

**WAHA**

**2017  
2018**

# LOCAL ASSOCIATION CALENDAR

DRIVE ★ LEADERSHIP ★ FOCUS





## **LOCAL ASSOCIATION GUIDELINE AND CALENDAR**

**The following is a guide and calendar of events designed to assist local association officers and board members in their endeavor to provide and promote a quality Hockey experience for Wisconsin Youth, Coaches and Officials.**

On behalf of the over 37,000 Wisconsin Hockey Players, Coaches, Volunteers and Officials, thank you for taking the time to make the game of Hockey more accessible, safe, and most important, fun.

Whether you are a new member of your local associations Board of Directors or a seasoned official who has been around the game since it was played on frozen ponds with wooden sticks, the decisions and directions you take have a profound impact on today's youth. Please take this responsibility seriously. Your ideals must be in line with those of your Association, Wisconsin Amateur Hockey and USA Hockey in order to promote play that's fair to all. USA Hockey is over a 1,100,000 member organization that governs the game of Ice and In-line Hockey. Wisconsin Amateur Hockey Association (WAHA) is a state affiliate made up of some 29,000 players, 1,234 officials, and 3,132 coaches and volunteers. These members elect a volunteer board representing 6 regions of the State to serve at the pleasure of the electorate. You are WAHA, and your participatory leadership is critical to our game.

The following lists of activities and reminders may not encompass all the tasks you may need to include in your own undertaking. Add to this as you pass it along to the next board or officer.

**WAHA distributes a Guidebook/ Directory on an annual basis. Your association receives copies of these booklets. Specific dates are listed inside the front cover. All bylaws, rule and regulations are covered as well.**

### **IMPORTANT RESOURCES**

[wahahockey.com](http://wahahockey.com)

Click on "About WAHA" to access the WAHA Annual Guide. This contains rules, regulations and bylaws.

Click on resources for questions on screening, SafeSport, concussion info and USA Hockey resources.

# PRE SEASON REMINDER TO PRESIDENTS & COACHES

- 1.) Register for USA Hockey, complete SafeSport Training and background check (every two seasons) as well as your age-specific module prior to participation on-ice or off-ice in program. Attend coaching seminar by 12/31.
- 2.) Manage and communicate team expectations to players and parents for the upcoming season:
  - ▶ Make sure that athletes, coaches, parents are aware of and understand their applicable codes of conduct.
  - ▶ Post and distribute the association's locker room policy.
    - Co-Ed: appropriate arrangements should be made if the team consists of both male and female players. If more than one locker room is used, you will need more than one locker room monitor.
    - The use of a mobile device's recording capabilities must be regulated.
  - ▶ Confirm that your team has locker room monitors as required by USA Hockey.
    - All USA Hockey programs must have at least one responsible screened and trained adult (which may include coaches, managers or other volunteers) present monitoring the locker room.
    - The Monitoring and Supervision of Locker Rooms handout is available as an additional resource.
  - ▶ Keep in mind it may be important to have an electronic communications policy.
    - Emails and text messages from a coach to any minor participant must be non-personal in nature and include a copy to the player's parents.
    - Coaches are prohibited from connecting with minor participants through their personal social media applications (examples include Facebook, Twitter, Instagram, Snapchat).
    - Any official organization or team page must include access for parents.
  - ▶ If your team travels, ensure that there is a travel policy in place.
  - ▶ Have association share instructions on how to report policy violations and/or the grievance process.
  - ▶ Distribute the name and contact information of your local SafeSport Coordinator with players and parents.
- 3.) Reporting responsibilities regarding SafeSport:
  - At a minimum SafeSport reports should be sent from your association to the Affiliate SafeSport Coordinator. A list of Affiliate SafeSport Coordinators can be found here: [www.USAHOCKEY.com](http://www.USAHOCKEY.com) (Affiliate SafeSport Coordinators).
  - If a situation involves physical abuse, the program should notify law enforcement as well as the Affiliate SafeSport Coordinator and the National Office.
  - If a situation involves sexual abuse or misconduct, any Covered Individual is required to report to law enforcement as well as the U.S. Center for SafeSport
  - Reports to the U.S. Center for SafeSport may be made by (1) completing an online report to the U.S. Center for SafeSport at [www.safesport.org/response-resolution/report](http://www.safesport.org/response-resolution/report), or by (2) calling 720-524-5640.

# RESOURCES

Bullying affects everyone involved. Whether the child is the target, a witness, or the person who bullies, the end-result is that everyone feels less safe. We understand that you became a coach because you love the sport and enjoy working with and teaching young people. We appreciate your passion! However, it is important to recognize that you may be called upon to manage negative behaviors and issues that arise on your team.

- Coaches should put an emphasis on team-building and creating a “family” atmosphere. This can reduce the chances that bullying will occur and create a cohesive team experience that will benefit everyone. One of the best protections against bullying is a sense of belonging and connection.
- Let your staff, parents and player know that if they witness bullying or any other inappropriate behavior (whether the target is their child or not), they should arrange a conference with you or the program director to communicate what they have seen or heard and ask the coach/program to take measures to stop the misbehavior.
- Sometimes you may see actions by older players that seems harmless. Remember if the behavior has a power imbalance (like a group of players ganging up on one player), is intentionally hurtful and repeated, you may be witnessing bullying behavior. Check it out!
- If you think a player is being bullied, talk to the player and tell them what you have noticed by providing specific details (hanging out alone, missing articles of equipment, level of play has decreased, interest in game has decreased). Then listen to the player. Discuss your concerns with the player’s parents and the association’s SafeSport Coordinator.

Below is a list of online resources that can further assist you and your team:

- ▶ Guidelines for preventing misbehavior: <https://www.psychologytoday.com/blog/coaching-andparenting-young-athletes/201512/disciplinary-problems-and-bullying-in-youth-sports>
- ▶ Coach’s Guide to Bullying in Sports: <http://www.active.com/mountain-biking/articles/coach-sguide-to-bullying-in-sports>
- ▶ Differentiating between rude, mean and bullying behavior: [http://www.huffingtonpost.com/signe-whitson/why-bullying-is-the-new-little-boy-who-cried-wolf\\_b\\_6509816.html](http://www.huffingtonpost.com/signe-whitson/why-bullying-is-the-new-little-boy-who-cried-wolf_b_6509816.html)

Rude = accidentally saying or doing something hurtful.

Mean = saying or doing something to hurt a person on purpose, once or maybe twice.

Bullying = cruel behavior, done on purpose and repeated over time, that involves an imbalance of power.

- ▶ Common views and myths about bullying: <http://www.pacer.org/publications/bullypdf/BP-1.pdf>
  - ▶ What to teach young athletes about bullying: <https://www.psychologytoday.com/blog/coachingand-parenting-young-athletes/201702/what-teach-young-athletes-about-bullying>
- Reports to USA Hockey may be made by: (1) clicking on the “Report to USA Hockey” link on the USA Hockey SafeSport Program webpage ([www.usahockey.com/safesport](http://www.usahockey.com/safesport)), (2) emailing report to [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org), or (3) calling 800-888-4656.

**All coaches must complete SafeSport training before having contact with players. Everyone who has regular or frequent contact with player(s) must be screened before having contact.**

## **September**

*The season is fast approaching. Now is the time to start corresponding with your membership. Sending post cards and emails are important in order to remind players and parents that there will be upcoming registration deadlines and that there timely action is critical.*

- **September 1, - Application Due for Grass Root Grant**
- **Sept. 8 — WAHA Board Meeting, Eagle River, 9 a.m.**
- **Sept. 9 — Wisconsin Hockey Hall of Fame Golf Outing, Eagle River, 8 a.m.**
- **Sept. 9 — Wisconsin Hockey Hall of Fame Induction Banquet, Eagle Waters Resort, 5:30 p.m. social, 7 p.m. dinner**
- **Sept. 18-24 — 2 Plus 2 Welcome Back**
- Complete the online training for the November 7 Try Hockey For Free Day - Prepare marketing plan for upcoming “Try Hockey For Free Event”. Customize provided artwork for posters and flyers to get the word out for Try Hockey For Free
- Send mailing (email) out to membership
- Apply for raffle license and permits with the State or local Municipality
- Post updated info on Web
- Schedule league meetings
- Officials clinic, recruit officials, inform current officials of upcoming seminars
- Contact photography company on team pictures
- Attend Region meeting, at least two officers should attend
- Notify coaches of certification requirements
- Approve coaches and go over the Criminal Background procedure with them
- Arrange meeting with area association presidents
- Inventory dry-land and other training equipment to insure it’s safe and in working order
- Check with coaches on equipment needs
- Inventory Jerseys and equipment
- Meet with Rink officials on season schedule
- Order USA-Hockey Official Game Sheets
- Prepare material for parent meetings
- Post try-out schedule on web and rink
- Notify coaching coordinator of try-out times
- Register the new President and SafeSport board member with Protect Youth Sports
- Check to be sure Back ground checks are up to date
- Ask Banks and Business’s with informational signs to post your
- Try-outs or Registration info.
- **Review your locker room policy**
- **Schedule locker room supervisors and hold meeting to discuss the importance of vigilant supervision**
- Coaches & Team Members need to register with USA Hockey to obtain a registration number before applying a background screen
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All coaches, board members, employees and anyone having regular or frequent contact with kids must be screened. Screens must be completed before coaches have contact with players.

To complete a screen, the candidate goes to **WAHAhockey.com** ; clicks on resources, then background screening.

All coaches must complete Safesport training before having contact with players.

## October

*Hockey is a sport that should be inclusive of all. In the spirit of competition, we must select teams that represent our best in a fair and open manner. The try-out should be objective and transparent. Board members do not need to participate in the selection, but should over-see it to insure fairness. It should be the President or officers responsibility to inform the parents of player placement on teams. Be sure and distribute the WAHA Guidebook to your team coaches, Mangers and Board. These books have the answer to almost every question that will come up in the next few months.*

- **Oct. 1** — By this date, teams wishing to enter Tier I USA Hockey National/Regional Championships must pay WAHA playoff fee to the WAHA Treasurer.
- **Oct. 7 - 8** — **Girls Hockey Weekend**
- Post Try-out dates and times, pucks, cones and penne's needed
- Post season player cost
- Arrange Dry-land orientation for coaches
- Meet with Presidents of neighboring associations
- Arrange for ice time and schedule room for parent meetings
- Fund raising material needs to be printed
- Distribute WAHA directories, USA Hockey dir. And Insurance policies
- Remind members to register with USA-Hockey
- Download and distribute Code of Conduct, Waiver and Consent forms
- Assign Board members to insure fair and supervised tryouts
- Prepare packets for team meetings
- Check with coaching staff on equipment.
- Register Tournaments with WAHA
- President or officer notifies parents of kids who are cut from teams
- Contact tournament sponsors to discuss tournament requests etc
- Payment due for teams wishing to enter USAH Championships
- Arrange to put on Parent orientation
- Make sure criminal background checks are done on all coaches and volunteers as required
- Make sure coaches cards are up to date
- Make sure Referee in Chief has adequate referee's for year
- Send checks to host tournaments
- Review all game sheets
- Make sure Team Mgr's send Game Sheets to President or officers for review
- Let Team Mgr's know they need to contact President on Player misconduct
- Make certain board has completed on-line SafeSport training prior to season start
- Go to **usahockey.com/safesport**; click on **safety**, then click on **SafeSport**, then **SafeSport Training**. The training support page will open and walk you through the process.
- Review locker room supervisor schedules
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WAHA & USA Hockey have ***ZERO TOLERANCE*** bullying, hazing or abuse.  
Locker room supervision is essential to insuring that there is a safe  
environment free of these issues.

## **November**

*Parent Meetings are important in order to chart a course for the season that will be free of conflict and will embrace an environment of respect for Players, Coaches, Officials and Opponents. Parents need to know that it is no longer their responsibly to coach from the sidelines and that ridicule of any player, coach or official is unwarranted and unwanted.*

- Nov. 4 — Try Hockey for Free
- Nov. 15 — **LAST DATE TO ENTER STATE TOURNAMENTS.** Teams wishing to enter WAHA State Tournaments must be registered & entry fees paid by this date.
- Nov. 15 — **Deadline for Concussion Compliance Forms to be completed (forms on-line at wahahockey.com)**
- Nov. 15 — **By this date, teams wishing to enter Tier II USA Hockey National/Regional Championships must pay WAHA to the WAHA Treasurer.**
- Nov. 15 — **Last date for all associations to submit Player Rosters for all levels of competition.**
- Nov. 15 — **Last date for completing Concussion Education Requirements.**
- Nov. 30 — **Deadline for Pilot Project Registration**
- Check Rosters and distribute rosters to Board
- Maintain copies of rosters in case tourney Dir call
- Attend all try-outs and team selections
- Coordinate parent meetings
- Put an emphasis on parents not coaching from stands and complaining about officials
- Hold dry-land orientation.
- Review and make changes to coaches evaluation
- Contact parents of kids cut from teams immediately for explanation
- Review WAHA policy on conduct with officers
- Be sure to set up Parent Education programs
- Get team parents info published
- Start campaign to solicit donations for tournaments
- Bill Tournaments Sqt USA-H registration and equipment
- Make sure criminal background checks are completed and coaches have completed SafeSport
- Have coaches check their kids equipment to evaluate kids in need
- Be sure team parent or coach reviews code of conduct with kids, hazing policy etc
- Check dry land equipment for damage and safety issues
- Make sure Insurance policies are up to date
- Review game sheets for untoward penalties and checking from behind etc.
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## December

*At the midway point of your season, check the pulse of your organization. Be sure the integrity of your organization is intact. By now you are aware of how your teams compare to that of your rivals, but more important how do your rivals compare your organization to the standards of respectful fair play. Officials at the level 2,3, and 4 need their test to be complete to work the State Tournaments.*

- Dec. 7-8 — WAHA Committee Meetings, Jefferson Street Inn, Wausau
- Dec. 31 — Level 2, 3 and 4 officials must be completely registered with both USA Hockey and the WHOA by this date to be eligible to officiate any State Playoff or State Tournament games.
- Dec. 31 — Deadline for completion of all levels in the Coaching Education Program.
- Send reminders out on year end deadlines
- Bring rosters for all levels to board for approval
- All player rosters must be submitted by the 31st for all levels of competition
- Send out nomination papers for board positions.
- Remind all levels that rosters are active until conclusion of state tournaments
- Meet with rink manager on future state tournament bids
- Send out mid-season coach evaluations
- Make sure tournament director has everything in place
- Tournament sponsorship info sent out
- Mid-season coaches meeting, Chair
- Review game sheets for conduct and checking from behind etc
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## January

*As the new year roles in you may find its time to embrace new resolutions. This is a good time to review the organizations goals and objectives. Soliciting ideas from the membership indicates that the board is inclusionary and open to new ideas.*

- Jan. 1 — Deadline for submission of application to the Tier I Committee for Tier I Status for the next playing season.
- Complete the online training for the Feb. 20 Try Hockey For Free Day
- Review all game sheets for misconducts and checking from behind
- Make sure all volunteers are arranged for Tournament's
- Review coaches performance at mid-season
- Nomination papers due for Board of Directors
- Board makes final approval of all Rosters sent to USA-Hockey
- Develop a brief questionnaire on parent and player satisfaction with association
- Amendments to WAHA by-laws due by the 31st
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## February

*Play offs and preparation for State tournaments is on your radar screen, it may not be on all the team managers. Be sure to communicate the tasks that they will need to assume.*

- **Feb. 2-4, 2018 — STATE TOURNAMENT PLAYOFF WEEKEND**
- **Feb — Jerseys, goodie bags & sticks arrive for Try Hockey For Free Day**
- Review all game sheets for misconducts and checking from behind
- Get Team Mgr emails to Region Directors
- Region Playoffs
- Send announcement on Board openings
- Board Election preparation
- Submit request to host state tournaments
- Submit requests for Hockey Camps
- WAHA board of directors meeting
- WAHA state tournament playoffs
- Deadline to submit Tier 1 requests is at end of the month
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## March

*As the ice begins to melt, it might be a good idea to bring key people together to review the season while its still fresh in their minds. Look to host a State tournament and submit your request by the end of this month.*

- **March 1-3 — WIAA Tournament**
- **March 3 — Try Hockey for Free**
- **March 3-4 — WAHA Tier 2 Squirts, Bantams and Girls 10-U & 14-U State Tournaments**
- **March 9-11 — WAHA Tier 1 Girls & Youth Playoffs. WAHA Tier 2 Pee Wees/Girls 16U & 19U State Tournaments**
- **March 16-18 — Central District Youth and Girls Tier 1, Tier 2 Youth 16U & 18U, Tier 2 Girls U16 & U19 Playoffs and WAHA Midget 18U State Tournament**
- **March 15 — Additions to By-Laws, Rules and Regulations must be sent to WAHA Secretary by this date.**
- **March 23-25 — High School Senior Class Tournament. USAH Central District Girls Tryouts**
- **March 25-26 — Select 14 and 15 Tryouts for their respective Festivals**
- Review all game sheets for misconduct and checking from behind
- Elections
- Prepare info for state bound teams
- WAHA State tournaments
- Officials seminar request forms need to be submitted
- Send out coaches evaluations and review them
- Send in State tournament bids by April 1st
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Let your board know about WAHA annual meeting the first weekend in August.  
Sign up early for association development workshop during the same weekend.  
Recruit as many board members as you can.

## April

*A brief thank you to coaches, managers, officials and board members is a good idea. Sending a post card to all kids and parents, thanking them for participating is a marketing tool that pays dividends.*

- April 1 — Easter Sunday
- April 5-9 — Tier 1 & Tier 2 National Championships
- April 14-15 — WAHA 16U & 17U Tryouts
- April 19-22 Minnesota Boys & Girls Highschool NIT
- April 19-23 — America's National Showcase
- Apr 26-27, 2018 : WAHA Committee Meetings, Jefferson Street Inn, Wausau & Board Meeting
- Review all game sheets for misconduct and checking from behind
- WAHA Dues need to be sent in
- Meet with Coaches to evaluate the year
- Elect board officers at first meeting in April
- Notify WAHA of new board officers
- Change signature cards in needed.
- Have Secretary get letterhead
- Secretary and Treasure need thank you cards for donations..
- Send thank you cards to families for their participation.
- Register to have Skaters participate in Memorial day activities as a promotional activity.
- Begin to notify individuals who need to be screened
- Appoint SafeSport/Risk Manager
- Contact Protect You Sports to identify background screen coordinator (SafeSport/Risk Manager)
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## May

- May 11-13 — Central District Youth Select 15, 16 and 17 Festivals
- Appoint board members to committees
- Begin planning for recruitment and retention
- Review development info from USA-Hockey
- Enter Zamboni or ice resurface machine in Parades over summer and fall to promote recruitment
- Book league scheduling meeting
- Associations hosting tournaments must submit tournament directors name and address to WAHA by end of May
- Meet with Officers to review year end P/L.
- Meet with Coaching Coordinator on Coaches evaluations and next year recruitment activities.
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## June

*Plan to bring your board together and start discussing ideas to recruit and retain players. The more participants, the more ideas will be generated.*

- June 17-22 — USAH Central District (14) Boys & Girls Camp
- Information due to local printers for promotional info.
- Get bids for hockey equipment
- Check condition of Uniforms
- Secure sponsors for upcoming year
- Begin budget process
- Evaluate condition of dry-land equipment
- Meet with fund raising committees
- Access Protect You Sports for re-screen data
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## July

*Attending the WAHA annual meeting is an important way for local associations to interact with the Sports leadership. WAHA is your organization and you and your officers should have an investment in the direction WAHA charts.*

*Now is the time to meet with business and other organizations on sponsorships. Meeting with the local baseball, soccer etc association is a good way to distribute recruitment material. Reciprocate with them and distribute their material at the end of the hockey season.*

- Confirm returning coaches and officials for the next season
- Contact TV stations on running promotional ads in fall
- Review Website info and update
- Review associations by-laws
- Register board members for the WAHA annual meeting & association development workshop the first weekend in August
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## August

*Many Banks and Business have digital signs and they don't mind putting a non-profits message out. Contact them and ask them to let folks in the community know that Hockey is approaching and we want you to join us*

- **August** — USA Hockey will send a registration reminder email to your 8 & under players that have yet to register for the season.
- **Aug 3-4** — WAHA Committee Meetings, Jefferson Street Inn, Wausau
- **Aug 4, 2018** — Annual Association Officers Workshop, Jefferson Street Inn, Wausau
- **Aug 4, 2018** — WAHA Annual Meeting, Jefferson Street Inn, Wausau
- Review your 8 & under membership number to see your growth goals for the upcoming season ([www.2and2Challenge.com](http://www.2and2Challenge.com)) – Plan your Transition Program, fill out the Transition Program worksheet to help get started - Secure ice for your Try Hockey Day in November, notify USA Hockey on rink and time - Host a Season Ice Breaker event
- Attend the WAHA annual meeting & officer orientation
- Submit ads for coaches
- Submit ads to Lets Play Hockey and other publications for tournaments
- Establish budget and player fee's
- Establish sign up dates
- Inventory equipment
- Recruit volunteers and coaches
- Begin interviews of coaches
- Meet with Rink manager on Ice for upcoming season
- Meet with Officials Referee-in-chief
- Make sure your current board is listed correctly on the WAHA website
- Be sure background screens are complete before season start
- Coaches need to complete SafeSport before start of season
- Contact Protect Youth Sports 877-319-5587 On new board president, Registrar & SafeSport coordinator
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## Why SafeSport?

- To protect our participants by creating an environment that puts the potential offender at risk.
- To prevent known offenders from joining our program and deter offenders that have not yet been caught.
- To protect USA Hockey's, its Affiliates' and local programs' reputations as organizations that are safe from abuse.
- To prevent negligence and help insulate USA Hockey, its affiliates, local programs and volunteers from liability.

FOR MORE INFORMATION ON SAFESPORT GO TO [www.usahockey.com](http://www.usahockey.com).  
Click on MEMBERSHIP then SafeSport.