

HIGH PLAINS HOCKEY LEAGUE

CLUB COORDINATOR/TEAM MANAGER MANUAL

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www.highplainshockey.com

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HPHL would like to thank all of our volunteer Club Coordinators and Team Managers! You are essential for a successful season for players, parents, and coaches. You are the glue that holds the team/club together.

To help both Club Coordinators and Team Managers with the operation of their team(s) HPHL has put together this manual.

THE CLUB COORDINATOR ROLE

HPHL asks each club to identify a Club Coordinator. This person can also be a team manager, coach, or member of the Club's Board of Directors. The Club Coordinator (CC) is the main point of contact for HPHL, especially during the off /pre-season.

HPHL *strongly suggests* that team parents elect or approve the Club Coordinator each year. A end of year party provides a good opportunity to select a CC for the next season.

CLUB COORDINATOR'S RESPONSIBILITIES

The CC is in charge of all activities relating to the day to day operation of the team/club, so that the coaching staff can focus on player/team development and on ice instruction.

Key responsibilities include:

- ◆ Ensuring that the team/club follows HPHL, CAHA, and USA Hockey Rules.
- ◆ Facilitating communication between league, coaches, parents, and players.
- ◆ Acting as a liaison between the league and team/club.
- ◆ Selection of head coaches.
- ◆ Recruitment of volunteers to fill other roles as needed (team manager(s), treasurer, scorekeeper, timekeeper, other volunteer duties).
- ◆ Advertisement of the team (at schools, rinks, pro shops, etc.).
- ◆ Encouraging timely player registration.
- ◆ Ordering apparel (jerseys, socks) and other needed items (pucks, water bottles, etc.).
- ◆ Collection of required documents prior to credential reviews.
- ◆ Collection of player fees and ensuring timely payment of league fees.
- ◆ Providing/posting rosters and updates as needed to the league and to Sports Engine.
- ◆ Reporting any SafeSport violations in accordance with the SafeSport Handbook.
- ◆ Ensuring that the club is in, and stays in, compliance with the IRS.

Many of these tasks can and should be delegated to other volunteers/team members!

THE TEAM MANAGER ROLE

Each team *must* have a team manager identified. This person can also be the CC, but should not also be a coach as the coach will be on the bench during games.

TEAM MANAGER'S RESPONSIBILITIES

The Team Manager (TM) is responsible for the game day operation of the team.

Key responsibilities include:

- ◆ Communicate schedule information to the team.
- ◆ Verify that game day volunteers are scheduled and ready to work: penalty box, clock, paper/electronic scoring.
- ◆ Confirm that officials are present.
- ◆ Schedule a security officer if there is a significant anticipated need.
- ◆ Make sure that game data is accurate, complete, and posted to Sports Engine within 24 hours or less after each game.
- ◆ Communicate game suspension information to the league, coaches and affected players.
- ◆ Make arrangements (prior to the team's next game) for payment of any fines that have been levied against the team.
- ◆ Any other duties delegated by the CC.

TEAM MAKE UP

HPHL forms its' teams around schools and school boundaries, so prior to telling a player from another school that he/she can play on a your team, please check with the league.

A team can have up to 30 players on the roster. No more than 20 players can dress and be on the bench for a game. Of the 20, no more than 18 can be skaters. A club must have at least 13 skaters and 1 goalie per team on their USAH roster. If a club wishes to participate with less than the minimum number of players they will need to sign a waiver. A game can be played with as few as 6 players per team.

No more than 4 coaches can be on the bench for a game. Team managers and other volunteers CANNOT be on the bench unless registered, credentialed and rostered as a coach.

Midget Major AAA, Midget Minor AAA and Junior players are not eligible for JV teams. All other players, regardless of their year in school are able to play on a JV team. HPHL requires each club to field at least one varsity team. Any additional teams fielded

are placed into the appropriate division (varsity or jv) and tier by HPHL.

HPHL suggests rostering a smaller top team and then pulling players up as needed from the second team if the club has one. Once a player has played in 4 games for the higher level team they are no longer eligible for the lower level team.

REGISTRATION

All players, CC's, TM's, and coaches **MUST** register with HPHL. HPHL online registration is open mid December through February, and is found on the HPHL website. highplainshockey.com. There are two different registration links – one for players only and the other for coaches, CC's, and TM's. The cost of online player registration (for coed teams) goes up towards the end of the registration period, so encourage players to sign up early. There is no charge for coaches, CC's, or TM's to register with HPHL.

A USA Hockey confirmation number is required in order to register with HPHL. This applies to players, coaches, CC's and TM's. A coach that is also acting as a CC must be registered with USA Hockey as a coach. Only persons registered with USA Hockey as a coach may participate in any on-ice activities or be on the bench during games. There is no cost for a CC or TM to register with USA Hockey as a volunteer.

CREDENTIALS

Each team will need a notebook or e-file containing the team's credentials. A Division Director (DD) or other HPHL board member will check credentials prior to the start of the season. Player grades will be checked a second time prior to playoffs.

Players – Required Credentials (Collected and Checked)

- ◆ 1st semester grades on school letterhead.
- ◆ School ID
 - The grade report with school and player name listed can serve as school ID.
 - If school is not listed on grades or grades are from out of state, Colorado HS ID is required.
- ◆ Prior to playoffs, an updated set of grades from the most recent report card (typically 3rd quarter) will need to be collected and checked by DD.

Credentials completed during HPHL registration, so no need to collect

- ◆ Player/parent code of conduct

Optional Player Credentials

- ◆ Consent to Treat or emergency information
 - Should be kept with team during practices and games.

- Can create consent to treat for team, can collect copies of health insurance cards, or can collect emergency contact information.

Players born in 2002 or earlier will need to complete SafeSport training in order to be added to the team roster.

At least one parent per player should also be registered with CAHA. This is done once a year, so if done already during the fall or winter season it does not need to be repeated. HPHL does not ask for proof of CAHA registration, but it is needed in order to view content on the CAHA website.

Grade Policy

Players must be full time students and submit their most recent report card (on school letterhead) at the start of the season and again prior to playoffs.

Grades must meet the following criteria:

- ◆ 2.0 or higher average for the term (not the cumulative gpa).
- ◆ No F's.

Official AP or Honors classes are counted one grade higher, ie; C=B, B=A, except F=F. If grades do not meet the requirements, the player may obtain a grade update showing current grades in ALL current classes. The update must be signed by the player's counselor or each of the player's teachers. Once an update meeting grade requirements has been submitted and approved by the Division Director (DD) the player is eligible to participate in games. Players are allowed to tryout and/or practice with the team while working on improving grades.

Seniors

Seniors do not need to carry a full time class load. Seniors that have completed their graduation requirements, but have NOT received their diploma are also eligible to participate in HPHL. They would need to turn in a grade report from the first semester or their very last term of classes, whichever is most recent, for grade checks.

Home School Students

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

Individualized Learning Plans

Players on an individualized learning plan are able to submit a letter from their counselor in lieu of a grade report. The letter must state that the player is on an individualized learning plan, has turned in all work to date, and is putting forth a satisfactory amount of effort.

Coaches - Required Credentials

- ◆ Only turned in if requested by league.

Credentials that show up on the USAH roster

- ◆ CAHA registration for background check.
 - Yearly requirement.
 - No participation with team allowed until this requirement has been completed.
- ◆ Level one or higher CEP.
 - Must be current (not expired).
- ◆ Midget Age Level module.
 - One time requirement; it does not expire.
- ◆ Current SafeSport.
 - Yearly requirement from 2019-20 season on.

Additional coaching credentials

- ◆ Concussion Awareness Training.
 - Yearly requirement per Colorado State Law.
 - TM/CC should make sure all coaches are in compliance.
- ◆ Coach code of conduct.
 - Completed during online HPHL registration.

Coaches should be prepared to send in confirmation of their CEP, Age Level Module and/or SafeSport upon the league's request if these do not show up in the USA Hockey database.

Team Managers and Club Coordinators - Required Credentials

- ◆ Only turned in if requested by league.

Credentials that show up on the USAH roster

- ◆ CAHA registration for background check.
 - Yearly requirement.
 - Must be completed prior to participation with team.
- ◆ Current Safe Sport.
 - Yearly requirement from 2019-20 season on.

CC's and TM's should be prepared to send in confirmation of their SafeSport upon the league's request in the case that this does not show up in the USA Hockey database.

Multiple Roles

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

FEES

HPHL will charge each team (V, JV, G) a team fee to participate in the league. This fee includes all regular season and playoff ice, officiating fees as well as other charges incurred by the league such as security, scorekeeping, scheduling, overhead costs. It is the CC's responsibility to ensure that league fees are paid on time.

A minimum of one half of the fee will need to be paid to the league by the first deadline. The remainder will be due to the league no later than the second and final deadline. Failure to meet either deadline will result in forfeiture of any and all games until the team regains good financial standing.

HPHL will also charge each team a playoff deposit to be paid to the league on a separate check. The deposit is due at the same time as the final installment of team fees. This check will only be deposited if the team has any outstanding debts after the conclusion of the season (unpaid fees, fines, bills for facility damage, etc.)

If a team is experiencing a significant issue in meeting a deadline, they can request an extension by contacting their DD. Failure to meet the extended deadline(s) will result in forfeiture of games. Spring break or a late start to fee collection is NOT considered a significant issue. It is important to plan ahead. No extended deadlines past April will be granted under any circumstances.

Third Party Payment of Fees

The same deadlines apply to teams that run their funds through a third party. The CC of teams paying HPHL through a third party, such as school, school district, or other association, should provide the league with contact information for the third party. It is the CC's responsibility to ensure that the third party receives the invoice and issues the check(s) in time to meet the deadlines.

Budgeting and Collection Suggestions

When setting player fees for a team, factor in players that will quit, won't make grades, will get injured, etc. and collect MORE than needed. Issue refunds at the end of the season or use the extra funds for a year-end party without collecting again. Base fees on FEWER players than you think you have.

The league fee is only a part of the cost to the team/club. Other things to factor in might include: jerseys and socks, pucks, water bottles, yearly IRS filing fees, team parties/events, sponsorships, fundraising, etc.

It is not necessary to split player fees according to the league's JV and V amounts. For instance, a JV player that will be pulled up to play in a few V games might be charged a slightly higher amount than a JV player only playing in JV games. A team with a third goalie might wish to reduce the fees for the goalies, etc. These decisions are made at the team/club level. Many clubs also collect extra funds to help those players with financial needs above and beyond what a HPHL scholarship can cover.

Collect the first installment (60% of total works well) at the first ice touch. Some teams go one step further and collect a down payment of \$50 - \$100 at their informational meeting. Do not let players on the ice unless they have paid or have worked out a payment plan with the team.

Collect the remainder of fees prior to a specified game well ahead of the league payment deadline. Do not let players play unless they have paid or are in compliance with the payment plan that has been worked out by the team.

Do not extend player payment plan deadlines past the league fee deadlines if this will impact your ability to pay league fees.

Put something in writing regarding payments and refunds. It is up to each club to decide how much, if anything, will be refunded. Set a basic policy based on timing (player quitting prior to the first game versus a player that quit ½ way through the season, etc.) and evaluate these case by case if there are extenuating circumstances (ie; injury).

IRS Compliance

Unless a team runs it's funds through a third party (school, school district, other association) HPHL *STRONGLY ENCOURAGES* all clubs to comply with IRS rules and regulations by obtaining and maintaining 501(c) 3 or 7 status. Forms and information on how to apply and stay in compliance are on the HPHL website (under "Managers" and then "IRS Compliance". HPHL will pay for the initial application, but will not cover reinstatement costs or filing fees.

Each 501(c) 3 or 7 club will need to file yearly reports with the IRS and the State of Colorado. There is a nominal filing fee for the State reports.

Only charitable donations to 501(c) 3 associations are tax deductible. If your team has 501(c) 7 status sponsors will not be able to deduct their donation as a charitable donation.

SCHOLARSHIPS

HPHL offers need-based scholarships to players. Encourage those in need to apply in a timely fashion. Players awarded a scholarship will have the amount deducted from their team's fees. The team will in turn need to pass that savings on to the player. The league will notify the TM of scholarship recipients on their team. It will be the TM's responsibility to notify the players of the decisions. Scholarship applications can be found on the HPHL website. The league encourages those receiving a scholarship to give back by helping out the team in some way.

SCHEDULING

The CC will need to send the scheduler dates of their club's Spring Break and Prom prior to the end of January. All teams should plan to be available for potential games the Friday evening and Saturday heading into their designated Spring Break. Teams consisting of players from numerous schools will need to select one spring break week and one prom date.

Many teams like to hold an on ice Senior Recognition prior to one of their games – usually near the end of the season. A request for extra time to accommodate this should also be sent to the scheduler. Do not wait until the week before the event to make your request. The team holding senior recognition should also notify the opposing team ahead of time.

Some teams schedule specific rivalry games even if in different divisions. The CC's/TM's will need to work with the scheduler to schedule these games. They must be completed PRIOR to league playoffs.

As of March 1st, teams will only be on the ice as assigned by the HPHL scheduler. Teams are NOT allowed to purchase extra (non HPHL scheduled) ice for use after this date.

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

All game cancellations MUST be approved by the scheduler. Non-weather cancellations need to be approved at least one week ahead of time. There is a \$500 fine and loss of eligibility for playoffs for refusal to play a game. This includes game forfeits for refusal to travel or refusal to play due to a short bench.

PLAYER MOVES AND RELEASES

Requests by Players to Change Teams

Players should tryout for their home team, which is based on the school they attend. If a player wishes to request to play for a different team, they must send a letter to the league explaining the reasons for their request. The HPHL Player Placement Committee will render a decision and notify everyone involved.

Pre-Season Player Movement

Players released from a Varsity team would move to their club's JV or lower tier V team. If the club does not have a second team the league must be notified of any potential releases PRIOR to the players being released. The league will make every effort to find

another team for the players. If this is possible the team will be able to notify the players of their release. If there is no other team to place the players on the team will need to work with the players to find a satisfactory solution. Options include pro rated fees with practice player status or with minimal select games only.

This same process applies to skaters and goalies.

Players should not attend further tryouts or contact other teams if released.

Released players (skaters and goalies) moved to other teams will return to their original team the following year unless a different agreement has been worked out with the DD. They will need to provide their home team a financial release from the prior year's team.

Player Movement During the Season

Players can be pulled up from a lower level team to a higher level team within their club. Once the player is on the higher team's game day (Sports Engine) roster for the 4th time, the player can no longer return to the lower team.

The same applies to goalies, with the exception that the games only count if they actually play in the game. They are allowed to be pulled up to sit on the bench as a back up for a higher level team as many times as needed. However, once they enter their 4th game for the higher level team they can no longer return to the lower team.

Players released from one club and added to another club's team can ONLY be pulled up by their original club (the one they tried out for and were released from).

A club's higher level goalie is allowed to sit on the bench as back up for a lower level game, but is NOT allowed in the game unless the lower team's goaltender is unable to continue. Goalie Director approval is needed to ensure that there is not a significant ability level difference.

Skaters cannot be pulled down to play in a club's lower level game.

Shortage of Players

In the event that a team has NO goaltenders available for a game, the team must obtain approval from the Goalie Director to use a goalie from their higher level team or to use an emergency replacement goalie. The emergency replacement must be another goalie currently registered with HPHL. The goalie will need to be approved by the Goalie Director.

Use of substitute skaters from other clubs is NOT allowed.

ROSTERS

Official USA Hockey Roster

The CC or TM must submit a completed roster template for each of their teams by the deadline determined by the league. The template **MUST** be in excel format (*pdf's will not be accepted*). Players, coaches, and a TM should be listed. A head coach must be designated. All staff on the roster **MUST** have completed SafeSport and screening (CAHA registration). All coaches on the roster must also have up to date coaching credentials (CEP, Midget Module).

Sports Engine Roster

Each team will need to enter their roster into Sports Engine. See under Team Website Pages for more information. This should be completed at least 24 hours prior to the first games.

General Roster information

High School rosters can have up to 30 players.

No more than 20 players may be on the bench for a game, of these no more than 18 can be skaters.

There is no limit to the number of coaches, managers, staff that are rostered.

No more than 4 coaches may be on the bench during a game.

Only registered, rostered and credentialed coaches may be on the ice during practices or on the bench during a game.

All coaches on the ice during practices must wear a helmet.

A game may be started with as few as 6 players (including the goalie).

TEAM WEBSITE PAGES

Each team will have team pages on the CAHA and HPHL websites.

HPHL based pages

The HPHL website will have both a HPHL housed team page, with team contact info, etc. and the mirrored copy of the CAHA based team page for each team. The CC and TM from each team will be designated to manage the team's HPHL housed pages. They will have "owner" permissions allowing them to add content, such as photos, announcements, calendar events, etc. They will also be able to grant "edit" permissions to others as needed. Team members should be able to find all of the pertinent team information on the HPHL site, including game schedules, results, stats, etc. Anyone else that needs permissions granted for the HPHL based team pages will need to let the league or their team's page owner know.

CAHA based pages

The CAHA based pages are used to enter and manage Sports Engine rosters, to print pre game sheets, and for scorekeeper access to score games.

The pages will be mirrored to the HPHL site, so all information, including rosters and game stats will be visible on the HPHL site. The mirrored pages are view only on the HPHL site. Changes can only be made through the CAHA site/log in.

The team manager is responsible for entering and maintaining the team roster that will be used for scorekeeping. Both players AND coaches must be entered. One head coach must be designated. Goalies must be identified. Jersey numbers must be listed. When adding borrowed/pulled up players they will need to be labeled as substitute players by adding “(S)” after their name.

SCOREKEEPING

Sports Engine Access

HPHL specific log in information to access the CAHA based team pages will be sent out in February. This log in must be used to enter and manage team Sports Engine rosters, print pre game sheets, and score games from the CAHA site. No personal log ins will be granted.

Electronic Scoring

All HPHL games must be entered into Sports Engine no later than 24 hours after the game’s end time. If you will not be able to meet this time frame please send a message to the league accompanied by a picture of the game sheet.

It is **STRONGLY ENCOURAGED** to score on a paper scoresheet in addition to Sports Engine. In the case of a problem entering the data or data that is entered incorrectly the paper score sheet will be **NECESSARY**.

The home team is responsible for running the game clock, providing a scorekeeper and ensuring that the game is entered into Sports Engine within 24 hours. This applies to playoff games also.

Each team will need to have at least one designated scorekeeper. It is recommended to have a second person available as a back up. All scorekeepers will need to read and view all of the scorekeeping training information found on the HPHL website – under “Scorekeepers”.

Changing Game Stats

Only changes submitted by the CC, TM, or coach will be considered. Parent and player requests will not be looked at. All change requests **MUST** be accompanied by a readable copy (scan or photo) of the paper game sheet.

The preference is **NO** changes, however we will consider changes under the following circumstances as long as accompanied by the paper scoresheet. In some instances the league will also need to obtain verification from the officials and CAHA prior to approving a change.

- Changes that affect the outcome of the game, ie; goal issued to wrong team.

- Changes that impact game misconducts, such as penalty issued to wrong player or wrong team, wrong penalty entered, penalty listed incorrectly or not listed at all, etc.
- Player or coach listed on roster that was not present, ie, JV player listed on V game roster.

Individual player stats will only be changed if the paper scoresheet indicates there was an error in entering the information in the ESS. This includes shots on goal, goals and assists given to the incorrect player, wrong goalie entered, etc. The best way to ensure stats are correct is for the scorekeeper to be diligent when entering information and to double check the game stats with the coaches (from each team) and officials before finalizing the game.

GAME DAY RESPONSIBILITIES

The TM should enlist the help of parent volunteers for game day duties.

- ◆ Each team will need to provide a worker for the penalty box. This volunteer must 18 years old or older.
- ◆ The home team will also need to provide a worker(s) to run the clock and keep score (on paper and Sports Engine).

Other game day duties:

- ◆ Verify that officials are present. If officials are not present contact your Division Director. If only 1 official is missing the game can most likely still be played.
- ◆ If the team has scheduled a security officer for the game, confirm that the officer is present. Introduce yourself to the officer and review what you would like them to do and where you would like them to be.

One of the most important tasks on game day is to ensure that the game sheet is correctly filled out.

The Head Coach should:

- ◆ Ensure all players and coaches listed on the game sheet are eligible and present.
- ◆ Provide the scorekeeper with the name and jersey number of the starting goalie.
- ◆ If possible let the scorekeeper know when a goalie change is taking place during the game.
- ◆ Review the game data at the end of the game (before it is finalized) and verify if there were any game suspensions with the official.

The scorekeeper should:

- ◆ Make sure anyone serving game suspensions (players or coaches) is not listed on the active roster. The scorekeeper should also indicate all game suspensions being served in the game notes section of the online game sheet and on the paper game sheet.
- ◆ Ensure all stats are recorded correctly.

- ◆ Count up penalties to see if any additional game misconducts are necessary (verify with referee and add if appropriate).
- ◆ Ensure referees and linesmen (at least one!) are identified in the game details.
- ◆ Identify themselves as the scorekeeper on the game sheet.
- ◆ Allow the referee and a coach from each team to review the game stats prior to finalizing the game.
- ◆ Either save the paper copy of the game sheet and marked up rosters or give these to the TM.
- ◆ Enter the game in Sports Engine within 24 hours.

The referees should:

- ◆ Provide their names (at least one name) for entry on the game sheet.
- ◆ Review and verify the game once the game has concluded.

The TM should:

- ◆ Print the game sheet or team roster ahead of time.
- ◆ Ask the coach to mark off players and coaches that are absent or suspended. Remember that no more than 4 coaches and 20 players are allowed on the bench.
- ◆ Give the marked up roster to the scorekeeper directly or send it to the scorekeeper via the coach.
- ◆ Have the scorekeeper mark the players/coaches in Sports Engine and the on the paper scoresheet as indicated and return or save the marked up roster and paper copy of the game sheet.
- ◆ Verify the game roster after the game has been closed out. Contact the league if there is an error on the roster. With the proper documentation (the signed marked up roster or paper game sheet) the error can be fixed.
- ◆ Make sure that the paper copy of the game sheet is saved for the duration of the season (either by the TM or the scorekeeper) in case there were any errors when inputting data in Sports Engine. Best to take a picture of the paper game sheet if you will not be the one holding on to it.
- ◆ Ensure the game is entered in Sports Engine within 24 hours.
- ◆ If it is not possible to enter the game within 24 hours send a message regarding the problem to the league and include a copy of the paper game sheet.

The goalies should:

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

PENALTIES

Game misconducts

Game misconducts must be served during the team's next scheduled HPHL game. Players cannot play in any HPHL games until the suspension has been served, so a JV

player could not play in a V game prior to serving the suspension, etc. This applies to any player from a lower tiered team playing up to a higher tiered team. Game misconducts are a “game” suspension, therefore participation in practices and other team activities is allowed.

Any player or coach that is serving a game misconduct cannot be in the locker room until the game is over or on or in the vicinity of the bench during the game. This includes the penalty box or scorekeepers box. They do not have to be at the game to serve the suspension.

Fines

HPHL has instituted a \$200 team fine for the following penalties:

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

If a player has received a penalty associated with a fine, it is the responsibility of the TM to contact the Division Director prior to the team’s next game and make arrangements to deliver a check to the DD.

This is a team fine, however most teams opt to charge the player. Many teams will ask for a \$200 check from each player up front. The check is then held and if not needed during the season, it is either returned or shredded.

Match Penalties

Upon receipt/notification of a match penalty, the player or coach shall stop all contact with the team. This means no practice, games, tournaments, and/or team events such as dryland, parties, etc.

A coach or player serving a match penalty is suspended from all USA Hockey activities, including officiating or coaching/playing for another team.

There are often misconceptions about match penalties. A match penalty is **not** a 30 day suspension. A disciplinary hearing must be held within 30-days of the match penalty being assessed. The actual disciplinary actions and suspension length is determined at the disciplinary hearing. Match penalty disciplinary hearings are held in accordance with CAHA Policies & Procedures.

Two Major Penalties - Rule 403

Two major penalties to the same player during the same game (per Rule 403) results in a

two game suspension. This is in addition to any other suspensions incurred during the same incident/game. The player would be suspended for the team's next two HPHL games.

Second Misconduct in the Same Game – Rule 601e5

A player who receives a second misconduct penalty (for any infraction) during the same game shall be assessed a game misconduct penalty in lieu of the second misconduct.

Progressive Suspensions – Rule 411

3rd Major Penalty during the season for any combination of aggressive infractions:

- Additional 3 game suspension.
- Could end up serving two game suspensions under rule 403 plus 3 more under rule 411.

4th Major Penalty during the season for any combination of aggressive infractions:

- Additional 5 game suspension.

The aggressive infractions that fit into this category:

- Rule 603 Boarding
- Rule 606 Butt-Ending
- Rule 607 Charging
- Rule 608 Checking From Behind
- Rule 609 Cross-checking
- Rule 611 Elbowing
- Rule 619 Head-Butting
- Rule 620 Head Contact
- Rule 621 High Stick
- Rule 627 Kicking
- Rule 628 Kneeing
- Rule 634 Slashing
- Rule 635 Spearing
- Rule 639 Tripping/Clipping/Leg Checking
- Rule 640 Unnecessary Roughness (Roughing)

POLICY HIERARCHY

USA Hockey is the national governing body for the sport of ice hockey in the United States and is the official representative to the United State Olympic Committee and the International Ice Hockey Federation. All CAHA members shall abide by these overarching policies.

CAHA is the governing body for the sport of ice hockey in the state of Colorado and is the official representative to the Rocky Mountain District and USA Hockey. The CAHA Executive Committee is responsible for the day-to-day operations of ice hockey and enforces USA Hockey and CAHA policies at the state level.

Associations/clubs/individual teams (ie; HPHL teams) may be affiliated with a CAHA member league (ie; HPHL). In this case, the league is a governing body for their members only. Leagues may impose more stringent policies, but shall not conflict with USA Hockey or CAHA policies & procedures. While CAHA supports the league's policies, CAHA does not enforce these policies; enforcement is at the league level.

Policies may also be established at the team level but shall not conflict with league, CAHA, or USA Hockey policies & procedures. As long as not in conflict, team policies may be more stringent than league, CAHA, or USA Hockey policies. Team policies are enforced at the team level.

HPHL cannot overturn decisions made by USA Hockey, CAHA, or officials.

CONFLICT RESOLUTION

Problems or conflicts with policies, with the exception of SafeSport issues, should be handled and resolved at the lowest level possible. Enforce the "24 Hour Cooling Off Period". If a problem or conflict cannot be resolved at the lower level, it should be raised to the next level. For example, if a problem cannot be resolved at the team/club level, it should then be raised to the league level (HPHL Division Director) if appropriate. If still not resolved the problem may need to be brought to the attention of CAHA, but this should not be done without going through the initial steps/channels. SafeSport issues should be brought to the attention of the HPHL SafeSport Coordinator.

RESOURCES

SafeSport issues – Mandy Narum
Disciplinary/grievance issues – Tom McGann
Scheduling – Scott Sheehan
Ice cancellations (weather, non-weather, game, practice) – Scott Sheehan
Payment plan request for team – Anda Craven and Division Director (DD)
Pre-season goalie pool – Goalie Director
Pre-season player requests or placement – Anda, who will send this on to the Player Placement Committee
Credential checks – DD
Grade questions – DD
Goalie movement and loans during season – Goalie Director
Game stat/roster corrections – Anda
Don't know who to contact – Anda

ADDENDUM – CLUB COORDINATOR'S SUGGESTED TIME LINE

September, October, November

- ◆ Notify the league if your club has any management changes (who is stepping down, who should be added; include position, email and cell # for anyone new).
- ◆ Update IRS* and bank account information with new names as needed.
- ◆ Advertise your team (at your school(s), pro shop, rink, etc.).
- ◆ Plan to attend the HPHL annual meeting in November or to send a representative from your club if you are unable to be there.
- ◆ Make sure you have coaches (that will have current, updated credentials) on board.

December

- ◆ Send information regarding cost, deadlines, etc. to your potential team members (some teams will hold an informational meeting at this point).
- ◆ Notify your players and families when registration opens – usually by mid December. Coaches, Team Managers, and Club Coordinators will also need to register.
- ◆ Make scholarship information available to players and parents.
- ◆ Plan your team budget/fees.
- ◆ Make plans to order gear (jerseys, socks, etc.).

January

- ◆ Communicate with the scheduler regarding tryouts (will you hold tryouts or not, possible tryout dates). He will also want to know your preferred rinks for practices and home games, black out dates for spring break and prom.
- ◆ Hold an informational meeting with your prospective players and families if you have not done so already.
- ◆ Remind players to register for HPHL.
- ◆ Begin collecting fees (the informational meeting is a good time to collect, as are tryouts). It is strongly encouraged to collect \$200 per player extra in case the player is assessed a team fine during the season. This can be refunded or shredded at the end of the season if it is not used.
- ◆ Begin collecting grades. Keep all of your paperwork together in a notebook or e-file. It will need to be checked by your division director.
- ◆ Hold tryouts, if so desired, as scheduled by HPHL.
- ◆ Plan fundraisers (optional).
- ◆ If your tax year ends on August 31st, you need to file your tax reports with the IRS and the State of Colorado by January 15th.

February

- ◆ Remind any team members still not signed up to register with HPHL.
- ◆ Finish collecting fees and grades.
- ◆ Inform players/families of scholarship decisions as necessary.
- ◆ Deduct scholarship credits from player fees as this information is made available to you.
- ◆ Be prepared to pay your team fees prior to the designated due date(s).
- ◆ Be prepared to have your credentials checked.
- ◆ Finish tryouts as scheduled by HPHL.
- ◆ Send in your team declarations no later than 3/1.

- ◆ Prior to March 6^h, fill out and send a roster template for each of your teams to the league. The roster MUST be sent in excel format. No pdf's will be accepted.
- ◆ Notify the league no later than March 3rd if you wish to release any skaters or goalies. Do not notify players they are being released until the league confirms there is a team for them to move to.
- ◆ Decide who will do the scorekeeping and clock for your home games. Remember that who ever it is, they must familiarize themselves with the material on the HPHL website's scorekeeper page.
- ◆ Have at least one additional person from your team (someone that is not on the bench during games) also familiarize themselves with the scorekeeping material so they can be your emergency backup scorekeeper.

March

- ◆ Make sure your first installment of fees are paid prior to the designated due date.
- ◆ Make sure your USA Hockey roster template has been sent in to the league by the due date.
- ◆ Enter your roster in Sports Engine at least 24 hours prior to the first games. Include: player names, positions, jersey numbers, staff names and positions (HC, AC, M, etc).
- ◆ Make sure your players have jerseys, socks, etc.
- ◆ Make sure your team credentials have been approved by the DD.
- ◆ Assign game day duties: penalty box (all teams, all games), scorekeeper/clock (all teams, home games).
- ◆ Remind coaches to nominate a player for the Hobey Baker award. One player per each coed and girls' club.
- ◆ Request approval from your DD if you will be scheduling security for any of your games. 2 weeks notice is necessary.
- ◆ Work with the scheduler if you will need extra time for senior recognition during one of your games.

April

- ◆ Pay the remainder of fees and the playoff deposit by the designated deadline.

During the Season

- ◆ Collect 3rd quarter grade reports for the pre-playoff grade check.
- ◆ Make certain that games are entered in Sports Engine within 24 hours of completion.
- ◆ Check Sports Engine game data and request corrections in a timely fashion.

Playoffs

- ◆ Have all of the grade reports collected and checked by your division director at least 48 hours prior to your first playoff game.
- ◆ You will need volunteers assigned for the following: penalty box (all teams, all games), clock and score (home team, all games).

Post Season

- ◆ Team party (optional).

- ◆ Elect/approve the Club Coordinator for the next year (the end of season party is a good time to do this).
- ◆ Send playoff scorekeeping payment information to the league as needed (name to put on check(s) and address to mail check to.)
- ◆ If your tax year ends on December 31st, you need to file your tax reports with the IRS and the State of Colorado by May 15th.