



# Casper Amateur Hockey Club

## Policy Manual

Revised June 2017

### 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 Club sponsors will be acknowledged on the CAHC website.

#### B. REGISTRATION, FEES, AND SCHOLARSHIPS

1. The annual registration fees for all age levels and divisions shall be set by the CAHC Board of Directors prior to the registration deadline 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: 20% at registration, 20% by August 1, 20% by September 1, 20% by October 1 and final payment due by January 15. Participants with less than 80% of their registration fees paid as of October 1 will be considered not in good standing with CAHC and will be ineligible to participate in any CAHC activity until their accounts are brought current. In addition, participants still owing registration fees after January 15 will be considered not in good standing with CAHC and will be ineligible to participate in any CAHC activity until registration fees are paid in full.
  - a. First time skater registration-A player can register as a first time skater if he/she has never registered for hockey in his/her lifetime, regardless of the division, in an organized hockey program associated with a national governing body (i.e. USA Hockey, Hockey Canada, etc.).
  - b. Registrations after December 31 of the current season will be considered and approved on a case-by-case basis.
3. Skaters who register after November 1 of the current season will pay prorated registration fees as determined by the CAHC Board Treasurer.
4. If a player wishes to withdraw from the program, notice of withdrawal must be sent by letter/email to the Club President or Treasurer from the parent/guardian who registered the player. The withdrawal will be considered effective on the date the letter/email is received.
5. CAHC registration refunds shall be given under the following schedule if fees have been paid in full and CAHC Treasurer is notified in writing by handwritten letter or email that a player is withdrawing from the program by his/her parent:
  - a. Skater withdraws prior to October 15: 100% refund
  - b. Skater withdraws after October 15 but prior to November 15: 66% refund
  - c. Skater withdraws after November 15 but prior to December 15: 33% refund
  - d. Skater withdraws after December 15: No refund

- e. Refunds and Suspensions: Fees shall not be reduced to players under suspension. No refunds are given for League team fees. The CAHC Board shall determine refunds to players who leave a Travel Tournament team for any reason. No refunds/adjustments given for players who are unable to participate due to school ineligibility requirements.
  - f. Players who are injured, or have an illness, that keeps them from participating may petition the CAHC Board for an adjustment of Travel Tournament team fees. The petition must be presented to the CAHC Board within 30 days of the injury or illness. A letter and/or order from a physician must accompany the petition and a medical release must be submitted to the Board prior to the player actively returning and participating in the program. Decisions will be made on a case-by-case basis, and the decision of the CAHC Board will be final.
6. 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.
  7. All families with outstanding family account balances for anything (including registration, League team, and/or Travel Tournament team fees) from previous season(s) at the time of registration need to bring their family account current and paid in full and must pay 20% of current year registration with registration before they will be allowed to register any player(s) for the upcoming season
  8. 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.
  9. 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.
  10. Before being eligible to take the ice, all players and their parents must have submitted to the CAHC Registrar all USA Hockey and CAHC required documents. In addition, the player's account must be up to date and in good standing.
  11. Skaters (Squirt division or higher) who register after September 1 cannot be guaranteed placement on a League and/or Travel Tournament team.
  12. Scholarships-The amount and number of scholarships awarded is determined by the amount of money budgeted for scholarships for the current season, the number of requests received meeting eligibility requirements, and the total dollar amount of the requests received. Amounts awarded may change from year to year and are at the full discretion of the CAHC Board and Scholarship Committee. All scholarship awards will be applied as a credit to the player's account (Dustin Latimer Scholarship) or will be sent directly to the awardee's post-high school institution's financial aid office, upon receipt of a copy of the acceptance letter from the institution that the awardee has chosen (Playmaker Scholarship and Bill Ryan Memorial Scholarship). Scholarships are granted on a per season basis, they cannot be deferred, and all decisions of the scholarship committee are final. Scholarship monies cannot be used towards fees incurred due to late registration(s).

## C. FUNDRAISING

1. All sponsorship and fundraising, except that outlined below, shall be coordinated and requires approval through the CAHC Board of Directors or the Fundraising and Equipment Committee whichever is more appropriate before being undertaken.
2. Sponsorship is defined as a monetary or in kind contribution by a private individual, organization, or the corporate sector in support of CAHC in return for some form of public acknowledgement or other defined expectation. Sponsorship involves entering a business arrangement designed to provide tangible benefits to all parties.
  - a. Examples of Club sponsorship would include dasher boards and banners, event sponsorships (monetary and/or in kind contributions, such as silent auction/raffle items), etc.
  - b. Examples of Team sponsorships would include tournament contributions (monetary and/or in kind, such as program advertisements, silent auction/raffle items, food, etc.) for WAHL State, and Travel Team hosted tournaments.
    - i. A team may request board approval for solicitation of monetary sponsorships, but only when that team is presented with a unique, competitive opportunity (i.e. attending Nationals tournament, International Silver Stick tournament).
    - ii. Current CAHC Club sponsors will not be asked to provide any in-kind contributions or program advertising without prior board approval.
3. Fundraising includes all activities that develop financial and in kind support from individuals, foundations, and private and public organizations in support of CAHC where there is no formal business arrangement and there is no expectation of public acknowledgment (however, public acknowledgment can be given).

- a. Examples of Club fundraising would include ticket sales, wreath sales, souvenir sales, etc., the proceeds of which are used to offset operational and program expenses.
  - b. Examples of Team fundraising would include tournament raffles/silent auctions and souvenir sales, puck toss, etc.
    - i. Net proceeds from tournaments (6U/8U, WAHL State or Travel Team tournaments) are equally split between all rostered players participating on that particular host team and credited to each individual player's account.
  - c. Examples of individual Player fundraising would include credits received from participating in Club fundraisers. To encourage participation in Club fundraisers, players receive a credit amount specific to each fundraiser, which is allocated to their account for each item sold. These fundraising credits are non-refundable per IRS requirements for non-profit associations.
  - d. Fundraising for the Eddie McPherson Tournament is exempt from any restrictions and the proceeds are directed to the Eddie McPherson Foundation. Proceeds from the Eddie McPherson tournament allocated to the High School division are done so per the request and direction of the Foundation Chairperson.
4. Donations are unrequested gifts of money or in kind contributions received by CAHC and/or teams with unique opportunities from individuals, foundations, and private and public organizations where there is no expectation of public acknowledgment and nothing is expected in return.

## 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. CASPER FIRST POLICY

1. Casper Amateur Hockey Club does not wish to prohibit or even discourage players from seeking additional opportunities to participate in youth hockey. However, given the potential disruptive effect of players playing in other programs, some guidelines for such participation must be set forth. It shall be the policy of CAHC that all of its players must give Casper Amateur Hockey Club games and practices priority over the games or practices of other programs, leagues, or tournaments. This policy does not preclude players from participating in additional programs, leagues, or tournaments, but does require that CAHC players will play with their CAHC team if there is a conflict with another program, league or tournament.
  - a. Player's may petition the Casper First Policy. This petition must be submitted to the Club in writing at least a month prior to the conflict. There must be unanimous consent by the Coaching coordinators and the Chairman of the Coaching committee, after the coaching staff has been consulted. This will only be considered if it is deemed the player will be playing at a higher competitive level with the opportunity presented in the petition than the Casper team is playing at the time of conflict.
  - b. Players and parents will be required to sign letters of commitment prior to the beginning of the season agreeing to abide by this policy.

### B. GENERAL

1. Skaters: No one may skate on the ice unless he/she is registered for that age level with USA Hockey and CAHC 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 registered as a student coach for that team in accordance with USA Hockey guidelines.
2. Equipment Requirements and Injuries: Players on the bench must wear full equipment, including skates (USA Hockey and insurance regulations). An injured player who is unable to play, but remains on the bench during a game for attendance purposes must wear a helmet with facemask and team jersey.
3. Casper Locker rooms: A Coach, Team Manager, or designee will sign out locker room keys for their respective team. Rooms will be inspected after each use (noting problems) and the key then returned to the Ice Arena. Coaches, managers, or certified designees will monitor players in the locker room per USA Hockey SafeSport guidelines.

4. Visiting team locker rooms and their management are the responsibility of the City of Casper and Casper Ice Arena.
5. Games: Team Managers will schedule parents for scorekeeping, penalty box, etc., during the season. If conflicts arise, Age Representatives/Team Managers should be notified to find replacements.
6. Player Movement:
  - a. In an effort to provide player and team development, CAHC will consider requests to allow players to play (cross-roster) with an upper age group. Player selection to play (cross-roster) with an upper age group is a privilege, not a right.
  - b. Skate-ups (player leaving his/her respective age group to *only* skate with a higher age group) will not be allowed, but exceptions may be made for the goaltenders if needed.
7. Cross Roster Option: Players may be allowed to roster with their current age group and an upper age group when there is a need for players at an upper age group. Because a player is able to cross-roster does not guarantee he/she will play games with the upper age group. The following criteria and procedures will be adhered to:
  - a. No player shall be allowed to play games (cross-roster) with an upper age group without approval from the respective CAHC Coaching Coordinator and the CAHC Coaching Committee Chairman, after consulting the Head coaches of the two (2) age groups.
  - b. Only players in their final year in an age group will be considered for play with an upper age group.
  - c. Players will only be cross-rostered with an upper age group, or be allowed to participate in any upper age group game, if there is a legitimate need. The determination if a need exists rests with the respective CAHC Coaching Coordinator, the CAHC Coaching Committee, and the CAHC Board.
  - d. The decision to cross roster a player will be made at the conclusion of CAHC tryouts.
  - e. Players approved to play (cross-roster) with the upper age group must continue to meet all practice and game requirements of their current age group. Notification from the player's current age group coach advising that the player is not meeting practice and game obligations will result in revocation of the approval of the player to play (cross-roster) with the upper age group.
  - f. If there is a conflict between games of the current age group and the upper age group, the player must play all games with their current age group, unless that is waived by unanimous approval of the Coaching coordinators and Chairman of the Coaching committee.
  - g. No player who was approved to cross-roster with an upper age group will be allowed to play with the upper age group if there were players cut from the upper age group team.
  - h. Players approved to cross-roster with an upper age group will not be charged registration fees associated with the upper age group, but will be responsible for fees associated with participating with a League and/or Travel Tournament team with the upper age group.
  - i. The only downward movement of players will be based on USA Hockey guidelines.
8. Petition Procedures: In order for a skater to be considered to cross-roster with an upper age group, the following procedures shall be followed:
  - a. Petitions to play with the upper age group will be submitted to the CAHC Coaching Coordinator.
  - b. Upon receipt of a petition, the respective CAHC Coaching Coordinator will consult with the Head coaches of the current age group and the upper age group to assess the skater's skill and ability to play at the upper age group and viability of the request. Consensus to permit the petition to move forward must be reached between the two Head coaches and the respective CAHC Coaching Coordinator. The petition can then be forwarded to the CAHC Coaching Committee.
  - c. All requests for review of the denial to allow a skater to play with an upper age group will be forward to the CAHC Coaching Committee.
  - d. Petitions favorably endorsed by the two Head coaches and the respective CAHC Coaching Coordinator will be reviewed by the Coaching Committee. Upon endorsement by the CAHC Coaching Committee, the request will be submitted to the CAHC Board at the next scheduled CAHC Board meeting. Once approved by the CAHC Board, the player will be notified, appropriate fees assessed, and payment arrangements made with the CAHC Treasurer. Only those players current with their CAHC registration fees can be allowed to play with the upper age group.
  - e. The respective CAHC Coaching Coordinator will meet with the skater and skater's parents if he/she was not approved to play with the upper age group. The respective CAHC Coaching Coordinator will provide an assessment that articulates the player's skill deficiencies, as well as other factors that contributed to the denial of the request to play with the upper age group.
  - f. The CAHC Coaching Coordinators will maintain a file, and track, all petitions received.
9. To promote mentorship and involvement with the Girls age group, girls who choose to register with the Girls division and a second division (Pee Wee, Bantam, or Midget) will not be charged registration fees associated with



the second registration, but will be responsible for fees associated with participating in a League and/or Travel Tournament team with the second registered division.

10. All teams representing CAHC either by registration, uniform, or any other CAHC representation, must be approved by the Board of Directors.
11. To monitor compliance with the USA Hockey SafeSport Electronic Communications Policy, all social media (Facebook, Twitter, etc.) bearing the Casper Amateur Hockey Club's and/or Casper Oilers name/logo will be required to have a Board member as an Administrator.

## B. EQUIPMENT

1. All jerseys and equipment referred to in this document are property of CAHC (exception: Midget League/Travel team jerseys which are purchased by the players). Jerseys and equipment can only be issued/rented to players currently registered with CAHC.
2. Jerseys: The Fundraising and Equipment Committee will issue jerseys for each in-house team, which are turned back into the club at the end of each season. League/Travel Tournament team jerseys, for age Bantam and below, shall be checked out through the Fundraising and Equipment Committee. 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. The Fundraising and Equipment Committee may also set a rental fee for League/Travel Tournament team jerseys. First year skaters are given a souvenir CAHC jersey at the end of his/her first season.
3. Equipment: CAHC provides a rental program for equipment. A damage/cleaning deposit shall be collected which will be returned at equipment check-in, either in the full amount or a lesser amount depending upon the condition of the equipment. The Fundraising and Equipment Committee may also set a rental fee (regular season rental and summer rental). The Fundraising and Equipment Committee shall check out goalie equipment, if needed, to the head coach of a team that is Pee Wee age or below.
4. Returns: All jerseys and rental equipment are to be returned to the Fundraising and Equipment Committee via a Team Manager or Age Representative at the scheduled jersey/equipment return night at the end of the season. If the jerseys and/or equipment are not returned at the scheduled return night, a late fee of \$50 will be assessed to the player's account. The player will also be assessed the full cost of the jerseys and/or equipment if they are not returned by the end of season inventory day scheduled by the Fundraising and Equipment Committee.
5. Med Kits: CAHC shall provide a Med kit (first aid kit) to the Head Coach of each League and or Travel Tournament team, which is to be returned to the respective Coaching Coordinator at the end of the season.

## 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 per USA Hockey guidelines. Deviations from this policy require approval from the respective Coaching Coordinator.
3. Cross-Ice: Only Cross-ice practices and games will be held for our 6U group and only half-ice practices and games will be held for our 8U group per USA Hockey guidelines.
4. Goalies: There will not be designated goaltenders for the In-House hockey season. All players will be encouraged to rotate as goaltenders and skaters.
5. Generally we will not have in house divisions at the Peewee age group or above.

## D. LEAGUE TEAMS AND TRAVEL TOURNAMENT TEAMS

1. CAHC offers two levels of competitive play for age groups above the 8U division: League team play and Travel Tournament team play. At the discretion of the coaches of an age group, the registration numbers within that age group will determine the viability of separate and distinct League and Travel Tournament teams. Separate and distinct League and Travel Tournament teams will occur when registration numbers at an age group allows for more than one League team. If registration numbers at an age group do not allow for more than one League team, try-outs will determine the roster for the League/Travel Tournament team.
2. Team try-outs and Drafting: Travel Tournament teams will be picked only by a committee consisting of the Travel Tournament 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). If the head coach is a parent, step parent, guardian, or relative of a player trying out, the final decision for travel teams will be defaulted to the Coaching coordinators. No alternates will be rostered on a League and/or Travel Tournament team.

- a. 6U/8U: There will be no try-outs for any 6U or 8U team wishing to travel. All 6U or 8U players will be eligible to participate on a rotational basis. Additionally, no 6U or 8U 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 6U games will be cross ice and all 8U games will be half-ice.
3. Individual Fees: All League team members will pay a league fee calculated and assessed by the Club's Treasurer in an amount to cover all the current season expenses associated once rostered on that team. All Travel Tournament 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 associated once rostered on that team.
  - a. 6U and 8U teams-6U and 8U players who choose to participate on a 6U or 8U team will be assessed the expenses associated with the tournament(s) the player participated in once that player is added to the roster for the respective tournament.
4. Dress Code: Whenever League team and Travel Tournament 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 Club and team coach(es).

### III. COACHES

#### A. CLINICS

1. Local Clinics: Coaches and Assistant Coaches are required to complete all USA Hockey, CAHC, and League coaching certification requirements prior to December 1 of the current season to be eligible to participate. Exceptions need to be approved by the divisions Coaching Coordinator in advance of the December 1 deadline. CAHC will reimburse all expenses associated with USA Hockey, CAHC, and/or League requirements needed for coaches to complete certification. Receipts/proof of completion of certification requirements need to be submitted prior to the issuance of a reimbursement check. The deadline to submit coaching certification expense receipts for reimbursement to the CAHC Treasurer is December 31 of the current season.
2. Out-of-town Clinics: CAHC will pay for fees and reasonable expenses for CAHC coaches to attend out-of-town coach's clinics provided the CAHC Board of Directors approves the attendance and anticipated expenses in advance.

#### B. FINANCES

1. Coaching Credits: Each team shall be allocated a coaching credit amount determined by the Finance Committee following recommendations from the respective Coaching Coordinator and Board approval. Each coaching credit is to be applied to the skating fee the coach chooses (these credits are non-refundable per IRS requirements for non-profit associations). 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 League and/or Travel Tournament team may request a travel cash advance in an amount not to exceed \$600.00. This request must be made by completing a League/Travel Tournament 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 within two weeks following the trip. Unused cash must be returned with the expense report following the trip the cash advance was provided for.
4. Non-parent Coach Reimbursement Expenses: The following expenses are allowed for a maximum of two non-parents per trip (where appropriate, double occupancy and vehicle ride sharing will be expected):
  - 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
5. Coaches will not be reimbursed for expenses incurred for games in which they are suspended. The CAHC Board may review suspended coach's expense requests on a case-by-case basis.

## C. MISCELLANEOUS

1. Student Coaches: In accordance with USA Hockey guidelines, student coaches must be 13 years old, must be at least one (1) age group above age group coaching, must attend a training session conducted by CAHC, and must be vetted by the respective Coaching Coordinator.
2. Helmets: All coaches MUST wear helmets when on the ice.
3. Coaches, managers, or other designees will monitor players in the locker rooms per USA Hockey SafeSport guidelines.
4. Board members, Coaches, Age Representatives, Team Managers, etc., are required to have biannual background screening per USA Hockey policy. CAHC will credit the player's account for the screening cost for those parent volunteers who have completed the background screening. Non-parent volunteers will be issued reimbursement checks for the cost of the background screening. Proof of background screen completion needs to be submitted to the CAHC Treasurer prior to the application of credits or issuance of a reimbursement check. The deadline to submit background screening expense receipts for reimbursement to the CAHC Treasurer is December 31 of the current season.

## 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. The deadline to submit expense receipts for reimbursement to the CAHC Treasurer is December 31 of the current season.
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 (18 years of age and older) will be required to complete all USA Hockey, CAHC, and League Official certification requirements.