

AAYHA TEAMS/SKATING PROGRAMS

- **In-House Skating Programs**

Goal Statement: Provide for the opportunity to grow AAYHA through the introduction of new skaters to ice hockey and continue to teach skaters that are not old enough to play Mite hockey.

- There will be a head coach in charge of the entire Initiation Program (IP)
- The intent of the program is to provide a fun and learning environment for new skaters and skaters that do not make the Mite teams.
- There is usually a wide range in ages from 3 years old to 8 or 9 years old. These skaters should be broken in to at least 2 groups based upon age and skill level.
- Group 1 should include all new skaters that either cannot skate or are very limited in their skating. Focus should center on getting the child to move on skates and getting themselves up when they fall down. Chairs may be used initially to help the kids get started but the goal should be not to use any chairs by January 1 of that year.
- Group 2 should include skaters that can skate and get up by themselves when they fall down. These skaters must also be old enough to respond to directions from coaches and perform simple drills. Coaches shall spend approximately 50% of the practice time working on the A&B USA hockey manuals teaching the following skills: inside and outside edges both forward and backward, stopping both forward and backward, forward stride, balance and forward crossovers. The remaining 50% of the time will be spent playing small games such as cross ice hockey, soccer on ice, glove tag and any other games to have fun on the ice while using the skills they are being taught through their drills.
- Some of the coaches at this level are teaching hockey for the first time. The ACE Coordinator will be responsible for making the sure the Group 2 coaches are familiar with the USA Hockey A&B manuals and will attend early practices until the coaches are comfortable with the program.
- No games will be scheduled for any members of the IP. They traditionally play a “scrimmage” against the High School team during Hockey Days. Sometimes neighboring associations have mite “jamborees”. The initiation coach may attend such a function with board approval. Participation would be optional for initiation skaters. Any fees for participation would be paid by AAYHA.

Participants need only supply skates, hockey stick and socks. AAYHA supplies all other necessary equipment.

- **B. TRAVEL TEAMS**

Mite (8 & under), **Squirt A & B** (10 or under), **PeeWee A & B** (12 or under), and **Bantam A & B** (14 or under).

AAYHA supplies all equipment for Mites except gloves, stick, skates, and shoulder pads. AAHYA supplies jersey(s), all other equipment, including breezers, is supplied by participant. Breezers and helmets should be black.

The Vice-President is responsible for team tryouts if necessary.

C. CRITERIA FOR CHANGING SKATING LEVEL

Antigo Area Youth Hockey Move-up Policy

Player “Move-Up” Criteria & Policies

The following criteria & policies have been implemented by the Antigo Area Youth Hockey Association (AAYHA) to ensure that in a rare instance if a player has the skills, motivation, and maturity to competitively compete at a higher level than which their registration age requires them to skate, there will be a consistent, documented process that will be used to justify a “move-up” at any given level in any given year. The following criteria & policies are intended only for a skater that has made a request to skate at the next level up from which their current age requires them to skate at. This document does not pertain to a situation where the Board of Directors foresees an issue with team size for a coming year. Allowing a player to try out for a team that may not meet the minimum number of players will be regulated by other policies. All “move-up” petitions will be accepted or denied by the Board. All move ups will be based on the player’s accumulative scores from tryout evaluations. All decisions are final and CANNOT be appealed.

Player “move-up” Requirements:

1. Parents/Guardians must complete a Player “move-up” Petition Form and return it to the Board no later than 14 days before the first day of scheduled tryouts begin. a. In a case where the player’s parents/guardians are not considered to be one household, both parents/guardians must sign the petition form.
2. A petitioning player must be fully registered and have registration paid in full with AAYHA for the current year in which they wish to petition a move-up. This must be completed a minimum of 14 days before the first day of scheduled tryouts begin.
3. A petitioning player’s family must have no outstanding financial or volunteer hour’s debt from the previous year to AAYHA.
4. A petitioning player must have played the prior year as a registered player with AAYHA in order to petition for a move-up.
5. A petitioning player must be a minimum incoming second year player at the level in which they are trying to move up from.

Player “move-up” Process:

1. All “move-up” petitions will be reviewed and applicants will be notified whether the petition has been accepted or denied based on the previously mentioned criteria. (Input from previous year’s coaches may be used if necessary) The Board will notify the applicants a minimum of 7 days before the first day of scheduled tryouts begin. a. Once the petition has been accepted the player must pick a team to practice with. They can practice with their registered team or practice with the team they are trying

to move-up to. Either team is fine but a player can only practice with one of those teams.

2. A granted move-up is only good for one season. If in two years the player wants to petition to the next higher level they will have to go through the process again.

3. If accepted - a petitioning player: a. Must try out for both the team in which the player is trying to move-up to and the team from which the player is trying to move-up from.

b. Must attend all tryout evaluation sessions.

c. Cannot be placed on a higher level team any way other than through the try out process. i. Cannot move-up a registration level based on missing try outs because of a doctor's excuses, illness, injuries, etc...

d. Can withdraw the "move-up" petition but must do so in writing a minimum of 72 hours before the first day of scheduled tryouts begin.

4. In order for the player to be rostered on the "move-up" team they must: a. Score as one of the top five (5) players on the team based on evaluation scores from all the tryouts for that level. Goalies must score as the top goalie for that age level.

b. Pay an increase in registration cost and volunteer hours if applicable.

c. Commit to that team for the season. Once tryouts are done if the player makes the team they cannot move back down to a lower team level. This means if you make the Peewee "A" team and you want to go back to the Squirt "A" team or play on the Peewee "B" team you cannot move. You must commit 100% to the team you make when you sign the "move-up" petition form.

5. Due to some players being eligible for both Bantams and High School teams all Bantam teams will be created and announced once the High School teams have been selected.

a. Teams will be created using the above criteria once all players eligible for High School or Bantams select the team they will play for that season.

b. Bantam teams will be based on remaining eligible players.

6. Coaches have the right to notify Ace Coordinator to evaluate said player before December 31st if they feel it is not in the skater's best interest to play at the higher age group.

7. Exceptions to this rule can be made on a case by case basis when presented to the Board in person by October board meeting.

• OFFICIALS

• Vice-President's Duties

a. The Vice-President's duties include recruiting, scheduling, and general supervision of on-ice officials for AAYHA home games. The Vice-President can delegate referee scheduling pending AAYHA Board of Directors approval.

• The Vice-President (or referee scheduler) has approval to assign the 2 or 3 person officiating system, to insure competent officials are on the ice for all games. The Vice-President has approval to hire non-members to officiate when needed. Mileage to traveling officials will be set with the pay schedule.

- The Vice-President (or referee scheduler) will conduct a pre-season meeting to recruit officials and review the USA Hockey exam by November 15th each year.

2. Off-Ice Officials

Each coach will schedule off-ice officials (penalty boxes, scorekeeper, timekeeper, zamboni drivers) for their team’s home games. A USA Hockey manual for off-ice officials and a rulebook will be kept in the scorer’s booth.

- **Pay Schedule for On-Ice Officials**

The pay schedule for on-ice officials will be approved by the AAYHA Board of Directors at a September or October meeting, from recommendation by officiating committee.

Fee Schedule

Level 1	Mite/Squirt \$12	PeeWee/Girls 15U \$14	Bantam \$
Level 2	Mite/Squirt \$14	PeeWee/Girls 15U \$17	Bantam \$22
Level 3	Mite/Squirt \$16	PeeWee/Girls 15U \$20	Bantam \$24

Out of town referees will be paid at the state published rate.

Referees 18 years old and under must wear helmets with ½ shields.

- **USA Hockey Guidelines**

AAYHA will use USA Hockey guidelines for assigning game officials. Only USA Hockey registered officials will work AAYHA official games.

- **Reimbursement**

AAYHA will re-imburse AAYHA member officials for their USA Hockey registration and Wisconsin Hockey Officials Association dues, upon successful completion of all registration requirements. Refs must supply a copy of their ref card to the treasurer to receive payment.

- **Benefits**

Referees get a free meal (1 beverage and 1 food item), from the kitchen, after each game they ref.

COACHES

- **Application and Selection Procedures**

1. The Vice-President coordinates applications and nominations for coaching candidates. The Vice-President functions as a liaison between the AAYHA Board and the coaches.
- Anyone is welcome to apply for a coaching position. At the time of application a background check form (USA Hockey/Wisconsin Amateur Hockey Assn. Sexual and Physical Abuse Policy) must be completed, once the background check is passed the applicant will be added to the list of potential coaches.
- The AAYHA Board of Directors will select coaches by voting at a Closed Board meeting. Coaches are strongly encouraged to have their letters of application in by the August meeting. The Board will consider USA Hockey coaching level attained, years of coaching experience, general hockey experience and other relevant factors when selecting coaches.
4. Coaches are governed by the AAYHA Board of Directors with input from the ACE Coordinator and the Vice-President.
5. Non-parent travel **head** coaches may be paid a salary as approved by the AAYHA Board of Directors after coaches are selected. No mileage reimbursements to non-parent coaches. Coaches may be re-evaluated by Ace Coordinator. If a coach does not fulfill coaching duties for any reason, compensation will be pro-rated.

6. Non-parent head coaches will be reimbursed hotel expenses for 1 away tournament and a State Tournament.

Pay schedule: \$400/\$500 Squirt, \$500/\$750 PeeWee, Girls (unless paid for by High School), \$750/ \$1000 Bantam. Pay ½ at start of season, second ½ at end of season along with evaluation by ACE Coordinator and Board review. *Coaches Pay Scale will take into account coaching level attained and year experience coaching in this association.

- **ACE Coordinator/Hockey Development Committee**

An ACE Coordinator has been appointed by the Board of Directors whose duties include:

- Organize and develop, at a minimum, two coaching workshops for all coaches and instructors prior to the start of the season.
- Evaluate and/or supervise, offering constructive criticism, at a minimum, two practice sessions per team. First evaluation to be held before December 31st, with follow up evaluation(s) at “ACE” Coordinators discretion.
- Plan, Develop and Organize Specialty Clinics
 - Checking, power skating, stick handling and goaltending will be held during summer and fall camps.
 - Dry land training lesson(s) held prior to skating season.

- Goaltending clinics will be held periodically during hockey season (minimum of 4).
- Establish and maintain an association resource center for coaches, instructors and players.
- Though “ACE” Coordinator serves as support, resource and overall aid to all coaches and instructors, the AAYHA Board of Directors retains full control in selection of coaches.
- “ACE” Coordinator may recruit help in administrative duties, camp, clinics, and workshops. Any monetary settlement rendered, to non-member specialists recruited, must be pre-approved by AAYHA Board of Directors.
- **Coaches Responsibilities**
 - Anyone can be nominated to be a coach.
 - Names of candidates for each group (Bantam B or Bantam A, etc.) are then voted on by the AAYHA Board of Directors. The Board will take into account the qualifications of the candidates as they select their coaches. Those candidates with the most votes at each age group are the coaches for that season. The selected coach must then provide certification in accordance with USA Hockey rules.
 - c. It is strongly advised that the Head Coach designates an Assistant Coach or Coaches. Head Coaches must identify a person that will serve as the Head Coach in their absence. (Any coach on the bench must have certification in accordance to USA Hockey rules.)
 - d. Maximum number of games played and the location of those games will be established by the Board.
 - e. Coaches will have some input as to when and who they will play.
 - f. Coaches must attend preseason clinics put on by the ACE Coordinator.
 - g. Coaches must conduct 2 or more practices per week.
 - h. Coaches will be evaluated twice by the ACE Coordinator and/or the Director of Coaches by the end of December.
 - i. Coaches will abide by the “Fair Ice Policy” as developed by the AAYHA Board – Sept 6, 2006
 - Coaches, players, and parents must follow AAYHA disciplinary guidelines. Coaches may develop additional guidelines for their respective teams.
 - Coaches will be able to implement their own team strategy. For example: fore checks, power plays, breakouts, etc. Bantam coaches will work closely with the High School Coaches and begin implementing some of the High School systems.
 - Coaches will be monitored and evaluated by the ACE Coordinator and/or Director of Coaches. If they perceive a problem, they will intervene.
 - Coaches must hold a preseason parents meeting and hand out “Fair Ice Policy”.
 - Coaches are working for AAYHA and are governed by the AAYHA Board of Directors.

- o.....**Coaches will determine if other registered skaters may participate during any scheduled practice for his/her team.**

5000 RINK RULES

A. Ice Usage

- Practice schedules for all teams will be determined at the pre-season coaches meeting. This includes practice times when there are home high school hockey games.
- Additional ice time can be scheduled on a first come-first served basis with games taking priority over practice but **MUST** have approval by scheduler.
- Ice may be used by any Association member provided there are six member skaters with adult supervision and **MUST** have approval by scheduler.
- The ice must be resurfaced after every use.
- Ice is available for rent at the current rate of \$100 per hour for local groups of \$125 per hour for out of town groups. \$1,000,000 proof of liability insurance must be furnished before renting.
- Last group practicing is responsible for securing the building and turning off the lights.
- All area schools are allowed 4 hours of complimentary ice, non-peak time, to be used for phy-ed or recreational purposes.
- All Players and coaches must follow posted rules for weight room and shooting room.

B. Keys

Any person signed out a Multi-Purpose Building key(s) is responsible for said key(s) care and return at the end of the season. Any person who loses their key(s) is financially responsible to replace the locks of the building.

C. Indoor Rink Rules

- No children under the age of 14 allowed on the ice while the Zamboni is on the ice, excluding referees.
- Spectators must always stand behind the plexi-glass.
- Any children on the benches or in penalty boxes must wear helmets.
- Children in the score booth must be supervised by an adult.
- Game lights are to be used only during games. Practice lights will be used for all other times.
- Anyone may turn on the heaters(with timers) over the bleachers, **during games only. No heaters turned on during practice time.** A donation is requested to defray the costs.
- No skates without guards are allowed on the bleachers at any time.

- Rink clean up runs from Monday through Sunday and includes High School games. Schedule will be posted on bulletin board, and is by team.
- No noisemakers are allowed in the bleachers.
- Unruly fans will be asked to leave the building. AAYHA has implemented the USA Hockey “Zero Tolerance Policy”
- Off-season activities in the rink area must have the approval of the Board

MISCONDUCT: Alleged improper conduct by any member, including players, parents and coaches, on or off the ice is subject to review by the Disciplinary Committee. If an alleged violation occurs, a written notification explaining the details must be delivered to a Board or Committee member by the complainant with 48 hours or as soon as possible following the alleged violation. The Committee will then, under the guidelines of *Robert’s Rules* Disciplinary section, make a recommendation to the AAYHA Board to act upon.

6000 FAMILY RESPONSIBILITY

A. Voluntary Hours

1. Each skater is required to work 25 volunteer winter hours from Sept to April, **of which 3 hours are for rink setup and 3 hours are for rink tear down.** There is a maximum of 75 hours per family, except new members (see below #4).
2. Each AAYHA family is required to work 10 summer hours, **to include 2 hours at rink setup or rink tear down.**
3. Winter volunteer hours may be bought out at time of sign-up for a flat fee of **\$500** per family in addition to skater’s sign-up fee, at registration. All members, who do not take the initial **\$500** buy out are billed, \$20 per hour for each hour not completed during the season payable before skater is allowed to skate the following season.
 - New members are excluded from volunteer and summer hours.
 - Senior skaters are not required to work volunteer hours.
 - All association members are required to work their home tournament and/or state tournament during their scheduled shifts.

B. Dues

Standard dues:

- New Member First Year skaters are free.
- Second Year and Up Initiation \$60
- Mite \$90
- Squirt \$105
- PeeWee, Bantam, High School, Girls \$120
- Senior AAYHA member \$95
- Senior USA Hockey non AAYHA member \$10 per session
- College Students* (**See #2 or #4 and #5 below**) \$60
- Tier 1 \$120

Dues may be paid in full upon registration or in 3 equal installment payments; Oct 1, Nov 1, Dec 1. Any winter/summer volunteer hours, including kitchen shifts, not completed for the previous season are billed at \$20 per hour and are due, in full, at registration. Any NSF fees, fund raising money, community cards, etc, still owed from last year is due, in full, at registration. Any person wishing to “buy out” 25 winter volunteer hours of obligation may do so for **\$500**, paid in full, at registration.

Exceptions to standard dues:

1. Coaches skating on Senior A or B team, no dues, no hours.
(Must be committed and actively participating in current year, also certified)
 2. Alumni Game ONLY: No dues, no hours
 3. Associate Member (No skating privileges): no hours
 4. College Students: No hours (Skating limited to school breaks)
 5. College Girls 19: No hours (Skaters do not practice during the week.)
 - 6. Dues will be prorated for anyone signing up after the season begins, or if after February 1st a flat fee of \$50 will be charged plus the USA Hockey insurance fees.**
- In order to qualify for reduced winter/summer hours, skaters must participate in Orientation Program. Failure to complete Orientation Program results in loss of reduced hours with skater now responsible for standard winter/summer hours. For specifics on Orientation Program contact current Chairperson.

C. Kitchen Shifts

1. Kitchen hours are posted in the AAYHA newsletter. If you cannot work your shift, you must find your own replacement and notify the kitchen chairperson of this change. Persons failing to follow this procedure and not working their shift will be billed \$20 per hour payable within 1 week or skater is not allowed to skate.
2. **14** or older to work in the kitchen, only 2 such teenagers are allowed at one time with advance notice given to the kitchen chairperson. Clean-up instructions are posted in kitchen and all last shift workers are asked to make certain everything is clean before leaving.
3. All mentors should be AAYHA **current or past members**.
4. Mentors do not have to work with the mentee in the kitchen.
5. The Kitchen allows prepaid accounts to all AAYHA families. Cards need to be filled out and approved by an adult member of the family.

D. Rink Clean Up

1. Each team is responsible to keep building clean. This schedule is posted on the bulletin board and runs from Monday to Sunday evening. The clean up schedule includes **open skates. The High School team is responsible for clean up of the bleacher area following each home game.** Only tournaments are excused, as tournaments are the responsibility of the home team.

2. Cleaning tools (brooms, etc.) can be found in the hallway leading to the back locker rooms.
3. Responsibilities include bleachers on and underneath, locker rooms, clover room and complete rink area.

E. Fines

1. Missed kitchen shifts: Anyone not showing up, without finding a replacement, for their scheduled kitchen shift will be billed \$20 per hour. Bill must be paid before skater can participate in practice or games.
2. Jerseys, Breezers, Initiation Equipment, and Goalie Equipment
Any skater not returning AAYHA issued property by cut-off date will forfeit any deposit made for said material.

Equipment turn-in Deadline according to the newsletter.

3. There will be a \$20 charge for any checks returned for non-sufficient funds (NSF).

F. Hockey Days – The PeeWee Teams are responsible for planning

Hockey Days is held the weekend, the High School team has a Saturday game, which normally is in January. Every AAYHA team is attempted to be scheduled, at least once, during this weekend (Initiation through Seniors). Saturday evening AAYHA hosts a pot luck dinner for all members and families, to include the opposing teams (Food schedules are printed in the monthly newsletter). All teams need to provide helpers to set up and take down for Saturday's events. Booklets are printed and distributed. Many extra volunteers are needed during this weekend. Contact the Chairperson if you can help.

7000 FINANCE

A. Fund Raising

Signs: Banners are hung by area businesses and groups for a fee of \$200, for the hockey season. The first banner is paid for by AAYHA. Subsequent banners are paid for by the sponsor.

Century Club: Any business, group, or individual can become a Century Club member for a minimum fee of \$100. A nameplate is printed and placed on the Century Club plaque, which hangs near the kitchen area.

Fall Sales: AAYHA members will participate in a fall fundraiser. (except new members)

Additional Fund Raisers: Will be run as needed.

50/50 Raffles: Raffles are allowed during team tournaments. The money collected from these raffles is used to offset expenses for the individual event.

B. Kitchen

Our Kitchen is our largest source of income. Kitchen will be run by a committee of 4 total – the Chairperson and 3 member's. The Chairperson is required to be a standing Board member. The Chairperson will run the meeting and delegate tasks and report to the Board at the Board meetings. Families are scheduled for shifts which are listed in the monthly newsletter and posted on the website. The funds collected from concession sales are deposited on a weekly basis. Bills are paid on a monthly basis, after receipt of statements (Only food items and supplies are paid for by the Kitchen). A balance of \$1000 is maintained in the account at all times. Excess funds are paid to AAYHA to be deposited in the general fund.

8000 ADMINISTRATIVE

A. Hours Per Position

President	All hours
Vice President	25
Treasurer	50
Secretary	25
Board of Director	25
Scheduler	50
Kitchen Scheduler	All hours
Head Coach	50
Assistant Coach	25
Team Manager	10
Tournament Director	25
Association Registrar	50
Zamboni Ticket Seller	1 per ticket sold
Newsletter	25
Jerseys	25
Equipment	25
Bathroom	All hours – also exempt from kitchen schedule
Zamboni Team Driver	1 hour per session
Buildings and Grounds	All hours
Skate Sharpener	10
Zamboni Chair/Banquet	Summer hours (up to 3 people)
Bleacher Chairperson	15 summer hours
Hours	25
Signs	25
Century Club	10
Mentor	5
Kitchen Chairperson – Board member	- All hours – also exempt from kitchen schedule, dues paid, summer camp for 1 skater.

B. Refunding of Dues

Fees for anyone who had decided to drop out of the Association will be pro-rated and a refund will be made upon written request.

C. Newsletter

AAYHA may print a monthly newsletter **via email**. Anyone may contribute to the contents of the newsletter. All non-editor contributions must contain the author or name of person submitting the information.

8000 Administrative

D. Mel Anderson Award

This award is given to the skater that best exemplifies the sport of hockey and the spirit of AAYHA on and off the ice. Written nominations are voted on by the Board of Directors at the March Board Meeting, with the recipient being presented with the traveling plaque at the Spring Banquet. This award is in memory of Mel Anderson.

E. Hall of Fame Award

This award is given to the person(s) who fit the following: Dependability, reliability, family oriented, interest in the program, ambassador for organization, dedication, continued interest over the years, role model for all. If you know of a person who fits this description please send a written letter on recommendation to include: Offices held, jobs done, time for organization. The presentation is made at the Spring Banquet by the previous year's inductee. This award is voted on by previous Hall of Fame inductees at a meeting in March.

F. Missed Board Policy

All AAYHA Board Members are expected to attend all Board and General Meetings. This is a commitment you agreed to when you accepted nomination or appointment to the AAYHA Board.

It is necessary to have good attendance at all meetings to decide very important issues regarding AAYHA.

If an AAYHA Board Member has missed 3 or more Board and/or General Meetings in a year, due to unexcused absences they may be asked to resign by the current AAYHA President, with Board approval.

An unexcused absence shall be defined as failure to notify the AAYHA President prior to the meeting as being unable to attend, whether Board Meeting or General Meeting.

G. Equipment Purchases

All equipment (goalie, jerseys, breezers, helmets, elbow pads, shin guards, etc.) may be put out for bids, upon request from committee chairperson and approval of AAYHA Board of Directors.

H. Bylaws

9000 TOURNAMENTS

• Fees

Fees allowed for away tournaments total up to \$500. Fees charges for home tournaments will be **Mites \$275** and all others \$475. Sponsorship fees will be \$500 for an 8 team tournament, which will cover trophies, referees, and mixers. **The tournament director may reduce tournament fees at their discretion to fill openings.**

B. Tournament Director

Head Tournament Director will be appointed by the President, responsibilities will include: setting dates for home tournaments, purchasing awards and patches, reserving hotel rooms, advertising in Magazines, etc.

Team Tournament Directors are selected and responsible for the organization of individual tournaments, collection of monies after registering teams, scheduling games, score booth operators, penalty box workers, zamboni drivers, hospitality room, mother's buttons, players gifts, programs, raffles, and referees.

C. Tournament Clean-Up

Team/teams hosting tournaments are responsible for rink clean up following Sunday's last game as well as during the weekend.

D. Tournament Income/Expenses

Mixer expense limits - \$300, Awards - \$250. **Each home team is responsible for \$500 in sponsorship.**

All income generated from tournament fund raising must be turned into treasurer. All expenses incurred by tournament will be dispersed by check from treasurer. The tournament needs to report to AAHYA on tournament results.

END