HIGH PLAINS HOCKEY LEAGUE

TEAM STAFF GUIDELINES

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www.highplainshockey.com

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HPHL would like to thank all of our volunteers - Club Coordinators, Team Managers, and Coaches. You are essential for a successful season. We could not do this without your hard work.

To help team staff with the operation of their team(s) HPHL has put together these guidelines.

STAFF ROLES AND RESPONSIBILITIES

Club Coordinator (CC)

- The Club Coordinator is the main point of contact (including during the off season).
- The Club Coordinator should be elected/approved by the team (parents).
- The Club Coordinator selects the Head Coach(es) and Team Manager(s) as necessary.
- The Club Coordinator may also choose to assume the role of coach or manager.
- The Club Coordinator acts as a liaison between league officials and players, parents, and other team staff.
- The Club Coordinator encourages timely registration by players and team staff.
- The Club Coordinator coordinates collection of player fees and documents.
- The Club Coordinator or his/her designee provides/posts rosters and roster updates as needed.
- The Club Coordinator assigns/delegates responsibilities such as team treasurer, scorekeeping, ordering apparel, etc. for each of the club's teams.
- The Club Coordinator reports any Safe Sport violations/concerns in accordance with Safe Sport Policies.
- The Club Coordinator ensures the club is in and stays in compliance with the IRS.
- Each Club Coordinator (or designee) has one vote (one per club including JV and Varsity) at the HPHL annual meeting.

Team Manager (TM)

- Each team should have a Team Manager identified. The TM can also be the CC. However, coaches are discouraged from taking on the role of TM, as the coach is on the bench during games and not available in case issues arise.
- The Team Manager is responsible for the game day operation of the team.
- The Team Manager communicates schedule information to the team.
- The Team Manager verifies that game day volunteers are scheduled and ready to work (understand their job): penalty box, clock, electronic scoring.
- The Team Manager confirms that officials are present.
- The Team Manager may schedule a security officer if there is a significant anticipated need.
- The Team Manager makes sure that the scorekeeper is familiar with Game Sheet and that game data is accurate, complete, scored live on an ipad and uploaded promptly after each game.
- The Team Manager communicates game suspension information to the league, coaches and affected players.

- The Team Manager makes arrangements (prior to the team's next game) for payment of any fines that have been levied against the team.

Head Coach (HC)
- The Head Coach selects his/her assistant coaches.
- The Head Coach or his/her designee is responsible for the team's behavior before, during, and after games and practices and during any other team events. This includes being responsible for any facility damage caused by the team.
- The Head Coach or his/her designee must sign Game Sheet to confirm he/she has reviewed and confirmed the accuracy of the roster prior to each game.
- The Head Coach or his/her designee is strongly encouraged to review the game data for accuracy after each game.

All Staff
- Team management decisions are made by the CC (and/or TM) and coaching staff.
- Team staff are responsible for the advertising of their team to eligible players.
- Team staff demonstrate an understanding of the HPHL philosophy regarding "players playing for their school" and do not recruit or promise spots on their team to out of area players.
    - Contact the Division Director anytime there is a question of where a player is eligible to play.
    - HPHL makes all final decisions on which team a player is able to play for.
- Team staff support all rules and decisions made by HPHL, CAHA, and USAH.

REGISTRATION

All players and team staff (coaches, coordinators, managers) must be registered with both USAH and HPHL for the current season.

USAH Registration

- There is a fee to register with USAH as a player or coach
- Free to volunteers such as club coordinators and team managers.
- Must be registered as a coach, in order to be eligible to participate in any on-ice activities or be on the bench during games.

HPHL Registration

- Two links - one for players ($20 fee) and one for staff (free).

CREDENTIALS

Coaches
- Do not send any of the items below to the league unless requested.

- USAH registration for background check - shows in USAH profile.
    - $30 fee. Good for two seasons.
    - No participation with team allowed until this requirement has been completed.
- Level one or higher CEP - shows in USAH profile.
    - Must be current (not expired).
    - Contact league if a one time waiver is needed.
- Midget Age (18U/16U) Level module - shows in USAH profile.
    - One time requirement; it does not expire.
- Current SafeSport - shows in USAH profile.
    - Yearly requirement – expires exactly 12 months after date taken beginning in 2022-23 season.
- Concussion Awareness Training - TM or CC should verify that this has been completed.
    - Yearly requirement per Colorado State Law.

Team Managers and Club Coordinators

- Do not send any of the items below to the league unless requested.
- USAH registration for background check - shows in USAH profile.
    - $30 fee. Good for two seasons.
    - No participation with team allowed until this requirement has been completed.
- Current SafeSport - shows in USAH profile.
    - Yearly requirement – expires exactly 12 months after date taken beginning in 2022-23 season.

Multiple Roles

- Anyone acting in multiple roles will need to complete the required credentials for each of those roles.
- Only those that are registered with USA Hockey and credentialed as a coach are allowed to be on the ice for practices and on the bench for games.

Players

- Current SafeSport for all players born in 2005 or earlier - shows in USAH profile.
    - Yearly requirement – expires exactly 12 months after date taken beginning in 2022-23 season.
    - Do not need to turn in unless requested by league.
- Consent to Treat or emergency information - OPTIONAL; not checked.
    - Should be kept with team during practices and games.
    - Can create consent to treat for team, can collect copies of health insurance cards, or can collect emergency contact information.
- Grades
    - Collected (by TM) and checked (by Division Director) prior to first game and again prior to playoffs.
    - Team manager must:
        - Collect first semester grade report from each player for first grade check and third term report for second grade check.
        - Assemble in alphabetical order.

        - Calculate and clearly label each report with the player's GPA for the term.
        - League will send out form for logging each players GPA.
    - Player's name and school should be listed on grade report.
    - Division Director will communicate their preferred format and method of grade submission.
- School ID collected (by TM) and checked (by Div. Dir.) prior to first game.
    - The grade report with school and player name listed can serve as school ID.
    - If school is not listed on grades or grades are from a state other than CO or WY a Colorado HS ID is required.
    - See below for home schooled student ID's.

Grade Policies
- Players in grades 9-11 must be full time students.
- Seniors do not need to carry a full time class load as long as on track to graduate in the spring.
- Seniors that have completed their graduation requirements, but have NOT received their diploma are eligible to participate in HPHL.
    - They would turn in a grade report from the first semester or their very last term of classes, whichever is most recent, for grade checks.
- Grades for the term must be at a 2.0 or higher average, with no F's.
- Official AP or Honors classes are counted one grade higher, ie; C=B, B=A, except F=F.

If Grades Do Not Meet the Requirements
- The player may obtain a grade update showing current grades in ALL current classes at a 2.0 with no F's.
- The update must be signed by the player's counselor or each of the player's teachers.
- Players are allowed to tryout and/or practice with the team, but are not allowed to play in games, while working on improving grades.
- Once an update meeting grade requirements has been submitted and approved by the Division Director (DD) the player is eligible to participate in games.

Home School Students
- Submit a letter stating they are carrying a full time course load and are in good academic standing to satisfy grade checks.
- If they attend a home school that is connected with a home school organization/program, the letter should come from the organization/program. Otherwise the "teacher" would write the letter.
- If their letter is not on official letterhead from an organized program and they do not have a school ID, they must provide a copy of their driver's license.

Players on Individualized Learning Plans
- Submit a letter from their counselor in lieu of a grade report stating that the player is on an individualized learning plan, has turned in all work to date, and is putting forth a satisfactory amount of effort.

FEES

- Teams are charged a flat fee to participate in the league.
    - This includes the allotted HPHL regular season and playoff ice, officiating fees as well as other charges incurred by the league such as security, scheduling, overhead costs.
    - Teams are allowed to purchase additional ice. To purchase additional ice the team must both contract with and pay the rink directly.
- It is the CC's responsibility to ensure that league fees are paid on time.
- A minimum of one half of the fee is due by the first deadline.
- The remainder is due no later than the second and final deadline.
- Failure to meet either deadline will result in forfeiture of any and all games until the team regains good financial standing.
- Each team will be charged a security deposit to be paid on a separate check.
    - The deposit is due at the same time as the first installment of team fees.
    - This check will be deposited if the team incurs a fine for refusal to play.
    - If cashed during the season the team will need to send in a second security deposit to remain in good standing and eligible for games.
    - The security deposit will also be cashed if the team has any outstanding debts after the conclusion of the season (unpaid fees, fines, bills for facility damage, etc.).
- Teams experiencing a significant issue in meeting a deadline can request an extension.
    - Failure to meet the extended deadline(s) will result in forfeiture of games.
    - No extended deadlines past April will be granted under any circumstances.

Third Party Payment of Fees

- The same deadlines apply to teams that run their funds through a third party.
- It is the CC's responsibility to ensure that the third party receives the invoice and issues the check(s) in time to meet the deadlines.

Budgeting and Collection Suggestions

- When setting player fees, factor in players that will quit, won't make grades, will get injured, etc. and collect MORE than needed.
- Base fees on FEWER players than you think you have.
- Other things to factor in might include: jerseys and socks, pucks, water bottles, yearly IRS filing fees, team parties/events, sponsorships, fundraising, reimbursement of screening costs for team staff, etc.
- It is not necessary to split player fees according to the league's JV and V amounts.
    - For instance, a JV player that will be pulled up to play in a few V games might be charged a slightly higher amount than a JV player only playing in JV games. A team with a third goalie might wish to reduce the fees for the goalies, etc. These decisions are made at the team/club level. Many clubs also collect extra funds to help those players with financial needs above and beyond what a HPHL scholarship can cover.

- Collect the first installment (60% of total works well) at the first ice touch. Do not let players on the ice unless they have paid or have worked out a payment plan with the team.
- Collect the remainder of fees prior to a specified game well ahead of the league payment deadline. Do not let players play unless they have paid or are in compliance with the payment plan that has been worked out by the team.
- Do not extend player payment plan deadlines past the league fee deadlines if this will impact your ability to pay league fees.
- Put something in writing regarding payments and refunds. It is up to each club to decide how much, if anything, will be refunded.
    - Set a basic policy based on timing (player quitting prior to the first game versus a player that quit ½ way through the season, etc.) and evaluate these case by case if there are extenuating circumstances (ie; injury).

IRS Compliance

- Unless a team runs it's funds through a third party (school, school district, other association) HPHL *STRONGLY ENCOURAGES* all clubs to comply with IRS rules and regulations by obtaining and maintaining 501(c) 3 or 7 status.
- Forms and information on how to apply and stay in compliance are on the HPHL website (under "Managers" and then "IRS Compliance"). https://www.highplainshockey.com/irscompliance.
- HPHL will pay for the initial application, but will not cover reinstatement costs or filing fees.
- Each 501(c) 3 or 7 club will need to file yearly reports with the IRS and the State of Colorado. There is a nominal filing fee for the State reports.
- Only charitable donations to 501(c) 3 associations are tax deductible. If your team has 501(c) 7 status sponsors will not be able to deduct their donation as a charitable donation.

SCHOLARSHIPS

- HPHL offers need-based scholarships for players. Information is on the website.
- Scholarship awards will be deducted from team fees.
- The team will in turn need to pass that savings on to the player(s).

SCHEDULING

Spring Break and Prom

- Dates should be sent to the scheduler prior to the end of February.
- Teams consisting of players from numerous schools will need to select one spring break week and one prom date.
- All teams should plan to be available for potential games the Friday evening and Saturday heading into their designated Spring Break.

Senior Recognition
- Work with the scheduler to arrange for extra time before a game. Do not wait until the week before the event to make your request.
- Notify the opposing team ahead of time.

Rivalry Games
- Work with the scheduler if planning a rivalry game with a team in another division
- Rivalry games must be played PRIOR to league playoffs.

Game Cancellations/Changes
- Non-weather-related cancellations/changes must be approved by the scheduler at least two weeks ahead of time.
- Any team that refuses to play a game or cancels less than two weeks prior to the game date receives a game forfeit, a $775 fine, and loss of eligibility for playoffs.
    - The $775 security deposit will be cashed and new deposit for $775 will be required prior to playing in any further games.
    - This includes game forfeits for refusal to travel or refusal to play due to a short bench.

Schedules
- Practice and game schedules will be sent to the TM/CC by the scheduler.
    - The TM/CC can post these on the team calendar on the HPHL website.
- It is the responsibility of the TM to make sure the team is aware of their schedule.
    - There are options for linking team calendars to RSS and/or ICal.

TEAM MAKE UP

- Teams are formed based on schools and school boundaries.
- Players do not choose which team to tryout for.
- Players tryout for their home team, based on the school they attend and HPHL team placement policies as listed in the HPHL Rules.

Players Requesting to Change Teams
- A player wishing to play for a different team, other than their home team must send a letter to the league explaining the reasons for their request.
- The HPHL Board of Directors will render a decision and notify those involved.

Pre-Season Player Movement
- Players released from a Varsity team would move to their club's JV or lower tier V team.
- If the club does not have a second team the league must be notified of any potential releases PRIOR to the players being released.
    - The league will make every effort to find another team for the players.
    - If this is possible the team will be able to notify the players of their release.

    - If there is no other team to place the players on, the team will need to work with the players to find a satisfactory solution.
        - Options include pro-rated fees with practice player status or with minimal select games only.
- This same process applies to skaters and goalies.
- Players should not attend further tryouts or contact other teams if released.
- Released players (skaters and goalies) moved to other teams will return to their original team the following year unless a different agreement has been worked out with the DD.
    - They will need to provide their home team a financial release from the prior year's team.

Player Movement During the Season

- Players can be pulled up from a lower level team to a higher level team within their club.
    - Once the player is on the higher team's Game Sheet roster for the 4th time, the player can no longer return to the lower team.
- The same applies to goalies, with the exception that the games only count if they actually play in the game.
    - Goalies are allowed to be pulled up to sit on the bench as a back up for a higher level team as many times as needed.
    - Once they enter their 4th game for the higher level team they can no longer return to the lower team.
- Players released from one club and added to another club's team can ONLY be pulled up by their original club (the one they tried out for and were released from).
    - If pulling up a released player from another club please make sure there is not a conflict with the team the player is now rostered on.
- A club's higher level goalie might be allowed to sit on the bench as back up for a lower level game, but is NOT allowed in the game unless the lower team's goaltender is unable to continue.
    - Goalie Director pre-approval is needed to ensure that there is not a significant ability level difference.
- Skaters cannot be pulled down to play in a club's lower level game.

Shortage of Players

- In the event that a team has NO goaltenders available for a game, the team must obtain approval from the Goalie Director to use an emergency replacement goalie.
    - The emergency replacement must be another goalie currently registered with HPHL.
    - The emergency replacement must be from an equal or lower division and must be approved by the Goalie Director.
- Use of substitute skaters from other clubs is NOT allowed.

ROSTERS

General Roster and Bench Information

- High School rosters can have up to 30 players.
- No more than 20 players may be on the bench for a game, of these no more than 18 can be skaters.
- There is no limit to the number of coaches, managers, staff that are rostered.
- No more than 4 coaches may be on the bench during a game.
- Only registered, rostered and credentialed coaches may be on the ice during practices or on the bench during a game.
- All coaches on the ice during practices must wear a helmet.
- Each team must have at least 13 skaters and 1 goalie on their USAH roster per HPHL policy.
- If a team wishes to participate with less than the minimum number of players they will need to sign a waiver indicating they will not forfeit games due to player shortage.
- Junior players and AAA players with the exception of freshmen are NOT eligible for JV teams. All other players, regardless of their year in school, can be rostered on a JV team.
- Each existing club must field at least one varsity team. Any additional teams fielded are placed into the appropriate division (V or JV) and tier by HPHL.
- New teams can request approval from the league to begin with a JV team only.
- HPHL suggests rostering a smaller top team and then pulling players up as needed from the second team if the club has one.
- A game may be started with as few as 6 players (including the goalie).
- Once a player has played in 4 games (as indicated by the Game Sheet) for the higher level team they are no longer eligible for the lower level team.

Official USA Hockey Roster

- Each club will need to submit a completed USAH roster template for each of their teams by the deadline determined by the league.
- The template MUST be in excel/numbers format (*pdf's will <u>not</u> be accepted*) and must be editable (no "read only" docs).
- Players, coaches, and a TM must be listed. A head coach must be designated. Goalies must be identified.
- Jersey numbers need to be included.

Game Sheet Roster

- Rosters will be loaded into Game Sheet prior to the start of the season. This is dependent on timely submission of the USAH roster template.
- Afterwards, any additions, updates, or changes will need to be made by the team.
    - Permanent changes must be approved on the USAH roster before it is possible to update the Game Sheet roster.
    - To update the Game Sheet roster, go to the Division, then click on team name, then USAH roster. Add team id number to re-load the updated roster.
    - See Scorekeeping on how to handle players pulled up temporarily and borrowed goalies.

TEAM WEBSITE PAGES

HPHL Website Based Pages

- Each club/team will have a team page(s), with team contact info, a team calendar, links to team/player stats for the season, etc.
- The CC and TM from each team will have "owner" permissions to manage these pages through their personal SE accounts.
    - They can add content, such as photos, announcements, calendar events, etc.
    - They can also grant "edit" permissions to others as needed.

Team Calendars

- Practice and game schedules will be sent to each team by the scheduler. Teams can add these to their team calendar to make it easier for members to follow the scheduled events.
    - Go to your team page on the HPHL website.
    - Select the small gear icon to the upper right of your team calendar.
    - Choose "add event", fill in "event name", date, time, location and any other details needed. Click on "create this event".
- Team members can connect to the HPHL team calendar via RSS or iCal.
    - To add an RSS or iCal feed click on the RSS or iCal at the bottom right of the team calendar on the HPHL site's team page.
    - A link will pop up that can be added to one's personal RSS Reader or calendar.
- The TM will need to keep the calendar up to date if there are changes in game or practice schedules.

SCOREKEEPING

- Each team should have at least one designated scorekeeper. It is recommended to have a second person available as a back up.
- Home team responsibilities for all regular season and playoff games are:
    - Running the game clock.
    - Providing a scorekeeper.
    - Ensuring that the game is uploaded promptly after each game.
        - Games can NOT be scored on paper and entered later.
- Game Sheet requires that games are scored using an ipad with the Game Sheet app.
    - It is up to the home team to provide an ipad for the scorekeeper's use.

Non-League Games

- Any non-league games must be scored in the non-league HPHL division.

Scoring Games

- The TM or CC can manage the game sheet roster on a computer from the game sheet website prior to the game. The roster can also be managed by the scorekeeper from the ipad app at game time.
- All coaches and players default to "active". Anyone NOT on the bench must be marked as injured, suspended or sitting out. This includes coaches.

- Suspended players do NOT automatically show up as suspended. The scorekeeper must mark them as such and indicate if they are serving game one of a one game suspension or game two of a 3 game suspension, etc.
- Pulled up players or borrowed goalies MUST be added as an "affiliated player" and marked "for one game only". Do NOT "save to roster" if adding an affiliated player.
- Players can also be edited to change their jersey number if needed. Their stats will automatically merge if jersey number changes.
- The head coach or designee will be required to sign the ipad indicating they have reviewed the roster and that it is accurate. If any pulled up players are showing on the roster and the coach signs off on it, that player can NOT be removed at a later time. The game counts as one of their 3 games they can play up and still return to the lower team.
- Score the game/enter the game data.
    - Goals, assists, penalties and shots on goal all need to be entered as they happen.
    - Be sure to enter the correct penalty type.
    - If penalties and goals are added as they happen with the correct time, they will automatically reflect if PP, SH or EN.
    - Goalie changes should be noted at the time they take place.
        - As long as shots are entered as they happen, the shot counts will reflect accurately for each goalie.
- Prior to submitting the game -
    - Count up penalties and add any additional game misconducts if needed.
    - Verify all game misconducts with the official.
    - Give the coaches an opportunity to look over the information.

Game Notes
- Game notes can be added by the scorekeeper or official before the game is submitted.

Changing Game Stats
- Any requests for changes to stats must be emailed to the league by the HC, TM or CC (requests from parents will not be considered), who will forward approved changes to the CAHA ESS admin.
    - These are limited to penalties associated with suspensions that have been entered incorrectly and will only be changed with official verification.
    - Changes to goals, assists will not be made as the HC should be verifying these at the end of the game.
    - Changes to players showing on the roster will also not be made as the HC or designee has signed off indicating the roster is accurate.

GAME DAY RESPONSIBILITIES

TM Responsibilities:
- Schedule the required volunteers.
    - Each team must provide a penalty box worker (18 years old or older).

    - The home team must provide a worker(s) to run the clock and keep score (on an ipad – NO paper scoresheets that are entered later). This includes regular season games and playoff games.
- Manage team roster on Game Sheet if needed.
- Verify that officials are present.
    - If officials are not present contact your Division Director. If only 1 official is missing the game can most likely still be played.
- If the team has scheduled a security officer for the game, confirm that the officer is present. Introduce yourself to the officer and review what you would like them to do and where you would like them to be.

HC responsibilities:

- Ensure all players and coaches listed on the game sheet are eligible and present. Ask the scorekeeper to make any roster corrections needed prior to signing off on Game Sheet.
    - The HC or designee's signature indicates the roster is accurate. No further changes will be made once signed.
- Provide the scorekeeper with the name and jersey number of the starting goalie.
- If possible let the scorekeeper know when a goalie change is taking place during the game.
- Review the game data at the end of the game (before it is finalized) and verify if there were any game suspensions with the official.
- Review that stats are correct, as once finalized it will not be possible to make changes.

Scorekeeper responsibilities:

- Make sure that ONLY players and coaches on the bench are marked as active for the game. The HC should review this prior to signing off.
- Mark any suspended players and coaches as suspended on Game Sheet.
- Ensure all stats are recorded correctly.
- Count up penalties to see if any additional game misconducts are necessary (verify with referee and add if appropriate).
    - 4 penalties for a single player results in a game misconduct.
    - 12 penalties for a team results in a game misconduct for the HC.
    - All game misconducts are associated with a 5 minute major.
    - Two 5 minute majors in a game to the same player result in two <u>additional</u> game misconducts.
    - A second misconduct penalty (for any infraction) during the same game shall be assessed as game misconduct penalty in lieu of the second misconduct.
- Allow the referee and a coach from each team to review the game stats prior to finalizing the game. The official is required to sign the ipad indicating the game has been reviewed and is accurate. Do not submit the game prior to the sign off.
- Once the official has signed the game must be submitted. Tap the blue cloud icon to upload the game.

Referees:

- Required to review game data at end of each game and sign ipad indicating it is accurate.

Goalies:
- During a mid game goalie change, the incoming goalie should skate past the scorekeeper's box and let the scorer know he/she is going in and what his/her jersey number is.

PENALTIES

Game Misconduct (GM) Penalties
- Players receiving a GM serve the suspension during the next game according to the schedule for the team they are rostered on. The player may not play in any games for any other HPHL teams until the penalty has been served.
- Coaches receiving a GM serve the suspension with the team they received the GM. They are eligible to continue coaching any other team(s) with which they are rostered.
- A player or coach that is serving a game misconduct cannot have any contact with the team (in person or electronic) on game day beginning 45 minutes prior to game time and ending 30 minutes after the conclusion of the game. Suspended players/coaches are not to be in the penalty box or scorekeepers box while serving a game misconduct. They do not have to be at the game to serve the suspension.
- Game misconducts are a "game" suspension, therefore participation in practices and other team activities is allowed.

Match Penalties
- Upon receipt/notification of a match penalty, the player or coach shall stop all contact with the team - no practice, games, tournaments, and/or team events such as dryland, parties, etc. until the final discipline is determined.
- A coach or player serving a match penalty is suspended from all USA Hockey activities, including officiating or coaching/playing for another team.
- The actual disciplinary actions and suspension length is determined by the CAHA disciplinary committee. Decisions may be appealed and a match penalty disciplinary hearing could be held by the CAHA in accordance with CAHA Policies & Procedures.

Fines
- HPHL has instituted a $200 team fine for the following penalties:
    - Fighting game misconducts assessed under Rule 615a and d result in a one game suspension plus a $200 team fine.
    - Fighting game misconducts assessed under Rule 615f result in a 3 game suspension per USAH rules plus a $200 team fine.
    - Abuse game misconducts assessed under Rule 601d and e also result in a one game suspension and a $200 team fine if a player is assessed the penalty; 1 game suspension, but no fine if a coach is assessed the game misconduct.
    - 601e3 penalties are an automatic match penalty per USAH rules. There is no additional fine association with the match penalty.

- If a fine is assessed the TM must contact the Division Director prior to the team's next game and make arrangements for payment of the fine.
- This is a team fine, however most teams opt to charge the player.
    - Many teams will ask for a $200 check from each player up front. The check is then held and if not needed during the season, it is either returned or shredded.

Penalty Rules to be Aware of

- 4 penalties for a single player results in a game misconduct.
- 12 penalties for a team results in a game misconduct for the HC.
- All game misconducts are associated with a 5 minute major.
- Two 5 minute majors in a game to the same player result in two additional game misconducts.
- A second misconduct penalty (for any infraction) during the same game shall be assessed as game misconduct penalty in lieu of the second misconduct.

POLICY HIERARCHY

- USA Hockey is the national governing body for the sport of ice hockey in the United States and is the official representative to the United State Olympic Committee and the International Ice Hockey Federation. All CAHA members shall abide by these overarching policies.
- CAHA is the governing body for the sport of ice hockey in the state of Colorado and is the official representative to the Rocky Mountain District and USA Hockey. The CAHA Executive Committee is responsible for the day-to-day operations of ice hockey and enforces USA Hockey and CAHA policies at the state level.
- Associations/clubs/individual teams (ie; HPHL teams) may be affiliated with a CAHA member league (ie; HPHL). In this case, the league is a governing body for their members only. Leagues may impose more stringent policies, but shall not conflict with USA Hockey or CAHA policies & procedures. While CAHA supports the league's policies, CAHA does not enforce these polices; enforcement is at the league level.
- Policies may also be established at the team level but shall not conflict with league, CAHA, or USA Hockey policies & procedures. As long as not in conflict, team policies may be more stringent than league, CAHA, or USA Hockey policies. Team policies are enforced at the team level.
- HPHL cannot overturn decisions made by USA Hockey, CAHA, or officials.

CONFLICT RESOLUTION

- Enforce the "24 Hour Cooling Off Period" for non-Safe Sport concerns.
- Problems or conflicts with policies, with the exception of Safe Sport issues, should be handled and resolved at the lowest level possible.
    - Begin at team level, then club level, then league level (contact your Division Director).

    - If still not resolved the problem may need to be brought to the attention of CAHA, but this should not be done without going through the initial steps/channels.
- SafeSport issues should be brought to the attention of the HPHL Safe Sport Coordinator (Mandy Narum - narumm@comcast.net) and the attention of the CAHA Affiliate Safe Sport Coordinator (Michelle Peterson - mpsafesport@gmail.com).
    - It is also possible to report a Safe Sport concern directly to USAH. https://www.usahockey.com/makingareport.
    - All SafeSport concerns involving suspicion or allegation of child physical or sexual abuse must also be reported to the appropriate law enforcement authorities.

RESOURCES

- Safe Sport issues – Mandy Narum.
- Disciplinary/grievance issues – Tom McGann.
- Scheduling –Scott Sheehan.
- Ice changes/cancellations (weather, non-weather, game, practice) – Scott Sheehan.
- Payment plan request for team –Anda Craven and Division Director (DD).
- Pre-season goalie pool – Goalie Director.
- Pre-season player requests or placement – Anda, who will send this on to the Board of Directors.
- Credential checks – Division Director.
- Grade questions – Division Director.
- Goalie movement and loans during season – Goalie Director.
- Game stat/roster corrections –Anda, who will forward to the CAHA ESS admin if change is warranted/approved.
- Don't know who to contact – Anda.

2023 Board List:

- Ralph Bammert, President, rbammert@q.com
- Anda Craven, Administative Assistant, highplainshockey@gmail.com
- Dina Fieweger, South Central Division Director, kodeman2880@aol.com
- Steve Hickman, South Division Director, svhickman@msn.com
- Tom McGann, VP of Discipline, tom.mcgann@colorado.edu
- Mandy Narum, Safe Sport Coordinator, Goalie Director, narumm@comcast.net
- Scott Sheehan, Scheduler, ssheehan0916@gmail.com
- Hannah Valadez, North Division Director, hannahandmartin@yahoo.com
- Randy Watler, Girls Division Director, randy.watler@gmail.com
- Mark Wildrick, North Central Division Director, mwildrick3286@msn.com