



CGHA

HANDBOOK

Revised 3/29/24

Approved by Membership 4/1/24

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Editor's Note

The Cottage Grove Hockey Association (hereafter referred to as the Hockey Division or CGHA) handbook is intended to provide each participant with the pertinent information concerning the hockey program. This handbook is intended to be the governing document by which the Hockey Division of the Cottage Grove Athletic Association (CGAA) conducts its business.

This edition contains any revision to Bylaws, Rules and Regulations that have been enacted by the General Membership and the Board of Directors. If there are any concerns not fully answered or information omitted from this handbook, please contact any Board Member.

Administration of the Program

An elected Board of Directors administers the Hockey Division. The hockey Board is comprised of a President, Vice President of Operations, Vice President of Administration, Budget Director, Hockey Director, Junior Gold Director, Bantam Director, Peewee Director, Squirt Director, Mite Director, Mini-Mite Director, Girls 12/15U Director, Girls 10U Director and Girls 8U Director. The responsibilities of these directors are identified on the following pages.

The business of the CGHA Board is a year-round activity. Monthly membership meetings are held August through April on the first Monday of every month unless that day falls on a holiday (e.g. Labor Day). The official vehicle of communication for the Hockey Division is the www.cghockey.com website. All announcements, meeting minutes and other information pertinent to the operation of the Hockey Division is contained on this website.

The Hockey Division strives to keep a reserve of no less than \$50,000 at the conclusion of each fiscal year. The responsibility of the Board is to administer a program that meets the needs of the youth who participate. The Board does this by adhering to the operating Rules, Regulations and Bylaws that govern its every action. The Board is the administrative body that is accountable to the General Membership for the success of the Hockey Division.

The Governing Bodies of Cottage Grove Hockey

The Cottage Grove Athletic Association and its Hockey Division govern hockey in Cottage Grove. This body, however, must meet the requirements and follow the playing rules and regulations set forth by USA Hockey, Minnesota Hockey, and District 8. This membership allows players and teams to participate in sanctioned tournaments, to have a voice in formulating policies of the Association, and to participate in District, Region and State tournaments when qualifying.

USA Hockey Coaching Education Program (CEP)

There are many functions other than organization and rules provided by USA Hockey and MN Hockey, but probably the most important is Coaching Certification and Screening. USA Hockey requires all coaches to be certified. All coaches, regardless of the playing level of the team they coach, MUST be certified.

Certification is comprised of five (5) elements:

1. Register with USA Hockey as a Player/Coach. This is required annually to coach youth hockey.
2. CEP Level: this can range from Level 1-5. This certification must be current by December 31st of the current season.
3. Age-specific modules: these are online training modules focused towards a specific age level – Mite/8U, Squirt/10U, Peewee/12U, Bantam/14U, Midget/19U. These modules must be current by December 31st of the current season.
4. SafeSport: this is an online training good for two (2) years offered by USA Hockey focusing on preventing abuse and keeping our young athletes safe.
5. Concussion Training:
6. Background Screening: performed by MN Hockey, a clear screening is good for two (2) years.

SafeSport training and a clear Background Screening are required for ALL coaches prior to participating in ANY team activities, on or off the ice.

For more specific information regarding each coaching level, we recommend visiting the USA Hockey website at www.usahockey.com/coaches.

CGHA Reimbursement for Coaching Certifications and Background Screening

If a coach within CGHA successfully completes a training program through USA Hockey, CGHA will reimburse the coach for the cost of USA Hockey registration, age-specific modules and CEP coaching clinic based on the following schedule:

| Coaching Level | Reimbursement Rate |
|---------------------|---|
| Level I, II and III | Full Reimbursement of the clinic |
| Level IV and V | CGHA will reimburse the cost of the coaching clinic up to \$200.00. |

In order to receive reimbursement, a coach or manager must submit the following information to the Budget Director for reimbursement:

A completed Check Request form which can be found at www.cghockey.com

A copy of the receipt showing the charge for the coaching clinic or training session.

Personnel

Coaches

Volunteers are crucial to the success of the Cottage Grove Hockey Association. Coaches in particular are of key importance due to their frequent interaction with players and parents.

Any volunteer that wishes to coach in CGHA must first fill out a Coaching Application. This application can be found on the www.cghockey.com website. Head Coach candidates at the AA/A levels must go through a selection process which includes an interview with the Hockey Committee. Head Coach candidates at the B and C levels are reviewed by the Hockey Committee and the CGHA board of directors with final selection often occurring during tryout pool play.

Head Coach will have the ability to name assistant coaches unless the Board or Level Director intervenes. The Board will retain the right to determine the appropriateness of any assistant coaching candidate in conjunction with the appropriate Level Director and the Hockey Director.

Managers

Many coaches enlist the help of a volunteer to be a team Manager. The Manager can help the coach in any number of ways. All Managers must register with USA Hockey as a Volunteer and have a background screening conducted before they participate in any team activities. SafeSport training may also be required as determined by USA Hockey, MN Hockey or District 8. Reimbursement for the background screening or other appropriate training will follow the same process for coaches listed above.

Levels of Play

Mini Mite / 6U

The Mini Mite/6U program is organized for children 4-5 years of age as of July 1 of the playing season. The emphasis is in developing skating skills with attention given to other hockey skills only if the child has progressed to that stage in his/her development.

Mite / 8U

The Mite/8U program is for children 6-8 years of age as determined by the USA and MN Hockey Rules regarding player eligibility. Emphasis is on developing skating skills as well as beginning to introduce some hockey skills. Children who have not participated in the Mini Mite/6U program are welcome to start at the Mite/8U level. Practices are held usually 2-3 days per week with an occasional scrimmage.

Squirt / 10U

The Squirt/10U program is for children ages 9-10 as determined by the USA and MN Hockey Rules regarding player eligibility. 8- year-old players can sometimes play as governed by our Player Move Up Policy, but only if participation numbers

require it under that policy. This will be evaluated on a yearly basis. Games are played on a regulation-size rink. Team members will generally have ice time 4-5 times per week. Emphasis is on development of skating and hockey skills in accordance with USA Hockey's American Development Model (ADM).

Peewee /12U

The Peewee/12U program is for children ages 11-12 as determined by the USA and MN Hockey Rules regarding player eligibility. Games are played on a regulation-size rink. Team members will generally have ice time 4-6 times per week. Emphasis is on development of skating and hockey skills, plus some systems in accordance with USA Hockey's American Development Model (ADM).

Bantam / 15U

The Bantam/15U program is for children ages 13-14 (13-15 for 15U) as determined by the USA and MN Hockey Rules regarding player eligibility. Games are played on a regulation-size rink. Team members will generally have ice time 4-6 times per week. Emphasis is on development of skating and hockey skills, plus some systems in accordance with USA Hockey's American Development Model (ADM).

16U / Junior Gold

When participation numbers dictate, CGHA may field a team at either the 16U or Junior Gold level. If CGHA does not have enough players to field a team, players in the CGHA Service Area will be allowed to waiver out to other associations to find a hockey association with which to participate.

Equipment

Equipment is required for all CGHA players, but the association is committed to doing its part to keep hockey affordable.

Mite Equipment

CGHA will provide most equipment, to the best of its ability, to as many Mini Mite/6U and Mite/8U players as possible. The Mite Equipment Manager will work with the Mite Director, Mini-Mite Director, Girls 8U Director, Budget Director and the Mite Committee to use the funds allocated to purchase equipment to outfit CGHA's youngest players.

CGHA does not guarantee that equipment will be available for ALL players, but will make every effort to equip as many as possible.

Goalie Equipment

Goalies require special equipment necessary to play the position that generally comes at a cost in excess of that of other skaters. To that end, CGHA will provide most equipment, to the best of its ability, to as many goalies as possible from Mini Mite/6U

through Bantams or until they need senior size goalie equipment. The Goalie Equipment Manager(s) will work with the Goalie Committee and Budget Director to use the funds allocated to purchase goalie equipment to outfit CGHA's goalies. CGHA does not guarantee that equipment will be available for ALL goalies but will make every effort to equip as many as possible.

Cottage Grove Athletic Association

Hockey Division

BYLAWS

Revised **March 4, 2024**

Article 1 - Name

This organization shall be known as the Cottage Grove Athletic Association Incorporated, Hockey Division.

Article II - Objective

This organization will develop, coordinate, maintain, and manage a youth hockey program responsive to the objectives of the Cottage Grove Athletic Association, Inc., as listed in Article 2 of the CGAA Bylaws. Article II of the Articles of Incorporation of Minnesota Hockey, Inc., and Article III of the Constitution of the USA Hockey, where it applies.

Article III - Membership

1. Membership in the Cottage Grove Athletic Association, in accordance with Article 3 of the CGAA Bylaws, is a prerequisite to membership in the Hockey Division.
2. Any person meeting the requirement of Article 3 and directly participating in the hockey program by either coaching, officiating, having a child registered, or other activity beneficial to the program, shall be considered a member of the Hockey Division and shall be entitled to vote at the Hockey Division General Membership meetings.

Article IV - Government

1. The Board of Directors of the Hockey Division shall administer and manage both property and organization subject to the will of the Hockey Division membership and policy of CGAA. All elected board members have voting rights at the board meetings with a simple majority vote after a quorum is established.
2. The Board of Directors shall consist of fourteen (14) elected individuals. The elected board positions are: a President, Vice President of Operations, Vice President of Administration, Budget Director, Hockey Director, Junior Gold Director, Bantam Director, Peewee Director, Squirt Director, Mite Director, Mini-Mite Director, Girls 12/15U Director, Girls 10U Director and Girls 8U Director.
3. The membership shall vote each year in April to elect the expiring positions on the Board of Directors. Candidates may only run for one open board position at a time. Candidate nominations must be received and accepted one meeting prior to the voting meeting in April. The individual receiving the highest number

of votes per position shall be declared the winner for the available vacancies. There is no maximum number of consecutive terms a board member may serve at any one position. In an effort to maintain consistency in leadership, terms for the executive team (President, VP of Operations, VP of Administration, Hockey Director and Budget Director) shall be 3 years. Terms for the level directors shall be 2 years.

4. If a directorship is vacated, the board may fill a vacated position by an election of existing board members or call a special membership meeting to fill the position.
 - A. The Board of Directors may fill a vacated position from the elected board. A majority vote of all the board is required to fill the position.
 - B. If the board does not fill the position from the elected board, a special election by the general membership will be held for that position.
 - C. If an existing board member fills the position, the board may call for an election to fill the newly vacated position. If the board does not feel the need to fill the vacated position, the subject will come before the general membership. The general membership may then vote to leave the position open or to hold the special election.
5. If the position of President is vacated, Roberts Rules of Order shall dictate the process of succession.
6. Duties and responsibilities of the directors:

The President shall:

- Be subject to election every third year beginning with 2025 (2025, 2028 etc)
- Preside over all general membership and board meetings;
- Enforce all laws, rules and regulations of the association (CGAA) and of the Hockey Division (CGHA), and represent the Hockey Division on the CGAA board;
- Be a member ex-officio of all Division committees;
- Establish ad-hoc committees as necessary;
- Be responsible for the Division assets;
- Designate, and be the board's liaison to, the Minnesota Hockey District 8 Representative;
- Be responsible for any Division disciplinary actions with the support of the Vice President of Operations, the Vice President of Administration and anyone else as determined at the President's discretion;
- Directly oversee the duties performed by the Communications Manager, Team Picture Coordinator and Webmaster,

The Vice-President of Operations shall:

- Be subject to election every third year beginning with 2024 (2024, 2027 etc.)
- Perform all the duties of the President in absence of the President;
- Assist the President and Vice President of Administration in any manner so designated by the President;
- Perform other duties assigned by the President;
- Be the board's liaison and oversee the duties performed by the Level Directors, Ice Manager, Fundraising Manager and Tournament Manager.

The Vice-President of Administration shall:

- Be subject to election every third year beginning in 2026 (2026, 2029 etc)
- Perform the duties of the Vice-President of Operations in the absence of the Vice-President of Operations;
- Assist the President and Vice-President of Operations in any manner so designated;
- Perform other duties assigned by the President;
- Be the Board's liaison and oversee the duties performed by the Registrar, Webmaster, Dibs Coordinator, Mite Equipment Manager, Goalie Development Manager and the Goalie Equipment Manager.

The Budget Director shall:

- Be subject to election every third year beginning with 2024 (2024, 2027 etc.)
- Perform all duties of the President in the absence of the President and Vice-President;
- Be responsible for the handling of all funds required to meet the annual budget;
- Assemble the hockey Division budget (income and expense) for approval by the General Membership and the CGAA board of directors;
- Account for the disbursement of funds;
- Be a member ex-officio of all committees under his/her jurisdiction;
- Perform the duties of the Registrar in his/her absence
- Perform other duties assigned by the President;

The Hockey Director shall:

- Be subject to election every third year beginning in 2026 (2026, 2029 etc)
- Provide leadership and direction for the continuing development of all players and coaches in the Division;
- Function as the leader of the Hockey Committee;
- Be responsible for planning, coordinating and executing the tryout process for all levels;
- In conjunction with the respective Level Directors, be responsible

- for the Coaches Selection Process;
- In conjunction with the respective Level Directors, be responsible for the planning, coordination and execution of the Division wide Parent meetings;
- Perform other duties as assigned by the President.

The Bantam Director shall:

- Be subject to election in odd years (2021, 2023 etc)
- Be responsible for the management of all Bantam level boys teams
- Be responsible for administering the Bantam boys tryout process as set forth by the Hockey Committee and ratified by the board of directors
- Be responsible for the solicitation of coaches per the coaches selection process as set forth by the Hockey Committee and ratified by the board of directors;
- In conjunction with the Registrar, be responsible for the completion of registration, SafeSport, level specific module and concussion training of

all Bantam coaches and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division;
- Be responsible for registering Bantam level teams for their in-season tournaments;
- Function as a member of the Hockey Committee;
- Perform other duties assigned by the President.

The Junior Gold Director shall:

- Be subject to election in odd years (2021, 2023 etc)
- Be responsible for the management of all Junior Gold level boys teams
- Be responsible for administering the Junior Gold boys tryout process as set forth by the Hockey Committee and ratified by the board of directors
- Be responsible for the solicitation of coaches per the coaches selection process as set forth by the Hockey Committee and ratified by the board of directors;
- In conjunction with the Registrar, be responsible for the completion of registration, SafeSport, level specific module and concussion training of all Junior Gold coaches, players and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division;
- Be responsible for registering Junior Gold level teams for their in-season tournaments;
- Function as a member of the Hockey Committee;
- Perform other duties assigned by the President.

The Peewee Director shall:

- Be subject to election in even years (2022, 2024 etc.)

- Be responsible for the management of all Peewee level boys teams;
- Be responsible for administering the Peewee boys tryout process as set forth by the Hockey Committee and ratified by the Board of Directors;
- Be responsible for the solicitation of coaches per the coaches selection process as set forth by the Hockey Committee and ratified by the board of directors;
- In conjunction with the Registrar, be responsible for the completion of registration, SafeSport, level specific module and concussion training of all Peewee coaches and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division;
- Be responsible for registering Peewee level teams for their in-season tournaments;
- Function as a member of the Hockey Committee;
- Perform other duties assigned by the President.

The Squirt Director shall:

- Be subject to election in odd years (2021, 2023 etc)
- Be responsible for the management of all Squirt level boys teams;
- Be responsible for administering the Squirt boys tryout process as set forth by the Hockey Committee and ratified by the Board of Directors;
- Be responsible for the solicitation of coaches per the coaches selection process as set forth by the Hockey Committee and ratified by the Board of Directors;
- In conjunction with the Registrar, be responsible for the completion of registration, SafeSport, level specific module and concussion training of all Bantam coaches and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division; Be responsible for registering Squirt level teams for their in-season tournaments;
- Function as a member of the Hockey Committee;
- Perform other duties assigned by the President.

The Girls 12/15U Director shall:

- Be subject to election in even years (2022, 2024 etc.)
- Be responsible for the girls hockey program including A and B level traveling teams
- Be responsible for the, 12U and 15U girls tryout process determined by the Hockey Director/Committee and the Goalie Committee/Manager
- Be responsible for the solicitation of coaches per the coach's selection process as set forth by the Hockey Committee and ratified by the Board of Directors;
- In conjunction with the Registrar and respective Girls Level Directors, be responsible for the completion of registration, SafeSport, level specific module and concussion training of all Bantam coaches and on-ice volunteers as required by USA Hockey,

- MN Hockey, District 8 and the Division;
- Function as a member of the Hockey Committee;
- Be the board's liaison to Minnesota Hockey's District 8 Girls Coordinator;
- Perform other duties assigned by the President.

The Girls 10U Director shall:

- Be subject to election in odd years (2021, 2023 etc)
- Be responsible for the girls hockey program including A and B level traveling teams
- Be responsible for the 10U girls tryout process determined by the Hockey Director/Committee and the Goalie Committee/Manager
- Be responsible for the solicitation of coaches per the coach's selection process as set forth by the Hockey Committee and ratified by the Board of Directors;
- In conjunction with the Registrar and respective Girls Level Directors, be responsible for the completion of registration, SafeSport, level specific module and concussion training of all Bantam coaches and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division;
- Function as a member of the Hockey Committee;
- Be the board's liaison to Minnesota Hockey's District 8 Girls Coordinator;
- Perform other duties assigned by the President.

The Girls 4/6/8U Director shall:

- Be subject to election in odd years (2021, 2023 etc)
- Be responsible for the management of the Girls 4U, 5U, 6U and 8U teams;
- Be responsible for the solicitation of the coaches for the Girls 4U, 5U, 6U, and 8U teams;
- In conjunction with the Registrar, be responsible for the completion of registration, SafeSport, level specific module and concussion training of all Girls 8U coaches and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division;
- In conjunction with the Vice-President of Administration, be responsible for the Mite Equipment Program and oversee the operations of the Mite Equipment Coordinator;
- Function as a member of the Hockey Fest Committee;
- Perform other duties assigned by the President.

The Mite Director shall:

- Be subject to election in odd years (2021, 2023 etc)
- Be responsible for the management of the Mite and Mini Mite boys teams
- Be responsible for the solicitation of coaches at the Mite and Mini

Mite level

- In conjunction with the Registrar, be responsible for the completion of registration, SafeSport, level specific module and concussion training of all Mite coaches and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division;
- Be responsible for Mite budget
- In conjunction with the Vice-President of Administration, be responsible for the Mite Equipment Program and oversee the operations of the Mite Equipment Coordinator;
- Function as a member of the Hockey Fest Committee;
- Perform other duties as assigned by the President.

The Mini-Mite Director shall:

- Be subject to election in even years (2022, 2024 etc.)
- Be responsible for the management of all Mini-Mite boys teams;
- Be responsible for the solicitation of the coaches for the Mini-Mite boys teams;
- In conjunction with the Registrar, be responsible for the completion of registration, SafeSport, level specific module and concussion training of all Mite coaches and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division; Function as a member of the Hockey Fest Committee
- Perform other duties assigned by the President.

7. The Board may designate managers, coordinators or committee chairpersons as needed to run the operations of the Division as appropriate. These positions should be reflected within Appendix A and are incorporated into these bylaws by reference. Appendix A may be changed by majority vote of the Board of the Division at any time. The Board does not appoint the Referee Coordinator or Girls District 8 Representative.
8. Board members may be removed from office by:
 - A. A written motion to remove shall be made at a general membership meeting to remove a specific Board Member, including any specific complaints or allegations against that Board Member;
 - B. The president shall at that time appoint an ad-hoc committee to investigate the complaints or allegations and be responsible for the coordination, timing and reports of that investigation;
 - C. A special membership meeting called within 15 days of the motion. At this meeting, the committee shall make its report to the General Membership;
 - D. A 2/3 majority vote of those Members present is required to remove the specified Board Member;
 - E. Any Board Members removed for cause shall not be eligible to serve in any Division position for a period of five (5) years.

9. Elected board members of the executive team shall be elected for a three-year term based on the following Table (take note of the first year of effect for the three-year term, all terms prior to the first year of effect shall remain at two or less years):

| Position | First Year of Three-Year Term Effectiveness |
|----------------------------------|---|
| President | 2025 |
| Vice President of Operations | 2024 |
| Vice President of Administration | 2026 (up for election again in 2025) |
| Budget Director | 2024 |
| Hockey Director | 2026 (up for election again in 2024) |

10. The Hockey Committee:

In May 2015 the CGHA Board voted to approve the formation of the CGHA Hockey Committee. The purpose and philosophy of the Hockey Committee are to provide for a strong and centralized voice within CGHA that is focused on player and coach development, as well as establishing processes to improve and streamline decision-making with regards to hockey-related matters.

- A. Hockey Committee Members: The members of the Hockey Committee are appointed by the CGHA Board and shall be comprised of:
- CGHA Hockey Director
 - CGHA Junior Gold Director
 - CGHA Bantam Director
 - CGHA Peewee Director
 - CGHA Squirt Director
 - CGHA 12/15U Girls Director
 - CGHA 10U Girls Director
 - Goalie Development Manager
 - East Ridge High School Boys Hockey Head Coach (or designee)
 - East Ridge High School Girls Hockey Head Coach (or designee)
 - Park High School Boys Hockey Head Coach (or designee)
 - Park High School Girls Hockey Head Coach (or designee)
 - Up to two at-large members of the Division as determined by the Hockey Director and subject to Board ratification.
- B. In the event of an absence by a level Director, the following CGHA Board members (in order) shall function as members of the Hockey Committee:
- CGHA Vice President of Operations
 - CGHA Vice President of Administration
 - CGHA President
- C. Responsibilities of the Hockey Committee:
In order to more clearly define the focus of the Hockey Committee, the following responsibilities of the committee have been

established. The CGHA Hockey Committee shall:

- Conduct all traveling-level head coach interviews and make selection recommendations (including dissenting opinions, where warranted) to send to the board for review. If the CGHA Board wishes to reject the recommendations of the Hockey Committee, it must do so by 2/3 supermajority (7 out of 10 members voting no).
- Work with the board, specifically the Junior Gold Director, Bantam Director, Peewee Director, Squirt Director, Girls 12U/15U Director and Girls 10U Director, to establish tryout procedures and evaluation criteria. These procedures shall be reviewed on an annual basis to ensure they maintain their effectiveness. If the CGHA Board wishes to reject the recommendations of the Hockey Committee, it must do so by 2/3 supermajority (7 out of 10 members voting no).
- Provide ongoing player development throughout the season. This can be in the form of hosting “Skills Night” practices, running shared or solo team practices, developing practice plans, or any other form as determined by the Committee.
- With the help of the level directors and the Registrar, oversee the USA Hockey Coaching Certification Program to ensure CGHA has properly certified coaches on our team rosters.
- Assist in recruiting and retaining quality coaches.
- Provide for the ongoing development and education of CGHA coaches through coaching clinics/meetings, individual meetings, or any other form as determined by the Committee.
- Participate, to the extent reasonably possible, in coaching evaluations. This will not replace the evaluations submitted by CGHA member families at the conclusion of each season.

Article V – Meeting

1. Roberts Rules of Order shall govern the proceedings of all meetings except where it conflicts with the Articles or Bylaws.
2. At general membership meetings:
 - A. Ten (10) members including directors shall constitute a quorum
 - B. No fewer than one meeting per month except for May, June and July shall be held
 - C. The next meeting shall be scheduled at the previous meeting
 - D. Additional meetings may be called by the president or any three (3) directors and must be communicated to the general membership meeting at least three (3) full days prior to the meeting.
 - E. All matters concerning the policy of the hockey Division shall be decided by a vote of the membership and no motion shall be carried without a favorable vote from the majority of those members present at a duly constituted meeting
3. At board meetings:

- A. Six (6) members shall constitute a quorum
- B. The meeting may be called by the president or any two (2) directors at any time with three days' notice given to the directors
- C. There shall be no less than one meeting per month
- D. The board from time to time shall establish ad-hoc committees with specific objectives, which shall cease when these objectives are completed.

Article VI – Policies

1. This Division recognizes the goals, objectives, rules and regulations of youth hockey as stated by USA Hockey, Minnesota Hockey and District 8. In recognition of this, it is the policy of this Division to be a member of USA Hockey, Minnesota Hockey and District 8, and to register all teams unless a determination is made by the Division to hold independent teams at any travelling level.
2. The Division recognizes the CGHA Service Area, per the Affiliate Agreement with Minnesota Hockey, as the following: the District 833 attendance boundaries for all of Park High School, and the East Ridge High School attendance area within the City of Cottage Grove.
3. This Division shall provide a youth hockey program, which provides the opportunity for all youth to compete and develop at their respective ability levels.
4. All participants of the program offered by this Division shall be fully and properly registered prior to participating, and the parent or guardian of each participant shall be informed of the policies, procedures, rules and regulations of the Division and the CGAA as well as the responsibilities to support the programs and events offered and sponsored by the Division.
5. This Division shall establish and publish playing rules for each program level. Such rules shall be in agreement with the USA Hockey, Minnesota Hockey and District 8 rules. The general CGAA rules and league rules must also apply.
6. This Division shall select coaches who: 1) support the goals, objectives and activities of the Division and the CGAA; 2) communicate effectively with youth and other individuals associated with youth hockey; 3) have the ability and interest to teach both individual and team hockey skill; 4) have the ability to provide individual and team discipline; and 5) can develop character and sportsmanship of the youth they coach and provide an example for such. The specific procedures governing the process by which coaches are selected (at all levels of competition) shall be defined and available to all participants. This Division supports and encourages the participation of coaches in USA Hockey's Coaching Education Program (CEP) and refereeing clinics, and that said fees shall be paid for by the Division as defined in the appropriate procedure section. This Division also encourages the attendance of all coaches and assistant coaches at a player first aid program.
7. This Division shall establish guidelines for playing at all levels.
8. This Division shall establish a procedure with the appropriate rules and regulations which shall define the method used to select and/or form teams for the different playing levels and programs offered by this Division and shall make said procedures available to all participants 30 days prior to

- the start of tryouts.
9. This Division recognizes league playoffs for Squirt/10U and above and shall follow the procedures and rules governing such playoffs as set forth by District 8.
 10. This Division shall secure accidental injury (excess type medical/accident) insurance for all teams.
 11. This Division shall establish yearly program registration fees for the respective program levels and shall establish recharge fees for direct player costs in excess of the registration fees.
 12. This Division defines the hockey season to commence with registration and to conclude with the annual April meeting of the Division.
 13. The policy of the hockey Division is not to grant outgoing participation waivers to allow CGHA players to skate or play for another hockey association or group. In very limited circumstances as determined solely by the Board, it may be in the best interests of the Division to grant certain waivers, at its discretion, by unanimous vote of the Board. For incoming waivers, the President shall discuss the request with the Vice President of Operations, the Vice President of Administration, the Hockey Director and the applicable Level Director prior to granting any incoming waiver. This group will consider what is best for the Division and make a determination solely at its own discretion.
 14. No all-star teams are permitted at any level of play or competition.
 15. This Division recognizes and promotes the sponsorship program activities and functions by the businesses and associations from Cottage Grove and the surrounding areas and shall establish procedures and rules/regulations governing such sponsorship/financial assistance.
 16. This Division recognizes the need for individual and team awards given by the Division and therefore shall establish procedures and regulations governing the type of awards and qualifications for such.
 17. The hockey Division recognizes, encourages, and promotes the participation of CGHA teams in District 8 and Minnesota Hockey play downs when eligible.
 18. The Division recognizes Board approved fundraisers to a) help reduce the overall registration fees; b) to raise money for the special projects; and c) to provide an opportunity for program participants to off-set excessive recharge fees.
 19. Invitational tournaments are recognized as one means of promotion our hockey programs, raising money to reduce the overall general program costs, and for providing external competition for our teams. As such, this Division shall establish procedures, rules and regulations governing the participation of Division teams in such.
 20. This Division discourages the participation of hockey Division teams in advancing invitational national and international tournaments.
 21. This Division recognizes that an occasion may arise whereby the actions(s)/behavior/conduct of a program participant, director, coach, manager, etc., (including parents/guardians) could be detrimental to the Division or the CGAA; therefore, this Division shall establish procedures and

- guidelines for handling such occasions.
22. No participant in the programs of this Division shall be permitted to play on more than one team during the defined season.
 23. This Division recognizes that on occasion it may be necessary to consider the movement of players(s) between teams; therefore, this Division shall establish a procedure and the regulations governing such movement of players(s).

Article VII – Gambling Fund Distribution

Expenditures of gambling fund monies shall be only acted upon in the following manner:

1. Expenditure proposals by any member of the Hockey Division shall be submitted to the Board of Directors in writing.
2. All expenditure proposals approved by the Board of Directors shall be for the subsequent hockey season unless an emergency condition exists for the current year. If the latter is the situation, the expenditure recommendation must be approved by a 7/12 vote of the Board of Directors.
3. All expenditure recommendations shall comply with state and federal regulations governing charitable gambling funds, the use thereof.
4. All expenditure proposals approved by the Board of Directors shall be voted on for approval of said expenditures at a General Membership meeting. General Membership by simple majority will approve all proposed expenditures.

Article VIII – Bylaw Amendments

For this constitution or any section thereof to be amended or repealed, the following stipulations must be met:

1. Ratification shall occur only at the April annual meeting.
2. Changes may be recommended by an ad hoc committee or by a motion in writing approved at a general membership meeting.
3. Changes must have one reading at a regularly scheduled monthly general membership meeting prior to ratification.
4. Notice of changes shall be posted the CGHA web site (www.cgghockey.com) at least ten (10) days prior to the April meeting.
5. A 2/3 majority of members present will be required to ratify an amendment.

Article IX – Rules and Regulations

1. Rules and regulations shall be written and available for review by all members.
2. Changes can be initiated by Roberts Rules of Order.

APPENDIX A – Appointed Positions

This section shall be incorporated into the Bylaws of the Division by reference in Article IV above. The Board shall be empowered to appoint individuals to the following positions as necessary. Changes to this appendix are at the discretion of the Board and may be instituted by majority vote at any duly constituted meeting as defined by Article V above.

The Registrar shall:

- Regularly attend Division Board and General Membership meetings;
- In conjunction with the respective Level Directors, be responsible for the coordination of registration, SafeSport, level specific module and concussion training of all coaches and on-ice volunteers as required by USA Hockey, MN Hockey, District 8 and the Division;
- With the respective Level Directors, be responsible for coordinating all player registrations and official USA Hockey Rosters;
- Work directly with the Budget Director, Level Directors and Board members to report the state of registration of the Division at each meeting;
- Work with Tournament Manager to coordinate all necessary tournament registrations;
- Report to the Vice-President of Administration
- Perform other duties assigned by the Board.

The Communications Manager shall:

- Regularly attend all Board and General Membership meetings;
- Work with the President, Vice President or other assigned Directors to establish the agenda of all Board and General Membership Meetings;
- Keep minutes of the meeting of the General Membership and the Board of Directors;
- Work with the Board to establish and execute an effective communications strategy;
- Design repeatable processes for the planning, development and execution of all Division wide communications;
- Conduct the official correspondence of the Division including emails to the general membership, social media posts and other communications channels as necessary;
- Keep records, correspondence, etc., in such form as shall be designated by the board of directors.
- Perform other duties assigned by the President;
- Reports to the President.

The Goalie Development Manager shall:

- Regularly attend scheduled Board and General Membership Meetings;
- Work with the Board to develop an effective development program specific to the goalies of the Division;
- Oversee the planning, coordination and execution of the development plan, goalie clinics, goalie coaches at all levels and goalie specific communications to the Division;
- Oversee the Goalie Equipment Coordinator and the goalie equipment program for the Division;
- Report to the Board the state of the goalie development program;
- Organize, plan and coordinate regular Goalie Committee meetings;
- Function as a member of the Hockey Committee;
- Other duties as assigned by the President.
- Reports to the Vice-President of Administration

The Tournament Manager shall:

- Propose, plan, and coordinate the management of all tournaments hosted by the Division;
- Designate individual tournament chairperson(s) as appropriate;
- Coordinate volunteers in conjunction with the Dibs Coordinator;
- Other duties as assigned by the Board;
- Reports to the Vice-President of Operations.

The Ice Manager shall:

- Form a committee to decide the amount and distribution of ice hours for the Division;
- Coordinate the purchase or sale of ice hours inside and outside Cottage Grove City limits;
- Coordinate the use of outside ice (parks) within Cottage Grove;
- Coordinate and hold teams and levels responsible for ice usage and ice swaps;
- Regularly report to Level Directors any waste or unused ice from their respective levels;
- Reports to the Vice President of Operations.

The District 8 Representative shall:

- Attend scheduled District 8 meetings;
- Coordinate with the President and the Board to educate the Board on any upcoming votes to changes in rules that CGHA must participate in. Additionally, the District 8 Representative shall solicit the stance of the Board prior to these meetings in order to represent the Division in these meetings;
- Report pertinent District 8 business at the General Membership meetings;
- Report to the board's President.

Team Picture Coordinator shall:

- Work with picture vendor, Level Directors and individual teams

to establish Division picture schedules including make-up pictures as necessary;

- Work with Communications Manager to establish communications strategy to the Division detailing the picture process, needs and schedule;
- Reports to the President.

The Jersey and Apparel Coordinator shall:

- Work with the approved jersey and apparel provider(s) in order to coordinate the ordering, manufacture and delivery of the Division's game jerseys.
- Work with the approved apparel provider(s) in order to coordinate the offering of apparel options to the Division Members. Coordinate with said provider(s) for try on dates, online stores and delivery of said apparel offerings.
- Work with the Board to identify new provider(s) when appropriate – subject to Board approval.
- Report to the Vice President of Administration.

The Mite Equipment Coordinator shall:

- Be responsible for the storage, issue of, control of, and maintenance of all Division Mite hockey equipment;
- Train an assistant in the operation of the program;
- Recommend the purchase of all Mite hockey equipment and awards, subject to board approval and CGAA policies;
- Reports to the Vice-President of Administration.

The Goalie Equipment Coordinator shall:

- Be responsible for the storage, issue of, control of, and maintenance of all Division goalie equipment;
- Train an assistant in the operation of the program;
- Recommend the purchase of all goalie equipment subject to board approval;
- Regularly attend meetings of the Goalie Committee;
- Reports to the Vice President of Administration.

The Fund Raising Coordinator shall:

- Regularly attend Division Board and General Membership Meetings;
- Be responsible for all Division fundraisers including strategic planning, execution, record keeping and reporting to the Division and CGAA;
- Know all Division and CGAA requirements for fundraising including raffle, silent auction and other event fundraising activities;
- Designate individual fundraiser chairperson(s) as appropriate
- Establish operating budgets for fundraising events and submit to board for approval;

- Reports to the Budget Director and Vice President of Operations.

The Hockey Fest Coordinator shall:

- Be the Board's liaison to the Hockey Fest Committee;
- Be responsible for forming a committee to execute all events at Hockey Fest;
- Designate individual Hockey Fest Chairpersons as appropriate;
- Establish an operating budget for Hockey Fest and submit to the board for approval;
- Report to the Board's Mite Director, Mini-Mite Director and Girls 8U Director.

The Dibs Coordinator shall:

- Work with the respective Level Directors, Tournament Manager, Budget Director and other Board members as necessary to establish the annual Dibs hour requirements for the Membership;
- Develop a strategic communications plan regarding Dibs requirements in conjunction with the Communications Manager;
- Track and record completion of the annual dibs hours for the General Members of the Division;
- Regularly report to the Board the state of Dibs completion for the Division;
- Reports to the Vice-President of Administration.

The Webmaster shall:

- Publish the meeting minutes of all Division Board and General Membership meetings;
- Be responsible for working with the Communications Manager to publish content for all Level Directors, Goalie Development Manager and the Division;
- Publish articles as communicated to the Webmaster by the Communications Manager;
- Working with Level Directors to coordinate team pages, publish initial schedules, initial team rosters and other pertinent information as necessary;
- Be responsible for managing access permissions to the website;
- Maintain the www.cgghockey.com website as directed by the Board;
- Reports to the President.

Other Appointed Positions as the Board deems appropriate shall be reflected in the budget, votes and meeting minutes. As always, appointed positions are intended to support the effective and efficient operation of the Division.

Rules and Regulations of the Hockey Division

GENERAL:

1. The Cottage Grove Athletic Association, Hockey Division, shall be a registered member of USA Hockey, Minnesota Hockey and District 8.
2. All teams shall be Minnesota Hockey registered.
3. Excess Medical "insurance" shall be carried on all teams.
4. All invitational tournaments participated in by hockey Division teams or hosted by the Division shall be Minnesota Hockey sanctioned.
5. All grievances must be submitted in writing to the Board of Directors according to Rules and Regulations Attachment 4.

REGISTRATION AND FEES:

1. The hockey program is open to all youth in the CGHA Service Area. That area, per the Affiliate Agreement with Minnesota Hockey, is described as the following: the District 833 attendance boundaries for all of Park High School, and the East Ridge High School attendance area within the City of Cottage Grove.
2. Registration and player fees shall be established by the Budget Director and shall be approved by the Board Directors.
3. Registration and player fees shall be set so that the general membership account is in good standing based on projections of participants from year to year. The Division will strive to maintain a reasonable amount in reserve as CGAA requires in the Division accounts as a buffer for years where participation is lower than projected. Additionally, the Division will be required to hold any amounts projected to be raised during the year in the event that fundraising must be cancelled.
4. Any ice, equipment, etc., purchased by a team (individual) outside the Division is the sole responsibility of the team (individual) and the Division shall in no way be responsible for the collection or payment of said bills.
5. A monthly payment plan is available for all members to help them pay fees. This payment plan must be arranged with the Budget Director at the beginning of the season.
6. Registration, player fees, and payment schedules will be posted at the time of registration for the upcoming season.
7. Registration and USA Hockey/MN Hockey membership fees, which are required to participate and outside the control of CGHA, must be paid at the time of registration. All registrations after the indicated time shall be subject to a "late" registration fee in addition to the general registration fee.
8. Players withdrawing from CGHA will be refunded according to the following schedule:
 - Prior to pre-season clinics, 100% refund less a \$50 registration fee.
 - After pre-season clinics start through the start of tryouts, 100% refund less a \$100 registration fee.
 - After tryouts have started, no refund.

- Injured players are responsible for their ice and team expenses during the time of their injury, unless they are withdrawing for the season. Players withdrawing will only be responsible for expenses up until the time of their injury.
- Players suspended for disciplinary reasons are not entitled to a refund under the code of conduct policy.

Notwithstanding the provisions of these rules, the Board of Directors of the Cottage Grove Hockey Association retains final authority over all matters related to the refund policy.

9. Players will be considered registered for the current season and able to participate in tryouts once all past due amounts from previous seasons have been satisfied and the minimum upfront fee for the current season has been paid. Any financial scholarships awarded for the upcoming season will be first applied to any outstanding balances from the previous season. If at any time during the season the player fee installment payment or other fees (such as calendar fundraising, secondary registration, play-up fees, etc.) are not current and member has demonstrated a lack of effort to resolve, additional action may be taken by the board. This may include assessing late fees and/or removal of the player from all CGHA activities (games, practices, tournaments, etc.)
10. All players subject to a tryout process must play at the level for which they are chosen. At the time of registration, the parents or guardians shall have the opportunity to opt out of this process for their child(ren). Those who opt out will be placed at the lowest level available: C for boys, B for girls.

| Boys | Girls |
|------------------------|--------|
| Mini Mites ages 4-5 | 6U |
| Mites ages 6-8 | 8U |
| Squirts ages 9-10 | 10U |
| Peewees ages 11-12 | 12U |
| Bantams ages 13-14 | 14/15U |
| 16U ages 15-16 | 19U* |
| Junior Gold ages 17-18 | |

Note: All as determined by USA and MN Hockey. *Note: Age of January 1st

11. Players shall be registered according to the Minnesota Hockey birthday cutoff. Players with birthdays in July and August may be allowed to play up with their grade level. Approval for each player to play up is considered on a case-by-case basis.
12. No individual shall be permitted to register if registered for any other CGAA winter sport.
13. Any player who participates in a CGHA tryout process will remain with that level for the duration of the season.

TEAM SIZE AND TEAM SELECTION:

1. Team sizes shall be in accordance with USA Hockey's Best Practices for Model Associations whenever possible. Team sizes are also subject to participation levels and may vary slightly from year to year.
2. All A and B level teams shall be selected based on a player "tryout and evaluation" process. The Tryout process is evaluated on a yearly basis and will be published 30 days prior to the start of tryouts.
3. Ability and skill based on the results of the tryout process after selection of the A and B level teams shall balance C teams.

TEAM HOCKEY ACTIVITIES:

1. The hockey season shall commence with the beginning of registration; it is recommended that team activities, with the exception of an adult/player game, terminate after the last Minnesota Hockey play down game in which the team participates. In-house team activity shall terminate with the last league game or the last in-house playoff game, except for adult/player games.

2. The recommended and maximum days of team hockey activity per week (when averaged over a time period of team selection through the completion of league play) shall be:

| Level | Recommended | Maximum |
|------------------------|-------------|---------|
| 16U/Junior Gold | 5.5 | 6.0 |
| Bantams | 5.5 | 6.0 |
| Pewees | 4.5 | 5.0 |
| Squirts | 4.0 | 4.5 |
| Mites and 8U Girls | 3.0 | 4.0 |
| Mini-Mites, 5U, and 6U | 2.0 | 2.0 |
| Girls 14U | 5.5 | 6.0 |
| Girls 12U | 5.5 | 6.0 |
| Girls 10U | 4.5 | 5.0 |

These limits are removed after a team has finished league play and if they qualify for Minnesota Hockey play downs.

3. There shall be no mandatory participation on legal holidays.
4. The following apply to invitational tournaments:
 - A. The limits on invitational tournaments are: All Travelling Squirt/U10 Teams: 3
All other Travelling teams: 4
 - B. Any team entering an advancing invitational tournament must have Board approval prior to soliciting an invitation.
 - C. A team may request an additional invitational but must have board approval.
5. Any A, B, or C team qualifying for a Minnesota Hockey play down shall participate unless determined otherwise by the Board of Directors.
6. No team shall play more than two (2) games in any one day without board approval.

RULES OF PLAY:

1. All players must be in compliance with the equipment requirements of the Division for all practices, scrimmages, league games, invitational, and Minnesota Hockey play downs. Failure to be in compliance could result in disciplinary action by the Board of Directors on either the player or the head coach.
2. Coaches shall strive for approximate equal playing time among all players, particularly at the younger levels (All Non-Travelling, Squirt and U10 teams). This will not take into account reduction in playing time due to disciplinary reasons. As players begin to compete at the older and higher levels (Bantam, Peewee/U12 AA, A, B1) coaches may use their discretion in adjusting playing time due to skill, lack of attendance or lack of effort when appropriate as long as this is not abused. Coaches and teams not complying with said rule are subject to Board review.
3. No team shall play teams that are not of the same Minnesota Hockey/USA Hockey classification.
4. Player rotation is highly encouraged and recommended.
5. All teams will abide by the rules and regulations of USA Hockey/Minnesota Hockey, district and leagues, as applicable, and except as amended by the CGAA hockey Division.
6. Any injury requiring medical attention or extended illness to normal hockey activity shall require a written release from the attending physician prior to return to normal hockey participation.
7. In the event that any organization go beyond allotted ice time, the oncoming ice user will not confront those presently on the ice but will deal with arena staff.

COACHES:

The board shall establish and distribute a process defining the selection process for coaches.

1. All coaches shall be selected by a process set forth by the Hockey Committee and ratified by the board of directors. This process will be evaluated on a yearly basis and published on the www.cgohockey.com website.
2. The following requirements for coaches are in effect:
 - Completion of the appropriate Coaching Education Program (CEP) requirements as approved by USA Hockey.
 - Completion of SafeSport training at least every two years.
 - Completion of a MN Hockey background screening at least every two years.

TEAM MEETINGS:

1. All teams shall have at least two team meetings of all parents; the first such meeting shall occur within two weeks after team selection or formation. The second shall occur near mid-season. At these meetings, the parents shall be informed of the team rules; any additional costs not covered by registration and player fees; the amount of hockey activity, invitational tournaments, and

answers to any questions concerning the team or the hockey program, including acceptable conduct and discipline.

TEAM SPONSORS:

1. Team sponsors shall be solicited for CGHA.
2. Said sponsorship fee packages shall be by established yearly be the fundraising committee and submitted to the Board of Directors for approval.
3. All team monies will be utilized to reduce player fees for the season following the current season.

FUNDRAISERS:

1. All fundraisers must be pre-approved by the Board of Directors and coordinated by the team Fundraising Manager.
2. Fundraisers for all A, B or C teams may be approved if said profits are used to help defray previously paid player fees; no player or team shall receive any monies in excess of their respective recharge costs – sales awards are excluded. The Board of Directors may designate that a portion of the profit from the fundraiser shall be given to the general hockey Division budget.
3. Participation in all fundraisers is voluntary.
4. Divisional fundraisers include, but are not limited to, the following:
 - All invitational tournaments hosted by the Division
 - All Minnesota Hockey play down tournaments hosted by the Division
 - Youth Hockey Night, Golf Tournament, Raffle
5. Team Fundraising Manager will provide documentation of fundraising activities including monies received per player within 14 days of receipt of said monies.

INDIVIDUAL AND TEAM RECOGNITION:

1. Provisions shall be made for the publication of pertinent team information on the www.cgshockey.com website, Let's Play Hockey, and the local newspapers.
2. Trophies and awards for A, B and C teams shall be according to the applicable league rules and Minnesota Hockey play down policies.
3. Trophies and awards for in-house teams shall be as follows:
 - Mite/8U and below – participation award to each player as determined by the Mite Director and Girls 8U Director
 - Individual and team awards may be given for exceptional performance or participation in Division sponsored fundraisers or events; such awards shall be determined by the Board of Directors upon the recommendation of the event chairperson.
4. Individual awards of recognition may from time to time be given by the Division to present or past members of the Division for outstanding and continued support of the Division and its programs. Candidates for such awards can be nominated by any member of the Division.

EQUIPMENT:

1. For all levels Mini Mite/6U through Bantam/15U, the Division shall supply goalie equipment for game use to the best of its ability. All equipment shall be returned to the Division at the conclusion of the season.
2. The Mite Equipment Manager and the Goalie Equipment Manager shall determine the procedure for distribution and collecting all Divisional equipment. Coaches and managers shall be responsible for the return of all equipment at the end of the season; during the season, the participants are responsible for the care and maintenance of said equipment issued to them. Lost or destroyed Division equipment shall be billed to the participants with the value determined by the replacement costs.
3. All players shall wear Division issued uniforms for all games unless said equipment does not fit properly or approval has been received from the appropriate director.
4. The Division shall require a user's fee, the amount to be determined annually by the board of directors, to cover the cost of repair and/or maintenance of CGAA Division goalie equipment, subject to membership approval.

UNIFORMS:

1. Uniforms for traveling levels (Squirt/U10 through Bantam/U15) are purchased and owned by the players. The Jersey & Apparel Manager will coordinate with the uniform vendor to help facilitate this process for families before the start of the current season. Uniforms include a light and dark color jersey and light and dark color socks.
2. Uniforms for in-house teams (Mini Mite/U4 through Mite/U8) are purchased and supplied by CGHA. Uniforms for the in-house teams include one jersey and one pair of socks. Players at this level should plan to return their jerseys unless the Jersey & Apparel Manager determines players can keep jerseys at the end of the season (the uniforms may be retired and players are allowed to keep them as they will no longer be used by CGHA). Players who do not return the jersey uniform are subject to a \$25 fine. In-house players will be allowed to keep the socks each season.
3. Uniforms for the Jr. Gold program are purchased and supplied by CGHA and must be returned to CGHA at the conclusion of the season. Jr. Gold uniforms include a light and dark color jersey and light and dark color socks. Players who do not return the jersey uniforms at the end of the season are subject to a \$100 fine.
4. Alternate jerseys: the CGHA board MAY vote to allow an alternate jersey (a third jersey) each season. Alternate jerseys guidelines are as follows:
 - Alternate jersey design, supplier plans, and costs must be presented to the board for approval by the Jersey & Apparel Manager before September 30th for the upcoming season. Designs must be in accordance with all District 8, MN Hockey and USA hockey rules and regulations. The proposed design may also be accompanied by optional socks or breezer covers.
5. Only CGHA approved light and dark color jerseys and alternate jerseys are allowed to be worn by any CGHA team during games, tournaments, and referee-controlled

scrimmages. In years where an alternate jersey is not approved by the board, only light and dark color jerseys are allowed to be worn by any CGHA team during games, tournaments, and referee-controlled scrimmages. No individual team designed jerseys are allowed to be worn during games, tournaments, or referee-controlled scrimmages.

STIPENDS:

Stipends will be paid at the end of the season in accordance with the below table to those serving CGHA in the level roles throughout the season. If a member leaves their appointed position prior to April 30th, they will forfeit their stipend. Any position that is shared by multiple individuals will evenly share the stipend.

- Elected Board Members: Equal to 100% of one Peewee/U12 registration fee
- Board appointed Directors: Equal to 100% of one Peewee/U12 registration fee
- Board appointed Managers: Equal to 70% of one Peewee/U12 registration fee (excludes individual team managers)
- Board appointed Coordinators: Equal to 40% of one Peewee/U12 registration fee
- Board appointed Representatives – no stipend
- The President shall approve the stipend payments each year and may use discretion to adjust the payments

Attachment 1 – CGHA TRYOUT PROCEDURES

Tryout Procedures are reviewed and re-evaluated on an annual basis by the Hockey Committee and the Board of Directors. These procedures will be posted on the www.cghockey.com website no less than 30 days prior to the start of traveling level tryouts.

ATTACHMENT 2 – CGAA HOCKEY DIVISION RULES AND REGULATIONS – COACHSELECTION

March 1, 2016

1. Any person interested in coaching any team shall complete a CGHA Coaching Application which can be found on the www.cghockey.com website.
2. All applicants must be in compliance with USA Hockey Coaching Education Program (CEP) requirements.
3. Proof of compliance with the above rule may be requested by any board member at the time of coach approval or accompany the application forms when submitted to the appropriate Director.
4. Each board member shall receive a copy of all Coach Applications prior to the interview segment of the coach selection process.
5. Questionable conduct complaints while coaching ANY CGAA activity can be cause for rejection by the Hockey board during the Coach Selection process.

COACH REVIEW PROCESS

1. Each coach and assistant coach shall be subject to annual review.
2. The annual review will be conducted by the entire Board of Directors and the Hockey Committee.
3. Tools of review will be the Coach Evaluation Form and any other documentation submitted to the Board.

COACH REMOVAL

1. Only the Board of Directors, in its entirety, can remove a coach.
2. Cause for removal must be documented and reflect violation CGAA By-Laws, Rules and Regulations or Minnesota Hockey/USA Hockey rules and regulations.
3. Any Coach who does not control the conduct of the team while representing Cottage Grove will be subject to review or removal.
4. Repeated conduct or sportsmanship penalties by individual players on the team shall reflect the inability of the coach to control and teach the players the proper rules of play, therefore being subject to review or removal.

ATTACHMENT 3 – CGAA HOCKEY DIVISION RULES AND REGULATIONS – PLAYER MOVE UP

To all parents, it is important to remember that a player, who seems to have the skill to be superior at his current level, often will not have mastered the skills to stay competitive at a higher level. Additionally, physical skill is not the only barometer on which the player's development must be measured. It is equally important that a player's mental development and maturity are weighed in consideration of whether a player has fully developed in their current level.

The intent of our program is to let players develop to their highest potential in their current level. However, if a player demonstrates exceptional skill and the mental maturity necessary to skate at the next level, a player can be considered for a move. Each request will be considered on a case-by-case basis according to the principals and procedures below.

CGHA adheres to MN Hockey Rules for placing players within their age appropriate level. The MN Hockey Rules also allow a move up for players who desire to skate with those in their own school grade.

For Petitions Based on Age/Grade:

The parent(s) or legal guardians of the player must petition the Level Director(s) of the level the player wishes to move from and the Level Director(s) the player wishes to move to for the change, in writing, prior to June 30th of that calendar year.

The petition will then be addressed by the Board of Directors (BOD) at the July BOD meeting.

If the petition is granted by the BOD to allow the "move-up", the following conditions apply:

1. This player must complete the normal tryout process for that level and participate on the team as designated following evaluations.
2. This player must participate in the full season at the level that the player went through tryouts.
3. The player may choose to participate in future seasons at the "moved up" level or may choose to drop back to their designated level based on age. Notification must be given to the BOD prior to June 30th of future seasons if the player intends to drop back to the appropriate age level.
4. The player must petition the appropriate Level Director(s) if they wish to move up again when the grade moves up. This is not a permanent move up. For example, if a player is granted a move up waiver for the Peewee level and then wishes to continue playing with the group at the Bantam level, the player must

petition the Peewee and Bantam Level Directors in order to stay with their grade level.

All players shall play in their age group as defined by MN Hockey rules except when permission has been granted by the BOD to allow a player to play ahead of his/her age group.

For Petitions Based on Skill:

There will be no move ups for mites/8U based on skill.

For Squirt/10U or Peewee/12U aged players who wish to “move-up” for the reason of skill, and not due to birth date, the parent(s) or legal guardians of the player must petition the Level Director(s) of the level the player wishes to move from and the Level Director(s) the player wishes to move to for the change, in writing, prior to May 30th of that calendar year.

The petition will then be relayed to the HC. The HC will review the petition and make a recommendation to the BOD no later than the August BOD meeting. Criteria for allowing a player to “move-up” will be based on the evaluation of the player’s skill and ability to contribute to the older team and the player’s emotional and physical maturity level compared to the older team. This policy is intended to allow consideration by the HC and the BOD in the rare instance that it is in the best interest of an exceptional player to move up and play with others of the same caliber.

If the petition is granted by the HC and BOD to allow the “move-up”, the following conditions apply;

1. The player will tryout at the upper level
2. The player will be placed on the top level team provided that they are rated in the top three (3) of all players at the level. If a Goalie, must be the top rated Goalie at that level.
3. If the player is not one of the top three rated players, they will be asked to move back down to their age appropriate level. (Example – If a squirt is allowed to try out for the peewee level and does not qualify in the top 3 after tryouts, they will be asked to return to the squirt level).

Administrative Move Ups

The BOD may move a player or players up based on numbers on an as-needed basis. Players moved up for numbers will fill in at the lowest level of the older division (Example; moving up a few U8 players to make a full roster at the U10B level.)

ATTACHMENT 4 – CGAA HOCKEY DIVISION RULES AND REGULATIONS – GRIEVANCE POLICY

CGHA is committed to assuring equitable treatment for all and to guaranteeing the protection of volunteers from harassment and abuse. The Association recognizes that in the course of its activities, diverging opinions and difficulties can emerge and consequently, complaints may arise about a member, team official, a policy or a practice of the association or one of its teams. It is our goal to have issues resolved at the lowest level possible and keep the lines of communication open.

The reporting of unacceptable behavior by a director, spectator, coach, player or official is the triggering event of the complaint handling procedure. The reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event. If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a player, spectator, coach, official or administrator, is serious enough to warrant a formal complaint, then a Grievance Form must be completed. This form is part of the policy.

It is the intent of the CGHA Board of Directors to provide an opportunity for parents and players to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the board insists that players, parents, coaches and board members follow the Grievance procedures as presented.

NO GRIEVANCES WILL BE ADDRESSED AT THE MONTHLY MEMBERSHIP MEETINGS.

Board members will give reports, updates and answer questions to the best of their ability at the monthly membership meetings. However, if an issue brought up at a membership meeting is determined, at the judgment of the Board members, to be a grievance the CGHA Board of Directors will direct the appropriate party(ies) to fill out the Grievance Form and follow the established procedures as laid out below.

1. Cooling off period. There are to be no spontaneous grievance related conversations immediately following a game or practice. Players and parents agree to **wait at least 24 hours** after a game or practice prior to initiating a conversation with a coach, coordinator or board member. Coaches, coordinator and board members agree to not participate in any conversations where the grievance

procedure has not been followed.

2. Grievance form. Prior to any conversations being held between a parent and a coach, a grievance form must be completed by the parent and emailed to the CGHA President and Level Director (Bantam Director, Peewee Director, Squirt Director, Girls Director, Mite/Girls 8U Director), and the Hockey Director. The appropriate CGHA Level Director will be responsible for delivering the form to the coach. This will allow the coach the opportunity to be prepared to discuss the issue. Email addresses are listed on the grievance form. A copy of the Grievance form can be found on the www.cghockey.com website.

3. Parent/Coach Meeting. The coach will contact the parent and arrange a time to meet with the parent and player (if appropriate) in order to resolve the issue. Both parent and coach agree to conduct themselves professionally and respectfully at all times.

4. Level Director Involvement. In the event the issue is not resolved to the satisfaction of the parent, coach or both, a meeting will be scheduled with the CGHA Level Director and Hockey Director, the parent(s) and coach in order to resolve the issue.

5. Board of Directors. In the event the issue is not resolved or the grievance is specific to procedures or actions directed by the CGHA Board of Directors, the parent may request a meeting with the CGHA Board of Directors. Grievances as it relates to the tryout process will be addressed individually with parents completing the Grievance Form and each parent will be allowed 15 minutes in a closed meeting with the Board of Directors, or a select group of the Board as appropriately determined based on the nature of the grievance.

All decisions made by the CGHA Board of Directors in the grievance procedures process as laid out above are final. Final copies of all Grievance Forms will be filed with CGAA.

In the interest of protecting the family-oriented environment of the Cottage Grove Hockey Association, it is imperative that this policy be followed by all. Failure to follow this policy may incur punitive action by the CGHA Board of Directors.

ATTACHMENT 5 – CGAA HOCKEY DIVISION RULES AND REGULATIONS – TWO TRAVELING TEAMS, SAME LEVEL

Revised 3/18/21

When the condition occurs that CGAA fields' two traveling teams at the B or C level, the following procedure will take place in the selection of those teams.

After the tryout process has been completed, the head coaches will draft their respective teams starting with goaltenders. The first draft pick will be by flip of a coin and will alternate between coaches until the teams are filled from the players who are remaining after the last tryout hour. The players not selected will fall to the next lowest level of play.

In the event no coach has been selected for one or both teams being drafted, one, two and/or all of the evaluation committee, Hockey Director, and/or "A" Coach of that group will select the team or teams. This decision will be made by the board of directors based on who is available and what is best for the players, program and CGHA.