

CHEBOYGAN HOCKEY ASSOCIATION POLICIES AND PROCEDURES

ARTICLE I. REGISTRATION

1. All CHA required registration forms are to be completed before a player is allowed on the ice (including draft skate).
2. All players are required to provide a copy of their USA Hockey registration form at the time of registration. This registration fee is in addition to the CHA registration fees.
3. Registration can be completed online using the web page or in person during posted dates typically in early/mid september.

ARTICLE II. EQUIPMENT AND JERSEY/SOCKS

1. All players participating in CHA are required to abide by the MAHA Equipment Policy for their respective age level.
2. **All CHA players will be required to wear neck guards and mouth guards at all times during practices as well as games whether they are played in Cheboygan or elsewhere.**
3. Rental equipment will be available on a first come first serve basis and will be offered to all Mini mites and mites before any other age group. An \$80 deposit will be required at the time of renting the equipment. If all of the equipment is returned at the CHA designated turn in time at the end of the season and in the condition that it was received the deposit will be returned. If the equipment is not returned on the CHA designated date at the end of the season or if there is equipment missing or damaged the deposit will be retained by CHA to replace the missing or damaged equipment.
4. Game "HOME" jerseys are purchased by the player as part of registration and are intended to be multi year use. "AWAY" game jerseys will be provided by CHA and given to the HEAD COACH for each team.
5. The jersey's for the mini-mite teams will be provided to the coaches and handed out to the players before each jamboree and collected at the end of the jamboree. Coaches will be responsible to turn all of the jerseys at the end of the season.
6. Jerseys are to be worn for games only and shall not be worn to practices, open skate, etc. However, players may be allowed to wear their game jerseys to school on Fridays.
7. If requested, equipment and jerseys may be available to use in the off season on a first come first serve basis. The deposit requirements noted in Article II (2) and (3) will be applicable.
8. Head coaches are responsible for collecting jerseys at the end of the season.

ARTICLE III. TEAM DRAFTS

1. Drafts will be required for any age levels that have more than one team.
2. The President, Vice President, Registrar and MAHA Director will attend and participate in each draft.
3. The CHA Board will accept written requests to move players up one age level prior to the last Board meeting before the draft skate. The Board will consider the request and make a determination based on the number of players on each team affected as well as the ability of the player.
4. Any requests for a specific team related to the coach or transportation purposes will be considered and addressed at the draft skates by the President, V.P. and/or MAHA Director. The only exception would be for the head coach of each team is allowed to have their kid(s) on their team.
5. Once the draft skate is completed and the teams have been selected, there will be NO changes.

ARTICLE IV. TRAVEL TEAMS

1. In the event that there are Travel teams formed in CHA, there will be a Subcommittee formed consisting of (1) Travel team Head Coach, (1) Travel team Manager, (1) Board member from CHA and the Coaching Director and any other member of CHA Board of directors or any Travel team as needed to help maintain and oversee any travel team functions.
2. If the travel teams pay the CHA registration fees then CHA will provide a predetermined amount of ice for practices and games as well as the cost of officials at no charge to the travel teams. If the travel teams do not pay the CHA registration fees then CHA will not be responsible for any ice fees for practices or games or the cost of

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- officials (see #3 below).
3. If the travel team elects not to pay the CHA registration fees but wishes to be part of CHA then they may opt to sponsor two (2) house players at the reduced rate.
 4. All players and coaches will be responsible for their own USA Hockey registration fees.
 5. CHA will provide one home tournament each season if the travel team elects the option under #2 above. All costs related to additional home tournaments and any out of town games/tournaments will be the responsibility of the team.
 6. All equipment and jersey's will be the responsibility of the travel team(s)
 7. Travel teams will not have an advantage over house teams when it comes to ice time preference.

ARTICLE V. COACHING/TEAM MANAGERS

1. By December 23rd of the calendar year, all youth/girl's team personnel ***on the bench in a game*** must hold Coaching Education Program (CEP) certification ratings as listed below:

Required Coaching Education Program Levels (for all coaches (head and assistant).

- a. All coaches must enter USA Hockey's Coaching Education Program at Level 1, and must continue their education with a coaching clinic each year until, at a minimum, they achieve Level 3. except that Coaches of only 8U or younger players may remain at Level 1 or their current level or other certification level, even if expired, until such time as they are coaching any older age level of play.
 - b. A coach may attend only one (1) certification clinic per year (not including age- specific requirements). Coaches who do not coach in continuous years must re- enter the program at the next level when they resume coaching responsibilities. Once Level 3 is achieved, periodic renewal
 - c. Coaches who attain Level 4 certification are not required to attend any further certification clinics but must adhere to the age-specific requirement as outlined below.
2. In addition to the training in Paragraph (1) above, coaches must also complete age specific training components specific to the level of play they are coaching, if they have not already taken that component. This requirement applies to all coaches at all levels, 1 through 5. Coaches may complete more than one age-specific component in any given season.
 3. All Coaching staff (including Managers) must also complete:
 - USA Coaches or Manager/Volunteer Registration
 - USA Hockey SAFESPORT training
 - Complete a background check via the MAHA website(other background checks do not count)
 - Michigan HEADS UP concussion training
 4. Team Managers are highly recommended.
 5. During practices and regular season games, coaches are expected to give equal ice time to all players. For league and tournament games coaches may use their discretion.
 6. All discipline problems will be directed to the CHA coaching Director. The coaching Director will then (if needed) bring the matter to the Board of Directors.
 7. CHA will reimburse any coach within CHA for the registration cost of level 1, 2 or 3 clinics. Any request for reimbursement of level 4 coaching clinics will require CHA Board approval prior to attending the clinic.
 8. On Ice Mentors
 - Available to any 13-17 year old CHA players or that are a member of the Cheboygan High School Chiefs Hockey Team.
 - All mentors need to be registered with USA Hockey.
 - All mentors need to complete the necessary CHA mentor request form and obtain the approval of their head coach as well as the head coach of the team that they will be mentoring.
 - All mentors need to be approved by the CHA Board. CHA president or vice president will sign the request form indicating the Boards approval.
 - All mentors must wear all of the USA Hockey required equipment for their age group.
 - Must be used for demonstration purposes only.
 - A certified coach with the appropriate certifications must be present when the mentor is on the ice during practices.

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ARTICLE VI. TOURNAMENTS

1. All teams at all levels shall attend the "Jim Elenbaas Challenge Cup" or "Jack Gagnon Cup" as one of their tournaments. If these tournaments are canceled for any reason, CHA will not be responsible/obligated for finding or paying for an out of town tournament for any team.
2. If a girls tournament is held, it will be called the "Jack Gagnon Cup"
3. All "Jim Elenbaas Challenge Cup" or "Jack Gagnon Cup" teams have to have original rosters to qualify.
4. All out of town tournament registration fees (except Districts) and travel costs will be the responsibility of the team attending the tournament.
5. CHA will not be responsible for any hotel rooms or meals related to the out of town tournaments..

ARTICLE VII. DISTRICTS/STATE PLAYOFFS

- 1) When CHA has more than one team in any age division a play-down will be required to determine which team will represent CHA at the District playoffs. The play-down will occur as follows-
 - (a) The teams will play the best two (2) out of three (3) games.
 - (b) Games will be played on practice ice and the president or vice-president of CHA will determine which practice times will be used.
 - (c) The games will occur in such time to allow the winning team to notify MAHA of their attendance at the District playoffs as well to secure hotel rooms.
 - (d) There will be no overtime or tie breakers for games one (1) or two (2). If at the end of game three (3) the teams are still tied then the winner will be determined by the tie breaking rules as provided by MAHA.
- 2) Fees for teams to participate in Districts will be paid for by CHA and are included as part of registration costs. This does not include the cost of travel, lodging or meals. Only fees relating to registrations, ice fees, referee fees and trophy fees are covered by CHA.
- 3) Any team advancing on to state playoffs from districts shall notify the board as soon as possible with the costs to participate. Fees outlined in section 2 above will be covered by CHA.

ARTICLE VIII. REFEREES

1. Referees are responsible for maintaining their own schedule of games officiated as well as obtaining the appropriate signature from the scorekeeper. Once form is completed it must be submitted to the Treasurer of CHA for payment.
2. Amount paid will be based on the age level of game officiated as determined by CHA at the beginning of each season.
3. If a game that is scheduled for a weekend is cancelled by the preceding Thursday after 8:00 o'clock PM, payment *shall* be made to those referees who were scheduled to officiate that particular game.
4. If a game that is scheduled for a weekend is cancelled by the preceding Thursday before 8:00 o'clock, PM, payment *shall not* be made to those referees who were scheduled to officiate that particular game.
5. If games are canceled due to bad weather or anything out of CHA's control no payment to the referees will be paid.
6. If a referee misses a game, the pay will be deducted from their next pay sheet unless otherwise authorized by the Referee-In-Chief.

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ARTICLE IV. VOLUNTEER TIME

1. **Volunteer Time:** All player Parents/sponsors/legal guardians will provide a deposit of \$100.00 and be required to complete 10 hours of volunteer time at CHA fundraising event(s).with the following exceptions:
 - Any coach or Board Member with a child playing does not have to do volunteer time or provide the deposit

Volunteer time will be tracked for each player Parent/sponsor/legal guardian. Any person not completing the required volunteer time will automatically forfeit the \$100.00 deposit. Successful completion of volunteer time will result in a refund of the deposit. A Parent/sponsor/legal guardian can “opt out” of the volunteer time by notifying a Director at the time of registration and the deposit will automatically be forfeited.

ARTICLE X. ASSOCIATION BUSINESS TRAVEL

1. For approved travel related to official business of CHA, the following will be reimbursed:
 - a. Mileage will be paid at \$0.45 cents per mile with appropriate documentation (appropriate documentation of reason will be required)
 - b. For out of town meetings that last 4 hours or more including travel, meals will be reimbursed at the rate of \$10.00 per meal per day. Supporting receipts will be required for reimbursement.
 - c. If travel across the Mackinac Bridge is necessary, bridge fare will be reimbursed. Appropriate receipts will be required for reimbursement.

ARTICLE XI. GENERAL

1. The Flaming “C” is the official logo of the Cheboygan Hockey Association.
2. If a player(s) receives a game suspension, the team is not allowed to schedule an additional game in order to negate the suspension.
3. Any player that makes the High School or travel team cannot quit that team during the season and come back to a house team without Board approval.
4. Goalies must have permission from both head coaches to practice with another CAH team or division.
5. Any suspected Hazing by any member of a CHA team will be dealt with by the Coaching director and the President of CHA; all suspected hazing incidents will be forwarded to MAHA, as required.
6. A board was donated in memory of Jim Elenbaas. This board will remain, subject to the approval of the Rink Manager.
7. All State Champion team sponsors will be given a large framed picture.
8. CHA will purchase a banner to be placed in the rink, with approval from the rink manager, for any CHA team that wins a district or state tournament.

ARTICLE XII. SCHOLARSHIP/ MEMORIALS/ AWARDS

1. Joe Ross Memorial is to recognize good sportsmanship and is given to one player at each age level bantam and midget, excluding travel teams. Coaches from each age level will nominate one (1) player. If necessary the CHA Board of Directors will assist in determining the recipient's.
2. Jack Gagnon Leadership award will be given to one (1) player from the girls teams. The coaches will nominate one (1) player to receive the award. If necessary the CHA Board of Directors will assist in determining the recipient's.
3. CHA will provide college scholarships to members of CHA and Cheboygan High School Chiefs hockey team (if they were CHA members prior to playing for the high school team). The amount and quantity of the scholarships will be determined annually by the CHA Board of Directors. Recipient must attend college the same year following their high school graduation. In order for the recipient to receive payment for their scholarship they must submit, to the CHA Board, a copy of their first semester college report card as well as a copy of their next

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semester's transcript. The recipient must also maintain at least a 2.0 grade point average for their first semester of college.

ARTICLE XIII. BOARD OF DIRECTORS

1. All Board members must:
 - Complete any required USA Hockey and MAHA modules, training, etc. and provide a copy of the certificate of completion to the CHA Star Coordinator and Registrar to file with USA Hockey.
 - Annually provide evidence that they submitted their information for the USA Hockey required background check.
 - Must register as a Volunteer with USA Hockey.
2. All Cheboygan Hockey Board Meeting dates and times will be posted on CHA's website. Board Meetings are the second (2nd) Tuesday of each month at 6:30 P.M., but are subject to change.
3. Per CHA bylaws, the President of CHA will be an ex officio member of all committees.
4. At a minimum the committees listed below will be formed and be comprised of no more than 3 sitting directors. The rest of the committee will be comprised of CHA members at large. Members at large are parents/sponsors/legal guardians in good standing with CHA. The only exception is the Scholarship Committee which will ONLY be made up of a minimum of 3 directors due to the sensitive nature of financial need scholarship requests.
 - i. Fundraising Committee
 - ii. Scholarship Committee
 - iii. Tournament Committee
 - iv. Nomination Committee

ARTICLE XIV. FINANCIAL

1. All CHA checks require two Board member signatures.
2. The Cheboygan Hockey Association Board needs to be notified of any non-budgeted expenses over \$250.00.
3. Any player/parent requesting a refund after registration, but before draft skates, shall be granted a full refund less registration and administration fee of \$35
4. Any player/parent requesting a refund after draft skates due to illness, injury or relocation of the family residence shall be granted a refund at a prorated rate based on the amount of the season that the player participated. The refund will be reduced by registration and administration fees of \$35. Players leaving CHA at any time during the season due to their dislike of CHA policies or coaches or a suspension by CHA or MAHA will not be eligible for a refund of any portion of their registration fees.

ARTICLE XV. LOCKER ROOM POLICY

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the Cheboygan Hockey Association (CHA) goals. CHA 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, CHA 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.

At the Cheboygan Ice Rink Pavilion there are 4 to 6 locker rooms available for our program's use. Two of the locker rooms have their own restroom and shower area while the other 4 share two restrooms and shower areas. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. CHA 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

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unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

ANYONE ENTERING THE LOCKER ROOM MUST BE REGISTERED WITH USA HOCKEY AND HAVE PASSED THE MAHA BACKGROUND SCREENING. THESE ITEMS MUST APPEAR ON CHA REGISTRAR'S REPORT BEFORE ACCESS CAN BE GRANTED.

1. Locker Room Monitoring

CHA 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.

We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly 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. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

2. Parents in Locker Rooms

Except for players at the younger age groups (10 and under), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. 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.

3. Mixed Gender Teams

Some of our teams consist of 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, CHA 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.

4. 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 in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

5. Prohibited Conduct and Reporting

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

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or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

ARTICLE XVI. FUNDRAISING POLICY

Purpose - All teams may raise funds for the respective team and/or the association. It is recognized that the funds raise are to be used for the betterment of the team and association as a whole. When raising funds, members are representing the Cheboygan Hockey Association (CHA) and must project a positive image of the CHA. All fundraising activities must adhere to the guidelines set forth in this Fundraising Policy.

Definitions:

1. Association: The Cheboygan Hockey Association
2. Board: the duly appointed board directors of CHA
3. Committee - an appointed board director shall be the chairperson and two additional board of directors and any CHA members of the association.
4. Participants - Any person directly or indirectly involved in an approved activity in the capacity of competitor, observer, athlete, coach, assistant coach, practice volunteer, trainer, manager, parent, official, spectator, employee, Committee Member or Association Member or any other person present or involved in the activity.
5. Solicitation: Any request for financial contribution from a business or organization for the purpose of raising money for CHA or any CHA team ie: team sponsors, tournament sponsor

Solicitation shall only be conducted by CHA for approved fundraising events and functions. Individuals or teams shall not solicit on behalf of CHA without first obtaining board approval and only for the benefit of CHA.

Individuals soliciting a business or organization for the purpose of player sponsorship(butt plates) does not require board approval.

Fundraising events or sales are permitted with board approval for each team. The funds raised from an approved event/sale shall only be used to benefit the team as a whole. ie tournament fees, team clothing etc. All fundraising money shall be given to the CHA Treasure for deposit and the treasurer will issue a check for the event money was raised for. No money shall be distributed directly to an individual. Special circumstances shall be reviewed and approved or denied by the executive board of directors.

Approvals and Reporting

1. All requests for fundraising must be in writing and submitted the the Fundraising Committee of CHA on the prescribed form at least 14 days prior to the event.

CHA Sponsors

1. CHA actively raises funds as an Association. As a result a number of establishments have sponsored the Association as a whole. Teams are not to approach establishments that have sponsored the Association. CHA will post a list of these sponsors for public view.

Prohibited Activities:

1. Teams are not allowed to raise funds through gambling or other games of chance.
2. Breweries, wineries, distilleries or tobacco companies shall not sponsor team.
3. Alcoholic Beverages are not permitted as prizes.

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4. Monies raised through fundraising cannot be disbursed to parents or individual players.
5. Team fundraiser must not compete with any CHA wide fundraising activities.