



TEAM COLORADO HOCKEY CLUB
MEMBER HANDBOOK

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TEAM COLORADO CONTACT INFORMATION

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CHAPTER 1 – GENERAL INFORMATION

1.1 MISSION STATEMENT

The Colorado Amateur Hockey Association (“CAHA”) is a Colorado non-profit, 501(c)(3) corporation, which enjoys an affiliation agreement with USA Hockey and conducts its programs primarily at various rinks throughout Colorado. All teams are registered with CAHA and USA Hockey. In partnership with the parents, coaches, we want to ensure that children are provided a meaningful, enjoyable, challenging, and safe hockey experience. We are an athlete-centered organization that places the needs of children first. We give each Member the opportunity to participate to the best of their ability and to develop as a young athlete.

CAHA operates girls hockey programming as Team Colorado (TC).

Together, we will nurture the physical and emotional well-being of all Members in an environment that fosters and promotes a sense of community and fun. The success of the Association will be measured by holding ourselves accountable for creating an environment where more children enjoy playing the game and participating in hockey in the future.

1.2 PHILOSOPHY

The consistent demonstration of good sportsmanship by all players, parents and spectators at the ice rink is the guiding principle of our mission. We are committed to giving these young players a positive experience in ice hockey in these important years. In our Association, this means ensuring that EVERY young player is treated with dignity and respect. We encourage and promote a true competitive spirit while focusing on players’ personal growth. In return, Members commit to personally creating a culture of fun, discipline and encouraging support.

1.3 CORE VALUES

- Sportsmanship – A sense of fair play; to be humble in victory, gracious in defeat, and show friendship and mutual respect with teammates, opponents, officials and coaches.
- Integrity – Foster honesty and fair play in conjunction with a strict interpretation of the rules and regulations of the game.
- Pursuit of Excellence – At both the individual and team level, perform each aspect of the game to the highest level of his or her ability.
- Enjoyment – the hockey experience should be fun, satisfying and rewarding.
- Teamwork – Value the strength of learning to work together.

1.4 PARENT ADVISORY COMMITTEE MEETINGS

The Parent Advisory Committee (the PAC) will meet on an as needed basis or as applicable for the purpose of conducting Team Colorado (TC) business. The purpose of these meetings is to discuss any and all issues relating to individual team or program operation with the effort to such operations and/or experience with TC. If a vote is required for a decision on any such issue, it will be decided by majority vote of members of the PAC.

1.5 PARENT AND PLAYER CONDUCT

We fully support USA Hockey's ZERO TOLERANCE policy and reserve the right to enforce it within our facilities. We ask for your cooperation while at the arena. Please refrain from:

- Any abusive language directed at any official, player, coach or other fans
- Any unruly behavior during Team Colorado practices or games
- Any behavior deemed inappropriate in a private facility

As Members, parents/guardians are subject to fines and/or suspension for violations of USA Hockey's ZERO TOLERANCE policy.

ALL HOCKEY PARTICIPANTS AND FANS ENTERING FACILITIES WHERE TEAM COLORADO TEAMS ARE PARTICIPATING SHALL:

- Display strict adherence to the policies and procedures of Team Colorado
- Have respect for opponents and play by the rules of the game

- Display respect for the players and parents of other youth hockey organizations
- Display respect for officials, coaches and volunteers of Team Colorado and accept their decisions

Coaches, players, parents and officials will always agree to act in the spirit of good sportsmanship while participating in Team Colorado activities.

Parents will also be required to execute a Player and Parent Code of Conduct Agreement at registration, which specifically addresses conduct that may subject the parent or player to discipline.

Any breach of the conduct standards may result in disciplinary action against the player or parent, on the recommendation of the Parent Advisory Committee, or on the recommendation of the CAHA Disciplinary Committee, as applicable. Any disciplinary action against a player for a breach of conduct may result in the player being suspended or expelled from Team Colorado OR CAHA with no refund. Any disciplinary action against a parent for a breach of conduct may result in the parent being banned from Team Colorado or CAHA activities and/or the parent's player being suspended or expelled from Team Colorado with no refund.

1.6 USA HOCKEY ZERO TOLERANCE POLICY

In an effort to keep ice hockey a more desirable and rewarding experience for all participants, CAHA has instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all on-Ice Referees and Linesmen:

PLAYERS

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- Openly disputes or argues any decision by an official.

- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- Visually demonstrates any sign of dissatisfaction with an official's decision.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

COACHES

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- Visually displays any sign of dissatisfaction with an official's decision, including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.

OFFICIALS

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as baiting or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

PARENTS / SPECTATORS

The game may be stopped by an on-ice official when the parents/spectators displaying inappropriate or disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing the offending parents/spectators from the viewing and game area. Once removed, play will resume. Lost time will not be replaced, and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include:

- Use of obscene or vulgar language in a boisterous manner to anyone at any time.

- Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence, or actual physical violence.
- Throwing of any object in the spectators' viewing area, players' bench, penalty box, or on the ice surface, directed in any manner as to create a safety hazard.

Any parent removed from a scrimmage/game/tournament by an official may be required to meet with the CAHA Disciplinary Committee, as applicable. If a second infraction takes place, the parent will be required to go before the Board for further discipline, which could include a parent no longer being permitted to attend Team Colorado games.

1.7 PARENT / COACH 24-HOUR RULE

Parents may not approach or contact a coach(es) to voice complaints or displeasure with coaching decisions immediately following a game or practice. Parents must arrange a meeting through the team manager to meet with the coach and assistant(s) not sooner than 24 hours after the game or practice. At the meeting, all questions and concerns will be addressed by the coach in an effort to move towards a resolution. If the coach or coaching staff feels the violation of the 24-Hour Rule is significant, the Team Colorado Parental Advisory Committee or CAHA Oversight Committee, as applicable, may automatically suspend the parent or player until a hearing with the Team Colorado or CAHA Oversight Committee may be scheduled.

1.8 SEXUAL ABUSE/HARASSMENT/DISCRIMINATION POLICY

Team Colorado hereby adopts the sexual abuse, screening, and physical abuse policies of USA Hockey. These policies may be amended from time to time; provided, however, that upon reasonable notice to the Members, the Board shall have the discretion to adopt and enforce policies, or sanctions for the violation of such policies, which are more stringent than the prevailing policies and/or sanctions promulgated by USA Hockey.

- Team Colorado SafeSport Program: Sexual abuse, physical abuse and harassment is covered in the USA Hockey/CAHA/Team Colorado SafeSport Handbook. This document can be found on the TC website.

- **DISCRIMINATION:** The unfair or unequal treatment of a person or group (either intentional or unintentional) based on race, color, age, national origin, religion, sex, or disability.

Harassment and Sexual Harassment will not be tolerated within Team Colorado. There shall be no sexual abuse of any participant involved in any of Team Colorado's sanctioned programs. Sexual abuse of a minor participant occurs when a volunteer touches a minor participant for the purpose of causing sexual arousal or gratification of either the minor participant or the volunteer. Sexual abuse of the minor participant also occurs when a minor participant touches a volunteer for the sexual arousal or gratification of the volunteer or minor participant, if the touching occurs at the request or consent of the volunteer. Neither consent of the participant to the sexual contact, mistake to the age of the minor participant, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon being notified of a violation of this policy, the Board will conduct a thorough initial investigation and may contact the appropriate law enforcement authorities for additional investigation. Upon proof of the violation, the violator will be permanently banned or suspended from all Team Colorado sanctioned programs, including its affiliate programs with USA Hockey, CCYHL and CAHA. The requisite level of proof will be based upon a majority vote of the Board or a guilty plea, or finding in a court of law. Team Colorado will not need to prove "beyond a reasonable doubt" that sexual contact occurred to enforce this section.

1.9 WHISTLEBLOWER POLICY

A whistleblower as defined by this policy, is a Team Colorado member, volunteer, or CAHA Oversight Committee member who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the Director of Hockey Operations, and/or the CAHA Oversight Committee, who are responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseline allegations. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.

Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals with their legal rights of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines, or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the CAHA Oversight Committee or VP of Discipline for CAHA. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

1.10 RECORD RETENTION POLICY

Team Colorado abides by the USA Hockey and CAHA policy for records retention. This document can be found on the CAHA Website.

1.11 PUBLICATION OF DOCUMENTS

Team Colorado will distribute documents to the membership throughout the season using Team Colorado mailing lists and/or the Team Colorado website. Documents may include, but are not limited to:

- Team Colorado Operating budget/season fee updates
- Team Colorado travel fee updates
- Individual player/family account balances
- Memorandums in regards to Team Colorado, CAHA, or USA Hockey policy changes

- Tournament weekend itineraries or other pertinent information directly related to the functional operation of each team or the Team Colorado program as a whole
- The TC Member Handbook, SafeSport Handbook, and Billet Program information
- Scholarship Application information
- Team Colorado Program Information (Spring, Summer, and Fall/Winter)
- Team Colorado Tryout Information (Spring and Fall/Winter Tryouts)
- Team Colorado News and Events (Girls Hockey Night w the Avs or DU, College Commitments, Try Hockey and Learn to Play events, other special events, etc.)
- Individual team practice and off-ice schedules
- Any other information relating to the operation of Team Colorado

CHAPTER 2 – MEMBERSHIP AND REGISTRATION

2.1 MEMBERSHIP / EEOC

Team Colorado shall provide equal membership/employment/service opportunities to all eligible persons without regard to race, religion, color, national origin, citizenship, age, gender, sexual preference, marital status, parental status, veteran status, handicap, membership in any labor organization, political affiliation, and for employment purposes only, height, weight, and record of arrest without conviction.

Membership in Team Colorado shall be comprised of the following (collectively, the Members):

- Participant Members: Players currently registered with Team Colorado (“Participants”), which in the case of a Participant Member who is not at least eighteen (18) years of age shall include the parent(s) or guardian(s) legally authorized to act on behalf of such minor Participant Member. As stated in the by-laws, a minor Participant Member and his or her parent(s) or other legal guardian(s) shall together be deemed to be a single Participant Member.

- Other Members: Other persons who are deemed necessary to the operation of Team Colorado's program and who are elected to membership by CAHA, or Team Colorado.

All registrants must complete all forms or provide any documentation required by Team Colorado or USA Hockey to participate in any Team Colorado skating activity. Skating activities include tryouts, evaluations, practices, games, clinics, power skating classes, treadmill training sessions and Team Colorado sponsored open hockey.

2.2 PLAYER REGISTRATIONS AND DEPOSITS

Player registration can begin 48 hours after USA Hockey Tier I Nationals of the current season, or as soon thereafter as is practical. In a normal season, player registration will take place following the tryout process, and team selections are made for the upcoming season. For example, player registration for the 25-26 season will begin 48 hours following the conclusion of 2025 tryouts.

To hold a space for the upcoming hockey season, a NON-REFUNDABLE deposit, approved by the CAHA Oversight Committee prior to the registration process, will be required with the player's registration. This deposit affords Team Colorado the ability to assess and organize league schedules, place jersey orders, make coaching determinations, perform other preseason duties, and account for other fixed costs.

Team Colorado's goal is to have finalized season information and schedules distributed to the Membership as early as possible and posted on the Team Colorado Website. We can accomplish this when we know the participation status of our membership. A player is not considered registered until the deposit is received.

2.3 NEW PLAYER REGISTRATION

Available player slots will be filled each spring and summer during the tryout process. A NON-REFUNDABLE deposit will be assessed once accepted into Team Colorado. New players to Team Colorado must provide a CAHA Financial Release from their previous association prior to completing the registration with Team

Colorado, if applicable. All players, coaches, board members and teams must register with USA Hockey.

2.4 REGISTRATION & ASSOCIATION FEES

All players must pay Team Colorado season registration fees. This season registration fee covers all practice ice, off-ice training, uniform and apparel costs, coaches' stipends, and other admin costs. Season fees do not include registration with USA Hockey or CAHA. Each player is responsible for registering with USA Hockey and submitting the confirmation number to the registrar. Registering with USA Hockey also covers the player's CAHA registration. A fee is assessed for USA Hockey Registration.

Travel fees vary from team to team and are determined based on tournament fees, transportation costs, hotel costs, flight costs, food/per diem, and any other miscellaneous costs (i.e. team activities while at tournaments). The collection schedule for travel fees is detailed in each player's contract, signed following tryouts.

2.5 FINANCIAL REPORTS, ASSESSMENTS, AND DUES

If, at the end of the season, the team has surpassed the hours paid for by the registration fees, the team will be responsible for the difference at an ice rate determined by Team Colorado. All fees must be paid in full before any player is eligible to register for the next season or obtain a release from Team Colorado.

Each team treasurer is responsible for providing a financial report to the members of his/her team and the Team Colorado Treasurer and Team Colorado.

2.6 "NO PAY, NO PLAY" POLICY

If it is determined that a player's registration fee, and/or a pro-rata share of team expenses, has not been made by said player, the "no pay, no play" policy takes effect immediately, and the delinquent family will be notified. A player will be deemed delinquent if the initial team fee payment is not paid prior to the team's first tournament. Payment compliance must be made at that time, or the player's coach will be notified. The player will not be allowed to skate until the

player is in good standing with Team Colorado, as deemed by the Registrar and Director of Hockey. In addition, any player who has an outstanding balance with a CAHA team cannot be registered and 'rostered' on another CAHA team until the outstanding balance is paid.

2.7 REFUND POLICY

Generally, all Team Colorado fees and deposits are non-refundable and non-transferable. However, in very limited circumstances, Team Colorado may refund or transfer registration/program fees with the approval of the CAHA Oversight Committee and Team Colorado Director of Hockey Operations. Unless noted otherwise below, the following rules apply:

- All refund requests must be made in writing to the Team Colorado Director of Hockey Operations, the Team Colorado Treasurer and the CAHA VP of Girls.
- The Board has up to 90 days after receiving the refund request to render a judgment. The decision of the Board is final on all requests.
- Specific refund circumstances include:
 - (1) Player relocates outside of the Denver metro area (60-mile radius)
 - (2) Player incurs an injury:
 - a) Entire Season-Ending Injury: Player incurs injury prior to tryouts. A note from the doctor explaining the injury and the expected duration of the injury must be sent to the Team Colorado Registrar along with the refund request. A financial release, if requested, will only be granted at the end of the current season.
 - b) Partial-Season Injury: Player may request a refund if the player is injured after making a Team Colorado team and that injury results in at least 2/3rds of the season being missed. A note from the doctor explaining the injury and the expected duration of the injury must be sent to the Team Colorado Registrar along with the refund request. In this situation, all refund amounts will be prorated to reflect the fixed expenses that Team Colorado incurs in order to field a registered hockey team.

In all other scenarios, a player is not entitled to a refund or fee transfer. If a player gives notice prior to tryouts and does not participate in Team Colorado tryouts,

the player will have no further financial obligation to Team Colorado beyond registration fees already paid.

2.8 RECOVERY OF LEGAL FEES

Should any civil action be instigated under the Registration Agreement in regard to any alleged negligent acts, or dispute of non-refundable fees, Team Colorado shall be entitled to recover reasonable attorney fees and costs incurred as a result of that civil action.

2.9 SHARING OF INFORMATION AND MEDIA RELEASE

Team Colorado reserves the right to disclose player information to other youth hockey associations with respect to the player's financial standing with Team Colorado, as well as the player's standing with respect to the player's Code of Conduct.

Additionally, by executing all Team Colorado registration paperwork, said parents and players give Team Colorado and its approved members or business associates permission to use their likeness (photo, video, digital image) in any Team Colorado approved hockey related production for the purpose of promoting Team Colorado, its teams, and/or its players.

2.10 USA HOCKEY INSURANCE

Team Colorado members are responsible for their own USA Hockey registration. Members can access the form by visiting www.usahockey.com and clicking "on-line registration." Registrations are effective for one season and expire on August 31st, 20XX. Upon registering, members will then need to provide a copy of their USA Hockey confirmation to the Team Colorado Registrar as part of their registration paperwork for the upcoming season. USA Hockey registration is a requirement for participation with Team Colorado.

Once registered, this program provides Accident Insurance for covered medical expenses of Members in excess of their personal or group medical insurance. Please be sure to report all hockey-related injuries that require outside medical

attention to the Team Colorado Director of Hockey and the USA Hockey Risk Manager Liaison. Team Colorado must be kept informed of all serious injuries. USA Hockey Registration fees include EXCESS insurance coverage through USA Hockey.

2.11 PLAYER RELEASE

Approved releases must be signed by the Team Colorado Director of Hockey and/or Association Treasurer or any member of the TC Oversight Committee.

Any Team Colorado player will have to request a player release before participating with another program. Past and present financial obligations must be paid in full before a release will be granted.

Players requesting releases will relinquish their position with Team Colorado.

2.12 SCHOLARSHIPS

Team Colorado maintains a limited financial scholarship fund to aid applicants with legitimate hardships. Financial assistance is offered in good faith, and Members are reminded that their Team Colorado financial obligations are a condition for their child's or children's participation. For further information on a Team Colorado Scholarship, contact the Team Colorado Director of Hockey or CAHA as applicable. The Scholarship information, process, and application are posted on the Team Colorado website.

All scholarships are solely based on needs-based financial assistance, and each year the scholarship committee will propose to the Board for approval of a financial assistance scholarship amount to be awarded to needs-based members. The budget to support funding these scholarships will be derived from the following sources:

- Revenue from any and all program-wide fundraising or sponsorship efforts.
- Revenue from any auxiliary programs run by Team Colorado, including, but not limited to the Spring Program, Team Colorado Summer skates, and Tryout registration fees

- Revenue from any and all donations in kind from outside vendors or entities

If this budget is insufficient to support the scholarship committee's proposal, the Board may authorize additional funding up to 1% of all registration fees for the current year's fall season. Any scholarship budgeted funds not allocated to scholarships will be rolled back into the Team Colorado general operating account.

2.13 FUNDRAISING

There are multiple opportunities to participate in Team Colorado-wide or team-specific fundraising activities throughout the season. All fundraising activities must align with the overall mission statement of Team Colorado and therefore, must go through an approval process. One benefit of team fundraising activities is that it helps to offset team expenses, and while participation is encouraged, it is not required.

All team fundraising proceeds must be deposited into the main Team Colorado bank account for adherence to non-profit tax status. Team Colorado will retain 15% on all team fundraising proceeds, distributing the remaining 85%.

The net 15% retained by Team Colorado supports Team Colorado scholarship fund as well as other supportive activities of the organization. Fundraising activities that are included in this include (but are not limited to): raffles, restaurant events, fundraising product sales, Avalanche program sales, and any other fundraising activity approved by Team Colorado.

2.14 TEAM COLORADO SUBSTANCE ABUSE POLICY

Team Colorado has adopted a "Zero Tolerance" policy with respect to substance abuse.

Players shall be prohibited from engaging in the unauthorized or unlawful use, possession, manufacture, distribution, dispensation, and/or possession of alcohol, marijuana, tobacco, nicotine, vaping, and/or illicit drugs of any type

during any Team Colorado sanctioned or sponsored event, or on any property being used for any Team Colorado sanctioned or sponsored event.

Such prohibition shall apply to (i) Team Colorado sanctioned or sponsored events occurring at or around hockey rinks and arenas, including but not limited to ice surfaces, parking lots, lobbies, locker rooms, restrooms, and other rink facilities, as well as Team Colorado-sanctioned or sponsored events occurring outside or away from hockey rinks or arenas, including but not limited to team trips, team meals, team hotels, team flights, team parties, dryland and other off-ice workout facilities, and all other off-ice team activities of any kind.

In the event a player is determined to be in violation of such prohibition, the player's parent or legal guardian will immediately be contacted by Team Colorado, and the player shall be subject to the following progression of discipline:

- First Offense: Suspension from all Team Colorado events and activities for a period of one week (the "Week of Suspension"), with no limitation on the number of practices otherwise missed during the Week of Suspension. In addition, the player will be suspended from the next two Team Colorado games, regardless of whether either or both such games are played during the Week of Suspension. Further, the player will be required to conduct 15 hours of community service, to be served at the direction of Team Colorado.
- Second Offense: Suspension from all Team Colorado events and activities for a period of one month (the "Month of Suspension"), with no limitation on the number of practices, games, or other team functions otherwise missed during the Month of Suspension. In addition, the player will be suspended from the next eight Team Colorado games, regardless of whether such games are played during the Month of Suspension. Further, the player will be required to conduct an additional 25 hours of community service, to be served at the direction of Team Colorado.
- Third Offense: Indefinite Suspension from all future Team Colorado events and activities, and expulsion from Team Colorado with no refund.

For all violations, a disciplinary hearing will be held with the CAHA Disciplinary Committee, as applicable, in accordance with the provisions of this Handbook.

Parents and/or legal guardians are encouraged to attend any such disciplinary hearing with their player.

2.15 TEAM COLORADO ELECTRONIC COMMUNICATIONS POLICY

Team Colorado understands that social media is a popular communication tool for players, parents, and coaches. Team Colorado is also aware that social media is a venue where inappropriate behavior and misconduct can occur. The risks associated with social media include: inappropriate access, sharing personal information, bullying, unwanted and unsupervised contact between adults and children, receiving unwanted material, online grooming for sexual abuse, or actual unlawful sexual exploitation.

Failure to comply with CAHA SafeSport Program or USA Hockey SafeSport Program guidelines can result in disciplinary action. Team Colorado has a zero-tolerance position when it comes to player safety and preventing abuse and misconduct.

Texting, Email, and Similar Electronic Communications

If it is necessary for a coach or staff member to send a direct text message or email to a player, the following guidelines must be followed:

- A parent (or guardian) must be copied
- It must be signed so it is clear as to whom or what organization is sending the message; just using the number or email address for identification is not sufficient
- It should be non-personal and for the purpose of communicating information about team activities
- It should never include or contain offensive, sexual, or inappropriate language or photos
- The time of day and the number of messages sent should be considered
- Records should be kept of every coach's current cell number and email accounts

When a player feels the need to text or email a coach or staff member, the following guidelines must be followed:

- A parent (or guardian) must be copied

- It should be sent only with information regarding the organization or team or club activities

Social Media (Facebook, Snapchat, Twitter, Instagram, Blogs, and Similar Sites)

- Coaches are not to have contact with players on any social media site
- Players are never to post pictures of other club members or players that can be hurtful or embarrassing, or without their permission
- Protecting the identity and privacy of all Team Colorado players is required. Do not post names, photos, or identifying information at any time
- Players and parents can “friend” the official Team Colorado page and coaches can communicate to players through the site. The communication must be open, transparent, and professional in nature, and for the purpose of communicating information about the team or club activities.
- Social media sites should not be used to abuse or criticize the organization, members, or players

2.16 ASSOCIATION AND CAHA POLICIES

At registration, parents are expected to read and agree to follow Team Colorado's Parent and Player Code of Conduct and other Policy documents. One parent from each family is also required to register with the CAHA/AVS Cares Program each season.

CHAPTER 3 - HOCKEY OPERATIONS

3.1 TEAM COLORADO CAHA OVERSIGHT COMMITTEE

The Team Colorado and CAHA Oversight Committee (the “OC”) will be made up of a minimum of four members. These positions include the Team Colorado Director of Hockey with the remaining positions filled by the VP of Girls, the VP of Tier, and the VP of Grow the Game Representative..

3.2 COLORADO AMATEUR HOCKEY ASSOCIATION DISCIPLINARY COMMITTEE

The function of the Colorado Amateur Hockey Association Disciplinary Committee will be to enforce all USA Hockey rules and Team Colorado regulations as they apply to Team Colorado players, coaches, and parents. The Colorado Amateur Hockey Association Disciplinary Committee will also be informed of all game and gross misconducts, as well as major and match penalties, and is responsible for assessing or ensuring that the minimum USA Hockey suspensions are served.

The Colorado Amateur Hockey Association Disciplinary Committee will be made up based on the current CAHA Bylaws and Policies and Procedures. The Colorado Amateur Hockey Association Disciplinary Committee may assess additional penalties for a game misconduct. The CAHA Disciplinary Committee, shall abide by the process as described in section 10 of the CAHA Policies and USA Hockey Bylaw 10. The hearing must be held within 30 days of the penalty. Team Colorado may impose additional suspensions, as deemed necessary by the HOC.

The Colorado Amateur Hockey Association Disciplinary Committee also has the power to impose sanctions and / or expulsion from Team Colorado for any rules or policy violations by a Team Colorado player, coach or parent.

Team Colorado players receiving discipline other than a game misconduct shall be notified in writing of their discipline hearing, when and where the player should appear for the hearing. Decisions by the Colorado Amateur Hockey Association Disciplinary Committee will be made in a timely manner and the player shall be notified in writing of the decision.

COACH / MANAGER REMOVAL

- All Team Colorado coaches and team managers will conduct themselves in a manner consistent with the spirit of the Team Colorado mission statement. Any inappropriate behavior may result in disciplinary action by the Colorado Amateur Hockey Association Disciplinary Committee. This may include removal of the individual from their position.
- The Colorado Amateur Hockey Association Disciplinary Committee can remove a Team Colorado coach or manager by a majority vote of the Colorado Amateur Hockey Association Disciplinary Committee. The Hockey Operations Director will inform the coach or manager of their

dismissal in writing, which will include an explanation for the action and steps available to appeal the decision.

- The HOC will select the replacement coach or team manager.

PLAYER REMOVAL POLICY

- All Team Colorado players will conduct themselves in a manner consistent with the spirit of the Team Colorado mission statement. Any inappropriate behavior may result in disciplinary action by the Colorado Amateur Hockey Association Disciplinary Committee. This may include removal of the individual from the team or Team Colorado .
- The Colorado Amateur Hockey Association Disciplinary Committee may dismiss any player from any team by a majority vote and then final approval by the Team Colorado President. The Hockey Operations Director will inform the player and his/her parents of their dismissal in writing, which will include an explanation for the action and steps available to appeal the decision.

3.3 DISCIPLINE APPEAL PROCESS

Those wishing to appeal a disciplinary decision made by the Colorado Amateur Hockey Association Disciplinary Committee may do so in compliance with USA Hockey Bylaw 10 published in the USA Hockey Annual Guide.

Any Member or Official who complains, or openly grieves to other Members or individuals outside of this formal process may be in violation of Team Colorado policies as they pertain to the prevention of harassment and abuse of Team Colorado Members.

3.4 TEAM DISPUTE RESOLUTION

All criticisms within a Team Colorado team should first be taken to the Team Manager of that team. Thereafter, meetings should be set up with the Head Coach and/or Manager.

If the issue is not resolved, a letter must be written to the CAHA Oversight Committee . A meeting will be arranged with said OC representative and the

Director of Hockey, as applicable. If further review is necessary, a meeting can be arranged with the entire HOC as applicable.

If the issue is not resolved after meeting with the HOC the dispute can be taken to the CAHA Executive Committee.

3.5 COACHES

Team Colorado's coaches MUST be USA Hockey certified.. There are six requirements that each coach must complete to be considered eligible to participate with his/her team.

1. USA Hockey Registration (Annual)
2. USA Hockey SafeSport Certification (12-month certification)
3. CAHA Background Check (24-month certification)
4. Concussion Certification (Annual)
5. USA Hockey Age-Specific Online Module
6. USA Hockey Coaches Education Program (CEP) Class (Level 1-5)

Items 1-4 must be completed prior to a coach being placed on any roster or participating at any practice/game.

Items 5-6 must be completed by December 1 of each current hockey season as needed.

All coaches, managers and Parent Advisory Committee members must register online with CAHA each season and provide copies of each certification/registration to Team Colorado.

3.6 PLAYERS – TRYOUTS

MOVE-UP / PLAYING UP

Team Colorado encourages players to only try out at the specific age group as decided by USA Hockey guidelines. However, any Team Colorado player wishing to tryout at a higher age group must:

- Submit the request in writing, to the Director of Hockey, as applicable, 10 days prior to the start of tryouts.
- Sign a waiver releasing Team Colorado from any claims of injury.

- Tryout evaluators, as applicable, must approve the player to move up by a majority vote.
- The Director of Hockey, as applicable, will notify the player and parent(s) of their decision prior to the conclusion of the tryouts, should the player not qualify for the top team at the next level of play.

TEAM TRYOUT PROCESS

The Director of Hockey will oversee the tryout process for all Team Colorado teams. The Team Colorado website will list the schedules for all tryout dates and times.

- Any player properly registered with Team Colorado and in good standing may try out for a Team Colorado team at their respective age level as determined by USA Hockey guidelines.
- The Team Colorado coaches, as applicable, along with appointed outside evaluators, as applicable, or their designees, will select the team for each level of play.
- Players will be notified via the Team Colorado website, as applicable, as to team placements and additional tryout dates and times.

NOTE: Any Team Colorado parent-coach at any level will not be allowed to participate in the team selection process.

COST

The tryout fees for Team Colorado programs will be posted on the Team Colorado website.

3.7 CAHA PARTICIPATION

Team Colorado will abide by and act in accordance with Articles of Incorporation, Bylaws, Rules and Regulations, and Playing Rules of CAHA.

CHAPTER 4 - ADMINISTRATION

4.1 ICE ARENA RULES AND REGULATIONS

The game of hockey provides much excitement and enthusiasm. The following rules and regulations must be adhered to at all times by Team Colorado members (players, coaches, parents, and extended family). If you, as a member, witness a violation, please inform a member of Team Colorado or the rink staff immediately. Your assistance is greatly appreciated.

- Parents are responsible for any damage to the rink grounds or property caused by their child
- No one is allowed on the bench or bench area except rostered players, coaches, and/or game officials. A limit of four coaches are allowed on the bench during a game, all of whom must be USA Coaching Certified. All players are required to wear helmets on the bench. No others are allowed on the bench at any time.
- Parents are not allowed near player benches during games or practices. The time on the ice with your child belongs to the coaches
- No players are allowed on the ice until the Zamboni doors are closed and locked. Any player found continually violating this policy will be subject to disciplinary action.
- No players are to go onto the ice surface without a coach present. Players must wait for a coach to enter the bench area or take the ice. Coaches are also required to wear helmets, as outlined by USA Hockey, while conducting any on-ice activities. Sanctions will be imposed upon coaches and teams for violations of the helmet rule.
- Players must leave their helmets on while on the ice or the bench. Removal of helmets is strictly prohibited
- All players, coaches, managers, and parents must treat rink employees, league representatives, coaches, and officials with respect. Team Colorado will not tolerate the mistreatment of or disrespect towards anyone involved in the program or the rink staff. Players and children will listen to adults and follow directions when reprimanded.
- Foul language will not be tolerated. Players and coaches are subject to immediate disciplinary action for failure to comply with this rule. We have guests in the rink to watch games. We have small children present on a regular basis. There is no need for foul language at any time. Maintaining the integrity of Team Colorado is everyone's responsibility.
- Alcohol, drugs, and chewing tobacco are not allowed. Any player or coach who shows up to a Team Colorado practice or game under the influence of

alcohol or drugs is subject to disciplinary action, up to and including expulsion from Team Colorado.

4.2 LOCKER ROOM POLICIES

All Team Colorado players will treat the locker rooms with respect. Trash, water bottles, tape, and miscellaneous garbage will be picked up, and vandalism will not be tolerated.

- A locker room key can only be secured by an adult 18 years of age or older. Collateral in the form of car keys or a driver's license must be left with the rink representative
- Teams are responsible for the cleanliness of their locker room, and the collateral item will be returned only when the locker room has been inspected by a representative who confirms the locker room was left in a clean and presentable manner
- Teams causing damage to the locker room will be assessed the charges to repair the damage. Teams may also lose locker room privileges at either rink should the room not be cleaned following its use

Additional provisions with respect to locker rooms can be found in the Team Colorado Locker Room Policy and the Team Colorado SafeSport Handbook

4.3 VOLUNTEER POSITIONS

For parents wanting to be directly involved, Team Colorado offers numerous positions that require only small increments of time. Those interested in any of the following should contact their respective team's Head Coach who will place you in a volunteer position that works for you and the team.

Team Manager

Assist by getting information to and from your team via e-mails, phone calls, flyers, etc. Act as the team representative when dealing with issues involving your team and Hockey Operations. Assure that a qualified Member of your team is available to run the scoreboard or score sheet during games. This position requires some dedication, and you will be required to attend at least one meeting at the start of the season. Each team is required to have

a team manager. Spouses of the coaching staff are not allowed to be managers and/or treasurers. Manager and treasurer duties cannot be performed by the same individual.

Special Events

The goal is to have a list of 5-10 “on call” individuals who would be willing to work on the production of special events. These include team parties, team fundraising activities, etc.

Team Duties

Willing to serve on a team where your general expertise in a certain area can be utilized. Additionally, volunteer hours will be required for tournaments, games (scoring & clock), penalty box, treasurer, SafeSport Manager, etc.

4.4 FINANCIAL GUIDELINES

- Team Colorado prohibits bank accounts outside the control of the Team Colorado Treasurer for any team. Such accounts may jeopardize Team Colorado’s non-profit status.
- Prior to each season, the Director of Hockey (along with Board approval) will establish the upcoming season’s registration fee and distribute that information to the Membership.
- Any player leaving Team Colorado after being assigned to a team is responsible for payment of the entire registration fee, unless they meet the refund guidelines outlined in Chapter 2.
- Expenses incurred by any Team Colorado team are team expenses and therefore the responsibility of all team Members.
- For all Team Colorado teams, a player not participating in a tournament, home or away, is still responsible for the fees associated with the team’s participation, i.e., Tournament Registration fee, coaching expenses, etc. This does not include team meals, entertainment, etc.

4.5 IRS NON-PROFIT STATUS

Team Colorado, operating as a CAHA entity, shall at all times maintain its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or any successor legislation). There are very stringent guidelines

regarding finances and fundraising for Team Colorado and its Members. For guidance in this matter, you may contact the Fundraising/Sponsorship Coordinator or the Team Colorado Treasurer. Failure to adhere to the guidelines can negatively impact our non-profit status.

4.6 POLICY AND PROCEDURE MAINTENANCE

On an annual basis, the Team Colorado Oversight Committee will review the existing policies of Team Colorado. The OC committee will present their recommendations for approval and changes by the CAHA annual meeting each year. Any Member in good standing may request the creation or change of Team Colorado policies. Such a request must be submitted in writing to the Team Colorado OC. The Team Colorado OC shall acknowledge the receipt of the request, refer the request to the next regularly scheduled PAC meeting for action, and notify the requester of the outcome of the action taken by the OC/PAC regarding the proposed policy change.