



Woodland Park Hockey Association

Policies

2011 – 2012 Season



1. Introduction:

The elected officers of the Woodland Park Hockey Association (WPHA) set forth these policies to help you know more about how Woodland Park Hockey Association (WPHA) is governed and managed. WPHA is a member of Continental Divide Youth Hockey League (CDYHL), Colorado Amateur Hockey Association (CAHA) and USA Hockey (USAH). WPHA offers a recreational/developmental “House” program, also referred to as “scrimmage teams.” WPHA also offers the opportunity for youth hockey “full participation” CDYHL teams also referred to as “playoff teams”. The WPHA will provide a fun and encouraging environment for all youth under the direction of qualified adult leadership, promoting sportsmanship consistent with the rules and regulations of our member league and association. These policies support the Woodland Park Hockey Association Bylaws which are published separately.

2. Mission Statement:

The Woodland Park Hockey Association is dedicated to the promotion and encouragement of amateur hockey for Woodland Park and the greater Teller County area. We strive to develop character, integrity, teamwork and above all sportsmanship. We will teach our youth the importance of respect for their coaches, teammates, opposing players and officials. The Association shall educate our membership and the public on the fundamentals and goals of amateur hockey while developing a proud and supportive hockey community.

Affiliation:

The Woodland Park Hockey Association is a member of Continental Divide Youth Hockey League (CDYHL), Colorado Amateur Hockey Association (CAHA) and USA Hockey (USAH). WPHA will comply with USAH and CAHA By-Laws, Policies, Rules and Regulations as well as Rules and Regulations of the CDYHL.

3. Definition:

WPHA House teams play other USAH/CAHA registered teams in “non-league” play or CDYHL teams in league play which are recorded as “scrimmages” on PointStreak. If WPHA fields a “playoff team” in any age division, that team is obligated to abide by and participate in all the CDYHL rules for a full participation team, including games and playoff rules. The WPHA is a player development program with intent to teach the basic skills and rules of hockey by means of an organized schedule of practices and games. Considerable emphasis is placed on skill development, good physical conditioning, the importance of team work,



discipline, and a healthy respect for teammates, opponents, coaches and the referees. Participation in the WPHA is designed to foster good character and citizenship. Although the game of hockey is competitive by nature, overall player development shall be emphasized more so than the competitiveness of the game.

4. General Information:

Governing Policies and Procedures. USA Hockey is the national governing body for the sport of hockey in the United States. The Annual USA Hockey Guide identifies the minimum policies and procedures that all USA Hockey members must adhere to. However, as the state governing body, the CAHA affiliate has the authority to impose stricter policies and procedures than identified in the Annual USA Hockey Guide. Likewise, Continental Divide Youth Hockey League can also impose policies on our association. WPHA must monitor and enforce the policies and procedures identified by USAH, CAHA, and CDYHL and can also impose stricter policies as deemed appropriate by the board. Therefore, WPHA membership is required to adhere to the policies and procedures set forth by USAH, CAHA, CDYHL, and the WPHA. All WPHA youth teams will be rostered USA Hockey Teams. WPHA youth teams will not play games with teams or associations that are not registered members of USA Hockey.

Number of Teams and Number on Teams. The number of teams is determined before evaluations. These decisions are based on the number of players, skill levels and recommendations of coaches or VP for Youth Hockey. The VP Youth Hockey may select the appropriate number of players within WPHA guidelines. The goals for the number of players each WPHA team can consist of are listed below. Registration numbers may necessitate some changes. The minimum number of players at squirt and above will be 10 skaters and 1 goalie. The maximum number of players at squirt and above will be 18 skaters and 2 goalies.

The team selection will be conducted by the team coaches during evaluations. The results of the team selection will be posted on the association web site within two days of evaluations. Any subsequent evaluation will be to fill openings on the team, and will not be used to displace team members already selected.

Coaches. All coaches (head and assistant) must submit a Coaching Application, proof of registration with CAHA and a copy of their USAH Coaching Education Program (CEP) card (front and back). WPHA will register one head coach and usually two assistant coaches per team. Only USAH certified and registered coaches are allowed on the bench during games.



- Head Coaches will be approved annually by the Board of Directors upon the recommendation of the VP of Youth. Assistant Coaches are recommended by each Head Coach subject to the approval of the VP of Youth. Coaches must be at least 18 years of age.
- Student Coaches may participate in the House program with the approval of the VP of Youth. Any coach under the age of 18 must be in full gear during practices.
- A Coach must be able to demonstrate competency in skating, hockey skills, teaching techniques, strategies, and skills in communicating with parents and players.
- Coaches must have attended (or will attend during the season) a coaching clinic sponsored by or approved by CAHA/USAH.
- The required coaching level designated by USA Hockey must be attained by December 31st. Coaches are encouraged to attend as many clinics as possible. A Head Coach must have some prior coaching and/or playing experience.
- Coaches who are parents of hockey players are generally assigned to the age level of their child. Coaches have the option of having their children on the team they coach, if the child is at the appropriate skill level.
- A Head Coach will be awarded the team of his/her choice whenever possible. In the event of multiple applications for the same position, a selection committee consisting of the VP of Youth, VP of Adult Hockey, and third member appointed by the president shall consider weighted factors in determining an appointment. Specified weighted values will be announced in the event of multiple applications. Examples include: Seniority as a Head Coach in the WPHA; Experience as a coach in the age level requested; Experience as a coach in other age levels; Attendance at coaching clinics.

Payment. All players must pay the full registration fee at the time of registration or agree to a payment plan. If a player chooses to use the payment plan, such player will need to pay the first installment at the time of registration. Fees will be published on the website.

Refund Policy. WPHA is reluctant to provide refunds because of the fixed costs of running an association. Refunds will be reviewed on a case-by-case basis. All fees are set at the beginning of the season to cover season costs based on having a certain number of teams, ice costs, and other costs. If a player leaves after teams have been rostered, it is not possible to modify the remaining player's fees to cover the leaving player's cost. The WPHA Board of Directors shall have the authority to decide all disputes relative to player payments and requests for refunds. The WPHA refund policy is as follows:



1. If a player chooses to withdraw or otherwise leave the team for any reason except for severe injury, or a move 50 miles or more out of the city limits of Woodland Park, then the player/family will be liable for all current season fees. In addition, WPHA will not refund any of the season registration fees.
2. WPHA will not consider partial season refunds. For example, if a player leaves due to injury or illness with the intention of returning to play within the season, no refunds will be made because the player is still in the program.
3. WPHA may consider pro-rated refunds due to a season-ending injury or illness or if a family moves more than 50 miles out of the city limits of Woodland Park. The pro-rated amount will be based on when the injury/illness was received and the money already obligated for WPHA program expenses.
4. No refunds will be given for injuries or illnesses sustained after the season is half over. The actual length of the season is based on the number of ice hours, rather than exact dates. Therefore, the season will be considered half over when a team has had over half projected / anticipated hours of practice and game time.

Fee Structure. The Board of Directors shall have the power to establish, fix, levy, assess, and collect dues and assessments from the Association Members. The Board shall also have the power to promulgate rules and regulations for the purpose of calculating the amount of all such dues and assessments. Any determination of the Board relative to the matters referred to shall be final and conclusive. Failure to make the required payment may cause the nonpaying Association Member's privileges or membership to be suspended or terminated, as determined by the Board.

Remuneration. The association shall have the power at any time to request, accept or receive voluntary contributions of any kind or nature whatsoever from any individual, partnership, corporation, or other legal entity or association, whether an Association Member or not, in compliance with not for profit tax laws. There are no paid positions, either board of director or coaching, in the Woodland Park Hockey Association. No player fees will be waived for serving on the board or coaching. WPHA will not accept a non-taxable donation from someone and give their player credit for the season fees.

Registration / Late Registration for Youth Players. Registration for WPHA season begins in August. Registration deadline for youth players is October 1. Registration after October 1 will be assessed additional late registration fee. All youth players will be required to register as USA Hockey members to participate in WPHA. Players must first register with USA Hockey and obtain a USA Hockey number which will be provided with WPHA registration paperwork. (Note that



WPHA registration fee is separate and in addition to USA Hockey.) Players may be accepted until December if a team roster can support the addition of the player or at the discretion of the board of directors. All additions to team rosters must be approved by the head coach and VP of Youth.

Damage / Destruction. Should any player(s), parent(s), or any team(s) willfully damages any property or equipment of any person or rink, all costs for repairs or replacement will be born by the guilty parties. In the event that two teams are involved, and the blame is debatable, both teams shall be assessed equally. Failure to pay may result in a player not being current and ineligible. Assessed damages must be paid within 30 days of final adjudication/appeals.

WPHA Monthly Board Meetings. Normally, the Board of Directors meets once a month. Committee reports by each Board member are given monthly. Meetings are open to all members and the public. Please keep in mind that dates and times for any Board meetings are tentative and do change. Upcoming Board meetings will be posted on the WPHA website. Please email the VP of Operations or the President if you wish to add an item to the agenda. Please email the VP of Operations for a copy of the previous month's minutes if desired. We encourage your participation.

Financial Management. The WPHA President is the signature approval / authorized signer for the WPHA checking account. As stated in the WPHA Bylaws, in the absence of the President, the VP Operations/Secretary shall be responsible for the duties of the President on an interim basis with all authority and responsibility of the position of President. Since the VP Operations is the "second in charge" of the WPHA, the VP Operations will also have signature approval / authorized signer for the WPHA checking account.

WPHA finances are managed through a "checks & balances" method. At each monthly meeting the VP Treasurer will recommend disbursement or payment for affairs of the WPHA. The Board of Directors will approve as appropriate at which time the President will execute the payment at the monthly meeting. Normally payments for WPHA costs and operating expenses are executed only at the monthly meeting. Neither the President nor VP Operations have the authority to execute payment or expend any funds without specific vote of the Board, as directed through BoD voting procedures.

Concerns and Grievances. Most concerns and grievances involve the team and should be handled within the team structure. See the concerns and grievances section below. The 24 hour rule must be followed. Concerns and grievances shall be handled at the lowest possible level, beginning with Team Manager, Coach, VP Youth, and Board of Directors. While members can file



concerns and grievances with any of the Hockey governing bodies, CDYHL, CAHA, and USAH will usually refer you back to WPHA for resolution.

WPHA Newsletter/ Information. Association information is published on the web regularly. Go to the official website (<http://woodlandparkhockey.com>) for current updates. If you would like to have something published on the website call the VP Publicity/ Marketing Director.

Registration Fees. The actual cost to put a player on the ice for one season is only partially covered by registration fees. Because of fundraising efforts, WPHA is able to keep fees as low as possible. All parents are required to work during any tournaments hosted by the WPHA their player participates in. In addition to WPHA registration fees, players must first register with USA Hockey and obtain a USA Hockey number which will be provided with WPHA registration paperwork. Note that USA Hockey registration fee is separate and in addition to WPHA.

Scholarships. A limited number of scholarships for USA Hockey and WPHA fees are available. To be eligible for a scholarship, the family must actively participate in all fundraisers and submit the appropriate scholarship application. For more information, please call or email the VP Treasurer. Donations to the scholarship fund are deeply appreciated. All scholarship discussions and decisions are confidential.

Insurance Information. All USAH registered players have access to some limited insurance in case of injury. If you wish more information, or need to file a claim, contact the coach or VP Operations. You may also review the USA Hockey insurance coverage at www.usahockey.com and through the CAHA Risk Manager.

No Cut Policy: The WPHA has determined that players cannot be refused the opportunity to play in WPHA based on skill unless the safety of that player is an issue.

5.0 Specific policies and Guidelines.

Officer Registration. All coaches, managers, and Board of Director members will register with CAHA as outlined in the CAHA Policies. There are no exceptions and failure to register is cause for dismissal from WPHA activities.

Levels of Play. The levels of play for the House teams follow USA Hockey guidelines and are tailored to meet the needs of our membership. House players and coaches are USA Hockey registered and follow USAH, CAHA, and CDYHL rules and guidelines. WPHA strongly encourages players to play within their own age group. All House players are automatically registered at the proper division



(U18, U16, U14, etc) based their birth year. WPHA Board of Directors, based on recommendation of the VP Youth, can make the decision to allow a player to play up/down in the age group due to safety reasons.

House Team Player Selection. The VP of Youth and coaches shall assess the ability of all players during evaluations. Procedure shall be consistent with WPHA policies. No House Team player shall participate on more than one WPHA team with the exception of an “All Star” or “Tournament Team”. During on-ice evaluations to determine team rosters players will be evaluated for basic skills: skating, shooting, on-ice awareness, game situation, etc.

1. Eight and under (8U) Mite and Mini-Mite teams will follow USA Hockey Cross-Ice program. Teams will consist of 10-12 players if possible. Teams will be rostered in the 8U division as an “A” -Advanced, “B” -Intermediate, or “C” - Beginner level team. “A” and “B” level teams will participate in cross-ice friendlies or jamborees with other Pikes Peak Region associations in both home and away situations. “C” level team(s) will consist of the beginner level players in which skating and hockey basics will be taught and emphasized. Home ice “friendlies” or “jamborees” will be scheduled by the WPHA. All 8 & under, Mite/Mini-Mites practice session will be conducted in the ADM model with all 8 & under players on the ice at each session. Variation to this ADM model for “A” team players will be reviewed on a case by case basis by the VP Youth Hockey and the VP Scheduler.

2. Squirt (9/10 years), PeeWee (11/12 years), Bantam (13/14 years), and Midget (15/18 years) teams will consist of 15-17 players if possible. The minimum number of players at squirt and above will be 10 skaters and 1 goalie. The maximum number of players at squirt and above will be 18 skaters and 2 goalies. Players will be rostered in their age division as House program “scrimmage teams” or as full participation CDYHL teams also referred to as “playoff teams”.

a. House teams will primarily play games in the Pike Peak Region against our House team partner associations USAFA and CSAHA. Travel will be limited to rinks in Colorado Springs for these events. If an opportunity for a game in an area outside the Pikes Peak Region is available, the coach and parents of the team can decide participation. House teams may be afforded the opportunity for November and December practice ice times through our House team partner association agreement. House games will be recorded on PointStreak as scrimmages.



b. Full participation CDYHL teams are an elective option if enough players are interested. If the parents and coaches in an age division decide to field a full participation or “playoff team” they will be required to play a complete CDYHL schedule in the age division rostered. This will obligate the team to travel to any of the CDYHL association sites for scheduled games. Games will be recorded on Pointstreak as regular games. Full participation teams will be required to incur additional cost to support their team. These costs include purchasing additional “early ice” time in October, November, and December at rinks in Colorado Springs to support practices and some “home” games in the CDYHL schedule. Also parents and families will incur additional travel costs to practices and games. Additional cost to belong to a “full participation” team could easily be in the minimum range of \$400 - \$600 dollars per player. WPHA will fund normal CDYHL fees for full participation teams but will not fund any additional ice costs or registration fees of full participation teams. Full participation teams are also referred to as “travel teams” or “playoff teams” as they are expected to travel outside the Pikes Peak region and they are eligible to compete in the CAHA/ CDYHL playoffs at the Pepsi center or similar venue at the end of the season.

c. Beginner level players, beginner skaters are encouraged and welcome in WPHA. Beginner skaters will start the season with skating lessons and hockey fundamentals. They will practice at Developmental Model practice sessions in which skating ability, checking, puck handling, and overall hockey basics will be taught and emphasized. Beginning players will be continuously evaluated, when a players skill and ability progresses he or she will be allowed to “move up” to the House team in his or her age divisions for practice and games.

Individual Team Rules. Each Coach is responsible for providing all players and parents on that team with a written list of all team rules. Parents and players will acknowledge receipt of these rules, which will be understood and agreed to by all involved. In general, behavior such as fighting, foul language, temper tantrums on or off the ice and stick banging will not be tolerated.

6.0 GAMES/TOURNAMENTS

1. WPHA intends to enter into agreement with other House -Partner Associations in the Pikes Peak Region to host and play non-league house practices and scrimmages. Parents are required to work shifts at tournament events hosted by WPHA. The House player annual registration fees include any



tournaments or games hosted by WPHA. WPHA will provide the awards (trophies, medals, etc.) for hosted tournament(s).

2. WPHA house teams have the option of participating in other (outside) non-league tournaments. WPHA registration fees do not cover fees for other outside tournaments. If a team's parents and coaches desire to participate in another outside tournament they must request approval from the VP Youth Hockey.

House teams may participate in non-league tournaments as determined by the recommendation of the VP Youth and the approval of the board of directors. Normally only events in the State of Colorado will be approved. If approved, the team must fund the participation (raise the funds) on their own. The team will provide the registration fees to the WPHA VP Treasurer and the WPHA VP Scheduler will register the team in the outside tournament through appropriate scheduling procedures. Outside tournament fees are not included in registration fees. Additional tournament expenses are handled within the teams and may place a financial burden on families on that team.

8 and Under. Players at this age level will participate in the USA Hockey Cross-Ice Program of skill development. This program will place great emphasis on the development of skating and basic hockey skills. The USA Hockey Program and Coaching Program shall serve as guidelines for the type of instruction to be emphasized. Modified games (friendlies or jamborees) will be played and players will be rotated through all positions. Any decision to move a player within the 8 and under program will be made after consulting the Coach and VP of House Youth along with the parents of the player involved.

Squirts and older. At this level, positional and team skills, as well as individual skills are taught. The House teams are not competitive hockey. Emphasis will still be placed on instruction and development of skills. Standard USA Hockey rules will prevail except as modified by the CAHA, CDYHL or WPHA.

7.0 PLAYER AND PARENT GUIDELINES

Attendance. Because hockey is a team sport, it is necessary for all members of the team to attend all practices and games. Excused absences should be arranged with your head coach.

Scholastic Guidelines. The Association strongly encourages parents to monitor their child's academic performance. Good grades are of greater long-term value than participation in youth sports. If a player is having difficulty academically, parents are encouraged to take action in the best interest of the child and if necessary and agreed to by the parents and coaches, have the child suspended from the team until the academic situation is improved.



Locker Room. Locker rooms will be supervised by a registered coach, assistant coach, or team manager at all times. In most cases, a responsible adult will be asked by the rinks to trade their car keys for locker room keys. All players are responsible for their own equipment. Parents are not allowed in the locker room. If an 8 and Under needs his/her skates tied, he/she may come out of the locker room to have them tied. Players at the Squirt level and older are responsible for tying their own skates.

Hazing / Initiation Policy. Acts of hazing and/or initiation defined as acts of physical or mental mistreatment intended to intimidate or segregate players by age, ability, or otherwise, will not be tolerated. Players, coaches, and managers who participate in acts of hazing or initiation will be subject to disciplinary action up to and including expulsion from WPHA and or appropriate civil action. The Board of Directors and/or the Disciplinary Committee will review hazing incidents and impose penalties on a case-by-case basis.

Sportsmanship. At all times, WPHA players, coaches, and parents will abide by the Players Code of Conduct of the Youth Division of the Colorado Amateur Hockey Association. Perceived violations should be addressed as detailed in the Concerns and Grievances section of this handbook. Penalties for violations of the Code of Ethics could result in suspension from Association activities.

Hand Shake Policy: Teams, including coaches who are on the bench, will shake hands after each game, unless directed not to by the referees. Only registered/certified coaches are allowed on the bench.

Grievances and Disciplinary Committee. Grievances against players, parents, coaches, or others involved in the activities of WPHA will be subject to these Policies and Guidelines as well as other policies and procedures of WPHA, CDYHL, CAHA, and USA Hockey. The Disciplinary Committees actions are described in provisions in this document and shall apply to all players, parents, coaches, and others involved in the activities of WPHA. The WPHA appeals process will be in accordance with procedures outlined in the USA Hockey Annual Guide

Parents, players, and coaches will be suspended from attending games or practices if they violate the standards of conduct or USA Hockey's no tolerance rules. Examples of behavior that will result in suspension include: yelling at coaches, refs or other parents, stepping on the ice without permission, violating the 24 hour rule, not participating in mandatory tournament shifts, etc.

Grievances / Discipline. Address all complaints to the Team Manager or Head Coach in private. The 24 hour rule must be followed – this means that all complaints or discussions with coaches must wait 24 hours after the applicable



game or practice where the incident related to a complaint arises. If the Coach and/or Team Manager are unable to resolve the problem, they will present the problem to the Vice President of Youth for resolution. If the Vice President of Youth cannot resolve the problem, then the Vice President Youth will bring the problem to the Disciplinary Committee for resolution. At no time should a parent involve other Board members or parents with individual or team problems. If a parent feels that they can not address the problem to the Coach or Team Manager then they should address their problem directly to the Vice President of Youth.

Decisions of the committee shall be final; subject only to appeal to the full Board of Directors of WPHA at the next regularly scheduled meeting or special meeting called by the President for, among other items, a Disciplinary Committee Appeal. The right of appeal is granted to any player, parent, coach, or other affected party in accordance with procedures outlined in the USA Hockey Annual Guide. The appeal must be submitted in writing to the Board of Directors and must provide all relevant facts at least 10 days prior to the next regularly scheduled meeting of the Board of Directors. The Board of Directors shall consider the appeal at the next regularly scheduled meeting. The Board will act in accordance with procedures outlined in the USA Hockey Annual Guide.

8.0 EQUIPMENT

Coaches Equipment. All coaches are required to wear a helmet on the ice. USAH requires all coaches to wear a helmet while on the ice and CAHA imposes suspensions for those coaches that do not wear helmet and the associations that do not enforce the rule. Each coach needs to provide all of their own personal equipment.

Players Equipment. Players need to provide all of their own equipment: USA Hockey approved helmet and facemasks, mouth guard (required for all age divisions), jerseys (see below), shoulder pads, elbow pads, gloves, skates, hockey pants, socks, cup and supporter, shin guards and stick. All equipment should be labeled with the player's name and should be checked monthly by a parent. Skate blades need to be sharpened at regular intervals throughout the season. It is the parent's/player's responsibility to be sure equipment is in good repair prior to practices and games. Coaches have the authority to remove a player from the ice for unsafe equipment.

Team Equipment. WPHA will provide each team with puck bag, pucks, and first aid kits. All team equipment must be returned or replaced at the end of the season.



Jerseys. Each player will be provided a jersey. Each team will be assigned a jersey color. Each player will be able to choose their jersey size at registration and evaluations.

9.0 FUNDRAISING

Tournament Fundraising. The actual cost to put a player on the ice for one season is only partially covered by registration fees. Because of fundraising efforts, WPHA is able to keep fees as low as possible. All parents are required to work during any tournaments hosted by the WPHA their player participates in.

WPHA Merchandise & Sales. WPHA will offer a number of items to sell during the season that will have the WPHA logo on them. All proceeds from these sales benefit all WPHA teams. The WPHA name or logos can not be used by any other entity for re-sale. If a team would like to have the WPHA name or logos on team awards or apparel, the team manager must contact the VP of Publicity / Marketing. Merchandise is for sale through WPHA website.

10.0 PARENT PARTICIPATION

Parent Education Program - CAHA/AVS Cares. At least one parent for each player must register online for the CAHA Parent Education Program. Register online for the season by going to: www.coloradoavalanchecares.com/join/.

WPHA will implement a CAHA sanctioned and approved Parent Education Program (PEP). WPHA President or the designee will be responsible for ascertaining compliance by the Association membership with the goal of 100% compliance.

Each team will have a Team Manager to manage all the jobs that need to be done throughout the year. Each team will be asked to provide two parents to become certified through the City to serve as volunteer Zamboni Drivers for their team. This will help ensure that each team receives good ice quality, prior to a game and has a qualified individual on call.

All of us want to provide the best possible hockey experience for our children. There is a lot of work to be done to make this happen. Get involved! Learn how to run the clock, keep score, plan a party for the kids or do any of the dozens of things that need to be done to make the year a success.