

# WOONSOCKET NORTH STARS



## PLAYER HANDBOOK

REVISED JULY 2007

## TABLE OF CONTENTS

Purpose .....	page 1
General Information.....	page 1
Instructional Programs.....	page 2
Travel Hockey Program.....	page 3
Player Development .....	page 4
Registration and Tuition.....	page 4
Fund Raisers.....	page 4
Tryouts.....	page 5
Equipment.....	page 6
Insurance.....	page 6
Sponsors.....	page 6
Board of Directors.....	page 7
Hockey policy.....	page 7,8
Team Representative.....	page 9
WNS Codes of Conduct.....	page 9
Parent’s Code of Conduct.....	page 10
Coach’s Code of Conduct.....	page 11
Player’s Code of Conduct.....	page 11
Spectator’s Code of Conduct.....	page 12
Disciplinary Procedures.....	page 13
WNS Complaint Form.....	page 14

## **PURPOSE**

The Woonsocket North Stars' Hockey Program presents an opportunity for the youth of Northern Rhode Island and nearby Massachusetts to receive quality instruction in skating and competitive hockey. The program is open to boys and girls ages three to eighteen.

The Woonsocket North Stars (WNS) offers an Instructional and a competitive Travel Hockey Program. The Instructional Program includes a learn to skate program and house league. The Travel Hockey Program provides travel teams depending on interest, skill level and availability of ice time.

All WNS Hockey Programs focus on character development, citizenship, skating skills, hard work, hockey skills, team play and fun.



## **GENERAL INFORMATION**

As a member of the WNS hockey program it is your responsibility to monitor the WNS WEBSITE for current schedules, ice time changes and information.

The **WNS WEB PAGE** is <http://www.woonsocketnorthstars.org/>. This is the primary resource for information regarding organizational guidelines, upcoming events, ice schedules, team news and tournaments. Our website is updated quickly and frequently for changes or new information. It is imperative that the WNS website be reviewed frequently due to the numerous ice time changes that occur throughout the season. An electronic schedule will be displayed in the window of the WNS training room at Mount St. Charles.

\* It is necessary that parents register their most frequently used email address on the WNS WEB SITE after team selection. This will enable you to receive emails for any changes or additions to your player's schedule that may occur. House league and learn to skate parents are also recommended to register their email for schedule changes and information.

If questions still persist concerning team schedules contact the team representative or coach.

## **INSTRUCTIONAL PROGRAMS**

Players who have never skated or do not have knowledge of how to play competitive hockey should register for the Learn to Skate Program or Learn to Play Hockey if age appropriate. Upon reaching a suitable skill level Learn to Skate and Learn to Play Hockey players will be encouraged to try-out for a travel team. Registration for these programs occurs during general registration prior to the start of their season. All fees must be paid in full at registration.

The Learn to Skate and Learn to Play Hockey Programs begin the first weekend in November and continues every weekend, excluding holidays and tournament weekends, until the last weekend in March. Schedules will be posted on the WNS Website.

### **LEARN TO SKATE PROGRAM**

WNS provides a Learn to Skate program with progressive levels of instruction. Players are placed according to their skating ability based on evaluations and progress during the program. The Learn to Skate Program is open to all boys and girls beginning at age 3. Because our youngest skaters often need 1:1 assistance, it is recommended that 3 year olds are accompanied by a family member with appropriate skating skills to carry over instructional techniques until their skater is independent on the ice.

Learn to skate participants are required to wear hockey skates, hockey gloves, a hockey helmet, neck guard and mouth guard. Full hockey pads are strongly recommended.

All adults approved for assisting with the Learn to Skate program are required to sign the WNS liability waiver and wear hockey skates, and helmets. They are strongly recommended complete the Initiation Coaching course.

### **LEARN TO PLAY HOCKEY**

The WNS Learn to Play Hockey program introduces the player to the fundamentals of the game of hockey. At this level the player learns the “basics” of the game such as, positioning, off sides, icing, penalties, defense, offense and the meaning of team play while still honing their skating ability. This all takes place under a supervised instructional atmosphere.

The Learn to Play Hockey program consists of three (3) to four (4) teams that play against each other using the two (2) minute “buzzer” rule. Enrollment is limited and is filled on a first come first serve basis. Every effort is made to equalize team strength and the emphasis is on instruction, NOT winning or losing. Standings are not kept. Team members, at the discretion of the director or coaching staff may be reassigned to another team to equalize overall team strength. The maximum age of our Learn to Play Hockey players is ten (10) years of age by 12/31 of the current year. Travel team players are eligible to register for a Learn to Play Hockey team in addition to their travel team if spots are available when registration is closed. The opportunity to play on a Learn to Play Hockey Mosquito Tournament team will be based on age.

All Learn to Play Hockey players must wear full hockey equipment during practice and games. (hockey skates; white hockey helmet; mouth guard; neck guard; shoulder, elbow and leg pads; athletic supporter; royal blue pants and uniform socks.)

## **TRAVEL TEAMS, DIVISIONS, AND LEVELS**

WNS has approximately twelve to fourteen travel teams per season depending on player registration, overall skating ability of participants, and availability of ice time. All players age three to seventeen, including Learn to Skate and House League players, who are registered members in good standing with WNS are eligible to tryout for a WNS travel team.

There are five divisions of travel teams. **USA HOCKEY**, a governing body of amateur hockey in North America, bases all divisions on an age criteria. WNS, as a member of **USA HOCKEY** abides and enforces all rules and regulations of the parent organization.

- **MITES** - Players 3 through 8 years of age.
- **SQUIRTS** - Players 9 and 10 years of age.
- **PEE WEE** - Players 11 and 12 years of age.
- **BANTAM** - Players 13 and 14 years of age.
- **MIDGETS** - Players 15 through 18 years of age.

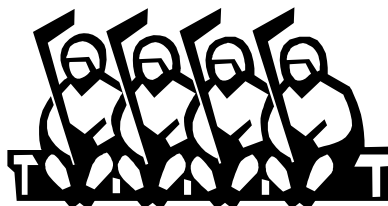
**Note: Age is defined as the players age as of December 31st.**

Within these five age divisions are varying levels of play. Within WNS, some divisions do not have as many levels as other divisions. The amount of levels and who participates in each level varies according to the number of players trying out and the overall skill level of the participants. Some levels may have more than one team.

The WNS season begins in August with tryouts and continues until March 31. Your WNS tuition covers the following:

1. **Practices**: Practices are generally scheduled one to three times per week depending on ice availability.
2. **RIAHA State League**: Each team participates in a RIAHA State League schedule. Number of games may vary between divisions.
3. **Scrimmages**: Teams are encouraged to participate in scrimmages. Each team is provided a budget for referee fees for home games and scrimmages. Any expenses in excess of the budget will be the responsibility of the team members.
4. **State League Playoff Games**: WNS will cover the fees for any RIAHA State Playoff Game.

Weekend tournaments are great team building and playing experiences for players and families. All tournament costs are additional to WNS tuition and fees. These costs are to be borne by the player or players' parents or guardian.



## **PLAYER DEVELOPMENT**

The WNS organization has a strong commitment to developing all players at every level. Efforts will be made to provide clinics and developmental opportunities throughout the season.

## **REGISTRATION AND TUITION**

Registration sessions are held on various days throughout July /August. Registration dates are publicized in the local media, and posted on the WNS Web Page. New Players must provide a copy of their birth certificate that the league can keep at registration. All travel players must have a birth certificate on file with the Player Agent prior to tryouts. The player does not need to be present at registration. Prior to registration parents or guardians need to decide if their player will be trying out for a travel team to determine tuition payment amount and schedule. All players and coaches are required to register online with USA Hockey.

Registration dates in July /August apply to the Learn to Skate and Learn to Play Hockey players as well as travel team players. A second registration is held in October, space permitting, for Learn to Skate and Learn to Play Hockey. A late registration fee will be assessed after the last registration date.

All previous year's financial obligations must be met before registration for a new season will be allowed. The WNS Board of Directors sets tuition annually. Tuition and fees are paid in two installments for Mite, Squirt, and PeeWee divisions. The first payment is due at registration and the second installment by November 1st. Learn to Skate, Learn to Play Hockey, Bantam and Midget players must pay all tuition and fees in full at registration. Tuition discounts are available for fulltime goalie and multi-player families. Scholarship requests due to extenuating circumstances should be submitted to the WNS President in writing. Failure to make payments on the dates indicated by the Board may result in a player being denied the ability to participate in any WNS sanctioned event. Payments shall be made to the Treasurer or his/her designee. Payment schedules unable to be met by parents shall necessitate said parents immediately contacting the Treasurer or President of the organization. The President and Treasurer shall determine the remedy required and the action to be taken to alleviate the problem. Remedies may include but are not limited to, suspension from scheduled state league games, general practice, scrimmages and/or tournament games. Failure to contact the President or Treasurer of the Board will render the player's account delinquent. Players delinquent in their tuition balances for reasons unknown to the President or Treasurer will be required to pay tuition in full at the following year's registration. The Board of Directors will take appropriate actions at that time after deliberation. Accounts deemed in default will be subject to legal remedies.

## **FUND RAISERS**

WNS has established one mandatory fundraiser that reduces time; effort and costs associated with multiple fundraisers yet produces sufficient income to keep tuition and fees modest.

When registering for the upcoming season each travel team (excluding Midgets), learn to skate and house league player will receive 10 calendars. A \$50.00 fundraiser fee will be payable to WNS at registration upon receipt of the calendars. Any proceeds from the calendar sales will be kept by the parents to offset their player's tuition. Purchasing a calendar will entitle both the buyer and seller to be included in the Grand Prize Drawing.

Each calendar will have a tear off stub, which needs to be completed with the purchaser's information. A drop box will be located in the main lobby of Mount Saint Charles Arena for collection of the tear off stubs. A deadline will be set for turning in the calendar stubs. Failure to turn in the stubs cheats both the buyer and seller from being eligible in the Grand Prize Drawings. The Grand Prize Drawings will be conducted in December with 31 daily winners being announced. Various monetary prizes ranging from \$50.00 to \$500.00 will be awarded along with two half tuition's to two lucky sellers. Details will be available at registration.

Voluntary WNS Fundraisers (i.e.; hockey tournaments, raffles, golf tournaments) may be held throughout the season. WNS does not sanction team based fundraisers.



## **TRYOUTS**

Three (3) tryouts will be conducted for Mite, Squirt, Pee Wee, and Bantam levels and two (2) tryouts will be conducted at the Midget level to assure players a fair and equal opportunity to be selected for a team. Dates and times for tryouts will be available at the time of registration and will be publicized in the local media, and on the WNS Web Page.

No player will be allowed to tryout unless all fees are paid, accounts are in good standing, all USA HOCKEY regulations regarding releases are fulfilled and a proper registration is complete.

All players must participate in at least half of the tryouts sessions. The WNS executive board and the Hockey Director will resolve matters regarding lack of attendance at tryouts. During tryouts and at the Hockey Director's discretion at least one session will have a scrimmage game.

Players will be selected for a team based on skating abilities and hockey skills. A player's placement on the various team levels in each division will be the responsibility and decision of the Tryout Committee which includes the Hockey Director, a neutral evaluator, and the divisions Head Coaches under the direction of the WNS President. Team rosters will be flexible and subject to change until the date of submission of final rosters as determined by the Rhode Island Amateur Hockey Association, the local governing body of USA HOCKEY. After the initial roster is formed, changes can only be made by executive board approval after consultation with the parent/guardian.

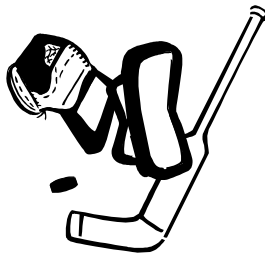
Teams are selected following the final try-out session. Selection and notification of players shall be made within 72 hours of completion of the last tryout. The Executive Board and Hockey Director will make every effort to place those skaters not selected for a travel team within the Learn to Skate Program Program, when age eligible, or with other organizations. No player is allowed to play out of his or her age group unless approved by the Board of Directors. Requests to play out of age group must be received in writing by July 31<sup>st</sup> of the registration year.

## **EQUIPMENT**

All WNS players, Mites through Bantams, are required to wear royal blue pants and WNS team socks during games. Goalies are the only exception to this code. Mites through Pee Wees are also required to wear white helmets. No player will be allowed on the ice for games if he/she is in violation of the dress code. The coach is the primary enforcer of this policy.

All players, Learn to Skate through Midget, are required to wear mouthpieces. All players, Learn to Skate through Bantam, are required to wear neck protectors. The mouthpiece and neck protector policy is required for ALL practices and games.

WNS will make every effort to provide goalie equipment for younger players. Players issued goalie equipment are expected to return equipment in a well maintained condition.



## **INSURANCE**

WNS will provide Insurance coverage to all players and coaches in the form of Medical and General Liability as provided by USA HOCKEY.

Any player requiring medical attention or treatment that affects their playing ability during the season shall provide a signed medical release from a treating physician and a parental release *prior to resuming* game play or practice. The release must be presented to the coach before returning to the team.

## **SPONSORS**

WNS makes every effort to enlist sponsors for each team. Sponsors help reduce the cost of tuition. Sponsorship cost per team is set by the Board of Directors annually. For this fee, the sponsor's name will be placed alongside the sponsored team above the WNS Bulletin Board and the team's web page. The sponsor is publicized in the local print media and web site when team game results are published. The sponsor is also invited to attend the Players Award night and receive a plaque from the sponsored team. Sponsorships are also available for the WNS Website and calendars, and tournaments.

If anyone is interested in sponsoring a team, please contact a WNS Board member or download the sponsorship form from the WNS Website.

## **BOARD OF DIRECTORS**

Woonsocket North Stars board members and officers consist of no more than sixteen persons elected for one year to help serve the WNS organization. Members will be elected from a list of volunteers presented to the Board in April.

The Executive Board will consist of the President, Vice President, Treasurer and Secretary who are responsible for the day-to-day operations of the WNS organization.

Remaining members of the Board serve on various committees as designated by the Executive Board. Examples of Board Committees are; Player Agent, Hockey Director, Ice Coordinator, Learn To Skate/House League, Publicity, Pictures, Equipment, Discipline, Level Representative, and Player Awards Director, and WNS Web manager.

The Board of Directors meets the first Tuesday of each month. The date, time and place of the monthly meetings will be posted on the WNS WEBSITE. WNS Board Meetings are open to all members and the public. Anyone attending may speak during the "Good and Welfare" portion of the meeting or be placed on the evening's agenda with a 24-hour notification to the president.

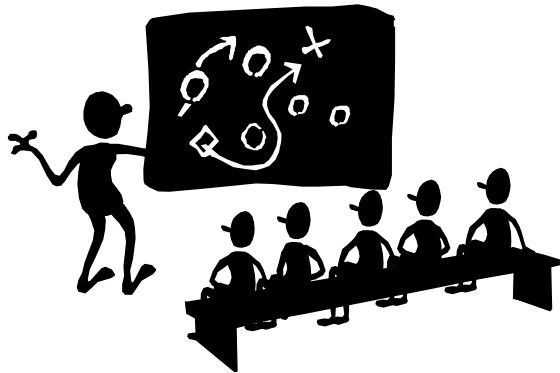
## **HOCKEY POLICY**

The WNS Hockey Director and assistants are responsible to oversee and enforce the WNS hockey policies, overall programs and the coaching staff.

The WNS Hockey Policy contains the following guidelines:

1. The program focuses on character development, citizenship, sportsmanship, skating skills, hockey skills, team play and hard work.
2. The WNS must be the player's first priority if a conflict in scheduling occurs. If a player cannot attend a game or a practice he/she must notify the coach or team representative as soon as possible. Failure to do so may result in disciplinary action at the discretion of the coach. It is the coach's responsibility that the team or organization is not adversely affected by any outside team conflict.
3. All coaches or a responsible parent must MONITOR locker rooms. All Head Coaches must realize that they are responsible for their team's actions in all arenas, locker rooms and the WNS Learning Center, as well as during normal coaching functions. Destructive acts or damage must be reported to the league and action will be taken by the disciplinary committee after a hearing and investigation is conducted if warranted.
4. Players should be in the locker room a minimum of thirty minutes before practices and games (home and away), or as directed by the head coach. Players must be "game ready" at least 10 minutes prior to game time.

5. Parents will not be allowed in the locker rooms from Squirt divisions and older. Mite parents may enter the locker room and assist their player to dress. Ten (10) minutes before game time, only players and coaches should be in the locker room for game preparation.
6. Parents should refrain from coaching. Conflicting instructions confuse players; hinder progress, and breaks down team play.
7. Parents are not allowed on or near the players' bench unless invited by the head coach.
8. The coaching staff will decide player positions and line-ups.
9. All teams will play equitable ice time throughout the season. Coaches will be allowed to interrupt this policy during power plays, shorthanded situations, or in the last four (4) minutes of a close game. A close game is defined as any game with a two goal or less differential.
10. Junior Coaches need to meet the following criteria to be allowed on the ice for travel or house teams.
  - Receive approval to coach from the Hockey Director
  - Must coach at a minimum of one age group below their current playing division.
  - Any horseplay or inappropriate behavior will not be tolerated and the junior coach will be asked to leave the ice.
  - All Junior Coaches (under 18 years of age) must wear full hockey equipment while on the ice.
11. All Adult Coaches (appointed or guest) must be approved by the Hockey Director, wear a helmet, and sign a WNS liability waiver prior to assisting on the ice.
12. All Learn to Skate Coaches (Adult or Junior level) need to be approved to be on the ice from the Learn to Skate Director. They must also wear a helmet and sign a waiver



## **TEAM REPRESENTATIVE**

1. Each traveling team in the WNS organization will appoint a parent (preferably a volunteer) to be designated as the Team Representative for that team. Team Representatives are appointed for the season and must have internet access. The team representatives are encouraged to organize a group of dedicated parents to help assist with their duties: however, the team representative is ultimately responsible for the team's management.
2. The purpose of the team representative is to act as a liaison between parents, players, coaches (if necessary) and the Board of Directors. Their responsibility is not to resolve conflicts, but to help direct the parties involved to the appropriate individual to facilitate resolution.
3. All avenues of communications on a team should begin with the team representative. The team "rep" is responsible for disseminating all information deemed necessary from the board and to the board. He/she is responsible for keeping information current and accurate for dissemination to parents, players, coaches, and local media.
4. Team representatives should be available at practices, games, and be willing to communicate with all parties concerned. All team representatives are encouraged to attend WNS Board Meetings.
5. Team representatives are also responsible to facilitate the completion and collection of team paperwork, distribute and manage uniforms, obtain scorers and timekeepers for home games, submit publicity sheets, submit game sheets within 72 hours, update their team page on the website as needed, locate and register their team for tournaments, collect tournament fees, and coordinate collection of team action photos.

## **WOONSOCKET NORTH STARS CODES OF CONDUCT**

Membership on a Woonsocket North Stars team is a privilege and should instill a sense of pride. For all participants and their parents, this also means certain responsibilities. These responsibilities include your behavior towards players, coaches, referees and other spectators. The WNS Codes of Conduct are in accordance with the USA Hockey Zero Tolerance Rule and are outlined below with examples of behavior that will not be tolerated. Potential consequences and the procedure for dealing with violations are discussed in the Disciplinary Policy Section. Coaches are encouraged to add team specific guidelines and rules as warranted. In general, never act in a way that would embarrass yourself, your family, your team, your organization or your community.

Woonsocket North Star Parents are required to sign a Code of Conduct Agreement during registration that notes their agreement with the Codes and responsibility for their player, family and themselves during the season. All travel team players also sign the USA Hockey Player Code of Conduct prior to the start of their season. Please review the following codes of conduct for players, parents, and coaches.

## **PARENT'S CODE OF CONDUCT**

WNS supports the USA Hockey ZERO TOLERANCE Policy:

- Do not use obscene, racial or vulgar language in a boisterous manner to any one at any time.
- Taunting player, coaches, officials or other spectators by means of baiting, ridiculing, threatening physical violence or physical violence is unacceptable.
- Throwing any object in the spectators viewing area, player's bench, penalty box, or on-ice surface, that in any manner creates a safety hazard will not be tolerated.

The on-ice official will identify violators to the coaches for the purposes of REMOVING parents/spectators from the spectators viewing and game area. Once removed, play will resume. Lost time WILL NOT be replaced and violators may be subject to further disciplinary action by the local governing body.

Use self control at all practices and games (home or away). It is your responsibility to set an example of appropriate conduct for your player. Breaches of conduct will be handled by the Disciplinary Committee and actions will be taken.

1. Do not force your children to participate in sports, but rather support their desire to participate in any activity. Children play in organized sports for their enjoyment, therefore; *make it fun!*
2. Encourage your child to play by the rules. Remember that children learn best by example, so applaud good plays by both teams.
3. Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
4. Emphasize skill development at practices to show how they benefit your young athletes. Down play competition at the lower age groups.
5. Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support the game. Open criticism of officials only hurts the game.
6. Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice it is destructive. Work toward removing the physical and verbal abuse in youth sports.
7. Recognize the Importance of all coaches who volunteer time to the organization. They are pivotal to the development of your child and the sport. Communicate and support them always.
8. If you enjoy the game, learn all you can about it and remember that the organization always welcomes volunteers.

## **COACH'S CODE OF CONDUCT**

1. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember that players are involved in hockey for fun and enjoyment.
2. Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of your players.
3. Be generous with your praise when it is deserved. Be consistent, honest, fair and just. Do not criticize players publicly. Learn to coach with effective communication.
4. Adjust to the personal needs and problems of your players. Be a good listener and never verbally or physically abuse a player, official or parent. Give all players the opportunity to improve their skills, gain confidence and develop self esteem Teach your players the basics.
5. Organize your practices to be both fun and challenging for the players. Familiarize yourself with the rules, techniques and strategies of hockey. Encourage all your players to be team players.
6. Maintain an open line of communication with your players parents (through the team rep process), which explains the goals and objectives of the associations.
7. Be concerned with the overall development of your players, stressing good health habits and clean living.
8. Abide by all USA Hockey and North Stars rules. The hockey Director shall be notified of any coach or WNS member ejected from a WNS hockey game (home or away).

## **PLAYER'S CODE OF CONDUCT**

1. Play for fun
2. Work hard to improve your skills.
3. Be a team player – get along with teammates.
4. Learn teamwork, sportsmanship and discipline
5. Be on time for practices and games as outlined by coaches.
6. Learn the rules and play by them. Always be a good sport.
7. Respect your coaches, teammates, parents, opponents and officials. Foul language, insubordination, hazing and stealing will not be tolerated.
8. Never argue with an official's decision.

## **SPECTATOR'S CODE OF CONDUCT**

In order for all to enjoy the game, please follow these simple rules:

Display **GOOD SPORTSMANSHIP** at all times. Respect all players, coaches and officials.

1. Act as an adult. Don't taunt or provoke other fans.
2. Cheer good play of all participants. Don't "BOO" opponents. Remember they are children.
3. Don't lean over or pound the glass
4. Don't throw object on the ice at any time.
5. Respect locker rooms as private areas for players and coaches.
6. Be supportive after the game win or lose.
7. Support the referees and coaches by trusting their judgment and integrity.
8. Be responsible for your own and families safety. Be alert for flying pucks and other avoidable situations.
9. Respect the game.

**Always remember... the game is being played by children!**



## **DISCIPLINARY PROCEDURES**

### ***IMPLEMENTATION OF A COMPLAINT***

If parents are unable or unwilling to resolve complaints amongst themselves, their team representative and/or their coaches; as a last resort, they should file a written complaint with the WNS President. Anyone may file a complaint, in writing. The president (after reviewing the complaint) will forward the matter to the disciplinary committee, which is comprised of three (3) board members who are unrelated to the incident, to investigate and hold a hearing where the alleged violator can defend him/herself. A written decision will be provided.

Complaint forms must be filed within seven (7) days of the incident, signed and placed in the drop box located in the lobby of Mount Saint Charles Arena. Once received from the President, the Discipline Committee will review the complaint and render a decision. ALL DECISIONS ARE FINAL. At no time should a coach be approached to handle any problem unless he/she is willing to do so.

### **Misconduct Complaints**

The Head Coach must report to the WNS President in writing immediately (within 24 hours) if any player, coach, or spectator has committed the following:

1. Attempt to injure penalty – including spearing or attempting to spear.
2. If a player receives more than two game misconducts for fighting
3. Gross Misconduct Penalty.
4. Unacceptable conduct – on or off the ice – including damage to property.
5. Abuse of officials violations.
6. Anytime a coach or director has deemed a player as being uncontrollable and has proof to provide the disciplinary committee.
7. Ejection of a WNS spectator from a game by an official.

At the time the President is notified as stated above, they will notify the RIAHA Disciplinary Committee; who will review the matter, determine if discipline is required and assess the punishment for any player or coach who has violated any of the policies. A player cannot play until a state hearing is held, determination of punishment is necessary, and discipline is carried out. Failure by any coach or Director to follow the guidelines as stated can result in disciplinary action taken against them.

### ***GRIEVANCE PROCEDURE*** (FOR EXPULSIONS ONLY)

Any senior member of a Woonsocket North Star player may appeal any decision regarding the expulsion of that player. In addition, senior North Star members may appeal their own expulsion. The grievance should be placed in writing and presented to the Woonsocket North Stars Board of Directors within ten (10) days of the action taken. The Board will review the appeal and render a decision as soon as possible, but no longer than thirty (30) days after receipt of the written notice the member involved shall not be permitted to participate in any Woonsocket North Star sanctioned activity until the issue is resolved.

# WNS COMPLAINT FORM

The completed form should be submitted to the WNS President within seven (7) days of the incident. Place the completed complaint form, in an envelope labeled WNS President, in the WNS mail box located in the lobby of the Mount St. Charles Arena.

1) Date and time of incident(s): \_\_\_\_\_

2) Team involved: \_\_\_\_\_ Head Coach: \_\_\_\_\_

3) Location of incident: \_\_\_\_\_

4) Brief description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Witnesses: \_\_\_\_\_

6) \*Signature: \_\_\_\_\_

7) Date: \_\_\_\_\_

- Please note: Anonymous forms will not be accepted.