



TORNADO HOCKEY POLICY HANDBOOK

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TORNADO YOUTH HOCKEY

PHILOSOPHY OF TORNADO YOUTH HOCKEY

It is the goal of Tornado Youth Hockey to offer a program that will provide opportunities for boys and girls to learn skills, good sportsmanship and the importance of teamwork and motivation necessary for a young person's maturity.

All athletes are constantly before the public and their conduct not only influences future participants, but also arouses scrutiny of their moral habits and those of Tornado Youth Hockey. YOU the athlete and PARENTS determine the success of Tornado Youth Hockey, along with the help and cooperation of the coaches.

The hockey player must accept the dedication and hard work that goes into a successful program. The hockey player must be willing to follow the rules of WAHA., U.S.A. Hockey, MAHA, and Tornado Youth Hockey.

EXPECTATIONS OF BEHAVIOR AND CONSEQUENCES

PLAYERS

Each player must respect coaches, competitors, officials, parents, fans and arena employees. Discipline will result for any of the following:

1. Any instigator and or/fighting before, during or after games,
2. Any misuse of the stick, or use of the stick with intent to harm or injure another player,
3. Any uses of alcoholic beverages or drugs while a member of Tornado Youth Hockey during the hockey season.
4. Any use of vulgarity in language, gestures or insinuations of any kind,
5. Any disrespect shown to any coach. Back talk or any other displays of disrespect will not be tolerated.
6. Any destruction of Onalaska Omni Center property and/or Tornado Youth Hockey property.

If any violation results while representing Tornado Youth Hockey as a hockey player, he or she will be suspended for:

1. One game for the first infraction,
2. Three games for the second infraction, plus appearance before the Association Board with parents and coach,
3. The entire season for the third infraction-upon review of the Association Board.

Depending on the severity of the infraction, the Executive Committee has the discretion to initiate more severe disciplinary measures. The head coach is responsible to enforce the rules. If he or she does not fulfill this responsibility, the President of the Association will intervene.

Any act of vandalism at home or away rinks while representing Tornado Youth Hockey will result in suspension for the remainder of the season.

Grades are very important and parents should impress upon their sons and daughters the importance of maintaining good grades in school. (Any player with poor grades should be recommended for extra help and immediate attention by parents and coaches.)

HOCKEY PLAYER BILL OF RIGHTS

RIGHT TO PARTICIPATE IN HOCKEY

RIGHT TO HAVE QUALIFIED ADULT LEADERSHIP

RIGHT TO PLAY AS A CHILD, NOT AS AN ADULT

RIGHT TO PARTICIPATE IN A SAFE AND HEALTHY ENVIRONMENT

RIGHT TO PROPER PREPARATION FOR PARTICIPATION IN HOCKEY

RIGHT TO EQUAL OPPORTUNITY TO STRIVE FOR SUCCESS

RIGHT TO BE TREATED WITH DIGNITY

RIGHT TO HAVE FUN IN HOCKEY

“A KID ON ICE IS NOT IN HOT WATER”

COACHING CODE OF ETHICS

COACHES

Tornado Youth Hockey fully adheres to and adopts all provisions of the USA Hockey Coaching Ethics Code. All coaches are required to follow this code. The General Principles and Ethical Standards must be adhered to in their entirety. These include, and are not limited to:

- Competence • Integrity
- Professional Responsibility
- Respect of Participants and Dignity • Concern for Others' Welfare
- Responsible Coaching

At the beginning of the season, coaches must sign a statement indicating that they have read and will comply with the USA Hockey Coaching Code of Ethics. For a full reading, refer to the USA Hockey Website at www.usahockey.com.

Coaches are expected to follow all association rules. This includes, but is not limited to:

1. Addressing player behavior issues and enforcing discipline as outlined above.
2. Managing behavior of assistants.
3. Following all safety rules, including assurance that all required player equipment is used.
4. Using only certified coaching assistants at the levels required by WAHA
5. Representing the Association in a positive manner and not creating discord with other teams or association members. The Parent Code of Conduct Rules also applies to coaches.
6. One member of the coaching staff or a designated adult is to be present in the locker room from the time players are required to be present at the practice/game until the last player leaves.
7. In extreme circumstances and with board approval, the Coaches Representative could assume the position of Head or Assistant Coach on any traveling team.
8. Coaches are expected to be present at all scheduled games and practices, barring illness, family emergency or other activities as approved by the Coaches representative.

Failure to follow the Association rules will result in disciplinary proceedings as outlined below.

Matters of Coaching Discipline

All matters pertaining to coaches' misconduct are to be reported immediately to the Coaches' Representative. The Coaches' Representative will investigate the matter and gather information from all sides. He or she may also confer with Coaching Committee members and has the authority to issue warnings and temporary suspensions. If it is determined that the matter involves a severe violation of the USA Hockey Coaches' Code of Conduct or

the Association's rules, the Coaches' Representative will refer the matter to the Executive Committee. The Executive Committee will convene to resolve the matter. Disciplinary decisions are final.

PARENT BEHAVIOR AND CONDUCT

Parents are expected to conduct themselves according to high standards of social and ethical behavior. This includes showing the utmost respect for players, coaches, referees, opposing players and their coaches. Tornado Youth Hockey places high value on sportsmanship.

Parents are expected to lead by example.

At the beginning of the season, all parents and guardians that observe hockey must sign the Commitment to Uphold Parent/Guardian Code of Hockey form indicating their understanding of expected behavior and consequences for violations. Skaters will not be allowed to practice or try out until the Registrar of Tornado Youth Hockey receives the completed form.

Parents and Guardians are an important part of the overall hockey experience. Tornado Youth Hockey fully realizes that differences of opinion on a range of matters can exist. Parents are welcome to convey their thoughts and feelings; however, the Association insists that all parties do so in a respectful manner. Consequences exist for those who do not.

Matters of Parent Discipline

The age level representative should initially handle parent behavior problems. The purpose is to address matters swiftly and before they escalate into larger problems. The age level representative will respond by gaining an understanding of the facts from all involved parties. Depending on the circumstances or severity of the issue, he or she may issue a warning to any involved party (with notice to and approval from the President) or can immediately refer more serious matters to the President. The President must then investigate the matter and assemble the Executive Committee for a presentation of the facts and determination of the remedy. Depending on the nature of the violation and if disputes exist, the alleged violator may be asked or can request to appear before the Committee as part of the investigation. A member's level of cooperation during an investigation may be weighed in the Committee's ultimate decision. If during the investigation process the member would fail to cooperate it would be considered immediate cause to issue a penalty of the Committee's choosing. If the Committee decides that an infraction has occurred, penalties can range from written warnings to expulsion from the Association. All disciplinary decisions are final.

Investigations and resulting decisions regarding disciplinary matters of players, coaches and members are to be handled in a swift and fair manner. In the interest of time, the President can appoint other board members to conduct surrounding investigations and meetings in order to facilitate a quick resolution.

TORNADO YOUTH HOCKEY POLICIES

SECTION A-PLAYER ELIGIBILITY AND REGISTRATION

Policy A-1: Registration Fees

During the annual budget process, the Board determines skater fees for the season. The in-house mite program includes a special fee arrangement for first year skaters. New players to hockey at mite and squirt levels will pay \$129 during their first year. New players to hockey at the peewee and bantam level will receive a 50% discount on the TYH registration fee during their first year. This is limited to new skaters to hockey, not transfer skaters.

Fees can be paid in full or in four installments. All installments (four checks) will be turned in at registration. The checks will be cashed Oct. 15, Nov. 15, Dec. 15 and Jan. 15. The Association reserves the right to apply an extra fee to those who pay by installments.

Any NSF (Non-Sufficient Fund) check received will be assessed a charge to cover the bank charge assessed. The charge is the responsibility of the account owner to cover.

The association fundraises to help contain skater registration fees. Family fundraising obligations are presented annually during registration.

A late fee of \$50 will be charged if a family does not register by the scheduled registration date. The Association reserves the right to refuse late registration if it would lead to excessive traveling team numbers. (This does not pertain to in-house teams.) New families will not be subject to the late fee.

Policy A-2: Minimum Age Requirement

The minimum age to join the Tornado Youth Hockey Mite program is four years old **as of Dec 31st**. Players who do not meet the minimum age requirement are encouraged to learn their initial skating skills by participating in skating lessons offered through Onalaska Park and Rec or other organizations.

Policy A-3: Transfers from Other Associations

It is the goal of Tornado Youth Hockey to provide a quality youth hockey experience for skaters that reside in the Onalaska, Holmen and G-E-T communities. Our intention is not to release any player from our association to another association OR accept another player from a neighboring association except under the most unusual of circumstances. The Board reserves the right to review requests, which must be submitted in writing to the President.

Policy A-4: Fee Refunds

Fees will be refunded only when a player is injured and cannot continue the season, and then only on a pro-rated basis. For example, if the regular season is 18 weeks long, and a player is injured at 12 weeks, their refund will be calculated by taking the 6 weeks they missed divided by 18 to get a 33% refund. If the skater fees were \$370.00 the refund would be \$122.10 ($\$370 \times .33$).

Players who are eligible to try out for high school teams may register with USA Hockey and TYH and skate with TYH until high school tryouts. In order to skate with TYH, the skater must have submitted registration fees in order to get on the ice with TYH.

Player families are responsible to notify the Treasurer to request refunds and must do so within 30 days of player resignation or will forfeit their refund.

All other requests for a refund must be submitted to the board in writing for approval.

SECTION B-TEAM FORMATION AND PLAY

Policy B-1: Team Tryouts

Prior to team splits the Coaches Committee (selected by the Coaches' Representative) will develop a try-out format to use for evaluating the various age level players. This format may include skating and stick handling events as well as game condition scrimmage events. It is the expectation that unbiased evaluators be used to rate skaters.

All league players (excluding In-House Mites) must try out unless they have a medical exemption, are excused for a family emergency, or move into the association. In these instances the player would be placed on the lower team. In the same instance however, the player's past performance may be worthy of consideration for the upper team. The Coaches Representative must then approve a request by the upper-level coach to arrange for a special tryout evaluation.

The player and goalie tryout plan will be submitted to the Board for approval prior to tryouts.

Policy B-2: Team Formation & Numerical team Strength

1. Players will be divided into teams based on board-approved numbers and levels.
2. If a player is asked to move up to the next age level, the final decision will rest with the Association Board. From the level at which a player registers, he or she may be asked to play up one level provided:
 - The level above demonstrates a need due to illness, injury or limited numbers.
 - The player demonstrates the ability to play up, receives a coach's recommendation and obtains parental consent.
3. In the event that a petition is made for a player to move up a level, the final decision will rest with the Association Board. The following will apply:
 - The player must demonstrate the skills to make a significant impact on the level being petitioned for.
 - The player being petitioned for cannot adversely impact the level above or the level being petitioned from (via having less than optimal player numbers for each level.)
 - The player must receive a coach's recommendation and parental consent.

A formal petition must be made to the Board. After presentation and any discussion, the Board will convene to a closed session to render a decision and will notify the petitioner of the outcome.

In the event that Board approval is received, the player must play at the level petitioned for, even if he or she is not selected for the top-level team. He or she cannot opt to play back at the previous level.

4. All players must complete the season with their teams (unless an injury occurs) to be eligible for awards.

Policy B-3: Game Number Limit

The following is a maximum for the number of games to be played at the various age levels. This includes league, non-league, and tournament games (not including state tournament & play downs). This is an absolute limit on the number of games played. These game limits were developed so as to prevent an undue financial and time burden on families. It is the expectation of the association that each team stay within this game limit. If a team exceeds the limit it will cancel any remaining games. This does not mean that games would be played as a controlled scrimmage or the like. The definition of a game is where referees are on the ice and the score is kept. The definition of a controlled scrimmage is where no time or score is kept and coaches supervise play on ice. In the event there are compelling reasons to exceed game limits for any one team, a request must be submitted to and approved by the Association Board.

Level	MIN	GOAL	MAX
Mite	15	20	20
Squirt	20	25	25
Pee Wee	30	35	35
Bantam	35	40	40
Midget	40	45	45

It is the responsibility of the Manager's Representative to monitor and submit game totals/limits for all levels to the board on a routine basis. If it is determined that a team has games scheduled that would take it over the Max, these games will be cancelled by the Manager Rep, first non-league, then league games. If you want to schedule more games, you will need permission from the board. Permission will only be granted if the year to date practice game ration is 2:1 or higher.

Policy B-4: State Tournament Play

The highest WAHA classified team at each age level (Mite through Bantam) will enter the WAHA State Tournament. WAHA State Tournament entry is optional for any other team with the In-house program being excluded from state tournament play.

The Association will pay for the team entry fee for State Tournament play; this includes any play off fees. Coaches' expenses will be covered as stated under Policy C-3.

In the event a team elects not to enter the State Tournament the association will pay up to \$200 for one additional team entry fee to an away tournament. A team is ineligible for this second tournament if it enters the State Tournament and fails to advance past the play down phase. Coaches' expenses will be covered as stated under Policy C-3.

Policy B-5: Participation in Non-League Tournaments League Teams

It is the intent of the Association to provide each league team the opportunity to play in one home tournament. This may mean that more than one Association team may be participating in an individual tournament. It is expected that each team will participate in the weekend tournament.

The Association will pay the team entry fee to one away tournament. (Not counting the State Tournament.) All other expenses are the responsibility of each team member / family. Coaches' expenses will be covered as stated under Policy C-3.

If any team wishes to enter an additional tournament over and above the one Association-sponsored tournament and the state tournament, all expenses incurred will be the responsibility of each team member/family. This includes the team entry fee (divided evenly by number of player participants) and non-parent coaches' expenses. These additional tournament games will apply to a team's game count. The money for any additional tournaments must be collected from the parents before the Association books the tournament. If the Board does not approve participation, skaters cannot play under the TYH name; cannot use TYH jerseys or equipment.

In-House

The association will schedule a Jamboree at our home rink depending on available ice. The Board, at its discretion, may cover the entry fees to a local Rec-Fest tournament.

The Association does not encourage participation in any other out of town games or tournaments for In-House skaters. However, toward the end of the season, there may be opportunities to participate in a limited number of these at nearby communities. These are completely voluntary, and are at the discretion of the parents. If the coaches and parents agree to participate in such an event, the board may approve participation, but will NOT pay for any related costs.

Policy B-6: Fair Playing Time

Tornado Youth Hockey strives for equal playing time to the fullest extent possible; however, the dynamics of each game may impact a precise playing time distribution. While it is advantageous to change shifts (lines) in an evenly timed manner, game conditions such as field of play, play stoppage, penalty situations, player match-ups and opponent strategy can all impact a coach's decision. Additionally, defensive players may see more playing time than forwards since there are typically fewer defensive lines and players to rotate. Coaches are expected to treat players fairly with respect to playing time, i.e., as equal as possible given game conditions. There may however, be other occasions where a player plays less time in one game, only to be balanced by playing more time in other games. Coaches are also given discretion to adjust playing time in other situations as follows:

- On power plays
- On penalty kills
- In state play-down and tournament situations
- When player discipline issues exist
- During the last two minutes of each period in a league game when the score is close.

At times parents tend to focus on their own skater's playing time without regard to the conditions noted above. If after carefully considering all conditions a chronic playing time shortage is noted, the matter can be addressed constructively with the coach. However, always keep in mind the discretion that coaches are given as noted above. There is a 24 hour cooling down period.

Policy B-7 Roster-up of players

There may be times when a player from a lower age level will be asked to play up to a higher age level for a limited number of games due to a shortage of numbers on a team. This situation is to be avoided to the extent possible when teams are initially formed. However, when it cannot be avoided, a roster-up situation is created. All requests for players to be rostered up must be brought up through the Coaches Representative. The Coaches Rep will then bring their recommendation to the full Board of Directors for final approval.

USA Hockey and WAHA rules indicate that a player must be listed on the official roster, and must participate in 5 games with the team, in order to be considered part of the team for State tournament play. Players who are asked to roster-up must therefore participate in 5 games with the older age level team. Efforts should be made by coaches to ensure these players participate in the required 5 games. Participation in a game is considered to be playing one shift of the game. These rostered-up players should only be utilized if necessary due to a significant shortage of players due to illness, injury, or other absence. These players are NOT to be used as a regular part of the team on a frequent basis. Such use would essentially allow a player to be on 2 teams, while only paying for one.

SECTION C-COACHING POLICIES

Policy C-1: Coaches' Certification

The Association adopts the recommendation of USA Hockey and WAHA rules on Coaching Certification and Ethics. A CERTIFIED HEAD COACH OR ASSISTANT COACH will be on the bench at all play-off and state tournament games. Non-Certified coaches cannot be on the bench at games or on the ice at practices. The Association expects the following certifications:

League Teams

It is required that every coach obtains at a minimum USA Hockey Level One certification the first year of coaching. Under current USA Hockey rules, any certification (Levels 1-3) is good for a two-year period. It is recommended that coaches work toward obtaining additional certification levels. A coach is responsible to obtain proper certification for the level of play that is coached. Tornado Youth Hockey also requires current certification in CPR and First Aid for all traveling team coaches that are on the bench with players.

In-House

It is expected that every in-house coach or helper on the ice will have completed at a minimum the USA Coaching Education Program Level One during the first year of coaching. Related to In-House Mites only, there may be an unusual instance where a coach can use parent assistance where a certification opportunity was missed. In this case the head coach can appeal to the Coaches' Representative on behalf of the parent for an exemption.

Clinic Reimbursement

To encourage education and continuing certification the Association will pay the registration fee for each successfully completed clinic for levels 1-3. Individuals wishing to attend a level 4 advanced certification can apply with the Coaches Representative. The Association may reimburse a limited number of advanced clinics depending on numbers and funds available.

Policy C-2: Reimbursement of Parent Coaching Expenses

The association will not provide reimbursement for parent coaches for participation in Tournament and League games.

Policy C-3: Reimbursement of Non-Parent Coaching Expenses

TYH Association realizes that there is a financial impact with volunteering to coach. This policy is not intended to cover 100% of the expenses incurred by a non-parent coach, but it is the intent to minimize the financial impact on the coach.

The Association will budget monies in an attempt to cover reasonable expenses incurred by a non-parent coach in fulfilling their obligation as coach. Covered expenses include Coaches motel room, meals, and mileage at a rate of \$0.30 per mile.

The Association authorizes the Treasurer and Coaches Representative to review the reimbursement requests and pays all reasonable requests. Expenses in excess of the budget will require additional funding authorization from the Board.

It is the responsibility of the non-parent coach to submit a request for reimbursement including receipts to the Coaches Representative within one month of the season's end.

Tournaments

The Association will cover a coach's expenses for one away tournament and one state tournament if attending. Any expenses for tournaments in excess of Policy C-3 will not be covered.

League Games

It is recommended that, when possible, non-parent coaches travel with a member of the team.

Policy C-4: Criteria for Selecting Coaches

It is the intent of these Rules and Regulations to ensure the best possible coaches for the Tornado Youth Hockey Association. It is our goal to establish a comfortable position for both the coaches and the Board. It is not our intent with these rules and regulations to restrict the coaches' involvement or the Board's controls.

For all coaching positions, the Board, working collaboratively with the Coaches Rep and the Coaches Committee will actively pursue and consider coaching candidates. The Coaches Rep will present a slate of qualified candidates to the Board for approval. The Coaches Committee will be responsible for actual coaching appointments and will rule by simple majority. The Coaches' Representative will be given discretion in designating coaching assignments to advance the association's interests in having qualified coaching talent at each team level and age level.

All prospective coaches whose intentions are to coach at the Mite through Bantam age-level during the upcoming season must complete and return an application to the Coaches Representative. The Coaches Representative will keep the Board informed of qualified coaching candidates and shortages that may exist.

Tornado Youth Hockey discourages head coaches from coaching nearly the same group of players over two consecutive or non-consecutive years. They may however, coach more than two years at the same age level.

The Board reserves the right to review the performance of selected coaches with recommended improvements when necessary. Based upon the review of the individual's performance, the Board may elect to remove the coach from his or her position.

SECTION D-SUPPORTING POLICIES

Policy D-1: Referee Clinics

The members of the Association are encouraged to participate and serve as referees. To further referee education the association will reimburse any USA/WHOA Referee Clinic fees incurred at the season's end providing the referee served the Association.

Policy D-2: Equipment

This policy is meant to outline what type of equipment TYH will provide or make available to our skaters. All equipment not outlined in this policy is the responsibility of the skater. All skaters must wear equipment required by USA Hockey.

Game Jerseys

For all league teams the Association will provide both a jersey. There will be a jersey deposit charged to all traveling team members, which will be reimbursed upon jersey return at the end of the season. The deposit amount will be set annually by the Board. These jerseys are only for use during games and taking official team pictures. Uses at special events can occur with Board approval. It is the responsibility of the skater to keep the jerseys clean and in good condition. In the event of a lost or maliciously damaged jersey the skater (parent) will be responsible for covering the cost or replacing the jersey.

Jerseys are to be placed on a hanger when not in use during a game and not stored in the player's hockey bag. It is recommended that all jerseys be transported in a garment type bag so as to protect them from damage and soiling.

For the in-house teams the Association will provide one jersey. This jersey is only for practice, games and official team picture taking. It is the responsibility of the skater to keep the jerseys, clean and in good condition. The skater will keep the jersey at the end of the season.

Goalie Equipment

The Association owns goalie equipment such as blockers, chest protectors and gloves for use by our goalies. To encourage skaters to play goalie, no deposit or rental charge is assessed. The equipment is to be turned in at the end of the season at the designated equipment collection time.

A skater may check out goalie equipment for use in summer ice hockey leagues and camps. Association equipment is not to be used for non ice hockey activities such as roller hockey unless approved by TYH. Users are responsible for the care and safe return of all goalie equipment or they will be assessed a replacement charge.

Policy D-3: Service Hours

There are numerous activities that require support of the association families. Performing these activities using labor from association families allows the association to control its costs and provide a quality program. The association is looking for the support of each family in performing the service hour requirement.

Each family is required to perform **a minimum of twenty hours (new families—families who have never registered with TYH—at every level are required to perform ten hours)**. Service hours are posted in a public format and are reserved on a first come, first served basis. Reserving and completion of twenty hours per returning family and ten hours per new family is the responsibility of each individual family. **THE RESPONSIBLE FAMILY WILL BE BILLED \$25.00 PER HOUR FOR WORK NOT PERFORMED** by April 30th.

Service hours need to be completed prior to registration to count toward fulfillment. Opportunities do occur throughout the calendar year. If service hours were not completed for the prior hockey season, a \$250 deposit check written to TYH needs to be submitted at registration. The check will be cashed only if service hours are not completed for the new season. All Bantam level skaters are required to provide a \$500 service hour deposit check (\$250 for new families) at registration.

Each home game and home tournament game must provide a scorekeeper, time clock person, and two penalty box workers. Hours worked for each skater's home tournament and home games are NOT counted towards the fulfillment of the service hour requirement and this does not apply to the Mite Jamboree. The home tournament coordinator is responsible for assigning individuals to work at each age level game in the home tournament. This includes all games in the home tournament, not only TYH games.

Board Members, Committee Chairpersons, Team Managers, and Coaches are exempt from service hours.

Policy D-4: Use of Tornado Hockey Name or Logo on Clothing or Merchandise

It is the intent of TYHA to allow teams the ability to show team pride and team spirit by purchasing clothing for team use. TYH requires players, parents, managers and coaches to use our clothing coordinator to purchase clothing of any sort when ever "TORNADO YOUTH HOCKEY" or our "Tornado" logo are used. The clothing coordinator will request bids from our various sponsors for the best prices available and communicate this to the team manager or age level rep for TYHA board approval. Payment must be in full before items requested can be ordered. Mark-ups on special order items for TYHA will be at a rate of 10% or less and will not exceed \$5.00 per item.

Policy D-5: Inclement Weather

The Onalaska OmniCenter will only close if the roads are impassable due to inclement weather. TYH has an agreement with the OmniCenter that calls for a 15 day advance notice to cancel ice rental for any reason. In the case of severe weather the final decision to practice or play a previously scheduled game lies with the head coach and team manager. TYH will be charged for the ice time whether the time slot is used or not. Each family needs to decide whether the risks of travel are in their best interest.

Policy D-6: Board Meetings

Board meetings are open to all members in good standing. The Board meetings are set by the TYH President and are held at the OmniCenter. Requests to appear on the agenda along with the subject matter must be submitted to the Secretary of Tornado Youth Hockey least one week prior to the meeting. The President reserves the right to waive the one week notice if the issue is more urgent. To ensure efficiency and handling at the most appropriate level, certain matters may be referred for resolution to a specific board member or a committee rather than be heard at a Board meeting. Periodically, there may be sensitive and confidential issues discussed at Board meetings. A parent may wish to air a complaint in private or there may be a disciplinary matter. Therefore, children are not permitted at Board meetings unless requested to appear. Depending on the sensitivity of the issue, the matter may also be moved to closed session.

Policy D-7: Grievance Policy and Procedure

It is recognized that from time to time there will be conflicts and / or disagreements within TYH. TYH encourages resolution of such issues at the level where these decisions are made. In the event there has been adequate discussion and problem solving at that level, the Board has adopted a method for resolution.

Board action on an issue is final. If in the opinion of the Board an issue brought to the Board has not had adequate discussion and alternative solutions have not been explored the Board can refuse to consider the matter and will refer the issue back to the grievant. Timelines are provided to encourage timely resolution. In the event the timelines are not followed, the Board reserves the right to refuse consideration of the grievance.

Scope of the Grievance Procedure

The grievance procedure can be accessed in matters of policy interpretation, player team assignment and in matters involving player, parent or coach conduct. In cases of misconduct where the Board is already involved in a disciplinary matter, Expectations of Behavior (pages 4-7) will take effect and supersede the grievance process.

Grievant can be anyone directly affected by the policies of TYH including parents, coaches and referees.

Disagreements concerning the operations of TYH are not subjects of the grievance procedure. The Board invites parents to become involved to improve these matters. Matters addressed by WAHA will not be the subjects of this process

Procedure

In the event there is a disagreement or dispute, the grievant (parents or guardians will represent their children) is encouraged to discuss and resolve this with the age level representative and / or head coach. In the event this informal discussion does not resolve the issue and the grievant still wants to appeal the decision, the grievant will reduce the complaint in writing stating the facts, at least one solution or remedy, and send this to the age level representative. This letter must be sent to the age level representative within thirty (30) days of the action that led to the disagreement.

The age level representative will consult with appropriate people in the organization (Board members, coaches, other parents and players) and issue a written response within five days of the receipt of the written grievance. A copy of that response should be sent to the Secretary of the Board and the Board President.

If the grievant is not satisfied with the response, he or she will forward the written grievance to the Secretary of the Board within five days of receiving the age level representative's response.

Within thirty days, the Executive Committee will meet and make a decision. The Board President will call the grievant with the Board's decision and follow up with a letter to the grievant within five days of the Executive Committee's decision. The Board's decision on the matter is final and binding.

Nothing obligates the Board to provide any communication to anyone inside or outside the organization except those directly involved.

Policy D-8: Locker Room Supervision

It is the policy of USA Hockey and USA Hockey Inline that all affiliates, districts, leagues and local hockey programs have at least one responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice.

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy must be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

**ONALASKA/HOLMEN TORNADO YOUTH HOCKEY, INC.
BY-LAWS--4/30/97**

ARTICLE I-NAME AND PURPOSE

Section One

The name of this organization shall be "Onalaska/Holmen Tornado Youth Hockey, Inc.," a non-profit private corporation. Throughout the remainder of these by-laws and in certain advertisements and publications we will also be known as "Tornado Youth Hockey."

Section Two

The purpose of this organization shall be to promote and to advance youth hockey through ways approved by the Board of Directors of the Onalaska/Holmen Tornado Youth Hockey, Inc.

ARTICLE II-MEMBERSHIP

Section One

Membership shall be open to any registered family or associate member subject to the Board of Directors approval. A family member is defined as a registered skater in a family and has one vote for each skater, maximum of two votes per family.

Section Two

Any member in good standing shall have the right to vote at annual elections.

Section Three

Associate memberships will be granted to persons, groups or businesses not qualifying under Article II, Section I. Associate members may not vote.

ARTICLE III-BOARD OF DIRECTORS

Section One

The Board of Directors shall consist of:

- a. Officers of Tornado Youth Hockey (5);
- b. Directors at Large (8);
- c. Coaches Representative (1); d.
Managers Representative (1)

Section Two

The Executive Committee shall fill any vacancy occurring among the Directors prior to an election. Such Director shall serve the unexpired term of their predecessor.

Section Three

There shall be monthly meetings of the Board of Directors.

Section Four

Quorum. One half or more of the members of the Board of Directors shall constitute a quorum to transact business.

Section Five

The Board of Directors may develop a set of rules and regulations for the purpose of conducting the affairs of the Tornado Youth Hockey. These rules and regulations, if developed, shall be reviewed periodically by the Board of Directors.

ARTICLE IV—OFFICERS

Section One

The officers of Tornado Youth Hockey shall be: President, Vice-President, Secretary, Treasurer and the Immediate Past President.

Section Two

Officers and Directors of the corporation shall serve for a term of one year. Officers will be elected at the Annual Meeting. They shall begin their terms of office after the completion of the April Board meeting.

ARTICLE V—DUTIES AND POWERS OF OFFICERS AND DIRECTORS

Section One

The executive power of the Tornado Youth Hockey shall be vested in the Board of Directors.

Section Two

The **PRESIDENT** shall be the Chief Executive Officer of Tornado Youth Hockey and shall preside at all meetings of the corporation, Board of Directors and Executive Committee, except the Nominating Committee. The President shall appoint the Chairpersons of all standing committees; subject the approval of the Executive Committee. The President shall render a report on the activities of Tornado Youth Hockey at the annual meeting.

Section Three

The **VICE-PRESIDENT** shall perform all the duties and exercise all powers of the President in the absence of the President and be responsible for other activities and projects assigned by the President and /or the Board of Directors.

Section Four

The **TREASURER** shall be the Chief Financial Officer and shall receive all funds and dues paid to Tornado Youth Hockey. The Treasurer shall deposit such funds and dues in the name of the corporation in such financial institutions as the Board shall designate from time to time. The Board annually shall set a maximum disbursement that may be made without

Board approval. The Treasurer shall pay all bills for the corporation after these bills have been certified and approved by the President. The Treasurer shall keep or cause to be kept in suitable form, detailed accounts of the assets, liabilities, receipts and disbursements of the corporation. The books shall be open at all times for examination or audit by the auditors or such representatives of the Board of Directors as it may designate from time to time. The Treasurer shall render a report at each Board Meeting and general meeting, and shall submit an annual report. All expenditures voted by the Board of Directors should be listed in the Annual Treasurers Report.

Section Five

The **SECRETARY** shall keep an accurate record of the proceedings of all meetings Tornado Youth Hockey, the Board of Directors and the Executive Committee. The records shall be open at all times to reasonable inspection of any member of Tornado Youth Hockey. In the absence of the Secretary, the President shall appoint a temporary recording secretary. A copy of all minutes shall be sent to the President. The Secretary will be responsible for the Association newsletter.

Section Six

The **PAST-PRESIDENT** shall serve as an advisor to the President in any way deemed necessary by the President. He or she shall serve as the parliamentarian at all meetings.

Section Seven

The **DIRECTORS-AT-LARGE** shall be representatives of the corporation and their interests to the Board of Directors. They are to be a liaison between the Board, Coaches and the general membership.

Section Eight

The **COACHES' REPRESENTATIVE** shall be a liaison between the Board and the coaches.

Section Nine

The **MANAGERS' REPRESENTATIVE** shall be a liaison between the Board and the team managers.

ARTICLE VI—EXECUTIVE COMMITTEE

Section One

There shall be an Executive Committee whose membership shall consist of the officers of the corporation.

Section Two

The Executive Committee shall exercise all powers of the Board of Directors during the interim between meetings of the Board of Directors.

Section Three

All actions of the Executive Committee shall be subject to ratification of the Board of Directors of Tornado Youth Hockey.

ARTICLE VII—COMMITTEES

There shall be such standing committees as are necessary for the conduct of business and programs of Tornado Youth Hockey. The President shall appoint the chairperson of each committee with the approval of the Board of Directors as soon as possible after taking office. The President shall serve as ex-officio to all committees.

ARTICLE VII—NOMINATING COMMITTEE

Section One

There shall be a nominating committee appointed by the Board. It shall consist of at least three members. These Committee members shall be from the general membership. The Committee shall select its own chairperson.

Section Two

The nominating committee shall prepare a slate of nominees for officers and directors. Nomination may be made from the floor. No name shall be presented at an annual meeting by the nominating committee or as a nomination from the floor until or unless the nominee has consented to serve if elected.

Section Three

The nominating committee shall function through the year to name candidates for any vacancies among the officers and to submit them to the Board of Directors for election by the Board to fill the unexpired terms.

ARTICLE IX—ELECTION OF BOARD

There shall be an annual meeting of Tornado Youth Hockey. The election of the board members and officers will be by a vote of the members present at the annual meeting.

ARTICLE X—EXECUTION OF PAPERS

Section One

The President or his or her representative shall sign all documents made, accepted or executed by Tornado Youth Hockey.

Section Two

The Treasurer or the President shall sign all checks drawn against funds of Tornado Youth Hockey.

ARTICLE XI-PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall govern the corporation and be monitored by the Past-President who shall serve as Parliamentarian.

ARTICLE XII—FUNDS

Section One

The Board of Directors prior to the start of each season shall set membership fees.

Section Two

All fund raising activities must have the approval of the Board of Directors prior to any activities taking place. Liabilities arising from unauthorized projects are not the responsibility of the corporation.

Section Three

The proceeds from all fund raising and membership dues shall be expended only as authorized by the Board of Directors.

Section Four

The Board shall set expenditure limits annually.

Section Five

The Executive Committee is authorized to make minor commitments and expenditures.

ARTICLE XIII—AMENDMENTS

These by-laws may be amended by the affirmative vote of two-thirds of the members present and voting at any regular or special meeting of Tornado Youth Hockey, provided that the amendments shall have been approved by a majority of the Board of Directors at a meeting of the Board, and that notice shall have been sent to the entire membership two weeks prior to the date set for the meeting at which the amendment is to be presented. Such amendments shall become effective on approval by membership.

ARTICLE XIV—COMMITTEE APPROVAL

A Special Constitution and By-Laws Committee will implement these laws and monitor. This will be a subcommittee of the Board as appointed by the President.

Updated
01/08/2018
08/03/2017
05/01/2011