

COLORADO RAMPAGE HOCKEY ASSOCIATION POLICY AND PROCEDURES

2023-2024 Season

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ARTICLE 1. INTRODUCTION

The following pages provide information regarding policies and procedures of the Colorado Ramage Hockey Association (the “Ramage”), a Colorado non-profit organization. The contents herein are to be adhered to by coaches, members, participants, and volunteers of the Ramage. The Ramage, its employees, coaches, staff, volunteers, and members shall abide by and act in accordance with the Articles of Incorporation, Bylaws, Policies and Procedures, Rules and Regulations, Playing Rules, and decisions of USA Hockey and The Colorado Amateur Hockey Association. The policies and procedures contained herein may be amended from time to time by the Ramage Executive Board to meet the requirements of USA Hockey, CAHA and the Rocky Mountain Hockey Federation (RMHF). Copies of the Policies and Procedures shall be made available upon request and will be posted on the Ramage website(s): www.coramage.com

A. General Information about Ramage Hockey: Ramage Hockey shall provide the opportunity to play hockey from U8 to U18, and shall as registration permits offer teams at respective levels from C to AAA (Tier 1). It is the mission of the Ramage to develop hockey specific skill as well as character and citizenship through the game of hockey by fostering an environment of respect for the game and the individual. All members, coaches, players, team managers, officials, and volunteers of Ramage Hockey shall be registered with USA Hockey and CAHA, and provide confirmation copy of registration to the Association Registrar and President.

B. CAHA: The Ramage is a member associate of the Colorado Amateur Hockey Association. As such, the Hockey Director and/or the President of the Executive Board, or their designee shall attend the semi-annual meetings of CAHA, and report on such meetings to the Executive Board. The Ramage shall not be affiliated with any other organization except USA Hockey and the Rocky Mountain Hockey Federation. All Association members, coaches, team managers, officials, and volunteers that are in direct or indirect contact with players are to register online with CAHA and USA Hockey prior to each season, and provide a confirmation copy of the registration to the Association Registrar prior to being rostered with the Ramage.

C. Rocky Mountain Hockey Federation (RMHF): Ramage Hockey is an associate member of the Rocky Mountain Hockey Federation (RMHF) As such, the Hockey Director and/or the President of the Executive Board, or their designee shall attend the semi-annual meetings of CAHA, and report on such meetings to the Executive Board.

ARTICLE 2. CONDUCT OF BUSINESS

A. Non-discrimination: Ramage Hockey requires all the staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Ramage Hockey, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. At no time shall coaches, members, participants or volunteers discriminate against another individual coach, member, participant or volunteer based on that individual’s race, religion or gender.

If it should be found that such discrimination has occurred, then the offending individual shall appear before the grievance and disciplinary board as described herein and face suspension or expulsion from the Colorado Rampage Hockey Association.

B. Conflict of Interest:

It is the policy that no coach, volunteer, employee, independent-contractor, director, member, or staff of Rampage Hockey will take advantage of his or her role by allowing a situation to exist that may be construed as conflict of interest. A conflict of interest shall be defined as a situation in which a Rampage Hockey Member (or anyone with whom Rampage Hockey has a close personal or business relationship) has a personal or financial interest in a matter which is the subject of official action by Rampage Hockey. A member shall be deemed to have a conflict of interest if he or she would be adversely affected or benefit from the action of Rampage Hockey in a manner substantially different from the general public. A conflict of interest shall not arise as to any action or recommendation by Rampage Hockey in which a member shares the same personal or financial interest as the entire membership of a common class of the general public.

Rampage Hockey embraces a philosophy of disclosure and fosters an attitude of openness and integrity. As such, it is also the intent of Rampage Hockey to carry out activities in accordance with the highest ethical standards. Rampage Hockey coaches, volunteers and employees should not engage in any conduct or activity that might reasonably be interpreted as tending to adversely affect the performance of duties. All coaches, volunteers, directors, and staff of Rampage Hockey must acknowledge this policy in writing and maintain adherence or be subject to disciplinary actions by Rampage Hockey Executive Committee.

Rampage Hockey members should attempt to minimize and avoid any conflict of interest and the appearance of any conflict of interest. To this end, Rampage Hockey members should be fully aware of the extent of his or her personal or financial interests, or the interests of any organization on which he or she is a part. No member shall use his or her position, or the knowledge gained there from, in such a manner as to give rise to a conflict of interest.

Members have a duty to place the interest of Rampage Hockey foremost in any dealings with Rampage Hockey, and have a continuing responsibility to comply with the requirements of this policy until their association with Rampage Hockey ceases.

Members may not obtain for themselves, or for anyone with whom they have a close personal or business relationship, an improper personal benefit of any kind from their association. No loans shall be made by Rampage Hockey directly to members or to anyone with whom a Rampage Hockey member has a close personal or business relationship. Any member who assents to or participates in the making of any such loan shall be personally liable to Rampage Hockey for the amount of such loan until the repayment thereof.

If a member has a good faith belief that he or she or anyone with whom Rampage Hockey has a close personal or business relationship has a conflict of interest or a potential conflict of interest, he or she must make full disclosure of the material facts of such conflict of interest at the earliest possible time.

1. **Disclosure:** Disclosures ordinarily should be made to the Director of Hockey. Formal notation of disclosures shall be part of the process. Conflicts of interest and potential conflicts of interest will be reviewed and resolved by the Rampage Hockey Executive Committee, in a process to be determined by the Board.
2. **Abstention from Decision Making:** In all situations in which disclosure of conflicts of interest or potential conflicts of interest should be made, the affected member should abstain from decision-taking actions, and that abstention should be formally noted in the form of a verbal conversation and a follow-up written communication including but not limited to email.
3. **Breach of Policy and Remedies:** In the event there is a breach of this policy or an allegation of a breach, the matter shall be reviewed and considered by the Executive Board of Directors. In its review of the matter, a remedy shall be decided upon, if any is appropriate and the remedy shall be imposed.

C. Whistleblower Policy:

It is the responsibility of all directors, coaches, employees, and independent contractors to report ethics violations or activities suspected to be illegal or dishonest to other parties in accordance with RMHF and CAHA Articles of Incorporation, Bylaws, Rules and Regulations and playing rules of USA hockey and CAHA.

This Whistleblower Policy of Colorado Rampage Hockey (1) encourages board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of Colorado Rampage Hockey (2) specifies that the Colorado Rampage Hockey will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Colorado Rampage Hockey Association encourages complaints, reports or inquiries about illegal practices or serious violations of the Colorado Rampage Hockey Association policies, including illegal or improper conduct by the Colorado Rampage Hockey Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, SafeSport violations or other similar illegal or improper practices or policies. Other subjects on which the Colorado Rampage Hockey Association has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
2. **Protection from Retaliation.** The Colorado Rampage Hockey Association prohibits retaliation by or on behalf of the Colorado Rampage Hockey Association against board members, staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Colorado Rampage Hockey Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline and being reported to the RMHF and CAHA if appropriate. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrong doing that is alleged and investigated. A member or staff who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension from the program.

3. **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the Colorado Rampage Hockey Association's President or Treasurer immediately; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Vice President or Director of Operations. The Colorado Rampage Hockey Association will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that the Colorado Rampage Hockey Association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

ARTICLE 3. 1-T TEAM ROSTER

All Colorado Rampage Hockey teams will be properly registered and compliant with USA Hockey and CAHA rules. A USA Hockey Official Team Roster Form (1-T) approved by the District or Associate Registrar shall be proof that all participating teams are properly registered and all participants are playing in the appropriate age classification and level.

1. A USA Hockey Official Team Roster (1-T) approved by the appropriate District or Associate Registrar or Official Team Roster approved by the country's federation or governing body is required for all teams.
2. All rosters must be designated as either "Tier I", "Tier II" or "House/Rec", as appropriate.
3. All USA Hockey players must have a valid USA Hockey registration confirmation number for the current season that is verified on the approved USA Hockey Official Team Roster (1-T).
 - a. All players 17 years of age or older on or before December 31 of the playing season and who play on a team in a classification that allows minor-age players, must have completed SafeSport training. This applies to all teams in the age classifications for youth, girls, high school, junior hockey, flex hockey, and disabled hockey. Rosters will be checked to ensure all teams comply.
4. All USA Hockey coaching staff and team personnel must have a valid USA Hockey registration confirmation number for the current season, a current/approved background screening, a current/approved USAH SafeSport certification, and current/valid Coaching certification at the level of play for the team they are coaching that is verified on the approved USA Hockey Official Team Roster (1-T).
5. All non-USA Hockey players, coaching staff and team personnel must meet similar requirements as listed above and be certified according to USA Hockey Official Team Roster (1-T) requirement.
6. Travel Permits are required for all teams each time a 1-T Team travels and competes outside the state of Colorado.
 - a. Travel permits must be filed in advance of travel and approved by Affiliate Registrar prior to departure.

ARTICLE 4. REGISTRATION AND PAYMENT POLICIES

Registration and payment requirements must be met in order to be considered a member in good standing of Rampage Hockey. Information regarding registration will be provided to all Association members within a reasonable period of time prior to registration via the Rampage website:

www.corampage.com

1. All fees and dues must be paid by the deadlines. Any requested deviation must be made in writing to the payment administrator.
2. Members must complete their registration and arrange payment prior to the registration deadline.
3. Registration fees do not include the cost of jerseys, team socks, additional ice time and dry land practices, other team expenses and tournament fees, unless specified. All team members are responsible for tournament fees regardless of attendance at the tournament.
4. Failure to meet the deadline will result in the player being removed from the team and ice until all fees have been paid.
5. Player withdrawal: If a player is unable to complete the season due to injury or family relocation, a prorated refund will be granted. A physician statement will be required on all injury refunds. If a player leaves the Association prior to team tryouts, refunds shall be at the discretion of the Hockey Director. If a player leaves the Association after the conclusion of team tryouts due to dissatisfaction with team placement, no refund will be granted. Any request for refund or change in player status must be submitted to the President of the Executive Board in writing, and granting of such requests is at the discretion of the President of the Executive Board and the Hockey Director.
6. Non-payment of fees without prior arrangement may result in suspension from Rampage Hockey and placement of the player on the CAHA delinquent payments list.
7. Any player leaving the Association will not be granted a release until all fees are paid and they are in compliance with CAHA and RMHF rules and regulations. A CAHA Transfer and Release Form must be completed prior to any player registering or rostering with another team within CAHA.
8. Players new to the Rampage for the upcoming season must, at the time of registration, present to the Registrar, a completed and executed CAHA Transfer and Release Form. Players who did not skate for the Rampage in the season prior are deemed new players. Said players will not be allowed to participate in Skills and Drills and or tryouts unless a Transfer and Release is on file with the Association Registrar.
9. The Association reserves the right to alter, modify, or change, at any time consistent with league regulations, the division and/or team levels offered by the program.

ARTICLE 5. RAMPAGE PLAYER POLICIES

Players are representatives of the Rampage and their families. As such, players are to conduct themselves in a manner that demonstrates the utmost respect for self and others while participating at the Colorado Sports Center or any other venue.

1. Rampage Hockey shall emphasize character, skill development and fun in all venues in which it participates.

2. All players shall have a current USA hockey registration and Colorado Amateur Hockey Association registration.
3. Family and school shall be the highest priority. Players are expected to learn the time management skills that allow success in both school and hockey. Parents are encouraged to contact the coach or parent representative if grades become a problem.
4. School, religion, illness, or pre-arranged leave are considered an excused absence.
5. Injuries requiring medical attention may require a doctor's release prior to the player returning to practice.
6. Players shall conform to the dress code as defined by the coach and or these policies and procedures. At all times, when representing Rampage Hockey, players shall appear neatly dressed, and if possible, in Rampage sanctioned warm up uniforms. Players registered through Rampage Hockey must wear their Association jerseys at all tournaments and league games. Jerseys may not be altered in any way unless designated and approved by the Director of Hockey Operations.
7. Players shall adhere to the guidelines and rules of Rampage Hockey, RMHF, CAHA and USA Hockey.
8. Vandalism, graffiti or any damage to facilities (home or away) will not be tolerated and may result in suspension or expulsion from the program.
9. Physical or verbal abuse will not be tolerated and may result in suspension or expulsion. Discrimination of any kind will not be tolerated and may result in suspension or expulsion from the program.
10. Drug or alcohol use will not be tolerated and may result in suspension or expulsion from the program.
11. The Disciplinary Board (as defined herein), and the Executive Board shall review players with a criminal conviction for eligibility to join or remain with the Association.
12. Conduct that is considered inappropriate, but that is not specifically noted in these rules, may result in suspension or expulsion at the discretion of the Executive Board.
13. Rampage Tier 1 Players Fact Sheet. The Rampage Tier 1 program which includes teams at 18U, 16U (National and American), 15U, 14U, and 13U shall maintain its own Fact sheet outlining the program, and such fact sheet shall include a Tier 1 Player Policies sections separate from those contained herein. All players shall be provided a fact sheet outlining cost of programs, requirements for payment with terms and conditions, expectations and requirements of participation in the program, including but not limited to billeting, travel and termination of season.

ARTICLE 6. TRYOUTS

A. Team Tryout Policy The RMHF will establish league-wide tryout dates. Rampage Hockey tryouts will conform to this schedule for Tier II, recreation and 8U levels. Following the selection of Tier II teams, recreational team tryouts will begin. A complete list of times and dates for tryouts will be given on the website (www.corampage.com).

B. Team Tryout Procedures

1. Player selection will be completed with the participation of team coaches and an independent evaluation committee. All coaches will use an evaluation system administered by the Director of

Hockey Operations. Fairness will be adhered to in every effort to establish the most competitive teams at each level as possible.

2. If any questions should arise concluding the team assignments, you will have an opportunity to address these concerns with the Director of Hockey Operations. Parents and players may ask to meet with the Director of Hockey Operations at any time during the tryouts. At that time the Director of Hockey Operations will explain the ranking of their son/daughter and give examples of what they need to work on. The decision of tryout staff will be final.
3. The Director of Hockey Operations will determine the number of ice sessions for each age division. Players, parents and coaches will be notified in July when the team try-outs will be. The AA team will be selected first, the A team will be selected second, the remaining players will be assigned to the B team (C team for squirts). The Director of Hockey Operations must approve all final rosters. Coaches are not allowed to tell players prior to the posting of the team results on the assigned date and time. Coaches will not discuss tryout matters with parents or players, until the tryout process has concluded.
4. Tryouts at all levels shall be open to parent viewing. The Director of Hockey Operations shall ensure an independent and qualified staff of evaluators is present for each level. Any conflict of an evaluator shall be revealed to the parents prior to the tryout.

C. Tryout Conduct of Coaches

1. Coaches will support a tryout format that is educational for all players, with intent to provide a positive development and tryout experience. Coaches' primary focus will be to assess players and to assign players to the level of play and team that is best suited to optimize player development.
2. Coaches will be professional throughout the entire tryout process. Coaches will not deviate from the tryout process unless the Director of Hockey Operations is informed and approves the suggestion.
3. After tryouts, all players and their families will be provided the opportunity to meet with coaches to discuss tryout results and player placement if desired.

D. Tryout Parents Code of Conduct

1. Parents will conduct themselves in a quiet and professional manner throughout the tryout process without interruption or disruption of the tryout. Banging on the glass is not permitted.
2. Parents will not approach coaches about tryouts. They must first call the Director of Hockey Operations immediately following tryouts and set up a meeting with the coach.
3. Parents breaking the rules will be asked to wait outside until their player exits the building. A second infraction during the same tryout could mean expulsion from the program.

ARTICLE 7. COACHES

A. Procedures and Rules of Conduct

1. All Coaches shall have a current USA hockey registration, along with proper CEP training and age specific modules, and annual concussion training. All coaches will abide by the USA Hockey coaching standards. All coaches will register with the Colorado Amateur Hockey Association.
2. All coaches will have read and will abide by the USA Hockey Coaching Code of Ethics. It is the coaches' responsibility to obtain the pamphlet and conform to the standards set therein.
3. Head coaches are responsible for the actions of the assistant coaches and players on his/her team.
4. Head coaches are responsible for limiting on-ice participation to one head coach, three assistant coaches. All on-ice coaches must be registered with USA Hockey and have the proper coaching certification. One coach may be a designated goalie coach. The coaching staff is responsible for the even distribution of discipline to every member of the team. Favoritism and preference are not acceptable. Consistency and fairness is the key to creating team cohesiveness. The Executive Board and the Director of Hockey Operations discourage the consumption of alcohol at any Rampage Hockey event, including tournaments. The consumption or use of any controlled substance will not be tolerated and will be grounds for the immediate suspension and possible expulsion from the organization. Interactions between parents, players, coaches and staff should be conducted in a calm and business-like manner. Coaches are encouraged to walk away from any confrontational situations. The 24-hour rule is to be strictly adhered too.
5. Coaches are expected to know and understand the USA Hockey Rules. Coaches are expected to play within those rules and require fair play from the players.
6. All coaches are to conduct themselves in a businesslike manner on the bench and provide a positive role model for the players. Yelling at the referees, foul language and obscene gestures will not be tolerated.
7. Coaches shall immediately inform the Director of Hockey Operations of any serious disciplinary infractions by players and/or parents (vandalism, drugs or alcohol, physical confrontations, etc).
8. Coaches failing to uphold the above standards may be subject to suspension or removal from the association at the discretion of the Director of Hockey Operations and/or the Executive Board.

B. Practice and Games

1. The coaching staff is responsible for supervision of players in the locker room and arena facilities. Two adults, coaches and/or parents, must always be in the locker room with the players. The double rule is for the protection of players as well as the coaches.
2. Coaching staffs are responsible for maintaining the safety of the players during on and off ice activities.
 - a. All coaches, Head and Assistant shall complete the USAH Safe Sport online training annually and background screening every two seasons, and report such to the Registrar and President.
3. Coaches are to ensure that Players do not enter the ice before the Zamboni doors are closed, and are to leave the ice at the conclusion of practice. All pucks will be picked up prior to the Zamboni doors are being opened.

4. Only rostered coaches may be on the bench during tournaments, games and scrimmages. During off-ice training (dry land), the coaches will keep players together and in a safe environment.
5. All coaches (head, assistant and goalie) will communicate to their team regarding when they will be absent or late to a game or practice. It is very important that coaches be consistent in attendance and set an example for players.

C. Coach Selection Procedures

1. Head and assistant coaches must fill out a coaching application and submit it to the Coaching Director. Coaches presently on file with the Director do not need to submit a new application every year unless otherwise directed by the Coaching Director and/or the Director of Hockey Operations.
2. All head, assistant and goalie coaches must be approved and appointed by the Director of Coaching and Director of Hockey Operations prior to stepping on the ice.
3. The Coaching Director and Director of Hockey Operations will assess their individual skills, merit and experience, and place the best candidate in each available role.
4. Assistant Coaches will be appointed by the Director of Coaching and Rampage Hockey Director. Each team is limited to one head coach, three assistant coaches on the bench for games, though more than 4 coaches may be on the official roster.

D. Coaching Education

1. All coaches (head and assistant) must obtain the appropriate USA Hockey certification level for their appropriate division before being placed on the roster of that year.
2. Continuing Education Requirement: All coaches will meet the required standards put forth by USA Hockey surrounding Age Specific Coaching modules and CEP Levels.
3. A Coaching Educator Coordinator (ACE) shall be appointed by the President of the Association. The ACE shall be the administrative link to USA Hockey and its Coaching Education Program (CEP). The ACE Coordinator shall schedule annual meetings of the Association coaches to provide updated coaching requirements and coaching education information.

ARTICLE 8. PARENTS

These policies are intended to provide a framework for parent participation in an effort to provide a safe, quality and fun sporting environment. RAMPAGE Hockey is a largely volunteer organization in all aspects beyond the administration of the program by Executive Board and the head coaching staff.

1. Parents and guardians of Rampage players shall behave in a manner consistent with the Parent Code of Conduct. This policy is set forth to promote good sportsmanship, respect and enjoyment of the game for the coaches, parents and players. Parents as members of CRHA are subject to fines and/or suspensions for violations of USA Hockey and/or CAHA Policies. A claim of lack of notice or ignorance of these policies is not a defense to said fines and/or suspensions.
2. All parents must read and sign the Parent Code of Conduct and must register with CAHA before their child or children may participate. This requirement will be part of the registration process.
3. Parents shall be responsible for any financial penalties levied against their player(s).

4. Each Parent may be asked to volunteer with regards to running the clock, penalty box and/or perform scorekeeping duties.
 - a. Parent volunteers shall complete the USAH Safe Sport online training annually and background screening every two seasons, and report such to the Registrar and President.
5. Parent/Guardian(s) shall pay their portion of all team fees as agreed upon by the team. Special circumstances should be referred to the Head Coach and/or team manager. All team members are responsible for paying tournament fees regardless of attendance at a specific tournament.
6. Failure to adhere to Association policy regarding conduct may result in suspension or expulsion from the Association.
7. Should a parent violate the Association standards, he/she may be subject to the following discipline:
 - a) First Offense: A formal written apology to the individual(s)/organization(s) affected by the Parent's conduct.
 - b) Second offense: A formal apology to the affected individual(s)/organization(s) in writing and the parent will not attend the next league game.
 - c) Third offense: A formal apology to the affected individual(s)/organization(s) in writing and the parent will not attend Rampage Hockey related activities for the next 30 days. Parent may be asked to leave the Association.
 - d) Fourth offense: The parent and player will be asked to leave the Association.
8. The appropriate civil and/or criminal authorities shall have jurisdiction of any violation that can be prosecuted either criminally or civilly. This action will be in conjunction with and additional to the measures defined above.

ARTICLE 9. TEAM MANAGER

1. The team manager is responsible for all business aspects of team administration.
 - a. The team manager must complete the following annually: CAHA, USA Hockey registration and SafeSport certification. Background screening must be completed every two years.
2. The team manager, with the help of the association registrar, will ensure that all teams are properly registered with USA hockey and the Colorado Amateur Hockey Association. The team manager is responsible for maintaining the following documents: USA Hockey Official Team Roster, USA Hockey Consent to Treat, Player/Parent Codes of Conduct, and medical information.
3. The hockey director will appoint/approve the team managers at the beginning of the season.
4. The primary responsibility is to help make the season run smoothly by taking care of the administrative details. The team manager typically will handle information distribution to the team, assist the coaches with communications, enter tournaments agreed to by the hockey director and coaches, and manage team finances relative to tournaments and other team activities. Additional duties may include jersey distribution and coordinating team pictures.
5. The team manager should be a liaison and initial point of contact for the parents to express either concerns or appreciation to the coaching staff. The team manager is not, however, responsible for addressing strategic and game play decisions of the coaching staff. The team manager cannot address such issues as ice time, lines or team discipline.

ARTICLE 10. DISCIPLINARY BOARD and DISPUTE RESOLUTION

The Rampage Hockey Disciplinary Board (Conduct Committee) and Dispute Resolution Committee shall consist of the President of the Association, the Director of Hockey Operations and the Chair of the Disciplinary Board appointed by the President. All Disciplinary and Dispute Resolution actions are to follow the below listed steps:

1. After a report of allegation of conduct requiring investigation, and/or a request for resolution of a Dispute from a participating member, the Chair of the Disciplinary Board (Conduct Committee) shall initiate an investigation, including but not limited to written statements from the parties involved, meeting with the individuals involved and work with the parent representative (defined herein). The Chair may delegate such investigation, in whole or part, to the appropriate parent representative.
2. The Chair, after review of the investigation materials and information, shall determine if a hearing is necessary. If it is found that the hearing is not necessary or the issue has been resolved, the Chair shall issue a written determination letter to the parties and the President of the Association stating such.
3. If a hearing is to be held, the following procedures shall be adhered to:
 - a) The Chair shall set a time and date certain for the hearing, and provide all interested parties 7 days written notice. Written notice is permitted via email.
 - b) The Chair shall cause to be delivered by email or regular mail, all written statements to the parties including members of the Committee, for their review 5 days prior to hearing.
 - c) The hearing shall consist of the individual(s) leveling the allegation(s), the accused, and the committee members. If a Committee member is unable to attend, he shall appoint a disinterested party to take the vacant spot. The committee may call such witnesses as deemed necessary.
 - d) The Committee shall meet with each party individually to hear the allegations and raise questions. The order shall be the accuser, the accused and witnesses. At the conclusion of the questions, each party shall be dismissed.
 - e) Upon conclusion of the hearing, the Board shall deliberate and make its finding. The Chair shall then issue a letter of determination within 7 business days of the hearing, and cause a copy of the letter to be delivered to the parties and the President of the Association. Delivery may be made via email.
4. Appeals may be made by written request to the President of the Association and may be heard by the Executive Board.

Article 11. RECORD RETENTION POLICY

Colorado Rampage Hockey will retain records in an orderly fashion for time periods that comply with legal and government requirements. The following records will be held for an appropriate period of time in accordance with government and IRS requirements.

Accounting Records
Loan Payment Schedules

Fixed Asset Purchases
Bank Records
Checks for Capital Purchase Electronic Payment Records Petty Cash Vouchers
Corporate Records
Contracts – Major
Contracts – Minor
Insurance Policies, Accident, Claims Leasehold Improvements Lease Payment Records
Employee Records
Benefit Plans
Employee Files (Terminated) Employee Applications