training and background screening.

- (1) A team manager should communicate with the scheduler to confirm any game or practice times
- (2) At times, the team manager may need to communicate with managers of teams from other clubs to secure/confirm game times and logistics.

All schedules, both practice and game, will be posted on the MWC website. Every effort will be made to update these schedules in a timely fashion. <https://www.winterclub.com/>

CANCELLED CONTESTS

MWC will make every effort to keep practices and contests on schedule. Team Managers will communicate any cancellations to their respective teams as soon as possible.

SCHEDULING GUIDELINES

MWC expects individual coaches and team schedulers to follow USA Hockey guidelines for the number of games played. This includes tournaments, which are assumed to be 3 games each. Play downs or state tournament games are not counted against the total.

Guidelines for number of games are as follows:

- Bantam: 35-45 games, which includes up to 4 tournaments
- Pee Wee: 35-40 games, which includes up to 4 tournaments
- Squirt: 30-35 games, which includes up to 4 tournaments
- Mites: 25 cross ice games (within a 40-mile radius of University School of Milwaukee) including up to 2 cross-ice tournaments or jamborees.

Additional Guidelines

Each team at Squirt-level and above will receive funding for tournaments equal to the registration fee of one player at the level for the season. Any fees in excess of that amount must be paid by the parents on the team. Any funds remaining after paying tournament fees may be used for an organized team activity. Any cancellation of reciprocal ice should only be done if agreed upon by the respective MWC team and the opposing team, as a common courtesy. Coaches and schedulers are encouraged to use unscheduled weekend ice as full ice practices, as necessary. Game expectations and weekend ice use will be communicated to the entire team at the start of the season. MWC does not permit full-ice games, tournaments, or jamborees for 6U and 8U (Atoms and Mite) players. (Consistent with USA Hockey)

EQUIPMENT AND UNIFORMS

It is essential for the protection and safety of the participants that they have properly fitted equipment. It is not necessary to buy new or the most expensive equipment, but it must be the right size to give proper protection. If you are not familiar with hockey equipment, please seek out people who are more knowledgeable about proper fitting of equipment. The following equipment is necessary: Athletic supporter with cup or pelvic protector, shin guards, hockey socks, hockey pants that are dark blue in color, elbow pads, shoulder pads, hockey practice jersey, a HECC approved helmet and face mask, mouth guard, hockey gloves, a hockey stick, and hockey skates.

All participants at Mites-level and above will be issued two game jerseys from MWC – white for home games and navy blue for road games. These jerseys must be returned in good condition at the end of each season. Players are responsible for any lost or damaged jerseys.

Participants should wear a practice jersey for practices to maintain the appearance and value of their game jerseys.

Game socks are to be purchased through MWC to ensure conformity with MWC color scheme.

Participants should wear a white helmet and hockey pants and gloves that are primarily navy blue.

All participants at Squirts-level and above must purchase MWC warm-ups to wear to and from the rink on game days.

BEHAVIORAL EXPECTATIONS

CODE OF CONDUCT

MWC promotes and enforces standards for acceptable behavior for all Club members including participants, parents, and coaches. Each member is required to read, sign, and submit a USA Hockey Participant [Code of Conduct](#) form every season and agree to promote a positive experience and abide by the expectations of the Club at all games, practices and sanctioned events.

We expect that our participants will understand the responsibilities they have as representatives of MWC and their teams. Please take an opportunity to review the Code of Conduct forms and familiarize yourself with the additional expectations for behavior during the season outlined below.

In addition to the requirements outlined in the Code of Conduct, MWC expects all participants to:

- Conduct themselves in a manner that reflects positively on themselves, the team, and MWC.
- Comply with all team and Club rules as established by coaches and the MWC handbook.
- Comply with all rules of the WAHA.
- Assume full financial responsibility for any property that is lost, damaged, or stolen through negligence.
- Refrain from the use, possession, sale or distribution of alcohol, controlled substances, performance-enhancing drugs, drug paraphernalia, tobacco products, vaporizers or any other illegal or illicit substances of any kind at all times.
- Refrain from any other unacceptable conduct contrary to the ideals, principles, and standards of MWC, University School and WAHA, including, but not limited to, illegal activity.

MWC is a zero-tolerance club. Violations of the Code of Conduct or MWC behavioral expectations will result in disciplinary action that may include, loss of privileges to be on the team, suspension, and potentially dismissal.

Questions or concerns regarding Code of Conduct violations can be directed to the Level Coordinator at the level for which you have a concern or potential violation to report. Major violations will be reviewed by the Club's *conduct review committee*, made up of MWC board members.

MWC SPORTSMANSHIP EXPECTATIONS

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Adult Councils have instructed the officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all participants, coaches, officials, team officials, administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis:

Participants:

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- Visually demonstrates any sign of dissatisfaction with an official's decision.

Any time that a participant persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the participant continues such action.

Coaches:

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

- Openly disputes or argues any decision by an official.
- Uses Obscene or vulgar language to anyone at any time.
- Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, participants or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

Officials:

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

Parents / Coaches / Spectators / Skaters

On-ice officials will stop the game when the parents, coaches, spectators or skaters displaying inappropriate and disruptive behavior interfere with other spectators or participants of the game.

The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body.

Inappropriate and disruptive behavior shall include but is not limited to:

- The use of obscene or vulgar language to anyone at any time.
- Taunting of participants, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.

Throwing of any object in the spectators viewing area, players' bench, penalty box on ice surface, directed in any manner as to create a safety hazard.
Confronting officials during or following a game to discuss the game.

LOCKER ROOMS (adapted from USA Hockey)

The safety and protection of our participants is central to MWC's goals. Accordingly, it is the policy of MWC that at least one responsible adult directly monitors the locker room during all team events to ensure that only participants, coaches, approved team personnel and approved family members are permitted in the locker room and to supervise the conduct in the locker room. Further, responsible adults must personally monitor the locker room environment while participants are present and make sure the locker room is appropriately secured during times when minor participants are on the ice.

A male responsible adult shall monitor the male locker room and a female responsible adult shall monitor the female locker room. The co-ed locker room policy (further described below) must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening and SafeSport standards.

Any individual meetings between a minor participant and a coach in a locker room shall require that another responsible adult be with the coach.

Wisconsin State Law (9175.22) prohibits use of cell phones (and other image-recording devices) in locker rooms except in emergency situations.

MIXED GENDER TEAMS: CO-ED LOCKER ROOM POLICY (Adapted from USA Hockey)

The Co-ed Locker Room policy attempts to balance the social integration and camaraderie of a team sport while providing a safe and respectful environment for all participants. Accordingly, MWC has adopted a minimum attire policy for shared locker rooms. All players are required to arrive at the rink wearing their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in clothing) under their street clothes. All members of the team must have this minimum attire before entering a co-ed locker room so that no participant has the opportunity to see other participants in a state of dress/undress.

SECURING PERSONAL VALUABLES

The securing of personal valuables is the responsibility of the participant. Nevertheless, theft of athletic uniforms, equipment, or personal items from student-athlete lockers will be treated as a serious breach of the Code of Conduct.

ELECTRONIC COMMUNICATIONS POLICY (Adapted from USA Hockey)

Electronic Communications Policy

Communications involving any participant should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, participants and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Electronic Communications Policy helps reduce these risks.

Mobile Phones and Other Recording Devices

Except in the case of an emergency, mobile phones and other 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. The use of a smartphone or other mobile device by a coach for the exclusive purpose of playing music in a locker room is also permitted.

Social Media

Social media makes it easy to share ideas and experiences. However, social media, mobile and other electronic communications can be especially concerning where minor participants are involved. Coaches are prohibited from having participants joined to or connected through their personal social media pages or applications (e.g., Facebook, Instagram, Twitter, etc.). To facilitate communication, an official organization or team page may be set up, participants and parents may join (i.e., “friend”) the official organization or team page, and coaches can communicate to participants and their parents through that site. All electronic communication of any kind between a coach and a participant, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team-oriented motivational purposes.

Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and participants may use email and text messaging to communicate. All email and text message content between coaches/team managers and participants must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant *must include a copy to the participant’s parents or legal guardians*. Where possible, a coach should be provided and use the organization website email center (the coach’s return email address will contain “@organization.com”) for all communications with the team, individual participants, and participants’ parents or legal guardians, where applicable.

Request to Discontinue All Electronic Communications

Following receipt of a written request by the parents or legal guardians that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the local program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional abuse, sexual abuse, bullying, harassment, and hazing). Such communications by any player, coach, parent, volunteer, independent contractor or other participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey’s SafeSport Program.

Reporting

Infractions of USA Hockey’s Electronic Communications Policy should be reported to the appropriate person as described in Section IV of the USA Hockey SafeSport Handbook. A USA Hockey participant or parent/legal guardian of a participant who violates this Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

TRAVEL POLICY (Adapted from USA Hockey)

MWC has some teams that travel regularly to play individual games (2 or 3 games at a time) or in tournaments. Other teams have travel that is limited to a few events per year. MWC has established policies to guide our travel, increase player safety, and improve the player’s experience while keeping travel a fun and enjoyable experience.

Because MWC serves only children (generally between the ages of 4 and 14), it does not sponsor, coordinate or arrange for travel. This applies equally to local travel, day trips to local arenas for games and overnight travel for

tournaments or other events. The parents and/or guardians of minor participants are responsible for making all arrangements for their participant's travel.

However, we distinguish between travel to training, practices and local games or practices ("local travel"), and team travel involving an overnight stay ("team travel") and offer some specific guidelines for each type of travel.

https://assets.ngin.com/attachments/document/0102/5711/SafeSport_Sample_Travel_Policy.pdf

Local Travel

MWC does not sponsor, coordinate, or arrange local travel.

The parents or guardians of minor participants are responsible for making all arrangements for travel. The team and its coaches, managers or administrators should avoid arranging or coordinating travel.

It is the responsibility of the parents or legal guardians to ensure the person transporting their minor participant 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.

The coaches and volunteers of MWC or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor participant and should drive with at least two participants or another adult, unless otherwise agreed to in writing by the minor participant's parent or legal guardian.

Where a coach or volunteer is involved in an unrelated minor participant's travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated participant, by, e.g., picking up or dropping off the participants in groups. In any case where an employee, coach and/or volunteer is involved in the participant's travel, a parental release should be obtained in advance.

Coaches and volunteers who are also a participant's parent or guardian may provide shared transportation for any participant(s) if they pick up their participant first and drop off their participant last in any shared or carpool travel arrangement.

It is recognized that in some limited instances it will be unavoidable for a coach or volunteer of MWC or one of its teams to drive alone with an unrelated minor participant. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel may occur when MWC or one of its teams competes locally, regionally or nationally. As in the case of local travel, the parents and/or guardians of minor participants are solely responsible for making all travel arrangements, including making room reservations and arranging transportation for themselves and their participants.

Occasionally, MWC or one of its coaches or volunteers will negotiate a group rate for lodging at one or more hotel. This group rate is solely for the convenience and enjoyment of our families and does not constitute sponsoring or otherwise arranging travel.

The guidelines listed above for local travel and transportation also apply to all team travel.

It is expected that each minor participant will travel and share lodging with their own parent or legal guardian.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor participant unless the coach is the parent, legal guardian or sibling of the participant.

Individual meetings between a participant and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

Team meetings may not occur in hotel rooms, but the team may reserve a separate space for adults and participants to socialize as a group.

No coach or volunteer shall at any time be under the influence of alcohol or drugs while performing their coaching/volunteer duties.

Alcohol should not be served/consumed during team transportation.

During team travel, coaches, team personnel and volunteers will help participants, fellow coaches and team parents adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

Prior to any travel, coaches will make ensure that all participants and parents are aware of all expectations and rules. Coaches will monitor for adherence to the rules.

ANTI-BULLYING, ANTI-DISCRIMINATION, ANTI-HARASSMENT AND ANTI-HAZING POLICIES

GENERAL STATEMENT OF POLICY

MWC believes that all participants should be able to learn and grow in an environment free from any form of bullying, harassment, discrimination, or other aggressive behavior. This policy applies to all participants, coaches, officials, team officials, volunteers, administrators and parents participating in or spectating at any MWC activity or function.

BULLYING

Bullying is defined as behavior that is intended to ridicule, humiliate, or intimidate another individual or group of individuals and is repeated over time. It may occur prior to, during, or after a MWC activity or function; on or off the ice; and via electronic means. Bullying may be physical, verbal or emotional in nature.

Bullying can create a hostile environment and disrupt the growth of hockey and the development of skilled skaters and team players. Accordingly, such behavior is not tolerated and is seen as a severe violation. Any MWC member who knowingly participates in bullying will be subject to disciplinary action, including but not limited to loss of athletic privileges, suspension, and/or dismissal from MWC.

DISCRIMINATION AND HARASSMENT

MWC prohibits any adverse action or offensive conduct based on any individual's race, color, national origin, ancestry, religion, sex, sexual orientation, age, disability, or any other legally protected characteristic.

Harassment is any form of severe, persistent, and unwelcome behavior that is insulting or degrading and is based on an individual's protected status. Harassment can arise from a broad range of physical or verbal behavior, which can include but is not limited to, the following:

- Physical or mental abuse;
 - Racial, ethnic, or religious insults or slurs;
 - Sexual, racial, ethnic, or religious comments, jokes, stories, or innuendoes;
 - Requests for sexual favors accompanied by implicit or explicit threats against one's security or success;
 - Display or distribution of sexually explicit or otherwise offensive posters, calendars or materials;
 - Making sexual gestures with hand or body movements;
 - Intentionally standing close or brushing up against another individual;
 - Asking personal questions about another individual's sexual life; and
- Communicating via email, the internet, or any social media, such as Facebook, Twitter, instant messaging, etc. any sexual, offensive or discriminatory messages which include, but are not limited to, pornographic images, sexual references, racial slurs, or disparaging comments regarding an individual's gender, age, sexual orientation, religious beliefs, national origin, disability, or any other characteristic protected by the law.

Any MWC member who knowingly participates in discrimination or harassment will be subject to disciplinary action, including but not limited to loss of athletic privileges, suspension, and/or dismissal from MWC.

HAZING

MWC prohibits hazing, defined to include intentionally or recklessly engaging in acts which endanger the physical health or safety of an MWC participant for the purpose of initiation or admission into or affiliation with the organization. Prohibited acts may include, but are not limited to:

- Any brutality of a physical nature, such as whipping, beating, or branding;
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature;
- Any activity that subjects a participant to an unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment for the participant;
- Forced consumption of any food, liquor, drug or other substance;
- Forced confinement;
- Any other forced activity which endangers the physical health or safety of the participant or violates federal, state, or local law or applicable policies and regulations.

Any MWC member who knowingly participates in hazing or the planning of any hazing ritual or incident will be subject to disciplinary action, including but not limited to loss of athletic privileges, suspension, and/or dismissal from MWC. In addition, in some cases the police may be asked to intervene.

Additional information regarding hazing issues can be found at <http://www.wiaawi.org/Health/Hazing.aspx>

REPORTING AND INVESTIGATION OF BULLYING, DISCRIMINATION, HARASSMENT, AND HAZING

Any MWC participant who in good faith believes he or she has been the victim of bullying, discrimination, or harassment by any other MWC participant, coach, official, volunteer, administrator and/or parent of a participant or who has learned of such bullying, discrimination, or harassment is encouraged to promptly report such conduct to USA Hockey via email to SafeSport@usahockey.org or via phone at 1-800-888-4656. In addition to contacting USA Hockey, participants are encouraged to speak with their coach, an administrator, or a member of MWC's Board of Directors to report any concerns of bullying, discrimination, or harassment.

Coaches, officials, volunteers, or administrators who become aware of actual or perceived bullying, discrimination, or harassment of any participant must promptly report such conduct to USA Hockey via email to SafeSport@usahockey.org or via phone at 1-800-888-4656.

Upon learning of any such concerns, USA Hockey and/or MWC will promptly commence an investigation and take necessary and appropriate disciplinary and remedial action.

Additional information regarding USA Hockey's reporting and investigation protocols can be found in the USA Hockey SafeSport Program Handbook available at https://assets.ngin.com/attachments/document/0127/0812/USA_Hockey_SafeSport_Program_Handbook_2017.pdf.

SEXUAL MISCONDUCT

MWC prohibits all forms of sexual violence, coercion, and intimidation. It is the intention of MWC to prevent such behavior, including through appropriate boundary setting; educating all participants, coaches, officials, team officials, volunteers, administrators and parents participating in or spectating at any MWC activity or function; and to promptly and appropriately addressing all behavior that violates this policy.

Sexual misconduct offenses prohibited by this policy include, but are not limited to the following:

1. Sex crimes against children as provided in the State of Wisconsin Statutes Chapter 948, including but not limited to;
 - Sexual assault;
 - Sexual exploitation (i.e., knowingly employing, using, persuading, inducing, enticing, or coercing any child to engage in sexually explicit conduct for the purpose of photographing, filming, videotaping, recording the sounds of the conduct, or displaying the conduct in any way, and the production, sale, distribution, or display of child pornography);
 - Trafficking of a child;
 - Causing a child to view or listen to sexual activity; and
 - Causing a child to expose, or exposing to a child, genitals, public area, or intimate parts.
2. Non-consensual sexual intercourse (or attempts to commit); and
3. Non-consensual sexual contact (or attempts to commit).

A central concept to understanding the offenses that constitute sexual misconduct under this policy is consent. Consent is the equal approval, given freely willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision—indicated clearly by words or overt actions—to engage in mutually accepted sexual contact. Under the law, Consent cannot be given by a child under the age of 18. Further, a person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, previous relationships or consent does not imply consent to future sexual activity. Consent cannot be given if a person's ability to resist or consent is impaired because of a mental or physical condition, if there is incapacitation due to drugs or alcohol, or if there is a significant age or perceived power differential. Providing alcohol or drugs to facilitate sexual activity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Any MWC member who engages in sexual misconduct will be subject to disciplinary action, including but not limited to loss of athletic privileges, suspension, and/or dismissal from MWC. In addition, the police will be asked to intervene.

REPORTING AND INVESTIGATION OF BULLYING, DISCRIMINATION, HARASSMENT, AND HAZING

Any MWC participant who in good faith believes he or she has been the victim of sexual misconduct or who has learned of sexual misconduct is encouraged to promptly report such conduct to USA Hockey via email to SafeSport@usahockey.org or via phone at 1-800-888-4656. In addition to contacting USA Hockey, participants are

encouraged to speak with their coach, an administrator, or a member of MWC's Board of Directors to report any concerns of sexual misconduct.

MWC coaches, officials, volunteers, or administrators who become aware of actual or perceived child abuse (including sexual contact with or sexual abuse of a child) or neglect are required to immediately report such conduct to appropriate law enforcement or child protective services authorities. In addition, coaches, officials, volunteers or administrators must promptly report such conduct to USA Hockey via email to SafeSport@usahockey.org or via phone at 1-800-888-4656. The failure to report actual or perceived child abuse or neglect as described in this policy is grounds for disciplinary action.

Upon learning of any such concerns, USA Hockey and/or MWC will promptly commence an investigation and take necessary and appropriate disciplinary and remedial action. It may be necessary for USA Hockey and/or MWC to delay their internal investigation in deference to any law enforcement investigation. USA Hockey and/or MWC will implement appropriate interim steps as necessary during the law enforcement agency's investigation period to provide for the safety of the participant and the MWC community. USA Hockey and/or MWC will take prompt and appropriate action to stop and remedy sexual misconduct in compliance with federal and state laws.

Additional information regarding USA Hockey's reporting and investigation protocols can be found in the USA Hockey SafeSport Program Handbook available at https://assets.ngin.com/attachments/document/0127/0812/USA_Hockey_SafeSport_Program_Handbook_2017.pdf.

PROTECTION FROM RETALIATION

Individuals who in good faith report bullying, discrimination, harassment, hazing or sexual misconduct or who assist in the investigation of a complaint of such conduct will not be subject to retaliation or reprisals of any kind by MWC. Any individual who engages in retaliation because of a report or the participation in an investigation of a report under this policy will be subject to

HEALTH

ATHLETIC TRAINER

Athletic Trainers are contracted by the University School and MWC.

MWC participants are not allowed in the Training Room at any time unless there is a coach or athletic trainer present.

INJURIES

INJURED ATHLETES

Following an accident or injury to an athlete, the coach responsible for that athlete must inform the MWC SafeSport Coordinator (storinus@winterclub.com) within forty-eight hours.

In addition, coaches must adhere to the following guidelines:

1. Parent and Guardian Contact Information and signed USA Hockey Consent to Treat forms will be provided to each Team Manager by the Manager Coordinator. It is the responsibility of the Head Coach to double check that forms for all participants on the team are included in the binder.

2. The coach in charge of the activity must assume the responsibility for and be prepared to recognize and properly refer injuries to the appropriate medical or dental personnel EXCEPT in cases when a medical doctor or athletic trainer is present. Under those circumstances, the coach is expected to defer to their professional opinion.
3. Coaches should provide emergency aid only to a level of which they are capable. If you have not been trained to perform first aid on a specific type of injury, make the participant as comfortable as possible until emergency care personnel arrive.

Ambulance services provided by the North Shore Fire Department or by private ambulance companies will be used to transport any seriously injured participants to the hospital for emergency treatment for home games.

5. If an athletic trainer or other qualified health care professional is evaluating the injury, coaches should follow the lead of the athletic trainer or other qualified health care professional and do no more than instructed. For away games, notify parents/guardians immediately of the injury, and advise them of the name and address of the hospital to which the injured athlete is being conveyed.
6. For away games appoint a coach to take witness statements as soon as is feasible at the facility at which the injury occurred.

If possible, but only with the concurrence of the attending physician, we encourage injured participants to continue to attend practices. If a participant is injured during the season and is under a physician's care, the athlete must obtain a signed written release from the treating physician prior to resuming active participation in practices and games. A copy of the signed written release must be turned in to the MWC SafeSport Coordinator to be kept on file for the duration of the season.

CONCUSSION PROTOCOL *(Adapted from Wisconsin Amateur Hockey Association (WAHA) Concussion Policy and University School of Milwaukee (USM) Middle School Athletic Handbook)*

DEFINITION OF A CONCUSSION *(Source: USM)*

A concussion is a complex pathophysiological process affecting the brain, caused by a direct blow to the head, face or neck, which may or may not involve loss of consciousness. Concussions typically result in the rapid onset of short lived impairment of neurologic function that resolves spontaneously. Resolution typically follows a sequential course; however, it is important to note that some cases may be prolonged. Concussions affect people in four areas of function: physical, thinking, emotions and sleep.

Adolescents are more vulnerable and get concussions more often. Adolescents take longer than adults to heal from a concussion. Youth athletes may be reluctant to admit their symptoms for fear of removal from the sport.

RECOGNIZING A POSSIBLE CONCUSSION *(Source: WAHA)*

To help recognize a concussion, you should watch for the following two things among your participants:

- A forceful blow to the head or body that results in rapid movement of the head *AND*
- Any change in the athlete's behavior, judgment, or physical functioning.

SIGNS OF CONCUSSION (What others can see in an injured athlete) *(Source: WAHA)*

Signs of a concussion include the following:

- Dazed or stunned appearance
- Change in the level of consciousness or awareness
- Confused about assignment
- Forgets plays
- Unsure of score, game, opponent

- Clumsy
- Answers more slowly than usual
- Shows behavior changes
- Loss of consciousness
- Asks repetitive questions or memory concerns

SYMPTOMS OF CONCUSSION (What the athlete feels) (*Source: WAHA*)

Symptoms of a concussion include the following:

- Headache
- Nausea
- Dizzy or unsteady
- Sensitive to light or noise
- Feeling mentally foggy
- Problems with concentration and memory
- Confused
- Slow

If the athlete exhibits any of the above, sit them out!

WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED? (*Source: WAHA*)

1. Remove the participant from play. Look for the signs, symptoms, and behaviors of a concussion if your participant has experienced a bump or blow to the head.
2. Ensure that the participant is evaluated by an on-site trained health care provider. If there is no qualified health care provider on-site, turn the participant over to the care of the parents/legal guardians, if present. In the case that no parent/legal guardian is present, a coach should monitor the participant until a parent/legal guardian arrives. Do not try to judge the severity of the injury yourself. Only trained health care providers can assess if the participant has sustained a concussion.
3. As a coach, recording the following information can help health care providers in assessing the participant after the injury:
 - i. Cause of the injury and force of the hit or blow to the head
 - ii. Any loss of consciousness and, if so, for how long
 - iii. Any memory loss surrounding the injury
 - iv. What other symptoms the athlete experienced after the injury
 - v. Number of previous concussions (if any).
4. Inform the participant's parent or legal guardian about the possible concussion. Make sure the injured participant's parent or guardian knows that the participant is required be seen by a health care provider with experience in pediatric concussion management. Do not allow the participant to be unsupervised at any time (return to the locker room or bus) if you suspect a concussion.
5. Inform the MWC SafeSport Coordinator via email (storinus@winterclub.com) that the participant has been withdrawn from play due to concussion concerns.
6. A participant who has been removed from any youth athletic activity because of a determined or suspected concussion may not participate again until he/she is evaluated by a health care provider, is symptom free and provides to the MWC SafeSport Coordinator (storinus@winterclub.com) a written clearance from a health care provider to return to activity.

When in doubt, sit them out!

APPENDIX

MWC WAIVER OF LIABILITY

MILWAUKEE WINTER CLUB WAIVER OF LIABILITY

Please read and accept the
Waiver of Liability, Release Assumption of Risk & Indemnity Agreement

WAIVER OF LIABILITY, RELEASE, ASSUMPTION OF RISK & INDEMNITY AGREEMENT

IT IS THE PURPOSE OF THIS AGREEMENT FOR THE PARTICIPANT (AND PARTICIPANT'S PARENT(S)/GUARDIAN(S), IF APPLICABLE) TO EXEMPT, WAIVE AND RELIEVE RELEASEES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE, AND WRONGFUL DEATH, INCLUDING IF CAUSED BY NEGLIGENCE, INCLUDING THE NEGLIGENCE, IF ANY, OF ANY RELEASEES.

"Releasees" include University School of Milwaukee ("USM"), Milwaukee Winter Club ("MWC"), and their member teams, event hosts, other participants, coaches, officials, sponsors, advertisers, officers, directors, agents and employees.

For and in consideration of the undersigned Participant's registration with MWC and its member teams (all referred to together as MWC) and being allowed to participate in MWC events and member team activities, Participant (and the parent(s) or legal guardian(s) of Participant, if applicable) waives, releases and relinquishes any and all claims for liability and cause(s) of action, including for wrongful death, personal and bodily injury including but not limited to amputations, brain injuries, concussions, fractures, paralysis, scarring and disfigurement, emotional or mental injury or harm, property damage occurring to Participant, arising out of participation in MWC events, member team activities, the sport of ice hockey, and/or activities incidental thereto, whenever or however they occur and for such period said activities may continue, and by this agreement any such claims, rights, and causes of action for negligence that Participant (and Participant's parent(s) or legal guardian(s), if applicable) may have are hereby waived, released and relinquished, and Participant (and parent(s)/guardian(s), if applicable) does(do) so on behalf of my/our and Participant's heirs, executors, administrators and assigns.

Participant (and Participant's parent(s)/guardian(s), if applicable) acknowledges, understands and assumes all risks relating to ice hockey and any member team activities, and understands that ice hockey and member team activities involve risks to Participant's person including bodily injury, partial or total disability, paralysis and death, and damages which may arise therefrom and that I/we have full knowledge of said risks. These risks and dangers may be caused by the negligence of the Participant or the negligence of others, including the "Releasees" identified above. These risks and dangers include, but are not limited to, those arising from participating with bigger, faster and stronger participants, and these risks and dangers will increase if Participant participates in ice hockey and member team activities in an age group above that which Participant would normally participate in. Participant (and Participant's parent(s)/guardian(s), if applicable) further acknowledges that there may be risks and dangers not known to us or not reasonably foreseeable at this time. Participant (and Participant's parent(s)/guardian(s), if applicable) acknowledge, understand and agree that all of the risks and dangers described throughout this agreement,

including those caused by the negligence of Participant and/or others, are included within the waiver, release and relinquishment described herein.

Participant (and participant's parent(s)/guardian(s), if applicable) acknowledges, understands and assumes the risks, if any, arising from the conditions and use of ice hockey rinks and related premises and acknowledges and understands that included within the scope of this waiver and release is any cause of action (including any cause of action based on negligence) arising from the performance, or failure to perform maintenance, inspection, supervision or control of said areas and for the failure to warn of dangerous conditions existing at said rinks, for negligent selection of certain Releasees, or negligent supervision or instruction by any Releasee.

As a condition of registration and membership in MWC and participation in MWC events and member team activities, Participant (and Participant's parent(s)/guardian(s), if applicable) agrees to abide by and be bound under the playing rules and rules and regulations of USM, MWC, and USA Hockey.

If the law in any controlling jurisdiction renders any part of this agreement unenforceable, the remainder of this agreement shall nevertheless remain enforceable to the full extent, if any, allowed by controlling law. This agreement affects your legal rights, and you may wish to consult an attorney concerning this agreement.

Participant (and Participant's parent(s)/guardian(s), if applicable) agree if any claim for Participant's personal injury or wrongful death is commenced against any Releasee, he/she shall defend, indemnify and save harmless Releasees from any and all claims or causes of action by whomever or wherever made or presented for Participant's personal injuries, property damage or wrongful death.

Participant (and Participant's parent(s)/guardian(s), if applicable) acknowledge that they have been provided and have read the above paragraphs and have not relied upon any representations of Releasees, that they are fully advised of the potential dangers of ice hockey, that they agree to and sign this document voluntarily, understanding that these waivers and releases are necessary to allow amateur ice hockey to exist in its present form.

BY SIGNING BELOW, THE UNDERSIGNED DECLARES HE/SHE HAS READ THE FOREGOING WAIVER OF LIABILITY AND FULLY UNDERSTANDS THAT HE/SHE AND/OR A MINOR FOR WHICH HE/SHE IS SERVING AS PARENT AND OR LEGAL GUARDIAN ARE RELEASING ALL RIGHTS OF RECOVERY OF DAMAGES AGAINST THE RELEASEES FOR INJURIES OR DEATH AS MORE FULLY DESCRIBED ABOVE:

NAME: _____

DATE: _____

AGE: _____

If you are a parent/guardian, please identify on whose behalf you are executing this waiver of liability:

USA HOCKEY PARTICIPANT CODE OF CONDUCT

Form 1-P Rev 02/09

**USA HOCKEY
PARTICIPANT
CODE OF CONDUCT**

NAME: _____

To be read and signed by you as a member of Team: _____

Participating in USA Hockey for the _____ season.

1. No swearing or abusive language on the bench, in the rink, or at any team function.
2. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
3. Anyone who receives a penalty will skate directly to the penalty box.
4. Fighting will not be tolerated. Fighting will result in an appearance before a Discipline Committee.
5. There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
6. I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions.
7. Any player or team official who cannot abide by these rules or violates them will be subject to further disciplinary action.

I/We have read, understand and agree to comply with the USA Hockey Code of Conduct as outlined above.

Signed: _____ (participant) Date: _____

Signed: _____ (parent/guardian) Date: _____