



Coppell High School Hockey Association ("CHSHA")

Operating Practices—Effective June 1, 2019

The Coppell High School Hockey Association ("CHSHA") Operating Practices contained in this document may be changed, adjusted or amended by the Coppell High School Hockey Association Board ("Board") at any time during the season; all changes, adjustments and amendments to this document will be distributed to the CHSHA membership.

1.0 Team Tryouts

Players are expected to attend all tryout sessions offered by CHSHA for the desired level of play (e.g., Varsity or Junior Varsity), to be eligible for selection. If a player is not able to attend any of the tryout sessions for any reason including illness or injury, the player must make special arrangements with the Board and coaches to be considered for any team. The coaches, with Board approval, will have sole discretion as to whether an individual trying out after the published tryout sessions is assigned to any Coppell Hockey team.

Players moving into the CISD school boundaries after tryouts have been held and prior to December 31 of the current season, who have expressed an interest in playing on a Coppell High School hockey team, will be given the opportunity to tryout if roster openings are available. These players must make arrangements with the Board and coaching staff to be considered for a Coppell Hockey team.

1.1 Players Leaving the Team

In the event that a player decides to leave the team, causing the roster count to fall below the pre-determined size, coaches may, with Board approval, invite a player who was not originally selected, to join the team, provided this action takes place before the deadline set by the AT&T Metroplex High School Hockey League ("League") for roster changes.

1.2 Players Leaving the Team after Initial Payment of Team Dues

Any player who voluntarily leaves the team after the initial CHSHA dues have been paid, may be eligible for a full or partial refund. If the player leaves:

Prior to the first team practice:	Full refund of CHSHA dues
After the first practice-October 31 st :	A pro-rated refund as determined and approved by the Board
After October 31 st :	Only with Board approval

1.3 Players Joining the Team after the Season has Started

Any player joining the CHSHA after the first practice may have their dues prorated as determined and approved by the Board.

1.4 Team Selections

Team rosters will be determined at the end of tryouts by the coaches. Subsequent roster changes may be made according to League roster rules. The Board has final approval of the total number of players rostered on any given team.

If additional players are needed to form one or more Coppell Hockey teams, players may be selected through the League Open Tryout process with the approval of the Board and the input from the Director of Coaches and Team Coach.

If the number of players trying out for Coppell Hockey exceeds the number of players who may be rostered per League or USA Hockey rules (e.g. 18 skaters and 2 goalies), Coppell Hockey may elect to form a Development/Practice team in lieu of releasing players.

1.5 Player Not in Good Standing with CHSHA

Any player delinquent on CHSHA dues or other fees (e.g., spirit wear, etc.) during any season, may be considered as not in good standing with CHSHA, per CHSHA By-Laws, and may be held out of all practices, games, and CHSHA events until the delinquent dues or fees are paid or payment arrangements are made with the CHSHA Treasurer at the Board's discretion.

2.0 Uniforms and Equipment

For all Coppell games, starting with the first Coppell Hockey game of the fall season – generally, the League leveling tournament games, each player is required to dress in the standard Coppell Hockey uniform and standard player equipment. The standard Coppell Hockey uniform includes the Coppell Hockey official game jersey, official Coppell Hockey game socks and solid black hockey pants or black shells if the player's pants are a color other than black. No other designs, stripes, insignias or other markings outside the player's Coppell jersey number are allowed on the player's hockey pants or shells unless approved by the Board.

The standard for player equipment for all Coppell Hockey games includes red helmets (no other helmet colors are acceptable) with the Coppell Hockey helmet sticker and jersey number affixed (no other

helmet decals are allowed without the prior approval of the Board), red/black/white, black/white, red/white, solid black or solid red hockey gloves and black pants or black shells

Any player who does not have the standard player equipment for any Coppell Hockey game may be held out of that game and any subsequent game until the time the player has the standard player equipment available to wear.

Consideration will be made on a case by case basis for delays due to the ordering and delivery of Coppell Hockey official game jerseys, official game socks or other equipment.

For all Coppell Hockey practices, each player is required to dress in a Coppell Hockey practice jersey; no Coppell game jerseys are to be worn at practice.

2.1 Assignment of Player Jersey Numbers

To facilitate movement between teams and minimize changes between seasons, each CHSHA player will be assigned a unique jersey number.

- Returning players are entitled to the same number worn in the previous season.
- Returning players who would like to change their number should make their request at or before the time of tryouts. Players requesting a new number must pay the cost of the change.
- New players will indicate a first, second, third, fourth and fifth preference when they purchase uniforms at the conclusion of tryouts.
- Numbers requested must be whole numbers from 1 to 32, 34 to 46, 48 to 68 or 70 to 98 and selected from the numbers currently available.

Requests for the same number by more than one player will be honored based on the following priority schedule:

1. Returning player: Requests for changes by returning players have priority over requests from new players.
2. Team: Highest level team to lowest level team (e.g., Varsity Gold, Varsity Silver, Varsity Bronze, Junior Varsity Gold, Junior Varsity Silver, Junior Varsity Bronze).
3. Seniority: Years of continuous participation in Coppell Hockey
4. Grade: Senior, Junior, Sophomore, Freshman, 8th grade, 7th Grade.
5. Random chance: A board member will conduct a coin toss or other random drawing for the number.

Example 1: A Varsity Gold player who is new to CHSHA and a returning Junior Varsity player both want number 11. The returning player gets the number.

Example 2: A freshman (9th grade) Varsity Gold player and a Sophomore (10th grade) Junior Varsity player want to change to '12' that has become available. Both are returning players. The Varsity Gold player is entitled to the number.

Example 3: Two returning Junior Varsity players want number 13. One has played three years and the other only two. The third year player gets the number.

Example 4: A sophomore and freshman, both first year players on the Junior Varsity team want number '14'. The sophomore gets the number.

Example 5: Two 9th graders on the Junior Varsity team request number '15'. Both players are new to the organization. A coin toss or other random chance will decide who gets the number.

2.2 Coppell Hockey Letter Jackets

Coppell Hockey letter jackets may be purchased and worn by any player, on any team, within the CHSHA, but only players who have earned a Coppell Hockey Varsity Letter may wear a letter jacket with the letter attached to the jacket. Players who have not earned a Varsity letter may only wear the jacket without the letter.

2.3 Varsity Letter Award

A Varsity 'C' with crossed sticks letter award may be worn only by players who have met the requirements for achieving a letter. A Varsity letter will be awarded to any player who has surpassed the minimum number of games¹ on the highest level Coppell Varsity Team and is considered a full-time player on that team. A senior player who has not previously earned a Varsity letter award because the player has not played on the highest level Coppell Varsity team may earn a letter in the player's senior year regardless of the level of Varsity team played on provided the player has met the minimum number of games requirement. The Board, in consultation with the Varsity Head Coach, reserves the right, in its discretion, to review individual player circumstances in the awarding of varsity letters.

If Coppell Hockey has two or more Varsity teams, the players on the lower level Varsity team(s) will not earn a Varsity letter, but will receive a Varsity patch. To receive a patch, the player must be on the end of season roster and have played in a minimum of ten (10) games for the lower level Varsity team defined as League sanctioned games.

Patches will be presented to players at the end-of-season banquet.

For the purposes of this requirement, Coppell Hockey will make every effort to follow League rules to define games, but in the absence of League rules, the Board will define games. Only League sanctioned games played during the regular fall season will be considered. Games played at tournaments, including the pre-season leveling festival, state tournament, city tournament and national tournament, scrimmages and post season playoffs will not be considered a League sanctioned game.

¹ The League defines the minimum number of games a player from a lower level team can play on a higher level team before they lose their eligibility on the lower level team and are considered a full time player on the higher level team. In the absence of a League rule defining the minimum number of games, the Board will define that number.

The Coaching Staff will award Varsity letters to first time lettermen at the CHSHA end-of-season banquet. Repeat Varsity lettermen will each receive a hockey pin from the Coaching Staff that can be attached to the Varsity letter on their letter jacket. Each hockey pin signifies a year, beyond the first year, that player earned a Varsity letter. All lettermen will be recognized at the end-of-season banquet for their achievements.

2.4 Junior Varsity Letter Award

The Coaching Staff will present a Junior Varsity patch to every Coppell Junior Varsity player at the end-of-season banquet. Junior Varsity players must be on the end of season Coppell Junior Varsity roster and have played in a minimum of ten (10) Coppell Junior Varsity games defined as League sanctioned games.

For the purposes of this requirement, Coppell Hockey will make every effort to follow League rules to define games, but in the absence of League rules, the Board will define games. Unless otherwise approved by the Board, only League sanctioned games played during the fall regular season will be considered. Games played at tournaments, including the pre-season leveling festival, state tournament, city tournament and national tournament, scrimmages and post season playoffs will not be considered a League sanctioned game.

3.0 Team Roster for Purposes of Recognition

The Board, at its discretion, may choose to recognize any of its teams for a significant accomplishment. Such accomplishments could include individual tournament, league, section, division, state, district or national championships.

Violations of the Player Code of Conduct may affect a player's eligibility for recognition; the Board will determine eligibility.

3.1 End of Season Award Recognition

Coppell Hockey will nominate and select players for end of season awards, both league awards and Coppell Hockey awards, including but not necessarily limited to Offensive and Defensive Player of the Year, All-Academic Team, Golden Cowboy, Most Valuable Player, etc. In order to be considered for a nomination and award, players must be in good standing with CHSHA and cannot be in violation of the Player Code of Conduct or under any additional disciplinary action including but not limited to probation or suspension; the Board will determine eligibility for all Coppell Hockey awards.

3.2 Use of the Coppell Hockey Name

No Coppell Hockey player, rostered on a Coppell Hockey team, is permitted to participate in a hockey practice, tournament, league or individual game wearing the Coppell Hockey game jersey or playing under the name of Coppell Hockey outside of official Association-sponsored events without prior approval from the Board.

4.0 Fee Schedule

CHSHA dues can be paid through the Coppell Hockey website (www.coppellhockey.com) by credit card or check (ACH transaction) and can be paid in full or in three installments as follows:

- 50% due at the Coppell Hockey tryouts – no later than the fall pre-season Annual Meeting.
- 25% due no later than October 1.
- 25% due no later than November 1.

All CHSHA dues must be paid in full by the November 1 deadline, unless other payment arrangements are made with the CHSHA Treasurer and approved by the Board. Any player, who has an outstanding balance due after November 1, will be held out of practices, games and CHSHA events until the balance has been paid in full.

Any player who has an outstanding CHSHA balance due on December 31, when League rosters are frozen by USA Hockey, may be excluded from the final Coppell Hockey team roster submitted to the league.

Any player, player's family or individual who has had their credit card declined, check returned for non-sufficient funds or has a history of missed payments may be required to submit payment only by cash, cashier's check, money order or be asked to pay in full by a date prior to November 1 to satisfy their outstanding balance.

4.1 Adjusting Association Fees

The Board reserves the right to adjust CHSHA fees as needed.

4.2 NSF Fee for Non-Sufficient Funds

There will be a \$25.00 charge assessed to any CHSHA member for any returned check. The CHSHA member will be responsible for the original amount of the check and the NSF fee; payment can be made by cash, cashier's check or money order.

4.3 Complimentary Association Fee for Coach's Player

Any full-time volunteer coach (unpaid coaches not under contract), rostered as a coach under USA Hockey and league rules, with a child participating in Coppell High School Hockey may have a portion of their CHSHA fall dues (dues only), waived for the season as long as the coach remains a coach, coaches the entire season, actively participates in every team practice, etc. This reduction or elimination of fees is limited to one (1) child per coach. All tryout fees, camp fees, USA Hockey fees, tournament fees and costs, equipment, etc., will remain the responsibility of the player. The Board will make the final determination on any reduction in fees.

4.4 Policy Regarding More than One Player per Family

There will be no discounted fees for families with multiple players. Fees may be offset by participation in various fundraising opportunities. In order to benefit from fundraising opportunities, each player must be represented through some form of participation.

4.5 Policy Regarding Fundraisers

CHSHA plans to conduct one or more fundraisers each season to help offset overall Association costs. Every CHSHA family is asked to participate in some way to the success of the fundraiser, which may include monetary contributions, volunteer time, prizes and giveaways, etc. At times, the contributions will be mandatory or may be directly tied to the sale of items with each player responsible for the sale of items or the monetary equivalent of the items if the player cannot or does not sell the items.

4.6 Policy Regarding Expense Payments or Reimbursements

All expenses submitted for payment or reimbursement must be accompanied by Disbursement Request Form, invoice(s) and proof of payment if to be reimbursed for out-of-pocket expenses paid.

The Disbursement Request Form will be reviewed for completeness and proper coding by the Treasurer.

The completed Disbursement Request Form and check will be presented to the President for approval and signature on the check. The President may designate another member of the Executive Board to approve Disbursement Request Forms and sign checks from time to time.

The Treasurer may sign checks with written or emailed approval from the President or the President's designee. A copy of such approval shall be maintained on file. A check over the amount of \$1,000 requires the approval of two members of the Board—the President or the President's designee and one other Board member. Notwithstanding the foregoing, the Treasurer does not need the written or emailed approval of the President or the President's designee to make routine payments, including but not limited to league fees, ice rental, coach's salaries, and apparel.

5.0 Coaches: New and Returning

Sixty (60) days prior to the end of their current contract period, current Coppell coaches will be required to submit to the Board, their intention to stay in their current position or apply for a new position within CHSHA. New coaches may submit their application for a coaching position with Coppell Hockey at any time during the year; applications will be in the form of a resume and biography. Delivery via e-mail is acceptable.

All paid and volunteer CHSHA coaches are expected to have a current (non-expired) USA Hockey coaching certification, at the level required by USA Hockey and the League to coach high school hockey, and to have successfully completed both the USA Hockey Safe Sport Training and the required USA Hockey age group modules, at the level required by USA Hockey and the League to coach high school

hockey. The completion of these requirements is the direct responsibility of the individual coach and not CHSHA.

All CHSHA coaches will also agree to undergo a background check and agree to hold CHSHA harmless for any discovery found during said background investigation.

5.1 Student Coaches

Coppell Hockey can have a maximum of two (2) student coaches within CHSHA in any given fall season; the student coaches must be senior Varsity players playing on the highest level Coppell Varsity team. The student coach must be assisting on a Coppell team outside of their own – generally, the student coaches will be assisting on the lowest level Coppell team (e.g. Junior Varsity), attend that team's practices, be in good standing with the Association, maintain their academic eligibility and be rostered as a coach on the official Coppell team roster.

All student coaches must agree to undergo a background check, successfully complete both the USA Hockey Safe Sport Training and the required USA Hockey age group modules, at the level required by USA Hockey and the League to coach high school hockey.

Student coaches, who turn 18 years of age prior to December 31 and are considered an adult by USA Hockey age rules, must complete the USA Hockey Coaching Education Program Level 1 Coaching Certification class prior to December 31.

Student coaches, who will not turn 18 years of age prior to December 31 and are not considered an adult by USA Hockey age rules must complete the USA Hockey Student Coaching class and receive their USA Hockey Student Coaching Certificate.

5.2 Work for Hire Agreement for a Paid Coach

Any coach paid by CHSHA will be required to complete and sign a Professional Services Agreement with the Association. A paid coach will be responsible for paying and filing federal or state income tax information with the appropriate tax entities.

6.0 Background Check

Any Board member, coach, student coach, team manager or trainer within the CHSHA may be asked to undergo a background check as required by the League guidelines. Any person undergoing such a background check agrees to hold harmless the CHSHA from any circumstance, event or discovery arising from such an investigation.

7.0 No Pass, No Play Rule

The CHSHA adheres to the guidelines contained in both the UIL No Pass/No Play and AT&T Metroplex High School Hockey League No Pass/No Play rules.

In order to be eligible to play in games, a player must have no grades lower than a 70 in any class UNLESS that class is an Advanced Class (Pre-AP, AP, IB, GT and any Dual Credit courses).

Players enrolled in an Advanced Class are offered a one-time per semester exemption from UIL eligibility rules and may have lower than a 70 in a class and still play, but that can only happen twice a season, once each semester; that's not two a year, but one per semester.

For example...A player receives a 62 in an AP class in the first 6 weeks of the year. That player is eligible to play because that 62 came in an Advanced Class, but that player has used his one and only exemption for the first semester. So if that player receives another grade lower than a 70 in any class, anytime in the first semester, he is ineligible to play under UIL No Pass / No Play rules.

Any player who has lower than a 70 in any class for the 6 week grading period, except as noted above for Advanced Classes, is ineligible to play in any Coppell games for 3 school weeks, but can participate in practices and other team and Association functions.

The ineligible player can become reinstated at the 3-week mark of the next 6- week grading period if the player's Interim Progress Report shows that they have a 70 or higher in all classes. The reinstated player must wait 7 calendar days after the grading period to play and must have met the 3 school week requirement. If, at the 3-week mark, that player still has a grade lower than a 70 in any class, they stay ineligible until their report card or progress report show that their grades are above a 70.

At times when school is out for the holidays...Thanksgiving, Christmas, Spring Break, etc....UIL No Pass / No Play rules are suspended so all players are eligible to play.

To facilitate the enforcement of the No Pass, No Play Rule and maintain confidentiality of student information, players are asked to follow the guidelines below:

Each player is required to provide an electronic copy of their original grade report to the Association's designated official via email. The players must submit their grade report 7 calendar days after the 6-week grading period ends in order to participate in Coppell Hockey games... CHSHA will maintain a confidential copy of all players' grade reports for the season to document compliance with No Pass/No Play rules.

For each grading period, a designated Board representative will note, for each player whether that player has all grades at 70 or above. Any player with a grade below 70 will be notified of their eligibility for upcoming games.

Each player who had a grade below 70 and was declared ineligible must submit their 3-week Interim Progress Report showing a 70 or above in all classes.to regain eligibility.

CHSHA will not disclose student grade information or disclose or acknowledge that a student is ineligible due to the No Pass, No Play Rule.

The CHSHA will follow the AT&T Metroplex High School Hockey League rules for determining and enforcing student ineligibility.