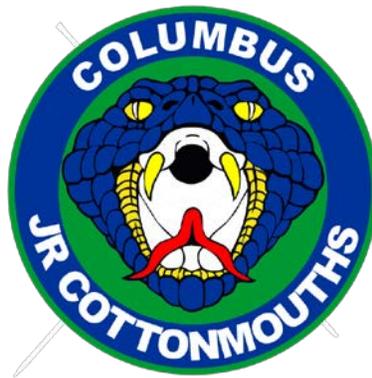
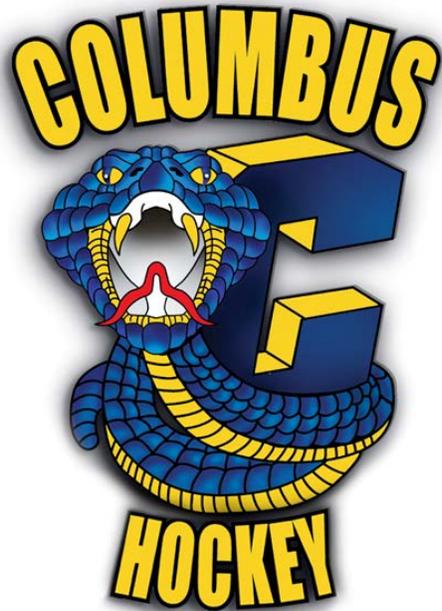


# COLUMBUS HOCKEY ASSOCIATION



## 2015-2016 HOCKEY HANDBOOK

[WWW.COLUMBUSHOCKEY.ORG](http://WWW.COLUMBUSHOCKEY.ORG)

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## **Message from the Columbus Hockey Association Board of Directors**

We hope that this Handbook will provide you with an introduction to the philosophies, policies, rules and expectations that shape the Columbus Hockey Association's (CHA) programs and activities. We encourage you to read this Handbook with care. It is a valuable resource for families participating in the CHA.

The booklet will provide you with information about what the CHA does and how we do it. We hope that it will also encourage you to become more involved in our activities and **become a volunteer in the association**. As you will see, there is much to do. Our Association could not survive without the hundreds of hours of volunteer work that begins long before Registration Day and sustains our teams and players through the fall/winter and summer ice hockey season. Your help is vital to our organization. As you read through this Handbook, think about how your particular talents, interests and skills might help the Association. **We need your participation and support!** Contact a member of the CHA Board of Directors, a Coach or a Manager to discuss **how you can volunteer**.

The Columbus Hockey Association is a 501.C.3 non-profit organization founded in 2001. Donations to the organization are accepted and are tax deductible. The success of the CHA today is attributable to the countless volunteer hours that hundreds of people devote to our programs year in and year out. We are eternally grateful for the contributions of the many volunteers and community leaders who paved the way for us. Your Board of Directors is deeply committed to making the CHA's programs even more successful in the year ahead. Please join us in this challenge.

LET'S WORK TOGETHER TO HAVE A GREAT SEASON!

Sincerely,

The Columbus Hockey Association Board of Directors

### **The Columbus Hockey Association Board of Directors 2015 – 2016**

President:	Clyde Glenn
Vice President/Travel Director:	Matt Stanley
Treasurer:	Chris Miller
Secretary:	Barney Slayton
Head of Referees/Adult League:	Joe McCrea
Public Affairs/Advertising:	Jason Bray
Board Member:	Jerome Bechard
Board Member:	Tracy Pattillo
Board Member:	Craig Wheeler

## CHA Philosophy

The primary purpose of the Columbus Hockey Association is to contribute to the development of our youth through the game of hockey. CHA is committed to providing everyone in our community the opportunity to have fun on the ice while learning the basic skills of ice-skating and how to play the game of hockey. Our program is available to all interested regardless of socio/economic background.

As a team sport, hockey affirms the importance of commitment, team work, self- discipline, and sportsmanship among participants. Our commitment is to assure that the young people who participate in the CHA will develop skills, values and responsibility, which will bring lifelong benefit to them and to society.

Specific benefits participants of youth hockey receive include:

- \* **Hockey is a fantastic exercise.** It is one of the best cardiovascular games you can play.
- \* **Hockey builds character.** Children learn the value of working together with others. They figure out how to rely on teammates and understand that cooperation is key to success. They will experience a team spirit that encourages trust, responsibility and sportsmanship.
- \* **Hockey improves mental agility.** Hockey is a fast sport. Plays develop in seconds, and momentum can shift in the blink of an eye. A child who can learn how to operate in that sort of environment will improve his or her ability to make quick decisions and think on his or feet. Concentration is also improved; being able to concentrate while playing will make it easier to concentrate while learning. It's also a sport of strategy. Understanding how one event can lead to/or even create another is essential to life success.
- \* Development of the skills necessary to play ice hockey.
- \* Knowledge of the rules and strategies of the game.
- \* Knowledge of conditioning techniques that affect short and long term health and performance.
- \* Commitment to teamwork.
- \* Having Fun!

Involvement in hockey can be burdensome to the family budget. Fundraising opportunities for House Hockey and sponsorship opportunities for Travel Hockey exist to help defray costs. Limited financial scholarships may be available. Please refer to those sections for specific details about the scholarship program.

## Membership

All adult players registered to play hockey have membership in the CHA and are voting members. Membership of parents/legal guardians in the CHA is automatic with the registration of a player under the age of 18. Only one parent or legal guardian of each registered player can be a “voting member” of the CHA. All Officers, League Directors, Managers, and Coaches appointed by the Board also become voting members of the CHA. Membership in the CHA corresponds to the term of registration and automatically terminates upon withdrawal from the program, failure to re-register or be re-appointed. Association members have the opportunity to nominate and elect people to the Board of Directors at the Annual Membership Meeting.

## **Codes of Conduct**

### **Board of Director's Code of Conduct**

- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize CHA programs.
- Communicate with parents by holding membership meetings as well as by being available to answer questions and address problems throughout the season.
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Encourage coaches and officials to attend USA Hockey clinics and advise your board members of the necessity for their training sessions.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- Develop other members to advance to positions in the CHA, perhaps even your own.

### **Coach's Code of Conduct**

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child more than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater

### **On-Ice Official's Code of Conduct**

- Act in a professional and businesslike manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and their proper application.
- Remember that officials are teachers. Set a good example.
- Make your calls with quiet confidence; never with arrogance.
- Manage and help to control games in cooperation with the coaches to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.

- Adopt a “zero tolerance” attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or fellow official.
- Keep your emotions under control.
- Use only USA Hockey-approved officiating techniques and policies.
- Maintain your health through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his/her critique of your performance.

## Parent’s Code of Conduct

Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.

- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- 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.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- 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 of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and 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.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport.
- Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – **and volunteer**.

*Note: Parents may not agree with all referee calls, coach’s decisions, or other game situations. Therefore, grievances will not be heard or considered for a minimum of 24 hours after any game. If after 24 hours a parent or player wishes to file a grievance, follow the procedures as outlined in the grievance section.*

Disruptive or abusive parents may be asked to leave a rink and compliance is expected. Such conduct may result in an immediate suspension from CHA functions until a Board hearing is held on the matter. Further penalties may be assessed at that time.

## Player’s Code of Conduct

- Play for fun.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.

## Columbus Hockey Association Hockey Handbook

- Never argue with an official's decision.

Repeated or severe incidents of bad sportsmanship or other inappropriate or unacceptable conduct will result in disciplinary action by the Board of Directors. Any participant found guilty of persistently violating CHA rules shall be dismissed from the program without refund. Coaches have the right to discipline, by way of "sit outs" and other means, any behavior not consistent with the philosophy of the CHA and USA Hockey.

### **Spectator's Code of Conduct**

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

**Remember that every Parent, Coach, and Player, represents the Columbus Hockey Association and must act accordingly.**

### **Zero Tolerance Policy**

In an effort to make ice hockey a more desirable and rewarding experience for all participants, USA Hockey instituted a zero tolerance policy beginning with the 1992-93 season. This policy requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games.

Thus, the following points of emphasis must be implemented by all referees and linesmen:

#### **Players**

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
2. Visually demonstrates any sign of dissatisfaction with an official's decision.
3. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

## **Coaches**

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, he/she shall be assessed a game misconduct penalty.

## **Officials**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

## **Parents/Spectators**

The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/ spectators from the spectator's 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. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

## **Visitor Policy**

Coaches will not allow any non-USA Hockey registered player to participate in any of their practices.

Coaches will not allow any visitors to their practices without first seeking the permission of the Hockey Director. The Hockey Director will grant the permission at his/her discretion and advise the Board of Directors.

## **Registration Payment Policy**

Payment for registration fees must be made by cash, check, credit card or PayPal. Payment plans are available to spread payments across several months. If payments are past due or not received, that player will not be permitted to practice or participate in games until payment is received. Payments must be made throughout the year to keep your player current. Any special payment considerations must be approved prior to registration (ie. waiting on income taxes).

New registrants are welcome at any time in the House/Initiation program. No player will be allowed to register until any outstanding balance from the previous season is paid in full.

### **Insurance Coverage**

Before a player can register or participate in practice or team selection, they must provide proof of USA Hockey registration. USA Hockey provides secondary insurance coverage with parents' coverage being primary.

### **Fundraising**

Fundraising is an integral part of the CHA budget process and has grown to represent a substantial proportion of the dollars raised by the organization. The primary purpose of fundraising is to minimize the amount of money that must be raised by the organization through registration fees. For this reason, all members are expected to participate in CHA fundraising activities. Please view this activity with enthusiasm.

It is the responsibility of the Fundraising Committee to develop and recommend programs for this purpose to the Board of Directors. The Committee will try to streamline the Association's solicitations of the Columbus business.

### **Grievance Procedure**

Any parent or guardian of a CHA player may appeal any decision regarding discipline or suspension of their child or themselves. The grievance or notice of appeal should be placed in writing and presented to the CHA Board of Directors within 10 days of the action taken. The CHA has standardized hearing procedures for the conduct of hearings and appeals. These procedures will be made available to parties participating in a hearing before the CHA. The player involved shall not play until the issue has been resolved.

### **Board of Directors**

The nine members of the CHA Board of Directors serve staggered, two- year terms. Four board members are elected every even year and five members every odd year at the Annual Meeting in May.

Board members and their terms are as follows:

<b>Term Expiring 2016</b>	<b>Term Expiring 2017</b>
Clyde Glenn	Joe Mcrea
Matt Stanley	Jerome Bechard
Tracy Pattillo	Chris Miller
Jason Bray	Craig Wheeler
	Barney Slayton

Board meetings are held monthly at the Columbus Civic Center and other various locations on the third Wednesday of the month at 6:30 when possible. The operations of the CHA are run by many committees with Board of Director (BOD) oversight (Liaison). The latest contact information can be viewed on the CHA WEB site at [www.ColumbusHockey.org](http://www.ColumbusHockey.org)

## Key Contact Information

### 2015 /2016 Board of Directors

Position / Title	2015/2016 Name	Phone	Email
President / Webmaster	Clyde Glenn	(706) 536-2728	<a href="mailto:president@columbushockey.org">president@columbushockey.org</a>
Vice President	Matt Stanley	(706) 302-5959	<a href="mailto:vicepresident@columbushockey.org">vicepresident@columbushockey.org</a>
Treasurer	Chris Miller	(706) 718-9439	<a href="mailto:treasurer@columbushockey.org">treasurer@columbushockey.org</a>
Secretary	Barney Slayton	(706) 442-0750	<a href="mailto:secretary@columbushockey.org">secretary@columbushockey.org</a>
Registrar	Amy Tate	(706) 575-1254	<a href="mailto:registrar@columbushockey.org">registrar@columbushockey.org</a>
Hockey Director	Brad Prefontaine	(706) 571-0086	<a href="mailto:hockeydirector@columbushockey.org">hockeydirector@columbushockey.org</a>
Travel Director	Matt Stanley	(706) 302-5959	<a href="mailto:traveldirector@columbushockey.org">traveldirector@columbushockey.org</a>
Head of Referees	Joe McCrea	(706) 596-4190	<a href="mailto:referee@columbushockey.org">referee@columbushockey.org</a>
Adult League Director	//	//	//
Public Affairs / Advertising	Jason Bray	(706) 315-8989	<a href="mailto:Wjbray57@gmail.com">Wjbray57@gmail.com</a>
Board Member	Jerome Bechard	(706) 617-3241	<a href="mailto:askjerome@cottonmouths.com">askjerome@cottonmouths.com</a>
Board Member	Tracy Pattillo	(706) 566-0318	<a href="mailto:davepattillo@yahoo.com">davepattillo@yahoo.com</a>
Board Member	Craig Wheeler	(706) 236-1380	<a href="mailto:cwheeler@lagrangega.net">cwheeler@lagrangega.net</a>

### 2015 / 2016 League Directors and Coaches

Position	BOD (Liaison) Responsible	Name	Phone	Email
Head of Coaches	Brad Prefontaine	Jim Dress	(706) 464-2606	<a href="mailto:jimdress@verizon.net">jimdress@verizon.net</a>
LTS/LTP Director	Brad Prefontaine	Clyde Glenn	(706) 536-2728	<a href="mailto:clyde.glenn192@gmail.com">clyde.glenn192@gmail.com</a>
Mite House Director	Brad Prefontaine	Jim Dress	(706) 464-2606	<a href="mailto:jimdress@verizon.net">jimdress@verizon.net</a>
Squirt House Director	Brad Prefontaine	Markus Manderfield	(334) 520-7629	<a href="mailto:mmanderf@mtu.edu">mmanderf@mtu.edu</a>
Peewee House Director	Brad Prefontaine	Matt Stanley	(706) 302-5959	<a href="mailto:traveldirector@columbushockey.org">traveldirector@columbushockey.org</a>
Bantam House Director	Brad Prefontaine	Clyde Glenn	(706)536-2728	<a href="mailto:clyde.glenn192@gmail.com">clyde.glenn192@gmail.com</a>
Mite Travel Coach	Brad Prefontaine			
Squirt Travel Coach	Brad Prefontaine	Markus Manderfield	(334) 520-7629	<a href="mailto:mmanderf@mtu.edu">mmanderf@mtu.edu</a>
Peewee Travel Coach	Brad Prefontaine	Matt Stanley	(706) 302-5959	<a href="mailto:traveldirector@columbushockey.org">traveldirector@columbushockey.org</a>
Bantam Travel Coach	Brad Prefontaine	Dave Robins	(706) 573-4496	<a href="mailto:cdgkrobins@yahoo.com">cdgkrobins@yahoo.com</a>
High School Coach		Brad Prefontaine	(706) 571-0086	<a href="mailto:hockeydirector@columbushockey.org">hockeydirector@columbushockey.org</a>

**2015/2016 Committee Contacts**

<b>Committee Positions</b>	<b>BOD (Liaison) Responsible</b>	<b>Chairman</b>	<b>Chairman Phone</b>	<b>Chairman Email</b>
Registrar	Chris Miller	Amy Tate	(706) 575-1254	<a href="mailto:registrar@columbushockey.org">registrar@columbushockey.org</a>
Jersey Issue	Clyde Glenn	Julie Miller	(706) 442-5992	<a href="mailto:juliemiller@bellsouth.net">juliemiller@bellsouth.net</a>
Rental Equipment	Matt Stanley	Chris Miller	(706) 718-9439	<a href="mailto:chmiller26@gmail.com">chmiller26@gmail.com</a>
Webmaster	Clyde Glenn	Clyde Glenn	(706) 536-2728	<a href="mailto:clyde.glenn192@gmail.com">clyde.glenn192@gmail.com</a>
Financial Oversight	Chris Miller	Edel Dunkle	(706) 289-7193	<a href="mailto:edeldunkle@gmail.com">edeldunkle@gmail.com</a>
Election Chairman	Clyde Glenn	Chris Miller	(706) 718-9439	<a href="mailto:chmiller26@gmail.com">chmiller26@gmail.com</a>
Discipline Committee	Clyde Glenn	Brad Prefontaine	(706) 571-0086	<a href="mailto:brad@cottonmouths.com">brad@cottonmouths.com</a>
Grievance Committee	Clyde Glenn	Matt Stanley	(706) 905-9151	<a href="mailto:vicepresident@columbushockey.org">vicepresident@columbushockey.org</a>
Fund Raising	Chris Miller	Tracy Pattillo	(706) 566-0318	<a href="mailto:davepattillo@yahoo.com">davepattillo@yahoo.com</a>
End of Season Party	Clyde Glenn	Bill Logan	(706) 660-0063	<a href="mailto:blogan3rd@gmail.com">blogan3rd@gmail.com</a>
Christmas Parade	Chris Miller	Tracy Pattillo	(706) 566-0318	<a href="mailto:davepattillo@yahoo.com">davepattillo@yahoo.com</a>

To facilitate communication between the Board and the membership regarding CHA activities, the manager or a designated representative of each Travel Team shall attend Board meetings. This responsibility can be rotated among parents as long as it is clear that representation is expected from each Travel Team at every Board meeting. The Youth Director will work with the team managers in the House League to select individuals to represent the House League at Board meetings.

**Team and Player Classification**

Team Classification: Columbus Hockey Association, Inc. is a registered Tier II member of USA Hockey, Inc., and abides by all of its regulations governing amateur hockey. Classification is determined by the size of the community from which an organization draws. CHA also belongs to the Southern Amateur Hockey Association.

Player Classification: Groups are determined on the basis of the participant's birth year. Age group names and classifications for 2015-2016 are as follows:

<b><u>Program</u></b>	<b><u>Birth Year</u></b>
Learn to Play	2003 - 2012
Mite – 8U	2007 - 2008
Squirt – 10U	2005 - 2006
Pee Wee – 12U	2003 - 2004
Bantam – 14U	2001 - 2002
Midget – 16U	1999 - 2000

## Player Movement

USA hockey mandates that players cannot play below their age group. Exceptions can be made only in cases where disabilities prevent a player from participating at their age appropriate level. Such requests must be made to the Board of Directors and will require recommendation from the player's physician. Note that beginning players can be enrolled in Initiation, instead of Mite or Squirt, but Squirt age players cannot be enrolled at the Mite level.

The CHA Board of Directors may, at its discretion, move players upward in age classifications in order to achieve a balanced team population. Such Board decisions will be made in conjunction with and on the recommendation of coaches, with parents' approval.

The CHA philosophy of player development is that it is usually best for all players to play within their respective age group. However, in special circumstances a player may benefit from participating in a higher age group. Requests to play "up" must have the support of the appropriate coaches and be made in writing to the CHA Board of Directors at the beginning of the season.

## Coaching

CHA coaches come from a variety of backgrounds, but all share two important characteristics; they are ALL volunteers and they all care deeply about the development of all of the players on the teams they are coaching. Our coaches require the support of the parents of the players they are coaching. Anything parents can do to help with off-ice responsibilities is encouraged.

USA Hockey provides training and certification to individuals who wish to coach through their Coaching Achievement Program. Certification at the Associate Level or above must be obtained before December 31<sup>st</sup> for House, and Travel teams. This program is administered through USA Hockey in the form of clinics. These clinics are specifically designed to supply each coach with the knowledge of his/her responsibilities and skills that will equip him/her to do the best possible job at any level of play. USA Hockey and the CHA require all persons interested in becoming coaches to attend these clinics. Clinics are held in the fall. If you have an interest in coaching or assistant coaching, please contact [president@columbushockey.org](mailto:president@columbushockey.org).

If you are interested in becoming a coach, please use the following links below. There are **six requirements to become a certified coach** for the Columbus Hockey Association.

1. Register with USA Hockey: [https://www.usahockeyregistration.com/register\\_form\\_input.action](https://www.usahockeyregistration.com/register_form_input.action)
2. Attend the appropriate Coaching Clinic: <http://www.usahockey.com/coachingclinics>
3. Complete the age appropriate modules: <http://www.usahockey.com/page/show/892966-age-specific-modules>
4. Complete Safesport Training: <http://www.usahockey.com/safesporttraining>
5. Complete the required background check: <https://opportunities.averity.com/Index.aspx?uid=34679>
6. CDC Concussion Training: <http://www.cdc.gov/concussion/HeadsUp/clinicians/index.html>

If the coach of a CHA team does not have a child participating on that team, it is recommended that team budgets include travel costs for lodging for coaches who do not have players on the team. Coaches do volunteer a considerable amount of their time. (Travel coaches only).

## **Volunteer Service/Team Support**

There are many critical areas where parents can volunteer and contribute to the welfare of a team. All volunteers who are around the players must have a background check and be registered as a volunteer with USA Hockey (no cost) the volunteers include, but are not limited to: Team Managers, Coaches, Locker Room Monitors, Penalty Box, Door operators on the bench.

**Managers:** (Need to separate between house and travel managers) Every CHA team must have a manager. Managers are especially important at the Travel levels. Managers provide a vital link between the coach and parents and have administrative responsibilities for filling out team rosters and ensuring that such rosters are properly filed with USA Hockey, scheduling games, developing the team's budget, keeping track of sponsor donations received (Not in house league), designating a "team representative" and alternate to attend Board meetings, distributing and collecting team jerseys, obtaining Minor (off-ice) officials, notifying parents of schedule changes, reserving hotel rooms for away games and tournaments as necessary, completing travel game score sheet rosters, and especially for facilitating communication between coaches and parents throughout the hockey season.

**Minor Officials:** Each team is responsible for providing a Scorekeeper, Timekeeper, and Penalty Box Official at their "home" games. These are relatively easy tasks to perform once you become familiar with the procedure. These responsibilities also offer a new perspective to the game. Off-ice officials are required to follow all instructions given by the on-ice officials before, during, and after games.

## **Outside Player Registration**

CHA By-Laws provide that the CHA exists for the benefit and development of young skaters within our community. The CHA, at its discretion, may accept players from outside the traditional geographic boundaries if such action is necessary to fill a team roster. Outside players seeking membership in CHA should send a written request to CHA at **400 Fourth Street, Columbus, GA 31901**. All requests will be reviewed by the full Board at the next scheduled board meeting, if time permits on the meeting agenda. The CHA Board of Directors reserves the right to grant or deny any request on an individual basis based on the criteria outlined in this handbook.

## **Equipment Requirements**

Each skater must wear the following USA Hockey, Inc. required equipment when participating in games or practices.

1. Hockey skates.
2. USA Hockey - Helmet (HECC seal of approval) with full-face protection of any style.
3. Ice hockey stick.
4. Neck/throat protector. CHA recommends neck protectors made with ballistic nylon [Kevlar].
5. Hockey elbow pads.
6. Hockey gloves.
7. Hockey shin pads.
8. Hockey shoulder pads.
9. Hockey padded pants.
10. Mouth guard. CHA recommends that when using a mouth guard that attaches to the facemask it is a type that will separate upon impact.

11. Protective cup/supporter (pelvic protector for girls “Jill”).
12. Jersey – All players are required to have a dark and light jersey.
13. Hockey Socks

The CHA does have a limited supply of equipment that may be rented for the season, usually by players in their first year. Players should check availability before planning on renting CHA equipment. All rented equipment should be returned in good condition to the Team Manager at the end of each season. If you are interested in borrowing or donating equipment, please contact the CHA equipment manager.

### **Learn to Play Program**

The Learn to Play program was developed by USA Hockey. This program was built to enhance beginning players’ initial exposure to skating and hockey. Skill development, teamwork, and fun are emphasized. Pressures to perform, to score, and to win, are eliminated. All first year players will be enrolled in this program and evaluated for placement in the house league.

For the players in this program, on-ice (coaching) support and off-ice (registration desk, passing out equipment) is crucial, and the more parents who choose to help out, the more successful and fun our program will be. Please contact the Learn to Play Program Director, or your coach if you would like to volunteer.

### **House League**

The CHA House League consists of the following age divisions (If there are enough players at that age level): Learn to Play Program (beginning players), Mite, Squirt, Pee Wee, Bantam, High School and Adult Hockey.

The goals of the House League focus on providing instruction and playing hockey in a recreational environment. All participants are offered the same opportunities and are treated similarly regardless of their abilities or the speed at which they learn. While scores are kept and games are won and lost, a strong emphasis is placed on both development of skills and sportsmanship.

With the exception of the Learn to Play Program, which is described separately below, players are divided into balanced teams. Player evaluation sessions may be held at the beginning of the season to assist in team assignments. These are not "try-outs," as every child will be placed on a team. If it is determined after a few weeks of games that the teams in any house league are out of balance, player moves can be made at the discretion of the hockey director.

At the Mite level, players will work on individual skills and be evaluated for several weeks prior to placement on a team or playing in any games. Coaches and assistants are assigned by the Hockey Director. Team Managers, Locker Room Monitors, Penalty Box, and Timekeepers are also needed for each team. If you are able to volunteer for any of these roles, please contact your coach, team manager or the Hockey Director.

### **Travel Team Hockey**

All CHA Travel Teams are registered and play under the rules of USA Hockey and Southern Amateur Hockey Association. Travel Teams will be fielded in all age divisions and will compete as A2, A1 or AA teams.

USA Hockey does not include the Mite age group in Sectional or State level tournament play although many associations across the state have Mite Travel Teams. At this younger age, CHA strives to work on developing skills and less emphasis should be placed on playing games competitively.

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Travel Team Hockey is intended to offer a highly competitive level of hockey for all players. The coaching philosophy focuses on developing advanced individual and team play skills. **Coaches are not required to give all players equal playing time.**

Travel Team players are selected after a series of open evaluations. Coaches' selections are based on players' skills, work ethic, attitude (coachable), and sportsmanship. Our travel coaches are committed to organizing a fair evaluation process. Questions about evaluations should be directed to the Travel Coach, Travel Director, and Hockey Director. Players unable to attend evaluations due to an injury or participation in a fall sport will be given an opportunity to be evaluated at a later date, provided they notify the Hockey Director, via email, of their request for a late evaluation prior to the first open evaluation period. The final selection and notification of the results of the evaluations is the sole responsibility of the Travel Team Head Coach.

Players will make a major commitment of time and energy to hockey during the season, which will begin in late August and will last until late February, or early March. Once selected, players are expected to fulfill their commitment to the team for the entire season. All players are subject to USA Hockey eligibility rules, and Travel Team rosters are limited to a maximum of twenty players. However, each coach, after consulting with the Hockey Director, will set his/her roster size. Coaches will establish players' positions and playing time.

Participation in a tournament usually does require one or two night's stay at the tournament location. This is due not only to the distances traveled, but also to the compressed game schedules of most tournaments which make "commuting" an undesirable option. It may also mean an occasional early dismissal from school on a Friday or missing school on a Monday in order to meet a game schedule.

### **Financial Considerations**

There are many financial factors to consider, these include but are not limited to tournament fees, hotels, travel expenses (gas and food). Please contact the Travel Director for projected costs. Travel teams must submit a tentative budget to the Travel Director one week prior to tryouts and a final budget one week after team tryouts. This will inform all members of a team of what the financial requirements will be, so that decisions on expenditures can be made collectively, and fundraising needs and goals can be established. Not every parent will necessarily be in agreement on how money is spent, but it is extremely important that expenses be projected and communicated at the beginning of the season to eliminate conflicts later in the season. Fund raising opportunities will be provided to help offset the cost of participation. Fund-raising is intended for the purpose of covering team expenses and all activities must be reviewed and approved by the Board of Directors.

## **APPENDIX I – CHA BYLAWS**

### **ARTICLE 1 – NAME OF OFFICE**

**Section 1:** The name of this nonprofit corporation is the Columbus Hockey Association, Inc. (hereinafter called “CHA”).

**Section 2:** The principal office for the transaction of the business of CHA shall be located at such place as may be fixed from time to time by the Board of Directors.

### **ARTICLE 2 – PURPOSE OF THE ASSOCIATION**

**Section 1:** The purpose of CHA, in addition to any purposes set forth in the Articles of Incorporation of the organization, is as follows:

- a) To promote the sport of ice hockey in the Chattahoochee Valley.
- b) To organize for this purpose a body for carrying out the aims of promoting the sport of hockey and for obtaining facilities for a program of promotion, training, and playing of hockey and any and all other activities relating or beneficial in any way to the sport of hockey.
- c) To organize participants in the sport of hockey into teams and leagues and to provide coaching, officiating, and all other activities necessary for the orderly participation in the sport of hockey.
- d) To do any and all acts desirable and in furtherance of the foregoing purposes and for the purpose of assisting and engaging in all activities which serve educational purposes, which are permitted by the Georgia Nonprofit Corporation Code, and which are permitted to be carried on by an organization exempt from Federal taxation under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the regulations issued pursuant thereto, as amended, or by an organization to which contributions made are deductible under Section 170(c)(2) of the Code and the Regulations.
- e) To develop, implement, and maintain a Screening and Abuse Policy, and other such policies as required by USA Hockey which assures CHA participants that its coaches and administrators comply with principles and standards of conduct established by CHA;

### **ARTICLE 3 – NONPROFIT STATEMENT**

**Section 1:** CHA is and shall remain nonprofit, nonsectarian and nonpartisan.

**Section 2:** CHA does not permit pecuniary gain or profit to any member thereof and is organized solely for nonprofit purposes.

**Section 3:** No substantial part of the activities of CHA shall consist of attempting to propose, support, oppose, advocate the adoption or rejection of, or otherwise influence legislation by propaganda or otherwise, and CHA shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision herein, CHA shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from Federal taxation under Section 501(c)(3) of the Code and the Regulations or the corresponding provisions of any subsequent Federal tax laws or by an organization contributions to which are deductible under Section 170(c)(2) of the Code and the Regulations or the corresponding provisions of any subsequent Federal tax laws.

**Section 4:** No part of any net earnings of CHA shall inure to the benefit of any Registered Team Member or any individual, except that CHA shall be authorized and empowered to pay reasonable compensation for services rendered by a director, officer, employee, or agent and to pay principal and interest at a reasonable rate not exceeding current market rates on funds loaned or advanced by a director or officer of CHA.

#### **ARTICLE 4 – MEMBERSHIP**

**Section 1:** CHA is open to anyone desiring to promote ice hockey for youth recreation. For purposes of voting, each family shall be considered one member and, regardless of the number in the family, each family shall have one vote. Only one member per family will be on the Board of Directors at any given time.

**Section 2: Member Compliance:** All registered members with CHA shall, by their registration, be deemed to have indicated their willingness to comply with the Bylaws and the policies, guidelines, rules and regulations of CHA and USA Hockey, and shall be subject to the policies, guidelines, rules and regulations thereof. Registered members shall include players, coaches and other participating volunteers recognized by the Board. The Secretary shall maintain a list of all registered members.

**Section 3: Right of Membership Refusal:** The Board of Directors shall have the right and discretion to refuse membership in CHA.

#### **ARTICLE 5 – MEETING OF THE MEMBERSHIP**

**Section 1:** The annual membership meeting of CHA shall be held by May 31<sup>st</sup>.

**Section 2:** The purpose of the annual membership meeting is to conduct the business of the league, including voting for directors and transacting such other business as may be necessary.

**Section 3:** The annual membership meeting shall be announced thirty (30) days in advance of the meeting via email to the membership and by posting such notice on the CHA website.

**Section 4: Special Meeting.** Special meetings of the membership may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written or e-mail request of three (3) Board members, the President shall call a special meeting to consider a specific subject. Special meetings shall be announced ten (10) days in advance of the meeting via email to the membership and by posting such notice on the CHA website. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the members.

**Section 5: Member Proxies.** Each member in good standing and entitled to vote or his or her agent or attorney-in-fact may appoint a proxy to vote or otherwise act for the member by signing a proxy either personally or by an electronic transmission. An electronic transmission must contain or be accompanied by information from which it can be determined that the member, the member's agent, or the member's attorney-in-fact authorized the electronic transmission. An appointment of a proxy is effective when a signed proxy form or electronic transmission of the proxy is received by the Secretary or other officer authorized to tabulate votes. A proxy may limit or direct how the vote of the

member the proxy represents shall be cast or on what matters a vote is to be cast. A proxy will identify the member, the member's agent or the member's attorney who is authorized to hold and exercise that proxy on behalf of the absent member, any instructions concerning its use, the meeting(s) at which it is to be used or that it may be used at any period during a stated period of time, and the expiration date of the proxy, to be a date no more than eleven (11) months after the date the proxy is executed. Any proxy may be revoked in writing or in person by the designating member at any time, and only the proxy executed latest in date will be accepted by CHA. If the name signed on a proxy corresponds to the name of a member, CHA if acting in faith is entitled to accept the proxy appointment and give it effect as the act of the member. CHA is entitled to reject a proxy appointment if the Secretary or other officer or agent authorized to tabulate votes, acting in good faith, has reasonable basis for doubt about the validity of the signature on it or about the signatory's authority to sign for the member or about the faithfulness or completeness of the reproduction when the original has not been examined.

## **ARTICLE 6 – BOARD OF DIRECTORS**

**Section 1: The Board of Directors:** The Board of Directors, which is herein referred to as the Board of Directors or the Board, shall consist of not less than five (5) and no more than thirteen (13) members, with the exact number to be annually set by resolution of the existing Board. The term of office of each director shall be two (2) years. The directors shall be divided into two classes, as nearly equal in number as possible, with respect to the times for which they shall severally hold office. Directors of the first class first chosen shall hold office until the first annual meeting of the members following their election; and directors of the second class first chosen shall hold office until the second annual meeting of members following their election. At each annual meeting of the members following the initial election of directors, the successors to the class of directors whose terms shall expire at that time shall be elected to hold office until the second succeeding annual meeting after their election, so that the term of office of one class of directors shall expire in each year. If there is a vacancy or if additional board members are added for the following year, then Board members may be elected to fill the vacancy or to allow the classes to remain nearly equal.

**Section 2: Duties of the Board of Directors:** Without restricting or limiting the duties imposed by law, by the CHA Articles of Incorporation, or by the Constitution and governing documents of USA Hockey, the duties of the Board of Directors shall include, but are not limited to, the following:

- a) Elect the officers of CHA;
- b) Review, approve, remove or revise membership status in CHA;
- c) Adopt, amend, revise or repeal the Bylaws, policies and guidelines of CHA;
- d) Affirm or remove suspensions in accordance with the policies and guidelines of CHA and USA Hockey;
- e) Enforce the Bylaws, policies and guidelines of CHA and USA Hockey;
- f) Remove from office any officer by two-thirds (2/3)-majority vote;
- g) Temporarily fill the vacancy of any office caused by any reason;
- h) Establish and collect fees;
- i) Ratify any temporary ruling by the President, officers or standing committee(s) acting on the authority of the Board of Directors;
- j) Have access to all CHA financial records; review all CHA expenditures and collections;
- k) Any other such powers granted by the Georgia Nonprofit Corporation Code, and these Bylaws;
- l) Approve payment of justified expenses to any representative conducting CHA business (see ARTICLE 8, SECTION 3).

**Section 3: Election of Directors:** Directors will be elected at the annual membership meeting or by proxy.

**Section 4: Nominations:** Nominations may be made by any members of CHA in good standing for any position five (5) days prior to the annual meeting or any election.

**Section 5: Director Terms:** Each director shall serve until his successor is duly elected and qualified to serve in his place, or until his death, whichever occurs first.

**Section 6: Vacancies:** In the case of any vacancies caused by death, dismissal, disability, resignation, or other inability to serve, the remaining directors may choose to fill the vacancy with the next alternate by vote of two-thirds of the directors. If an alternate does not receive two-thirds, the remaining directors can present the next alternate for vote or choose not to fill the vacancy. The alternate must be willing to accept the position if voted in by the remaining directors.

**Section 7: Voting by Directors:** Each director shall be entitled to one (1) vote. In the event of a tie vote, the CHA President shall cast the tie-breaking vote; provided, however, that he or she may not cast a vote both as President and as a director on any matter coming before the Board.

**Section 8: Powers:** The Board of Directors shall have the entire management of the business of CHA and is vested with all the power assessed by CHA itself. The Board of Directors shall have the power to determine and resolve disputes, and the determination of the Board shall be final and conclusive.

**Section 9: Removal:** A director may be removed for cause at any time by a vote of three-fourths of the majority of the Board at any special meeting of the Board called for that purpose.

## **ARTICLE 7 – BOARD MEETINGS AND ACTIONS**

**Section 1:** The Board of Directors shall hold their first meeting after the annual meeting within fifteen (15) days of the election of the new Board.

**Section 2:** The directors' regular meetings shall be held monthly, at a minimum, or at such times thereafter as shall be determined by the Board.

**Section 3:** Special meetings of the Board of Directors may be held at any time when called by the President.

**Section 4:** All meetings of the Board of Directors shall be open to the general membership. If a member of CHA desires to have a subject discussed or action taken on a subject at a directors' meeting, they must submit the subject for inclusion as an agenda item to the Board approximately one (1) week prior to the meeting date.

**Section 5:** A quorum shall consist of a majority number of directors.

**Section 6:** All members of the Board are required to attend at least nine (9) regular meetings. A member's spouse may substitute and may vote in the director's place. Upon the third regular meeting absence, the director will be notified and, upon the next absence, the name will be brought before the

Board for action.

**Section 7:** Any action required by law or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if the action is approved by directors holding at least a majority of the voting power. The action must be evidenced by one or more consents in writing or by electronic transmission describing the action taken, signed by the members representing at least a majority of the voting power, and delivered to the corporation for inclusion in the minutes or filing with the corporate records.

## **ARTICLE 8 - OFFICERS**

**Section 1: Election:** Officers of CHA shall be elected at the first meeting of the Board of Directors after the annual membership meeting and shall consist of a President, Vice-President, Secretary, and Treasurer. The officers may be elected from the Board of Directors or from the general membership. The Board of Directors may, from time to time, elect any such other officers as it may desire.

**Section 2: Officers Term:** All officers must be members of CHA and shall serve from the time of his/her election until his/her successor has been elected and qualified to serve in his/her place.

### **Section 3: Duties of the officers:**

**PRESIDENT-**The President shall be the principal standing officer of CHA and shall, in general, supervise and control all of the business and affairs of CHA. The President shall have, but is not limited to, the following powers and duties:

- a) Presiding at all meetings of the registered members and of the Board of Directors at which he/she is present.
- b) The power to call special meetings of directors or members, in his/her discretion.
- c) The power to determine questions arising from emergencies not provided for in the Bylaws or Rules and Regulations of CHA until such time as they may be acted upon by the appropriate CHA Standing Committee or the CHA Board of Directors.
- d) Attending and representing the CHA in other hockey meetings, including the annual USA Hockey, SAHA and SYTHL meetings.
- e) Shall be a member of all Standing Committees unless he/she otherwise qualifies to be a member of any such committee.
- f) Shall sign, with the Secretary or other proper officer of the CHA as authorized by the Board of Directors, any contracts or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of CHA.
- g) Shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.
- h) The President shall be allowed his or her reasonable and necessary expenses.

**VICE PRESIDENT-**The Vice President shall have the following powers and duties:

- a) In the absence of the President or in the event of the President's inability or written abstention, the Vice President shall perform all duties of the President, and when so acting shall have all

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the powers of and be subject to all of the restrictions upon the President.

- b) Ensure that CHA's Directors and Officers liability and dishonesty Insurance is maintained and in effect at all times.
- c) Shall maintain accountability of all association equipment to include but not limited to: laptops, printers, credit card readers, hockey equipment, rental equipment, on-ice equipment, off-ice equipment and supplies to include tape, laces, mouth guards, helmet parts etc...
- d) Perform such other duties as may be prescribed by the Board of Directors or the President from time to time.
- e) The Vice President shall be allowed his or her reasonable and necessary expenses.

**SECRETARY**-The Secretary shall have, but is not limited to, the following duties:

- a) Shall be custodian of the corporate records and the seal of CHA.
- b) Send out the agenda and reminders prior to all Board Meetings.
- c) Attend monthly board meetings; read report of previous month's minutes.
- d) Keep attendance records for all meetings.
- e) Shall keep a register of the post office address, email address and telephone numbers for each member of the Board of Directors, each officer and each member of the Standing Committees.
- f) Shall make all meeting arrangements (food, rooms, etc.) for CHA meetings.
- g) Shall maintain a list of all members of CHA.
- h) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.
- i) Schedule and provide 10-day advance notice of Board meetings.
- j) Provide Board members with draft minutes of a Board meeting within one week or less of the meeting.
- k) The Secretary shall be allowed his or her reasonable and necessary expenses.

**TREASURER**-The Treasurer shall have, but is not limited to, the following duties:

- a) Shall have charge and custody of and be responsible for all funds and securities of CHA.
- b) Shall be responsible for receivables and receipts from monies due and payable to CHA from any source whatsoever, and deposit all such monies in the name of CHA in such banks, trust companies or other depositories as shall be selected by the Board of Directors.
- c) Shall maintain and keep physical custody of the checkbook.
- d) Shall be responsible for filing all required financial statements, returns or other documents as may be required by government agencies to which CHA has responsibility.
- e) Shall prepare, maintain and distribute monthly CHA financial reports to the Board of Directors and officers.
- f) Prepare and submit an annual operating budget to the Board of Directors at the annual meeting.
- g) Ensure that an audit of CHA's financial records are completed as required by law or as requested by action of the Board of Directors and ensure that CHA's nonprofit status with federal and state authorities is maintained.
- h) Shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.
- i) The Treasurer shall be allowed his or her reasonable and necessary expenses.

**Section 4: Compensation:** Officers shall receive no compensation for their services.

**Section 5:** The President shall act as chairman of the Board of Directors but shall have no vote except in the event of a tie vote by the Directors, in which case he/she shall cast the tie-breaking vote. All other officers shall serve a term of one (1) year. Nothing contained herein shall prohibit an officer from being re-elected for consecutive terms. Of the offices established above, no two (2) or more offices may be held by the same person at the same time within CHA.

**Section 6:** The following order of succession shall apply in the event the President is unable or unwilling to perform his/her duties during a meeting:

- a) Vice President
- b) Treasurer
- c) Secretary

## **ARTICLE 9 – HOCKEY DIRECTOR**

**Section 1:** The Hockey Director for the Columbus Hockey Association is a paid employee of the association. The current compensation for the hockey director is \$3700 annually to be paid in December of each year. Each year the performance of the hockey director will be evaluated by the board to determine any change in compensation. Based on performance, compensation can be increased or decreased.

### **Section 2: Duties of the Hockey Director**

- a) Oversee creation and implementation of recruitment programs (Learn to Play/Learn to Skate, Skill development programs, Mites etc...).
- b) Organize, implement, and oversee all on ice related activities including Learn to Play, house evaluations, travel try outs and any camps or clinics.
- c) Oversee all Travel teams and assist (when possible) in practices for further development of players.
- d) Assist in scheduling of ice at Ice Rink and Civic Center.
- e) Devise a consistent set of drills and systems for all CHA teams. These drills and systems will not be mandatory for CHA teams to use, but rather help form a familiarity as CHA players move up the age brackets.
- f) Detailing monthly skill or system assignments for each team to work on during the season. These assignments will focus on individual and team skills. The Hockey Director will supply a list of drills and other instruction for the implementation of these monthly assignments. CHA head coaches can work the assignments into their practices over the course of the month at their own pace.
- g) Serving as a resource for head coaches during the season as they address specific problems, concerns and opponents.

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- h) Handling, arbitrating and mediating all hockey-related situations that arise during the course of the hockey season.
- i) Helping CHA coaches adhere to the policy that the CHA's No. 1 priority with respect to players is helping them achieve or exceed their potential on the ice.
- j) Oversee coaching selections for the CHA and recommends coaching staff for Board approval and maintain an education program for coaches.
- k) Attend monthly Board meetings and advise on CHA related developmental programs with respect to enabling players to achieve or exceed their potential on ice during the season.
- l) Serve as the community liaison with regard to promotion of CHA.
- m) Serve as the committee chair for the Disciplinary Committee.
- n) Must promote the game of hockey within the Chattahoochee Valley Region.

### **ARTICLE 10 – CONTRACTS, CHECKS, DEPOSITS, FUNDS AND FISCAL YEAR**

**Section 1: Contracts:** All contracts, conveyances, and other instruments to be executed in the name of CHA shall be signed by the President, attested by the Secretary, and approved by the Board.

**Section 2: Checks, Drafts, etc.:** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of CHA shall be signed by the President, Vice President or Secretary of CHA. All expenditures of funds must be approved by the Board.

**Section 3: Deposits:** All funds of CHA shall be deposited from time to time to the credit of CHA in such banks, trust companies or other depositories as the Board of Directors may select.

**Section 4: Gifts:** The Board of Directors may accept on behalf of CHA any contribution, gift, bequest or devise for the general purposes or for any special purpose of CHA.

**Section 5: Reporting:** Upon request, the CHA Treasurer shall provide the Board of Directors with an itemized listing of all checks issued and deposits made on a quarterly basis.

**Section 6: Fiscal Year:** The fiscal year of CHA shall begin on May 1 and end on April 30 of the following year.

### **ARTICLE 11 – USA HOCKEY PREEMINENCE**

**Section 1:** CHA shall abide by and act in accord with the Articles of Incorporation, Bylaws and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of CHA.

**Section 2:** CHA shall assist USA Hockey in the administration and enforcement of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction

**Section 3:** CHA agrees to be guided by the core values of USA Hockey as set forth in the Affiliate Agreement signed by the Southern Amateur Hockey Association (SAHA), an affiliate of USA Hockey, and USA Hockey.

**Section 4:** Nothing contained herein, however, shall be construed to delegate the duties or responsibilities of CHA's directors or officers to USA Hockey, its officers, directors, agents or employees, nor shall this provision be construed to prevent CHA from implementing rules, policies and procedures which may be more stringent than those of USA Hockey providing such rules, policies or procedures do not conflict with those of USA Hockey.

## **ARTICLE 12 - INDEMNIFICATION**

**Section 1:** CHA shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Standing Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of CHA, except to the extent that USA Hockey or its afore-described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default, or that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey.

**Section 2:** CHA understands and acknowledges that USA Hockey and its afore-described representatives have assumed each assignment, function, office or capacity upon the express understanding, agreement, and condition that they may be so indemnified and held harmless to the extent described by these Bylaws.

**Section 3:** USA Hockey shall reasonably cooperate with CHA in any litigation and provide reasonable support in connection therewith, including but not limited to, advice and testimony upon reasonable request; provided however, that such cooperation shall not require USA Hockey to incur any out-of-pocket expense not reimbursed by CHA.

## **ARTICLE 13 – SAHA PREEMINENCE**

**Section 1:** In the event of conflict with the Articles of Incorporation, Bylaws, or other Operating procedures of CHA, the Bylaws of SAHA shall take precedence over and shall govern CHA.

### **Section 2: Representation at SAHA Meetings**

- a) As an Association Member of SAHA, CHA shall be entitled to send a representative to the SAHA annual meeting.
- b) Representatives shall be selected by registered team members in an open, democratic manner, and each registered team member in good standing and registered with CHA as of

February 28 of the then current playing season, shall be eligible to cast one (1) vote for the representative of their choice. CHA may obtain a list of all registered team members and their designated representative registered within SAHA from the USA Hockey Registrar or his designee on or before March 31 of each playing season. CHA representatives shall be selected by its respective constituent registered team members and the certified selection results submitted in writing to SAHA by an officer of CHA on or before April 30 of the then current hockey season. The President of the CHA will serve as the representative for each team at the SAHA annual meeting, if no team representative is elected.

## **ARTICLE 14 – PROGRAMS**

**Section 1:** Programs will be developed by the Board to promote the goals of USA Hockey, SAHA and the CHA.

## **ARTICLE 15 - FEES**

**Section 1:** The Board of Directors shall establish fees to be paid by each registered member. Such fees shall be based upon an approved annual budget, which will be established by directors and presented and accepted at a Board of Directors meeting scheduled by the directors.

**Section 2:** Failure to pay fees as prescribed shall cause the loss of good standing of the registered member and may result in suspension or expulsion from CHA and USA Hockey.

## **ARTICLE 16 - COMMITTEES**

**Section 1:** The President shall appoint from the members of the Board of Directors, before the season begins, the following committees consisting of a minimum of three (3) members and no more than five (5).

- a) The Grievance/Protest Committee shall determine the method to handle any protest in the association and shall present this method to the Board of Directors for approval and adoption. A quorum of the Grievance/Protest Committee shall consist of three (3) members of the Committee, and a decision of a majority of those shall be final.
- b) Discipline Committee shall follow the procedures as stated in USA HOCKEY BYLAW 10, PROCEDURE FOR SUSPENSION AND DISCIPLINE OF MEMBERS.
- c) Financial Oversight Committee is appointed by the president and confirmed by a vote from the board. The committee member's term shall be one year in length and offset the board by six months. The term of the financial oversight committee is from 1 November – 31 October. The committee shall oversee the financial report monthly. The committee will look at the starting balance for the month and confirm all expenditures and receivables, ensuring all numbers match and there is documentation supporting each. At least two of the three members must review and sign the financials monthly.
- d) Registration Committee (Registrar)
  - Shall set registration dates for upcoming hockey season.

- Provide registration committee and volunteers with instructions for completing and processing all registrations.
  - Work with Treasurer to define process for money collection.
  - Communicate all registration information to members of the association.
  - Have committee members or volunteers at reception desk for all learn to plays, clinics, and all drop-in and pay skating opportunities.
  - Attend monthly board meetings.
  - Collect all birth certificates and ensure members register for correct program by birth year.
  - Create and verify all USA Hockey rosters for House Select and Travel Teams in the CHA, distribute to coaches and team managers.
- e) Election Committee shall send out an email 30 days prior to the annual election with the names and positions of the outgoing members. Ask for volunteers to run to fill vacancies on the board, requesting name and bio information. Consolidate a list and publish to the association 10 days prior to the election. Collect and tally votes at annual meeting, give results to the President.

**Section 2:** The President, with the approval of the Board, shall appoint such other committees as may be necessary for the efficient operation of CHA.

## **ARTICLE 17 – EXONERATION FROM PERSONAL LIABILITY**

**Section 1:** CHA hereby consents and declares that each officer, members of the Standing Committees, chairman and members of all other committees, and all elected or appointed officers, agents, administrators, and officials in any capacity, shall be deemed to have assumed office or assignment on the express understanding, agreement and condition that each one of them and his/her heirs, executors, representatives and administrators, respectively, shall from time-to-time and at all times be indemnified and saved harmless out of the funds of CHA from and against all liabilities, judgments, costs, charges and expenses whatsoever which such member sustains or incurs in or about any action, or suit or proceeding which is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in or about the execution of the duties of his/her office and also from and against all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own willful neglect, intentional wrongful act or fraudulent act.

**Section 2:** CHA shall maintain Directors and Officers insurance in effect at all times

## **ARTICLE – 18 AMENDMENTS**

**Section 1:** Bylaw Amendments: Unless the action would materially or adversely affect the rights of registered members to voting, Bylaws may be adopted, amended, or repealed by the Board of Directors by a vote of two thirds (2/3) of the directors.

**Section 2:** Bylaw amendments affecting registered member voting rights: Amendments or alterations to these Bylaws affecting the voting rights of registered members shall be made at the annual meeting of CHA registered members or by ballot via U.S. Mail. Notice of meeting or US Mail vote must be given 30 days in advance of said meeting or vote.

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**Section 3:** Approval of the registered members: A majority of votes cast of the registered members entitled to vote and present at a meeting duly called and held or by ballot sent via U.S. Mail is required for the adoption of any amendment or alteration to these Bylaws that affect the voting rights of a registered member.

**Section 4:** Distribution of Bylaws and Rules: Prior to December 31st of each playing season, CHA shall make available a copy of its current Bylaws and Policies and Guidelines to each registered member registered with CHA.

CLYDE A. GLENN  
President

MATT STANLEY  
Vice President

CHRIS MILLER  
Treasurer

BARNEY SLAYTON  
Secretary