

CAHA Table of Contents

Welcome Letter President

Bylaws CAHA

Policy and Procedure Guidelines Secretary

Registration Policy Registrar

Draft Procedures..... Coaches Representative

Locker Room Policy Coaches Representative

Travel Hockey Policy Coaches Representative

Move Up Policy Coaches Representative

Financial Policy..... Treasurer

Equipment Policy..... Equipment Manager

S.T.A.R..... S.T.A.R. Represtative

Code of Conduct..... Registrar

Fundraising Fundraising Chair

Parents Expectations Vice President

Sportsmanship Ethics Registrar

Coaches Guide..... Coaches Representative

BY-LAWS OF THE CADILLAC AREA HOCKEY ASSOCIATION

As Amended and Approved at a regular meeting of the Board of Directors of the Cadillac Area Hockey Association on August 9, 2016

ARTICLE I: NAME OF ORGANIZATION

The name of this organization is the Cadillac Area Hockey Association (Association). This association is a part of a parent organization known as Wexford Ice Skating Enterprises (WISE).

ARTICLE II: PURPOSE

The Purposes of this Association include but are not limited to the following:

- A. To provide and coordinate a program of amateur ice hockey for all interested youth in the greater Cadillac area.
- B. To provide assistance, such as fund administration, coaching, program planning, tournaments and sponsorship, that will make the program an asset to the community.
- C. Associate with other amateur ice hockey associations.
- D. To develop and encourage sportsmanship among participants.

ARTICLE III: ADDRESS

The address of the Cadillac Area Hockey association is:

**Cadillac Area Hockey Association
PO Box 1023
Cadillac MI 49601**

ARTICLE IV: NON-PROFIT

This Association, consistent with the rules governing WISE, is not conducted for profit.

ARTICLE V: MEMBERSHIP

Membership of the Association shall consist of those listed in the records of the Association as a parent, stepparent, foster parent, guardian, or legal custodian (**maximum of 2 per family/household**) of a child participating in Association sponsored instruction or competition. Membership shall also consist of coaches and current Board members of the Association.

The term of membership shall commence on the date all current registration forms are completed and fees paid and shall continue until commencement of the next season's registration. Membership shall be automatically suspended upon nonpayment when due of any association fee, charge or assessment.

A child whose fees, charges, and assessments are not fully paid when due may continue to participate in Association sponsored instruction or competition if, and only if, the Board is satisfied that the nonpayment occurred as a consequence of circumstances meriting special consideration as a hardship case. A child's participation as a hardship case shall continue for so long and on such terms as the Board shall determine.

REMOVAL OF MEMBER

- Loss of membership: The Board of Directors, by majority vote, may suspend or expel any member for cause or conduct it deems inappropriate.
- The expelled or suspended member has seven (7) calendar days after receipt of written expulsion or suspension by certified mail to request a hearing before the Board of Directors to appeal his or her specific case.
- Any member of CAHA may resign by written notice to the Board of Directors accompanied by payment of all money and property owed.
- Termination of membership, whether by resignation, suspension, expulsion or otherwise, terminates all rights of membership.

ARTICLE VI: FUNDS

The funding requirements of the Association shall be determined annually by the Board of Directors of the Association. Funds shall be provided by the registration and participation fees and the various fund raising activities approved by the Board.

MEMBERSHIP FEES, DUES & SANCTIONS

- A. Membership Fee -Annual registration fees and/or dues may be established by the Board of Directors for team registration **and for membership in USA Hockey.**
- B. Other assessments necessary for the operation of this Association may, from time to time, be established by the Board of Directors. All such assessments, etc., shall be payable as directed by said Board or the Executive Committee, in the Board's absence.

Failure to comply with either Section A or B of this by-law and any rules promulgated hereunder shall result in the immediate suspension of said non-complying league, association, team and /or individual(s) and said suspension shall remain in full force and effect until such time as there is full compliance.

ARTICLE VII: MEETINGS OF MEMBERS

- A. Annual Meeting: An annual meeting of the members of the association shall be held each year for the purpose of electing the Board of Directors of the Association.
- B. Special Meetings: Special meetings of the members may be called by the Board of Directors.
- C. Location of Meetings: The Board of Directors may designate any place in the greater Cadillac area as the place of any annual or special meetings of the members.
- D. Notice of Meetings: Written notice of the place, date, and hour of any meeting of the members shall be delivered **via posting of CAHA website or other electronic notifications (email, text messages)**. Notice must be delivered not less than ten (10) nor more than forty-five (45) days prior to the date of the meeting. In the case of a special meeting, the purpose of the meeting shall be stated in the notice.
- E. Quorum: Ten percent (10%) of active members eligible to vote shall constitute a quorum at any annual or special meeting of the members. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting at any time without further notice. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting. Withdrawal of members from any meeting shall not cause the failure of a duly constituted quorum at that meeting. Except as otherwise provided by these By-Laws, no business may be transacted at any meeting of the members at which a quorum is not present.
- F. Voting Powers: Each active member (**per Article V, maximum of 2 per family/household**) is entitled to one vote on any matter submitted to a vote of the membership of the association. **Member must be present to vote.**
- G. Proxies: No member shall be entitled to vote by proxy.
- H. Vote Required for Action: At any meeting of the members at which a quorum is present, an affirmative vote of a majority of the members present and entitled to vote shall be required to carry any motion or resolution, except as otherwise provided in these By-Laws.

ARTICLE VIII: BOARD OF DIRECTORS

The affairs of the Association shall be managed by its Board of Directors.

- A. Members: The Board of Directors shall consist of the following:
1. President
 2. Vice President/**Team Sponsorship**
 3. Secretary/Parent Representative/Registrar
 4. Treasurer
 5. Coaches Representative
 6. Scheduler
 7. Chair of Fund-Raising
 8. Member-at-Large/**Equipment Manager**
 9. Chair of Public Relations

Members of the Board must be active or alumni members of the association at least 18 years of age. Membership on the Board shall be limited to one family member per household unless approved by the remaining members of the Board.

- B. Regular Meetings: Regular meetings of the Board shall be held at 6:00 p.m. on the first non-holiday Tuesday of each month without further notice other than by these By-Laws; provided, however, that ten days' written notice to directors by **e-mail or other electronic means** shall be given by the secretary in the event of a change in the place of a regularly scheduled meeting.
- C. Special Meetings: Special meetings of the Board of Directors may be called by the President or any five directors. The person or persons authorized to call special meetings of the Board may fix any place in the greater Cadillac area as the place for holding any special meeting of the Board called by them.
- D. Notice: Written notice of the place, date, hour and purpose of any special meeting of the Board shall be furnished to each director either by personal service or **electronic notifications** as provided in this section. Personal service shall be made not less than seventy-two (72) hours prior to the time scheduled for the special meeting.
- E. Quorum: A majority of the directors in office shall constitute a quorum for the transacting of business at any meeting of the Board. Provided that if less than quorum of the directors is present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice. Withdrawal of directors from any meeting of the Board shall not cause the failure of a duly constituted quorum at that meeting. Except as otherwise provided, no business may be transacted at any meeting of the Board at which a quorum is not present.
- F. Voting Powers: Each director is entitled to one vote on any matter submitted to a vote of the Board of the association. No director is entitled to vote by proxy.

- G. Vote Required for Action: The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by the By-Laws.
- H. Participation by Members and Coaches: After the conclusion of new business and before adjournment of each meeting of the Board, time shall be set aside for comments by members and coaches regarding the affairs of the association. Each person offering comment shall be limited in time as determined by the President.
- I. Compensation: Directors shall not receive any stated salaries for their services, nor shall they receive any sums or expenses for attending Board meetings.
- J. Terms: Directors shall be elected by the membership for two year terms. Directors are expected to serve the association diligently and faithfully attend meetings of the Board. Three unexcused absences from Board meetings may, upon prior written notice and an affirmative vote of the majority of the remaining directors, result in the removal of a director. The remaining Board members shall fill the unexpired terms of any vacancies as quickly as possible.

Even year term positions: President, Scheduler, Member-At-Large / Equipment Manager, and Chair of Public Relations

Odd year term positions: Vice President / Team Sponsorship, Secretary / Parent Representative / Registrar, Treasurer, Coaches Representative, Chair of Fund Raising

ARTICLE IX: RESPONSIBILITIES OF MEMBERS OF THE BOARD

- A. President: The President shall be responsible for presiding at all meetings and appointing any sub-committee. The President, in consultation with other directors, shall prepare an agenda for the meeting of the Board.
- B. Vice-President/Team Sponsorship: The Vice-President shall serve as President in the absence of the President and act in accordance with the President's duties and responsibilities. The Vice-President shall also be responsible for securing and coordinating all activity to ensure that the Association maintains adequate annual team sponsorship.
- C. Secretary/Parent Rep/Registrar: The Secretary/Parent representative shall keep records of all meetings, recording the business of the Association and prepare correspondence as needed to complete and file any legally required forms and reports. The Secretary shall also be responsible for the dissemination of information to all members through coordination of the activities of all team parent representatives, including providing monthly minutes to Board Members. The Secretary/Registrar shall also serve as registrar for the Association keeping a current register of names and addresses of all members eligible to vote, as well as fulfilling the registrar's responsibilities for USA Hockey annual registration.

**Registrar was moved to Secretary position via board vote in Feb 2015.

- D. Treasurer: The Treasurer shall keep a current record of accounts and prepare a financial report for each meeting of the Board. All disbursements made by the treasurer shall be approved by the Board. All members of the Association for proper purposes may have reasonable access to the financial records of the Association.
- E. Coaches' Representative: The Coaches' Representative shall be responsible for the recruitment and retention of qualified and certified coaches. The Coaches' Representative shall communicate the wishes of the coaches with respect to Association policy. The Coaches' Representative shall also be responsible for the establishment of a sound curriculum of skill development and training for all youth age groups.
- F. Scheduler: The scheduler shall coordinate equitable and uniform game and practice schedules for all youth age groups. The Scheduler shall also coordinate referees for all home games. The scheduler shall also be responsible for verifying ice rental billing prior to payment by the treasurer. The Scheduler shall be the NMHL Representative. The Scheduler is CAHA's representative for all league scheduling matters and attends or delegates adequate representation at all league meetings.
- G. Chair of Fund-Raising: The chair of fund-raising shall coordinate and submit for Board approval all fund-raising activities beyond annual team sponsorship. The chair of fund-raising will assemble a committee to delegate fund-raising activities throughout all age groups of the association. Fund-raising committees will also insure that only checks from members of the association are to be collected in fund-raising activities. Teams must notify Chair of Fund-Raising of any additional fundraising activity.
- H. Member-at-Large/Equipment Manager: The member-at-large shall assist and advise any other director in their respective duties as needed and as directed by the President. Additionally, Member-at-Large/Equipment Manager will be responsible for maintenance, distribution, collection, and improvement of all jerseys and equipment in the equipment room. This includes the annual equipment exchange as well as equipment procurement and exchange of equipment throughout the season.
- I. Chair of Public Relations: The chair of public relations shall coordinate the communication of the Association's activities to the public through the various media.

ARTICLE X: FISCAL YEAR

The fiscal year of the Association shall be from May 1 through April 30.

ARTICLE XI: RULES OF ORDER

To the extent not inconsistent with these By-Laws, meetings of the members, the Board and any committees shall be conducted in accordance with Robert's Rules of Order (Revised).

ARTICLE XII: AMENDMENTS

Any amendments of these By-Laws shall require affirmative vote of either two-thirds (2/3) of the members of the Association or five (5) members of the Board.

Hold Harmless

The Cadillac Area Hockey Association, an affiliate of Michigan Amateur Hockey Association, and Association of USA Hockey, Inc., does hereby indemnify and hold harmless USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof, the councils and committees of USA Hockey and each member thereof, and all other elected, appointed, employed or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees, charges and expenses whatsoever, arising from the acts and omissions of the Michigan Amateur Hockey Association, except to the extent (i) that USA Hockey or the afore described representatives caused such claims, liability, judgments, costs, attorneys' fees, charges or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of compliance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules or decisions of the Board of Directors of USA Hockey. Further, the Michigan Amateur Hockey Association understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that they be so indemnified and held harmless to the extent described in this constitution.

Exoneration from Personal Liability

As a non-profit Association regulating amateur hockey in Michigan, the MAHA, its Officers, Directors, and Officials assume no responsibility for injury or damage to players under any circumstances.

Dissolution of Assets

Upon dissolution of the corporation, all assets of Cadillac Area Hockey Association are to be distributed to such non-profit corporations of like purpose or purposes as set forth in Article II of these By-Laws and who qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, as a majority of the Board of Directors of this organization may select and designate. In the event of dissolution, none of the assets of Cadillac Area Hockey Association shall insure to the benefit of, or be distributable to, any of its members, officers, or directors.

CAHA Policy and Procedure Guidelines

SCOPE

CAHA policies and procedures are documented guidelines for CAHA to organize the season. These guidelines are documented to help aid the communication to the members of CAHA.

Responsibilities

1. It is the responsibility of CAHA's board of directors to plan and organize the hockey season based off the listed procedures. It is the responsibility of CAHA parents, Coaches and players to adhere to the following policies and procedures.
2. It is the responsibility of the CAHA Secretary to keep the master file of CAHA's Bylaws, and policies and procedures.

Guidelines

1. The policies and procedures are guidelines generated for CAHA board of directors to use to organize the hockey season, and CAHA members to follow for a streamlined hockey season. All policies and procedures are subject to the board of director's discretion at any time during the season. Any deviation of the outlined policies and procedures shall require the majority approval of the board of directors.
2. The policies and procedures will be listed on CAHA's website: www.cadillachockey.com. A hard copy will be located in the CAHA binder for the current season. The master copy of the bylaws, policies and procedures will be keep by CAHA's Secretary.
3. The CAHA Secretary has the responsibility of maintaining these documents via thumb drive, personal computer etc.
4. The majority vote by the board of directors is required to update the policy or procedure. In the event of a change, a revision will be added to the policy or procedure. The old document will have the date it was obsoleted and placed into an obsolete folder in the master location held by the CAHA secretary.
5. There will be a footer attached to each document with the file name, CAHA board member whom is owner of the procedure, and the date of the revision or creation.

Revision

1. CAHA Policy and Procedure Guideline was added on September 11th 2018.

CAHA Registration Policy

This policy outlines the procedure for open registration for the Cadillac Area Hockey Association (CAHA).

CAHA will open registration per Michigan Amateur Hockey Association's (MAHA) Annual Guide, and must review yearly to ensure compliance with MAHA. CAHA shall use electronic correspondence, Facebook, email, or any other type of advertising to open up registration. CAHA should use the August regularly scheduled board meeting as the time to set any registration deadlines. CAHA shall determine the projected start of the season, number teams at each level, and projected head coaches. CAHA shall comply with MAHA's team roster rules of 18 skaters, and 2 goalies. Registration will be open to all players on a first come first serve basis. In the event that more players sign up than what MAHA will allow, players in CAHA's local boundaries* will take precedence when rostering team(s). The remaining players will be placed on a waiting list.

* CAHA's local boundaries are defined by the boundaries of the Wexford-Missaukee ISD boundaries. Players who have played the previous season are considered "within local boundaries" regardless of residence.

Revision Page

1. Implemented on 8-13-2019

CAHA Draft Procedures

CAHA will adhere to the approved MAHA District 7 draft policies as defined below. CAHA is responsible for verifying draft procedures on the official start of the season per MAHA District 7 website.

D-7 Draft Procedures for House (B) Teams

Purpose

The purpose of the unified draft of house teams and players is to produce fair and equitable teams for house and league play. This process is designed to minimize the potential ability to manipulate the placement of players in order to gain an advantage of more skilled players on one team than another. Associations failing to comply with these Draft Procedures can be determined ineligible for District and State playoff participation.

Responsibilities

The President of each Association is responsible for the conduct of all draft skates and the house team drafts. The Association President may delegate all or part of the draft skate administration to an appropriate representative as may be determined in each Associations' approved by-laws, and in doing so shall notify the District 7 Chair or a Director of this assignment. In cases where person responsible as determined by the Associations By-Laws do not possess experience with the draft process, the Association President can seek assistance from other individuals who have been involved with the process before to aid in the administration of the drafts. The Association should consider naming a Draft Chairperson responsible for assembling all scores and ratings and keep all records before, during and after the draft incase of an audit as mat be deemed necessary by the District Directors.

Coaching Selection

Based upon the number of players registered in each division, the Association will determine the number of teams in each division. The process for selecting and approving head coaches is at the sole discretion of each Association as outlined in the by-laws and or policy.

Draft Skates - administration

Each Association shall determine the number draft skates for each age division, but at a minimum shall hold one.

The players are to be grouped as first and second year players within their division, and must skate within their age group at the draft skate (e.g., all players with 1995 birthdays must skate with the other players with 1995 birthdays).

The draft skates are to be scheduled as soon as practical after registration, and notice will be given prior to all registered players as soon as the schedule is set. It is suggested that the dates for all the draft skates be scheduled prior to final registration night, and be given to all registering players on the night of registration

Draft skates – on the ice

A draft skate plan should be developed for all draft skates prior to the first session, and be presented to all head coaches so they are aware of what they will be seeing. All participants skating for the draft should be marked in such a manner as to be easily identified from a distance.

The head coaches sit separately from the parents, players and bench area so as not to be interfered with during the evaluation process. The head coaches are given a blind listing of the player numbers and the areas upon which the players are to be evaluated.

Player protection may be allowed by each Association and shall comply with each specific Association and MAHA By-Laws as appropriate for the specific season. Any changes in the current MAHA By-Laws shall be adhered to.

Within their appropriate division, skaters will be confidentially rated 1-5, with five (5) being the most skilled. This will be accomplished by having the skaters perform skating drills. When age appropriate, scrimmages will be part of the evaluation skate. Coaches planning to coach that division will be invited to be evaluators. Coaches will be given a list of skaters and will rate each skater and/or goalie, 1-5 using whole numbers. If a head coach happens to be evaluating a group with his/her protected player, or his/her son or daughter, his /her opinion will not be used to determine this players rating. At the end of evaluations, rating sheets will be signed by the evaluating coach and given to the director in charge. The ratings for each skater/goalie will be determined by totaling and averaging these ratings (4's and lower will round down, 5's and higher will round up.) The director in charge will assign the final rating. Final ratings will then be transferred to the backside of an index card that has the players' name on the front along with the division and age group of the skater. These ratings will be used to help disperse talent as teams are drafted. The director in charge will evaluate skaters or assign someone in cases where less than three (3) coaches are available to attend evaluations. Goalies will be evaluated as well but will be drafted separately to insure one team doesn't end up with multiple goalies and other teams without any.

There should be individuals to skate on the ice and provide instruction and direction to players during the draft skate. It is strongly recommended that the head coaches DO NOT run the draft skates from on the ice.

Sufficient different activities should be demonstrated during the draft skates so that the coaches have a reasonable basis upon which to rate the players. This will normally include different drills, small ice scrimmages and large ice scrimmages to show all skills being evaluated. A draft skate plan is essential for this to be accomplished. Similar plans should be used for both the first and second year player.

Compiling the ratings

During the final draft skate the coaches should be encouraged to come to a composite rating on each player's skill. This rating should be expressed as an integer (whole number) between 1 and 5. Each coach should determine a composite rating for each player separately. Then all the coaches need to decide upon a combined rating for each player. This rating should also be an integer between 1 and 5. This is the agreed upon rating to be used later.

The ratings should reflect the skill levels of the individual players within the group of total players presented. Rating only a few players as 1, a few as 10, and everyone else as a 5 is not an acceptable distribution of ratings.

CRITICAL – it should be stressed to all coaches and draft personnel that the ratings are very confidential and should not be discussed with any parent, player or other individual not directly involved with the draft process. The ratings should never be left out where they might be casually seen by anyone. Anyone inquiring as to their specific rating should be told that the ratings are not discussed with anyone.

If a player did not attend any of the draft skates, the division rep should contact that player to determine their interest in playing. The player's prior year or spring league rating should be used in the draft cards. The coaches should be made aware of any player included in the process that did not attend a draft skate, so that the players rating can be closely identified and evaluated.

Assembling the draft cards

After the consensus rating is determined for all players, the draft cards need to be prepared. The players name, and any "special requests, ride requests, brother/brother pairings, sponsor child" or other notes are written on the side of a card bearing the players name. On the reverse side of the card the player's draft number, first or second year player and consensus rating should be written prominently (Write it with a large magic marker for easy reading later). Since the person preparing the draft cards will have access to both the player's names and ratings, the cards should be prepared by someone who will NOT be a head coach for one of the teams. Ideally, the draft cards will be prepared in advance and brought completed to the draft night in order to reduce the amount of time spent on draft night.

Draft Time

The drafts must be attended by the Association President, the Vice President, or MAHA District Council Representative. District 7 highly recommends that only those involved in the draft, head coaches and President or District 7 Representative be present in the room.

Stress at the beginning of the draft process that the drafts are very sensitive and confidential. Anything discussed regarding specific players at the draft must stay within the confines of the draft room, and not be repeated afterwards.

The cards are collected by the draft and grouped first by year (first or second year player) and rating (all ones together, all twos together, etc...). This effective "reblinds" the draft process.

The draft coordinator will then distribute the draft cards into the appropriate number of piles, with each pile representing a team. The distribution is made using the rating side of the cards only. Start with the first year players draft cards. Efforts should be made to insure a fair and equal distribution of all draft cards. It is recommended that sorting the cards left to right, OR, right to left, until all cards for a given year are distributed create the piles. The total number of points for each team, and the average number of points (total points divided by number of players) for team pile is determined, and efforts are made to try and get each pile as arithmetically close as possible for all the first years players.

Then repeat the card distribution and score balancing process for the second year players.

The draft cards should NOT be turned over (unblinded) at this point.

The total rating for each team is arrived at by adding the rating numbers for each team. Then determine the average rating for each team by dividing the total rating for the team by the number of players on that team. Trades of cards may be made at this point to achieve a balance in the totals and average rating for each team. The main point to be emphasized at this point is a balance in total and average scores, considering the distribution of first and second year players.

Once the best possible balance has been achieved, the draft cards are then turned over and the head coaches child(ren) are located within the piles. Each coach gets his or her own child automatically, unless the coach declines that option. If two coach's children wind up in the same pile as a result of this first distribution of the cards, then a player of the same year and rating can be traded from another pile to separate all head coaches children. Only one player can be reserved in this fashion. NOTE that under the USA hockey draft rules this represents the sole reservation that can be made of a player on a team in a house B league. This card should be kept separate from the rest of the pile (it is assumed that a coach will not want to trade away his/her son/daughter at this point).

Parental requests pertaining to not playing for a specific coach, for transportation reasons or twin sibling reason must be submitted in writing by the parent(s) to the Association prior to the draft. These requests may or may not be honored based on the Association's draft rules, but all requests must be administered on a consistent basis.

Each team should be assigned one sponsor. If the Association allows for the assignment of a Sponsors child to be assigned to that specific team, then the children of sponsors shall be identified. The person delegated by the Associations By-Laws or policies should be called upon to identify the sponsor's children (if this has not already been done). In cases where a team has received two sponsors, a trade should be made with another team for a player of equal age (first or second year) and rating.

Once all the sponsors' children have been separated, siblings are considered.

Next, players from the same family (brothers) are identified, and attempts should be made to trade equal players between teams so that brothers are placed on the same team.

After coach's children, sponsors children and siblings have been considered; each team's total and average rating should be recalculated to make sure that the teams are still balanced.

At this point, the people conducting the drafts acting collectively may choose to grant other parent or player requests, such as assistant coaches, ride requests, or other special requests. The specific guidelines for considering special requests was approved by the house board during their March 2002 meeting. (in writing, signed by both sets of parents, reasonable, etc)

All efforts should be considered at this point to maintain the balance between the teams in total and average ratings. Trades should be made as necessary to keep all teams as "equal" as possible. Recalculate the totals and averages after all trades are made, and continue trades until an agreed upon balance is achieved.

Carefully collect the cards by pile. Each pile now represents a team. The house vice president and division representative should confirm the date and time of the parent player meeting with the coaches, and be sure that all coaches (or their representatives) will be at the parent player meeting to introduce their team.

All draft card piles (teams) are collected and forwarded to the administrative assistant to prepare the official USA Hockey rosters. The rosters will be signed by the players as determined by the Associations By-Laws or Policies.

Each Association may request a waiver from this policy in writing to the District 7 Chair at least sixty days prior to the draft date. A waiver may or may not be given for cause.

CAHA Locker Room Policy

CAHA expects that all areas of the Wexford Civic Center used for hockey practices be safe environment for players, parents, and coaches. This includes but is not limited to locker room, auditorium, and ice rink. Members should conduct themselves appropriately when representing our association. These expectations apply when playing/practicing Home or Away.

1. Coaches or their non-coaching designate (minimum of 2), must be in the locker room any time there are players present. At no time can players be unsupervised. Coaches must spend adequate time in the locker room to ensure that players have a safe environment and that this policy is being followed.

2. Keys must be checked out from the pro shop by coach or monitor responsible for the team. Teams must leave the locker rooms neat and orderly and return the key to the arena staff after use. Players are expected to **ONLY** use the locker room assigned to them by their coach and/or the arena staff. **Abuse or misuse of Wex property and/or equipment will not be tolerated and may result in disciplinary action by the association.**

3. CAHA does not allow or tolerate vulgar language or gestures, violent or excessive horseplay, taunting, bullying, harassment, poor sportsmanship, etc.

4. Players will not go into any other players' clothing, equipment bag, and/or belongings without permission from that player.

5. Per MAHA and USA Hockey, **no audio/video electronic recording devices** are allowed in locker rooms, this includes smartphones, iPod touch, iPads, etc.

This is not a complete list of what CAHA does/does not expect. Rather it is to summarize CAHA's expectations of appropriate conduct. Players and coaches are ultimately responsible to ensure one another's safety and to behave appropriately.

This policy is in conjunction with, not separate from, all other player, parent and coaches codes of conducts.

Violations of these policies will be handled in accordance with the CAHA discipline policy.

Player Name

Date

Player Signature

Team

CADILLAC AREA HOCKEY ASSOCIATION

TRAVEL HOCKEY POLICY

The Cadillac Area Hockey Association recognizes that some players may want to play 'travel'/'AA' level hockey. CAHA also recognizes that 'moving up' an age division may not always be in the best interest of these players due to size, weight and safety concerns. In some cases, these players would be most effectively developed and challenged in the 'travel'/'AA' levels of youth hockey.

While CAHA's primary purpose and focus is the development of sportsmanship and hockey skills and experiences at the 'house'/'B' levels, CAHA will also support 'travel'/'AA' hockey as required by the membership of the above described players and when the following conditions are met:

- At least one 'house'/'B' level team, consisting of no less than 13 players, exists within the Association in the age division being considered for a 'travel'/'AA' level team, unless approved by the Board.
- The 'travel'/'AA' team is formed by a public and open tryout and the selection of players is made by a committee of experienced hockey coaches/players.
- Fundraising by the 'travel'/'AA' team is executed in cooperation with guidelines established annually by the CAHA Fundraising Chairperson.
- Scheduling of ice time for practices and games by the 'travel'/'AA' team is executed in cooperation and accordance with guidelines established annually by the CAHA Scheduling Chairperson.
- The 'travel'/'AA' team is willing to share ice for practice at regularly scheduled intervals with the 'house'/'B' teams such that the entire age division can benefit from exposure and interaction with the higher level of skill and coaching associated with travel hockey.
- The travel roster must have at least 75% of the players from within the association.
 1. A player from within that association is defined as: a player that was registered with that association in the previous season.
 2. Percentage of out of association players will be rounded down to the nearest number not up.

Revision

1. 9-12-2017:

- a. Removed MAHA D7's travel policy due to D7 not being able to make policies district wide.
- b. Added section 6 a portion of D7's policy which is meant not to remove players from neighboring associations.

CADILLAC AREA HOCKEY ASSOCIATION

MOVE UP POLICY

Any player that would like to play in an older age division may request the Board of Directors of the Cadillac Area Hockey Association for permission to “move up”. Any player that wishes permission to move up must submit their request **in writing** by a date determined by the Board **prior** to the draft. A written request will be provided by the Association.

All requests will be reviewed by the Board at its regularly scheduled meeting and a determination will be provided in seven days. The Board will determine each request based on all relevant factors including, but not limited to the following:

- Age of the player
- Ability of the player
- Availability of positions within each age division
- Input from the coaches within each age division

If a player is selected to move up, that player must play within that division for the season requested.

Player _____ DOB _____

Name of
Parent/Guardian _____

Telephone
Number _____

Current Age
Division _____

Requested Age
Division _____

Reason for
Request _____

Adopted by the Board of Directors at a meeting held August 19,

CADILLAC AREA HOCKEY ASSOCIATION **FINANCIAL POLICY**

PLAYER FEES* - Player fees are set by the Board at the beginning of each season, and are calculated based on practice and game ice budgeted with minimum of 12 players, maximum of 20 players per roster. A \$100 deposit is due at registration. **Additional payments will be due according to the following schedule*:**

Revised for 2023/2024 season;

25% due at Registration

25% will be due on September 15th

25% will be due on November 15th

25% will be due on January 15th

**Player is responsible for all
Sportsengine/processing fees**

Should any child have the desire to play hockey without the financial means to participate, the parent or guardian should contact the Board Treasurer to make arrangements. **Player fees must be current to participate in team events.**

The Treasurer or the Treasurer's designate will keep an individual accounting of each player's fees vs. their individual fundraising (yearbook, sales, script, etc.) and team (tournaments, events, etc.) and reconcile in the spring. If there is a positive balance we strongly encourage the family to choose to allocate that amount to their account for the following season. Families may also choose to donate their balance to the scholarship fund. To elect a refund you simply elect to do so by writing your choice on your final balance statement and mailing it back to CAHA with a self-addressed stamped envelope. Distributions will be completed as timely as possible sometime in the spring.

RECALCULATIONS – player fees will be credited for unused, unpaid scheduled ice time beyond three sheets. Team accounting will be calculated using the actual number of players on that team.

The Cadillac Area Hockey Association must be able to plan its season based on the registration of its players. However, the Association does recognize that extraordinary circumstances may require a registered player to withdraw. Under these circumstances, the Association will refund fees paid by the withdrawing player according to the following

schedule (**USA Hockey player registration fee is nonrefundable**):

1. Withdrawal before the player is placed on the roster and the roster is submitted to USA Hockey --- **100% reimbursement less the USA Hockey player registration fee.**
2. Withdrawal after roster is submitted to USA Hockey, but before the beginning of the season (practice or game) ---- 100% reimbursement **of monies paid to CAHA** less the USA Hockey player registration fee.
3. Withdrawal after registration and after the beginning of the season (practice or game) - ---\$0 unless Board approval.

This policy was adopted by the Board of Directors of the Cadillac Area Hockey Association at a regular meeting held November 4, 1997.

CADILLAC AREA HOCKEY ASSOCIATION

Equipment Policy

MOUTH GUARD AND NECK GUARD POLICY

It is the policy of the Cadillac Area Hockey Association that all CAHA players in **10U** and older divisions be required to wear a mouthguard (in the mouth) for all on-ice practices and games (home and away). The proper use of mouthguards is recommended for the younger divisions. This is consistent with USA Hockey rules.

It is the policy of CAHA that all CAHA players in all divisions be required to wear a neck guard for all on-ice practices and games (home and away).

Coaches are expected to be the enforcers of this policy. Violation of this policy is to be considered a violation of the CAHA Code of Conduct.

Equipment provided by CAHA:

JERSEYS-Team Game jerseys will be provided by CAHA for each member of a team. The jerseys are the property of CAHA and will be issued to the Head Coach of each team at the beginning of the season. The jerseys shall be issued before each game and collected after the last game each day. A Coach, Team Manager or an Equipment Manager should be assigned to transport and clean jerseys prior to games. CAHA Garment bags are available to each team for this purpose. Exceptions may be provided to players who have allergies to detergent.

Coaches, Team Managers or Equipment Managers are encouraged to keep jerseys clean and preferably on a hanger prior to games. If tears occur an approved seamstress shall mend them promptly to prevent further damage. Due to the screen printing, please do not put jerseys in warm/hot dryers, this can damage the logos and numbers and shorten the life of the garment.

TEAM JERSEYS ARE TO BE WORN FOR GAMES AND SPECIAL EVENTS ONLY! They should NEVER be worn at practice

NAME PLATES and SPONSORS - CAHA may approve player name and sponsor tags at the request of a team by 75% vote of parents per player. CAHA shall not be responsible for the cost of having the name plates made or sewn onto jerseys. Furthermore CAHA, by way of the equipment manager or designee, will arrange for having the name or sponsor plates sewn on by an approved seamstress. The plates shall only be sewn on using a Zig-Zag stitch and never

glued to the jerseys. Plates shall only be removed by the equipment manager or designee, or an approved seamstress.

Players or parents who elect not to have their child's last name advertised in such a manner may choose to use "Viking".

GOALIE EQUIPMENT – Goalie pads are provided by CAHA for 6U and 8U Cross Ice teams and allow any child to play Goalie. Squirt and older players must provide their own Goalie equipment.

Equipment required:

Each hockey player is responsible for obtaining and **MUST** have the following equipment:

- Helmet with cage or shield (approved & certified for ice hockey)
- Mouth Guard – required by CAHA for 10U and Older
- Neck Guard – required by CAHA for all hockey players
- Shoulder Pads
- Elbow Pads
- Shin Pads
- Hockey Gloves
- Protective Cup & Supporter ("Jock" or "Jill")
- Hockey Socks in CAHA colors (with girdle or hockey tape to keep them up)
- Practice Jersey
- Hockey Skates – can be rented at The Wexford Civic Arena for beginners
- Hockey Stick

Revision Page

1. Reviewed and approved at a regularly scheduled meeting of the Cadillac Area Hockey Association Board of Directors on March 4, 2003.
2. Updated Age Classifications from “Bantam”, “PeeWee”, “Squirt”, “Mites”, and “Mini-Mites” to 14U, 12U, 10U, 8U, and 6U. Updated policy on Nameplates on back of the jersey’s. September 12, 2018

**PARENT/LEGAL GUARDIAN CODE OF
CONDUCT AGREEMENT
(S.T.A.R.)**

As a parent/legal guardian of a child involved in a program of Michigan Amateur Hockey Association (MAHA), I agree to abide by and follow the rules and guidelines below.

- ★ I will promote the emotional and physical well-being of the athletes ahead of any personal desire to win.
- ★ I will remember that my child plays hockey for his/her enjoyment, not mine.
- ★ I will encourage good sportsmanship through my actions, by demonstrating positive support for all players.
- ★ I will provide support for coaches and officials working with the athletes to provide a positive experience for all.
- ★ I will demand my athlete treat all players, coaches, officials, parents, and spectators with dignity and respect regardless of race, creed, color, sex or ability.
- ★ I will treat all players, coaches, officials, parents, and spectators with dignity and respect in language, attitude, behavior, and mannerisms.
- ★ I will inform the coach of any physical disability or ailment that may affect the safety my athlete or the safety of others.
- ★ I will respect the property and equipment used at any sports facility, both home/away.

I understand that by signing this document I am agreeing to support and promote this Parent/Legal Guardian Code of Conduct Agreement. Further, my failure to comply with this Agreement or my participation in any of the defined CONDUCT SUBJECT TO DISCIPLINE will result in disciplinary action, up to and including expulsion from Michigan Amateur Hockey Association and its affiliate member associations.

Signature

Date

Printed Name

Signature

Printed Name

Date

CONDUCT SUBJECT TO DISCIPLINE

Examples of words or actions which will constitute a violation of the Code include, but are not limited to the following:

- **Making physical contact with any player, coach, official, league representative, arena personnel or spectator;**
- **Taunting or threatening any player, coach, official, league representative, arena personnel or spectator;**
- **Going into the locker/dressing room of an opposing team or obstructing their access to or exit from said room and arena;**
- **Going into the officials' locker/dressing room or obstructing their access to or exit from said room and arena;**
- **Using profane and/or vulgar language or mannerisms; Going onto the ice surface;**
- **Throwing of any object onto the ice surface, into the player area(s), or at another individual;**
- **Pounding or climbing on the glass;**
- **Defacing or damaging property belonging to any individual, team, association or arena;**
- **Being involved in any activity that would warrant the summoning of law enforcement officials;**
- **Inciting any person(s) to become involved in any of the above-listed behaviors.**
- **Any other conduct that is not in compliance with the tenets of the MAHA
S★T★A★R★ HOCKEY Program.**

CADILLAC AREA HOCKEY ASSOCIATION

CODE OF CONDUCT

POLICY

Participation in activities sponsored by the Cadillac Area Hockey Association is a privilege and not a right. Any participants in activities related to the Cadillac Area Hockey Association, at any level of participation, are expected to conduct themselves in a way that makes them a credit to and reflects well on the Cadillac Area Hockey Association and our community. The purpose of this Code of Conduct is to encourage the responsible behavior of participants in meeting this goal.

SCOPE OF COVERAGE

This Code of Conduct is to be applied to the behavior of any members of the Cadillac Area Hockey Association, including players, parents (including stepparents, foster parents, legal guardians, or guardians) coaches and Board members. This Code of Conduct is effective at any Cadillac Area Hockey Association function, wherever that function may take place.

CODE

The following actions are specific examples of prohibited conduct and their possible consequences/sanctions. This list is meant to be descriptive and not exhaustive. Prohibited conduct and possible consequences/sanctions shall include but shall not be limited the following:

-Examples of conduct generally resulting in sanctions such as verbal and/or written reprimands:

- Verbal abuse of players, coaches, parents, referees, or officials.
- Use of inappropriate or foul language by players, coaches, or parents.
- Minor violation of rink rules.

-Examples of conduct generally resulting in sanctions, such as suspensions from games, practices, meetings, and any other C.A.H.A. functions, for periods possibly ranging from 1 week to 3 months:

- Violation of rink rules or abuse of facilities and/or equipment.
- Misrepresentation of the Cadillac Area Hockey Association.
- Insubordination to the reasonable requests of coaches or C.A.H.A.
- Failure, without reasonable excuse, to attend practices and games as directed by the coaching staff.
- Behavior which is generally regarded as unbecoming an athlete and which undermines the values associated with good sportsmanship, including any displays of intent to injure.

-Examples of conduct generally resulting in sanctions, such as suspensions from games, practices, meetings, and any other C.A.H.A. functions, for periods of time possibly ranging from 1 month to permanent:

- Misappropriation of funds.
- Use/sale/possession of illegal drugs.
- Use of alcohol by adults either immediately before or during C.A.H.A. events or use of any alcohol when and where prohibited by law.
- Possession of any weapons at C.A.H.A. events.
- Theft or possession of stolen goods, including athletic equipment provided by C.A.H.A.

VIOLATIONS

Any violations of the Cadillac Area Hockey Association Code of Conduct will be referred to the Conduct Committee appointed by the President or Board of Directors. The Conduct Committee shall consist of three (3) persons composed of: one Board member; one coach; and one parent, stepparent or guardian. Referrals to the Conduct Committee shall be made exclusively by the CAHA Board president, with the exception that if the President is the person involved in the complaint/accusation, the Board of the Cadillac Area Hockey Association will appoint the Committee.

The Conduct Committee shall act promptly on any matter referred to its attention by the Board of Directors. The Conduct Committee will investigate the nature and seriousness of the offense. It is the responsibility of the Conduct Committee to be objective and to assertively seek the facts surrounding the offense such that fair and reasonable sanctions can be developed.

Sanctions for offenses under this Code of Conduct will range from a reprimand for a minor offense to a suspension for serious offenses or repeated minor offenses. Sanctions for offenses shall be imposed at the sole discretion of the Conduct Committee and shall be put in written form. Written notice of the sanction shall be mailed or personally delivered to the party involved with a copy sent to the full Board of the Cadillac Area Hockey Association. Any sanctions for offenses under this Code of Conduct may be imposed in addition to sanctions imposed by any other governing body, including USA Hockey or the Michigan Amateur Hockey Association.

Any offense sanction may be appealed to the full Board of the Cadillac Area Hockey Association. Any appeal must be filed in writing within (5) days after imposition of the sanction by the Conduct Committee. The Board of the Cadillac Area Hockey Association shall act promptly on any appeal so filed. The decision of the Board of the Cadillac Area Hockey Association shall be in writing and shall be mailed or personally delivered to the party involved. The Board of the Cadillac Area Hockey Association shall be the final arbiter of any Code of Conduct offense.

The undersigned have received and reviewed the Cadillac Area Hockey Association Code of Conduct. The undersigned accept the terms and understand the consequences of the Cadillac Area Hockey Association Code of Conduct.

(Player Name – Print)

(Parent/Guardian Name – Print)

(Player – Signature) (Date)

(Parent/Guardian – Signature) (Date)

Team Name: _____

Division: _____

This policy was adopted by the Board of Directors of the Cadillac Area Hockey Association at a regular meeting held August 7, 2002//

Revised on 11/8/2023 to read the President will appoint committee for violations, unless the President is involved. Approved by the board on 11/7/2023 regular scheduled meeting

FUNDRAISING – The cost of hockey is higher than most sports due to approximately 6 months of practice and play and a minimum of **\$200 HOURLY FEE** for the ice surface. Historically, each CAHA team has had the opportunity to raise extra money to fund additional tournaments and/or games. CAHA expects all members, players and parents, to participate in fundraising events.

One of the easiest ways to help lower your ice fee is by purchasing gift cards through our Scrip program. Scrip offers a variety of gift cards to be purchased at face value but a percentage of each card sold goes to your ice bill. Go to [RaiseRight.com](https://www.RaiseRight.com) for more information.

12/5/23 Regular scheduled meeting - delete 10% of all fundraiser total to be given to CAHA as an association. Delete Associations yearbook fundraising option. Changed script info to the new name RaiseRight.

PARENTS' EXPECTATIONS

BEHAVIOR - Parents are required to comply with the Code of Conduct outlines they signed at their child's registration (CAHA, MAHA & USA copies of included in this handbook for reference). Parents should strive to exhibit the highest standards of sportsmanship and proper behavior. Additionally, parents should be supportive of the CAHA coaches and be respectful of the officials, referees, rink personnel and others involved with conducting or sponsoring games and practices. Any parent who violates the Code of Conduct and berates an official, team member, or other spectator may be asked to leave the arena for the remainder of the game or season, depending on severity.

ARRIVAL TIMES – Most CAHA athletes are too young to drive, so it is important for parents to observe team rules for arrival times if at all possible. If you are going to be late or absent, please make an effort to contact the coach ahead of time. Most coaches request arrival at least 30-45 minutes prior to practice and 60 minutes prior to games.

DRESS CODE – While CAHA does not enforce a dress code for event days, teams should keep in mind that they represent Cadillac Area Hockey Association and the local communities and should dress appropriately.

PRACTICES – It is CAHA policy to have the younger teams practice at earlier times during the school week. Most teams utilized “shared” practice time to keep the ice costs down. Players should arrive early to dress (practice jersey required) and be prepared to take the ice with a certified coach as soon as the resurface is complete. Parents may watch practices from outside protective glass, but may not interfere with coaches. Players should dress in locker rooms.

GAMES – The coach will give players every opportunity to play as game situations dictate. Playing time may be influenced by tactical situations (i.e. penalty kills, power plays, etc.) and whether or not the player is part of any specialty units. It is expected that a player's position/role on the team will be communicated to the player. It is expected that a player's conduct and attitude ON and OFF the ice may also be a determining factor in the amount of ice time a player receives. Players should dress in locker rooms.

PARENTS ARE NOT ALLOWED IN LOCKER ROOMS DURING PRE-GAME.

COMMUNICATION WITH COACHES (24 HOUR RULE) – Parents or guardians of CAHA players should not have ANY direct contact with coaches in any manner that pertains to coaching matters or issues such as playing time, position strategies, offenses, defenses, power plays, penalties, or any other similar matters until observing the 24 HOUR RULE (which allows a one day cooling off period) unless at the invitation of the coach and in the presence of another team official or during a team meeting. Any concerns, complaints, or other comments regarding coaching matters should be calmly and privately addressed, after 24 HOURS with a team official of the respective team; then, if necessary, to the Coach's Representative, and finally if necessary to the entire Board. Contact with coaches by parents or guardians shall be limited to non-coaching issues.

TRYOUTS AND TEAM SELECTION – maximum 20 players per roster

HOUSE TEAMS – all age eligible players will participate in at least one “draft skate.” Players are ranked by coaches and other non-biased evaluators then divided equally based on skill level in accordance with CAHA/MAHA/USA Hockey Guidelines. Ice fee for draft is included in annual fee and considered a practice.

JV & TRAVEL TEAMS – all age eligible players will participate in at least one “try- out skate”. Team will be selected based on evaluations of Head Coach and staff. Players that are “cut” from team are entitled to information on the reason they were cut (age, skills, attitude, etc.)

TEAM VOLUNTEERS – Each team will require volunteers from time to time for Scorekeeping, Penalty Box, Fundraising Organization, Team Parent, Travel Arrangements, Tournaments, etc. *Please do your part and donate your time when necessary.*

MEMBERSHIP – As a parent or guardian of a CAHA player, you are a voting member as soon as annual registration fees are paid. ALL members are eligible to vote and participate in the annual Board of Directors elections in April.

TRAVEL – Due to the region where we live, some hockey travel is inevitable. Parents are encouraged to assist in organizing out of town travel arrangements (hotel, restaurants, carpooling and/or caravans). Players and parents tend to “bond” when traveling or eating meals together which encourages citizenship and social development. Should your child travel with another parent, please make arrangements to help cover the costs of gas, food, and other accommodations.

TOURNAMENTS – Throughout the year, teams will have the opportunity to play in tournaments. Some are for fun, some are reward for league success, and some are part of the State playoffs. Team tournaments are funded by team-generated funds and/or sponsors. Some teams may participate in a year end tournament included in their league fees, based on performance throughout the year. State playoff tournaments may require teams of the same age classification within CAHA to have a “play down” to determine which team will participate.

State Tournament- CAHA intends to fully support the entrance fee into the State Tournament for any team in the Association that earns their way into it. In some cases the Board may determine that the Association is unable to cover some or all of the cost and look for alternate sources of fundraising- for example, special events or individual or team assessments. However, this would require a strong financial case or extraordinary circumstance.

Hosting home tournaments is a great way to showcase our Association and our community and a fundraising opportunity. The Board has decided to host several tournaments again this year. **CAHA will also host our annual Hockey Night In Cadillac Tournament for Squirt, PeeWee, and Bantam levels. Parents are EXPECTED to participate in the organization, planning, and / or hosting of any/all tournaments determined by the Board. Tournaments are a lot of fun but require a significant time commitment and full participation from parents to be successful. Parents are expected to volunteer for specific roles, coordinated by the Coaches, Team Parent and the Tournament Coordinator.** Money earned through these tournaments **may** offset a percentage of player fees as calculated by the Board.

Wexford Arena – For the welfare of our Association and our home ice arena, it is important we support the rink. Please consider donating your time and resources by participating in scheduled events at our facility

SPORTSMANSHIP, ETHICS, & CITIZENSHIP:

Parents and Coaches play a critical role in teaching sportsmanship. It is recommended that parents and coaches work together to promote mutual respect among impressionable young athletes.

1. SPORTSMANSHIP:

Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

2. RESPECT FOR THE INDIVIDUAL:

Treat all others as you expect to be treated.

3. INTEGRITY:

We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

4. PURSUIT OF EXCELLENCE AT THE INDIVIDUAL, TEAM AND ORGANIZATIONAL LEVELS:

Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.

5. ENJOYMENT:

It is important for the hockey experience to be fun, satisfying and rewarding for the participant.

6. LOYALTY:

We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

7. TEAMWORK:

We value the strengths of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

Below are some suggestions to help promote good sportsman ship for our Cadillac teams:

- COACHES should go beyond teaching the game's basic skills.
- PARENTS should understand that coaches are VOLUNTEERS trying to teach skills useful in life and athletics. They give countless hours to benefit the children.
- PARENTS and COACHES should meet periodically and maintain an open dialogue. If you have an issue to discuss, PLEASE BE RESPECTFUL AND DIRECT. **Do not discuss the subject with everyone except the coach.** (see the 24 hour rule in Parents Expectations - Communication with the Coaches)
- Athletes should be taught by POSITIVE – not negative experiences and be

reminded that not all behaviors they may see by professional athletes or competitors are acceptable.

- PLAYERS, COACHES, and PARENTS are expected to treat referees and rink officials with respect.
- PLAYERS should strive to work and learn together as a team rather than as an individual.
- PLAYERS should be taught to compliment the other team or player after a good play and line-up after contest for handshakes.

ETHICS is playing the game with integrity. We require honest and fair play beyond mere strict interpretation of the rules and regulations of USA Hockey. We expect the members and players of our organization to treat others as they would expect to be treated. The hockey experience should be fun, rewarding and satisfying for all in attendance.

CITIZENSHIP is the conduct and behavior of an individual that is a direct reflection on themselves, their parents, their organization and coaches. Participants in CAHA shall be courteous and show respect for PEOPLE and PROPERTY. We will strive to provide our athletes with a healthy, constructive and disciplined environment to foster the development of social skills, educational goals, sportsmanship, physical fitness, and a teamwork atmosphere. The Head Coach will have the authority to suspend a player from games and/or practice for conduct deemed detrimental to the CAHA program. Examples include: ((NOT limited to) destruction of motel or rink property, theft, insubordination, unsportsmanlike conduct during practice/games/travel, etc.

COACHES' GUIDE

BEHAVIOR – Coaches are required to comply with the Code of Conduct outlines that they signed at registration (CAHA, MAHA, & USA copies are attached for reference). Coaches should be supportive of CAHA parents and be respectful of the officials, referees, rink personnel and others involved with conducting or sponsoring games and practices. Any coach who violates the Code of Conduct and berates any official, team member, parent, or other spectator may be asked to leave the arena for the remainder of the game or season, depending on severity.

ARRIVAL TIME – All coaches are expected to arrive early and be prepared for all scheduled team events. It is recommended they be at practice at least 20 minutes prior to the start time, and 45 minutes prior to the game.

DRESS CODE – While CAHA doesn't enforce a dress code for event days, coaches should keep in mind they represent Cadillac Area Hockey Association and the local communities and should dress appropriately. Coaches may require players to adhere to a team dress code for the season or individual event.

PLAYER FEES – Player fees must be paid current for a player to participate in CAHA events. Should an account become past due, the coach must be contacted to temporarily suspend a player from practice or games until payment is made to satisfy the Treasurer.

PRACTICES – As a hockey coach, it is important to have organized practices and maximize ice time. Use dry-land or classroom instruction to teach principles and strategies ...usual actual ice time to SKATE. Ice time should be organized and planned PRIOR to the start of practice. Each coach is required to have individual practice plans that should be written for reference at all times by the coaching staff and include a combination of the following:

- | | | | |
|-------------|-------------|------------------|----------------------|
| -warm-ups | -skating | -puck control | -passing & receiving |
| -shooting | -checking | -specialty units | -team play/scrimmage |
| -break-outs | -cool downs | -conditioning | -structured plays |

GAMES – The coach will give players every opportunity to play, as game situations dictate. Playing time may be influenced by tactical situations (i.e. penalty kills, power plays, etc.) and whether or not the player is part of any specialty units. It is expected that a player's position/role on the team will be communicated to the player by the coach. A player's conduct and attitude ON and OFF the ice may also be a determining factor in the amount of ice time a player receives. Players should dress in locker rooms. PARENTS ARE NOT ALLOWED IN LOCKER ROOMS DURING PRE-GAME.

SCHEDULES – Each CAHA team will have practice and home ice assigned by the CAHA Master Scheduler. Teams participating in a League will have their “league games” scheduled in October. Each age group in CAHA will also have a “Level Scheduler” to complete the season schedule with non-league games. As a coach, please advise these individuals of any special circumstances PRIOR to the season if possible. (i.e. unavailability due to work schedule, pre-planned vacations, desire to play single vs. multiple games in one day, holidays, hunting, etc.). It is much easier to make accommodations BEFORE events are scheduled than to change them with all parties involved AFTER! It is the Coach’s responsibility to communicate (or delegate) the schedule to all team members.

COMMUNICATION WITH PARENTS – It is recommended CAHA Coaches provide regular updates to team members regarding any schedule changes, reminder of pending games, changes in team policy, etc. Regular communication helps reduce anxiety keeping everyone informed, and can be delegated to a parent for distribution. CAHA Coaches should not have ANY direct contact with parents or guardians in any manner that pertains to coaching matters or issues such as playing time, positions strategies, offenses, defenses, power plays, penalties, or any other similar matters until observing the 24-HOUR RULE (which allows a one day cooling off period) unless at the invitation of the Coach and in the presence of another team official; or during a team meeting. Any concerns, complaints or other comments regarding coaching matters should be calmly and privately addressed, after 24 HOURS with a team official of the respective team. If it is still not resolved then, if necessary it should be addressed to the CAHA Coach’s Representative, and finally if necessary addressed to the entire CAHA Board. Contact with parents or guardians by coaches shall be limited to non-coaching issues.

TRYOUTS AND TEAM SELECTION – maximum 20 players per roster.

HOUSE TEAMS – all age eligible players will participate in at least one “draft skate”. Players are ranked by coaches and other non-biased evaluators, then divided equally based on skill level in accordance with CAHA/MAHA/USA Hockey guidelines. Ice fee for draft is included in annual fee, and considered a “practice”.

JV & TRAVEL TEAMS – all age eligible players will participate in at least one try-out skate which may be video -taped for reference. Team will be selected based on evaluations of Head Coach and staff. Players that are “cut” from team are entitled to information on the reason they were cut (age, skills, attitude, etc.).

TEAM VOLUNTEERS – Coaches should delegate some team duties to parents, to help them become more involved. Some responsibilities include: team parent to communicate to team members, organize events and fundraising; team scheduler; scorekeepers; water bottles; penalty box; goal judges; travel arrangements; team dinners; etc.

EQUIPMENT – Pucks will be provided at the beginning of the season to each Head Coach. The same quantity is expected to be returned promptly at the end of the season. Please keep track of your pucks, you will be expected to replace/reimburse for any missing pucks. Game jerseys will be distributed to Head Coaches at the beginning of the season. The game jerseys are the property of CAHA, and must be returned to the coach immediately following the last game of the year. **GAME JERSEYS SHOULD NOT BE WORN AT PRACTICE.** They should be promptly returned to a CAHA Board Member for cleaning and storage. Mini-Mites and Mites have access to goalie equipment and it also must be returned promptly after the last game of the year to a CAHA Board Member. Score sheets will be provided by CAHA for all scheduled games. Coaches will need to provide drinking water for players during games (or delegate to parent).

GOALS AND OBJECTIVES – Planning for the season is a very important part of being a successful team and coach. If the players and parents are aware and advised of the basic understanding of the goals, objectives and expectations of the team, it will help eliminate many potential problems. Planning for the season involves selecting the skills, rules, strategies, conditioning and attitude to be organized into a plan for practices, games and other events that can be efficiently managed.

TEAM GOALS – Your primary goal as a CAHA coach is to have a positive impact on the young individuals on your team. Each coach is responsible to develop with the players and parents a formalized goal which should include the following items:

1. List of age-appropriate skills that will be taught to players
 - Skating, passing, shooting, etc.
2. Knowledge of the game
 - Skating, passing, shooting, etc
3. Physical fitness requirements of the players
 - Cross training, proper diet, hydration and sleep
4. Attitudes
 - Personal/social feelings about hockey, self and others

EACH COACH IS STRONGLY ENCOURAGED TO MEET WITH THEIR PLAYERS AND PARENTS DURING THE FIRST WEEKS OF THE SEASON to identify all four of these facets of the game. Each team and individual player on that team will have different expectations. As a coach, it is your responsibility to determine discipline policy, practice and game policies. Team meetings can be held at the rink, arena, restaurant, home, etc. Players, parents, and coaching staff should all be formally introduced by first and last name.

PERSONAL GOALS – As a coach, each person has different reasons why they do it. Each coach should discuss with the team his own philosophy and objectives what he wants to achieve for themselves and the team. The discussion should include how you plan on contributing to the overall growth of the team and the individuals.

As a coach, how important is recognition? CAHA is trying to recognize their individual coaches of jobs “well done” through newsletters and coaches meetings throughout the season. It is important to address the issue of “how important is winning” to you as a coach. All of us like to win, but unfortunately winning is not something we can control.

USA HOCKEY GUIDELINES – All CAHA coaches are to be USA Hockey certified and adhere to all USA Hockey guidelines, as published in the Annual Guide and amended from time to time.

ICE SURFACE – NO players will be allowed onto the ice surface unless accompanied by a supervising, certified coach.

LANGUAGE – Coaches are required to maintain appropriate language behavior at all events.

Equipment provided by CAHA:

JERSEYS-Team Game jerseys will be distributed by CAHA for each member of a team at the beginning of the season. The jerseys are the property of CAHA and are to be returned to the coach IMMEDIATELY after the last game of the season. CAHA will provide player names and sponsor tags as deemed necessary by the Board. TEAM JERSEYS ARE TO BE WORN FOR GAMES AND SPECIAL EVENTS ONLY! They should NEVER be worn at practice. Please keep jerseys clean and preferably on a hanger for games. If tears occur, please mend them promptly to prevent further damage. Due to the screen printing, please do not put jerseys in warm/hot dryers, this can damage the logos and numbers and shorten the life of the garment.

GOALIE EQUIPMENT – Goalie pads are provided by CAHA for Mite teams and allow any child to play Goalie. Squirt and older players must provide their own Goalie equipment.