

COLUMBUS YOUTH HOCKEY, INC.

TRAVEL HOCKEY REGULATIONS AND PROCEDURES

(As amended and approved September 07, 2022)

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Article I. Objectives and Purpose of Travel Hockey

Travel teams shall be organized to allow interested and qualified players an opportunity to play hockey in a more competitive regional environment than that available through house league play. This program will provide players with the opportunity to develop their hockey talent, physical skills, and social skills. The primary objectives of the Travel Division are as follows:

- A. Ice hockey is a team sport! The play, training, coaching, and education should be emphasized as such.
- B. Individual player records should be de-emphasized at all levels of travel hockey, while true emphasis should be placed upon individual effort, team play, sportsmanship, intensity, determination, and player development.
- C. The mutual development of the individual participant as both a team player and as an individual person is to be stressed.
- D. The development of both the physical and the mental skills necessary in ice hockey are to be pursued throughout the season through game situations, on practice ice, in educational sessions, and in dry land training. E. Sportsmanship and fair play are to be emphasized at all times.
- F. Travel hockey requires a commitment and a level of intensity not generally found in other noncompetitive environments. As such, this level of play should encourage youth to develop and exhibit control over the higher levels of intensity required in reaching their fullest potential.
- G. While travel hockey is not guaranteed to provide equal ice time for all players, through the course of the season, coaches will make every effort to allow all players an equitable amount of playing time, in balancing team results and individual needs.

Article II. Teams

It is the intent of the Association to annually organize a Buckeye team at the highest level possible at the Squirt, Pee Wee, Bantam, and Midget levels. High School teams will participate in the Indiana State High School Hockey Association – Hoosier League. These travel hockey regulations and procedures apply to CYH Travel team including High School. All teams are subject to recommendation from the Director of Hockey Operations and the Coaching Committee for the approval by the Board. Factors to be considered in the determination of teams at each level shall include the availability of players, the talent level of players, the availability of ice times, and the availability of qualified coaches. The season begins with the completion of tryouts.

Article III. Coaches

- A. For all coaches with the exception of any paid head coach, head coaching applications for travel hockey will be made available in March of each year, to be completed and submitted to the ACE Coordinator or CYH Board President no later than the end of April. The Coaching Committee, made up of the Ace Coordinator, Director of Hockey Operations and at least one CYH member selected by the Ace Coordinator, will conduct interviews with all applicants and recommend head coaches for each team for approval by the Board prior to the June regular Board meeting. Assistant coaches for each team are to be nominated by the Head Coach and approved by the CYH Board.
- B. For any paid head coach, an assessment by the CYH board will be performed between March 15th thru April 10th, to determine if the head coach will be retained or replaced. If the board elects to replace the head coach or the head coach does not want to continue as head coach, the ACE Coordinator will propose to the CYH Board the timelines by which the coach selection process will be executed. Candidates will be solicited by the CYH board. A coaching application will be completed and submitted to the ACE Coordinator or CYH Board President. The Coaching Committee, made up of the ACE Coordinator, Director of Hockey Operations and at least one CYH member selected by the ACE Coordinator, will conduct interviews with all applicants and recommend head coaches for the CYH team for approval by the Board. Assistant coaches will be nominated by the Head Coach and approved by the CYH Board.
- C. All coaches must comply with USA Hockey's Coaching Education Rules and Requirements found on the USA Hockey (www.usahockey.com) and Mid-AM Hockey (www.midamhockey.com) website.

- D. Coaches shall be evaluated and selected for positions based upon a number of factors, including their ability to teach team and individual skills; their ability to teach and demonstrate appropriate sportsmanship and citizenship; their ability to relate to and work effectively with youth, with parents, and with other coaches; their ability to represent and uphold the purposes of Columbus Youth Hockey; and their ability to abide by the USA Hockey Coaches Code of Conduct and USA Hockey Coaching Ethics Code.
- E. A signed letter declaring the coach's code should be returned to the ACE Coordinator by each coach stating that he/she has read, understands, and will abide by the USA Hockey Coaches Code of Conduct and USA Hockey Coaching Ethics Code.
- F. Coaches shall be expected to remain in control of both their staff and team members in the playing area. If necessary, appropriate disciplinary action of players is at the discretion of the coach. Serious rules or behavior infractions requiring further disciplinary actions are to be handled by the Discipline Committee of the Association, or by USA Hockey, Inc. officials as appropriate. Disciplinary actions involving coaches are to be reviewed and acted upon by the CYH Discipline Committee and then be referred to the CYH Board or USA Hockey, Inc. officials, as may be appropriate under the specific circumstances for necessary actions.
- G. As stated in the CYH Mission Statement: **To develop and maintain the skills necessary to compete at the various age-appropriate levels in a fun, challenging atmosphere that fosters: growth, retention, sportsmanship and fun.** We are dedicated to educate athletes in skating and hockey skills, team concepts, and good sportsmanship. Travel hockey requires a certain level of intensity and commitment. Each coach should state- and restate – to players and parents his/her game day philosophy and his tournament play philosophy. CYH's position is that coaches should make every effort to give each travel player as much game time as possible. This should be true especially in lopsided scoring games (whether winning or losing). Playing time is often a major conflict area with travel hockey and must be understood and discussed with parents throughout the season. While equal amount of playing time for each player is not often a realistic travel outcome, equity and fairness is expected. It should be expected that all full team members must get some ice time each game with exceptions being made for disciplinary actions taken by the coach, injuries, or sickness.

Article IV. Team Formation

- A. The Director of Hockey Operations will secure ice times from the Arena Manager for the scheduling of tryouts for all travel teams. The Director of Hockey Operations, in conjunction with the Head Coach will secure on ice helpers for each session (Adults for Midget and Bantams, adults and/or Midgets for Pee Wee and Squirts). Also adequate pucks, cones, jerseys, and referees, if necessary, will be arranged prior to each session. Proper preparation should be verified by each Head Coach.
- B. A minimum of two 1 hour sessions will be scheduled for each team, as ice times are available. Sessions are to be balanced to allow evaluations of individual skills, team skills, and overall game awareness.
- C. If additional tryout times are deemed necessary for final selections by the Head Coach and the Coaching Committee, the Director of Hockey Operations will secure such additional ice times as available to be paid for by the players trying out for that team.
- D. Players should attend both scheduled sessions to be eligible for selection, unless specific prior acceptable arrangements have been made through the Director of Hockey Operations, on a reasonable exception basis. Exceptions to this rule for specific excused absences should be granted on only a very limited basis. Request for exceptions must be made in writing prior to the tryout session. Any unexpected emergencies that would prevent a player from attending a tryout must be communicated to the Director of Hockey Operations as soon as possible. A player, who does not attend tryouts or receive approval to miss tryouts for a given team, will not be rostered by that team at any time during the season without prior approval of the CYH Board of Directors. (Notification of this policy should be posted on the CYH website.)
- E. The Director of Hockey Operations shall determine the tryout fees, based upon ice rental expense and the approximate number of players anticipated to tryout. The tryout fee will be assessed (Squirts through Bantams). The fee is paid at the first tryout a player attends. The price is the same regardless of the number of tryouts attended. Checks should be made payable to the CYH. The Director of Hockey Operations, the Registrar and/or an appointed member will attend tryout sessions to ensure the payment of all fees and registration expenses, and the player has a valid USA Hockey confirmation number. No player will be allowed to tryout without a current USAH Player Number in place. The tryout fee is non-refundable. The fee may be applied to house league fees if the player is not selected for a travel team or determines they do not want to play for the travel team.

- F. If supplemental tryouts for any team are deemed appropriate by the Head Coach in conjunction with the Director of Hockey Operations, the tryout must be posted in the arena and on the CYH website, 7 days prior to said tryout. Any player trying out at a supplemental tryout will pay the same fee described in E above, payable to CYH.
- G. Upon completion of the team tryout, a list of the selected players is to be posted at the ice rink as soon as possible after the final tryout session, preferably within 48 hours. All selected players shall sign a CYH Travel Flames/Icemen Acceptance Letter, and pay a \$400 deposit, within 7 days of the roster being posted. There will be a late fee of \$50. See CYH Travel Flames/Icemen Acceptance Letter in Appendix.
- H. Following team selections, the Team Manager and/or head coach shall organize a meeting of each teams' parents to reiterate the time and financial commitment of travel hockey.
- I. It is the intent of the Association to annually organize both at least one competitive team at the Squirt, Pee Wee, Bantam, and High School levels. In the event that it is determined by the consensus of the evaluators, the Head Coaches and the board that there are not a sufficient number of qualified players to field a team in any age division, the Director of Hockey Operations and the Coaching Committee may form a team or teams appropriate to the talent level present at the tryout. This team or teams will either be an A or AA team depending on the mix of 1st and 2nd year players. CYH's actual birth years are not evenly distributed. Depending on whether a large or small birth year is a 1st or 2nd year in its USA Hockey category, will be one of the determining factors whether the team or teams are A or AA. Conversely, if we have a large number of participant's tryout, the formation of an additional team may be considered. Factors to be considered will include the talent level present at the tryout, the availability of ice and the availability of qualified coaches. The final approvals of the teams are to be made by the Board of Directors.
- J. The Columbus Youth Hockey (CYH) Board recognizes that in rare and specific cases it can be appropriate and beneficial to a player's development for him or her to play-up to the next age classification. However, a balance needs to be struck to avoid placing the desire of a player above the legitimate opportunity for that individual to be successful in an older age classification. Equally important, the short and long-term best interests of CYH must be given consideration. The CYH Play-Up policy is attached in the Appendix.
- K. Following the approval (reference Article VII, A) of team managers, the Director of Hockey Operations and Registrar will schedule a meeting of all managers to organize group purchasing for equipment needs, apparel, and

other common items needed by all teams. New team managers will be instructed on organizational and tournament procedures, scheduling coordination, league play, and other related issues, to insure uniformity among all travel teams.

L. Following the organizational meeting, each travel team is to be organizationally managed by each respective team manager. The Director of Hockey Operations will communicate with each team manager and team representative on a regular basis throughout the year to address the various issues and questions that may arise.

M. CYH is a Charter Member of the Buckeye Travel Hockey League. CYH will participate in the Buckeye Travel Hockey League. High School teams will participate in the Indiana State high School hockey Association – Hoosier League. Teams wishing to participate in Independent or other leagues should submit a written request to the CYH board for approval.

N. The minimum number of full-time players selected for each team shall be as follows (note: exceptions to these requirements, just be approved by the CYH Board):

	Primary Team		Secondary Team	
Level	Players	Goalies	Players	Goalies
Squirts	13	1	11	1
Peewee	15	1	12	1
Bantam	15	1	12	1
High School/Midget	15	1	12	1

O. The maximum number of players per team shall be 20, or as set forth by USA Hockey or Indiana State High School Hockey Association regulations. The exact number of players selected for each team is to be determined by the Head Coach, in consultation with the evaluators.

Article V. Player Selection

A. Player selections are to be made through the open tryouts, which are to be conducted by the team's coaching staff, in conjunction with representatives from the Coaching Committee will provide oversight and assistance as necessary.

B. Selection of players deemed by evaluators to be of inadequate skill levels for competitive travel hockey simply to reduce the overall team cost per player is prohibited. A standard evaluation form should be used for each player to assist in the selection process.

- C. Factors considered in the selection process should include physical skating and hockey skill levels, attitude, motivation and effort levels, teamwork concepts, overall mental awareness of position play, past performance and experience results, and input from prior coaches, as applicable.
- D. Tryout drills should be prepared by the Head Coach. The Coaching Committee will provide oversight and assistance as necessary. Drills should be selected based on division level and skill required to best exemplify qualifications for each level

Article VI. Player Eligibility

- A. Any player being identified as newly moving into the area, having played on a travel or house league level with another association is eligible to attend. Efforts will be made to notify any such families prior to the tryout date for appropriate notification.
- B. Players must be registered by CYH and USA Hockey to be eligible. In addition, any outstanding financial obligations to CYH or to any other USA Hockey Association must be fully satisfied in order for that player to take part in tryouts or to be selected.
- C. Players must have certified birth certificates available as they will be required by the team manager after selection.
- D. Players wishing to move up an age division must follow the procedures outlined in the CYH Player Play-Up Policy attached in the Appendix. Under certain circumstances a player may be dual rostered on a Major (AA) Team roster per CYH, Buckeye Travel Hockey League policies or Indiana State High School Hockey Association.
- E. Any player moving into the area after tryouts and team formation may be considered for a travel team after a thorough evaluation, upon a recommendation to the Board from the Director of Hockey Operations and the Head Coach. No existing player may be removed from the team to make room for a move-in player.
- F. Players may be added to the team roster until December 31 of each year, in accordance with tryout procedures. Generally, no addition to team rosters should be considered after team selections are completed, unless to permanently replace an injured player or player permanently leaving the team. All roster replacements must be approved by the ACE Coordinator and the Director of Hockey Operations. Temporary or part-time replacements are not permitted on any travel team. If replacements are approved, then a

supplemental tryout can be posted as described in Article IV F. Additional league rules may apply.

- G. Any outstanding disciplinary problems or suspensions from the prior season must be cleared through the Discipline Committee, as appropriate, prior to any such player being eligible to tryout.

Article VII. Team Manager

- A. The Head Coach must submit his/her recommendation for Team Manager to the board. The CYH Board must approve all Team Managers.
- B. The team manager will oversee all business, financial, and scheduling matters of the travel team, in conjunction with guidelines and directives as may be established by the Director of Hockey Operations, the Finance Committee, and the Board of Directors.
- C. Responsibilities of the team manager will generally include the following functions:
 - 1. Scheduling of practices, games, and tournaments for the season, within the guidelines established for eligible opponents, locations, and number of games.
 - 2. Provide current information to all parents as to commitments, responsibilities, and financial obligations involved with their respective team.
 - 3. Inform all parents of the responsibilities for appropriate behavior.
 - 4. Make all necessary arrangements for hotel accommodations and maps for out of town games, and provide similar information to visiting teams traveling to Columbus.
 - 5. Secure and ensure proper execution of all CYH and USA Hockey registration forms, birth certificates, medical consent-to-treat forms, and parental agreement forms. All forms are to be maintained and carried by team managers at all times.
 - 6. Maintain accurate and current team and financial records, including preparation of projected team budget prior to the season and a detailed financial summary of all transactions at the conclusion of the season. The preliminary budget from each team is to be submitted to the Treasurer, two weeks before the first practice. The team manager is responsible for the collection of all bills and amounts due and payable in a timely fashion, and to notify the Director of Hockey

Operations of any problem with the non-payment of parental obligations when due.

7. The team manager is responsible to submit all the appropriate paperwork or requests to obtain officials for all home games.
8. It is the responsibility of the team manager and the Director of Hockey Operations to report any such incidents to the CYH Board President promptly following the game in which the penalty was incurred.
9. The team manager will be responsible for executing the proper process for extending the number of games, practice, or other team expenditures above and beyond those in the initial team budget submission. Such changes must be approved by a majority vote by the entire team. Each player has one vote. All votes are to be taken by paper ballots.

Article VIII. Equipment and Uniforms

- A. CYH travel teams shall at all times comply with USA Hockey rules, regulations, and guidelines regarding equipment usage and playing rules.
- B. All travel teams must wear common jerseys bearing primary sponsor approved logos. Teams may not order or provide their own jerseys for use in games. CYH recommends all travel teams to standardize on white or away jersey primary color helmets, away jersey primary color pants and combination of team color gloves. The High School team will wear white helmets, and combination of team color gloves. Pant covers will be provided for the High School team.
- C. Any possible alterations to the jerseys need to be approved by the CYH Board.
- D. All other team apparel (jackets, hats, pullovers, shirts, sweats, bags, etc.) must comply with CYH Logo Policy in Appendix V. Financial commitments for such changes must be approved by a majority vote by the entire team. Each player has one vote. All votes are to be taken with paper ballots.
- E. No player may wear Number 99 (Wayne Gretzky).

Article IX. Fees

- A. Travel teams are intended to be financially self-supporting, without any specific financial support from the Association. Each team player will pay an annual membership fee to CYH which will be allocated to the general fund of the Association. This fee will be established each year by the Board prior to team budgets being approved.
- B. Each season, team fees allocated to each player/parent shall be determined by the team manager and CYH Treasurer, through a proposed team season budget.
- C. A preliminary budget must be submitted and approved by the CYH Finance Committee two weeks before the first tryout. The first tryout begins the team's fiscal year. The team's active budget will be set by Oct. 1. The team's fiscal season will end April 30th and a final budget will be submitted to the CYH Finance Committee at that time.
- D. A nonrefundable tryout fee of \$50.00 is required at time of tryouts.
- E. The teams per player fee is calculated by allocating the total team budget across the number of rostered players. Additional games, tournaments, practices, or fees added to the budget after Oct. 1 must be agreed upon by a majority of the parents and the team will be responsible for all additional expense paid in full before the last installment or if after the last installment, by the end of the team's fiscal season.
- F. CYH will strive for all team budgets to be as accurate as possible. Any team deficits after April 30th will require payment by the current team. Any budget surplus after April 30th will be divided by the players on the team and a credit, to be carried forward to the next year, will be made to each player's account. In the event that a player is cut from a team, any credits carried forward, will be refunded. Any player leaving a credit with CYH, and failing to return the following year, will forfeit their credit and the credit will revert to the CYH general fund.
- G. Travel Team Payments are divided into installments (which may change from year to year). A \$200 deposit within seven days of the roster being posted. (Article IV Section G Team Formation) and three equal installments due Oct. 15, Nov. 15, and Dec. 15. Since the number of players and length of season vary, some teams may require collection of funds earlier than these dates. For teams starting before August 1, team installment dates must be approved by the CYH Finance Committee. Under special circumstances, such as financial hardship, a parent or guardian may request an exception but must contact the team manager to create a special payment plan which must be approved by the CYH Treasurer.

- H. A player is ineligible to participate in any program activities if player fees are not current in accordance with the selected payment plan. Full payment must be made in order to be eligible to play unless revised payment arrangements have been approved by the CYH Treasurer.
- I. It is the responsibility of the team manager to notify the Director of Hockey Operations in the event of delinquent payments from any parent. The CYH Board and USA Hockey have the authority to suspend any player from on ice activities upon unresolved delinquent payment problems.
- J. If Columbus Youth Hockey is forced to start collection procedures on any unpaid balance, the delinquent parents/guardians will be responsible for all costs incurred in that process, including but not limited to attorney fees and court costs.
- K. A \$25.00 non-sufficient fund charge will be assessed for all returned checks or electronic withdrawals.
- L. Scholarships for Travel Team fees are available through the Heritage Fund. The application must be completed and submitted to the Heritage Fund by Oct. 1.
- M. CYH will credit the account of any player who sells ads with 90% of his/her total ad sales on \$100 or more. CYH will keep the other 10% to help pay the printing expenses for the publications.

Article X. Fund Raising

- A. Individual travel teams may conduct fund-raising activities. Use of proceeds shall be exclusively for the reduction of travel team costs and expenses. Each team will determine how any proceeds will be allocated within the budget (proceeds to team, proceeds to individual player based on participation or combination of team and player). All fund-raising activities must be approved by the Board.
- B. Each travel team may solicit sponsors to assist in the reducing of costs and expenses. Any single sponsorship in excess of \$1,000 must be reported and approved by the CYH Board of Directors. Contributions by any sponsor do not allow that sponsor to dictate or direct the operations or activities of that team. Sponsors that directly represent tobacco or alcohol products are specifically not permitted to advertise through any sponsorship identification with the CYH program. In addition, any other sponsorship should be consistent and appropriate with the nature of youth programming. Any questions regarding the eligibility of any sponsor should be immediately referred to the Director of Hockey Operations and the Board for final disposition.

Article XI. Refunds

No refunds, except as pertains to Article IX Section F, will be granted for any reason after the team budget is approved, which should be on or around October 1st.

Article XII. Parental Grievance Procedure

Parental grievances should be first brought to the attention of the Head Coach and team manager for appropriate resolution. Those situations which are not satisfactorily resolved through meeting with the coach and manager should then be addressed to the Director of Hockey Operations and to the ACE Coordinator for review and decision. In the event that the grievance is still unresolved, the parental issue should then be put in writing and directed to the CYH President. A full review by the Disciplinary Committee will then be conducted, including hearings with the involved parties as may be appropriate, consistent with the CYH disciplinary guidelines. The CYH President will be responsible for the communication and delivery of the results of the review to the parents involved in a timely fashion.

Article XIII. Discipline

- A. It is intended that travel team parents, players, and coaches will be held to high standard of conduct, as representatives of CYH and of the Columbus community within regional competitive play. The Disciplinary Committee of CYH has the responsibility and authority to impose disciplinary actions, as may become necessary and appropriate, upon behavioral problems deemed to be detrimental to the Association (i.e. Two game misconducts in a season). The appeal process concerning any such disciplinary actions taken shall be consistent with Article III Section 18 within the CYH Corporate Bylaws. All USA HOCKEY Resolutions of Disputes, Arbitration and Suspensions will apply.
- B. It is the responsibility of the team manager and the Director of Hockey Operations to report any such incidents to the CYH President promptly following the game in which the penalty was incurred. A match penalty requires a hearing within 30 days with the Disciplinary Committee and the Mid AM Discipline Committee will be automatically notified.
- C. Any player or coach receiving a match penalty for physical contact with an official is subject to an immediate hearing with USA Hockey Mid-Am officials. It is recommended that the Director of Hockey Operations and ACE Coordinator be present at any such hearing involving Travel players or coaches to properly document and record the discussions and the actions taken for reporting to the Board.

Article XIV. Conduct and Dress Code

- A. Conduct and dress codes have been deemed to be an essential element of the CYH Travel Program. Team conduct and appearance is a direct reflection upon the individuals, our Association, and the Columbus community. An appropriate conduct code will be established by each team manager and Head Coach. This code is to include general behavior expectations for all group activities on and off the ice. A reasonable curfew is to be in effect for all players while participating in games requiring overnight stays.
- B. The responsibility for maintaining these conduct and dress codes begins with the manager and coaching staff, but is ultimately the responsibility of all team members and parents to uphold and protect these important standards. All teams within the program are expected to remain consistent with the established codes throughout the season.
- C. The Association, upon proper review and recommendation through the Director of Hockey Operations, maintains the authority to terminate or suspend any player, parent, coach, or team, whose conduct intentionally violates or impacts the spirit of the travel regulations and procedures or the CYH bylaws.

Article XV. Games and Practices

- A. All home games and practices are to be held at CYH approved facilities (currently Hamilton Center) unless otherwise approved in advance by the Board of Directors.
- B. CYH recommends the maximum number of games to be played during the season by Travel Division teams is approximately 50 games. The maximum games should not exceed USA hockey guidelines, and in no event is to exceed 70 games. The following tables are the recommendations from the USA Hockey American Development Model and supported by the CYH Board for ice sessions, number of players, practices, games, and off-ice activities.

		Ice Sessions/year		Ice Touches/week		Off Ice/Week	Ice Session (Min)	
Level	Age	Min	Max	Min	Max		Min	Max
Squirts	10 & Under	95	100	3	4	2	60	60
Peewee	12 & Under	105	120	4	4	2	60	60
Peewee	12 & Under	105	120	4	4	2	60	60

Bantam	13 & Under	120	120	3	4			60	80
Bantam	14 & Under	120	120	3	4			60	80
Midget	15 & Under	120	120	3	4			60	80
Midget	16 & Under	120	120	3	4			60	80
Midget	18 & Under	125	125	3	4			60	80
		Season Weeks		Cross Ice / Half Ice Games		Practice		Games	
Level	Age	Min	Max	Min	Max	Min	Max	Min	Max
Squirts	10 & Under	30	30	0	0	75	80	20	25
Peewee	12 & Under	30	30	0	0	80	90	30	35
Peewee	12 & Under	30	30	0	0	80	90	30	35
Bantam	13 & Under	30	35	0	0	80	85	35	45
Bantam	14 & Under	30	35	0	0	80	85	35	45
Midget	15 & Under	30	35	0	0	80	85	35	45
Midget	16 & Under	30	35	0	0	80	85	35	45
Midget	18 & Under	30	35	0	0	80	85	40	50

C. Once the season budget is approved by the team members, any additional practices, games, or tournaments must be approved by a majority vote of the player's proxy. Such changes must be approved by a majority vote by the entire team. Each player has one vote. All votes are to be taken by paper ballot.

D. In compliance with USA Hockey and Mid-Am District policies, Travel teams are sanctioned to play games within the specifically designated seasons, as follows (unless extended due to national playdown tournaments):

1. Regular Season: September 1 to April 1
2. Spring/Summer Season: April 1 to August 31

E. Unless specifically approved by the Board, CYH will sanction and roster travel teams under these Regulations and Procedures for the regular season only.

Article XVI. Academic

A. Academic achievement is an important and integral part of each player's development. CYH encourages players and parents to take an active and responsible role in maintaining academic requirements of their prospective schools while participating in the CYH program.

- B. Academic guidelines for all secondary school (grades 9-12) age players at the high school and Midget levels are those guidelines established by the Indiana State High School Hockey Association and the player's school. Eligibility for play is based upon meeting both the ISHSA and player's school requirements. If the player is declared academically ineligible, the player is not allowed to play. See appropriate high school team academic requirements for further detail.

Article XVII. Developmental Players

- A. A CYH coach may choose individuals, who are not selected during tryouts as a full-time team member, to play under the Developmental Player Program.
- B. The intent of the program is to provide additional practice and/or prerequisite experience or skill for the player who may be able to develop into a full-time team member. Any player who is selected to play under the Developmental Player Program will do so at a reduced fee. Developmental players will practice with the team and will play in games at the discretion of the coach. The CYH Board of Directors strongly encourages coaches to offer developmental player positions to any player before cutting any skater from a travel team.

Article XVIII. Double Rostering

- A. In some situations, it may be necessary or beneficial to have a player double rostered/playing on two teams.
- B. Following tryouts, each CYH team will develop their rosters. The maximum number of players will be set by USA Hockey regulations and/or Indiana State High School Hockey Association (ISHSHA) (or then governing body). The exact number of players selected for each team is to be determined by the Head Coach.
- C. If a player is double rostered, the player will be assigned a primary team and will pay the travel fee of his/her primary team. The player will have the responsibility to attend the practices and game of his/her primary team. Coaches and team schedulers are encouraged to work together to allow the double rostered players opportunities to practice and play with both teams.
- D. Players may have to pay additional fees to participate with the secondary team (such as for tournament costs). Any secondary fees charged to a double rostered player require Board approval; however, additional pro rata tournament/ice cost fees do not require Board approval (example: A DR player attends a tournament that does not conflict with his/her primary

team, that player should pay his/her pro rata share for the additional games to the secondary team budget).

1. High School/Junior Varsity/Midget/Prep

Columbus Icemen High School Hockey players may double roster to a Prep team, a Junior Varsity team or a 14U team, as permitted by the rules set forth by the pertinent governing bodies.

2. 8U/10U/12U/14U

Players can be double rostered within (e.g., 8U/10U/12U/14U) or across age groups according to USA Hockey, or other governing body rules¹.

Article XIX. House League

Columbus Youth Hockey understands the importance of a strong House League program. CYH encourages all CYH Travel Players to participate in the House League program. The CYH Travel Players house league fee may be included in the travel budget.

Article XX. Additional Policies

All members of CYH are subject to the rules of USA Hockey, Mid-Am, appropriate League, Park & Rec, and CYH Policies.

1. See the USA Hockey Substance Abuse Policy
2. See the USA Hockey Physical Abuse Policy
3. See the USA Hockey Code of Conduct Policy - Players
4. See the USA Hockey Code of Conduct Policy – Parents
5. See the USA Hockey Code of Conduct Policy – Coaches
6. See the USA Hockey Code of Conduct Policy – Officials
7. See the USA Hockey Code of Conduct Policy – Administrators
8. See the USA Hockey Zero Tolerance Policy
9. See the USA Hockey Coaching Ethics Code Policy

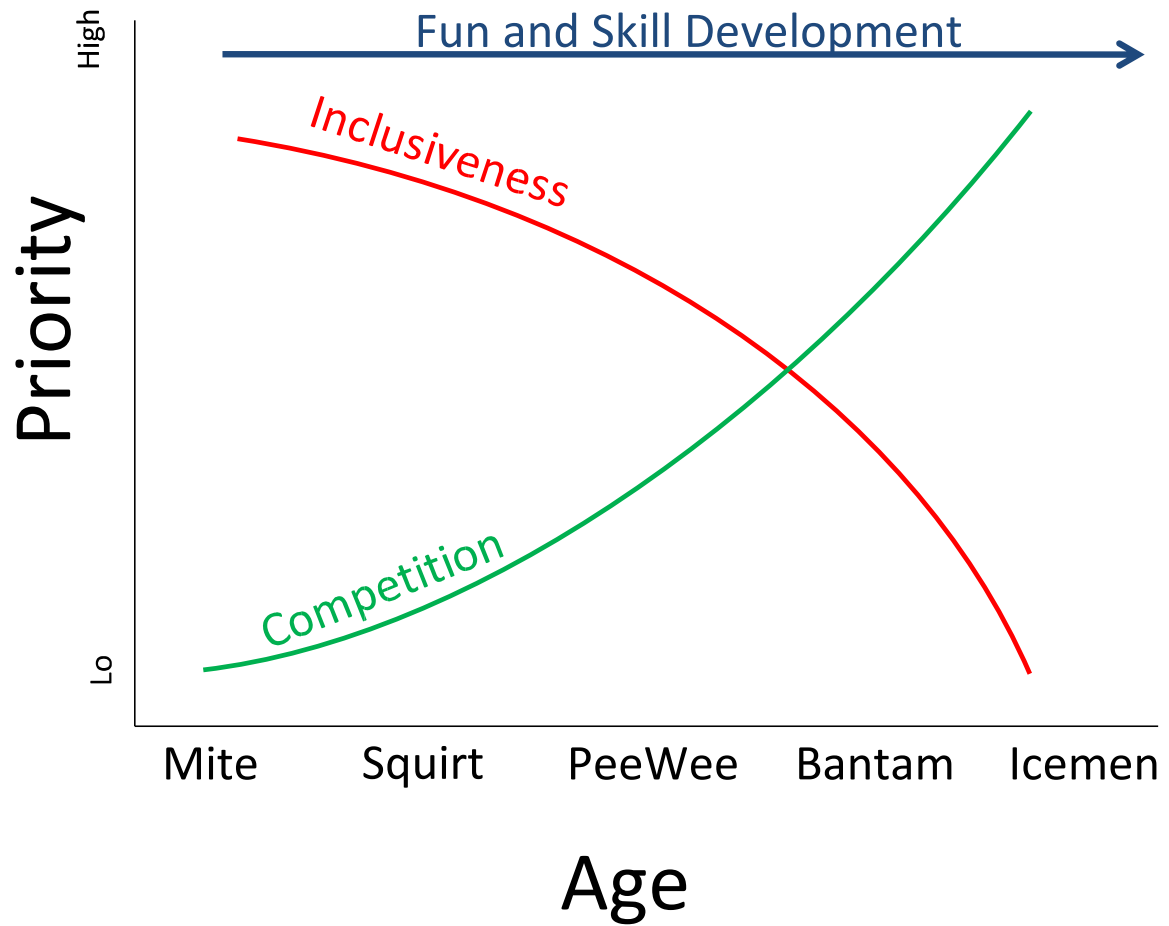
¹ Across age groups must still comply with the CYH Play-Up Policy.

Article XXI. Guidelines & Regulations

Travel Hockey Tryout Guidelines will change year to year. If the current guideline is changed and it conflicts with a current association Travel Regulations and Procedures in place, the guideline will take precedence. The Board of Directors will then modify the conflicting association regulation or procedure to coincide with the Travel Hockey Tryout Guidelines.

APPENDIX I.

Graphical Display of Age-Appropriate Coaching Behaviors



APPENDIX II.



COLUMBUS YOUTH HOCKEY PARTICIPANT PLAY-UP POLICY (Approved 4/25/2012)

The Columbus Youth Hockey (CYH) Board recognizes that in rare and specific cases it can be appropriate and beneficial to a player's development for him or her to play-up to the next age classification. However, a balance needs to be struck to avoid placing the desire of a player above the legitimate opportunity for that individual to be successful in an older age classification. Equally important, the short and long-term best interests of CYH must be given consideration.

There is an increased risk of injury for participants playing outside of their designated age classification. However, USA Hockey allows the movement in certain situations if specific guidelines are followed. You should carefully consider the increased risk involved and follow the guidelines below when making a request to move a participant into an older age classification.

- A participant will not be permitted to move up more than one (1) year in age. For example, a first year Squirt cannot be moved to the Pee Wee level. A second year Squirt may advance to Pee Wee. This will apply at Mite, Squirt, Pee Wee and Bantam Levels.
- Only requests submitted to the ACE Coordinator or Director of Hockey Operations in writing by the participant's parents, legal guardians or coach will be considered. This request should be submitted at least fourteen (14) days prior to the designated tryout date.
- Criteria for allowing play-up participants will be based on, but may not be limited to, the evaluation of the participant's skill and ability to contribute to the older team and the participant's maturity level as it relates to the older team.
- Allowing participants to move from a non-checking division to a checking division represents the greatest risk and will only be granted under rare circumstances.
- The decision on whether the participant is selected for the older level team will be made by the Head Coach. However, the CYH Board of Directors specifically reserves the right to reverse any decision allowing a participant to play-up at any time. If a participant that has moved up is experiencing difficulty, as determined by

the CYH Board of Directors and or the player's coach, the board may reverse the decision allowing the participant to play-up. In this case every attempt will be made to place the participant on a similar level team within the participant's proper age classification. There are no guarantees that the participant will be placed on another team. Parents and players should carefully consider this outcome prior to making a request to play-up.

- The participant's parent(s)/guardian must sign the Risk Acknowledgement and Liability Waiver form below, acknowledging the risks associated with playing outside of a participant's proper age classification.



Columbus Youth Hockey, Inc. Risk Acknowledgment and Liability Waiver For Players Requesting Play Up

Print Name of Participant: _____ **Birth date:** _____

Desired Play-Up Age Classification/Team: _____

I/We _____, parent(s) or legal guardian(s) of _____ request that he/she be permitted to Play-Up to the next age division as defined by USA Hockey. I have read and understand the Columbus Youth Hockey Participant Play-Up Policy and agree to all the terms, conditions and eligibility requirements that apply.

I understand that requesting a play up does not guarantee the ability to make a team and understand that even if a player makes an older age classification/team, CYH reserves the right to reverse that decision for any reason at any time. I assume the risk that if the player is not chosen for the play up team or is subsequently removed from the team; he/she is potentially forfeiting the ability to play on a travel team for the current age division.

I understand that the CYH recommends that players stay in the age groupings defined by USA Hockey and stipulated in the USA Hockey Annual Guide as appropriate for their birth year. I understand and appreciate that in playing up, the risk of injury may be greater and that the risk of injury from hockey is significant, including the potential for permanent paralysis and death, and while particular rules and personal discipline may reduce this risk, the risk of serious injury does exist.

By my child's participating, I KNOWINGLY ASSUME ALL SUCH RISKS, both known and unknown. Further, I agree to indemnify and hold Columbus Youth Hockey, Inc., its officers, coaches, managers, and members, Mid-Am Hockey and USA Hockey, Inc., harmless from any and all liability, loss, expense, attorney's fees, or claims for injury or damages caused as a result of my request.

I understand and agree to accept these conditions of participation.

Participant Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Name (print): _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Name (print): _____ **Date:** _____

APPENDIX III.

CYH Travel Flames/Icemen ACCEPTANCE LETTER

1. I/We, the parents/guardians of _____ understand that my child is subject to all policies outlined in the CYH Travel Policy and/or the Icemen Handbook.
2. I/WE understand that as a member of the CYH Travel Flames/Icemen team, we are responsible for the payment of all fees
3. Payments can be made in three installments. The installment due dates will be Oct 15, Nov 15 and Dec 15. Total fee payment is required no later than December 15. If complete payment is not paid by December 15, the player is ineligible to participate in the program.
4. In Accordance with the CYH Travel Policy, fees are owed even should the player suffer injuries or illness, receive disciplinary suspension, be subject to academic probation, move from the area or quit the team. No Refund will be granted once the Budget is approved on or around October, 1st.

I/We have received, reviewed and understand the CYH Travel Policies, the ICEMEN handbook and this Acceptance Letter. I/We understand any violation of these policies during the season will be dealt with as outlined in the Travel Policy.

Player's Name _____ Date _____

Player's
Signature _____

Parent/Guardian Name _____ Date _____

Parent/Guardian
Signature _____

PLEASE RETURN THIS SIGNED FORM TO YOUR TEAM MANAGER

APPENDIX IV.

Columbus Youth Hockey Board of Directors Interest Form

Name: _____

Email: _____

Contact information: _____

Number of children participating in CYH: _____

Age Group(s): _____

1. Why are you interested in being on the CYH Board?

-
2. Are you “organization focused?” Do you feel you can be unbiased regarding issues that may come to the Board, even it if pertains to you specific team?

-
-
-
-
3. Have you read the CYH Policies and Guidelines and Mission Statement? Do you agree with the organization’s philosophies? Is there anything you think should be changed?

-
-
-
4. What talents and qualities do you have that will benefit CYH? What position(s) are you interested in? (We currently needs in the following areas: treasurer, secretary, marketing/publicity, House League representation, Buckeye League representation, IHSHA League representation, referee coordination, adult league coordination, fundraising, tournament directing.)
-

5. Additional comments?

Please return completed form to the CYH Board President or put in their mailbox at the rink in a sealed envelope.

APPENDIX V.

Columbus Youth Hockey, Inc. Names, Logo and Trademark Policy

1. Rationale

The purpose of this policy is to provide standards, information, and guidance on the permissible use of Columbus Youth Hockey (CYH) names and trademarks and to stipulate its licensing requirements.

2. Policy

a. Summary

- i. CYH owns and controls its names, marks, logos, colors, insignias, seal, designs, and symbols that have become commonly associated with the program. These include, but are not limited to: Columbus Youth Hockey, CYH, Flames, Icemen. For the purpose of this document, the use of the word trademark in this document refers to the above items.
- ii. The CYH program makes every effort to promote and protect the program's name, marks and identifying properties. The CYH board will work in (1) educating program constituencies to provide consistent representation of program marks; (2) stimulating public awareness and support; (3) ensuring that each licensed use is of good quality and upholds the integrity of the program; and (4) augmenting financial contributions to the program to support CYH's mission statement.

b. Guidelines for Use of Trademarks

- i. CYH trademarks may not be modified in any way or incorporated into the name or mark of another.
- ii. CYH trademarks may not be used in conjunction with the name or trademark of any other entity without the prior written permission of that entity. If permission is granted and/or contractually by CYH to use both the CYH trademark and another party's trademark in a design, the trademarks must be separate and distinct from each other and CYH's trademark must not be overshadowed or diminished in any way in comparison to the other entity's trademark. Approval of any such dual use of CYH's trademarks will be limited to instances where there is a compelling institutional priority in allowing such usage.
- iii. CYH's trademarks may not be used in any manner that suggests or implies CYH's endorsement of another organization, company, product, service, political party or view, or religious belief or view.

- iv. CYH's trademarks may not be used in any way that discriminates or implies discrimination against any person or group based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, sexual orientation or veteran status, or in any other way that would be in violation of CYH's anti-discrimination practices.
- v. No one other than CYH may claim copyright or trademark rights to CYH trademarks or seek to register any design that incorporates CYH trademarks.
- vi. CYH will not approve the use of its trademarks in conjunction with certain types of products. These include, but are not limited to:
 - 1. Alcohol products
 - 2. Tobacco products
 - 3. Illegal drugs products
 - 4. Inherently dangerous products, including weapons, firearms or explosives
 - 5. Sexually suggestive products
 - 6. Products that are or depict racists, sexist, hateful, demeaning or degrading language or statements
 - 7. Products that use profanity
 - 8. Gambling-related products
 - 9. Products that contain statements impugning other universities
 - 10. Products that present an unacceptable risk of liability
 - 11. Products that are harmful to the mission or integrity of the program
 - 12. Products that contain another entity's registered trademark, unless explicit written permission has been granted from that entity
- vii. Any and all uses of the names, numbers, and/or images of CYH athletes must comply with CYH policies.
- viii. CYH trademarks cannot be used by private and/or corporate businesses in the sale of commercial products or advertising. CYH trademarks cannot be incorporated into non-CYH business telephone numbers, internet addresses or internet domain names.
- ix. In instances where there is uncertainty regarding the appropriate use of any CYH trademarks, the CYH board will determine the best course of action.

c. Licensing Requirements

- i. A license is required for any individual, organization, or company wishing to use CYH's name or trademarks for commercial purposes. Included are:

1. Manufacturers who wish to use CYH name, logo or identifying marks on products (including promotional and marketing items);
 2. Manufacturers, retailers, or service providers who wish to promote their product or service by offering a promotional item bearing the programs trademarks;
 3. Manufacturers, retailers, or service providers who wish to promote their product or service by offering a promotional item bearing the program's trademarks; ii. Permission is required for any individual, organization or company wishing to use CYH's name or trademarks in a non-commercial manner.
- iii. A license is not required for advertisements promoting the sale of licensed products. Such advertisements, however, shall not imply any relationship with the program other than that of licensor.
 - iv. Goods that are purchased for internal program consumption by the program, such as team uniforms, warm-ups etc. are exempt. Internal consumption is defined by any purchase contracted and made by, or for, Columbus Youth Hockey as an organization. Individual team or member purchases are not exempt unless permission is granted by CYH or funds come directly from that team's budget.
 - v. All licensed goods must be purchased from a licensed vendor of CYH. Members may NOT contract with a non-licensed vendor to manufacture any item utilizing the CYH trademark for personal or team use. A list of licensees will be made available upon request.
- d. Media Use and Advertising in Publications
- i. News media are not required to obtain a license when using current CYH trademarks to convey informational messages.
 - ii. Retailers and licensed manufacturers may use pictures of licensed products in advertisements with the authorization of the CYH board. Also, there must be no violation of any governing hockey regulations including but not limited to those of USA Hockey, Buckeye Travel Hockey league, Indiana State High School Hockey Association.
- e. Teams

Only teams registered as a CYH entity may use CYH trademarks on commercial or promotional products. CYH trademarks on commercial or promotional products may only be used in conjunction with team activities to promote that team and their activities. This includes the use of trademarks for fundraising. Any use of program trademarks by teams must adhere to CYH trademark guidelines. All commercial or promotional products bearing CYH trademarks must be produced by a CYH licensee and submitted to the CYH board for review and approval prior to production.

f. Endorsements

Endorsements can be mutually beneficial in business relationships, but they can also send a conflicting message to the marketplace regarding CYH's name and reputation. To avoid misinterpretation, endorsements are discouraged. Use the following guidelines to determine how CYH's name, trademarks, and identifiable properties can be used:

1. CYH does not endorse products or services.
2. The trademark cannot be used in connection with promotional material.
3. Accurate statements which describe a fact but do not express an endorsement may be allowable with advance permission of the CYH board official responsible for dealing with the vendor. (e.g. Columbus Youth Hockey purchases team uniforms from XXXXXXXX.")
4. Photographs of identifiable CYH players, teams, coaches which imply an endorsement of a product or service are not permissible (for example, a picture of a CYH player in a CYH jersey used in an ad for a health club).

g. Trademark Enforcement

The CYH board works diligently to protect CYH's trademarks and asks that its membership do the same. Federal trademark law requires that trademark owners actively protect their marks to maintain the full benefit of registration. CYH will prosecute misuse of program trademarks to the fullest extent of the law. In the event that the licensee outsources the decorating, the licensee will be held responsible for use and reproduction of the trademark by their manufacturer.

h. Licensing

The program will assess an annual license fee of \$100 for the use of CYH trademarks. The license will run September to September. Vendors wanting to become licensees must complete a licensee application which includes submission of samples and or mockups of all items to be sold prior to vending. Samples and mockups will not need to be renewed unless (a) they have been altered in a manner that may deviate from the CYH logo standards or (b) they may have been altered in a manner that violates the trademark guidelines or (c) the CYH board requests a sample or mock up to insure that the item does not violate the guidelines and standards. See application for more details.

i. Exemptions

License exemptions will be granted for:

1. Vendors from which goods are purchased by the program for Internal Consumption will be exempted from licensing. Examples include team athletic apparel, jerseys, coaching materials, recognition pins and plaques, calendars and schedules of events and photographs.
2. Goods manufactured or purchased by the program to promote the program and its teams. Examples include advertisement of CYH tournaments and notices of special events.

j. Disbursements

Income generated through this policy will be transferred to the CYH tournament fund to offset the cost of hosting tournaments.

3. Definitions

- a. Trademark – a name or symbol or combination of both which identifies the source of a product or service. In the case of licensed goods, a trademark indicated affiliation or sponsor rather than producer. In practice, a trademark also enhances the desirability of a product and, when properly controlled, can increase the value of the product as well as the goodwill inherent in the mark. For the purposes of this document, “trademark” is used to indicate any or all of the following: trademark, trade name, service mark, logo, insignia, indicia, emblem, symbol, identifying mark, mark, and name.
- b. Registered Trademark – a trademark that has been registered with the federal government at the US Patent and Trademark Office. Federal registration provides additional protection against and remedies for trademark infringement.
- c. Infringement – unauthorized use of a trademark that belongs to another, or use of a trademark as similar to that of another as to cause the likelihood of confusion in the minds of the public as to the source (affiliation or sponsorship) of the product or service.
- d. Licenser – one who contracts to allow another (Licensee) to use the licenser’s property (trademark) in exchange for payment.
- e. Standard License – a contract between licenser (CYH) and a manufacturer who is licensed to produce specific products bearing one or more of licenser’s trademarks.
- f. Promotional License – a limited-term contract between licenser and a company, organization, or individual in which permission is granted to use one or more of licenser’s trademarks in the promotion of licensee’s products or services.
- g. Trademark guidelines- The terms and condition that define who may use the trademark.

- h. Trademark Standards-The document that outlines the names, marks, logos, colors, insignias, seal, designs, and symbols that have become commonly associated with the program which CYH protects as their trademark.

4. Policy for sales of promotional products

- a. Licensees may advertise products for sale through print, electronic media and personal contact.
- b. Licensees may not market, advertise and/or sell products at any CYH events without written permission from the CYH board. The intent of this policy is not to restrict sales but to insure fair and adequate sales opportunities for all licensees as well as to reduce competition for monies at fundraising events.
- c. From time to time, CYH will make vending options available to licensees at special functions such as tournaments, festivals, open houses etc. CYH reserves the right to charge a booth fee when space is at a premium.
- d. All licensees will receive a business card sized ad in tournament and special event flyers and will be identified as a CYH approved vendor.
- e. Use of CYH generated databases including but not limited to rosters, affiliate registration lists, alumni lists, tournament lists and membership rolls for the purpose of marketing products is strictly prohibited. CYH reserves the right to provide program generated databases to vendors but must do so to all vendors and not give preferential treatment to any one vendor for any reason. Vendors are free to generate their own marketing lists but must allow for an “opt out” policy.

5. Revocation of license

Failure to abide by the guidelines and/or trademark standards will result in immediate forfeiture of license. CYH is not responsible for monetary losses as a result of forfeiture, nor will a refund of the licensing fee be granted. Licensees may appeal the decision with the board once. To submit an appeal, the licensee must make the request to the president of the CYH board within 30 days of notice of forfeiture.

6. Responsible Organization

The CYH board will be responsible for enforcing all facets of this policy. In the event that there is a conflict of interest, a special request or unique circumstance that the interested parties feel jeopardizes impartiality then the CYH board will assign an independent committee to address the issue and make a recommendation to the board for approval. Concerns or questions should be forwarded to the CYH board president.

APPENDIX VI.

Columbus Youth Hockey Volunteer Policy

1. USA Hockey Membership:

www.usahockeyregistration.com

- Coaches must pay the required fee.
- Ice Manager/Team Manager or other volunteer role: FREE
Does not allow for on-ice participation.
- Valid for one (1) season.

2. Safe Sport:

<https://safesport.org/>

- For ALL coaches and parent volunteers in any role.
- Cost is FREE.
- Valid for one (1) season; then annual refresher course thereafter.

3. MidAm Background Screen:

www.midamhockey.com

- For ALL coaches and parent volunteers in any role.
- Coaches must pay the required fee
- Valid two (2) seasons.

APPENDIX VII.

Columbus Youth Hockey SafeSport Locker Room Policy

Columbus Youth Hockey (“CYH”) is concerned with locker room activities between minor players, locker room activities between minor players and adult players, adults being alone with individual minor players in locker rooms, and non-official or non-related adults having unsupervised access to minor participants at sanctioned team events.

It is the policy of CYH that all youth teams have at least one (1) responsible adult directly monitoring the locker room during all team events to ensure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. Any individual meetings between a minor participant and a coach in a locker room shall require a responsible adult be with the coach.

Further, responsible adults must personally monitor the locker room environment at all times while participants are present and also make sure the locker room is appropriately secured during times when minor participants are on the ice. No cell phone use is permitted in locker rooms.

All responsible adults serving as locker room monitors should be gender correct and the co-ed locker room policy should be followed as described in the current USA Hockey Annual Guide. Monitors must be screened and meet all USA Hockey screening standards.

**Adopted 4/25/2012
Revised 9/07/2022**