

## POLICIES AND PROCEDURES

### CACHE VALLEY AMATEUR HOCKEY ASSOCIATION NORTH LOGAN, UTAH

An Affiliate of UAHA & USA Hockey

President

Vice President

Approvals above indicate acceptance of the attached Bylaws, and Policies and Procedures by the CVAHA Board of Directors on

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#### 1. INTRODUCTION

These policies and procedures were initiated and established to provide written guidance for the Cache Valley Amateur Hockey Association aka (CVAHA). In no way should these policies and procedures be construed as formal requirements or supersede the bylaws (where conflict should exist), but rather a tool providing guidance for consistency from one year to the next. These P&P's should be considered dynamic, subject to change, and revised as necessary to meet the needs of CVAHA. All teams formed under the parent organization of CVAHA, including but not limited to; girls, senior men, women, and midget teams must be in full compliance with the CVAHA Policies and Procedures and Bylaws. Approval of these P & P's will require a majority vote of the acting board and evidence of vote will be kept in the meeting minutes.

#### 2. CVAHA PHILOSOPHY

The philosophy of CVAHA is consistent with that of UAHA and USA Hockey Core Values for its Youth Programs: To provide a grassroots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills, and responsible environment for the conduct of youth hockey.

##### 2.1 USA Hockey Core Values

- **SPORTSMANSHIP**  
Foremost of all values is to learn a sense of fair play. Be humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
- **RESPECT FOR THE INDIVIDUAL**  
Treat all others as you expect to be treated.
- **INTEGRITY**  
We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- **PURSUIT OF EXCELLENCE**  
Team and Organizational Levels – Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- **ENJOYMENT**  
It is important for the hockey experience to be fun, satisfying and rewarding for all participants.
- **LOYALTY**  
We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- **TEAMWORK**  
We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

##### 2.2 USA Hockey Guidelines

- A safe and healthy environment for all
- An opportunity for all players who wish to play hockey
- Fair and equal opportunity for all to participate in our sport
- An opportunity to learn the basic skills without an overemphasis on winning.
- A philosophy which attempts to reduce the number that become disenchanted and dropout
- An opportunity for those who wish to advance in a more competitive environment to do so
- Qualified adult leadership

#### 3. DIRECTOR RESPONSIBILITIES

The Division Directors have the largest influence on how the CVAHA philosophy is carried out. Therefore, specific Director responsibilities need to be defined. The following is a list of the Division Director responsibilities:

- Select an Assistant Director, when applicable, and assign team parents.
- Notify parents of changes in the schedule for the division made by the CVAHA Scheduler
- Check locker room for cleanliness following practices and games
- Assists coaches in carrying out the coaches season objectives
- Submit jersey and sock requests, to the appropriate committee member as well as submits requests for rental equipment to the equipment manager

- Attendance at all games if possible
- Ensure off-ice officials are available and are knowledgeable in their duties during games and tournaments
- Preparation of score sheets prior to each game
- Obtain score sheets for awards (ie: hat tricks, play makers, shutouts and submit to state registrar
- Attendance at all CVAHA board meetings and subcommittee meetings as appropriate.
- Maintain current consent to treat forms, concussion releases and IMR's
- Provide statistics and news information to the Public Relations Committee member
- Approve the recipients of individual trophy awards
- Cleanliness of the facilities following their respective division use.
- Resolve game protests by coaches (may solicit Coaching Directors help)
- Ensure return of all rental equipment for the division including but not limited to jerseys and socks
- Must resolve confrontations between teams, parents, and coaches and be able to communicate CVAHA philosophies and Policies.
- Must educate parents and coaches that the house league is recreational league and stress the minor importance of winning as compared to the development of the player

*This guide for Directors responsibilities is just that, a guide. Many of these responsibilities may be delegated by the Director to various volunteer with their respective division.*

#### 4. TEAM SELECTION

##### a. REC and HOUSE League Teams

Team selection shall be made by Division Head Coaches for the division they are responsible for.

~~Teams should be equally balanced using a method to mix talent and resources with the division. If it is evident once the season progresses that such a balance was not achieved, the Coaches should make the adjustments as necessary up until official rosters must be submitted.~~

***Please see our Governing Boards P&P's (UAHA) this policy has been updated: Brief Synopsis provided:***

**HOUSE REC DIVISION** – COMPETITIVE LEAGUE. PLAYERS MUST PARTICIPATE IN AN IN-STATE LEAGUE (UYHL). ALL D1 TEAMS AT EACH AGE CLASS MUST PLAY A HOME & HOME SERIES WITH ALL PARTICIPATING TEAMS. PLAYER IS NOT ELIGIBLE TO PLAY BOTH D1 AND D2. OUT OF STATE OR BILLETED PLAYERS NOT ALLOWED. ORGANIZATIONS WITH D1 TEAMS MAY TRAVEL TO A MAXIMUM OF 2 OUT OF STATE "A" LEVEL OR LOWER TOURNAMENTS AND UNLIMITED IN STATE TOURNAMENTS PER SEASON PER AGE LEVEL. PLAYERS MAY PARTICIPATE IN UTAH HIGH SCHOOL HOCKEY. ROSTER FREEZE DEC. 15, 2017.

**HOUSE REC: DIVISION II** – NON-CHECKING. PLAYERS MAY PARTICIPATE IN AN IN-STATE LEAGUE (UYHL). D2 TEAMS MAY SET THEIR OWN IN STATE GAME SCHEDULE AS NEEDED. NO OUT OF STATE TRAVEL ALLOWED. OUT OF STATE OR BILLETED PLAYERS NOT ALLOWED. PLAYER IS NOT ELIGIBLE TO PLAY BOTH D1 AND D2. ***THIS IS BEING UPDATED IN SEPT 2017, slight wording changes.***

The team selection will be done by the coaches under the guidelines set forth by UAHA as follows:

- Utah Youth Hockey League (UYHL) - consisting of beginning to mid-level players not rostered on another team rostered as (House) Travel or Tier. Player development consists mainly of skill development, gamesmanship, and includes scrimmages/ games with other like skill level teams within the organization and games scheduled with teams from other organizations of like skill level who desire to travel between communities and compete for a State Championship. The players will be divided into two skill levels (Please note that it is very important to remember USAH's guidance for Youth Hockey (House/Rec) when assigning the level of play for our youth, "USA Hockey Mission Statement for its Youth programs is as follows: To provide an innovative grassroots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills and a responsible environment for the conduct of youth hockey". Also refer back to the definition of Youth House/Rec Hockey found at the beginning of these Policies and Procedures):
- Division I – Mid to upper level skill player. Teams must have at least 12 skaters and a goalie (recommend 15 players and a goalie). Teams are encouraged to practice together to maximize ice effectiveness and minimize costs. Teams must be declared prior to the annual game scheduling meeting, or the season schedule is developed by an independent scheduler.
- Division II – Beginning to low level skill player. Division II teams may not travel out-of-state for any games or tournaments. It is recommended that the number of players be kept low so that the players get the maximum amount of ice time and puck touches during games. Teams are encouraged to practice together to maximize ice effectiveness and minimize costs.
- Players from Division I teams may be selected from within and organization, or from multiple organizations to form a single team that may travel to no more than two (2) tournaments out-of-state. Tournaments should be described as an "A" level tournament or less. These combined players may not play as a team in the UYHL Championship.

#### 4.1 SELECT TEAMS

Selections should be as unbiased as possible utilizing an open tryout or 2.3 sessions. Tryouts should not be held prior to CVAHA registration, unless team will be an affiliate of CVAHA. All age appropriate division players shall receive notification of Select Team tryouts and dates, including posting information on the EIC website at least 2 weeks prior to tryout. Prior to trying out candidates (including parents) should be made aware of what is expected during the season (financial and time). The candidates and not house league funds, will incur select team fee. Select team players must be

in good standing with CVAHA. Selection will be based upon skill and experience and attitude. Select team play is a privilege not a right. Select team financial information shall be the responsibility of the CVAHA Treasurer.

## 5. PLAYER AND TEAM REGISTRATION

All players must complete registration via: online or paper this includes the players IMR from USA Hockey. All papers and IMR's should be given to the CVAHA registrar prior to player participating in any practice or games. Consent to Treat forms are no longer required by USA hockey however, each league may design their own for use. First payment will be due prior to player participating in any practice or games. Payment plans are made available; you must speak with the CVAHA Treasurer to work out any payment plans for the season.

### 5.1 PLAY UP PLAY DOWN POLICY

***We follow the USA hockey guideline regarding "play up play down", policy is as follows:***

#### **Playing Up**

Hockey rules permit a player to 'play up', but players should not generally 'play up' more than one age classification. For example, an 8 year old player may 'play up' one age group, so he/she could play for the "10 and under" team, if the coach and the association will allow it to occur. In some cases, based on the skill or size of a player, it may be desirable to utilize this option; in other cases, it may be best for the player to remain in the lower age group, even though the child or his/her parents want them to 'play up.' ***Nothing in USA Hockey's rules requires an association to allow any player(s) to 'play up.'***

All such requests should be made in writing to the local association, by the parents or guardian, to help document any such requests and the parents/guardian's desire to have it granted. The written document can become important if the player becomes injured, as a result of the 'play up' request. An impartial evaluation of the player's skills {compared to others at the level requested} by a panel of neutral coaches, should be made before a decision is made on a 'play up' request.

#### **Playing Down**

In order for a player (of any age), regardless of physical size or skill level, to 'play down', it must be shown by the child's physician that it is medically necessary for the child to do so. The doctor must detail the specific medical condition that causes the child to incur this medical necessity of 'playing down'. Players who are granted permission to 'play down' should be limited to participation in house leagues and are not eligible to compete on a team bound for a National Championship Tournament.

Additionally, an "Atypical Medical Condition" waiver and release form will be required to be completed and signed by the parents or guardian before any such 'play down' permission can be considered. Most of the atypical medical conditions which have been permitted to 'play down' involve mental, physical or emotional impairments that create a handicapping situation for the player to have to overcome.

Simply being "small for their age" or "not very skilled" are not considered to be adequate reasons for granting a 'play down' exception, since they do not rise to the level of a handicap under the definitions and current court decisions about the Americans with Disabilities Act (ADA).

All Team Registration will be the responsibility of CVAHA Registrar. D1 and D2 players must be on the roster all "Learn to Skate" players do not (as per P&P UAHA) Team membership application must be submitted to the UAHA Registrar for approval. This form must be approved and validated by the State Registrar. Players Name, Jersey Number and position if available shall be listed on the roster, to help maintain jersey numbers throughout the season.

Reimbursement is not a standard practice at CVAHA. However, the CVAHA Executive board will consider reimbursement on an individual basis for injury, illness or early withdrawal.

## 6. COACHING POLICIES

All HEAD COACHES and ASSISTANT COACHES must register with USA Hockey (IMR), receive their age appropriate module, Coaching Certification and back ground check, all must before you will be able to Coach. All Coaches 18 years or younger can be used at the discretion of the Head Coach. High School hockey players with the appropriate forms filled out by their coaches will be allowed to help, upon approval of the Head Coach. All Head Coaches, Asst. Coaches, and 18 years and younger, must wear a helmet, if 18 years or younger (face cage required). ALL HEAD COACHES MUST BE 18 years or older.

- a. Coaches must abide by the "Coaches Code of Conduct" as stated in USA hockey guidelines
- b. Any COACH who does not adhere to the Coaches Code of Conduct, may be removed for his/her position with CVAHA or face other disciplinary actions as deemed appropriate by the Executive Board. (As per Bylaws)
- c. All Guest Coaches will be approved and monitored by the CVAHA Executive Board with the Coaching Director. Guest coaches are not allowed in locker rooms.

## 7. PLAYER ACCOMODATIONS

All female players will have designated and adequate area in which to dress, if required. Coaches and manager will ensure a “gender neutral environment for all team meetings and discussions. “Gender Neutral” is defined as: fully clothed, excluding gloves, helmets, and skates. All coaches and players will follow USA Hockey guidelines in preventing gender harassment and discrimination.

## 8. CVAHA ADMINISTRATIVE RULES

- Participants are subject to rules established by USA Hockey, UAHA and those rules and the Bylaws and Policies implemented by the CVAHA and any other CVAHA disciplinary rules which may be written. All CVAHA players shall abide by the USA Hockey Player Code of Conduct as stated in the USA Hockey Guide.
- Full Protective Gear is required for 6U, 10U, 12U, 14U, and 16U, If CVAHA has equipment available for rent it will be on a first come first serve basis.
- Spectator and playing areas must remain separate for the safety of all persons. If any spectator goes onto the ice surface or interferes with the game the referee may stop the game until the spectator is removed from the rink. If the spectator interference continues the referee has the authority to suspend the game and the spectator may be subject to action by the CVVAHA Disciplinary Board. Parents and spectators shall abide by the Parents and Spectator Code of Conduct as sate in the USA Hockey Annual Guide.
- Players will not be allowed on the ice surface unless a USA Hockey registered coach is present.
- No persons are allowed in the ice surface and the rink doors shall remain shut while the zamboni is resurfacing the ice. The only exception to this is a coach who remains on the ice long enough to remove the goal nets.
- All current USA Hockey rules apply, except those specifically addressed by the CVAHA Board of Directors and any written CVAHA disciplinary rules which may exist.
- Equal ice time for all players shall be encouraged during house-league play.
- Games must be completed within the allotted time. No overtime or shoot-outs are allowed in house league games.
- All disputes or protests shall be presented in writing to the respective Division Director, he/she will provide a copy to the Executive Board, and the Executive Board will contact the state.

## 9. SCHEDULES

House and Recreation league practice schedules will be revised and adjusted from one year to the next to accommodate changes in ice time availability and division size. When possible a draft schedule should be proposed prior to registration and finalized after registration.

The Scheduler is responsible for:

- 6U, 8U ice time will start no later than 7pm
- 10U ice time will start no later than 8pm
- 12U ice time will start no later than 9pm
- 14U ice time will start no later than 10pm
- 16U ice time will start no later than 10:30pm
- Weekend practice ice time should be utilized by the 6U, 8U, 10U as much as possible
- When feasible the schedule should establish a D1 and D2 recreation league schedule based on the game to practice ratio defined by USA Hockey.
- CVAHA may house a divisional year-end in house play-offs as agreed upon by the Board to decide divisional champion
- The house and recreation league records shall be such that no more than a maximum of 3 in house games shall be needed to determine a division champion. In the event that in- house play results in tied records for two teams at any given division, the advancing team shall be determined in the following manner.
  - Points: 2 for ea win, 1 tie, 0 ea. Loss
  - Fewest goals gains
  - Least penalty minutes
  - Coin toss

## 10. SELECT TEAM SCHEDULE

- The tournaments will be scheduled by the coach with the assistance of the coaches selected Team Manager. Select teams are allowed 2 out of state tournaments and unlimited in state tournaments. Per UAHA P&P's
- A delicate balance must be maintained with increasing level of competition between the objectives for the season and the house and house league objectives.
- Every attempt shall be made to minimize rescheduling of house and recreation league games in order to accommodate select team travel. Select team travel should, wherever possible occur during holiday weekends and around the house and recreation league schedules.
- Travel team schedules shall be approved by the CVAHA President.
- NOTE: UAHA and USA hockey may require travel permits.

- Select Team participants (ie: players and parents) should be made aware of the proposed travel schedule as soon as it is available and, if possible, prior to participation on a select team.
- CVAHA select team commitments must be honored by the respective select team. Failure to honor such commitments may result in suspension of all hockey select team play unless specifically released from said commitments by the host association.
- Select team formation and schedules shall be developed to promote increasing levels of competition.

#### 11. SELECT TEAM GUIDELINES

- The team should be composed of players with the greatest skill and ability.
- Each CVAHA select team will be responsible for their business and shall be coordinated with CVAHA to ensure no conflicts exist.
- The Team Manager and head coach are ultimately responsible for conduct of select teams. Examples: rosters, concussion waivers, IMR's, game docs, rosters, Consent to Treat and any other forms required.
- Funding for Select teams are in addition to recreational league costs, the costs for Select Teams must be paid in Full prior to Tournament day.

#### 12. FUNDRAISING and SPONSORSHIPS

- Fundraising efforts are authorized for Select Team participants; however, the CVAHA Executive Board will approve all fundraising efforts on a case by case basis to ensure conflicts do not exist between CVAHA, Select Teams, and the EIC.
- CVAHA will NOT allow sponsorships from businesses, which directly endorse the use of alcohol, tobacco, or drugs. The CVAHA Board reserves the right to reject any team sponsor, if it directly violates the EIC contract, and the above policy on businesses that directly endorse alcohol, tobacco or drugs.
- The idea of large sponsorships should be presented to area businesses and individual investors with the philosophy that their donations might benefit the all of CVAHA and not just a select group. Individual sponsorships equal to or less than, the total fees for a given year, may be used to advertise the business upon CVAHA approval, however, individual sponsors, should not be made to believe they will be advertised by CVAHA.
- Sponsor logos may be displayed on Select team banners. Other forms of sponsor recognition shall be approved by the CVAHA board and shall follow the spirit of these guidelines. Sponsor logos may NOT be displayed on privately owned Select team Jerseys. However, an exception can be made by the CVAHA board, and only if the parents understand that they may have to order new jersey's for the upcoming season.
- Any remaining funds: ie: sponsorships, overpayments, will not be refunded and will go to CVAHA to be used to benefit the entire organization as a whole.
- If a player has a credit balance at the end of the season, this credit balance shall carry forward to the next playing year for this player; no amount of money will be refunded. If credit exists for more than two years unused, CVAHA will absorb this credit and it will be used to help fund the Organization.

#### 13. STATISTICS AND AWARDS

- House, Select and Recreation league statistics (both team and individual) should be maintained for the tracking of individual awards. (Sports Engine will be used to track statistics) The Division Director should forward highlights to the coaches for presentation of award patches at the end of the year social, as applicable. CVAHA uses Sports Engine to track statistics; we do not post them at the EIC.
- All awards will be presented at the closing social and will be provided by CVAHA, when funding is available, any additional awards or gifts shall be funded by those involved and should be presented separately.
- Any awards given or planned throughout the season: will be at the financial responsibility of the organizer, and will not be refunded by CVAHA.

#### 14. CVAHA DISCIPLINARY RULES

- The Disciplinary rules are for the resolution of grievances involving a member of CVAHA or when requested by UAHA or USA Hockey. It is not the intent of this Board to overrule game decisions made by a referee ie: game misconduct, but rather to provide a documented process in which to deal with disciplinary actions(s) involving coaches, players, Division Directors, and CVAHA Board members whose conduct is not in accordance with the philosophies of CVAHA or conduct acceptable to USA Hockey. Examples may include but are not limited to, destruction of property, player or coach game conduct physical abuse involving a CVAHA member, etc. It will be the intent of the Executive board, after hearing information from all affected, to apply fair and justified decision-making and not invoke personal issues when rendering disciplinary decisions. If the Executive Board feels the incident is too complicated, they may use the UAHA disciplinary committee to make the final decisions. If the accused feels the punishment was not fair they may write a complaint to UAHA and a review will be made.
- CVAHA President will act as Chairperson for the Disciplinary hearing, the VP will be required to attend, and any other person they feel necessary to making an educated decision regarding the hearing. The Executive board may solicit guidance from USA Hockey or UAHA as appropriate.
- Sexual Abuse will NOT be tolerated of any participant involved in any CVAHA or UAHA/USA Hockey sanctioned programs/events. Anyone accused will be placed on suspension and will not be allowed to attend or participate in any UAHA/USA hockey events, until issue is resolved with the local authorities. REFER TO USA HOCKEY GUIDE POLICY and SAFESPORT.

- Physical Abuse will NOT be tolerated of any participant involved in any CVAHA or UAHA/USA Hockey sanctioned programs or events. Anyone accused of physical abuse will be required to appear before the CVAHA Executive Board for review, the accused will be suspended until issue has been resolved. If activity results in local authorities (police) getting involved, the Board will honor any judicial decisions made, if so ordered, even if CVAHA action has been completed. Refer to USA HOCKEY GUIDE
- Types of action that CVAHA may use but are not limited to: Complete Suspension from CVAHA (FEES WILL NOT BE REFUNDED), suspension from a set number of practices and games, volunteer service within CVAHA like: cleaning stands during games, helping in equipment room and No action taken.
- Destruction of Property at the EIC or any other associated ice arena, personal property or other hockey players may require the individual(s) involved to:
  - Pay for repair or replacement costs
  - Complete suspension from CVAHA (No refunds will be given)
  - Suspension from a set number of games/practices
  - Volunteer Service
  - No Action Taken
- Any other infractions/concerns not necessarily listed above may be handled in a similar matter to what was stated above. Consideration will be given to the type of offense committed, the history of the accused with respect to other disciplinary issues with CVAHA, any witness' statements, as well as genuine remorse from the individual(s), etc. Before rendering a decision. All decisions must be documented by the Board and retained by the CVAHA Secretary. All decisions must be kept as confidential as is practical by the Executive Board in order to protect the individuals involved.