

# Casper Amateur Hockey Club

## Policy Manual

Revised June 2011

### I. GENERAL

#### A. ADMINISTRATION

##### 1. General

- a. These policies are guidelines for the Casper Amateur Hockey Club (CAHC). Final decisions regarding all governance rest with the Membership or with the Board of Directors according to the Bylaws of the Club.
- b. The Casper Amateur Hockey Club must abide by all City of Casper rules.
- c. No one may approach the City Council or its members as a representative of the CAHC unless approved by the Board of Directors.
- d. Any Board members missing two meetings may be requested in writing to attend the third meeting or tender resignation.

##### 2. Ice Scheduling

- a. All scheduling of CAHC ice time, including pre-season ice-time, will be conducted through the CAHC ice scheduling committee or designee.
- b. All ice schedule times and hourly fees for that ice are set by contract with the City of Casper.
- c. CAHC shall set dates and fees for all hosted tournaments prior to the season start.

##### 3. Sponsors

- a. Ice Boards/Banners: Ice Board/Banners belong to the CAHC and shall be maintained by CAHC, not the City.
- b. CAHC gives each sponsor a wreath at Christmas as a "Thank-you".
- c. All sponsors are included in any programs printed for the club.
- d. All sponsors will be acknowledged on the CAHC website.

#### B. REGISTRATION AND FEES

1. The annual registration fees for all age levels and division shall be set the by CAHC Board of Directors by August of each year for the upcoming hockey season.
2. All registration fees are to be paid in full by the date of registration or as follows: ¼ at registration, ¼ by September 15, ¼ by October 15 and final payment due by January 15th.
3. CAHC registration refunds shall be given under the following schedule if fees have been paid in full and CAHC bookkeeper is notified in writing:
  - a. Skater withdraws prior to October 31: 100% refund
  - b. Skater withdraws after October 31 but prior to November 30: 66% refund
  - c. Skater withdraws after November 30 but prior to December 31: 33% refund
  - d. Skater withdraws after December 31: No refund
  - e. Refunds and Suspensions: Fees shall not be reduced to players under suspension. Refunds to players who leave travel teams for any reason shall be determined by the team manager
4. Registration refunds if only partial fees have been paid shall be calculated by determining what amount the player would owe based on the above schedule (assuming that a full registration fee has been paid) and refunding the difference, if any, between the amount owed and the amount paid.

5. All individuals with outstanding balances for anything (including in-house and/or travel fees) from previous season(s) at the time of registration need to bring their account current and paid in full and must pay ¼ of current year registration with registration before they will be allowed to register for the upcoming season
6. For any check written to CAHC, fees of \$30.00 will be charged for each returned check. After two checks have been returned, the Club may request cash or money orders.
7. All accounts 90 days or more past-due shall be assessed a finance charge of \$35.00 per month until the account is made current.
8. Before being eligible to take the ice, all players and their parents must have a current signed Code of Conduct.
9. Skaters who register after open registration cannot be guaranteed placement on a team.

## C. FUNDRAISING

1. All fundraising, except that outlined below, shall be coordinated and requires approval through the CAHC Board of Directors or Goalkeepers, whichever is more appropriate before being undertaken.
  - a. Fundraising done at hosted tournaments (i.e. raffles, Goalkeepers souvenir sales, puck toss, etc.) is allowed without specific or prior approval
    - i. Proceeds from Travel Tournaments go towards the hosting team(s), including the proceeds paid to the Club for Goalkeepers souvenir sales
    - ii. 25% of puck toss, raffle and Goalkeepers sales from a House Tournament can be used towards the year-end awards for U8 and Squirt divisions.
  - b. In-kind donations or unsolicited donations with a value of less than \$200.00 are allowed without specific or prior approval.
  - c. Donations of any value from CAHC members or their families are allowed without specific or prior approval but need to be reported to the CAHC Board of Directors.
  - d. Any program advertising or other sponsorships not covered under the preceding paragraphs needs prior approval of the Board of Directors.
  - e. Fundraising for the Eddie McPherson Tournament is exempt from any restrictions and the proceeds are directed to that foundation.

## D. VENDORS

1. All vendors wishing to engage in commercial enterprises using CAHC, its players, coaches or property, must submit proposals to the CAHC Board of Directors.
2. The Board will approve any such commercial activity for a period of no more than one year.
3. All vendors will provide for and pay for additional fees required by the City of Casper.
4. Unless otherwise specified, 10% of commercial revenues will be returned to CAHC.

## II. TEAMS

### A. GENERAL

1. Skaters: No one may skate on the ice unless he/she is registered for that age level and that age level is on the ice at that time. A skater may not skate with a younger sibling to assist the coach. The only exception to this is if the older skater is actually registered as a student coach for that team in accordance with USA Hockey guidelines.
2. Equipment Requirements and Injuries: Players on the bench, including those injured, must wear full equipment, including skates (USA Hockey and insurance regulations. If a player is

hurt on the ice, his helmet must be left on if possible. If it is taken off to check for injury, it should be put back on to skate off and while the player is on the bench.

3. Casper Locker rooms: Team manager or designee will sign out locker room keys for all teams. Rooms will be inspected after each use (noting problems) and the key then returned to the Ice Arena. Coaches or managers will accompany players in the locker room at all times.

4. Visiting team locker rooms and their management are the responsibility of the City of Casper and Casper Ice Arena.

5. Games: Team representatives will schedule parents for scorekeeping, penalty box, etc., during the season. If conflicts arise, age representatives should be notified to find replacements

6. Skate-ups: There will be NO skate-ups allowed.

7. All teams representing the CAHC (either by registration, uniform, or any other CAHC representation) must be approved by the Board of Directors.

## B. EQUIPMENT

1. Jerseys: Goalkeepers will issue jerseys for each in-house team which are turned back into the club at the end of each season, except U8 jerseys, which players keep each season. Travel jerseys, for age Bantam and below, shall be checked out through Goalkeepers. A damage/cleaning deposit shall be collected which will be returned at jersey check-in, either in the full amount or a lesser amount depending upon the condition of the jerseys. Goalkeepers may also set a rental fee for Travel Team jerseys. Midgets purchase their jerseys.

2. Goalies: Goalkeepers shall check out goalie equipment, if needed, to the head coach of a team that is PeeWee age or below.

3. Returns: All rental equipment is to be returned to Goalkeepers via a team representative or age representative at the end of the season. Failure to do so jeopardizes a player's registration for the next year, as that player will be assessed the value of the equipment.

4. First Aid Kits: CAHC shall provide two (2) first aid kits that shall be kept at the front desk for In-House and tournament play.

## C. IN-HOUSE TEAMS

1. Team try-outs and Drafting: Testing of all players for In-House team drafting will be completed within the first three (3) weeks of the official start of the season. Each age group is responsible for administering its own testing. The coaches will arrange for the testing and drafting of teams with the assistance of the age group representative for the respective age group.

2. Practices: A minimum of two (2) practices shall be held for every game by In-House teams from the beginning of the season until January.

3. If there are two (2) or fewer In-House teams registered for any age division an In-House schedule/league cannot be guaranteed.

4. Cross-Ice: Only Cross-ice practices and games for our U8 A/B group and only half-ice games and practices for our U8 C/D/ group. Squirt age groups as determined by coaching committee and appropriate age representatives.

5. Goalies: There will not be designated goaltenders for the In-House hockey season. All players will be encouraged to rotate as goaltenders and skaters.

## D. TRAVEL TEAMS

1. Team try-outs and Drafting: Travel teams will be picked only by a committee consisting of the travel team coaches, at least one representative from the coaching committee, and at

least two (2) other independent people/evaluators from outside that age group. Testing results can be used as guidelines. Try-outs will be held for all interested players. If numbers permit multiple teams may be rostered. However, final roster decisions rest with the coach(es).

a. U8: There will be no try-outs for any U8 team wishing to travel. All U8 players will be eligible to participate on a rotational basis. Additionally, no U8 team will be allowed to participate in more than four (4) out-of-town tournaments per year or more than one (1) out-of-town tournament in a 3 week period of time. All U8 C/D games will be half-ice.

2. Individual Fees: All travel team members will pay a travel fee calculated and assessed by the Club's bookkeeper in an amount to cover ALL the current season expenses.

3. Dress Code: Whenever Travel Team players are representing CAHC, they shall dress either in the authorized CAHC warm-ups or in dress slacks, shirts and ties as specified by the team coach(es).

4. Referee Charges:

a. Age PeeWee and Below: Travel Teams for age PeeWee and below, shall be billed for the full amount of referee charges applicable to their home games. House game referee fees are covered by registration fees.

b. Bantam/Midget/High School: CAHC shall pay for half (1/2) of the referee charges for Bantam/Midget/High School home games since no In-House play occurs at these levels. If there is no PeeWee In-House hockey, this provision will apply to the PeeWee teams playing in WAHL.

### III. COACHES

#### A. CLINICS

1. Local Clinics: Coaches and assistants are required to attend the coach's clinics organized by CAHC. CAHC will pay for the clinic fees when a coach completes the test and certification.

2. Out-of-town Clinics: CAHC will pay the fee and Goalkeepers will pay for expenses for CAHC coaches to attend out-of-town coach's clinics provided the CAHC Board of Directors approves the attendance in advance.

#### B. FINANCES:

1. Coaching Credits: Each team shall be allocated \$300.00 credit for skating fees, to be divided among coach(es) of that team as they shall decide among themselves. Each coaching credit is to be applied to the skating fee the coach chooses. Coaches who do not have a child on a team may receive a gift card. No one coach shall be allowed more than \$150.00 credit per year per team.

2. Cash Advances: One coach of a Travel Team may request a travel cash advance in an amount not to exceed \$600.00. This request must be made by completing a Travel Team Advance Form, signed by the coach and the manager, and should be submitted at least five (5) days before the trip.

3. Expense report forms with receipts attached, signed by the coach and the manager must be given to the Club bookkeeper. Unused cash may either be returned or used for a future trip, but in no case shall the total cash owed the club exceed \$200.00 (left over cash plus new cash advance). At the end of the season, all unused cash shall be returned to the Club.

4. Coach Reimbursement Expenses: The following expenses are allowed:

a. Meals: Up to \$30.00 per day based on receipts

- b. Lodging: Room only (NO incidentals)
- c. Mileage: at the current IRS rate, based on a standard map

#### C. MISCELLANEOUS

1. Student Coaches: In accordance with USA Hockey guidelines, student coaches must be 13 years old and should be at least one (1) age group above age coaching.
2. Helmets: All coaches MUST wear helmets when on the ice.
3. Coaches (or managers) will accompany players in the locker rooms at all times.
4. All coaches and managers will be subject to background checks.

### IV. REFEREES

#### A. CLINICS

1. CAHC will pay for ice time used for referee clinics.

#### B. FEES

1. USA Hockey Fees: CAHC will pay for USA Hockey fee assessed to first year Level 1 referees who successfully complete the examination.
2. Referee Fees: Fees for Referees will be established annually prior to the start of the season by the CAHC Board based on recommendations from the Referee-in-Chief.

#### C. MISCELLANEOUS

1. Adult referees will be subject to background checks.