

CHASKA CHANHASSEN HOCKEY ASSOCIATION

OPERATING POLICY HANDBOOK

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I. Introduction, Mission and Values

Introduction

This Operating Policy Handbook (this “Handbook”) is provided to allow all members of the Chaska Chanhassen Hockey Association (the “CCHA”), whether they be new to the CCHA or existing members, to locate and familiarize themselves with the majority of the policies, procedures, expectations and guidelines by which the CCHA operates. To the extent the terms and conditions of this Handbook conflict with or create any ambiguity with respect to any other CCHA document, policy, code of conduct, or other agreement, with the sole exception of the CCHA By-laws, the terms and conditions of this Handbook shall control.

Mission

The mission of the CCHA is to promote and maintain an amateur youth hockey association that delivers a positive, safe, fun and competitive youth hockey experience for all youth that reside in the Eastern Carver County School District 112 (“District 112”) boundaries. In that endeavor, the CCHA is dedicated to developing in all of its athletes the highest levels of sportsmanship and level of play that their physical and mental abilities, hard work and dedication can help them achieve. Without the dedication of its members who volunteer their time and abilities, none of the foregoing is attainable. So let us all remember that the volunteers are donating their time and doing their best to reach these goals, and it is only together that we can hope to get there.

Values

The following values are adopted from USA Hockey as our guiding principles in the conduct of the CCHA:

- 1.) Sportsmanship: Players need to be humble in victory and gracious in defeat. Competitive fair play is a value to learn and practice beyond the strict interpretation of the rules.
- 2.) Respect and Integrity: Treat all other members of this and any other hockey association, including players, coaches and officials, as you expect to be treated, no matter the circumstances. Integrity is what you choose to do when no one is watching.
- 3.) Pursuing Excellence in Self, Team and the CCHA: Each member of the association, including players, parents, coaches and volunteers, should seek to perform at the highest level of one’s ability at all times, which often can mean putting the interests of others before your own.
- 4.) Teamwork: Learning to work with and support others in a group is the hallmark of teamwork. The use of teamwork is reinforced and rewarded on the ice and throughout one’s life.

5.) Enjoyment: It is critical that the hockey experience be fun, satisfying and rewarding for all those involved in the CCHA, whether it be on or off the ice.

Thank you for being part of and developing the pride and tradition that is the CCHA.

II. Standing Committees

The CCHA's By-Laws (available at www.cchokey.org (the "CCHA web site")) permit the Board of Directors of the CCHA (the "Board") to appoint, from time to time, such committees as it deems necessary and proper to execute the functions required to run and maintain the CCHA at a level its members deserve. Because the CCHA is an organization run by volunteers, committees are formed on an as-needed basis, and others are so core to the functioning of a youth hockey association that they are formed as standing committees that exist each year. Committee appointments last for the term set by the Board, and are subject to revocation by the Board in its discretion. The following is a description of the functions of the CCHA's standing committees.

A.) Hockey Development

The Hockey Development Committees (the "HDCs") are responsible for overseeing the key hockey development functions for the CCHA. The key hockey development functions fall into the following four categories:

- In conjunction with the Board, develop the CCHA's hockey development philosophy and take primary responsibility for the execution of that philosophy throughout the season, including through the development of coaching and practice plans consistent with such philosophy;
- Planning, managing and administering the tryout process;
- Selecting coaches for teams based on recommendations of the Coach Selection Committee; and
- Supporting and developing coaches throughout the season and on a year-over-year basis.

In addition, the HDCs are responsible, along with the Board and the membership, for identifying potential candidates within the CCHA to serve on the HDC when vacancies come open. As will be appreciated, the HDCs are integral in working collaboratively with the CCHA members and the Board in the development of the on-ice product for the CCHA. It is also to be noted that while members of the HDCs may be consulted, they are not responsible for handling matters of discipline or member grievances, both of which are reserved to the Board and any other committee to which the Board may delegate such responsibility. Subject to the foregoing, members are welcome to attend the HDCs' meetings, the schedule for which can be found on the CCHA's website.

The Board has authorized the creation of an HDC dedicated to the girls' program (the "GHDC") and one dedicated to the boys' program (the "BHDC"). Each of these bodies will work with the Board, one another and the public high school hockey coaches to make consistent, streamlined decisions regarding strategies for year-over-year improvement in the on-ice hockey product.

The Board selects for the HDCs members who possess a level of knowledge and playing experience that enable them to maximize the quality of the hockey played in our association. While the Board makes the appointments, the general membership of the CCHA may be solicited for nominations to the HDCs when positions become vacant.

The GHDC is designed to be composed of a minimum of two appointees plus the StormHawks high school coach. The BHDC is designed to be composed of a minimum of five appointees plus the public high school hockey coaches in District 112. The Board retains the discretion to add or subtract appointee positions from the number designated for each HDC as it deems appropriate under the circumstances. The members of the HDCs shall serve terms that are staggered to include two- or three-year appointments, with an opportunity for re-appointment, and they can serve their term so long as they regularly participate in the HDCs' meetings and the other activities of the HDCs during their term. The Board shall appoint a chairperson to drive the HDC's activities throughout the year, ensure that agendas are published in advance of meetings, and minutes are posted summarizing key decisions. The HDCs also report to the Board at the monthly Board meeting. Each HDC may also be staffed with association resources to maximize its effectiveness and collaboration throughout the year.

Throughout the year, an HDC member is aligned with each of the playing levels (boys and girls) to work with commissioners and coaches to ensure the annual development goals established for each age level are understood and implemented through on-ice programs. Additionally, HDC members may be assigned to a key, functional area of hockey development (e.g., skating instruction, goalie development) to maximize impact across the membership. The HDC is also responsible for ensuring, subject to Board oversight, that the tryout processes are designed to get our athletes on the appropriate teams for their development and team play. It is expected that this combination will help our young athletes be successful at whatever level of play their abilities and level of commitment and desire allow them to achieve.

1.) *Coach Selection Subcommittee*

The HDCs play an integral role in identifying and recommending coaches for all levels of play in the CCHA. After the end of the current season, the HDCs may form a Coach Selection Subcommittee to (a) reach out to the prior-year's coaches to gauge their level of interest in coaching for another season, (b) identify other candidates for coaching positions and

(c) create pools of eligible coaches by level for the upcoming season. The Vice President – Hockey Operations shall represent the Board on the Coach Selection Subcommittee and will be

responsible for ensuring that anonymized parent feedback about coaches from the prior season is reasonably taken into consideration as pools of eligible coaches are created for the next season. To be clear, no parent-provided feedback about a specific coach shall be attributed to a specific parent/family and shared with the HDCs or coaches. The HDCs will slot candidate coaches into coaching positions as it deems appropriate to achieve the CCHA's development goals for the season. It is our belief that the CCHA is best served by non-parent coaches for the top-level teams at the traveling levels. To the extent a qualified candidate can be identified for such positions, the HDCs will endeavor to interview and recommend to the Board for approval an appropriate non-parent head coach for such teams. The Board may approve, approve with conditions, or reject, the recommendations of the HDCs for non-parent head coaches in its sole and exclusive discretion. If no qualified non-parent head coach is identified, our preference will be to have a qualified parent-member of the CCHA coach these teams who does not have an athlete playing at the level in question. If neither of these two options is available, the CCHA may permit parent coaches at these levels. Given that parent coaches can and do get aligned with the level and teams their athletes achieve through the tryout process, it is expected that despite the pre-work by the Coach Selection Subcommittee and the HDCs, some coaching assignments may change between the end of tryouts and the start of a level's season.

2.) *Tryout Subcommittees*

These subcommittees are involved in and help the HDCs administer the tryout process. Each subcommittee is generally composed of the level commissioner, one or more HDC representatives, the tryout administrator, the Vice President – Hockey Operations, and, optionally, a tryout level coordinator. The exact mix of these positions may vary from season to season. Members of the HDC, Board, and the level commissioner may serve on a tryout committee so long as they do not have a player at the level undergoing tryouts and they are at least one year removed from having a player at that age group.

Information regarding the tryout processes can vary from year to year and will be posted on the CCHA web site under the "Tryouts" tab as relevant and available.

B.) *Fundraising/Sponsorship*

This committee, when active, is responsible for the development, communication and coordination of all fundraising activities sponsored by the CCHA. This committee will solicit and consider all sponsorship opportunities and recommend to the Board which fundraising activities to pursue for the season. The foremost consideration of this committee will be identifying those options which best allow the CCHA to keep down the costs of playing hockey for our members. Such options may include team and level sponsorships, mandatory fundraising activities (e.g., CCHA raffle tickets) and major fundraising events (e.g., golf and hockey tournaments). Any member may suggest ideas to this committee by contacting the committee

chairperson identified from time to time on the CCHA web site. If no such chairperson is identified, members should submit their ideas to the CCHA's Vice President – Administration.

C.) Grievance and Disciplinary Committee

The Grievance and Disciplinary committee is an ad hoc committee that will be formed based upon the need arising. This committee will generally consist of a designated Board member and at least two other Board members that are not directly involved in the situation as a coach, level commissioner, relevant HDC member or parent of a player on the team involved, subject to the details that are found below.

It is possible that situations may arise that members feel are unfair or unjust, whether that be with a coach, team, volunteer or the CCHA generally (each, a “grievance”). Where the concern arises from a team-related situation, a member's first recourse is an adult conversation with the team's head coach. The CCHA employs the “24-hour Rule” where it is expected that the member will consider the situation objectively and privately for at least 24 hours after it arises and before discussing it with the head coach. If this informal discussion with the head coach does not resolve the matter, the member's next option is to discuss the situation with the level commissioner. If that second discussion does not resolve the issue, the member's option is to follow the formal grievance process outlined below. No grievance is to be brought to an HDC member for resolution. If the grievance is with the CCHA, the member should inform the team's head coach and then approach the level commissioner for a discussion. Any member grievance that goes beyond the team's head coach must be reduced to writing, and any matter that is not resolved to the member's satisfaction through this formal process can be appealed to District 6, Minnesota Hockey and then USA Hockey, in that order, in accordance with Article 6 of the Minnesota Hockey By-Laws.

In addition to addressing grievances submitted to it, the Grievance and Disciplinary committee will address all other matters of discipline that arise from time to time during or between seasons, including instances where coaches, players or parents fail to abide by the applicable codes of conduct or policies of the CCHA or otherwise put the reputation of the CCHA at risk, and the same is brought to the attention of the Board or this committee.

The Grievance and Disciplinary committee's process will generally proceed as follows:

The process begins with the receipt of notice that a situation has arisen that requires the attention of the committee. Alternatively, the process may begin with the receipt by the chairperson of a member's written submission describing the grievance and the remedy sought by the complaining party, unless the receipt of the submission by the designated chairperson would itself represent a conflict (i.e., the chairperson of the committee is involved). In case of such a conflict or potential conflict, the grievance should be sent to

the President or Vice President – Hockey Operations, in that order. Subject to the exceptions outlined above, the chairperson of the Grievance and Disciplinary Committee shall be the Vice President – Hockey Operations (vp@hockey.org).

- The chairperson of the committee will select persons to form the committee, and the members will meet, in person or remotely, and review the situation. If a hearing is necessary due to the potential for the suspension of participation or termination of membership in the CCHA, the chairperson will ensure that the hearing panel includes at least two (2) other reasonably impartial persons, all of whom may be sitting CCHA Board members. However, no hearing is required for automatic playing rule suspensions or situations outlined in USA Hockey Bylaw 10. Where the conduct at issue will not lead to a suspension of participation or termination of membership, the committee may attempt to resolve the grievance or disciplinary matter through informal means.
- Hearings. To the extent a hearing is necessary due to the potential for suspension of participation or termination of membership, they will be conducted as follows.
 - Within thirty (30) days after receiving written notice of a grievance or becoming aware of a situation that may lead to discipline affecting any party's membership or their eligibility to participate in CCHA activities, this committee will hold one or more hearings in a location accessible to all parties.
 - The chairperson will provide notice of the hearing not less than seven (7) days in advance to the persons that may face discipline. To the extent the committee hears evidence during one hearing that suggests another party may be subject to discipline, the committee shall have another thirty (30) days to hold a subsequent hearing regarding that person, who is entitled to receive another seven-day notice regarding the subsequent hearing.
 - The notice will include the process and rules that will be used to conduct the hearing. In suspension/discipline cases, the grounds for the potential suspension/discipline, the consequences of an adverse finding, and the issues to be resolved by the hearing panel should be included in the notice.
 - The hearing panel may, in its sole and absolute discretion, hold one or more formal or informal hearings, in person or by telephone. The panel may hear any evidence it feels is relevant, place limitations on time, evidence and documentation, allow witnesses or written statements, and establish other hearing rules as it deems appropriate.
 - A party may be represented by counsel, but the counsel's role in the hearing must be nothing more than listening and advising the party they represent quietly during the hearing or during a recess in the hearing, if any occurs.

A decision by the committee needs to be supported by only a preponderance of the evidence (i.e., more likely true than not true) that an applicable rule or policy has been violated. The basis for the decision shall be included in the

written notice of the committee's decision. The hearing panel will endeavor to provide its decision within five (5) days after the last hearing on the matter, and will mail a written decision within 15 days after the last hearing.

- Decisions of the committee may be appealed to the District 6 Director in accordance with Article 6 of the Minnesota Hockey Bylaws.
- Exclusive Remedy. In accordance with Article 6, Section I of the Minnesota Hockey Bylaws, any recourse to the courts of any jurisdiction by any member or individual shall be deemed conduct detrimental to the best interests of hockey and a violation of the Minnesota Hockey and USA Hockey Articles and Bylaws. This violation may result in the suspension of membership and/or expulsion from the organization pursuant to the provisions of Article 6 of the Minnesota Hockey By-Laws.
- Generally Applicable Hearing Rules. Unless a hearing notice identifies different rules and procedures, the following will apply.
 - The chairperson of the hearing panel will set the order of the witnesses and evidence to be reviewed during any hearing. Committee members may review materials collected from witnesses in advance of the hearing and may ask additional, relevant questions regarding the situation during the hearing.
 - Members that are potentially subject to discipline or suspension will be given a reasonable period of time during the hearing to present relevant evidence in their defense. However, the evidence to be presented must be shared with the chairperson in advance to determine whether it is relevant to the matter at hand, and the chairperson will have the right to prohibit irrelevant evidence from being discussed. The chairperson's relevance determination is final.
 - Because they can be tested by further questioning by the hearing panel, in-person testimony and statements will be given more weight than written submissions.
 - The committee chairman will call a close to the fact gathering portion of the meeting and will then excuse the interested parties and/or retire in private to consider and determine the outcome of the grievance (i.e., sustaining or denying the grievance) or the disciplinary matter. Discipline will be determined as necessary and at the discretion of the committee.
- The CCHA will retain a copy of the documentation relating to a grievance for a period of twelve (12) months after a decision is rendered regarding the grievance. Upon the passing of such retention period, such documentation will be destroyed.

The CCHA may retain a copy of the documentation relating to parent, player or coach disciplinary matters, and shall be entitled to take into account such matters, until the last to occur of: (1) the date on which the parent, player or coach is no longer a member of the CCHA plus 18 months; and (2) the third (3rd) anniversary of the disciplinary matter being brought to the attention of the Board or committee, provided, however, that if a subsequent disciplinary matter involving the same parent (or family), player or coach is brought to the attention of the Board or the committee before such

third anniversary, such time period will be reset and will begin to run from the date a final decision is rendered relating to such subsequent matter.

In the event the committee is convened and a notice of a need to appear for a Disciplinary Committee meeting is sent, but a meeting is not held because the parent, coach or player withdraws from the CCHA, the committee may still provide for the Board's consideration the facts that it collected in preparation for the parent, coach or player meeting, and the facts and accompanying statement from the committee will be deemed to be the official record of the events as they occurred. Thereafter, the Board may impose whatever discipline it reasonably chooses without the parent, coach or player who has withdrawn having a right to challenge the same.

D.) Other Ad-Hoc Committees

As necessary, the Board may create committees, standing and not, to execute or oversee activities and functions in support of the association. The composition of each such committee will be at the discretion of the Board as it deems appropriate for the proper functioning of the CCHA.

III. Conflicts of Interest

A.) Purpose

The purpose of this policy is to protect the interests of the CCHA as a non-profit, tax-exempt entity when it is contemplating entering into a transaction or arrangement that might actually, or be perceived to, benefit, directly or indirectly, the private interest of a member of the Board, a member of any committee authorized by the Board, or a member at large of the association. This policy is intended to supplement, but not replace, any applicable state or federal law governing conflicts of interest applicable to non-profit and charitable organizations.

B.) Definitions

Solely for the purposes of this Article III, the following terms when used herein with initial capital letters shall have the following meanings. To the extent terms are used with initial capital letters not defined in this Section B, they shall have the meanings given to them in the CCHA's By-Laws or this Handbook, in that order. In the event of any conflict between the terms and conditions of the policy in this Article III and the other parts of this Handbook, the terms and conditions of the policy in this Article III shall control.

1.) Compensation: The term "Compensation" means anything given or received, directly or indirectly in exchange for something else, and may be in currency, kind, favor or equivalent benefit. For purposes of

this policy, the term Compensation shall be broadly construed.

- 2.) Financial Interest: The term “Financial Interest” means any direct or indirect, through business, investment or family:
 - a. Ownership or investment interest in any entity with which the CCHA has or is considering having a transaction or arrangement.
 - b. Compensation arrangement with the CCHA or with any entity or individual with which the CCHA has or will have a transaction or arrangement; or
 - c. a potential ownership or investment interest in, or Compensation arrangement with, any entity or individual with which the CCHA is negotiating a transaction or arrangement.
- 3.) Interested Person: The term “Interested Person” means any director, officer or member of a committee that has the CCHA’s delegated powers, and who has a Financial Interest.

As will be seen below, the existence of a Financial Interest does not necessarily create a conflict of interest under this policy. Under Section C, subsection 2, an Interested Person who has a Financial Interest will have a conflict of interest only if the CCHA’s Board or its delegate decides that a conflict of interest exists.

C.) Procedure

- 1.) Delegated Power. The CCHA Board shall empower its Executive Committee to oversee and administer to this policy. If a member of the Executive Committee is the subject of a potential conflict of interest, that member shall not participate in any decision of the Executive Committee to determine whether a prohibited conflict of interest exists. Upon receipt of written notice that a potential conflict of interest exists, the Executive Committee shall convene in whatever manner it deems appropriate within seven (7) days after receipt of such notice to hear the facts in the case and to render a decision in accordance with this policy. The decision of the Executive Committee in conflict of interest matters is final and not subject to further appeal.
- 2.) Duty to Disclose. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial interest and be given the opportunity to disclose all material facts to the Executive Committee.
 - a. 3.) Procedure for Addressing the Conflict of Interest. An Interested Person

may make a presentation at the Executive Committee meeting designated for this purpose, but after the presentation, he/she must leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- b. The Chairperson of the Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Executive Committee shall determine whether the CCHA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Committee shall determine by a majority vote of the disinterested Executive Committee members whether the transaction or arrangement is in the CCHA's best interest, for its own benefit, and whether it is fair and reasonable. The Executive Committee shall make its findings and decision known to the CCHA's Board who shall make the final decision as to whether to enter into the transaction or arrangement.

4.) Violations of the Conflict of Interest Policy

- a. If any member of the CCHA has reasonable cause to believe that an Interested Person has failed to disclose any actual or possible conflicts of interest, he/she shall inform the Executive Committee who, after investigation, shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to remedy the alleged failure to disclose.
- b. If, after hearing the Interested Person's response and after making further investigation as warranted by the circumstances, the Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary or corrective action as provided for in the CCHA's By-Laws.

D.) Records of Proceedings

The minutes of the Executive Committee wherein conflict of interest matters have been discussed shall contain:

The names of the Interested Persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action

taken to determine whether a conflict of interest was present, and the Executive Committee's decision as to whether a conflict of interest, in fact, existed.

- The names of all persons who were present for discussions relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- The original written complaint and member author(s).
- The minutes of the Executive Committee are to be attached and entered into the next monthly Board meeting minutes.

E.) Compensation

A voting member of the CCHA's Board who receives Compensation from the CCHA for services is precluded from voting on matters pertaining to that member's Compensation. A voting member of any committee whose jurisdiction includes Compensation matters and who receives Compensation, directly or indirectly, from the CCHA for services is precluded from voting on matters pertaining to that member's Compensation. No voting member of the CCHA Board, or a committee whose jurisdiction includes Compensation matters, who receives Compensation, directly or indirectly, from the CCHA, either individually or collectively, is prohibited from providing information to any committee regarding Compensation.

F.) Periodic Reviews

To ensure the CCHA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Executive Committee shall cause periodic reviews to be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether Compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- Whether partnerships, joint ventures and arrangements with management organizations conform to the CCHA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction to any Interested Party.

When conducting periodic reviews, the CCHA may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the CCHA's Board of its responsibility for ensuring periodic reviews are conducted. Periodic reviews are to be

captured in the monthly Board meeting minutes and the current revision of this conflict of interest policy is to be posted on the CCHA web site. This conflict of interest policy was adopted by a majority quorum on August 18, 2014 (as attested by its then sitting President on the same date thereof).

IV. Volunteers

The CCHA is a volunteer organization run by its membership. Without the selfless dedication of the time and talents of our volunteers, the CCHA would not exist. We appreciate and count on the devotion of time and talent that everyone contributes to making our young athletes' hockey experience the best it can be. There is a large variety of places and ways for you to contribute your time and talents, and all families are required to contribute volunteer hours toward conducting our association's season. The number of required volunteer hours is determined by the Board each season and is communicated to the membership at registration or posted to the "Volunteer Page" on the CCHA web site. The Board also determines what volunteer positions will be approved to meet its needs and which volunteer positions will receive volunteer credit or other form of remuneration for service. The Board sets the maximum number of volunteer hours any family is going to be required to contribute for a season and communicates that number similarly.

To ensure each family contributes the required hours, a volunteer deposit is required at registration for each player that a family has playing CCHA hockey for the season. The amount of the per-player deposit will be set by the Board and announced at registration and on the CCHA's Volunteer Page or with the registration-related announcements and materials. It is the CCHA's desire to receive your time, not your money, so please make sure to contribute your time and follow the specified policies and procedures to receive recognition for this contribution.

Due to their other service to the CCHA throughout the calendar year, the following positions are exempt from the volunteer-hour requirement:

- Board members, including level commissioners;
- Key Volunteers;
- Hockey Development Committee members; and
- CCHA's District 6 representative, if different than a sitting Board member.

Those members of the association that are selected to coach our athletes may receive credit against their volunteer hour obligation for serving as coaches so long as they fulfill that commitment throughout the season. The Board sets the number of credits to be assigned to coaches each season, the details regarding which are also found on the CCHA's volunteer page.

Regardless of whether you serve on the Board, as a key volunteer, as an HDC member, as a coach, or in some other capacity to fulfill your hours, it is your responsibility to follow precisely

all requirements posted by the CCHA to receive credits toward your volunteer-hour obligation. If you fail to do so, the CCHA may cash your volunteer check even though you put in your time.

Update to the Volunteer Policy: Beginning in the 2021-22 season, Board Members who complete their 2 year term will be exempt from fulfilling any further volunteer requirements for the remainder of their family's time in CCHA, regardless of number or ages of players. Current Board members sitting for the 20-21 season who are in their first year will be grandfathered in upon completion of their second year in 21-22. This will be effective for the next two years, through the 22-23 season, and will be reevaluated after that season.

This update to the Volunteer Policy was adopted by a majority quorum on March 15, 2021 (as attested by its then sitting President on the same date thereof).

V. Membership and Meetings

The CCHA By-Laws and this Handbook establish, among other things, the eligibility guidelines for parents and children to be members of the CCHA. The responsibilities of members are established by the By-Laws and this Handbook. Membership runs on an annual cycle that begins on the date registration opens for the upcoming season and ends at the close of registration for the next season. Once registered, membership continues until a member fails to register for the season in that year.

Meetings of the Board and the membership generally are announced on the CCHA web site, along with the meetings of committees and volunteer groups. The web site will also hold the minutes of such meetings for your information. Please make sure to check the web site often for announcements and other general information not provided in this Handbook.

VI. Player Eligibility, Registration and Level of Play

A.) Eligibility

As a general matter, all boys and girls who reside in District 112 whose age conforms to the guidelines set forth by USA Hockey, Minnesota Hockey, and District 6, are eligible to register and tryout for teams in her/his age division with the CCHA. Notwithstanding the foregoing, each potential player shall have reached their fourth (4th) birthday by August 31st in order to register for play with the CCHA. All such players who register, pay the required fees and follow the rules set by the CCHA are eligible to play for that season. An exception to eligibility exists for players who had disciplinary issues in the prior season. Those players may not be allowed to register and play with the CCHA until the Board is convinced that disciplinary issues are not likely to arise again, or until a prior suspension has been served in its entirety.

Other exceptions or limitations exist throughout this Handbook, and you should familiarize yourself with them. Persons who reside outside of, or move into, District 112 are subject to the appropriate waiver policy to establish their eligibility to play for the CCHA.

B.) Waivers

In order to remain compliant with the CCHA's agreements with USA Hockey, Minnesota Hockey, and District 6, which set the rules regarding "residency," the CCHA will follow Minnesota Hockey's and District 6's policies regarding establishing residency, a player's "home association" and the granting of waivers. Accordingly, all potential players who live outside District 112, and open enroll into a public or private school within District 112, need to secure an open-enrollment waiver to try out or play for the CCHA; the same is true for persons who move into and become residents in District 112 during a season. Open enrollment waivers are good for as long as the player stays at the same school, but need to be reacquired when the player moves school buildings even within the same school district (e.g., middle school to high school). Players who live outside of District 112 and attend school in another school district need to secure, for each season, a non-open-enrollment waiver. Pursuant to Minnesota Hockey rules, any player desiring to obtain a waiver must give their home association notice at least one (1) year before the start of the season for which they seek a waiver, and failure to give proper notice may be grounds for an association to deny a waiver request. Details regarding these various waiver types and the process for obtaining such a waiver is prescribed by District 6, and can be found on the District 6 web site (www.d6hockey.net) under General>Registration>Participant Info.

1.) *Waiving In/Moving In*

Whether or not you played hockey with what is considered your current "home association" by Minnesota Hockey and District 6 rules, you need to contact your home association and obtain a waiver signed by both Presidents (your home Association and the CCHA) and the District Director **before you start the CCHA registration process**. Both Presidents have to sign the waiver form before it is presented to the District Director for approval. The waiver form is available on the D6 website. In addition, we strongly suggest that you contact the CCHA registrar to notify her/him of your intent to obtain a waiver and play for the CCHA as soon as possible, whether or not registration is then open. In accordance with Minnesota Hockey's rules, players who change schools without an associated change of residence and waive into the CCHA are not eligible to participate on the highest-level team ("A" or "AA") for upper levels (10U and Squirt and above for girls and boys, respectively) in their first year of attendance at the school located within CCHA boundaries. The CCHA season is deemed to have begun for each level (i.e., Squirt, Pee Wee, Bantam, 10U, 12U and 15U) at the commencement of the first tryout session for each level (which includes the goalie skills tryout session). This rule does not apply to anyone who waives into CCHA their freshman year of high school and pursuant to the Minnesota Hockey rules, anyone who waives into CCHA their freshman year of high school is eligible

to participate on the highest-level team (i.e., Bantam AA or 15U A).

Anyone waiving into the CCHA who withdraws from the CCHA or misses more than fifteen (15) consecutive days of team activities (i.e., practices, scrimmages, games, tournaments or other mandatory team activities) without the approval of the respective commissioner of that level, will be deemed to be in bad standing with CCHA, which may impact that player's ability to be eligible for other waivers or eligible to play on the highest level team in their home association.

2.) *Waiving Out*

In order to be eligible to be considered for a waiver-out of the CCHA, the player's family shall contact the CCHA President and notify him or her of their intent to seek a waiver as soon as reasonably practicable after the decision has been made. No family or player that contacts another association about waiving into that association prior to contacting the CCHA President about seeking a waiver out will be granted a waiver. Furthermore, no player shall be eligible for a waiver out of the CCHA unless they provide the CCHA board with notice at least one (1) year prior to the year for which the waiver is sought (i.e., a waiver to play in another association during the 2022-23 season requires notice to the CCHA board at least one (1) year prior to the start of the 2022 season as defined in paragraph VI(2)(B) above), or the request for a waiver will be denied by the CCHA. If a player moves out of District 112 after trying out and being assigned to a team, an alternate player may be moved up from a lower-level team to complete a higher-level team with the consent of the player's parents. The CCHA may condition any waiver out in accordance with Minnesota Hockey's and District 6's waiver rules. No refunds for prepaid tryout fees or mandatory fundraising fees will be given to any player waiving out. All other prepaid fees will be refunded, in the absolute discretion of the CCHA, up to a maximum of 50% of such fees upon the granting of an out-bound waiver.

C.) *Registration*

The CCHA Registrar shall prescribe the process, forms and other information necessary for registering players and publish the same on the CCHA web site on the "Season Registration" page. The opening and closing dates for registration shall be announced on this page as soon as such dates are fixed by the Registrar after consultation with the Board. Fees for registration, late registration, tryouts and participation, as well as payment options, will be published on this page. No player whose family is carrying a balance due from a prior season will be allowed to register

for the current season until such balance is resolved fully.

Further, the CCHA will not accept late registrations from anyone waiving into the CCHA, regardless of payment of late fees. The Board may also prescribe special payment requirements and terms for such families to ensure payment for the current season. Anyone waiving into the CCHA will not be eligible for any payment plans and must pay the entirety of their fees in full at the time of registration, without any right for a refund in the event the skater withdraws from the CCHA or misses more than 15 days of team activities as set forth in Section VI(B)(1) above. Extraordinary circumstances may be brought to the Executive Board for refund consideration.

Waivers of late-registration fees are entirely at the discretion of the Board, not level commissioners, so you should register before the relevant deadline to avoid these fees. Any decision to allow registration after the deadline is at the absolute discretion of the Executive Committee of the Board. You are encouraged to check this page often during the summer to become aware of the information that is critical to getting your players registered in a timely manner for the upcoming season. For more information on CCHA's Refund Policy see Section XI(C).

D.) Level of Play; Move-Up/Play-Up Policies

Generally speaking, all players should play with their age group as defined by Minnesota Hockey and the CCHA, which definitions shall be posted on the Season Registration page of the CCHA web site from time to time. The terms "moving up" and "playing up" shall be considered synonymous and refer to a situation where a player plays at a level higher than his or her designated age group.

Any player, regardless of level, whose birthday falls on June 1st through August 31st may register to play up with those players in the same school grade instead of their designated age group. Once registered at a certain level, the player must complete the tryout/evaluation at the higher level of play.

In extraordinary circumstances (e.g., where a substantial need arises to balance team numbers), the Chairperson of the relevant HDC may request that a player's parents allow a player to move up and play with a team in order to complete a team roster, but no such request will be made if doing so would cause another player to be moved down a level below their age-appropriate level as established by Minnesota Hockey's rules, nor shall any player moved up at the request of the HDC be placed on the top-tier team at the higher age level (i.e., a player will not move up at the request of an HDC and be placed on the AA or A team at the higher level). The player's parents may decide to decline the move-up request at their sole discretion. If the player's family agrees to the move up request, (1) and there is difference in player fees at the higher level (e.g., a non-travel player moves up to a traveling team), the CCHA shall absorb the fee differential if financial reserves exist to cover the difference, and (2) the player will retain the discretion to move back down after any season to resume playing with the previously level of

player with which they played prior to the HDC's move-up request (i.e., this shall not be considered as a player-initiated, school-grade move-up request). In addition to the foregoing, the Board and the HDCs have established age- and level-specific processes, rules and guidelines regarding move-ups requested by parents of players that are not addressed above, the description of which follows.

1.) *Upper Levels (10U+; Squirt+)*

Any parent of an upper-level player may petition the Chairperson of the appropriate HDC prior to June 30th to allow their player to play up a level for reasons of skill, not birthdate. The CCHA considers these requests to be extraordinary. No such petitions received after June 30th will be considered due to their potential to impact registration, the tryout and team assignment processes and other players at both affected levels. The Chairperson will consult with the player's parents, the player's level commissioner and coach from the previous season when considering timely submitted petitions.

These play-up requests must be based on a fair evaluation of the skill of the player involved – ask yourself whether you truly believe that your player is elite or highly advanced for their age. Other factors parents must consider before making the request and should address in their petition include the following: (a) is this in the best interest of my player; (b) is my player physically and mentally mature enough to interact with older children who may have a year or more of physical development and “life experience” to their credit; and (c) have I/we considered the “small things,” such as the difference in the amount of out-of-town games, potential differences in a coach's approach and expectations, locker room policies and monitoring, etc. If the petition is allowed, once tryouts are completed, a Board and an HDC representative will communicate the results and likely placement of the player and whether the player will be asked to move back down to the appropriate age level, unless team sizes are such that assigning the player to the “C” team at the upper level is in the best interests of all parties.

2.) *Lower Levels (8U-; Mite-)*

Mite-level hockey (for purposes of this section, “Mite” includes 8U and 6U) is 100% about player development. Players tend to develop and excel when they are placed with other players of like ability that creates a healthy, yet competitive, environment. The CCHA Mite programs are divided into multiple levels and subgroups. Evaluations at this level are used to place players of like ability together for small areas games and skill sessions in practice, which groupings will be indicated by the color of the tape placed on their stick before the first practice of the season. Tape colors may change as players develop over the course of the season. Accordingly, Mite move-up approvals are given, if any, by the relevant HDC Chairperson and level commissioners most closely involved with the Mite levels, after consultation with the relevant members of the Board. No player will be moved up to take advantage of a more advanced or more ice-touch program.

In exceptional circumstances where a player clearly dominates their designated level of play within the highest ability group, petitions for a move up to the next level in the Mite structure will be considered to better match a player's ability. A player will be considered "dominant" if the player consistently meets all three of the following criteria: (1) within the highest ability level/practice group, the player clearly stands out as having superior skills; (2) in games, the player's play consistently creates situations with other players on the ice that are non-competitive; and (3) within a game, the player has to be consistently held back by coaches to prevent running up the score.

Termite to Mini-Mite: In addition to the above criteria, parents of Termites who request a player be moved up to Mini-Mite level must submit their petition before the season starts, or pay the fee difference between the two levels if the request is made and granted after the season begins, and submit a written petition to the Lower Level Mite Commissioner with the endorsement of their prior year's (or current year's) coach. On-ice evaluations may be necessary to consider such a petition and they will be scheduled at a time convenient for the CCHA volunteers (coaches, relevant HDC representative(s) and commissioners) involved. Furthermore, the Mini-Mite program must be in a position to take on an additional player without impacting any other player already at that level, and the decision of the relevant CCHA volunteers in this regard is final. A meeting with the parents may also be necessary. Finally, approval of the Mini-Mite commissioner and the Mite level HDC representative will be required. All decisions will be made with the best interests of the player in mind.

Mini-Mite to Mite: In addition to meeting the "dominant" criteria above, petitions to play-up from Mini-Mite to Mite **must be submitted** to the Mite commissioner prior to the start of the Mite evaluation process and must include the written endorsement of the Mini-Mite commissioner and the player's prior season's head coach. Conditional approval may be granted subject to the player's performance in the evaluation process. The Mite league must be in a position to take on an additional player without impacting any other player already at that level, and the decision of the relevant CCHA volunteers in this regard is final, taking into account the best interests of the player involved. If approved, the player will be offered a position on the appropriate Mite level (e.g., East or West) based on their Mite evaluation scores. If it is determined that the player did not evaluate high enough to be placed at the Mite level, they will be eligible to play at the Mini-Mite level. Players moving up to Mite level will continue at Mite level, only advancing to Squirts with their appropriate age group, unless the Chairperson of the relevant HDC requests that a player's parents allow a player to move up and play with a team in order to complete a team roster.

VII. Teams

A.) Levels and Expectations

Players and their parents have an obligation to the CCHA, their assigned teams and teammates, and, especially, the volunteers that support these teams, including the obligation to

participate in a manner that contributes to the creation of a positive hockey-playing experience for everyone. Players are evaluated through evaluations (for the lower levels) and tryouts (for the upper levels) for assignment to teams that give each player an appropriate opportunity to play and compete at the right level of skill and to further develop their skills. Teams are selected for “AA, A, B and C” levels and sublevels (e.g., B1, B2) each year, though the number of teams at each level (which may be zero in a given year) is subject to many things, including the judgment of the Board (including level commissioners), the HDCs, and District 6.

As any current hockey parent can tell you, having a player on any CCHA team takes commitment. Coaches at all levels will expect that all players attend all scheduled practices and games absent sufficient advance notice to the contrary. It is not acceptable to assume the coaches know when your player is going to be absent from practice or a game. You should also expect that unexcused absences may lead to decreased playing time in games as compared to those players that do not have such absences. That is, no one should expect to play in games when practices are missed on a regular basis, regardless of the skill level of your player. It is our preference that a game be missed rather than a practice if a choice between the two presents itself. The level commissioner or a team’s head coach will have their own rules and disciplinary policies with respect to attendance; please make sure to ask the coach about these at the start of the season so there are no misunderstandings. If you do not inquire at the beginning of the season, the coach will presume you have no concerns in this regard and decisions of this sort will be left to the coach’s reasonable judgement.

It needs to be understood that upper-level teams at the AA, A and B levels require increased commitment from players and parents. Indeed, the expectations regarding game performance are higher for these teams. If your player is placed on one of these teams and you do not wish your player to be subjected to this more competitive environment, which may include unequal playing time consistent with CCHA’s Fair Play Policy (below), you should notify promptly (certainly before teams are finalized for the season) the level commissioner and the associated HDC representative for that level that you have concerns in this regard. In certain circumstances, a player’s evaluation or tryout performance may place them “on the bubble,” or between levels. In such circumstances, the HDC representative and/or the level commissioner may contact the parents and present them with a choice of having the player placed on the higher of the two teams, with the understanding that expectations will be higher and playing time might be lower based on the player’s achieved level of skill. Once the parent makes a choice in such a situation, it is not reversible during that season. To say it another way, if you choose to have your “bubble player” placed on the higher of two teams, you should not complain during the season about playing time in games as it was your choice to have this “stretch” team assignment made. Please see the section below entitled “CCHA Fair Play/Equal Play Policies” for more information.

The CCHA has codes of conduct for players, parents and coaches that apply

throughout the season and document specific additional behavioral expectations. You will be asked to sign as a hockey parent, and on behalf of your minor child, the applicable code of conduct for the year. You are responsible for your own and your player's adherence to the applicable code, the failure of which will subject you and/or them to discipline. You are also responsible for informing extended family members that their behavior at CCHA events is subject to the parent code of conduct, a violation of which may subject them to suspension. The codes of conduct are there as much to protect you and your player's season from adverse impact by others, as they are to protect other members of your team from being adversely influenced by your failures to adhere to the codes. Let's all strive to have a season where the codes need not be mentioned after they are completed and turned in at registration. Beginning with the 2018-19 season, the CCHA Board has moved to a zero-tolerance policy with respect to violations of a code of conduct. This means that any violation of an applicable code of conduct, even a first offense, is highly likely to result in immediate termination of the violator's membership in the CCHA.

B.) Tryout Process

The CCHA's tryout process is designed to try to identify the right level and team assignment for each player in the least amount of time. It is not perfect and inevitably will be tweaked from season to season to try to take advantage of best practices used by USA Hockey, Minnesota Hockey and other associations, and may include outside scrimmages against other associations' teams. Accordingly, each off-season the HDCs and the Board carefully consider the feedback provided by parents at the end of the prior season and take into account as much of the constructive feedback that has been provided as possible in planning the tryout process for the next season. If you do not turn in an end-of-year evaluation, we will presume you have no comments or concerns regarding tryouts or team placement.

Player Position/Participation/Goalie Declaration; Prior Season Coach Feedback. During the tryout, evaluators are looking for the best all-around skilled players, not how well a player executes a specific system or position or how many goals a player scores. Final team placement is based on a player's tryout performance regardless of position played, and as such, players will be asked to play different positions during tryouts without bearing on what position they will play for their actual team.

We also seek ways to incorporate prior coaches' feedback regarding a player's work ethic, hockey sense, attendance, ability to pay attention and help others in practice, and what kind of teammate they were in the prior season. Players who are a positive influence on the bench, in practice and games, and in the locker room, will be given the benefit of the doubt over players who fail to demonstrate such qualities. This feedback is collected at the end of a season by the Vice President – Hockey Operations and is not distributed further. It is used, if at all, to

break statistical ties (i.e., immaterial differences in accumulated scores) between players who fall on or around the cut line between levels. As we ask coaches to have in-season progress discussions with parents and players, none of the feedback collected should be a surprise to parents, especially those that take the time to observe a few practices throughout the year.

Except for players who opt out, players are strongly encouraged to attend every session to avoid detrimentally affecting their scores and resulting placement. Any missed sessions that are not due to emergency, illness or injury (as described below) will result in the HDCs determining player placement in their sole and absolute discretion, which may include placement on lower teams than otherwise may have been achieved had the sessions not been missed. Players at the Pee wee and higher levels, and Squirts/10U who have played a prior season at the Squirts/10U level, will be required to declare themselves as trying out for goalie or skater, but cannot select both. Once the declaration is made, players will be required to stay in that position during tryouts. The only case where an exception will be made is where a level does not have enough goalies for all teams at the level. In such a case, exceptions will be made only when doing so will benefit all participants at a level.

For first-year Squirt/10U players, and all levels below, players can declare themselves to be skater-goalies, but preference will be given to the players who declare themselves as only playing goalie. Each such player will be required to fill out a declaration form at registration (and prior to tryouts) that will require the player to elect which team and position the player will elect if the player makes different level teams as a skater and as a goalie (e.g., makes “A” as a skater and “B” as a goalie). Please read and understand this form, and the impact of making the election on the form, prior to doing so.

Mandatory Parent Meeting. A mandatory parent meeting for upper-level parents will be held during your player’s tryout sessions. The CCHA web site will post the specifics. The purpose of the meeting is to explain the tryout process and answer any remaining questions you may have.

Tryout Viewing. The CCHA currently utilizes a closed environment for Upper Level tryouts which includes all parents and spectators of any type. This is subject to change in the Board’s discretion. The bleachers are reserved for the evaluators only and no one will be allowed in this area. No contact of any kind should be made with any evaluator at any level to identify your player or for any other purpose for the entirety of the tryout process for your player’s level. Any contact, no matter how innocuous, with tryout evaluators or administrators during tryouts that give the appearance of an attempt to influence the tryout process will result in disciplinary action.

Opting-Out of Tryouts. Any player who knows they want to play “C” hockey or

otherwise prefer not to participate in the tryout process can choose not to participate and be placed on a “C” team. Your player account will be credited a fixed amount (decided each year by the Board and posted on the web site under the “Tryout Page”) due to this decision.

Tryout Schedules. The schedules are created using forecasted registration numbers. Material differences between this forecast and actual participation in tryouts may result in the combining, shortening or extending of the process at the discretion of the volunteers running the process. Tryouts may extend beyond the sessions at our typical ice arenas and may include outside scrimmages against other associations’ teams. Any such adjustments will be communicated as soon as possible and are at the discretion of the Board and relevant HDC.

Uniform and Equipment Restrictions. In order to preserve the anonymity of the players participating in tryouts, each player will be issued a numbered “pinny” that must be worn with the front and back numbers clearly visible. Beneath the pinny all players must wear a solid-colored jersey of CCHA colors (black, vegas gold, yellow gold, purple or white). No last names or private hockey associations’ or schools’ name or logo are to be visible on the jersey, and either CCHA-issued socks or a solid color of sock in CCHA colors shall cover the shin guards. All non-CCHA stickers must be removed from the helmets along with any names taped to the helmet. Neck guards and mouth pieces **are required** for tryouts. Any player that does not follow these restrictions will not be allowed to participate in that tryout session for which they are not properly equipped and attired.

Check In. Players must check in no later than 30 minutes prior to their tryout session; and a player’s volunteer check must be presented at the first try-out session. Failure to do so may result in that player receiving a score of zero (0) for that session.

Emergencies/Injury and Illness. If there is an emergency that prevents the player from checking in on time, or attending a session at all, the player’s parent must contact the level commissioner in advance and explain the situation. The level commissioner is your first and primary contact for all tryout communications. Get to know her or him.

Any player who is unable to participate in the tryout process due to a pre-existing injury or illness needs to provide a written explanation from a doctor that confirms the player’s inability to participate. Unless the level commissioner receives and acknowledges the medical excuse prior to the tryout session, the player must attend all scheduled tryout sessions. A player who is excused from tryouts due to a verified pre-existing injury or illness will be placed on a team at the discretion of the relevant HDC, which may consult with a player’s prior coaches and level commissioner as a data point for placement. In addition, players that do not tryout due to injury or illness, that tryout despite a documented injury, or that return from injury after tryouts, may be required to practice with multiple teams on multiple days to establish the appropriate team placement. These situations will be managed by the HDCs in consultation with the Board as necessary.

Other Situations and Circumstances. Any situation or circumstance that arises and is not addressed above will be handled by the relevant HDC in consultation with the Board. All decisions are final and not appealable.

Phases of Tryouts, Scoring Criteria, Formats and Groupings. The specifics regarding the phases of tryouts (e.g., skills v. scrimmages), how they are scored and weighted, the format (e.g., timed/not timed; 4-on-4 or 5-on-5) and how players are grouped, may be detailed by level on the “Tryouts” page of the CCHA web site. Certain details relating to goalies and girls’ and boys’ tryouts are posted there as well. The amount and level of detail in the published tryout documents may change from season to season. Moreover, these documents describe only the *plan* for tryouts. The actual tryouts will generally be run based on these plans, but the Board, the HDCs and level commissioners retain the right to make adjustments that they reasonably deem necessary and appropriate under the circumstances. Accordingly, no player’s parent should expect that the actual tryout process matches exactly the tryout documents that are posted from time to time, and there is no guarantee that tryouts will be run exactly as done in a prior season.

Some of the players who have accumulated the most points at certain phases or who have clearly demonstrated the highest level of ability at that playing level may be removed from later phases of tryouts to allow a better evaluation of the remaining players. The removed players will be scored or their scores adjusted so that they are not penalized in any way and will be placed on the top-tier team at that level. The Board may choose to have a tryout for the top-tier team at a given level, a practice used by other associations from time to time. When that format is used, it is intended to ensure kids are playing against like competition and not against players who are likely to dominate a randomly mixed session. A volunteer will be assigned to run the bench and will use a pre-assigned, randomized list for player combinations to avoid, as best as possible, the stacking of lines, and to get players a similar number of shifts in a tryout session. Any other girls’-specific and boys’-specific tryout information will be posted and identified as such on the “Tryouts” page of the CCHA web site.

Skating players at the Pee wee and Bantam levels may be asked to indicate a preferred position of play (forward, defense, or neither) prior to tryouts. That information will neither guarantee a position of play during the season, nor will it necessarily mean they will play in that position more often than any other during tryouts. However, under certain circumstances, that information may be used to (1) give the player more time at that position during tryouts and/or (2) help evaluators understand and appropriately score a player’s tryout session.

Evaluators. The CCHA utilizes paid evaluators to score the tryouts, and they are selected by the HDCs with Board oversight. They will be questioned to determine that they do not have prior experience with the players at the level being evaluated that cannot be discounted during the evaluation process. As a general matter, all but one of the evaluators shall be one or more year removed from the level they are evaluating (e.g., a first-year Bantam parent cannot

evaluate Pee wee tryouts until the player's second year at the Bantam level). Evaluators will have significant hockey playing or coaching experience, and will be required to attend all sessions for a given level. They will be given consistent instruction on scoring and use identical scoring worksheets. They will sit in designated sections during tryouts to avoid being influenced by parents and others. HDC and Board members may be called on to be evaluators so long as they do not have a player at the level being evaluated. The number of evaluators used may vary from level to level.

C.) Final Team Selection

Final team selection will start with the top-level team (AA or A) at each level, and may include outside scrimmages. If the head coach for the **top Bantam/15U team** is a non-parent coach, this coach and the tryout subcommittee will have placement discretion for the last three (3) skater positions from all skaters in the top pool. For the **top Pee wee/12U team**, the head coach of the top-level team and the tryout subcommittee will have placement discretion for the last two (2) skater positions so long as this head coach is a non-parent head coach. **No discretionary placement decisions will be permitted to parent head coaches.** Each head coach with placement discretion will have placement discretion for the second goalie if the scores of the second- and third-ranked goalies are reasonably close to one another; provided, however, that not every team will necessarily have two goalies, including a top-tier team at a given level. Before the exercise of any such placement discretion by the head coach, the HDC and Executive Committee representative(s) on the tryout subcommittee shall satisfy themselves that the non-parent head coaches can act impartially in the exercise of discretion by ignoring any prior relationship with the players over whom such discretion is to be exercised (e.g., prior coaching, instruction, camps, summer league play). The Board may also condition, limit, or eliminate discretionary picks, and involvement in tryouts generally, for non-parent head coaches where it deems appropriate under the circumstances. Any conditions or limitations placed on coach picks in one season may or may not be implemented in subsequent seasons in the Board's discretion. In any case, the tryout subcommittee may use their discretion to expand the roster to maximize player development opportunities.

Subject to other clauses in this Handbook, once the top team at a level is selected, the scoring/ranking results from tryouts, along with prior season coach feedback, will be used for level and team selection, and the remaining players (identified by pinny number) will lock at the B or C level. Thereafter, the tryout subcommittee will excuse from the process any members with players at that level for the placement process. That placement process may, at the discretion of the Board and the HDC chairman, take the form of a draft involving the coaches. Selection to a team does not entitle that player to the same level roster spot in subsequent years. Where any player has dropped to a level lower than the player played the prior year, an appropriate HDC representative may call the player's parents and explain the situation to the

family prior to team announcements. Team placement announcements may also occur one or more days *after the end of the tryout sessions* to allow those involved in the process to ensure no errors were made. Parents should not email or call people involved in the tryout process, or level commissioners, to inquire about when team placements will be announced. Please keep an eye on the web site for these announcements.

A final few words on team placement and your athlete. We know that team placement can be an emotional topic for people, and that people can allow it to ruin a season before it starts. Our team placement process is designed to ensure, as best we can, that no undue influence is applied to benefit or harm an individual athlete's prospects- but it's not perfect. We have no information that suggests anyone has an agenda, and if they do, the process is such that it is extremely difficult for any one person to influence the team placement process either way. Regardless, we ask each member to keep in mind that *the parent's* youth hockey career is over, and no one will think any differently of you because of what team your athlete makes. We promise. Players develop at vastly different rates from season to season and making, for example, the Squirt A team this year will not guarantee your athlete a slot on the varsity high school team years down the road. Indeed, most will play no hockey other than local association hockey in their career, which is fine – because this is supposed to be fun and about playing a game with friends from your community and school. So let's not ruin it for them. It's their time, their experience and their individual course to chart. Things will work out just fine if you let them, and the athletes will be better for it. Even better, they won't have you to blame for messing it up on their behalf.

D.) CCHA Fair Play/Equal Play Policies

The term “fair play” means players are given an equitable chance to earn playing time by enhancing and developing their skills on and off the ice and through personal dedication and effort. The term “equal play” means that so long as players are in good health and have no disciplinary issues, reasonable efforts will be taken to ensure that all players will be played equally and in all situations throughout the season. It is expected that coaches for all teams at all levels will strive to develop the skills of all of the players on their team to a level at which fair play becomes equal play. Teams at the AA/A levels will employ an equal play philosophy for a reasonable period of time at the outset of the year (as determined in the reasonable discretion of the head coach) and then evolve to a fair play philosophy, while all other team levels will generally utilize an equal play philosophy throughout the season, which rules shall be made available by the team's head coach at the beginning of the season. Notwithstanding the foregoing, all players shall be treated with dignity and respect regardless of their attained level of hockey skill.

The implementation of these play policies is the responsibility of the coaching staff of each team. If there is a concern about a perceived failure to follow these policies, the concern should be reported first to the head coach, then the level commissioner and the level's HDC representative for handling.

E.) Team Management (manager, treasurer, photos)

Team-specific volunteer positions are available to receive volunteer credit. Information regarding these positions, their responsibilities and the volunteer credit awarded for successfully fulfilling one of these positions is described in detail on the “Team Volunteer” tab on the CCHA web site.

VIII. Level Commissioners

Each level of hockey in the CCHA will have a commissioner, who is also a member of the Board by their election as a commissioner. The level commissioner is responsible for knowing all policies of the CCHA, Minnesota Hockey and District 6 as they relate to hockey at their level. Each is responsible for the execution of all tasks that are required to conduct the season at their level, to recommend team registrations and to register for tournaments for their level of play. They are responsible for working with the relevant HDC and coaches at their level to ensure that the annual development plan formulated by the relevant HDC is executed at their level throughout the year. They are also the first point of contact for parents that have issues with the coach of their player’s team.

IX. Behavior

A.) Board, Committee Members and Volunteers

In addition to the expectation that Board members, committee members and volunteers will faithfully fulfill their designated roles, each person fulfilling one of these roles shall sign a Code of Ethics and Confidentiality Agreement in a form adopted by the Board. Violations of this agreement will subject the offender to discipline. Please see above for the move to a zero-tolerance policy for violations.

B.) Coaches

All persons selected to coach for the CCHA shall execute a Coach’s Code of Conduct prior to the beginning of the season. Violations of this agreement will subject the offender to discipline. Please see above for the move to a zero-tolerance policy for violations.

C.) Parents

As part of the registration process, parents of CCHA players shall execute a Parent’s Code of Conduct Agreement in a form adopted by the Board. Violations of this agreement will subject the offender to discipline. Please see above for the move to a zero-tolerance policy for violations.

D.) Players

As part of the registration process, parents of CCHA players shall execute, on behalf of their player, a Player's Code of Conduct Agreement in a form adopted by the Board. It is expected that the parents will be the primary enforcers of this code throughout the season and will go over the code prior to the start of every season with their player. They will also explain that violations of this agreement will subject the offender to discipline. Please see above for the move to a zero-tolerance policy for violations.

E.) SafeSport Policy

The CCHA is committed to creating and conducting a safe and positive athletic environment for its participants in all aspects, including physical, mental and social. Accordingly, the CCHA follows the recommendations and guidelines defined in USA Hockey's Safesport Program Handbook. You can find a link to this handbook and the CCHA Safesport coordinator's contact information on the CCHA web site.

The CCHA Safesport policies are designed to address the following types of abuse and misconduct:

- Sexual abuse;
- Physical abuse;
- Emotional abuse;
- Bullying, Harassment and Threats; and
- Hazing.

Refer to the USA Hockey Safesport Program Handbook for complete definitions of these abuses and misconducts. To reduce the risks of potential abuse and misconduct, the CCHA has implemented the following policies, each of which is described in the sections of this Handbook: Locker Room Policy, Social Media, Mobile and Electronic Communications Policy and, as applicable, a Travel Policy. In the event that any CCHA member reasonably suspects or observes any indication of abuse or misconduct, it is the member's responsibility to immediately report their concerns to the CCHA's Safesport coordinator. In addition, the member must also consider reporting the suspected abuse to law enforcement without delay. Please see above for the move to a zero-tolerance policy for violations.

F.) Locker Room Policy/Monitoring

Each team shall have at least one responsible adult directly monitoring the locker room during all team events. The responsible adult may be one of the coaches, but it might be more practical to have a designated rotation of parents fulfilling this role, organized by the team

manager, to ensure it is always fulfilled. In any case, this person needs to be of sufficient maturity and age separation from the age of the players being supervised to fulfill this role. All locker room monitors need to be screened in accordance with the Minnesota Hockey screening process. They need to be gender appropriate and physically present in the locker room. Merely because other parents are in the locker room assisting with player equipment does not mean this requirement is being met; someone needs to be designated to fulfill this role. No smartphones or other devices with recording capabilities shall be permitted to be out and being used in the locker rooms. If such a device is being used to play music, it needs to be in the control of the monitor. The monitor's primary duties include the following: (1) security – ensuring only team- authorized persons are in the room and locking the room when players are on the ice; (2) collecting and/or safeguarding smartphones and other devices with recording capability in the event they are brought into the room; and (3) being in the room when the coach is in the room with an individual player.

In some cases, the teams and locker rooms will be co-ed. In this case, two (2) properly screened adults of different genders will serve as monitors for the team. Ideally, you will have the male and female players dress in separate rooms and then convene together in a single room for the coaches' meeting. Immediately after the game, the team would convene with the coach for the postgame meeting and then retire to separate rooms to remove equipment, shower and dress (as applicable). Where two rooms are not available, the genders will enter and dress separately, alternating who goes first each time so neither group is favored nor the group that "always has to wait," and then reconvene in the room for the coaches meeting. They would do the same after the game, but convening as a group first for the coaches' postgame meeting. This issue is one to be taken seriously, and any person who does not do so is subject to discipline.

G.) Social Media, Mobile and Electronic Communications

In support of the CCHA's emphasis on athlete safety and a healthy and safe hockey environment for all, all communications involving players need to be appropriate, productive and transparent to all. Keeping everyone (coaches, parents and players) on the same page about team schedules and events is critical, and social media tools, mobile and electronic communications can play a role in this regard. However, electronic forms of communication create new possibilities for improper contact with athletes, misunderstandings and the opportunity to say things and remain largely anonymous that in-person interactions do not allow. Accordingly, the improper use of electronic communications can result in misconduct, and your adherence to the following restrictions will help reduce the risk of the same and the need for disciplinary action.

All communications between coaches and administrators must be for the purpose of communicating information regarding the CCHA's and a team's activities. All persons need to

use and follow the common-sense guidelines regarding the volume and time of day of any permitted use of electronic communications. You should presume that anything you send or post will be preserved indefinitely, seen and shared by everyone and quickly get beyond your ability to control its distribution. Accordingly, all communications to athletes under the age of 18 must also be copied to the athlete's parents at the same time it is sent to an athlete. The following forms of electronic communication have additional expectations regarding their use.

- Emails, text messages, chats and any similar form of communications:

As stated above, electronic communications from coaches or administrators to athletes must be copied to the athlete's parents at the same time it is sent to the athlete. If you do not know the parents' email address, do not send the message to the athlete until you have it and can include it on the message. A good practice would be to collect each parent's preferred email address at the first team meeting.

- Administrators and coaches should use the CCHA's Sport NGIN website email platform for all communications with the CCHA and athletes.
- Email, text and chat message content (including links to other information) should be for the purpose of communicating information about team activities and should never be personal in nature or use foul or inappropriate language. The sender is responsible for the context of any linked or forwarded materials, because making a third party's material available to another will be deemed to be an adoption of the third party's views as if they were your own.

- Social Media Sites and Applications (blogs, Facebook, Twitter and the like):

- Online sites and smartphone applications that allow postings or broad distribution of messages to "followers" or a readership can be an effective way to get materials and thoughts to a large number of people at one time. But not all uses, content and messages will be appropriate for young athletes.
- In order to stay coordinated, an official organization or team page, site or the like may be created that players and parents can "like," "follow," etc. The team manager must be given the information and allowed to have the same access as any player on the team. The same is true for the parents and their access.
- All posted, published or distributed content (including links to other information) must be for the purpose of communicating information about team activities and should never be personal in nature or use foul or inappropriate language. The poster, publisher or distributor and the owner of the account is responsible for the context of the posting including any

linked or forwarded (or re-tweeted) materials, because making a third party's materials available to another will be deemed to be an adoption of the third party's views as if they were your own. The burden of proof regarding allegedly hacked or taken-over social media accounts will lie with the account owner, and the CCHA will presume, until established to the CCHA's satisfaction otherwise, that the owner of the account was responsible for all communications emanating from it.

- Coaches are prohibited from having players join their personal page, wall or the like.

Any athlete or parent of an athlete can request that their player **not be contacted** via any form of electronic communication. In addition, while it's easy to presume everyone is on every form of social and electronic media as soon as a new one comes out, that should not be presumed and coaches are expected to verify with each athlete's parents the manner, form and frequency of electronic communications in which they are interested. In the event of a request that an athlete not be contacted via any form of electronic communication, the coach shall immediately respect such request. It will thereafter be the responsibility of the parent to seek out and track updated information regarding team events.

Similarly, any parent may request that no images of their athlete in which the athlete can easily be identified are used and reasonable attempts will be made to accommodate such requests.

Upon becoming aware of any sign of abuse, threats, hazing, bullying or other act of abuse or misconduct, you must report the same to the Board or the CCHA's Safesport coordinator. You are not to try to determine the intent of the person making the statement or behind the electronic communication; rather, trust your instincts and report it. In short, if you see something, say something. Anyone who violates this policy will be subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. This policy is meant to work in conjunction with the codes of conduct signed by parents, players and coaches.

H.) Concussions

The possibility of head and brain injuries involving athletes in contact sports like hockey should not be lost on anyone these days. It's critical that people err on the side of caution when any athlete is involved in a collision or demonstrates behavior that suggests a concussion may have occurred. Do not take the player's word for it. Accordingly, the CCHA posts on its web site on a dedicated page certain basic information about concussions that all parents need to read and understand. There will never be a practice or game important enough that it would make sense to ignore or rush back early an athlete who has, or might have, suffered a concussion. **When in doubt, sit them out.**

I.) Substance Use/Abuse

All members of the CCHA are expected to maintain the highest standard of conduct and good sportsmanship while participating in any hockey function. As stated elsewhere in this Handbook, gross disrespect for other players, coaches, players, parents or officials, or exhibiting intent to injure another person, will be good cause for suspension and supplementary discipline by the Board and/or the Grievance and Disciplinary Committee.

Members of the CCHA will be subject to discipline for the ingestion or use of drugs (other than those prescribed by a doctor), alcohol or tobacco (by minors), or any illegal substance for the purpose of altering one's mood. The CCHA has zero tolerance for the use of any prohibited substance designed to enhance one's athletic performance. For purposes of this policy, prohibited substances are those substances that are prohibited by law and any relevant, sanctioning athletic body, including USA Hockey, Minnesota Hockey and District 6. Please see above for the move to a zero-tolerance policy for violations. Expulsions and dismissals will not be waived if a player becomes a participant in a treatment program. Expelled persons will not be allowed to participate in any CCHA activities or on any other teams for that season. Reinstatement is at the discretion of the Board, which may consider the recommendations of a director or counselor of a chemical dependency program. Any infraction of this policy by parents, players or coaches representing other associations at a CCHA tournament or game will result in the immediate removal of the offender from the premises, with the assistance of local police as necessary, and the filing of a report with the offender's association's board.

X. Equipment

A.) Required Equipment

Equipment requirements are set by USA Hockey, Minnesota Hockey, District 6 and the CCHA, and they are to be strictly enforced. If a player does not have the required equipment, the player should not appear on the ice. Without question, we require that a player miss a practice or a game when faced with the situation of taking the ice without the proper equipment and risking an injury. Required equipment for skaters includes:

- Helmets (black only for Upper Level) approved by USA Hockey, including full facial protection (cage or bubble) that is commercially manufactured and approved for competition along with a colored mouth guard that completely covers one row of teeth and otherwise complies with District 6 requirements;
- Neck Guard
- Shoulder, elbow and shin pads;
- Supporter with cup (for boys) and pelvic protector (for girls);

- Breezers (black);
- Garters, Velcro or other means to keep hockey socks in position;
- Hockey skates;
- Hockey gloves (black); and
- Hockey stick

Some sets of skater equipment are available for rent. Please inquire with the appropriate level commissioner to discuss this arrangement.

Goalie equipment has its own rules. At the Mite and 8U/6U levels, goalie equipment is owned by the CCHA and a set is provided to each team. The head coach of each team is required to deposit \$250 (subject to adjustment by the CCHA) with the CCHA accountant in the form of a check, because the head coach is responsible for the goalie equipment throughout the season and its likely rotation among team members.

At the Squirt and above, and 10U and above levels, goalie equipment is the responsibility of the goalies' parents. Each parent of a goalie is required to provide a \$300 (subject to adjustment by the CCHA) deposit check to be held by the CCHA accountant if renting equipment for the season. All goalies must stay and participate on the team to the end of the season (through playoffs) in order to not have their deposit check cashed, except when they suffer a season-ending injury that is verified by the Board.

At the Squirt/10U level and below, goalie equipment is provided at no cost. Parents are required to provide helmet, breezers and skates. Goalie-specific skates are recommended for the Squirt/10U levels and above.

For Pee wee/12U, goalies can request goalie equipment from the CCHA and, if available, leg pads, chest protector, blocker and glove will be provided. Each item is rented at 20% of the CCHA's cost for the item(s) rented. Goalies do, however, get a goalie credit against their player fees (i.e., registered goalies pay lower fees than skaters) to help defray the cost of buying their own goalie equipment or renting it from the CCHA.

For Bantam/15U and above, goalies can request goalie equipment from the CCHA and, if available, leg pads, chest protector, blocker and glove will be provided. Each item is rented at 25% of the CCHA's cost for the item(s) rented. Goalies do, however, get a goalie credit against their player fees (i.e., registered goalies pay lower fees than skaters) to help defray the cost of buying their own goalie equipment or renting it from the CCHA. If upper level teams do not have a registered goalie, equipment will be provided to the head coach, subject only to the provision of an appropriate deposit, for the purpose of encouraging players to try the position, and not for the benefit of an individual goalie. The CCHA does not plan to replace upper level goalie equipment as it is retired, which means that eventually there will be none. Accordingly, goalies at this level should not count on the CCHA having appropriately sized goalie equipment

available at this level.

All goalie equipment is provided for use only during the CCHA season from September to mid-March and only for play in CCHA-related events.

B.) Jerseys; Logos; Trademark

Currently, the CCHA jerseys for travelling teams are owned by the player, the cost for which is incorporated into registration fees. No team, group of individuals or person may design, sell, or wear a non-Board-authorized game jersey while playing on a CCHA team. No goods may be manufactured, procured, sold or provided that bear any CCHA-owned intellectual property, nor any confusingly similar derivative thereof, absent a written license from the CCHA board.

At times, a player may also be assigned a CCHA-owned jersey. Damage to a CCHA-owned jersey, beyond ordinary wear and tear, will be the financial responsibility of the player's family and appropriate charges to repair such damage or replace the damaged jersey will be assessed by charging the player's account. Ordinary wear and tear means puck and board marks and minimal snags.

C.) Other CCHA Equipment

The CCHA purchases and maintains a host of other equipment for each season. Some of this equipment is provided to coaches (e.g., cones, pucks) and some is maintained in storage lockers/cabinets/cages at the ice rinks. It is the responsibility of each coach to ensure that the CCHA's equipment is preserved and locked up appropriately after practices to prevent loss or use by teams outside of our association. Many other teams use these facilities and may "forget" to return our equipment. Accordingly, under no circumstances is any coach allowed to loan CCHA equipment to another association or to leave a storage locker or cabinet open after practice has ended with the expectation that some other team or level is likely to have a practice following their practice. Securing our equipment is one way to help manage costs. All coaches and players who use CCHA equipment are expected to treat it respectfully. Anyone caught destroying or intentionally damaging the equipment will be required to replace it and will be subject to other discipline. Equipment issued to a team for the season must be returned by the head coach at the end of the season, and arrangements in this regard will be published by the CCHA's equipment manager, a key volunteer for the CCHA. It will be inventoried and inspected and if not damaged (other than ordinary wear and tear), the relevant deposit checks will be shredded by the CCHA accountant.

XI. Fees and Payment

A.) Fees

The CCHA is a non-profit organization that utilizes volunteer resources wherever possible and sponsorship monies to defray member costs. All of the money used for operating the CCHA comes from members during registration, fundraising and sponsors. We ask that you patronize our sponsors whenever possible in recognition of the financial support they provide in helping to keep costs down for members.

Registration fees cover a variety of operating expenses each year, and may include the following and other expenses: ice time, third-party skill instruction, administrative costs, fundraising, insurance, evaluators' time, non-parent coach stipends, uniforms and equipment, fees paid to USA Hockey, Minnesota Hockey and District 6, tournaments, coach certification and expenses associated with the tryout process. Players that elect to not participate in tryouts are given a credit for not generating this expense, and goalies are given credit to help defray the additional costs involved in playing that position. A detailed breakdown of how members' fees get used is provided at the various parent meetings at the beginning of the season, and can be requested from the CCHA Treasurer at any time. When members make late decisions regarding registration, additional costs are generated and/or sunk costs cannot be avoided. Accordingly, additional fees may be charged, or refunds limited, in recognition of these facts. A small portion of the budget for each year can be impacted by Board actions, and the Board strives to come up with ways each year to tightly manage that variable portion of the budget. Any member that has ideas for reducing the cost to members of playing hockey is welcome to submit ideas to the Board or the fund-raising and sponsorship committee.

Fees for some teams, particularly at the upper levels, will be determined by the number of players on the team. The CCHA sets the fees for teams at levels prior to registration based on an expected number of players per team at a given level (e.g., 14 players on a C-level team). The number of players that are actually assigned to a team during the season, and the number of allocated ice hours, may be more or less than the estimated number for a variety of reasons, including player injuries and the number of players that register in a given season. The result can be that you get a credit to your player's account (e.g., if more than 14 players are on a team) or a final assessment invoice requiring the payment of additional fees after the season (e.g., if the team has less than 14 players). While the Board does its best to avoid postseason assessments, it is not always the case that they can be avoided. In addition, traveling teams often create and manage a "slush fund" to pay for team events like pizza parties, apparel, transportation to tournaments, etc. The team's treasurer will request from you and manage this money for the team. Be sure to get to know your team's treasurer once your team is determined to understand how she/he will operate the team's budget for the season.

B.) Payments; Collection

Various payment plans and options are available to members and are published each year on the “Season Registration” page of the CCHA web site. Members are encouraged to go to that page often and thoughtfully plan for making these payments in a timely manner as the money the CCHA spends on operations is set by schedules that are fixed in large part by outside parties (tournament directors, USA Hockey, Minnesota Hockey, rinks, etc.). In addition, the CCHA makes scholarship money available to members who have difficulty paying all the fees required to play hockey. Please do not hesitate to ask for help should you need it. Registering a player without a reasonable plan to pay for it is not acceptable. Note as well that stipends and ice credits earned throughout the year will be offset against scholarships granted earlier in the same season to ensure players end the year as close to a zero-dollar balance as possible. If ice credits and/or stipends plus scholarship grants would result in a credit balance at the end of a season, the scholarship grants will be reduced by the sum total of such ice credits and stipends earned, and the offset scholarship money will be returned to the scholarship fund and made available to members in subsequent seasons.

The Treasurer and the President of the Board are responsible for the collection of all members’ fees and are authorized to take whatever actions are reasonably necessary and lawful to collect the same. Players within a family that fails to make full payment of their fees when due and that has failed to ask for assistance (or that ignore attempts to collect fees due) may be suspended from all CCHA activities (i.e., prohibited from taking the ice) by written notice (which may be an email communication) without prior notice of their arrears status. Player balances are the family’s responsibility regardless of the family’s situation or marital status. To say it another way, each parent is liable for 100% of the player’s fees owed for the season, and the CCHA is not responsible for accommodating whatever financial arrangement, legally documented or otherwise, separated or divorced parents may have between them. Any player from a family that has a balance due from the prior season will not be allowed to register and participate in tryouts for the next season until that balance is paid in full, even if that balance relates to a member of that family that is no longer playing. The Board may also require additional assurances of payment for the upcoming season, including payment in advance for up to the entire estimated hockey fees for the season. For example, assume a family had a player at both the Bantam and 12U levels in the prior season, and that they’re carrying a balance due from the Bantam player’s season. Even if their Bantam player is no longer playing CCHA hockey, their 12U player will not be allowed to participate in tryouts for the next season until their family’s balance is paid in full, and the family may be required, for example, to pay for half of the upcoming season at registration and/or provide an assured means for payment. Questions about balances due from a prior season should be directed to the Treasurer.

C.) Refunds

1.) *Refunds for Upper-Level Team Withdrawals (except 15U)*

If, for any reason, an upper-level player desires to withdraw for the season after registration, or is injured other than from participating in CCHA hockey, the player will be eligible for a refund depending on when the decision to withdraw is made and communicated in writing by the player's family. An attempt to withdraw after expulsion or during a suspension will not result in any refunds. In all other scenarios, the amount of the available refund will be determined as follows:

- Withdrawal is communicated in writing more than 10 days in advance of the first tryout date for the player's level – 100% refund of the hockey fees paid and the CCHA will buy back any fundraising cards, raffle tickets, etc., that were purchased by the player during registration. The “first tryout date” for any level is the date of the earliest position tryout event, which in many cases will be the goalie skills tryout date and which occurs before any skater tryout event. For example, if the first Bantam tryout event for the season is the Bantam goalie skills event on September 19, which is 2 weeks prior to the first Bantam skater tryout event on October 3, the September 19 date will be considered the “first tryout date”.
- Withdrawal is communicated in writing less than 10 days prior to the first tryout date for the player's level but before the tryout date – a \$50 assessment will be applied and the CCHA will NOT buy back any fundraising cards, raffle tickets, etc., that were purchased by the player during registration.
- Withdrawal is communicated in writing after tryouts have started, but before tryouts have been completed. \$200 assessment will be applied and CCHA will NOT buy back any fundraising cards, raffle tickets, etc., that were purchased by the player during registration.
- Withdrawal is communicated in writing after tryouts have been completed for that level. Tryouts are considered to have been completed immediately after the last skate for that level has concluded - No Refund.
- Withdrawal requests must be in writing and sent to both the CCHA treasurer and the player's level commissioner stating the request for withdrawal and providing a reasonably detailed explanation for the request. To the extent the player's player account is in current, paid-up status, the refunds specified above will be issued. No refund will be issued if the written communication is submitted after tryouts have been completed, except for when extraordinary circumstances cause a player's withdrawal, an appeal may be made to the Board in writing for a possible discretionary refund beyond the policy outlined above, but the Board is not obligated in any way to grant such request.

2.) *Injury Refund Policy - Generally*

If a player at any CCHA level is injured during participation in CCHA

hockey and is required to miss more than two weeks with his or her team because of the injury, the player will be eligible for a pro-rated refund **of total player costs**, but only if the player is not then subject to expulsion or suspension. For example, if an injured player misses 10 of the 50 hours of budgeted ice time, the refund is based on non-use of 10 out of the 50 hours of budgeted ice time, which amounts to 20% of the total costs charged to the player. Used ice time is calculated as proxy for the amount of time a player participated in team activities. For example, assume the total player fee for a squirt skater was \$1,500. With this \$1,500 player fee, the player would be charged $20\% \times \$1,500 = \300 . Any payment above that amount would be eligible for refund.

Injury-based withdrawal requests must be in writing and sent to both the CCHA treasurer and the player's level commissioner, along with reasonable documentation supporting the injury-based nature of the refund request. To the extent the player's player account is in current, paid-up status, the pro-rated refunds specified above will be issued.

3.) *15U Refund Policy High School Exception*

Due to the timing of high school tryouts and the extended eligibility at the 15U level, a different refund policy applies for withdrawals at the 15U level. Any registered player that makes a high school team may withdraw and receive a 100% refund of the hockey fees paid. If a player withdraws for any reason other than making a high school team, the standard CCHA refund policy above applies.

Withdrawal requests for this level must be in writing and sent to both the CCHA treasurer and the player's level commissioner stating the request for withdrawal due to high school participation within 10 days of the high school team announcement. To the extent the player's player account is in current, paid-up status, the refunds specified above will be issued.

4.) *Mite and 8U/6U Refund Policy*

The CCHA encourages as much participation in Mite and 8U/6U hockey as possible, even on a trial basis. Accordingly, these levels have a specific refund policy that works as follows, subject to any other Mite or 8U/6U promotional offer under which the player registered and subject to a player not being subject to an expulsion or under suspension when the request is made:

- Players need to have adhered to all of the published registration dates and the posted payment schedule to be deemed "current" in their player account prior to the first evaluation day and eligible for any voluntary withdrawal refund.
- If the family chooses to withdraw on or before the 15th of December, a \$150

assessment will be charged.

- A player may withdraw after the 15th of December, but no refunds of any kind will be given for such withdrawals. A written request may be made to the Executive Board for extraordinary circumstances.

Withdrawal requests must be in writing and sent to both the CCHA treasurer and the player's level commissioner stating the request for withdrawal and providing a reasonably detailed explanation for the request. Generally speaking, to the extent the player has adhered to all of the published registration dates and the posted payment schedule, and the account is deemed "current," the refunds specified above will be issued. If a player or parent has their membership terminated for any disciplinary reason, no refunds will be issued.

XII. Changes and Amendments

The CCHA reserves the right to make changes to this Handbook in its sole discretion, subject to the approval of a simple majority of the Board. The Board will undertake reasonable efforts to post a notice regarding any substantive changes to this Manual not less than seven (7) days prior to the regularly scheduled Board meeting at which such changes will be voted upon.

The foregoing Operating Policy Handbook was adopted as the complete statement of operating policies and procedures, adopted by at least a two-thirds majority vote of the Board this 12th day of August 2021.

Beth Johnson
President, Chaska Chanhassen Hockey Association