



WASHINGTON LITTLE CAPITALS

2015-16 Policies and Procedures

ADOPTED May 26, 2015



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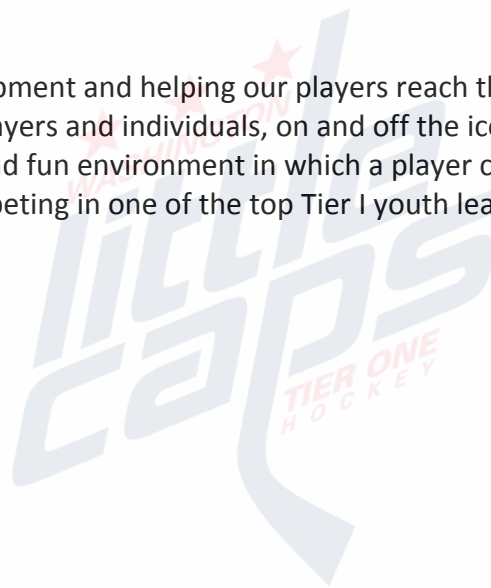
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MISSION STATEMENT

The Washington Little Capitals (“WLC”) is a Tier I youth hockey organization with teams participating within the guidelines of USA Hockey and the Atlantic Youth Hockey League. The WLC’s mission is comprised of three tenets:

1. Identifying and attracting the most talented youth hockey players and coaches in the Northern Virginia and Washington, D.C., metro area;
2. Working with all Tier II travel and recreational youth hockey clubs in Virginia to foster the growth of the sport, solidify the structure of youth travel hockey within the Potomac Valley Amateur Hockey Association and to help all youth travel players compete at the proper level, thereby maximizing the enjoyment of the youth hockey experience; and
3. Focusing on skill development and helping our players reach their maximum performance as both players and individuals, on and off the ice. For the individual player, to offer a safe and fun environment in which a player can further develop his hockey skills while competing in one of the top Tier I youth leagues in the United States.





I. WLC GOVERNANCE

The following is a summary of the WLC governance structure.

THE BOARD OF DIRECTORS

As in most volunteer organizations that have been formed into not-for-profit corporations, decision-making authority at the highest level resides in a volunteer Board of Directors comprised of people with business and hockey backgrounds.

The Board of Directors does not, however, intervene in the daily affairs of the WLC, such as team selection, head coaching assignments, game and practice scheduling, etc. Instead the Board focuses on three areas critical to the success of the WLC:

1. It selects, evaluates and supports the Executive Director and Hockey Director, to whom it delegates authority to manage the WLC;
2. It develops broad institutional policies that guide the Executive Director and Hockey Director in running the WLC and its teams; and
3. It is accountable for the financial wellbeing of the WLC.

In the conduct of its official business, the Board acts only as a whole; individual Directors, including the Board Chair and WLC President, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

The WLC encourages members who are interested in high-level decision making to stay informed about the work of the Board of Directors by reading the WLC's handbook and other publications, including the Web site, and communicating with the Hockey Director when necessary.

Members with concerns about the WLC or decisions made by the Executive Director, Hockey Director or coaching staff are encouraged to inquire about them and, where appropriate, use the WLC's grievance and review procedures; but they should not expect the Board of Directors to act as an appeals panel. Members should not expect the Board of Directors to become involved in resolving issues that have been entrusted to the management of the Executive Director, the Hockey Director or the individual team coaches.

In situations where a member of the WLC has been recommended for expulsion, the Board of Directors shall be the final ruling authority on the matter.

The 2015-16 WLC Board of Directors is comprised of:



Brian Cullen
Tom Lenz
Beth Lenz
Brad W. Surdam
Vanessa Smingler
Kyle Langdon
Vic Hugo

THE EXECUTIVE DIRECTOR, HOCKEY DIRECTOR AND TEAM COACHES

The day-to-day operations of the WLC are managed by the Executive Director and Hockey Director pursuant to the job descriptions and areas of responsibility outlined below. The Hockey Director and Executive Director will appoint coaches for each WLC team, volunteers to assist the club, and staff as needed to operate the WLC in accordance with the Policies and Procedures outline in the WLC Handbook.

WLC teams are part of the club – they are not autonomous entities. Each team is run by its head coach, who in turn reports to the Hockey Director. The WLC’s Board of Directors will not be involved with day-to-day operations and/or hockey decisions.

Hockey Director:

Dan Jablonic
djablonic@washingtontitlecapitals.com

Executive Director

Doug Plocki
dplocki@washingtontitlecapitals.com

WLC HOCKEY DIRECTOR

The Hockey Director shall formally be appointed an Officer of the non-profit corporation (WLC, Inc.). The duties of WLC Hockey Director shall be agreed upon via contract between the WLC, Inc. and an independent contractor. The Hockey Director shall oversee all hockey operations for the WLC to include player and coaching personnel issues and decisions. The head coaches will report directly to the Hockey Director.

The WLC Hockey Director has oversight and responsibility for the following:

1. Supervise all WLC hockey operations;
2. Establish, improve, and maintain relationships with area clubs;



3. Formulate and implement programs to enhance WLC Program in conjunction with Executive Director;
4. Serve as the WLC primary point of contact for USA Hockey, PVAHA, AYHL, and other WLC leagues;
5. Appoint all WLC coaches, and negotiate and secure coach contracts in conjunction with Executive Director;
6. Supervise the performance of all WLC coaches and, in conjunction with the Executive Director, maintain the coaches' personnel files;
7. Supervise Player Evaluations to be performed by WLC coaches three times per season, per WLC Skills Progressions (Standardized Evaluations);
8. Administer the WLC "Patch" Certification Program;
9. Develop and Implement Coach Evaluation Program;
10. Develop Coach Education Program (Practice Planning, Drill Design/Selection, Management);
11. Direct all WLC Player Scouting and Development activities, including attending area, regional, and other hockey events to identify and recruit potential WLC players, and/or designating others to do so on behalf of the WLC;
12. Enforce WLC rules and policies, and serve as the WLC Discipline Administrator; specifically, exercise oversight and leadership of all WLC coaches to assure that they adhere to the WLC Coaches' Code of Conduct and all other published policies of WLC and USAH, including policies set forth in the USAH SafeSport Handbook, and report promptly to the WLC Executive Director and/or Board of Directors any breaches or other misconduct by any adult participant involved in WLC activities that may affect youth participants, directly or indirectly;
13. Manage Player, Staff, and other personnel issues and decisions;
14. Ensure WLC Coaches are Properly Certified/Registered per USAH;
15. Organize and Staff WLC Tryouts;
16. Coordinate Off-ice Physical Training;



17. Supervise WLC scheduling process, and review/approve all season schedules, tournaments, showcases, exhibitions, or other non-league games;
18. Supervise uniform and hockey equipment procurement for Players/Coaches;
19. Size, order, receive, and distribute all Team/Player/Coach Equipment;
20. Manage Team Equipment - (Pucks, Med Kits, Jerseys);
21. Schedule Referees for all WLC events, or designate such to the WLC Scheduler;
22. Serve as Liaison with Rink Management regarding practice and game scheduling;
23. Maintain WLC rink Presence for WLC practices and games;
24. Serve as Parent Liaison for club and team communications.

WLC EXECUTIVE DIRECTOR

The Executive Director shall formally be appointed an Officer of the non-profit corporation (WLC, Inc.). The duties of WLC Executive Director shall be agreed upon via contract between the WLC, Inc. and an independent contractor. The Executive Director shall serve as the chief executive officer of WLC, Inc. and shall have general supervision and management of the affairs of the organization. The Executive Director shall work with the Hockey Director, and communicate on a regular basis with each party to ensure the club's mission and philosophy is being adhered to during practices and games.

The WLC Executive Director has oversight and responsibility for the following:

1. Prepare the WLC Operating Budget for approval by the Board;
2. Serve as USA Hockey ACE Coordinator;
3. Create and maintain Personnel Files for all WLC Coaches/Staff, and maintain all required paperwork in conjunction with the Hockey Director;
4. Draft, revise, and oversee execution of all coaches and player contracts;
5. Develop potential WLC sponsors and sponsorship programs;
6. Coordinate WLC fundraising activities;



7. Develop and implement WLC Player Development Model - Top-to bottom Skills Progressions and Player Education Program in conjunction with the Hockey Director;
8. Develop and implement Player-Evaluation Program for use at WLC Tryouts (Standardized Evaluations);
9. Develop and implement Player-Evaluation Program for in-season reviews (Standardized Evaluations);
10. Coordinate efforts to secure spot in Quebec Pee wee Tournament;
11. Develop criteria for and administer a precedent-based disciplinary system;
12. Appoint, approve, and manage WLC volunteers and staff, secure volunteer contracts, and communicate WLC rules and policies and current practices to WLC volunteers;
13. Revise and Publish WLC Handbook;
14. Coordinate with Hockey Director to administer and enforce all WLC policies;
15. Develop and Supervise WLC Billet Program; and
16. Serve as appeal for all disciplinary decisions of the Hockey Director.

WLC 2015-16 COACHING STAFF:

Subject to approval, the following coaches have been nominated for the 2015-16 season:

U-11s (2004)

Head Coach: Flip Collins

Assistant Coach: Sean Leslie

U-12s (2003)

Head Coach: Andrew Ansell

Assistant Coach: Jim Carsten

U-13s (2002)

Head Coach: Tom Morrissey

Assistant Coach: Ray Furr

U-14s (2001)

Head Coach: Lyon Messier



Assistant Coach: Nick Carso

U-16 American

Head Coach: Brad A. Surdam
Assistant Coach: Brad W. Surdam
Assistant Coach: Kyle Langdon

U-16 National

Head Coach: Doug Plocki
Assistant Coach: Vic Hugo

U-18

Head Coach: Gary Pouliot
Assistant Coach: Jeff Back

Goaltending Coaches:

Brent Johnson
Travis Russell

Skills Coach

Jeff Halpern

Strength Training Coach

Ify Achebe

MEMBERS OF THE WLC

Parents, as paying members of the WLC, are a vital part of the organization. The relationship between parents, players and the WLC is formally governed by the WLC's written membership contracts and the Policies and Procedures in this Handbook. When parents choose to permit their children to try out for one of the WLC's teams, and to accept a place on a WLC team if selected, they agree to subscribe to the WLC's mission, follow its rules and abide by its decisions.

The WLC encourages members to work productively with team coaches and WLC administration by staying informed about their child and important team events, by reinforcing the team rules and attendance at practices, games and other WLC events.

Parents best support the WLC's climate of trust and respect by communicating any concerns openly and constructively to the Hockey Director. Behind the back criticism and complaint, undercutting of coaches and team discipline or other efforts by parents to lobby other parents is counter-productive.



The Board of Directors, in consultation with legal counsel and the WLC's hockey professionals has developed a set of written Bylaws for the WLC and approved the Policies and Procedures in this Handbook which makes clear the WLC's procedures and the role of the members.

The WLC further encourages the active participation by its members in all WLC activities and welcomes suggestions and feedback.

WLC CLUB AND TEAM VOLUNTEER POSITIONS

Although the day-to-day and hockey operations of the Washington Little Capitals fall under the auspices of the Hockey Director and Executive Director, the WLC may appoint volunteer positions that are vital to the well-being of the organization.

Each year the Hockey Director or Executive Director may appoint people to the following volunteer positions at the club level (job descriptions follow each title):

WLC Registrar: The WLC Registrar will work with the Potomac Valley Amateur Hockey Association ("PVAHA") Registrar to fully complete the USA Hockey registration process for each WLC team, including coaches and staff.

Club Scheduler: The club scheduler will oversee the allotment of weekend ice time at the Kettler Capitals Iceplex, to include scheduling practices and games. The club scheduler will also oversee the AYHL scheduling process for all WLC teams, in addition to attending any AYHL meetings regarding scheduling. The Club Scheduler is also responsible for scheduling non-league games and referees for each WLC home game.

Each WLC team will also have the following positions nominated by the team's head coach and approved by the Executive Director:

Team Manager: Upon nomination by the head coach and approval by the Executive Director, the team manager will assist the head coach, Hockey Director, and Executive Director with team- or club-specific communication. The Team Manager reports directly to the head coach. On recommendation by the head coach, the Team Manager may be removed by the Executive Director for any action deemed detrimental to the team or the WLC.

The Team Manager shall have the following duties:

1. On game day the Team Manager will help coordinate volunteers to serve as scorekeepers, clock operators and penalty box attendants;



2. The Team Manager will ensure that the Team Assessment fund is handled by more than one person and the status of the Team Assessment fund is communicated to the parents at least on a monthly basis;
3. The Team Manager will be in charge of ensuring that all WLC home game electronic score sheets are uploaded to the AYHL server. This person can actually operate the computer/score sheet during the games or delegate this function, but must ultimately ensure that the process is completed in a timely fashion. In the event that errors occur with the AYHL statistics package, the Team Manager will work with the Executive Director to make corrections when possible. No player statistics will be kept on the WLC web site.
4. The Team Manager shall act as travel coordinator who will help locate a hotel and provide directions for each trip. In the event of air travel, the Team Manager can locate appropriate flights and auto rental information. Families do not have to utilize the hotels identified by the Team Manager unless league or tournament organizers require such use. The Team Manager does not pay up front for any deposits.
5. The Team Manager will compile data necessary to complete rosters for the leagues in which their teams play, as well as prepare any qualifications binders required by PVAHA to participate in affiliate, district, or USA Hockey nationals competitions.



II. WLC OPERATIONS

WLC OPERATING PRINCIPLES

The WLC operates pursuant to the following principles:

- Operate an organization that adheres to the WLC Mission Statement at all times.
- Establish dedication, discipline, commitment and high ethical standards as key organizational values.
- Operate an organization that allows the individual player to develop to the best of his/her ability, dependent upon the effort the player is willing to put forth.
- For WLC teams, the organization is committed to providing teams an environment in which they can establish a presence on the national youth hockey stage.
- The success of the WLC program will be measured by its ability to identify and attract the area's top players; develop individual and team skills within those players; promote those players to the next highest level; and overall competitiveness within the AYHL and other national leagues and tournaments.
- Help participants grow as people and as players.
- Form solid relationships with Northern Virginia Tier II hockey clubs.
- Publicize and conduct formal tryouts for all interested players.
- Provide an environment in which a player can take advantage of everything that hockey has to offer.
- Work within the AYHL to share and gain ideas on how to make each club stronger.
- Build on our success, and remain open-minded to change, in order to help the organization improve and grow stronger each year.

WLC COMMITMENT TO PLAYER DEVELOPMENT

The WLC organization is steeped in commitment to coaching, individual skills, enjoyment and safety. With a solid foundation of individual skills, a player will have much more to bring to the team environment. We emphasize enjoyment of the sport, as players should have fun playing hockey.

The WLC believes that youth hockey coaches are important factors in providing a quality hockey training environment. The WLC will put a great deal of resources into attracting, developing and retaining youth hockey coaches who are committed to developing the fundamental skills of the sport, while providing an environment that is both safe and fun. WLC coaches are expected to devote a great deal of regular practice time to developing these individual skills.

The WLC will offer teams at the Pee wee, Bantam, and Midget (U16 and U18) levels. Each level



may include a “major” (national-bound) team comprised of the top 20 (maximum roster) available players in that age-classification. Each level may also include a mixed-age “minor” team. The “minor” team in each age-classification should be primarily comprised of first-year players at that level, but can include older players within that age-classification.

With membership in the prestigious Atlantic Youth Hockey League, the WLC gives Tier I players an opportunity to train and play against some of the best youth players on the East Coast and in the nation. Each WLC team has the opportunity to supplement that competitive element and increase exposure opportunities for its players by participating in national showcase leagues and elite tournaments. This philosophy ensures that WLC players compete against the best players in their age-classification in a high-profile environment.

WLC players are committed to achieve team and individual goals through continuous commitment to character, skill development, competitive nature and support of teammates. WLC players strive towards winning, but not winning at all costs. WLC teams commit to a team-first approach, with emphasis on individual development within the team environment.

From a leadership standpoint, the WLC provide an organization operated by non- parent, semiprofessionals who are contracted by the organization’s Board of Directors. The contracted individuals operate the organization on a day-to-day basis using the philosophies stated in the WLC Handbook.

WLC PLAYER RECRUITMENT & TIER II RELATIONSHIPS

The WLC will make a concerted effort to form solid working relationships with all Tier II travel hockey clubs and players in the Northern Virginia under the guidance of and in conformity with PVAHA guidelines.

This cooperation will include, but not be limited to, publicizing tryout information within Tier II clubs, watching and being a presence at Tier II games and practices, working with Tier II travel coaches to identify tryout prospects each season and agreeing on dates after which a rostered Tier II player will not be allowed to join the WLC without a written release from his/her Tier II club.

WLC coaches will return phone calls and e-mails from prospective players and will communicate with players and families through their Tier II coaches and club personnel, in order to constantly identify potential WLC players during the course of the year.

The WLC Executive and Hockey Directors will pursue active communication and working relationships with Tier II club officials, with special attention to turnover at the Tier II leadership positions.



WLC TRYOUT POLICIES & PROCEDURES

The Hockey Director is responsible for forming WLC teams within each age-classification capable of competing in the AYHL and otherwise. The Hockey Director shall conduct a fair and consistent tryout process for all players. All tryout participants will be evaluated on criteria consistent with the core habits and fundamentals of the WLC program. The tryout evaluation will consist of practice/skill assessment and game sessions. The sessions will be conducted by the WLC Director, player evaluators, and the team coaching staff. All WLC evaluators use the same criteria to rate potential WLC players.

WLC teams will be formed as a result of performance at WLC tryouts. The Hockey Director has the right to hold additional tryouts or evaluation sessions for teams that do not have all roster spots secured or players who do not participate in tryouts. The Hockey Director will use input from WLC coaches and all evaluation staff to select teams within each age-classification. The Hockey Director has final authority regarding all team selections.

In accordance with the WLC philosophy of fielding competitive teams comprised of the best-available players, the Hockey Director has the authority, in his discretion, to recommend to the Board of Directors that the WLC not field a team within any age-classification if the Hockey Director determines that such team is unlikely to be competitive within their age-classification.

The WLC will hold open tryouts each year for each team. WLC roster spots are good for one season only. Each year a player must attend tryouts and earn his/ her spot on a WLC roster.

All WLC tryout registrations will be non-refundable, regardless of when they are received. In its effort to properly serve the Tier II clubs in Northern Virginia and the suburban Washington area, the WLC will ensure a fair and open tryout process with a hands-on approach from the Hockey Director.

Head coaches, who are also parents of prospective WLC players, may participate in their team selection only with input from the WLC Hockey Director and fellow coaches. The Hockey Director may require a parent-coach to remove themselves from the selection process on their son's or daughter's team.

Minor-aged players in each age-classification may play for WLC national-bound teams, but only at the request of the head coach and approved by the Hockey Director. There is no process for a parent or player to request playing "up" -- that will be the sole function and decision of the WLC coaches and Hockey Director.

All WLC players must tryout for and begin the season on one of the teams within their age-classification, unless specifically permitted to move to a higher age-classification by the Hockey Director. This decision will be based on the player demonstrating to the satisfaction of the Hockey Director and coaches involved that the player has obvious and unusual talent, will not



be sufficiently challenged within their age-classification, and that both the player and the program will benefit from moving the player to a higher age-classification. Players and parents may not request playing outside a player's appropriate age-classification. The decision to move a players lies solely within the Hockey Director's discretion.

All players in a particular age-classification may be required to try out together (i.e. U11s and U12s together). The national-bound and minor teams may be picked from the same set of tryouts. WLC tryouts will generally consist of 3-4 four on-ice sessions. The WLC reserve the right to make cuts after a minimum of two tryout sessions in an age-classification.

Tryouts results will be listed via the WLC web site at www.washingtonlittlecaps.com, on-site after the final tryout, or communicated directly to the players and their families.

Any player joining the tryout process after it has begun, or any player being added to a WLC roster without participating in regular WLC tryouts will be assessed the full tryout fee.

WLC SQUIRT PROGRAM

The WLC is not Currently Operating a Squirt Program. If the WLC activates its Squirt Program, the following principles will apply.

In conjunction with USA Hockey's American Development Model (ADM) the WLC may offer a two-team squirt (U9 and U10) program.

The WLC squirt program will be open to U9 and U10 hockey players from Virginia and across the Greater Washington, D.C. area. The WLC squirt program, like the rest of the WLC programs, will focus on individual skills and a generous practice-to-game ratio. The game schedule will be capped at 35 games and various weekend slots will be used for practices and skill sessions.

The WLC squirt program will not be registered as Tier I and the teams will not participate in the AYHL, however the teams may face AYHL competition in showcase or tournament style events. The WLC squirt program will attempt to play multi-game weekends, showcases and tournaments, when possible, in order to keep travel and travel costs to a minimum and ensure a number of weekends dedicated to practice or weekends off.

The main focus of the WLC squirt program will be to follow the ADM guidelines, provide solid coaching and oversight from WLC Hockey Director, and to provide high-level competition. The teams will wear the Capitals uniforms and practice and play out of the Kettler Capitals Iceplex.

WLC GAME SCHEDULING POLICY

The WLC Hockey Director shall serve as or appoint a scheduler for the organization to handle



all Atlantic Youth Hockey League games, both home and away, non-league, showcase, tournament, and exhibition games.

Each WLC team shall have its own non-league scheduler. This can also be the Team Manager or a person involved with the team or the organization that is willing and capable of taking on these duties. The non-league scheduler may not add games unless cleared by the Hockey Director.

Each WLC team shall be limited to four tournaments during the season, three of which are paid for via the WLC Player Registration Fee, but only if such tournaments do not conflict with the AYHL "blackout" dates. The AYHL schedule is the top priority for the organization when handling schedules. Most teams will not have room for four tournaments because of the duration and frequency of AYHL games. All tournament selections must be approved by the WLC Hockey Director.

WLC teams are encouraged to take off Thanksgiving weekend or the week between Christmas Day and New Year's Day.

No WLC team shall surpass their regular season game limit (AYHL games, plus non-league games plus tournament games) prior to the PVAHA and/or Southeastern District playoffs each season, without clearance from the Executive Director. The following game limits apply to WLC teams:

SQUIRT: 35 games
PEEWEE: 52 games
BANTAM: 55 games
MIDGET: 60 games

Teams should plan their schedules as far in advance as possible. Attempting to add home games on less than 14 days notice will rarely be possible because of the officiating contract and the ability to get officials for Tier I games on short notice.

Teams should refrain from having to play two games in one day (non-tournament or showcase situations). Occasionally a team may need to play twice in one day to accommodate scheduling demands. Coaches and/or team managers shall attempt to plan their yearly calendars in August prior to the start of each season, and follow that plan as closely as possible.

WLC GRIEVANCE PROCEDURE

The WLC will adhere to the following procedures to settle grievances that may arise during the season, regardless of the parties involved in the conflict. The WLC encourages proper handling of grievances in order to get problems out in the open and taken care of as quickly as possible.



Should you have a problem during the season that cannot be settled one-on-one, please follow the steps below to help resolve the issue:

1. The WLC enforces a strict “24-hour rule” in relation to all WLC grievances. All persons wishing to lodge a grievance must write a detailed letter (signed) or e-mail (in which it is made known from whom the e-mail originated) that identifies the grievance. The letter or e-mail should be sent to the Hockey Director who will facilitate the investigation and communication in regards to the matter. The Hockey Director will not accept this notice within 24 hours of the incident giving rise to the grievance. Once accepted, the Hockey Director shall promptly notify the person against whom a grievance is being lodged and provide an opportunity to respond.
2. Grievances and conflicts shall not be handled in front of WLC players or in public settings.
3. **Grievance Against a Coach:** Should a parent or participant feel the need to lodge a complaint against a WLC coach, that parent should follow the procedure in paragraphs one and two above. The Hockey Director will take such action as is appropriate under the circumstances. **AT NO TIME SHALL A COACH BE CONFRONTED FOR PURPOSES OF ADDRESSING A GRIEVANCE BEFORE, DURING OR FOLLOWING A GAME.** Any parent who fails to adhere to the steps above may be immediately suspended from all WLC games and practices pending a discussion and/or hearing with the WLC Hockey Director. This policy is set down strictly in an effort to avoid any public scenes at the rink and/or in front of our players.
4. **Grievance Against A Parent:** If a WLC parent or participant would like to lodge a complaint against a WLC parent, that parent or participant should follow the procedure in paragraphs one and two above. The Hockey Director will take such action as is appropriate under the circumstances.
5. **Grievance Against a Player:** If a WLC parent or participant would like to lodge a complaint against a WLC player, that parent or participant should follow the procedure in paragraphs one and two above. The Hockey Director will take such action as is appropriate under the circumstances.

The Hockey Director may meet with the parties involved, interview others, or conduct fact inquiries, as he/she believes necessary for a complete review of the matter, in his/her sole discretion. The Hockey Director has the authority to impose any penalties or sanctions against any individuals for failure to comply with any WLC rules, Policies and Procedures, or Codes of Conduct of the WLC, or any other conduct detrimental to the team and/or organization. Suspension or expulsion of the club, without monetary refund, is possible for egregious actions.



Decisions of the Hockey Director may be appealed to the Executive Director. The aggrieved party should submit a written issue statement and provide all such other information they believe relevant to their matter directly to the Executive Director. The Executive Director shall notify the Hockey Director of the appeal, provide a copy of the written submission, and offer the Hockey Director the opportunity to respond. The Executive Director may meet with the parties involved, interview others, or conduct fact inquiries, as he/she believes necessary for a complete review of the matter, in his/her sole discretion. The Executive Director shall issue a written statement of his/her decision regarding the issue appealed. There is no right of appeal for any WLC parent, player, or participant to the WLC Board of Directors. The Hockey Director or Executive Director may, however, in their sole discretion, refer a matter to the Board of Directors for guidance.

Disputes involving the Hockey Director may taken directly to the Executive Director.

WLC INCLEMENT WEATHER POLICY

WLC games or other events may be affected by weather, security or a decision of local or national government. In all cases where adverse weather may affect a WLC game or practice, you must consider your own safety first. Even if a game or practice is still “on,” each WLC family must make its own decision based upon safety. A player or family will not be held responsible for rules pertaining to punctuality and attendance when weather is at issue.

Generally speaking, WLC practices will take place if the Kettler Capitals Iceplex (“KCI”) is open for business. We have contracted for the ice and it is ours to utilize if the KCI doors are open. A coach and or Team Manager (acting on direction from the coach) will cancel a practice if necessary. The club will still be in possession of the ice for WLC players to utilize if the KCI is still open. Proper equipment and supervision (by a member of WLC coaching staff) will always be required if players utilize ice that opened because of cancellation of a practice or game.

An AYHL, non-league, or other game will not be cancelled without approval of the Hockey Director or Executive Director, and or the WLC scheduler.

The club will always make every attempt to communicate postponements and cancellations but it will not always be possible. It may not always be possible to provide communication about short- notice cancellations and members are encouraged to use their common sense about traveling and safety. This is youth hockey -- please put your own safety first.

WLC TEAM RULES

Each WLC Team will operate according to the following rules:

1. Team members are required to attend all WLC games, practices, meetings, training sessions, skills sessions and public service events. All team members are expected to



be punctual in their attendance at the aforementioned events. Absences, besides sudden illnesses and emergencies, should be cleared with head coach prior to event.

2. All team members will display respect and good sportsmanship toward all coaches, teammates, opponents, officials, parents, and arena staff.
3. All team members will be well behaved and polite while representing the WLC.
4. All team members will follow the dress code set forth by their head coach.
5. No parents will be allowed in the dressing room at the peewee level and above unless in an emergency situation or in accordance with the WLC's and/or USA Hockey's locker room supervision policy. All interaction with players in the dressing room must first be cleared with the team's head coach prior to taking place unless specifically required by USA Hockey's locker room supervision policy.
6. Only WLC players and coaches are permitted on the ice during WLC team events. No non-WLC player or coach may participate in any WLC team event without permission from the WLC Hockey Director.
7. All team members and spectators must strictly adhere to the principles and guidelines established by the WLC, the WLC Codes of Conduct, all Policies and Procedures in this Handbook, and USA Hockey rules and regulations.
8. A violation of these or other team-specific rules will be dealt with on an individual basis by each team's coaching staff. If the coaching staff feels that the parent, Executive Director, or Hockey Director needs to be notified, they will do so.
9. All coaches will document incidents of the above rules being broken for future reference. Failure to comply with WLC Team Rules could result in loss of playing time, suspension from the team, and/or expulsion from the WLC without refund of any fees.
10. Please note that each team may have additional team-specific rules. All team rules will be put in writing and distributed to members.

WLC HEAD AND ASSISTANT COACH STIPEND

A stipend will be provided to all WLC coaches as a measure of gratitude for their dedication and commitment to our teams and children. This stipend is set up to help defray the personal costs of serving as a coach and to help encourage participation by those whom the WLC feels are excellent candidates. It will be the goal of the WLC Hockey Director and Executive Director to use the head coach stipend, in conjunction with the WLC Mission Statement, to help attract and keep high-level coaching personnel.



1. The stipend to a new WLC head coach will be up to \$9,000. The stipend to a returning WLC head coach will be up to \$10,000. A returning coach is defined as an assistant or head coach who was with the organization the previous year.
2. The stipend provided to one assistant coach will be up to \$5,000. The assistant coach may be nominated by the head coach, and must be approved by the Hockey Director. The assistant coach stipend is paid regardless of whether or not the assistant coach has a child on the team. The WLC will pay only one assistant coach stipend per team. Coaches are free to break up their own stipend and the assistant coaching stipend to accommodate a bigger staff as they see fit, subject to approval by the Hockey Director.
3. These amounts will be subject to signed agreements between the club and the coach and will be payable as set forth in the WLC Coach Contract, subject to the terms and conditions set forth in that contract.
4. Additional payments from parents to coaches are not allowed. Any instance of paying coaches will result in immediate suspension for both the recipient of the payment(s) and the person(s) making the payment(s).

WLC PLAYER FEES & REGISTRATION

The Player Registration Fee (one-time payment) for all Little Caps teams for the 2015-16 season will be:

U-11s – U-14s:	\$4,750.00
U16 American:	\$5,000.00
U16 National & U18:	\$6,000.00

Additional fees will apply for installment options by check or credit card. The Player Registration Fee includes:

- Ice time for practices and games
- Games socks and practice jerseys
- Referee fees
- Stipends for WLC head coaches and assistant coaches
- Stipends for goalie coaching and other applicable training
- Overall administrative costs
- Three tournament entry fees per year (Bantam and below)
- Showcase fees in approved national showcase leagues (Midgets)
- Southeastern District and USA Hockey Tournament entry fees if applicable

Required player equipment and uniform are the individual expense of the player/family. All players in the club are required to purchase home/away uniforms, hockey pants or shell, equipment bag and team jacket, and other such team apparel/equipment specified by the head coach.



The WLC Player Registration Packet, issued each year to those who are invited to join the organization, will have comprehensive registration and payment information.

After tryouts, players will be notified of their selection and given the WLC Player Registration Packet, along with a deadline by which all registration materials must be completed and returned. Failure to adhere to the deadline can result in immediate loss of WLC roster spot.

WLC TEAM ASSESSMENT FEES

Each WLC team member will be required to pay a team assessment fee to cover the following expenses for his/her team:

1. Coaches Travel Reimbursement (non-parent): Travel costs to include mileage at the prevailing IRS rate, tolls, *one hotel room per team per night* (room and tax), and per diem of \$40 for each day of travel during an overnight trip. Per Diem for a day trip will be \$15.
2. Coaches Travel Reimbursement (parent of team member): Payment of \$50 for each night of overnight trips for head coaches only.
3. Airfare to be reimbursed when flying is an inexpensive alternative to driving. Mileage rate/amount can be credited toward airline tickets if coach chooses to fly.
4. Team expenses, which can include but are not limited to:
 - a. Reasonable team or family special events;
 - b. Team travel;
 - c. Extra ice time, special clinics or other hockey-related functions;
 - d. Team-building exercises or outings;
 - e. Specialized training or teaching equipment reasonably required by the head coach;
 - f. Team apparel or equipment; or
 - g. Team meals

WLC teams will keep their team assessment fees focused on the items above. The WLC's Executive Director must approve each team assessment fee before it is passed along to the team members, regardless of at what point in the season the assessment is being requested. Head and assistant coaching stipends come out of the WLC general treasury and are covered by the WLC Player Registration fees, and should not be included in any team assessment fees.

WLC SPONSORSHIP AND FUNDRAISING POLICIES

The WLC recognize that fundraising and sponsorship -- individual, corporate and philanthropic -- will be very important facets of the program. In an effort to keep costs of the WLC at a



manageable level the club may form a Sponsorship and Fundraising Committee with the charge of coordinating and maximizing club-wide efforts to raise money. The WLC separates fundraising and sponsorship with the following definitions:

Fundraising means any activity or idea that is implemented by the organization or a team in order to raise money directly for that team's hockey activities. Fundraising will generally include the team members performing an action in order to raise money (bake sale or car wash, for example).

Sponsorship means any solicitation of corporate, individual or philanthropic monies on behalf of the club. Sponsorship money is generally given as a gift and in return the sponsor is generally eligible for a tax deduction and recognition of gift.

In order to protect its members, the WLC's reputation and its non-profit status the following general policies will be followed at all times:

Team-Specific Fundraising

1. All fundraising monies must be collected with the oversight of the WLC's Fundraising and Sponsorship Committee and/or WLC's Executive Director in absence of a Fundraising and Sponsorship Committee. This may simply involve notifying the Fundraising and Sponsorship Committee and the Executive Director of the team's requested action and receiving approval for such action from the Executive Director.
2. All fundraising monies must be deposited in the team's bank account and applied to offset the Team Assessment Fees.
3. Each fundraising activity needs to be approved by a majority vote of team families (the family of each player is entitled to one vote) prior to being submitted to the Executive Director for approval.

Corporate, Individual or Philanthropic Sponsorship

1. All solicitations for corporate, individual or philanthropic sponsorship money shall be coordinated with the WLC's Fundraising and Sponsorship Committee, or with the WLC Executive Director in absence of a Sponsorship Committee. All sponsorship solicitations must be approved in advance by the Executive Director.
2. Sponsorship money knowingly collected without the knowledge of the WLC's Fundraising and Sponsorship Committee and/or Executive Director will result in suspension from all WLC activities (practices, games, events, etc.) for those involved.
3. Sponsorship money shall be split between the procuring team and all other WLC teams. The procuring team will receive fifty per cent (50%) of the sponsorship dollars to be deposited in its team account and used to offset Team Assessment fees to team



members. The remaining fifty per cent (50%) shall be divided equally among the remaining WLC teams to be used in the same manner.

4. The club, from the end of one season until tryouts have been completed for the following season, will not accept sponsorship money from any parent, relative or close acquaintance of a potential WLC player for the upcoming season. Unanimous agreement by the members of the Fundraising and Sponsorship Committee, and the approval of the Executive Director and the WLC’s Board of Directors, will be the only method of waiving this clause.
5. Each sponsor will formally read and sign the WLC Acknowledgement of Gift form in order to receive the club’s acknowledgment of the gift and a copy of the club’s 501(c)(3) Letter of Determination.
6. The WLC requires everyone affected by the gift to write a letter of thanks to the donor.
7. The club is encouraged to communicate during the season with each sponsor and make invitations when appropriate. A team photo or other small token of appreciation is suggested.
8. While the WLC makes every effort to secure sponsors to help defray the cost of its hockey programs, the WLC must respect its rink partners and licensing agreement with the Washington Capitals with respect to accepting potential sponsor gifts. The WLC may not offer permanent rink banners or placement of WLC sponsor logos or other information along the dasher boards at the Kettler Capitals Iceplex.
9. Under no circumstances shall any player, parent, participant, or any other person affiliated with the WLC or its players solicit sponsorship from the Washington Capitals.
10. The Executive Director shall provide guidance and information on specific sponsorship opportunities that may be offered to local businesses and individuals.

Acknowledgment of Gift To The Washington Little Capitals

I _____ hereby submit a gift valued at _____ to Washington Little Capitals, Inc. This gift is being given with no expectations that it will ensure membership for anyone within the organization; alter the direction of the club from its stated mission and philosophy; or upgrade my status within the club.

I also acknowledge that Washington Little Capitals, Inc. has represented itself in a professional manner and has provided me with proof of its IRS 501(c)(3) status (documents attached).

Sponsor Name

Sponsor Signature



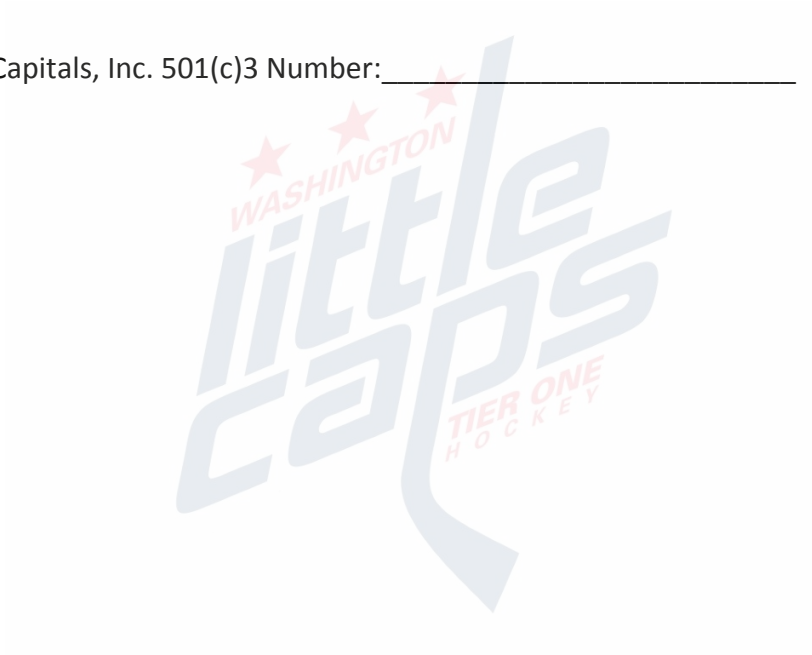
Date

Seen and Acknowledged:

WLC Executive Director

Date

Washington Little Capitals, Inc. 501(c)3 Number: _____





III. WLC 2015-16 POLICY FORMS

The following forms apply to players, members, and families participating in the 2015-16 WLC season:

WLC LETTER OF COMMITMENT

I, _____ have read the WLC registration packet and understand the information completely. By signing this form I am pledging my commitment to the following during the 2015-16 season:

- Competing exclusively for the WLC and no other Tier-I hockey program or invitational tournament team;
- Following the rules, policies and procedures of the WLC, and direction of the WLC Hockey Director and coaches throughout the season; and
- Working hard to maximize my experience with WLC and that of my teammates.

Participant Name: _____
 Participant Signature: _____
 Date: _____

I/we _____, have read the WLC registration packet and understand the information completely. By signing this form I am/we are pledging our commitment to the following during the 2015-16 season:

- Having our son/daughter compete exclusively for the WLC and no other Tier-I hockey program or invitational tournament team;
- Selecting and agreeing to one of the payment plans for the WLC Player Registration Fee;
- Timely submitting all registration and payment materials. I/we understand that we are not entitled to a refund of any fees paid to the WLC; and
- On behalf of myself/ourselves and our son/daughter, following the rules, policies and procedures of the WLC, and direction of the WLC Hockey Director and coaches throughout the season.

Parent Name: _____
 Parent Signature: _____
 Date: _____

Parent Name: _____
 Parent Signature: _____



Date: _____





2015-16 WLC AGREEMENT TO PAY – PLAYER REGISTRATION FEES

There are two fees required to play for the WLC during the 2015-16 season: (1) Club Fee; and (2) Team Assessment Fee. The Club fee covers goalie coaches, off-ice training coaches and facilities, ice time fees (game and practice), referees, practice jerseys, socks, and certain tournament or showcase entry fees. The Team Assessment fee covers various in-season costs, such as team meals, video, team equipment and supplies, some travel costs, and may include required equipment and apparel.

The Team Assessment Fee is set by the Head Coach of each WLC Team. Each family is required to pay the Team Assessment Fee, which represents their proportional contribution to fees incurred by the team outside of the Club Fee. You will receive additional information regarding your Team Assessment Fee at or about the start of training camp for your team. Players will be required to pay for all other out-of-town travel costs, including hotels, plane tickets (when appropriate), meals, and incidentals. These travel and other costs are NOT covered by the Team Assessment Fee or the Club Fee.

CLUB FEE PAYMENT OPTIONS:

In order to secure your son's/daughter's roster spot with the WLC, please circle one of the following payment plans:

1. One time Payment – CHECK ONLY

This means payment in full will be made by **[DATE]**. Submit a check in the amount below.

Fees for this option will be:

U-11s – U-14s:	\$4,750.00
U16 American:	\$5,000.00
U16 National & U18:	\$6,000.00

2. One Time Payment – CREDIT CARD

You may make a one time Credit Card payment through our website. There is a **\$150** processing fee for this option.

Fees for this option will be:

U-11s – U-14s:	\$4,900.00
U16 American:	\$5,150.00
U16 National & U18:	\$6,150.00

3. INSTALLMENT OPTION – CREDIT CARD ONLY

You may make 3 credit card payments that are scheduled automatically. There is a \$150 processing fee for this option.



Fees for this option will be:

U-11s – U-14s: \$4,900.00
U16 American: \$5,150.00
U16 National & U18: \$6,150.00

Installment Schedule:

TEAM	PAYMENT 1	PAYMENT 2	PAYMENT 3
	[DATE]	[DATE]	[DATE]
U11 – U14	\$2,500	\$1,200	\$1,200
U16 AMERICAN	\$2,500	\$1,325	\$1,325
U16 NAT'L & U18	\$3,000	\$1,575	\$1,575

To take advantage of this payment plan option, submit your initial payment online using the WLC payment portal using your Visa, Mastercard, or Discover account. THE REMAINING BALANCE WILL BE AUTOMATICALLY DEBITTED FROM THE SAME ACCOUNT ON THE DATES LISTED ABOVE.

_____ [INITIAL HERE] I AUTHORIZE THE WASHINGTON LITTLE CAPITALS, INC. TO CHARGE MY CREDIT CARD ACCOUNT THE SUMS STATED ABOVE ON THE DATES LISTED ABOVE.

I agree to timely pay all fees required to play for the WLC. I understand that we have committed to the WLC for the 2015-16 season and all payments are non-refundable.

Player Name: _____
Team: _____

Parent Name: _____
Parent Signature: _____
Date: _____

Parent Name: _____
Parent Signature: _____
Date: _____



WLC PLAYER CODE OF CONDUCT

As a player for the Washington Little Capitals, I agree to the following:

1. Play for FUN and enjoy hockey. Be proud to skate for the WLC.
2. Recognize the value and importance of teamwork and being a team player.
3. Listen, ask questions and watch others to see how you can improve myself.
4. Practice teamwork, sportsmanship and discipline.
5. Be on time and be mentally and physically prepared for all practices and games.
6. Learn the rules and play by them.
7. Always be a good sport and set a positive example for others, particularly younger players.
8. Respect and listen to coaches, teammates, parents, opponents and officials.
9. Demonstrate appropriate, mature behavior on and off the ice.
10. Never argue with an official's decision.
11. Learn to win and lose with the same amount of sportsmanship and dignity.
12. Respect and act accordingly in all ice rink facilities, including public areas and locker rooms.
13. Comply with all WLC rules and policies.
14. Comply with all relevant league and USA Hockey Rules.

Any behavior that reflects poorly on the team during any official team function will result in disciplinary action as decided by the coaches and/or Director.

Unexcused lateness or absence may result in reduced playing time. Players shall communicate any schedule needs to their coaches in advance of any absence to obtain approval.

Understand that in hockey, as in life, you should treat others as you would have others treat you. Remember that whenever you are playing or traveling as a WLC player you are representing the entire organization and all its members.



I UNDERSTAND THAT A VIOLATION OF THIS CODE OF CONDUCT OR ANY ACTION WHICH IS DETRIMENTAL TO THE CLUB MAY BE BROUGHT TO THE HOCKEY DIRECTOR OR EXECUTIVE DIRECTOR OF THE CLUB FOR ACTION AND MAY RESULT IN MY SUSPENSION OR TERMINATION FROM ANY OR ALL WASHINGTON LITTLE CAPITALS ACTIVITIES.

PLAYER NAME: _____

PLAYER SIGNATURE: _____

DATE: _____

PARENT CONFIRMATION:

My son/daughter has read the WLC Player Code of Conduct, understood its terms, and agrees to abide by those terms. I have reviewed the Player Code of Conduct with my son/daughter to make sure he/she understands its terms.

PARENT NAME: _____

PARENT SIGNATURE: _____

DATE: _____

PARENT NAME: _____

PARENT SIGNATURE: _____

DATE: _____



WLC PARENT CODE OF CONDUCT

As parents of a WLC player, I agree to:

1. Adhere to USA Hockey governing rules, regulations, policies and procedures, as well as rules, policies and procedures as determined by the Washington Little Capitals.
2. Promote the concept that children are involved in organized sports for their enjoyment. Hockey is a game -- make it fun.
3. Remember that I serve as a role model for my child and that he often exhibits my attitude on the ice.
4. Know and study the rules of the game, and support coaches, club executives, and officials on and off the ice. This approach will help in the development and support of the game.
5. Applaud a good effort in both victory and defeat and enforce the positive points of the game.
6. Remember that hockey is for those who play it and everyone else should be a supportive spectator.
7. Encourage my child to play by the rules.
8. Not embarrass my child by yelling at him or her, other players, coaches or officials.
9. Support my child and his teammates by providing encouragement and showing interest in his team.
10. Understand that winning is desirable, but winning at any cost defeats the purpose of the game.
11. Leave the coaching to the coaches, and not to "coach" from the stands.
12. Understand that in hockey, as in life, we should treat others as we would have others treat us.
13. Remember that my actions, good or bad, when traveling or attending WLC game or event, will reflect on the entire organization and its members.
14. Demand a drug- and alcohol-free sports environment for the players.
15. Comply with and uphold the WLC Player Code of Conduct.
16. Comply with and uphold the WLC Substance Abuse Policy.
17. Comply with all USA Hockey rules and regulations.

I UNDERSTAND THAT A VIOLATION OF THIS CODE OF CONDUCT OR ANY ACTION WHICH IS DETRIMENTAL TO THE CLUB MAY BE BROUGHT TO THE HOCKEY DIRECTOR OR EXECUTIVE DIRECTOR OF THE CLUB FOR ACTION AND MAY RESULT IN MY SUSPENSION OR TERMINATION FROM ANY OR ALL WASHINGTON LITTLE CAPITALS ACTIVITIES.



Player Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____





WLC SUBSTANCE ABUSE POLICY

The WLC, as a matter of policy, strictly adheres to, and adopts as policy the provisions of Policy E as outlined in the Annual Guide of USA Hockey, Inc., concerning the consumption/use/abuse of mood altering substances and tobacco as set forth below.

For purposes of this policy, the words “mood altering substances” shall include the following:

1. Intoxicating substances, including but not limited to alcohol.
2. Non-prescription or prescribed controlled substances.
3. Prescription or prescribed controlled substances when used to an excess in violation of doctors’ orders, or to produce the state of intoxication in the participant.
4. For the purposes of this policy, “tobacco” will be defined as any use of tobacco in any form.

The WLC will not tolerate any violation of this policy. Accordingly, any alleged violation of this policy by a participant shall be brought to the attention of the Hockey Director who shall investigate the alleged violation within 14 days of the notice. If upon a review of the circumstances it is found that a violation occurred, the participant shall be suspended from active play or participation for a period of at least fourteen (14) days. The participant shall also be required to perform at least eight (8) hours of community service as approved by the Hockey Director. The Hockey Director has the right to require additional, reasonable conditions be met before restoring the player to active status. During the suspension period the participant may participate in team practices and attend any home games at the Hockey Director’s discretion.

A participant who is found to have violated this policy a second time, in the same or subsequent years, shall be suspended from any participation with the WLC for a period of one (1) year from the date the suspension is issued. After a period of one year the participant must formally request re-admittance to the WLC and must present the steps he has taken to address the substance use problem. Re-admission to the program is in the Hockey Director’s discretion. The WLC may refuse re-admission to any player for any or no reason.

Suspension from the WLC because of violation of this substance abuse policy will not be grounds for a monetary refund of any sums paid to the WLC.

Agreement for Players

It is known that the consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, coaching or officiating careers in the sport of ice hockey. Therefore, with the best interests of its



participants in mind, the WLC prohibits the use by any participant of mood altering substances during the WLC season or otherwise while affiliated with the WLC. Upon discovery of any violation, the WLC shall take action to remove the participant from participation in the program for a reasonable period of time in accordance with this policy. In order to maintain the health of our athletic participants, the integrity of our programs and the eligibility of our competitors for nationals, international and collegiate competition, this policy is to be strictly enforced.

For players, “program” extends not only to active ice hockey contests, but also to any travel to or from, or intervening stay for the participation of WLC sanctioned games, camps, tryouts, clinics, practices or other events.

Agreement for Parents And Team Officials

The enjoyment of youth sports is something that can be damaged by the use of mood altering substances. Therefore, the use of alcohol by parents before or during a WLC function (practice, game special event, etc.) should be in moderation.

The WLC will not tolerate any alcohol or substance-related incidents that arise during WLC functions. Violation of this rule may result in expulsion from the rink, suspension from the WLC program, or other sanctions as determined by the Hockey Director. When a WLC team is traveling to represent the organization in any manner the parents and other adults involved shall remember they represent the WLC from the time they leave for the trip until the time they return, and proceed in a responsible manner with their actions.

Disciplinary decisions pursuant to this policy made by the Hockey Director may be appealed to the WLC Executive Director.

WLC Substance Abuse Policy Acknowledgment

I have read, understood, and agree to comply with all terms of the WLC Substance Abuse Policy:

Player Name: _____

Player Signature: _____

Date: _____

PARENT CONFIRMATION:



My son/daughter has read the WLC Substance Abuse Policy, understood its terms, and agrees to abide by those terms. I have reviewed the WLC Substance Abuse Policy with my son/daughter to make sure he/she understands its terms.

Parent Name: _____

Parent Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____





**AYHL PLAYER MOVEMENT FORM
ADOPTED JANUARY 10, 2015
THIS MATERIAL IS COPYRIGHT PROTECTED BY THE
ATLANTIC YOUTH HOCKEY LEAGUE**

AYHL Player Movement Policy: “One Season – One Team”

1. Player Movement: All AYHL players are free to move at the end of each season to any Member Club at the conclusion of the USA Hockey Tier I National Championship. All players are required to fulfill all financial obligations with their current Club. Any Member Club may impose a Player Movement Restriction against a player who has not fulfilled their financial obligation. Written notification to the League Office is required when placing a player on the Restricted List.
2. **There will be no “in-season” player movement.** “In-season” Player Movement is defined as player who has already committed in writing, to play for one AYHL Member team and is seeking a release to play for a different AYHL member within the same season.
3. Once a player has made his/her commitment to an AYHL Member Club, for the purposes of playing on an AYHL team; the player will be deemed ineligible to participate with any other AYHL Member Club for that season.
4. AYHL Member Clubs may issue a written release “in-season” to any player for purposes of indicating that the player (and Parents) has met all financial obligations with the AYHL Member Club. However, this release does not authorize the player to participate with other AYHL Members for the duration of that season.
5. For the purposes of this policy, the “season” will commence at the start of the AYHL Member Club’s initial tryout period and run through the conclusion of the following USA Hockey Tier I National Championship.
6. The Youth Commissioner is empowered to review extenuating circumstances, such as family relocation, as a possible reason to exempt a player from this policy.

PURPOSE:

The purpose of the AYHL Player Movement Policy is to:

- To allow free movement of players after the USA Hockey Tier I National Championships of each season.
- To prevent tampering or recruitment of players after the tryout/signing period.
- To discourage “team shopping” after the tryout period.
- Insure competitive parity.



EXPLANATION:

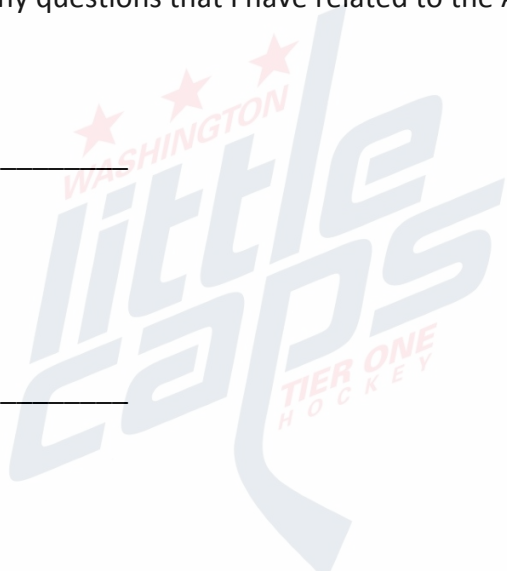
It is understood that once the Parent (or legal guardian) signs a player agreement with an AYHL Member Club, for the purposes of their son/daughter playing for an AYHL team, said player's eligibility is restricted to that Member Club and team from the date of the signed Playing Agreement or Contract and the conclusion of the USA Hockey Tier I National Championship. This AYHL policy is considered the "One-season / One team" policy.

I, _____ the parent or legal guardian for _____, (PLAYER) playing for the WASHINGTON LITTLE CAPITALS, playing for the 2015-16 season, have read the above Parental Notification Form and understand the AYHL Player Movement Policy as it pertains to THE PLAYER indicated above. Further the AYHL MEMBER CLUB and its representatives have satisfied any questions that I have related to the AYHL PLAYER MOVEMENT POLICY.

Print Name (Parent / Guardian)

Signature (Parent / Guardian)

Date





WLC EXTRA-CURRICULAR ACTIVITY POLICY

As a Tier I youth hockey organization, the WLC is committed to operating a program that is advertised, managed and driven solely by hockey-related policy.

The coaching staff and administrative people that are involved with the WLC have contractually committed to putting in the time and energy to run the organization dedicated to player development in accordance with their job descriptions and policies.

In doing so, the WLC expect that commitment on behalf of the coaches, administration and the players/families.

As a player, I understand, that by signing this document I am committing to the WLC, my coaching staff and my teammates for the entire 2015-16 season, including any AYHL, other league, PVAHA, Southeastern District or USA Hockey National Championship playoffs. During that time, I will not practice or play with another Tier-1 Hockey Organization.

I understand that playing Tier I hockey carries a large commitment and I am willing to make that commitment for the entire season.

Player Name: _____

Player Signature: _____

Date: _____

PARENT CONFIRMATION:

My son/daughter has read the WLC Extracurricular Activity Policy, understood its terms, and agrees to abide by those terms. I have reviewed the WLC Extracurricular Activity Policy with my son/daughter to make sure he/she understands its terms.

Parent Name: _____

Parent Signature: _____

Date: _____



Parent Name: _____

Parent Signature: _____

Date: _____





WLC SOCIAL MEDIA POLICY

When you communicate publicly about the WLC -- whether on a network like Facebook or Twitter, a video sharing site like YouTube, or any other form of social media -- you may be sending personal, private and confidential information or images far beyond your control, and that can have negative and damaging consequences.

We want to maintain a safe, friendly and welcoming environment for our youth players, and create a positive public image for our program and its participants. We expect our players, families, coaches, volunteers, and staff will use social media wisely to help us further that goal.

The following rules apply to any player, coach, parent, family-member, volunteer, or staff of the WLC regarding social media use:

1. The WLC name and logo are the property of the organization and are subject to copyright protection.
2. No one other than the WLC owners and management is authorized to use the WLC name, logo, likeness, or derivation thereof (such as "WLC" or "Little Caps") on any social media account without the express permission of the WLC Hockey Director.
3. No one other than the WLC owners and management is authorized to speak or write publicly on behalf of the Little Caps or any of its teams, or present himself or herself as a representative of the WLC without the express permission of the WLC Hockey Director.
4. For the sake of maintaining a safe and secure environment for our players and other WLC participants, do not publish any personal or private information about any WLC player or coach – or indeed about the players or coaches of other youth hockey teams.
5. If you must publish information about your child's participation in youth hockey, please do so under your own name (not, for example, as a "Little Caps parent"), and be cognizant and considerate of the privacy and security of others who may not wish to be in the public eye.
6. Of course, any public communications you make that touches on the WLC organization, participants or activities should be free of offensive, insulting or insensitive content.
7. Failure to comply with these rules may result from suspension or exclusion from WLC activities or the WLC Program. The WLC reserves all of its rights regarding use of its intellectual property.

I have read, understood, and agree to comply with all terms of the WLC Social Media Policy:

Player Name: _____

Player Signature: _____

Date: _____



PARENT CONFIRMATION:

My son/daughter has read the WLC Social Media Policy, understood its terms, and agrees to abide by those terms. I have reviewed the WLC Social Media Policy with my son/daughter to make sure he/she understands its terms.

Parent Name: _____

Parent Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____





WLC PUBLICITY RELEASE

As the parent/legal guardian of the WLC youth hockey participant named below, I give WLC permission to use my son's/daughter's likeness, image, and/or appearance as may be embodied in any pictures, photos, video recordings, digital images, and the like ("pictures and images"), taken or made on behalf of WLC during any of its games, instructional sessions, practices, meetings or other WLC activities. I understand and agree that WLC has complete ownership of such pictures and images, including the entire copyright, and may use them for any purpose consistent with WLC's youth hockey activities, including promotional efforts, recruitment of other youth participants and/or sponsors, publicity, advertising, and similar purposes, in any medium, including the internet. I acknowledge that neither I nor my son/daughter will receive any payment or any other type of compensation for the use of such pictures and images, and I hereby release WLC and its employees, directors, officers, representatives and agents from any and all claims which may exist or arise out of or are in any way connected with such use.

I have read and understood this consent and release and hereby give my consent and release to WLC to use the pictures and images of my son / daughter as described above.

Print name of WLC youth participant

Signature of parent / legal guardian

Print name of parent / legal guardian

Date



USA HOCKEY CONSENT TO TREAT FORM



USA Hockey
Consent To Treat/Medical History Form



This is to certify that on this date, I _____, as parent or guardian of _____, (athlete participant), or for myself as an adult participant, give my consent to USA Hockey and its medical representative to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury that could arise from participation in USA Hockey sanctioned events.

If said participant is covered by any insurance company, please complete the following:

Insurance Company: _____

Policy Number: _____

Parent/Guardian/Adult Participant Signature: _____ Date: _____

Excess accident insurance up to \$50,000, subject to deductibles, exclusions and certain limitations, is provided to all USA Hockey registered team participants. For further details visit usahockey.com or contact USA Hockey at (719) 576-USAH.

EMERGENCY CONTACT

Name: _____ Phone: _____

Address: _____

Physician's Name: _____ Phone: _____

Hospital of Choice: _____

COMPLETION OF MEDICAL HISTORY INFORMATION BELOW IS OPTIONAL

MEDICAL HISTORY

If the answer to any of the following questions is yes, please describe the problem and its implications for proper first aid treatment on the back of this form.

- Head Injury (concussion, skull fracture)
- Fainting spells
- Convulsions/epilepsy
- Neck or back injury
- Asthma
- High blood pressure
- Kidney problems
- Hernia
- Heart murmur
- Allergies _____
- Diabetes
- Other _____

Have you had (or do you currently have) any of the following?

Have you had a recent tetanus booster? Yes No If yes, when? _____

Are you currently taking any medications? Yes No If yes, please list all medications on back.

Has a doctor placed any restrictions on your activity? Yes No If yes, please explain on back.

3C Rev 8/12



USA HOCKEY SAFESPORT POLICY

USA Hockey, PVAHA, and the Washington Little Capitals (“WLC”) require that those participants who: (1) have direct contact with or supervision over minor participants (e.g., coaches, team managers, chaperones, etc.); (2) are responsible for enforcing child abuse and misconduct policies; and (3) are in managerial or supervisory roles of a USA Hockey Member Program, as well as new and current employees and/or volunteers, shall complete appropriate training about child physical and sexual abuse and other types of misconduct as set forth below.

Education is a key component of any abuse and misconduct prevention strategy. Awareness training provides relevant participants with information necessary to more effectively monitor their organization, minimize the opportunities for physical and sexual abuse and other types of misconduct, and respond to concerns. It is also a strong public statement that the organization places a priority on the safety of its participants.

USA Hockey’s policies and procedures require employees and/or volunteers to report abuse, misconduct, and violations of its safety policies (see Section IV, Reporting of Concerns of Abuse). Employees and/or volunteers should have a basic understanding of sexual abuse and the strategies that offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a victim, win their trust (and the trust of child’s caregiver or “gatekeeper”), manipulate the victim into sexual activity, and keep the child from disclosing abuse.

Coaches: Coaches are the adults that typically have the most on and off-ice contact with youth hockey players. USA Hockey requires all coaches of youth or girls hockey teams to complete the SafeSport Training Program every two years. **The WLC requires all coaches to complete SafeSport training every year.**

Other Volunteers/Employees: All volunteers and employees in USA Hockey Member Programs that will have regular, routine or frequent access to or supervision over minor participants, and all persons in a supervisory position of a USA Hockey Member Program, shall be required to complete the SafeSport Training Program as a condition of being appointed to such position. Volunteers and employees that have less regular, non-routine or infrequent access to minor participants are strongly encouraged to complete the SafeSport Training. Affiliates and USA Hockey Member Programs shall assess which categories of volunteers and employees within such programs (e.g., team managers, locker room monitors, travel chaperones, etc.) will have regular, routine or frequent access to or supervision over minor participants and which, consequently, shall be required to complete the SafeSport Training Program as a condition of being appointed to such position. **The WLC requires all Team Managers and Volunteer Coaches to complete SafeSport training every two years.**



Any volunteer or employee required or desiring to take the SafeSport Training shall register with USA Hockey as Volunteers in the Team Manager/Volunteer Member category (**at no charge**) and may complete the training through a link on the SafeSport webpage or registration confirmation email.

Parents/Players: Parent education is one of the keys to keeping a program safe from abuse and misconduct. Parents can assist by helping avoid situations in which misconduct can occur, by being aware of the signs and symptoms of abuse, and by reporting suspected abuse. Parents and players will be made aware of USA Hockey's SafeSport Program through emails and other communications that takes them to a short video describing the program and letting them know about additional materials and training (including the Safesport online training) that is available at www.usahockey.com/safesport. That video, and perhaps other videos from the USOC online training, may be emailed to members during the year. USA Hockey will also produce posters, brochures and other educational materials to publicize the program and the means of reporting suspected abuse or misconduct.

TRAINING:

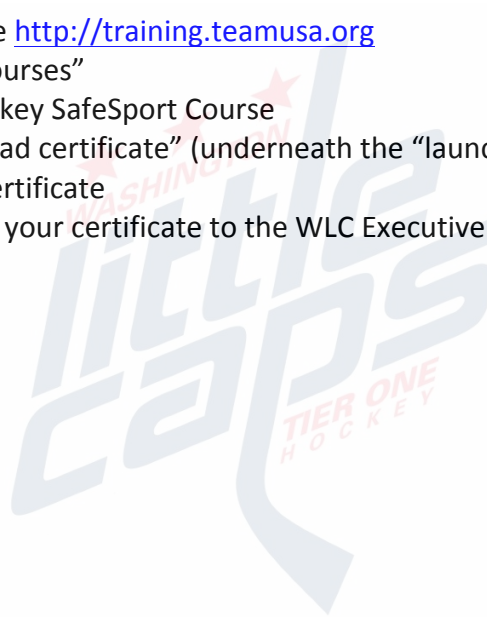
1. The USA Hockey SafeSport Program Handbook is available at <http://www.usahockey.com/page/show/908023-usa-hockey-safesport-program>. All WLC coaches, volunteers, and team managers, are required to review the Handbook and become familiar with the USA Hockey SafeSport policies and procedures. **ALL WLC COACHES, VOLUNTEERS, AND TEAM MANAGERS ARE REQUIRED TO COMPLY WITH ALL USA HOCKEY SAFESPORT POLICIES AND PROCEDURES.**
2. USA Hockey SafeSport training shall be completed **prior to** the start of the upcoming hockey season, which in any event shall mean prior to training camp.
3. The training was produced by the United States Olympic Committee and is available at no cost, although you will need a USA Hockey Manager/Volunteer Membership. The training is comprised of short video segments that take approximately 90 minutes to complete. Not all training needs to be completed in one session. To register for training:
 - a. You'll need your USA Hockey membership number (confirmation number from your online registration as a Player/Coach or Manager/Volunteer);
 - b. If you don't have a USA Hockey membership number, go to the USA Hockey site to process your Manager/Volunteer Registration for the 2015-16 season. Go to www.usahockeyregistration.com and click on 'Register Now', check that you are over 18 and select Ice Manager/Volunteer. At the end of the process you will immediately receive your confirmation number.



- c. Click on the following link to register for SafeSport Training:
<http://training.teamusa.org/accounts/register>. You will then be asked for your email address, to create a user name and password, and to select and answer a security question. In the drop down menu for “Select Organization,” be sure to select USA Hockey. You will then be asked for your membership number, which is your USA Hockey confirmation number. Next, click on the red save button on the bottom right side of the page. You will only need to register the first time to set up the account. Once the account is set up, you will sign in using your email address and password.

4. Obtaining your SafeSport Completion Certificate:

- a. Log in on website <http://training.teamusa.org>
- b. Click on “Your Courses”
- c. Click on USA Hockey SafeSport Course
- d. Click on “download certificate” (underneath the “launch course” button)
- e. Save and print certificate
- f. Deliver a copy of your certificate to the WLC Executive Director.





WLC LOCKER ROOM POLICY

In addition to the development of our hockey players and enjoyment of hockey, the safety and protection of our participants is central to the Washington Little Capital's ("WLC") goals. The WLC adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing.

To help prevent abuse or misconduct from occurring in our locker rooms, the WLC has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

The Kettler Capitals Iceplex ("Kettler") has eight (8) locker rooms available for our program's use. Most of these locker rooms share a restroom and shower area with another locker rooms. In addition, Kettler offers a single changing area that does not have shower or restroom facilities.

Our teams regularly travel to other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. The WLC's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

LOCKER ROOM MONITORING

Kettler has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

Each team should conduct a sweep of the locker rooms and changing areas before players arrive. A coach or voluntary locker room monitor (each of which has been screened) should remain in the area outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Each team should secure the locker room appropriately during times when the team is on the ice.

Parents of players at the Pee wee level and above should not enter the team locker room unless it is truly necessary. If a player is or may be injured, or a player's disability warrants assistance, then the parent should communicate those needs to the coach and coordinate



assistance for the player. Our coaches are permitted to prohibit parents from the team locker room.

We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

MIXED GENDER TEAMS

Some of our teams may have both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, the WLC will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

Regardless of the facilities available to the team, all WLC players on co-ed teams must wear their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in clothing) at all times while in a co-ed locker room, and take all other reasonable steps so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress.

CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, **ARE NOT PERMITTED TO BE USED** as a cellular phone or recording instrument of any kind in team locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

A single cell phone may be designated by the team to provide music in the locker room. The owner of that phone must identify him or herself to the coach, and that phone may not be used for any other purpose.

PHONE CALLS, TEXTING, USE OF SOCIAL MEDIA PROGRAMS, AND TAKING PHOTOGRAPHS OR VIDEOS IS STRICTLY PROHIBITED IN ALL WLC TEAM LOCKER ROOMS. ANY VIOLATION OF THIS RULE WILL RESULT IN CONFISCATION OF THE PHONE AND SUBJECT THE PLAYER TO



FURTHER DISCIPLINE BY THE COACH AND/OR THE WLC HOCKEY DIRECTOR, INCLUDING POSSIBLE DISMISSAL FROM THE TEAM.

PROHIBITED CONDUCT AND REPORTING

The WLC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. WLC participants, coaches, employees, and volunteers may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations may be reported to USA Hockey at SafeSport@usahockey.org, or you may call 1-800-888-4656.





WLC TRAVEL POLICY

Washington Little Capital (“WLC”) teams regularly travel to play league, tournament, and showcase games. The WLC Travel Policy is designed to minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player’s experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices (“local travel”), and team travel involving a coordinated overnight stay (“team travel”).

LOCAL TRAVEL

Local travel occurs when the WLC or one of its teams does not sponsor, coordinate, or arrange for travel.

Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver’s license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

WLC employees, coaches, and/or volunteers who are not also acting as a parent should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player’s parent.

Where an employee, coach and/or volunteer is involved in an unrelated minor player’s local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player. For example, the driver can pick up or drop off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player’s local travel, parental consent from all players involved in such transport should be obtained in advance.

Employees, coaches, and volunteers who are also a player’s parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.

It is recognized that in some limited instances it will be unavoidable for a WLC employee, coach or volunteer to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.



TEAM TRAVEL

Team travel is overnight travel that occurs when the WLC or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

The WLC will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person for the team, typically the Team Manager. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

The team will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones, if any. The WLC will make efforts to provide adequate supervision through coaches and other adult chaperones. The WLC will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange supervision chaperones of both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).

Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws.

All non-parent chaperones shall have been screened in compliance with the USA Hockey Screening Policy. All non-parent team drivers shall have been screened, to include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring and driving of the players, but should not have any one-on-one interactions with unrelated players.

Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.

The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults, coaches, or parents.

Team personnel should ask hotels to block adult pay per view channels.



Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.

Family members who wish to stay in the team hotel are permitted and encouraged to do so.

Parents are required to make arrangements for any special travel needs or other assistance needed by their son or daughter while on team travel. The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, you are responsible for making those arrangements.

Meetings do not occur in hotel rooms unless at least two properly screened adults are present. WLC teams may reserve a separate space for adults and athletes to meet or socialize. WLC coaches must adhere to WLC Coach Code of Conduct at all times.

If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching duties.

In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

PROHIBITED CONDUCT AND REPORTING

The WLC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. WLC participants, coaches, employees and volunteers may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.



Reports of any actual or suspected violations may be reported to USA Hockey at SafeSport@usahockey.org, or you may call 1-800-888-4656.





WLC BILLET PROGRAM POLICIES AND PROCEDURES

The following terms and conditions govern coaches, players and families involved in billeting any Washington Little Capitals (“WLC”) player:

SCREENING:

All adults living in the household of the billet family shall be screened in accordance with the USA Hockey Screening Policy **prior to** the player moving in with the family.

All adult members of the host family over the age of eighteen (18) that will have regular, routine or frequent access to youth participants shall be screened according to the Potomac Valley Amateur Hockey Association (“PVAHA”) background screening procedures **prior to** the billet player moving into the host family home. All previously screened persons must be re-screened every two (2) years.

The PVAHA background screen must at a minimum include a “national” screen that covers a national criminal database, the sex offender registries for all 50 states, and every county database in which the applicant has lived during the previous five (5) years. The WLC may require additional screens using a vendor of its choice at its discretion.

The PVAHA background screen process shall include the following **minimum criteria** that will be searched for each applicant and which may serve as a basis under which a person may be disqualified or prohibited from serving as a host family:

5. Any felony (any crime punishable by confinement greater than one year);
6. Any lesser crime involving force or threat of force against a person;
7. Any lesser crime of a sexual nature, or in which sexual relations is an element, or classified as a sex offense including but not limited to “victimless” crimes of a sexual nature such as prostitution, pornography, and indecent exposure;
8. Any lesser crime involving controlled substances (not paraphernalia or alcohol);
9. Any crime involving cruelty to animals;
10. Sex offender registrant; and
11. Any lesser crime involving harm to a minor.

Convictions of (whether disclosed by the applicant or sourced in a criminal records search), and pending dispositions for any of the above crimes or registrations shall be reported to the WLC Board and the Board or its designee shall make a determination of whether the applicant shall be approved as a WLC host family.

In addition to the **minimum criteria** above, the following additional criteria (which are unlikely to be found in a criminal record search) shall also serve as a basis under which a person may be disqualified or prohibited from serving as a host family:

1. An expunged or sealed conviction for any of the minimum criteria above;



2. Being adjudged liable for civil penalties or damages involving sexual or physical abuse of children;
3. Being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection;
4. Had their parental rights terminated;
5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors;
7. Has a history of other behavior that indicates they may be a danger to children in USA Hockey.

TRAINING:

All adults living in the household of the billet family shall complete the USA Hockey SafeSport training **prior to** the player moving in with the family.

The training was produced by the United States Olympic Committee and is available at no cost, although you will need a USA Hockey Manager/Volunteer Membership. The training is comprised of short video segments that take approximately 90 minutes to complete. Not all training needs to be completed in one session.

To register for training:

1. You'll need your USA Hockey membership number (confirmation number from your online registration as a Player/Coach or Manager/Volunteer);
2. If you don't have a USA Hockey membership number, go to the USA Hockey site to process your Manager/Volunteer Registration for the 2015-16 season. Go to www.usahockeyregistration.com and click on 'Register Now', check that you are over 18 and select Ice Manager/Volunteer. At the end of the process you will immediately receive your confirmation number.
3. Click on the following link to register for SafeSport Training: <http://training.teamusa.org/accounts/register>. You will then be asked for your email address, to create a user name and password, and to select and answer a security question. In the drop down menu for "Select Organization," be sure to select USA Hockey. You will then be asked for your membership number which is your USA Hockey confirmation number. Next, click on the red save button on the bottom right side of the page. You will only need to register the first time to set up the account. Once the account is set up, you will sign in using your email address and password.
4. Obtaining your SafeSport Completion Certificate:
 - a. Log in on website <http://training.teamusa.org>
 - b. Click on "Your Courses"
 - c. Click on USA Hockey SafeSport Course



- d. Click on “download certificate” (underneath the “launch course” button)
- e. Save and print certificate
- f. Deliver a copy of your certificate to the WLC Executive Director.

ADDITIONAL RULES:

Each WLC Team intending to billet players shall have a Team Billet Coordinator responsible for implementation and oversight of the WLC Billet Policy.

Billet families and the player and player’s parents shall all sign an agreement that they will comply with the rules and regulations for the billeting arrangement and the USA Hockey SafeSport Policies in the form similar to that attached as **SCHEDULE A**.

No more than two players should be housed with any one billet family.

It is strongly recommended that all billet families be two-parent homes. However, single parent billet families may be acceptable, but the organization or team shall take additional reasonable steps to regularly monitor the billeting arrangement and its compliance with the USA Hockey SafeSport Policies.

All billeted players age 18 and younger have an 11:00pm curfew. All billeted players age 16 and younger have a 10:30pm curfew. All billeted players age 14 and younger have a 10:00pm curfew.

Players shall agree to comply with the house rules of the billet families, including curfews, chores/cleaning, telephone usage, etc. All complaints about unusual rules shall be first be addressed with the Team Billet Coordinator, and if not there resolved then by the WLC Hockey Director.

Billeted Players shall not stay overnight at any other home except with the permission of the billeted player’s parents and advance notification to the billet family.

Billeted Players shall not drive billet family vehicles.

The Host Family shall maintain appropriate homeowners/renters insurance for the duration of the billeting process.

Players staying with a billet family shall be permitted to make regular check-in phone calls to parents.

Team personnel and billets shall allow for any unscheduled check-in phone calls initiated by either the player or parents.

SCHEDULE A: BILLET – HOST FAMILY AGREEMENT

This Agreement governs the relationship between the parties below for the purpose of billeting a Washington Little Capital (“WLC”) player during the 2015-16 hockey season.

1. Housing.

- a. The Host Family agrees to provide the following for the Player:
 - i. Clean and organized house;
 - ii. Private room for the Player to sleep and keep personal belongings;
 - iii. Quiet space for the Player to study and complete homework assignments;
 - iv. Regular healthy meals and snacks and reasonable access to food preparation space;
 - v. Internet and telephone access;
 - vi. Reasonable access to common living space;
 - vii. Reasonable access to laundry facilities.

- b. The Player agrees to:
 - i. Treat the Host Family home and members with respect at all times;
 - ii. Keep the Host Family home clean and organized, including the Player’s room, bathroom, etc.- remember, the Player is a guest in the Host Family’s home;
 - iii. Assist the Host Family with reasonable chores;
 - iv. Use the resources provided to him by the Host Family in a reasonable manner, making an effort to not waste energy, water, heat, cooling, or any of the other resources provided;
 - v. Use the Host Family’s internet service only for appropriate purposes, and expressly not for the viewing or dissemination of inappropriate or illegal content;
 - vi. Comply with the Curfew described above;
 - vii. Comply with the House Rules described below.

- c. The Player shall respect the Host Family’s personal property (appliances, bedding, furniture, entertainment devices, training, recreational or sporting equipment, tools, dishes, art or decorations, and related household items). The Player shall not destroy or abuse any of the Host Family’s personal property. The Player shall not remove any of the Host Family’s personal property without permission from the Host Family.

- d. The Player shall not be left without adult supervision overnight. If the Host Family adults must travel, they must contact the Player's parents to arrange alternative short-term housing.
- e. The Player shall not invite or entertain guests in the Host Family's home without advance permission from the Host Family. Overnight guests are not permitted at any time.

2. School.

- a. The Player shall be enrolled in and attend school on a regular basis. The Player's family is responsible for enrolling the Player in an appropriate school, and for paying all tuition and related costs for the Player's schooling.
- b. The Player's family must notify the Host Family if they intend to enroll the Player in an on-line school, resulting in the player remaining at the Host Family's home during the school day. The Host Family must consent to that arrangement prior to executing this Agreement.
- c. The Host Family agrees to house the Player for the entire school year to allow the Player to complete the required curriculum, regardless of how long the hockey season lasts.

3. Transportation.

- a. The Host Family agrees to provide safe, reliable transportation to and from all local team events for the Player. The Host Family may arrange for carpool travel arrangements for the Player, but must notify the Player's parents of all persons who will provide transportation for their son or daughter.
- b. If the team travels outside the local area, the Host Family shall provide or arrange such travel for the Player. If the team travels by bus or plane, the Player's family is responsible for those additional travel costs.
- c. The Host Family will provide or arrange for travel to and from a school located within the Host Family's school district for the Player. If the Player attends a school outside of that school district, the Player's family is responsible for arranging transportation to and from school.
- d. The Player shall not use the Host Family's cars or other motor vehicles.

4. Meals.

- a. The Host Family will provide healthy meal and snack options for the Player. The Player should have access to three well-balanced meals each day, with suitable levels of carbohydrates and protein. Players should be discouraged from eating

junk food. The Host Family should also provide milk, fruit juice and other healthy beverages. Gatorade, soda, bottled water and other such items are not required to be provided by the Host Family.

- b. The Host Family is permitted to set meal times. If the Player misses the designated mealtime, it is the Player's responsibility to notify the Host Family in advance and make arrangements to eat at a different time or make alternative meal arrangements.
- c. If the Player has any special dietary needs or restrictions, the Player's family must provide a complete description of those needs in advance and in writing. The Player's family and the Host Family have discussed and agreed to those needs prior to signing this Agreement, as evidenced by the attached list of Special Diet Needs and Restrictions. The Host Family shall not be responsible for providing any special meals or food not described in the Special Diet Needs and Restrictions section.
- d. The Player's family is responsible for providing the Player with money to purchase snacks and meals when away from the Host Family's home.
- e. The Player's family is responsible for providing any and all medication required by the Player. The Host Family may provide aspirin, cough drops, and other basic non-prescription medication for reasonable use by the Player.

5. Medical Treatment.

- a. The Host Family shall notify the Player's parents immediately if they become aware of any medical condition affecting the Player, and shall follow the Player's parents' directions for treating the condition.
- b. The Player is required to complete the USA Hockey Consent to Treat Medical Form governing treatment of injuries arising during participation in USA Hockey events.

6. Illegal Drug, Alcohol, and Tobacco Use.

- a. The Host Family will not offer, sell, or give, any illegal drugs to, or use any such illegal drugs around, the Player;
- b. The Player will not use illegal drugs at any time during the billet;
- c. The Host Family will not give the Player any prescription drugs unless prescribed by a doctor, and provided or approved by the Player's family;
- d. The Host Family will not offer, sell, or give alcohol to the Player;

- e. The Player will not consume alcohol at any time during the billet;
- f. The Host Family will not offer, sell, or give any tobacco products to the Player;
- g. The Player will not use any tobacco products in the Host Family's home.

7. Billet Fees.

- a. Billet fees are used to offset the cost of housing and feeding the Player by the Host Family. Billet fees are typically \$300 per month, payable on the first day of each month.
- b. The parties agree that the Player's family shall pay the Host Family _____ per month on the first day of each month in which the Player lives with the Host Family.
- c. The Host Family agrees to accept reasonable wear and tear to its home and personal property as part of the billet process. The Player's family shall be responsible for any excessive or unreasonable damage or loss to the Host Family's home or personal property caused by the Player.
- d. The parties agree that any extraordinary costs or costs not described in this Agreement are the responsibility of the Player's family. The Host Family is not required to advance any funds on the Player's behalf.

8. WLC Club and Team Assessment Fees.

- a. Nothing in this Agreement obligates the Host Family to pay any WLC Club or Team Assessment Fees on the Player's behalf.
- b. Any WLC fees advanced by the Host Family on the Player's behalf must be done so by mutual agreement, and must be reimbursed by the Player's family.

9. USA Hockey SafeSport.

- a. The Host Family agrees to comply with all policies and rules set forth under USA Hockey's SafeSport Program.
- b. The parties represent that they have reviewed and become familiar with the USA Hockey SafeSport Program Handbook, available at http://assets.ngin.com/attachments/document/0042/6452/USA_Hockey_SafeSport_Program_Handbook.pdf.

10. WLC Release.

- a. The Host Family, the Player, and the Player’s family agree that this Agreement is negotiated and executed between and among only the Host Family, the Player, and the Player’s family.
- b. The WLC is not a party to this agreement, and is not responsible for enforcing any of its terms.
- c. The Host Family, the Player, and the Player’s family each agree to release the WLC, its officers, directors, coaches, volunteers, employees, and agents from any and all claims, of any nature whatsoever, arising out of or related to this Agreement or otherwise related to the billeting of any WLC player.

11. General Conduct and Consequences.

- a. The Host Family shall make every reasonable effort to provide the Player with a positive and rewarding billet experience. The Player shall make very reasonable effort to make the billet a positive and rewarding experience for the Host Family.
- b. If the Player has a problem during the billet, he or she should immediately contact his or her parents to discuss the issue. The Player’s parents should then contact the Host Family to discuss and resolve the issue.
- c. If the Host Family has a problem during the billet, they should contact the Player’s parents to discuss and resolve the issue.
- d. If any issues between the Player, the Host Family, or the Player’s family cannot be resolved, the parties may terminate this Agreement and remove the Player from the Host Family’s home.
- e. All parties agree to maintain regular communication as the best way to identify and/or avoid any problems with the billet process.

Player’s Name

Player Signature

Date

Player’s Parent/Guardian Signature

Date

Player’s Parent/Guardian Signature

Date

Host Family's Name

Host Player's Parent Signature

Date

Host Player's Parent Signature

Date

CONTACT LIST

Player Name: _____

Date of Birth: _____

Home Address: _____

Street Address: _____

City, State, Zip: _____

Player's Parents and/or Guardians contact:

Mother: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Father: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Host Family Parents and/or Guardians contact:

Mother: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Father: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Names of Host Family Members and their birthdates:

Name: _____ Birthday: _____

Name: _____ Birthday: _____

Name: _____ Birthday: _____

Name: _____ Birthday: _____

Other Emergency contact:

Name: _____ Phone: _____

Email: _____

HOUSE RULES

The following rules were negotiated between the Player, the Player's Family, and the Host family:

The Player, the Player's Family, and the Host Family have read and understood the above rules, and agree to abide by them at all times during the billet process.

Player's Name

Date

Player's Signature

Player's Parent/Guardian Name

Date

Player's Parent/Guardian Signature

Host Parent/Guardian Name

Date

Host Parent/Guardian Signature

SPECIAL DIET NEEDS AND RESTRICTIONS

The following special diet needs and restrictions were negotiated between the Player, the Player’s Family, and the Host family:

The Player, the Player’s Family, and the Host Family have read and understood the above rules, and agree to abide by them at all times during the billet process.

Player’s Name

Date

Player’s Signature

Player’s Parent/Guardian Name

Date

Player’s Parent/Guardian Signature

Host Parent/Guardian Name

Date

Host Parent/Guardian Signature