

PRINCE WILLIAM HOCKEY CLUB (“PWHC”) OPERATIONAL GUIDELINES

Section 1. Purpose.

PWHC hopes to instill in each child a love for the game of hockey, the principles of fair play and sportsmanship, and the development of personal and social skills. All PWHC Administrators and Coaches will encourage these goals, and PWHC hopes that parents and spectators will reinforce them. As a guide to achieving these goals, PWHC has adopted a Sportsmanship Rule, Section 18, and Codes of Conduct for coaches, administrators, parents, spectators, and players, Section 19. PWHC intends to exemplify the principles and philosophies of USA Hockey, Inc., and USA Hockey InLine, the national governing bodies for the sports of ice and inline hockey in the United States, by providing our coaches and referees USA Hockey and USA Hockey InLine-sponsored training. With excellent coaching, we hope to develop some of the finest youth hockey players in Northern Virginia. Additionally, PWHC will provide a safe and fun environment with programs that provide playing opportunities for players of all ages, levels, and degrees of commitment.

Section 2. Colors.

The colors of the PWHC shall be navy, red, and yellow.

Section 3. Team assignments.

Ice Travel Program. Team assignment shall be made through a tryout process that evaluates all players seeking to play travel hockey for PWHC. If, during the season, a team requires additional players because of losses for injuries, or members leaving a team, the Executive Director for Ice Travel Programs, in consultation with the Executive Director for Coaching and Player Development and the Executive Director for Ice House Programs, may select players from one of the house programs in the same age group. In the event that either the Executive Director for Coaching and Player Development or for Ice House Programs disagrees with the decision of the Executive Director for Ice Travel Programs, the issue may be brought to the Executive Committee, whose decision shall be final.

Ice House Program. Players are placed on an ice house program teams within their age group based on an evaluation system. Evaluations will be held for a minimum of two weekends. The Executive Director for the Ice House Program will develop the specific details of the evaluation system. It will include evaluation of skills and drills in game conditions. Adjustments to teams may be made during the season to correct imbalances among the teams within an age division. The Executive Director for the Ice House Program may make these adjustments, although the decisions of the Executive Director for Ice House Programs may be appealed to the Executive Committee by any interested individual. The Executive Committee’s decision shall be final. If, during the season, a team requires additional players because of losses for injuries or other reasons, the Executive Director for Ice House Programs, in consultation with the Executive Director for Coaching and Player Development, may select the necessary replacement(s) from other team(s) in the age group.

Inline Program. Team assignment to inline travel and house program teams shall be made as directed by the Executive Director for the Inline Program in keeping with the PWHC-Inline League (“PWHC-IL”) Charter and PWHC-IL Rules and Regulations.

Section 4. Commitment.

The sport of hockey is team oriented. As such, players are expected to commit to regular attendance at practices and games. Participation on a PWHC team should not be viewed as “pick-up hockey.” Team play and skill development are stressed in all PWHC programs.

Players in Ice and Inline House Programs. Regular attendance at games and practices is required for players to be eligible to play in games. For example, coaches may institute the following team rule: “If a player misses a practice before a game (unexcused absence), he/she will sit out the first period of the next game.”

Players in Ice and Inline Travel Program. Players and parents should understand that participation in PWHC’s travel program requires a significant commitment of time and effort. Each travel player is expected to take seriously his or her willingness to be an important part of a team representing PWHC in Capital Beltway Hockey League (CBHL) and other travel play. PWHC expects each travel player to make participation on the PWHC ice or inline travel team his or her highest ice or inline hockey priority during the travel team’s regular season. Players will not participate on a non-PWHC ice or inline hockey team where that participation will conflict with the player’s PWHC commitments, without the prior approval of the PWHC travel team’s Head Coach and either the Executive Director for Ice Travel Programs (for conflicts with ice travel commitments) or the PWHC-IL League Board (for conflicts with inline travel commitments).

Players and parents can expect requests to play for non-PWHC ice or inline hockey travel teams to be denied, except in rare circumstances. Where the Executive Committee or PWHC-IL League Board becomes aware of a player’s participation on another ice or inline hockey team through other means, such as through an Incident Report, the player can expect that a conduct board will be convened. The sanctions issued by the Conduct Board may include assignment to a House Program team for the remainder of the season, denial of the player’s future right to try out for a PWHC travel team, or loss of membership in PWHC. In each case, the player can expect that registration fees paid to meet the travel programs budget will not be refunded.

Conflicts with High School Ice or Inline Hockey. PWHC anticipates that there will be some conflicts between high school and travel ice or inline hockey. However, due to PWHC’s support for high school ice hockey, team Head Coaches, the Executive Committee, and the PWHC-IL League Board will generally approve a player’s participation on a high school ice hockey, so long as the conflict is reasonable.

PWHC Coaches. PWHC places a high degree of trust and confidence in its coaches to develop PWHC players and teams, and to implement PWHC policies. PWHC expects its coaches to be committed to the Club and to avoid involvement in non-PWHC hockey programs that would conflict with the PWHC coaching commitments. Individuals seeking to become a Head Coach of a PWHC team must make the Executive

Director for Coaching and Player Development aware of any intent to become involved in a non-PWHC team. Any PWHC Head Coach that becomes involved in a non-PWHC team must make the Executive Director for Coaching and Player Development aware of any involvement with a non-PWHC team.

Section 5. PWHC Registration Policy.

General Policy to Allow Individuals to Register to become a PWHC Member.

In general, any player that seeks to play for a PWHC team may register to become a member of PWHC. However, PWHC discourages the recruiting of an individual that plays for another hockey program unless that individual moves to, or lives within, the geographical area normally served by PWHC.

Denial of Registration to become a PWHC Member. There is an exception to PWHC's general policy to accept registrations from any member seeking to become a PWHC member where the individual is a former PWHC member that left the Club to play for another program. In these cases, the Executive Committee may deny membership where the individual has a history of:

- "Jumping" from clubs seeking the "best" team on which to play (e.g., played on another CBHL club's 'A' team, but that team is viewed as being weaker than PWHC's 'A' team for the upcoming year),
- Leaving a club to follow a particular coach,
- Leaving a club because the player did not make a particular team (e.g., individual made the "B" team instead of the "A" team).
- Having an outstanding financial obligation with any ice or inline club.

There will be no restriction to registration by individuals that are former members of PWHC where that individual: (i) left PWHC in good standing because of a job obligation, injury, or other non-hockey-related reasons, (ii) or left PWHC to play for the Little Capitals, a junior hockey program, or preparatory school hockey team.

Method for Decision Making. In cases where the Executive Committee is considering denying an individual's registration based on any of the above reasons, the Executive Director of Membership shall present to the Executive Committee any information related to the individual seeking to return to PWHC. If possible, the individual seeking to become a member of PWHC should be present for questioning by the Executive Committee. The Executive Committee will vote to approve or deny the petition and will notify the petitioner in writing. There is no appeal from the decision of the Executive Committee.

In determining whether to deny membership to former PWHC members, the Executive Committee should take into account the following:

- The individual's explanation of why they left PWHC,
- The individual's explanation of their reason for returning to PWHC, and
- Whether the individual has any outstanding financial obligations to any other hockey club in which the individual was a member.

Section 6. Fees.

Establishing Registration Fees. Every effort will be made to keep the cost as low as possible while still providing a quality program (i.e., at least three ice sessions per week for travel teams, two sessions for house teams, and one to two sessions per week for mini-mites). A non-refundable membership fee shall be charged each player at registration (this membership fee is included in the cost of a season program to help cover the cost of all players, including those who may withdraw from PWHC). In the budget process, this fee shall be a factor in determining dues. The Executive Committee will determine any additional sibling discounts for families with more than one skater.

Refunds and Credits. Members who register to participate in a PWHC program, but who do not actually participate in that program, should not expect to receive a refund of, or credit for, their registration fees.

The Executive Committee must approve any refund of a registration fee that is either paid or owed to PWHC. Registration fees will be refunded only in extraordinary circumstances.

In cases where a hockey-related injury prevents a player from participating in a PWHC program for six or more weeks, the CFO may credit that player's account money for the missed sessions that may be used for future participation in a PWHC program. The amount of the credit will approximate the percentage of ice or inline sessions that are missed by the player, except that no percentage of the player's non-refundable membership fee shall be included in this credit.

Any decision made by the CFO with respect to crediting a member's account may be appealed to the Executive Committee, whose decision shall be final.

Section 7. Coaches.

All ice hockey team Head Coaches will be required to complete the Associate level of the USA Hockey coaches program. Exceptions may be granted by the Executive Committee to allow an individual to coach after having completed only the Initiation level of the USA Hockey coaches program.

All inline hockey team Head Coaches should strive to achieve Level I and Level II of the USA Hockey InLine coaches program.

Team Head Coaches are responsible for obtaining the fullest possible hockey potential from their players, enforcing USA Hockey and USA Hockey InLine rules and other applicable regulations, particularly with regard to protective equipment, reporting all serious incidents to the appropriate PWHC and League authorities who require such reports (see section 15), providing home game score sheets to the visiting coaches and to the senior game official, providing game highlights to the house coordinator or age representative whenever possible, and serving as a direct information source for Executive Committee members. Team Head Coaches must be a model of control and patience in dealing with the players and parents. The Head Coach must at all times be in complete control of his team. There can be no wavering in application of PWHC principles. The coach shall use such methods and systems specified by the Executive Committee and the Executive Director of Coaching and Player Development.

Section 8. Guidelines for Selection of Coaches.

Coaches are the backbone of our Club. They need to be selected with care and concern for their impact on the development of the players, and the players' skills, self esteem and sportsmanship while playing hockey. The selection of coaches for ice travel program and ice house program teams is the responsibility of the Executive Director of Coaching and Player Development in coordination with the Executive Directors of the Ice House and Travel Programs.

Selection Criteria and Qualifications. Team Head Coaches should have achieved at least the Associate level of the USA Hockey's coaches development program. It is recommended that all coaches achieve at least the Intermediate level and it is desirable that they pursue the Advanced or higher levels.

Considerations. In selecting coaches, consideration should be given to:

- Past experience in coaching youth sports.
- Thorough knowledge of the rules, individual and team skills, and instructional techniques.
- The ability to instill both good sportsmanship and discipline (on and off the playing surface.)
- The ability to deal with parents, coaches, and officials associated with the Club and game.
- Leadership ability, both on and off the playing surface.
- Willingness to abide by the applicable policies.
- Ability to develop the players to their fullest possible hockey potential.
- Availability and dependability.
- Support for and participation in the Club's Coaching developmental program.

Selection Timetable. In order for PWHC to advance the skills of the players, build commitment and continuity throughout the year, timely nominations of coaches for the upcoming season need to be made early on. The team Head Coaches should be identified as early as possible to ensure the program requirements and tryout process is addressed at the earliest possible dates.

Section 9. Player Utilization.

Coaches must remember that they have a strategic responsibility to the overall development of each player assigned to their team and a broader responsibility to the overall progress of the PWHC player pool as a whole. This policy is applicable to both House and Travel programs.

House Program. PWHC's policy is for house coaches to use equally all players assigned to teams, regardless of skill or ability. Overall player development and enjoyment of hockey take priority over win/loss considerations. This is not to say that coaches cannot utilize certain stronger or more-skilled players during penalty kill or power play situations in order to remain competitive during a game. However, remaining

"competitive" does not necessarily mean "victorious." Nor does this policy reduce the bench role of coaches to automatically rotating 5 players at each stoppage of play or line change opportunity. Coaches must monitor overall player utilization to ensure that equal playing time across the entire roster is achieved most of the time. Goalies should be rotated in a fair and equitable manner, either by alternating games or splitting games, whichever the coach prefers. Coaches can modify the rotational schedule in order to place particular goalies against particular opponents so long as both goalies receive equal overall ice time each week. This policy is not intended to preclude a coach from pulling a goalie mid-game during periods of below normal performance levels.

House coaches should not see power play and penalty kill situations as a license to use *only* stronger players. Specialty teams must represent the full spectrum of available talent as often as possible. House coaches should not implement bench management strategies that prevent certain players from experiencing the full spectrum of playing situations. House coaches must use their full spectrum of talent as much as possible without regard to the win/loss record. "Stacking lines" and "shortening the bench" are not acceptable bench management strategies.

Travel Program. Since parents and players accept that travel hockey is of a more competitive nature, implementation of this policy differs slightly between house and travel programs. However, travel coaches are not exempt from the intent and spirit of this policy and shall support this policy as they develop, challenge and use their players. Player utilization during league, District or National playoffs may be adjusted to optimize the team's competitive ability, but at no time should there be players who are not utilized at all during a game.

Possible exceptions to this policy involve travel players added to a team's roster for developmental reasons, as a means of developing the player and the club's talent pool. Coaches must make clear to the player and the player's parents the conditions under which the player is being offered a slot on the team. Players added to a roster for developmental reasons must be so identified to the Executive Director of Ice Travel Programs. Coaches are free to use such players somewhat less during *league* competitions, but at no time should the player sit an entire game for the sake of competitive advantage. Coaches must look for opportunities to expose the player to league play *whenever possible*.

Disciplinary Exceptions. This policy is not intended to contradict individual team policies regarding player utilization as it relates to disciplinary actions taken in response to violations of team rules. Coaches are still empowered to bench players who violate individual team rules or otherwise fail to support team development and performance by missing practices or other similar censurable behavior. However, coaches are reminded that use of any such policy must be uniform and consistent and not invoked in order to create a competitive advantage.

Questions about interpretations of this policy should be directed to Executive Director for Coaching and Player Development.

Section 10. Waiver/Exceptions to Players Playing in Their Age Division.

PWHC expects all players to register and compete at their age appropriate level as determined by USA Hockey and USA Hockey InLine rules. The option of "playing-up"

or "playing-down" into a different age division is not a right. Development of a competitive environment at each playing level depends on the use of players of all skills within those playing levels. PWHC programs are specifically designed to optimize the learning experience of all PWHC players and build an understanding of team responsibility. The PWHC Executive Committee must specifically approve any exceptions to this policy.

In the extremely rare case when approval to play up or down a division is considered, the Executive Committee will interview coaches involved in the team selection process to solicit their assessment. A player requesting to move up into a higher age classification must be evaluated. After this evaluation is complete, the score will be compared to the age group's scores in the older age group in which the player is seeking to play. In order to be considered, the petitioning player's score must place that individual within the top five skaters of the older age group in which he/she desires to compete.

The PWHC Executive Committee will not favorably consider any request to have a skater participate in an age group below where that skater belongs based on birth year.

Any request for waivers or exceptions must be presented at the time of registration and will be heard after registration. Final decisions will be announced before team selection is complete.

Section 11. Coaching Development Program.

Purpose. The Coaching Development Program ("CDP") is a structured coaching education program whose purpose is to provide PWHC coaches with the basic instructional foundation to teach all necessary hockey skills as identified by USA Hockey. In addition, key administrative and communications skills are introduced so that each PWHC coach has the necessary tools to support PWHC program goals. The Executive Director for Coaching and Player Development is responsible for implementing the CDP.

The House Program represents the foundation of PWHC player development. It is in the House Program that core skills are mastered. Emphasis is on individual skill development in a non-competitive environment. Equal ice time for all participants and team parity principles provide an environment for strong recreational hockey.

The Travel Program represents an option for PWHC players to compete at a higher level of competition than is offered with the House Program. Travel teams are selected through a defined tryout process and participate in the CBHL. PWHC travel teams are also provided additional opportunities outside of the CBHL for competitive play and advanced skill development. Advanced skills are emphasized; focus is placed on competition and increased performance tempo.

Coaches' Library. The Coaches' Library consists of reference materials that are the property of the PWHC. Coaches may sign-out materials for their use. The materials are key resources used in the development of CDP presentations and in many cases provide more in-depth information for those coaches with a desire to review subjects in greater detail. The Coaches' Library is maintained by the Executive Director for Coaching and Player Development.

Section 12. Inclement Weather Policy.

Ice Travel Program Games. All ice travel games fall under CBHL Rule, Section C.4.1, which reads as follows:

C.4.1 Severe Weather

In the event of severe weather conditions (not a predicted forecast, but actually occurring), a game may be postponed due to hazardous road/driving conditions which could affect the safety of the players, coaches, and parents. It is understood that a postponement for severe weather conditions would not occur more than sixteen (16) hours before the scheduled game time.

All other Ice and Inline House and Travel Program Games and Practices.

PWHC's policy for inclement weather mirrors that of the facility in which the event is to be held. If the facility (SkateQuest, Total Sports Pavilion, etc.) is open, all PWHC events will proceed as scheduled. Coaches may make individual decisions regarding their team's participation during a scheduled game or practice. The Coach must notify the Club if he or she decides to cancel their scheduled game or practice. Parents may also make individual decisions regarding their son or daughter's participation in a scheduled practice or game during inclement weather. The parent should notify the team Head Coach if the parents decide not to allow their child to participate. Every effort will be made to update the PWHC Voice Mail Line, 703-680-0838, in the event inclement weather is possible. Ice times will not be made up unless the facility closes.

Section 13. Substance Abuse Policy.

PWHC believes that the consumption, use, or abuse of alcohol or illicit drugs is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to further their playing, coaching, or officiating skills in the sport of ice or inline hockey. Therefore, PWHC prohibits the use by any participant of underage consumption of alcohol or illicit drugs during active participation in PWHC programs. Upon discovery of any violation of this policy, the Club will take action to remove the individual from participation in PWHC programs for a reasonable period of time.

For purposes of this policy, "illicit drugs" shall include the following substances:

1. Prescription medications when used to excess in violation of doctors orders, or to produce the state of intoxication in the participant, or consumed by a person other than the patient to whom an authorized medical practitioner prescribed the drug for a valid medical reason; and
2. Non-prescription or prescribed controlled substances as identified by law.

A "participant" shall include players, coaches, referees, and all persons involved in the conduct of an ice or inline hockey contest, or a related Club program.

“Program” includes not only active ice and inline hockey games or practices, but also any travel to or from, or intervening stay for the participation of Club sanctioned games, camps, tryouts, clinics, practices or other events.

Any alleged violation of this policy should be reported to the Club President and Vice President for Hockey Operations, who shall convene a Conduct Board to investigate the alleged violation within 14 days receiving notice. Circumstances may require PWHC to report violations to law enforcement authorities.

If the Conduct Board finds that a violation has occurred, the participant shall be suspended from active play or participation for a period of at least fourteen days. The Conduct Board will also determine whether the participant may participate in team practices or attend home and away games.

Any participant found to have violated this policy a second time shall be suspended from further participation with the Club for a period of six months and shall be permitted to return to the Club only upon presentation of a certification by a licensed substance abuse practitioner that the participant has successfully completed a certified substance abuse treatment program.

Section 14. Team Fund Raising.

Fundraising is an important and usually necessary activity for all hockey programs, both ice and inline. PWHC supports team fundraising as a way to help teams meet their goals for team and player development.

PWHC is organized under section 501(c)(3) of the Internal Revenue Code. This section allows corporations like PWHC to be tax exempt if no part of the net earnings of the organization inure to the benefit of any private shareholder or member. All payments made from funds raised by individual teams must meet these requirements so that we can continue to maintain our exempt status. This means that all payments must promote hockey (ice or inline) and all payments must benefit all members of the team.

In order to protect members, the club’s reputation and the Club’s tax-exempt status, the PWHC Executive Committee has outlined several general policies related to team fundraising. Guidelines specific to certain fund-raisers appear under that topic.

Goal fund money, where teams collect a set fee from each player’s family for each goal scored, falls outside of this policy. Teams are encouraged NOT to bring large containers of money to the rinks due to the possibility of theft and loss.

General Policies. All checks written for team fundraising must be made payable to Prince William Hockey Club (PWHC) and deposited into the club account.

Expenses for reimbursement or requests for checks drawn on a team account must be approved by the team manager. Requests for checks for items not specifically allowed below must also be approved by the team head coach. No checks will be written if the team manager does not approve.

Whenever possible, a PWHC check should be issued for payment of team expenses directly to the supplier. An invoice or adequate supporting detail is required for payment. If payment is made to reimburse an individual, he or she must provide a receipt for all expenses in the amount of \$5 or more to support the reimbursement request prior to a check being issued.

Fundraising is a team decision. Some teams may choose not to fund raise, instead requiring that all players contribute their fair share of expenses. Teams may not mandate that players and families participate in fundraising. There must be an option to pay a set amount instead. The team may set a per player fundraising goal, but it may not require a player who does not meet that goal to make up the difference. If a player exceeds the minimum goal, the excess funds must benefit the team as a whole. Individual accounts may not be set up for excess funds raised.

All funds raised and expenses incurred are allocated on a per player basis (not per family). If a family has two players on the same team they will benefit from funds raised and be responsible for expenses for each player.

Team funds not used within 30 days of the end of the season will be donated to the club. If a team is playing in tournaments after the regular season has ended and the team manager notifies the Treasurer prior to the end of the 30 days, the time period will be extended to May 15 of that year.

Appropriate uses of fundraising monies include, but are not limited to:

- Tournament registration fees.
- Purchase of team practice jerseys or other equipment for use by the team. (practice jerseys are allowed under the assumption that they do not last more than one season, therefore they do not benefit individuals. Equipment is allowed under the assumption that the equipment that lasts the entire season will be donated to the club at the end of the season).
- Payments for coach's hotel room and travel expense to participate in tournaments (for coaches that do not have a child on the team).
- When the head coach (or acting head coach) has a child on the team, the team may vote to pay for his hotel room and travel expenses. This requires approval from all team members. Payment must be made directly to the hotel by club check. No after-the-fact reimbursements will be made.
- Training expenses (including coaching or player development).
- Payment for extra practices or games not included in club fees. If additional ice time is purchased by a team. The club treasurer must be notified to make sure there are funds in the team account to cover the cost. If the treasurer is not notified, and there are insufficient funds to cover the cost, all team players will be billed equally for the additional funds needed. All scheduling of additional ice team should be undertaken through appropriate Club officials.
- Player hotel room at tournaments. If approved by all team members, the club may write a check payable directly to the hotel for each player's hotel room. No checks will be made payable directly to individuals and no after-the-fact reimbursements will be made.
- Team building activities (such as Hemlock).
- Coach end-of-season gifts.

- Assessed CBHL team fines.
- Team administrative expenses (clear labels or other supplies).

Team funds may not be used for:

- Individual incentive awards for players.
- Team parties (end-of-season parties are generally covered by goal fund).
- Purchase of individual equipment items (Jerseys, shirts, sticks, shells, bags). However, funds donated by a sponsor specifically for an item of equipment may be used for that equipment, assuming that the specification is in writing.
- End-of-season gifts for players.
- Any portion of an individual player's registration fee for the program (including tryout fees).

Expenses for any item not shown must meet the IRS regulations. If you are unsure you should check with the Chairperson of the Fundraising Committee in advance.

Types of Team Fundraising. Team funds may be raised through sponsors (individual or corporate) or by the sale of goods or services.

Individual/corporate Sponsors. Sponsors donate a set amount of money to the team. In return, the sponsor is generally eligible for a tax deduction. The sponsor may specify how the money is to be spent, or the type of activity for which the money may be utilized, for example to cover a tournament entrance fee. However, not all activities or designated uses entitle the sponsor to a tax deduction. That decision, and the amount of deduction that may be claimed, if appropriate, rests with the PWHC Executive Committee or its designee. In the case of individual or corporate sponsors, the following process will be used:

- Sponsorship must be submitted for deposit within one week of receipt.
- The Team Manager notifies the CFO and the Chairperson of the Fundraising Committee with the sponsor name, address, amount and intended use.
- The Chairperson of the Fundraising Committee writes a letter to the sponsor on club letterhead expressing thanks for the donation and advising the sponsor of the amount that is tax-deductible.
- At a minimum, the team manager must send a thank you letter to the sponsor outlining how the team intends to use the money. A copy of the letter should be sent to the Chairperson of the Fundraising Committee.
- The team is encouraged to maintain communication with the sponsors throughout the season. Suggestions include inviting sponsors to home games or tournaments, and sending a team photo or sponsor plaque.
- Sponsor donations made to a particular team (within PWHC) in excess of \$4,000 will have 90% of the donation credited to the team account. The remaining 10% will be credited to the club.

Sales of Goods or Services. The team agrees to sell a product (Christmas tree ornaments, frozen pizza, bake sales, crafts, etc.) at a profit or offer a service (car wash, yard work) in exchange for a donation.

Questions. Any questions regarding PWHC's fundraising policy should be directed toward the Chairperson of the Fundraising Committee. All fundraising activities must be presented to the Chairperson of the Fundraising Committee for approval.

Section 15. Condolences to PWHC Members.

The President of PWHC shall have the authority to convey condolences on behalf of PWHC in appropriate circumstances, so long as the cost does not exceed \$100. Appropriate circumstances include hospitalization of a player member, death of a member of the immediate family of the player member, or similar circumstances. Any expenditure in excess of \$100 requires approval of the Executive Committee.

Section 16. Policy on Mixed Gender Team Locker Room Use.

For each team that includes male and female members, the team Head Coach is responsible for coordinating with the facility to ensure that appropriate changing facilities are available for all members of the team. This does not preclude the team Head Coach's ability to include all team members in a single locker room for team meetings immediately before, or after, a practice or game so long as separate facilities are available for changing.

Section 17. Incident Reports and Reports to the Executive Director for Executive Directors of the House Ice, House Travel, and Inline Programs.

Certain circumstances should be brought to the attention of either the Vice President of Club Operations or the respective Executive Director of the affected PWHC program (Ice House, Ice Travel, or Inline Program).

The Incident Report is the official means used to advise the Executive Committee of any incident (on or off ice) by a player, coach, parent, family member, rink official, or other party that requires the attention of the Executive Committee or further action of consideration by the PWHC Conduct Board. In keeping with the PWHC bylaws, any person may complete an Incident Report and forward it to any Executive Committee member, who shall forward the Incident Report to the Vice President for Club Operations. See Attachment 1 for a copy of the PWHC Incident Report. An "incident" is any event that a party believes should be reviewed by the PWHC Executive Committee or a PWHC Conduct Board.

At a minimum, Incident Reports shall be prepared and forwarded to the Vice President of Club Operations for the following circumstances: (i) any injury requiring a visit to an emergency room or care by a doctor, (ii) any match penalty, (iii) any penalty assessed that involved an intent to injure, (iv) any issue involving damage to any facility in connection with a PWHC event for which PWHC members may be responsible, (v) any significant dispute related to rink or court time at any facility, (vi) any written report of an incident that involves the conduct of a PWHC team or PWHC member where that conduct is related to a PWHC event and the report has been directed to the attention of PWHC or the PWHC Executive Committee by any person outside of PWHC, including any facility, commercial establishment, or other hockey organization, or (vii) any major

penalty for fighting that was received during a game against a team that is not part of PWHC.

Other circumstances less egregious than those above may not require an Incident Report, but are still significant enough to be reported to the Executive Directors of the respective program in which the event took place (Ice House, Ice Travel, or Inline). At a minimum, team Head Coaches shall report the following circumstances to the respective program Executive Director: (i) any second penalty for checking from behind received by a player during the same season, (ii) any second major penalty received by a player during the same season, (iii) any fighting major penalty, or (iv) any misconduct or game misconduct penalty.

In most cases, the team Head Coach has the discretion to determine whether supplementary discipline is required for penalties or incidents other than those listed above. In all cases, if either the team Head Coach or the respective program Executive Director believes that a conduct board is warranted, they should forward information about the circumstances to the Vice President for Club Operations or another Executive Committee member. Team Head Coaches are responsible for maintaining the history of players identified by the respective program Executive Director as having a significant penalty history.

Section 18. PWHC Sportsmanship Rule.

Players, Coaches, Parents, and Spectators are required to conduct all their relations with other teams, their own team, and the other Club individuals in a spirit of good sportsmanship.

Section 19. PWHC Codes of Conduct.

PWHC adopts the USA Hockey and USA Hockey InLine Codes of Conduct for use by PWHC players, coaches, administrators, parents, and spectators. PWHC's Codes of Conduct, which are based on the Codes of Conduct of these national sanctioning bodies, are as follows:

Player's Code of Conduct

- Play for FUN and enjoyment of the sport.
- Winning is a consideration, but not the only one, nor the most important one.
- Work hard to improve your skills.
- Be a team player--get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coaches, teammates, parents, opponents and the officials.
- Never argue with an official's decision.

- Respect the arena and its facilities. Without them, you wouldn't have a place to play.

Coach's Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator; don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self esteem teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players and parents. Explain the goals and objectives of PWHC.
- Be concerned with the overall development of your players It's more important to be a good citizen than a great hockey player. Stress good health habits and clean living.
- Promote the tenants of PWHC's coaching approach: FUN, FUNDAMENTALS, and FOCUS.
- To play the game is great, to love the game is greater.

Administrator's Code of Conduct

- Follow the rules and regulations of USA Hockey, PWHC and any other associated organizations to ensure that their philosophy and objectives are enhanced.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize our programs; seek out financial support when possible.
- Communicate with parents by holding parent/players orientation meetings as well as by being available to answer questions and address problems throughout the season.
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.

- Encourage coaches and officials to attend USA Hockey clinics and PWHC education opportunities; support the necessity of that training to maintain Club growth.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- Read and be familiar with the contents of the USA Hockey Annual Guide and Rule Books.
- Develop other administrators to advance to positions in PWHC perhaps even your own.

Parent's Code of Conduct

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays on both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude towards the game and all of its participants, your child will benefit.
- Emphasize skill development and practice and how they benefit your young athlete. De-emphasize games and competition in lower age groups.
- Know and study the rules of the game, support the officials on and off the ice. This approach helps in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in victory and in defeat; enforce the positive points of the game. Never yell or physically abuse your child after game or practice--it is destructive. Work towards removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer!

Spectator's Code of Conduct

- (A few simple rules so that everyone may enjoy PWHC hockey)
- Display good sportsmanship. Always respect players, coaches and officials.
- Always act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.

- Profanity and objectionable cheers or gestures are offensive; cheer in a positive manner and encourage fair play.
- Throwing any items on the ice surface can cause injury to players and officials; help provide a safe and fun environment.
- Do not lean or pound the glass surrounding the ice surface. Do not kick or pound on the metal bleachers
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety--be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms and the private areas for players, coaches, and officials.

PWHC Incident Report

Purpose: This report may be used to record any incident (on- or off-ice) by a player, coach, parent/family member, rink official, or other party that may require review by the PWHC Executive Committee or a PWHC Conduct Board. After completion, this report should be sent to the PWHC Vice President of Club Operations or to any other PWHC Executive Committee Member.

<u>Game Information.</u>	<u>Home Team.</u>	<u>Away Team.</u>
Date:	Team Name:	Team Name:
Location:	Head Coach:	Head Coach:
Referee/Linesman:	Assistant Coach(es):	Assistant Coach(es):
Referee/Linesman:	Penalty Bench Monitor:	Penalty Bench Monitor:
Timekeeper:	Score:	Score:
Scorekeeper:		
Other Officials:		

Description of Incident: (Include who, what, when, why, where. Continue on reverse if necessary)

Report Submitted By: (Please include submitter's name and phone number)

Corrective Actions Taken to Date: (For use by affected Head Coach)

PWHC Disposition: (For use by PWHC reviewing official)