

Western Washington Female Hockey Association

Guidelines and Procedures

Special thanks to the directors of Seattle Junior Hockey Association (2002) for allowing WWFHA to use SJHA's "Blue Book" as a basis for our own guidelines.

Table of Contents

Mission Statement	Page 1
Statement of Intent	Page 1
WWFHA Registration Procedures	Page 2
WWFHA Ice Fee Refund Policy	Page 2
WWFHA Recreational Teams	Page 2
WWFHA Representative teams	Page 2
Team Travel	Page 3
Responsibilities of the team personnel	Page 4
Team Financial Accountability	Page 4
WWFHA Coaching Requirements	Page 4
Codes of Conduct	Page 5
PNAHA Dual rostering policy for female players	Page 6
USAH Locker room policy	Page 6
Zero Tolerance Policies	Page 7
Grievance Communication	Page 7
Spectators	Page 7
Detrimental Conduct	Page 7
Violence	Page 7
Harassment	Page 7
Alcohol and Drugs	Page 7
Vandalism	Page 8
Profanity	Page 8
Bench Encroachment	Page 8
Disciplinary Action	Page 8
Recommended Disciplines	Page 8
WWFHA Disciplinary Board	Page 9
Appeals process	Page 9

Mission Statement

To provide a positive, nurturing environment for the development of female hockey players by offering enduring, long term resources including coaching, team building and funding which will enable girls to learn, compete, and achieve personal goals and athletic excellence.

Statement of intent

WWFHA recreational players are encouraged to participate with other recreational teams registered with USA Hockey during the winter hockey season. This includes practices and games. It is the intent of WWFHA to improve the skill levels of female hockey players in the state of Washington, enabling us to compete successfully at the district and national levels.

The following is a list of policies, procedures and guidelines. In no way shall these supersede the mission statement or our intended efforts to grow female hockey in the state of Washington.

WWFHA Registration Procedure

First Time Enrollment at WWFHA:

First Time Enrollees include the following:

Move in Player: Player who is moving in from outside the Puget Sound Region.

Local Player: Player from another PNAHA Association.

All prospective players: Please go to www.wwfha.com and click on **REGISTRATION**.

The registration procedure is outlined there.

Complete and return registration application to WWFHA at the address shown on the www.wwfha.com website.

Contact info@wwfha.com if further information is needed or 425-641-3265.

Please read the **ABOUT US** section on our website.

WWFHA Program Fee Refund Policy

FIRST installment of Program Fee is refundable following the schedule below:

Players leaving program prior to Sept. 17 th	75%
Players leaving program Sept. 18 th -Sept. 22 nd	50%
Players leaving program Sept. 23 rd -Sept. 28 th	25%
Players leaving program after Sept. 28 th	no refund

2nd & 3rd installment or payment in full: Players leaving the program between Sept. 27th and the last Saturday in February will be refunded no more than 50% of program fees. If a player skates more than 2 weeks in a given installment period, no refund will be issued for that period.

Fees will be refunded for season ending injuries and/or other major considerations. Registration Fees are non-refundable.

WWFHA Recreational Teams

Recreational Teams Equal Ice Time Policy

All recreational team players will receive equal ice time during the regular season, exhibition games and playoff games.

The coach's judgment will be used to allocate equal ice time. Equal ice is not an exact science; it is an approximation and not defined by exact time. Ice time is often determined by stoppages in play, accompanied by shift changes, and can only be managed by coaches' adhering to the spirit of this policy. Gross violations of this policy by "double shifting" or extra shifts will be investigated by the Association and if necessary appropriate intervention with the coaches will be made. In fairness to all recreational players, WWFHA encourages coaches, players and parents to make the Association aware of any coach violating this policy.

WWFHA Representative Teams

Roster: All Rep teams will carry a minimum of 12 skaters plus one goalie. The maximum number of players per rep team is 19 (17 skaters and two goalies).

Ice Time: All coaches should understand they are to develop each player they select, so it is WWFHA policy that all players play a reasonable number of shifts during the course of a game. Exceptions to this policy are:

1. Coaches may bench a player for disciplinary reasons.
2. Coaches are not expected to play team members equally late in an important game if to do so would contribute to the team's losing the game.
3. Extra ice time is earned through effort and rewarded with power play and penalty killing time.

A reminder to the Coaches

You will be developing girls not just for today but for the future of female hockey in western Washington. Winning today cannot be allowed to jeopardize the future.

Family Financial Responsibility: There are significant financial costs associated with rep teams that are additional to the program fees. Families should consider this fact in their decision to participate on a rep team. In agreeing to participate, families are required to meet their financial obligation by contributing monthly to a team fund that includes the following costs:

Coaches' Fees: Each player's family is required to pay a monthly coaches' fee to the team fund. This is not optional; all players must pay this fee to offset the cost of coaching.

Coaches' Airfare: The team will pay the coaches' airfare (maximum 2 coaches) for any tournament approved by the WWFHA Board of Directors.

Coaches' Lodging: The team will pay for 2 rooms (maximum of 3 nights) per team, per trip, not to exceed 6 nights per month.

Team Travel: A team is obligated to fulfill all game commitments made by the coaches and WWFHA directors. The Directors of WWFHA will make the final decision on all trips. WWFHA will actively seek and encourage parent participation in decisions related to extended trips.

Additional Costs: If the coaching staff decides that additional ice for exhibition games or practices is necessary to prepare the team for competition, these costs will be covered by the team.

All Teams

Absences

Players must inform coaches and/or the designated team official of any absences. In the event of an unexcused absence that results in a player missing a portion of or a complete practice, the coach is allowed to deduct ice time from the player.

WWFHA supports your absence for:

- ◆ Medical and family emergencies.
- ◆ Special school activities, such as concerts, field trips, etc. Players need to plan accordingly and manage their time so that they achieve success in school **and** attend practices and games.
- ◆ Special family functions, such as weddings, graduations, etc.

Please make your coach aware of upcoming absences so that he or she can plan team activities and practices accordingly. Please do not abuse this policy; to do so will hurt not only yourself but your team as well. It will be left to the discretion of the coaches and Directors to decide if a player is grossly abusing this policy. Grossly abusing the policy may lead to dismissal from the team.

Team Travel

It is the responsibility of parents or guardians and coaches to supervise players in arenas, hotels and restaurants while traveling as members of WWFHA. Positive and negative behavior reflects not only on the individual, but on our Association as well.

Team managers, with support from the team tournament manager, will make lodging arrangements for the team.

Team travel itinerary: An itinerary will be used to communicate expectations and requirements to all members of each team. The itinerary will include:

- A list of supervisors and their responsibilities
- A complete list of all individuals traveling with the team
- A complete schedule of events including game times, meetings, team meals, etc.

Managers (or their designate) of all WWFHA teams traveling out of town and staying two nights or more will complete the itinerary and email it to WWFHA directors, parents and players prior to departure.

Supervisors' requirements:

1. Players traveling without parents must be assigned to a chaperone for the duration of the trip prior to departure.
2. A curfew must be established for each night of the trip.
3. An adult must be assigned bed check and to monitor the rooms after bed check each night of travel.
4. All players must request permission to be in public, outside of the direct supervision of an adult. (E.g. visiting a convenience store). The duration and location of the excursion must be defined and be agreed upon in advance by player and chaperone.
5. Players on "free time" that exceeds 20 - 30min must be under the direct supervision of an adult and the adult must have knowledge of where the players are at all times.

Responsibilities of the team personnel

Head Coach:

- ◆ To train and instruct individual players and the team.
- ◆ To oversee all team operations and be held responsible for all team actions.
- ◆ To oversee that all locker rooms are picked up after use. No paper, tape or other debris is to be left in locker rooms.

Assistant Coach:

- ◆ To assist head coach with coaching of the team.
- ◆ In the absence of head coach, to assume that role.
- ◆

Team Manager:

The manager may delegate the following responsibilities to parents of players:

- ◆ To be responsible for team jerseys received from Equipment Manager, -must collect jerseys from all players following games and see to or delegate cleaning and care of jerseys.
- ◆ To maintain the team roster by seeing that all players have signed the official roster and that it has been submitted to the District Registrar. Roster should be checked no less than every 4 weeks.
- ◆ To act as intermediary between parents and coaches.
- ◆ Under coach's direction, to schedule all out of league games.
- ◆ To arrange for minor officials at all home games.
- ◆ To retain and maintain all necessary USA Hockey player forms and birth certificates in a team binder and carry at all times.
- ◆ To secure locker room and key for all games. To inform visiting team of location of their locker room and key.
- ◆ To fill out score sheets as instructed by head coach.
- ◆ To forward hotel/lodging information to visiting teams.
- ◆ Other responsibilities as outlined in the Team Manager's Guide
- ◆ **Game Cancellations:** WWFHA requires that notice be given to the opponents a minimum of 3 weeks prior to the game. Games may be canceled or rescheduled within the 2-week period only if the other team is able to schedule a game with another team

Team Coordinator: finance officer:

- ◆ To maintain records of all team money collected - give monthly accounting to head coach, parents, and Association.
- ◆ To make travel arrangements for coaches.
- ◆ Rep. teams only: To collect travel receipts for head coach and one (1) assistant coach; submit these receipts by the 20th of the month in order to receive reimbursement by the 1st of the following month. Final season deadline for travel receipts is April 30th. WWFHA will not issue reimbursements on receipts past this date.
- ◆ To assist with association functions during the season.

Team Financial Accountability

In order to protect the financial integrity of each team's "team fund" or "slush fund", WWFHA will be responsible for the financial accountability of all funds collected by teams. The association's treasurer and the board of directors will serve to protect all interested parties.

- 1 **Monthly Reporting:** The Association will provide all team members with a monthly account balance of expenditures and deposits. It is the team's finance officer's responsibility to provide monthly reports of team finances.
- 2 **Year-End Report:** The Association will provide a year-end statement to all team members at the conclusion of the season.

WWFHA Coaching Requirements

1. Coaches are required to be registered with USA Hockey and to complete the USA Hockey coaching program for the age group they wish to coach. See the USA Hockey website for details.
2. All coaches and assistant coaches must complete an Acxiom background check every three years and a Washington State Patrol background check every season.
3. Any individual assisting the head coach on-ice must be registered and insured through WWFHA each and every year with USA Hockey. She/he must complete the USA Hockey coaching program and undergo a Washington State Patrol background check. All head coaches and assistant coaches must receive approval from the Association.
4. Each team is allowed 1 head coach and up to 3 assistant coaches.

Codes of Conduct

Coaches

Remember that our mission is to provide a positive, nurturing environment for the development of female hockey players. Your job will be to provide quality coaching and team building.

1. Be a positive role model for your players.
2. Winning is a consideration, but not the most important one. Care more about the child than winning the game. Remember that players are involved in hockey for fun.
3. Display emotional maturity.
4. Be alert to the physical safety of players.
5. Be generous with your praise when it is deserved.
6. Be fair and just, do not criticize players publicly.
7. Teach good sportsmanship, respect parents, opponents, and officials.
8. Be patient and understanding, be upbeat and encourage fun.
9. Familiarize yourself with the rules, techniques, and strategies of hockey.
10. Be an effective communicator; do not just yell at the players or officials.
11. Recognize your influence on players and be honest and consistent.
12. Teach the importance and value of teamwork.
13. Emphasize the development of the fundamental skills of hockey.
14. Adjust to personal needs and problems of players.
15. Maintain open lines of communication with your players' parents. Explain the goals and objectives of our Association.
16. Never verbally or physically abuse a player or official.
17. Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
18. Organize practices to be fun and challenging for your players.
19. Be concerned with the overall development of your players. Stress good health habits and clean living.
20. Never use profanity around players, parents, or officials.
21. Adhere to all Association policies.

Players

1. Enjoy and respect the game.
2. Respect your coach, your teammates and your opponents.
3. Do not argue on-ice officials' decisions.
4. Play by the rules.
5. Work hard to improve your skills.
6. Be a team player; get along with your teammates.
7. Try your hardest to win but be a good sport.
8. Learn teamwork, sportsmanship, and discipline.
9. Be on time for practices and games.
10. Never use profanity.
11. Manage your time wisely to fulfill team, school, and family responsibilities.

Parents

1. Encourage, do not force, your daughter to participate in hockey.
 2. Be understanding and supportive of the coaches and the officials. Do not undermine a coach or official to your daughter.
 3. Realize the importance of practice in developing your daughters' necessary hockey skills.
 4. Be positive and encouraging to your daughter. Do not embarrass your daughter by screaming at coaches, players, officials or your daughter.
 5. Teach your daughter that honest effort, good sportsmanship, and teamwork are most important.
 6. Maintain an open line of communication with the coaching staff.
 7. Encourage your daughter to play by the rules.
 8. Set a good example for your daughter.
 9. Never determine the worth of your daughter by whether the team won or lost a competition.
 10. Encourage your daughter to improve her skills.
 11. Remember, children play sports for their enjoyment, not yours. Help make her involvement fun.
 12. Appreciate good plays by your daughters' teammates, as well as those by opponents.
 13. Be a parent not a coach.
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PNAHA Female Dual Rostering Policy (Adopted January 9, 2010)

Part 1:

PNAHA supports the USA Hockey position on promoting female hockey and agrees that in order to promote female hockey, a female player is allowed to register and be a member of both a youth association and a female association.

Part 2:

All PNAHA affiliates will be bound by this decision.

Part 3:

Female players who elect to play for a second association, either a youth association or a female association, will give priority to the association they were first registered with for the current season when game conflicts arise. The player shall advise both associations in writing at the start of the season of their intent to dual roster. 'Register' means register with an association, not rostering on a specific team.

The intent of the USAH policy allowing female players to be double-rostered is to promote the existence and growth of female hockey associations.

USAH Policy on Locker Room Supervision

USA Hockey is concerned with locker room activities between minor players; minor players and adult players; adults being alone with individual minor players in locker rooms; and with non-official or non-related adults having unsupervised access to minor participants at sanctioned team events.

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 present directly monitoring the locker room during all team events to assure 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 with 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. In keeping with USAH policy, WWFHA's policy is that an approved parent will be in the locker room whenever players are in the locker room.

(Note: This is to be inserted between sections D & E of the Policies section of the 2009-2010 Annual Guide on page 35. Subsequent policies will be re-lettered.)

Zero tolerance policies

In line with USA Hockey, WWFHA has adopted the following policies.

To participate with WWFHA as a player, coach, team official, parent or spectator is a privilege. All of the previously mentioned participants must adhere to the policies set forth below to remain members in good standing. Please take the time to familiarize yourself and your family with the WWFHA Zero Tolerance Policies.

Grievance Communication

The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his coaching responsibilities. Parents/guardians wishing to meet with a coach to discuss a grievance must follow the guidelines listed below.

1. Parents/guardians will not approach coaches immediately after a game to air a grievance. To prevent further escalation and poor communication, parents must observe a 48 hour "cooling off" period.
2. Contact the team manager to arrange a meeting with the coach to discuss your grievance.
3. Please be prepared to discuss the issues by submitting an agenda to the manager in advance with possible remedies or solutions.

WWFHA would ask all participants to adhere to the 48 hour "cooling off" period as strictly as possible.

Spectators

Spectators involved with any WWFHA event will conduct themselves with the highest degree of courtesy, integrity, and behavior. Parents and spectators are requested to remain behind the glass areas of the rinks. Parents and spectators are to avoid any contact with the players' bench or the official time keepers' areas, including penalty boxes, unless specifically requested by a member of the coaching staff to be there. The area behind the goaltenders should be avoided whenever possible.

In the event of disorderly conduct, the directors of WWFHA will be responsible for ordering the perpetrators(s) to leave the premises.

Detrimental Conduct

A parent, coach, player or volunteer who engages in conduct that is considered detrimental to the organization its' members and staff may be suspended for these actions. Detrimental behavior includes but is not limited to repeated actions such as violence, statements of violence and aggressive berating, profanity, gestures, behavior directed towards of coaches, spectators, association officials, on-ice officials, teammates or opponents. Inappropriate behavior also includes innuendo, slanderous comments and continual criticism regarding fellow members, coaches, players, and staff. The board shall review any such incidents and recommend disciplinary action if needed.

Violence (Level one)

Violence of any kind will not be tolerated. Additionally, the throwing of any object, by spectators, is prohibited.

Harassment (Level one)

Harassment in any form will not be tolerated. Harassment includes, but is not limited to, unsolicited remarks, gestures, physical contact, slander or libelous acts. Additionally, taunting of players, coaches, officials or other spectators by means of baiting, ridiculing etc is forbidden. Specifically forbidden is harassment of a sexual, religious, racial and/or ethnic nature. Additionally, retaliation and/or intimidation against any individual, who has made a complaint, will be considered harassment. If you are the victim of harassment or know of someone who is, WWFHA encourages you to contact a director immediately.

Alcohol and Drugs (Level one)

Alcohol, drugs and cigarettes have no place in youth sports. WWFHA is committed to providing all our players with an alcohol and drug free environment. WWFHA's Alcohol and Drug Policy will be strictly enforced.

Coaches: As role models, coaches are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol consumed by coaches should be limited to adult establishments. Under no circumstance should a coach interact with the team or a player if under the influence of alcohol.

Players: Any player caught under the influence of alcohol and/or drugs, to be in the possession of alcohol, drugs or cigarettes; or attempting to distribute alcohol, drugs or cigarettes will be immediately suspended until a hearing with the Board.

Parents: WWFHA asks all parents to observe the high standards set forth by our Association at the rink, hotels, and during any WWFHA event. If you are drinking in or around the rink, or you enter the building in an intoxicated state, you will be asked to leave the premises. If you refuse to leave the arena, the police will be contacted and you will be forcibly removed. Please do not jeopardize your child's future with WWFHA by violating this policy.

Any player, coach or official who is knowingly in the presence of the possession or consumption of an illegal or controlled substance will be suspended in accordance with WWFHA policy.

Vandalism (Level One)

Vandalism by any individual in or around the arena will result in an immediate suspension from the Association pending a review by the Board and the incident will be reported to the police.

Profanity (Level Two)

While participating at WWFHA and WWFHA sanctioned events, it is the responsibility of all involved to refrain from the use of coarse language. Clearly in the case of the players, it is the responsibility of the parent or guardian to manage and direct their child regarding appropriate behavior. Parents, coaches and players may be brought before the Board if there are complaints to the Association about their language.

Bench Encroachment (Level Three)

No parent is allowed on or near the team bench, home or away, without authorization by the coach. Parents are not allowed to communicate with players, coaches or staff during games. If there is an injury to a player, the parents will be notified if they are needed on the bench. If a parent desires to approach the team bench, they must first contact the team manager and he or she will make the necessary arrangements.

Parents are not permitted to enter the ice for any reason unless given permission by a team official.

Disciplinary action

Any of the above mentioned offenses could result in disciplinary action.

Stopping of play

An on-ice official can stop the game if any of the above infractions occur.

The on-ice officials will identify violators to the coaches for the purpose of removing parents or spectators from the arena. Once the disruptive individuals have been removed, play will continue. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body and/or WWFHA.

Recommended discipline (Levels 1-3)

Level One

First offense: A thirty-day suspension with a mandatory review and thirty days probation.

Second offense: A ninety-day suspension with a mandatory review and thirty days probation.

Third offense: Suspension from the Association

Level Two

First offense: A five-day suspension.

Second offense: A ten-day suspension.

Third offense: A thirty-day suspension.

Level Three

First offense: A three-day suspension

Second offense: A five-day suspension.

Third offense: A ten-day suspension.

WWFHA Disciplinary Board

The WWFHA Disciplinary Board will consist of three WWFHA Directors. The committee will meet as soon as possible to expedite the resolution of violations.

Appeal Process

All members subject to disciplinary measures have the right to appeal. To appeal a decision by the Disciplinary Board, the following guidelines must be followed:

1. A request to appeal a decision by the Disciplinary Board must be made in writing within 5 days following the board's decision. A written request for appeals should be forwarded to the current President of WWFHA. After 5 days, the right to appeal is waived.
2. Upon receipt, a hearing to review the appeal will be held within five days.
3. The Appeal Committee will render a final judgment within ten days of concluding the review hearing.

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