

# VAIL JUNIOR HOCKEY ASSOCIATION

## DBA

### VAIL MOUNTAINEER HOCKEY CLUB (VMHC)

#### POLICIES AND PROCEDURES

**JUNE 9, 2022**

NOTE: Vail Mountaineer Hockey Club (VMHC), is a sanctioned local association providing the youth (male and female) of the Eagle County an opportunity to participate in organized ice hockey within the state of Colorado under the direction of the State Affiliate, Colorado Amateur Hockey Association (CAHA) as appointed by USA HOCKEY Inc., adopts the policies and procedures of both USA Hockey and CAHA, said Policies and Procedures are adopted as part of VMHC's policies and procedures in their entirety, except as may be amended to be narrower in scope, although not printed specifically as part of these policies and procedures. VMHC highly recommends all Directors, Coaches, Managers, Registrars, parents and players become knowledgeable in and read the policies and procedures contained therein.

#### **1. MEMBERSHIP:**

Prior to stepping on the ice, for the playing season, all participants must be registered with VMHC or have completed the VMHC waivers of liability.

- a. Player Families shall register player with USA Hockey through USA Hockey's online registration process. Player families will then register the player through the VMHC approved registration process, including the player's USA Hockey number.
- b. Player families shall register with CAHA's approved Parent Education Program each year and give the VMHC Registrar a printed copy of the registration receipt.
- c. Adults, (those eighteen and older) who have contact with the players in an administrative, coaching, assistant coach, or managerial capacity must first register with USA HOCKEY then CAHA and submit proof of USA HOCKEY & CAHA registration to the VMHC Registrar and Executive Director prior to stepping on the ice or attending a VMHC Event (See CAHA Bylaws Section XIII and CAHA Policies and Procedures section 1.16). All adults then shall register with VMHC via the approved VMHC registration process for the current season.
- d. VMHC membership begins with the USA Hockey membership period and ends August 31<sup>st</sup> of each year.
- e. VMHC membership including parents or guardians of players by registering with VMHC are subject to discipline, possible sanctions and/or fines issued by VMHC, CAHA, WCHL, CGHL and/or USA Hockey.
- f. All member families are required to volunteer their time helping VMHC to maintain lower membership fees.

#### **2. LEAGUE AFFILIATION:**

VMHC will maintain its affiliation with the Western Colorado Hockey League (WCHL). If there are enough female players to form a team they will play in the CGHL (Colorado Girls Hockey League).

### **3. DEFINITION OF A GAME:**

- a. See CAHA Policies Section 1: Definitions.
  - i. VMHC teams are prohibited from participating in games against non-registered teams, without the written permission of VMHC and League Registrar.
  - ii. A scrimmage is a game.
  - iii. Controlled practice sessions are allowed between two registered USA Hockey teams, provided coaches are on the ice and using this as a teaching situation. Referees may be on the ice without their crest to support the teaching situation.

### **4. REGISTRATION- TEAMS AND PLAYERS:**

- a. All players must be properly registered (USA Hockey and VMHC) and be on the approved team roster before the start of any game to include league, exhibition and tournament games.
- b. All players, coaches, Team Managers and Locker Room Attendants shall be properly registered with USA Hockey, CAHA if over 18 years old and VMHC before stepping on the ice or entering locker room.
- c. VMHC follows the age classifications as published by USA Hockey.
- d. Roster changes are not permitted after December 31st of each year.
- e. Youth players (male and female) are NOT permitted to register on more than one WCHL or CGHL, or other league affiliated team, with the exception of a player participating on an approved CAHA program that does not run concurrent.
- f. VMHC reserves the right to approve double rostering of players given special circumstances that fall under the guidelines of the WCHL/CGHL.

### **5. REGISTRATION- COACHES, MANAGERS:**

- a. Each VMHC team registered with CAHA and USA Hockey must have a coach and manager in good standing registered with CAHA and USA Hockey.
- b. All Teams must have a rostered coach, assistant coach and/or manager present at all team functions and who will be responsible for the conduct of all team personnel.
- c. Coaches and Managers shall give the VMHC Registrar proof of registration with USA Hockey and CAHA before they can be placed on a roster or conduct any practice.
- d. No more than 4 registered / rostered coaches are permitted in the vicinity of the players' bench during a game.
- e. A non- registered / rostered adult on the bench may subject the team, Head Coach and VMHC to a fine of up to \$1000, in addition to possible suspension by VMHC, the League and/or CAHA, and fines issued by the league and CAHA.

### **6. REGISTRATION- PARENT:**

- a. Each player must have at least one parent / guardian register online with the approved Parent Education Program (PEP).
- b. Team Managers are responsible for ascertaining 100% compliance with CAHA and USA Hockey Parent Education/SafeSport Program AVS CARES. Parents shall NOT opt out of SafeSport notifications.

## 7. ELECTRONIC SCORING SYSTEM, SCORING, AND GAME DAY PROCEDURES:

CAHA utilizes an electronic scoring system for all member leagues, associations and independent teams. Games will fall into one of the following electronic scoring system *Season* categories:

- a. League Games – This category is for the games scheduled among member associations for the purpose of establishing league standings. This includes CAHA member leagues. A separate *Season* is established for each league.
- b. Non-League Games – This category is for all non-league games a team plays. This includes all games that do not fall into the category above such as non-league games between USA Hockey registered teams and/or out of state tournaments.
- c. Tournament Games – This category is for sanctioned USA/CAHA tournaments in Colorado.

See CAHA Policies & Procedures Section 3 for Electronic Scoring Policies and responsibilities. Team Managers and Head Coaches are responsible for team compliance with the CAHA Policies on Electronic Scoring.

## 8. TEAM MANAGEMENT AND ASSOCIATION REGISTRAR:

- a. Each youth and women/girls team shall have a Team Manager whose name, address and telephone number shall be indicated in the USA Hockey Team Registration/Roster. The Team Manager shall be custodian of and responsible for all documents necessary for credential review prior to participation in invitational tournaments, playoffs and championships.
- b. VMHC will hold a mandatory Team Manager meeting each Fall prior to the first games of the season.
- c. If CAHA or WCHL holds a Manager's/ Registrar's meeting, it is mandatory a representative of each team attend.

## 9. HEAD COACH RESPONSIBILITIES:

The Head Coach, or acting Head Coach, of each team shall be held responsible for the conduct of the members and team officials of his/her team both on and off the ice immediately before, during and after any CAHA, WCHL, CGHL or VMHC sanctioned event during the time that the players and other team members are under the immediate supervision of the Head Coach or acting Head Coach, including but not limited to team functions, practices and games. The Head Coach, or acting Head Coach, is responsible for the conduct of his/her team in the locker room. The Head Coach, or acting Head Coach, of any team member or team official involved in any disruptive or unsportsmanlike incident may be called to account for the actions of any such team member or team official and may be subject to disciplinary measures as determined by the appropriate Disciplinary Committee.

This responsibility shall specifically include any action by any team member or team official that results in damage to any ice arena facility.

This responsibility shall be interpreted to mean possible financial responsibility to pay for any such damages, unless otherwise assumed by the Association, for which the Head Coach or acting Head Coach is registered.

- a. In the event of any such damage, that is reasonably verified by the CAHA through proper authorities, the team and every member and team official of the team, to which the person causing any such damage may be immediately suspended from participating in any CAHA sanctioned game as determined by the CAHA Disciplinary Committee. Any person found to have caused such damage shall be subject to pay the reasonable costs of repairing any such damage before their team and any member of their team is allowed to resume play in the regular season, Spring/Summer season or successive seasons.

The Head Coach, or acting Head Coach, of each team shall work with the VMHC Registrar to ensure that all coaches on the bench are certified at the appropriate level after December 31<sup>st</sup> of the current season.

The Head Coach, or acting Head Coach, of each team shall work in conjunction with the VMHC Registrar to ensure that all members of their team are registered with USA Hockey prior to participation in any games, non-League games or tournaments and/or practices. Failure to comply subjects the coach to fines and suspensions by VMHC, the league and CAHA.

## 10. SPECTATOR CONDUCT:

- a. CAHA and VMHC holds each member team responsible for policing the conduct of the coaches, players, spectators and parents at USA Hockey sanctioned events, to include games and practices. If the member team, or VMHC fails to act, VMHC and CAHA reserves the right to have any person who causes a disturbance to be removed from the playing area and to impose such sanctions as is deemed advisable by the appropriate Vice President and/or Suspension/Appeals, Discipline Committee.
- b. Anyone who uses profanity, throws objects onto the ice or is abusive towards any player, official or spectator shall be subject to immediate ejection from the premises.
- c. If a parent refuses to abide by a written request or ruling of the VMHC or CAHA Suspension/Appeals, Discipline Committee, then the player of that parent may be barred from competition if the ruling involves discipline against the player.

## 11. TRAVEL PERMITS:

**All teams traveling out of state shall have Executive Director's or President's approval prior to applying for a travel permit as outlined below. VMHC Teams shall secure the approval of the Executive Director.**

**See CAHA Policies and Procedures section 1 for Travel Permit requirements.**

## 12. ZERO TOLERANCE:

In an effort to make ice and inline hockey a more desirable and rewarding experience for all participants, VMHC, CAHA and USA Hockey instituted a Zero Tolerance Policy. 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.

### ***Players***

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

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision. 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.

***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.

**13. SAFESPORT:**

Vail Mountaineer Hockey Club (VMHC) has adopted, effective June 20, 2013, USA Hockey's and CAHA's SafeSport Program. All members, families, players and volunteers of VMHC shall adopt and comply with the Vail Mountaineer Hockey Club SafeSport Program. Details of the program are published separately and are included in these policies and procedures as if they were printed herein.

**14. CONSUMPTION/USE/ABUSE OF MOOD ALTERING SUBSTANCES:**

It is the considered judgment of the Board of Directors of USA Hockey that consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, VMHC and USA Hockey prohibits use by any participant of mood altering substances during active participation in its programs, and, upon discovery of any violation, shall take action to remove the participant from participation in its programs for a reasonable period of time. Further, USA Hockey hereby recommends that each and all of its teams, associations, programs and affiliates adopt reasonable regulations concerning the prohibition of consumption/use/abuse of mood altering substances, and a reasonable enforcement procedure thereafter, in order to maintain the health of our athlete participants, the integrity of our programs, and the eligibility of all of our competitors for national, international and collegiate competition.

For purposes of this policy, the words "mood altering substances" shall include the following:

1. Intoxicating beverages, including, but not limited to, alcohol.
2. Non-prescription or prescribed controlled substances.
3. Prescription or prescribed controlled substances when used to an excess in violation of doctors' orders, or to produce the state of intoxication in the participant. Further, a participant shall include players, coaches, referees and all persons involved in the conduct of an ice or inline hockey contest.

Violations of this policy will be brought before the VMHC Discipline Committee for adjudication. Violators are subject to suspension from VMHC.

## 15. HEARINGS AND DISPUTE RESOLUTION:

It is the policy of VMHC to implement and follow USA Hockey Bylaw 10 for any disputes which may arise that have not been satisfactorily resolved by the Board of Directors and/or VMHC's Executive Director. USA Hockey Bylaw 10 can be found in the USA Hockey Annual Guide and online at [www.usahockey.com](http://www.usahockey.com).

## 16. CHAIN OF COMMAND/GRIEVANCE PROCEDURE:

**SAFESPORT VIOLATION- shall be brought immediately to the attention of the SAFESPORT Coordinator, Executive Director and the President of the Association.**

Vail Mountaineer Hockey Club strives to provide an environment that is conducive to a positive learning environment for all participants. VMHC believes the key to establishing and maintaining this environment lies in an attitude, fair play, respect for self and others, good sportsmanship, and discipline. VMHC strives to uphold high standards for our players, their families, volunteers, visiting teams and officials.

VMHC has the following procedure for resolving potential team issues and should they remain unresolved, grievances. It is important to remember that the Head Coach has the ultimate and immediate authority for the team's behavior (including parents). The parents and players are subject to the Coaches' rules, the Policies and Procedures of VMHC and the rink in which they are participating.

The Team Manager is responsible for assisting the coaches in the smooth operation of the team and is the second level of authority within the team. The Team Manager's role is to direct concerned parents through the proper chain of command. A Team Manager should always try to be impartial and compassionate; it is not your role to get involved with the complaint, issue or concern. Remember, your role is to be an ambassador for your Coach and the VMHC. **The Team Manager has a duty to immediately inform the coaching staff of any team or individual issues, which he/she feels violates the Code of Conduct or that are reported to them.**

For issues involving minor infractions of the Code of Conduct it is suggested that the parties try to resolve the issue quickly but keeping in mind that often following the 24-HOUR RULE can be very helpful in decompressing the situation. The 24-Hour Rule allows for waiting 24 hours before discussing the issue with the parties involved.

Codes of Conduct have been given to each player, parent and coach. Each player and parent should have signed the document and given it to the Team Manager, which should be in the Team Manager's book. Team Managers should ensure the parties seeking resolution on issues first consult the VMHC Conflict Resolution Table. As a general rule of thumb, the following hierarchal order and be utilized:

1. Contact Team Manager regarding issue.
2. Contact Head Coach – Preference is for parents to talk to the Team Manager first, if at all possible.

If either of these individuals (Team Manager and/or Head Coach) are unapproachable for any reason or the issue is of a more serious nature you should contact:

3. Age Division Director

4. Executive Director or Director of Hockey Operations
5. Disciplinary Committee Chair
6. Board President

A parent, as does any member, has the option to take a matter to the VMHC Disciplinary Committee, The Disciplinary Committee is the final option for resolution of breaches in conduct, and any matter taken to the Disciplinary Committee will be conducted under the USA Hockey Bylaw 10 guidelines.

The Team Managers are an important part of the team structure. Their leadership can influence the outcome of a season. They need to lead by example, remain positive towards the team and the coaching staff and curtail petty attacks on players and staff by parents and others. Remember, negativity takes hostages and grows like a cancer. Keeping the team, players and parents alike on a positive path can go a long way to enhancing the experience for all those involved.

**24-Hour Rule:** A parent who wishes to speak directly to the Head Coach regarding their child's lack of ice time or other similar issue is encouraged to wait a minimum of 24 hours following a game or practice before contacting the coach to discuss their concerns. The meeting should be requested through the Team Manager. It is a very powerful and age-old notion that things seem better the next morning. An exception to this rule is action that involves any SafeSport violation.

Comments, questions and concerns regarding: players, managers, or coaches *of other teams*; referees; VMHC or other associations; WCHL, CPHL, CGHL, CCYHL, or other leagues; CAHA; or USA Hockey, shall be directed first to the VMHC Executive Director. Thereafter, the chain-of-command shall be followed. Only those persons explicitly authorized to do so by Board of Directors shall contact/communicate with referees, other teams, other associations, Leagues, CAHA, or USA Hockey on behalf of VMHC.

Failure to observe the procedures outlined herein may be considered misconduct, and subject to a disciplinary hearing.

## 17. CONDUCT SUBJECT TO DISCIPLINE AND CONFLICT RESOLUTION:

VMHC has a Zero Tolerance Policy with respect to conduct by a player, coach, parent or guardian that is detrimental to a rewarding hockey experience and/or violates the Code of Conduct, SafeSport Program, VMHC Policies and Procedures. A breach of any of the following points constitutes a violation of the Code of Conduct of VMHC. This list includes, but is not limited to, the following:

### Misconduct:

1. Inappropriate spectator, parental behavior (i.e. behavior that is detrimental to a rewarding hockey experience) includes, without limitation, the following:
  - a. Giving instruction or otherwise attempting to coach your child or other players from the stands during the course of a game.
  - b. Making disparaging comments to, shouting at, taunting, arguing with or making physical contact with a parent, manager, coach, player, referee, linesman or off-ice officials during the course of a game or as they leave the ice or the arena.
  - c. Making physical contact with any player, coach, on or off-ice official, association, league or CAHA representative, arena personnel, spectator or parent.
  - d. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator or parent.

- e. Going onto the ice surface for any reason, unless directed by a coach or other official.
- f. Entering the bench area during a game.
- ~~g.~~ Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- h. Fighting, hazing, bullying, locker boxing, pushing or shoving, teasing
- i. Entering the locker room of any official or obstructing their access or exit from said room or arena.
- j. Using profane and/or vulgar language or mannerisms that is offensive to other persons.
- k. Throwing of any object onto the ice surface, into the player's area, or at another individual.
- l. Pounding or climbing on the glass.
- m. Use of alcohol, tobacco including chewing products, controlled or illegal substances while at a VMHC function, those of legal age may drink at restaurants etc., but restraint is advised.
- n. Being involved in any action that would warrant the summoning of Law Enforcement.
- o. Defacing or damaging property belonging to any individual, team, association, or arena.
- p. Violating the Dobson Ice Arena or Eagle Pool and Ice Rink rules, including, but not limited to:
  - i. Damage to any facility and/or vandalism of any sort
  - ii. Theft of any kind
  - iii. Inciting other persons to become involved in any of the above listed activities.
  - iv. Any other conduct deemed inappropriate by the officials, representatives, and Board members of VMHC, and rink personnel.
  - v. Cyberbullying

2. In the event that a player, coach, family member of a player or coach, or guest of a player or coach has engaged in behavior that is detrimental to a rewarding hockey experience the Age Division Director may: Issue a verbal warning and/or send written notification the person and/or member family that it is in violation of VMHC's Misconduct Policy and inform them that they and/or the member family may be subject to sanction via a disciplinary hearing if such behavior continues.

A player who violates any of the above, including VMHC's SafeSport Policy, and/or the Player Code of Conduct will be subject to disciplinary measures, which may include benching, physical exercise, suspension from practices and/or games, loss of locker room privileges, prohibition from skating or other use of the ice arenas, suspension for a period of up to one year and/or dismissal from VMHC.

Initial disciplinary measures may be imposed by team coaches. Further disciplinary action may be taken or appeals heard per VMHC Policies and Procedures.

If a Coach, parent/guardian or guest of a player/parent violates any of the above they may be asked to leave the event by an on-ice official, rink staff, tournament official or VMHC Board Member. In all such cases of an adult being removed that person is immediately suspended from VMHC and all VMHC activities for a period of two weeks, and is entitled to an expedited hearing per USA Hockey Bylaw 10, to uphold, a suspension of lesser or greater duration imposed by the VMHC Discipline Committee. This is in addition to any sanctions imposed by USA Hockey Playing Rules, or CAHA or League.

**Should a player be called before the VMHC Disciplinary Committee, the committee will follow USA HOCKEY Bylaw 10, and impose appropriate discipline which may include suspension from all VMHC activities for up to a year.**

3. If the behavior of a coach, parent or guardian, family member or guest generates a **second** complaint in the same season, and if after providing such person with an opportunity to appear before Discipline

Committee, the VMHC Board forms an opinion that the actions of such person warrant a second censure by the Committee, said person shall be restricted from entering or participating in any VMHC functions or any VMHC event for a period of 30 days, or however the VMHC Board deems.

4. If the actions of the coach, parent or guardian require a **third** censure or a violation of any VMHC restriction occurs, the coach, parent or guardian will be restricted from entering Dobson Ice Arena and Eagle Pool and Ice Rink during any VMHC event for up to a period of one year. In addition, the membership of the family of the player, coach, parent or guardian may be suspended, at the discretion of the Board.

5. Any member family that has a player, coach, parent or guardian under suspension or restriction at the end of the hockey season may not be considered a member in good standing for the following season. After the end of the season, the Board shall review the circumstances of the suspension or restriction and make a determination as to whether the player(s) in such family shall be eligible to return for the following season.

6. Any punishment meted out by the VMHC, pursuant to this Policy, shall be separate from and in addition to any sanction issued by any coach for violation of written team rules, or any sanction issued by any referee, CAHA or USA Hockey.

7. Age Division Directors: The President of the Board of Directors will appoint non-officer members to be Age Division Directors. It is the duty of the Age Division Directors to:

- a. Serve as a representative of their respective division.
- b. Act as a liaison between the membership of their age division, the coaches and the Board of Directors.
- c. Give a monthly report to the Board as to any issues or concerns regarding their age division and request action by the Board if necessary.
- d. Appraise the Board of all actions taken or proposed by them.
- e. Bring to the Board's attention any deviations from policy by a member, coach or player. They may act as a mediator, investigator or peacemaker to resolve conflicts within their age division.
- f. Assist and be present to meet with parents during evaluations/tryouts, explain the process as necessary, and rectify any problems that may occur.
- g. Be the intermediary between parents and the Executive Director and/or Director of Hockey Operations, especially if a parental concern involves a coach or practice execution.

Decisions by Age Division Directors may be appealed/reviewed by the Board of Directors. Appeals shall be submitted to the Board Secretary.

## 18. COACHING:

VMHC Coaches are volunteers; VMHC Coaches are to be treated with utmost respect. They are giving freely and generously of their time. It is important to remember without their dedication and commitment to the growth and development of our players, VMHC could not operate.

The Director of Hockey Operations will recruit, interview, and recommend the most qualified Head Coaches from the application pool. The Director of Hockey Operations should utilize the Coaching Committee where needed. All coaches are subject to review and affirmation by the VMHC Board of Directors.

The Head Coach is responsible for his team and shall not be the Head Coach of another team that competes in the same league playing season.

**All Coaches shall have the appropriate USA Hockey level of certification for the age level they are coaching, be registered with USA Hockey, CAHA, show proof of State of Colorado Concussion training and complete the SafeSport Training Videos provided by USA Hockey prior to stepping on the ice or supervising VMHC players in locker rooms or any VMHC related activity.**

Exception: First time Coaches, have until December 1<sup>st</sup> to secure the proper USA Coaching certification, however they must show proof of having completed all other requirements before being on the ice or supervising VMHC activities.

Head Coaches are required to recommend their assistants. Assistants are to be approved by the Director of Hockey Operations and are subject to the approval of the VMHC Board of Directors.

Coaches' requirements include:

- Appropriate current USA Hockey Coaching Certification (Level 1-5), coaching card must be carried and valid at all games
- Completion of appropriate age-level module
- Completion of USA Hockey SafeSport program modules for coaches
- Adequate hockey knowledge and skills
- Coaching experience
- Ability to work effectively with children and other VMHC volunteers
- Ability to work and communicate with parents and VMHC
- Maturity and responsibility
- Has passed the State of Colorado Concussion Training - this is a yearly requirement
- Ability to put in the time and effort required throughout the season this includes documented practice planning and doing player evaluations.
- Ability to create a positive experience for the team and players
- Ability to plan, carry out and document practice plans that meet player and VMHC expectations
- Parental survey comments are taken into consideration
- Know and enforce SafeSport and the VMHC Player Code of Conduct
- Know and appropriately enforce SafeSport policies and procedures
- Be familiar with and enforce all VMHC Bylaws and Policies, USA Hockey, League and CAHA policies and procedures or ask the Director of Hockey Operations for clarification
- Adhere to the VMHC program philosophy, values and beliefs with respect to coaching concepts, team play, equability of playing time and skill development
- Fill out, and submit to rink and VMHC, accident reports for any injury to a player if medical attention is advised or required

- Sign agreement to abide by the Policies, Rules and Regulations set forth by USA Hockey, CAHA, league affiliate, and VMHC, indicating failure to do so will result in cause for removal

The VMHC Board of Directors and Coaching Committee understand VMHC is a small organization and will from time to time have conflicts about coaches moving up with team members and parental coaches. The VMHC Director of Hockey Operations and Coaching Committee will do due diligence in presenting candidates to the Board of Directors for approval.

### **Coach's Game-related Travel Expenses**

***The Head Coach of each VMHC team will get a 100% reduction in registration fees for the player of the team he/she coaches. Up to TWO assistant coaches get 50% reduction in registration fees for the player of the team he/she coaches. Coaches with NO player on the team gets up to the registration fee in reimbursements as outlined below. Coaching reimbursements will be issued at the culmination of the hockey season.***

***VMHC will reimburse coaches with NO player on the team out-of-town league and VMHC paid for tournament game-related travel expenses up to the registration fee for that division.***

Official VMHC registered and USA Hockey certified coaches with NO player on the team will be reimbursed for out-of-town league, VMHC and paid tournament game-related travel expenses as follows:

#### **1. COACHES**

- Coaches will receive \$150/night lodging allowance plus mileage allowance. For day trips we will reimburse coaches per applicable rate sheet for destination.
- Mileage rates: these are roundtrip.
 

○ Glenwood Springs	\$ 55.00
○ Breckenridge	\$ 55.00
○ Steamboat Springs	\$ 90.00
○ Aspen	\$ 85.00
○ Denver	\$ 100.00
○ Colorado Springs	\$ 150.00
○ Northern Colorado (Fort Collins/Loveland)	\$150.00
○ Telluride	\$ 250.00
○ Rates to other areas will be prorated based on these rates.	

#### **2. LODGING RATE REIMBURSEMENT EXPECTATIONS**

- It shall be the responsibility of the Team Manager and/or the assigned member of the coaching staff to make lodging reservations/rates that are reasonable and sensitive to the needs and wishes of all team families. It is assumed that, if possible and reasonable, all members of the team coaching staff will stay at the selected team lodging facility.

### **3. TRAVEL OUTSIDE OF LEAGUE PLAY**

- a. Outside of league play is defined as all tournaments, except league playoffs, CAHA/AVS Cup or the one tournament not sponsored by VMHC but paid for by VMHC, or any games played against teams on the “non-league” games section of electronic scoring system.
- b. Teams are responsible for paying the coaches lodging and travel fees per the policies 1 and 2 above for all additional travel/tournaments. If airfare is involved the team is responsible for paying the round trip airfare if a majority of the team is flying.

### **4. USA HOCKEY COACHING SEMINARS/ SYMPOSIUMS**

- a. It is in VMHC’s best interest to maintain a skilled and knowledgeable pool of coaches.
- b. VMHC will reimburse coaches the cost of the seminar fee (Level 1-3) upon proof of certification by USA Hockey, and mileage if out of Eagle County.
- c. VMHC Coaches are encouraged to progress to the highest level of certification- Level 5.
- d. VMHC will reimburse active members for the Level 4 symposium fee plus lodging at the symposium hotel, mileage and per diem of \$30.00/ day for the 2-day seminar provided the seminar is held in Colorado. If the symposium is outside the state of Colorado, reimbursement will include a maximum of \$200 for travel plus symposium fee, lodging and meals, upon proof of attaining Level 4 status. Those coaches taking the Level 4 must be willing to remain and be active members of VMHC for a minimum of 3 years.
- e. For active member coaches aspiring to obtain Level 5, VMHC will reimburse expenses per item “d” above, except the cost of travel upon verification of attendance and submitting a written report to the VMHC Coaching Committee and the VMHC Board of Directors detailing what the member learned and how VMHC can incorporate the knowledge into VMHC for the betterment of the program. Travel costs (including airfare and ground transportation) will be reimbursed in full upon proof of completion of the Level 5 thesis and certification by USA Hockey.
- f. Those coaches who are active with VMHC or VMHC sponsored programs who have obtained Level 4 or Level 5 and attend the symposium (level 4 must be in Colorado) shall be reimbursed for two-thirds of the applicable reimbursement provided they submit a written report to the VMHC Coaching Committee and the VMHC Board of Directors detailing how VMHC / themselves can improve their methods for the betterment of the program.
- g. Coaches must submit an application to the Director of Hockey Operations prior to attending and be accepted for reimbursement.

### **5. MILEAGE TAX-DEDUCTION OPTION**

As a volunteer member of a non-profit organization (VMHC) the ENTIRE MILEAGE to and from all league/scrimmage/tournament games, practice sessions and team meetings throughout the season are tax-deductible income tax filing. This is especially important for coaches WITH a son/daughter on the team.

**NOTE:** For coaches WITH NO son/daughter on the team, you may choose to be reimbursed through VMHC for your GAME ONLY TRAVEL, or track all mileage and make deductions based on travel to games, practices and meetings. For further information, please talk to your tax consultant and inquire about volunteer organizations and their related tax deductions. You cannot claim mileage deduction if you accept mileage reimbursement from VMHC.

## **6. EXPENSE SUBMITTAL REQUIREMENTS**

Travel-related expenses for all coaches with NO player on the team will be reported on the VMHC coaches' expense report form. Requests for reimbursement shall be submitted to the Executive Director for approval before forwarding to the VMHC Treasurer. You must include the following items:

1. Name and MAILING ADDRESS. (Reimbursement mailed directly from VMHC.)
2. Date and location/type of event (League game, tournament, etc.)
3. All event-related lodging receipts.

## **7. Team Rules and Meetings:**

Each Head Coach will establish individual team rules in accordance with the overall philosophy, values and the policies and procedures of VMHC and the Coaching Curriculum. Individual team rules must be in writing and submitted to the Coaching Committee/ Director of Hockey Operations for prior review and approval before the 5<sup>th</sup> practice of the season. Head Coaches shall hold a team meeting with players and parents to discuss and explain team rules, and answer any questions regarding VMHC Policies and Procedures. Team rules will address missing practice, how to contact the coach, dress codes, team captains, discipline, team expectations and goals.

## **8. TOURNAMENTS, EXTRA PRACTICES OR GAMES:**

Coaches wishing for additional tournaments, practices, or games should obtain a consensus of player parents. The Head Coach will ask the Team Manager to discuss and verify what the parents are willing to pay for. The number of home games and practices are set by the VMHC schedulers and the league affiliate based on budget parameters and availability of ice time.

## **19. GENERAL PHILOSOPHY REGARDING PLAYER ICE TIME:**

VMHC seeks to provide a learning environment that is fun for players of all skill levels. This does not mean that we do not engage in competition. It means that we try not to place an undue emphasis on winning. VMHC shall not seek to win "at all costs." However, VMHC does not guarantee equal ice time for every player. Instead, VMHC attempts to ensure an equal opportunity for each player to develop as a hockey player and as a person. In accordance with USA Hockey guidelines, VMHC places reduced emphasis on winning and individual achievement at the 10 & under age level. Parents are hereby advised that as players progress to higher skill levels (from house to travel to tier), teams place a greater emphasis on competition and winning and expect a higher level of commitment from the players and parents in terms of time, effort and money.

## 20. LEVEL OF PLAY:

The VMHC “A” level programs [U14 A (Bantam), U12 A (Pee Wee), U10 A (Squirt), Girls 19U, Girls 15U and Girls 10U] are offered as an opportunity for players to experience a higher level of play, competition and performance standards. “A” level teams require a greater level of commitment as practice, game, tournament and travel schedules can be more demanding in terms of time frequency, expectations and travel expense. Classroom, off-ice training and home based reinforcement of skills (practice what has been taught) is part of the commitment made to the program, team, and oneself. Ice time is earned through consistent effort, understanding of team systems, helping and support of fellow players, attentiveness and willingness to learn and practice.

“B” level teams have a slightly lower expectation for time and travel, classroom, off-ice training and at home practice are expected, player ice time is more evenly distributed, Players with “A” level skills, but who cannot make the effort or commitment, are better off on the “B” level.

VMHC co-ed travel teams compete in the WCHL. Each association in the WCHL is required to field a team at the “A” level of play. If the Coaching Committee deems the team of players does not have sufficient skill to have some success at the “A” level of play, the Director of Hockey Operations may petition the WCHL for permission to “play down” at the “B” level. Teams playing down generally forfeit the right to participate in League Playoffs.

VMHC also has an option, under the WCHL, to double roster players in an age division when there are 22 or less players in programs at that division. If the Director of Hockey Operations believes it is in the best interest of the players, they will request permission to invoke WCHL Double Roster rules. In which case some players will be afforded the ability to play at both the “A” and “B” level. Double rostered players are considered to be A-level players and are assisting and supporting the B-level team. Double roster teams are also ineligible for playoffs. There will be no additional fees charged by VMHC for double rostered players on a youth team.

## 21. PLAYER INJURIES:

Whenever a player is injured, so as to require visitation to a medical facility, either Emergency or Doctors office, for treatment and/or evaluation, it shall be required that the player provide written documentation from the physician and/or medical facility to the coaching staff, and Vail Mountaineer Hockey Club, prior to being allowed back on the ice or practice session. This documentation shall state a specific date on when that player may return to skating, as well as resume full contact with no restrictions. This shall include any and all injuries that require professional medical treatment. ie: broken bones, concussions, migraines, etc.

## 22. CONCUSSIONS AND HEAD INJURIES:

Loss of consciousness, any time a player loses consciousness for any reason, either during a practice or a game, that player shall immediately be removed from the ice, and it is highly recommended that immediate medical attention be sought. This player shall not be permitted to return to the ice for either practices or games, until after that player has had an evaluation from a physician and/or medical facility, and they have the proper documentation clearing them to do so.

## 23. POSSIBLE CONCUSSIONS OR HEAD INJURIES:

Any time a player sustains a suspected concussion or head injury, either during a game, practice, or activity, it is required by the state of Colorado the player be immediately removed from the activity. The player is not allowed to return until evaluated by a health care provider and he/she has received written clearance to return to play from the health care provider; both the coach and VMHC must have a copy of the clearance prior to the player returning to an active status. When in doubt, ALWAYS err on the side of safety. It is critical that whenever a player has any potential injuries of this nature that the coaching staff notifies either the parent, and/or responsible guardian for the player, immediately of the incident and their findings, and the requirement of written medical clearance before resuming as an active player with VMHC.

## 24. PLAYERS:

### a. Coaches Expectations:

Coaches have the primary responsibility for ensuring players meet their obligations to their teammates and to the Vail Mountaineer Hockey Club. Coaches expect their players to exceed the minimum standards of behavior. For example, a player should avoid being disruptive or inattentive during practice, making negative comments, complaining or whining, blaming goals or losses on individuals, teammates, or otherwise not being a team player. Players are expected to take ownership of their mistakes and learn from them. VMHC expects coaches to evaluate and make judgments regarding players' behavior, and when necessary, to take corrective action. If players or parents wish to discuss the reasons for a coach's decision, they are to follow the Conflict Resolution procedure (section 17). Coaches are expected to discuss any player issues with the parents.

If a player will miss a practice or game, the Head Coach and Team Manager must be contacted by the parent.

### b. Practice Attendance:

Hockey is a team sport and players should attend as many practices as possible. At the Head Coach's discretion failure to attend or notify the Head Coach with a valid reason for missing one or more practices may affect game participation. Players are expected to arrive at the set time to do pre-practice dryland or meeting, be dressed and ready to go on the ice at the appointed time.

### c. Other Sports:

If a player is involved with another sport and it overlaps with hockey, a discussion with the Head Coach is mandatory so that both parties are aware of commitment requirements. VMHC encourages participation in other sports and will work with all other sports. However, travel/competitive team players must weigh the requirements for meaningful practice and travel teams. Always remember to respect your teammates.

### d. Scholastic and Athletic Eligibility Guidelines:

VMHC strongly believes that good grades are of greater long-term value than participation in youth sports. Parents should monitor their child's academic performance. If a player is having difficulty, parents are encouraged to discuss the matter with the Head Coach and address the matter appropriately. Middle

School and High School students are expected to maintain academic and athletic eligibility standards established by their schools. Players not meeting eligibility requirements may be ineligible for play and/or practice. For any player with verified learning challenges, it will be the responsibility of the player and/or his or her parents to furnish the VMHC Executive Director an appropriate minimum requirement consistent with the player's education plan at his/her school.

e. **Player / Coach Dress Codes:**

Members of Vail Mountaineer Hockey Club are representatives of VMHC and our community. Players and coaches are expected to conduct themselves accordingly.

For all games, players are to dress uniformly with the appropriate VMHC dark or light jersey, matching socks, **black** gloves and **black** helmet. Please bring both jerseys to all games, forgetting your jersey may forfeit your ability to play in the game. Please respect the jerseys as representatives of VMHC and take proper care of them.

Home and Away Game Dress Code:

**All Mountaineer players are expected to have a team warm-up, purchased separately by families.**

All teams are expected to arrive to games wearing the team warm-up and have the option to dress per the guidelines below or as established by the Head Coach.

**U10/Squirts-** Dress Khaki style pants (Blue, Black or Tan as decided by the team) belted and polo or dress shirt (again as decided by the team) shirt tucked in, tie (as decided by the team)

**U12/PeeWees and higher --** Dress Khaki style pants (Blue, Black or Tan as decided by the team) belted, white or blue dress shirt (decided by team), tie, shirt tucked in and pants pulled up to proper height. Footwear as approved by the team (shoes or sneakers) properly laced and tied.

No hats are to be worn inside unless for warmth and worn correctly.

f. **Player Removal Policy**

All players will conduct themselves in a manner consistent with the spirit of the VMHC Mission Statement, Vision Statement, philosophy, policies and rules of VMHC. Any inappropriate behavior may result in disciplinary action by the appropriate authority per these policies and rules or by the VMHC Disciplinary Committee. This may include removal of the individual from the team or VMHC. The Disciplinary Committee may dismiss or sanction any player from any team by a majority vote and approval of the VMHC President. The VMHC President will inform the player and his/her parents of the dismissal or sanction in writing (email acceptable to the registered email address in VMHC's records) which will include the action and steps necessary to appeal the decision.

## 25. TRYOUT/EVALUATION PROCEDURE:

At a minimum, players shall be evaluated by the Head Coach, members of the Coaching Committee, and the Director of Hockey Operations. Additional evaluators may be utilized, if desired. The Director of Hockey

Operations may bring in additional evaluators he/she deems necessary. Evaluators shall include at least one member of the Coaching Committee. The evaluators selected by the coach should be approved by the Director of Hockey Operations. Each evaluator will make a written evaluation of assigned player and determine the overall skill level of each player. Players shall be selected by this tryout group, after review and consideration of the evaluation scores. Coaches need not select players solely on their written evaluation scores, but may also factor in other considerations such as; team chemistry, the players' heart, desire, temperament and level of commitment; whether the player is a good fit for the team, the "coachability" of the player; the players' prior history with VMHC, etc. The coach of the higher skill level team in each age division shall choose his/her team first.

Parents are welcome to attend and must strictly adhere to the Zero Tolerance Policy during the evaluation/tryout sessions. Do not talk, yell, gesture or make any comments to your player or any other player who is on the ice. **However, for the benefit of your player, having parents in and around the ice surface or in the stands only adds pressure to the player in an already strenuous situation.** Prior to leaving the ice area parents are encouraged to wish the player well, let them know you support them by:

- Encouraging player to do his/her best, but reinforce the notion that the purpose of player tryouts/evaluations is to place them on an appropriate team and that no matter where they end up, it will be a great place, where they will have a great time.
- Never give excuses to their player that blames other people for their child not making a certain team. This is counterproductive to the program as well as to the child's character development.
- Not being involved in the process; parents should not discuss player evaluations/tryouts and team selections with other parents in such a manner that detracts from or distracts from the process.
- Remembering, skating skills, puck handling, skills, hockey/game knowledge, athletic ability, "coachability", team play commitment, player attitude and/or behavior and prior year(s) performance all are factors in placing a player
- Team rosters are officially final December 15th of each year. Any player movement will be handled by the Director of Hockey Operations and follow USA Hockey, CAHA, League and VMHC policies.

## 26. PLAYER MOVE-UPS:

VMHC does not promote any player playing up or down in any age division. However, any player wishing to play at a higher age group must:

- Contact the Director of Hockey Operations and submit the request in writing at least two weeks prior to evaluations/tryouts.
- Sign a waiver releasing VMHC from any claims of injury.
- The player must make the highest level team at the age division (i.e. Squirt A-PeeWee A-Bantam A-Minor A-Major A) and must be an "Impact Player" at the next level.
- A 12U player shall NOT be allowed to move up to 14U- except girls
- Up to 3 Mites may move up to play Squirt B with CAHA and league permission

## 27. TEAM MANAGERS:

The Team Manager should act as a communications facilitator between the parent and Head Coach when necessary. He/she should help to enforce the coach's rules that may pertain to parents and players, ie: no parents in locker room, supervising the locker room to the best extent possible in compliance with VMHC's, SafeSport and USA Hockey Locker Room policies. If the Team Manager is called regarding a player issue, the Team Manager shall relay the information to the Head Coach. If a parent is upset about something they should observe the 24-Hour Rule before talking to a Team Manager. If a conflict cannot be resolved, please comply with section 17 / Conflict/Grievance resolution.

## 28. PARENTAL INVOLVEMENT/VOLUNTEER REQUIREMENTS:

Everyone wants his or her player(s) to have the best possible hockey experience. Parents must get involved to help make this happen. VMHC is a volunteer organization, with a paid consultants as the Directors. VMHC recognizes ice hockey is an expensive sport. Registration fees cover approximately 60% of the actual cost to run the program. The remaining costs have to come from Fundraising.

Volunteer Opportunities exist for the following:

- Annual Sportsmanship Tournament – typically 3 weekends in November
- Annual Girls' MLK Tournament- 1 weekend in January
- Playoff Tournament (when applicable)- 1 weekend in late February/early March
- Annual Avalanche Alumni Weekend- September
- Fundraising Committee:
  - Sponsorship Solicitation
  - Grant writing
  - Tournament sponsors – Hotels, Media, Restaurants, Silent Auction
  - Lodging Coordinator

Experience has shown the VMHC Board, the majority of the fundraising efforts are run and conducted by less than half of the player families. The VMHC Board has attempted to use gentle persuasion to increase participation in the fundraising activities. The Board has reluctantly decided to collect a mandatory cash or credit card (plus processing fees) deposit payable to VMHC prior to your player participating in the VMHC program. This fee will be collected as part of the registration process. Once the Parental Involvement Commitment has been fulfilled, the money will be reimbursed.

Each family will be required to pay a \$300.00 parental involvement deposit at the time of player registration. Families of all travel team players are required to earn a **minimum of 15 volunteer credits per family** throughout the season. (One credits equals approximately one hour of time.) The money collected will be used to pay the cost of "contract labor" needed to support VMHC fundraising activities. This is not a substitution for participation in the direct fundraising campaign.

The Parental Involvement Support payment is only applicable to fundraising and approved Parent Involvement Support activities. VMHC utilizes the Dibs program (through SportsEngine), SignUp Genius and input from the Executive Director, Director of Hockey Operations, Team Managers and the Fundraising Director to track credits.

**Penalty box, scorekeeping or running the time clock during REGULAR SEASON scheduled games does NOT count as involvement support activity, this is expected as being part of the VMHC team.** No partial refunds are allowed, if a player leaves Eagle County for another association a pro-rated refund may be issued if the member was in good standing.

Families with more than one player are requested to evenly distribute time between each team.

## 29. COMMUNICATION:

VMHC will use electronic correspondence, (E-Mail, Constant Contact, Social Media and the Website) to the membership as their primary source of information. Parent members and volunteers will provide VMHC with one or more valid E-mail address(es) to ensure reception of valuable information. VMHC expects parents to open and read all communications sent via electronic means. The VMHC website is another valuable source of information. Team Managers are expected to update team pages with information, schedules, photos, videos etc. related to their team. Additionally, parents and players can access league information, standings, etc. on the VMHC website or electronic scoring system. VMHC shall use electronic registration- for all programs go to [www.vailmountaineers.com](http://www.vailmountaineers.com) for up-to-date information. Team Managers will also use e-mail or other approved sports-related apps (like Team Snap) to communicate with team members. **If parents do not have e-mail they are responsible for getting the correct information.**

## 30. SCHOLARSHIP POLICY:

It shall be the policy of Vail Mountaineer Hockey Club that, when available, scholarships will be accessible to those members of the association who demonstrate financial need. Such funds shall be available for an amount not to exceed 80% of the annual registration fees. It shall be understood by all applicants that upon approval of scholarship request, applicant(s) will be expected to volunteer time, an additional 10-15 credits, above the credits already required by all parents, for the benefit of Vail Mountaineer Hockey Club as may be requested by the Board of Directors, Fundraising and/or Tournament Chairperson(s). Approval responsibility for scholarship applications shall rest with the Treasurer of Vail Mountaineer Hockey Club.

Procedure:

1. Applicant(s) shall signify desire for scholarship funding by indicating such desire on the VMHC registration form at the time of registration.
2. Applicant(s) shall provide the VMHC Treasurer with copies of the two most recent years' tax returns.
3. Completed application and tax returns shall be sent to: VMHC Treasurer, PO Box 2591, Edwards, CO 81632.

VMHC will at all times strive to be reasonable and prudent in its endeavor to disburse scholarship funds fairly and equitably. Any scholarship information collected by the VMHC shall be held in strictest confidence. At no time will the VMHC, in reviewing applicant(s) information, furnish said information to any unrelated third parties or in any way perform any action which might be deemed detrimental to the applicant.

### **31. PLAYER FEES:**

Player fees are determined by the VMHC Board of Directors and shall be at least a minimum of 60% of the total program cost. FEES are based on a number of factors; including available funding, ice rental fees, number of practices, games, tournament fees, equipment fees for training and operational expenses. VMHC undertakes a number of fundraising activities to supplement and reduce player fees.

Refunds are issued on a case by case basis after review of the Executive Board. There will be NO refund if a player is removed for disciplinary reasons or has been suspended for violation of any playing rule, violation of VMHC Bylaws or Policies and Procedures. In the case of season ending injuries, a refund will be based on the missed portion of the season less a \$300 fee. If a player leaves prior to the team selection process a refund will be issued less a \$100 fee. If after team selection process but prior to December 1<sup>st</sup> a refund of up to 50% less a \$300 fee may be issued.

### **32. INSURANCE:**

Players are covered by USA Hockey insurance while participating in VMHC activities, insurance is in effect from September 1<sup>st</sup> through August 31<sup>st</sup> of each year. There are a number of exclusions including travel to and from practices, fighting, intentional acts, player's personal property, etc. USA Hockey insurance is catastrophic and is secondary to players' family insurance. It is strongly advised players' have additional primary insurance. To obtain more information, including deductibles, and coverage limits go to the USA Hockey website, [www.usahockey.com](http://www.usahockey.com).

### **33. UNIFORM DEPOSIT:**

Parents of travel team players are required to give VMHC, via the Team Manager, either a post-dated check made out to VMHC for March or sign a credit card charge authorization in the amount of \$250.00 as a deposit on the return of uniforms at the end of the season. **No uniform will be issued without the required deposit.**

Players shall rent their uniform jerseys and breezer covers from the club at an annual rental fee of \$50.00. Uniform jerseys and breezer covers are the property of the club. Loss or damage to issued uniforms are the responsibility of the individual/family to whom issued. Failure to return uniform jerseys and/or breezer covers in good condition will be subject to forfeiture of uniform deposit and/or billed for damage repair or replacement jersey and/or breezer covers.

### **34. CAHA PLAYER FINANCIAL RELEASE FORM:**

Players who participated in another Team/Association for the 2021-2022 season MUST provide a Financial Release from their previous organization before participating in any VMHC 2022-2023 programming. The completed Financial Release Form needs to be submitted to the VMHC Registrar ([registrar@vailmountaineers.org](mailto:registrar@vailmountaineers.org)).