

Copper Country Junior Hockey Association Handbook DRAFT



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Preface

The CCJHA Board of Directors presents these guidelines, which are intended to direct our children's program, but adults must implement them if they are to influence youth hockey. Coaches, parents, administrators, and rink personnel must all do their part to ensure that the USA Hockey/Michigan Amateur Hockey Association (MAHA) philosophy and the guidelines are upheld.

Association Mission, Governance, and Goals

Association Mission Statement

The Copper Country Junior Hockey Association's mission is to provide Copper Country youth hockey players the opportunity to develop to their highest individual potential by providing a safe, fun, and competitive atmosphere that fosters skill development, sportsmanship, and teamwork.

Affiliation and Governance

CCJHA is registered and affiliated with the Michigan Amateur Hockey Association (MAHA) and [USA Hockey, Inc.](#) All members agree to abide by the Articles of Incorporation, Bylaws, Playing Rules, and Regulations set forth by USA Hockey and MAHA and District 8.

Zero Tolerance & Code of Conduct

Zero Tolerance Policy

USA Hockey is committed to creating a safe and fair environment for all participants. Respect for the game, opponents, coaches, and officials is a critical part of the environment that is created. This Zero Tolerance Policy summarizes required actions to be taken when violations occur.

All players, coaches, officials, team officials, administrators, and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during, and after all CCJHA-sanctioned activities. Thus, the following points of emphasis must be implemented by all USA Hockey participants and spectators.

Unified Code of Conduct

Player Conduct

- Play clean hockey, follow the rules, and treat officials, opponents, and teammates with respect.
- No swearing, profanity, abusive language, or derogatory gestures are allowed at any team function.
- Openly disputing an official's decision will result in an unsportsmanlike conduct penalty. Only designated team captains may calmly discuss decisions with officials.
- Fighting and the use of alcohol, tobacco, or illegal substances are strictly prohibited and will result in a disciplinary hearing.
- Anyone receiving a penalty must skate directly to the penalty box.

Parent & Spectator Conduct

- Display good sportsmanship by cheering positively, applauding good plays from both teams, and avoiding booing or taunting.
- Do not embarrass your child or disrupt the game by yelling at players, coaches, or officials.
- Respect locker rooms as private areas for players, coaches, and officials.
- Do not lean over, pound on the glass, or throw items onto the ice surface.
- Racial, ethnic, or harassing slurs will not be tolerated and will result in immediate removal from the arena.

Coach & Team Official Conduct

- Be a positive role model, display emotional maturity, and prioritize the physical safety and player development over winning.
- Refrain from using profanity, obscene language, or yelling at players, officials, or parents.
- Accept official decisions calmly. Visually displaying dissatisfaction (e.g., standing on boards or bench doorways to incite others) will result in a minor or game misconduct penalty.
- Do not criticize players publicly; keep feedback constructive, fair, and just.

Enforcement & Discipline

The 24-Hour Rule (Cooling-Off Period)

CCJHA has implemented a 24-hour “cooling off” period before any grievance is formally filed. After that time, contact can be made with the respective coach or parent(s) to resolve the dispute.

Disciplinary Committee Structure & Grievance Process

1. If the dispute cannot be resolved, a formal complaint can be submitted in writing to any CCJHA Board member.
2. The respective board member will then bring the complaint to the next regularly scheduled CCJHA Board meeting for review by the entire Board.
3. The CCJHA Board will investigate and discuss the complaint. This may require interviewing various participants as well as the person filing the complaint. The CCJHA Board is responsible for making a timely decision regarding any potential disciplinary action.
4. A letter will be issued to all persons involved in the complaint documenting the resolution decided upon by the CCJHA Board. All decisions reached by the CCJHA Board are final.

Definition of Abuse & Harassment

CCJHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook.

Code of Conduct & SafeSport Compliance

The Copper Country Junior Hockey Association (CCJHA) strictly adheres to the governing frameworks of the [USA Hockey Safe Sport Program Handbook](#) and the [Michigan Amateur Hockey Association \(MAHA\)](#). CCJHA maintains an absolute Zero-Tolerance Policy regarding any form of abuse, misconduct, or harassment.

The text below serves as the official, comprehensive handbook section for CCJHA player protection rules, mandatory compliance standards, and reporting procedures.

Prohibited Conduct

CCJHA adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing.

Core Definitions

Sexual Abuse & Misconduct: Any inappropriate or non-consensual sexual contact, attention, or behavior directed toward any participant, minor, or adult.

Physical Abuse: Any intentional, non-accidental physical contact causing, or having the potential to cause, physical injury or bodily harm.

Emotional Abuse: A pattern of deliberate, non-contact behavior—such as persistent yelling, shaming, degradation, or severe public bullying—that attacks a player's emotional well-being.

Bullying & Cyberbullying: Repeated, aggressive behaviors intended to isolate, demean, or harm an individual. This includes text message threads, social media platforms, or electronic communications.

Hazing: Any forced or coercive activity required of a player to join, remain on, or gain status within a team, regardless of the player's willingness to participate.

SafeSport Compliance & Reporting

In compliance with the USA Hockey SafeSport Program, all coaches, board members, team managers, and adult volunteers must complete mandatory SafeSport training, pass a comprehensive background check, and adhere to all screening regulations.

Mandatory Reporting Triage & Channels

If a participant, parent, coach, or member witnesses or suspects a violation of SafeSport policies, it is their personal, ethical obligation to report it immediately. CCJHA utilizes a strict reporting triage system based on the severity and nature of the infraction:

Category A: Sexual Misconduct or Child Abuse

All allegations involving sexual abuse, grooming, or child physical abuse must completely bypass the local CCJHA Board. These allegations must be filed directly with federal law enforcement and national safety authorities:

Reporting Channel: Contact the U.S. Center for SafeSport at USCenterForSafeSport.org or submit via phone at 833-5US-SAFE (833-587-7233).

Local Notification: Concurrently notify local law enforcement authorities (e.g., Houghton, Hancock, or surrounding local police departments) immediately.

Category B: General SafeSport Violations & Minor Misconduct

Violations involving bullying, hazing, locker room supervision breaches, travel protocol infractions, or emotional abuse must be routed through the following channels:

CCJHA Safe Sport Representative: Reports should be submitted internally to the active [CCJHA Board of Directors Safe Sport Representative](#).

USA Hockey Reporting Tool: Reports can also be filed securely using [USA Hockey's Making a Report Tool](#) or via email to SafeSport@usahockey.org.

MAHA District 8: Unresolved local complaints will scale to the [MAHA District 8 Council](#) for independent evaluation.

Legal Boundaries, Investigations, & Protections

To safeguard the reporting process and protect our youth athletes, all members must observe the following legal boundaries:

No Unsanctioned Evaluations: It is NOT the organization's responsibility to decide the credibility or validity of a report of concern, only the responsibility to report it. CCJHA volunteers, board members, and coaches must never attempt to investigate, interview a child, or cross-examine victims regarding a physical or sexual abuse allegation. Investigations are strictly handled by the U.S. Center for SafeSport or law enforcement.

Mandatory Reporter Liability: Every rostered head coach, assistant coach, team manager, locker room monitor, and board member is a designated "Mandatory Reporter" under federal law. Failing to report a known or suspected instance of child abuse within 24 hours will result in immediate suspension and potential civil liability.

Anti-Retaliation Clause: CCJHA enforces a strict policy protecting whistleblowers. Any form of retaliation, social exclusion, or negative athletic consequence leveled against a parent, player, or volunteer for filing a good-faith report is strictly prohibited and subject to immediate suspension or league banishment.

What SafeSport is and isn't

To preserve the focus and integrity of the safety reporting framework, members must understand what falls outside the scope of SafeSport jurisdiction:

Athletic & Operational Complaints: SafeSport is not a general grievance box. On-ice officiating complaints, issues with total ice time allocation, team placement selection, house drafts, or personality conflicts with team staff are strictly handled through the [CCJHA Grievance Committee](#) under Section 4.2.

Malicious & False Reporting Penalties: Intentionally filing a false, weaponized, or retaliatory SafeSport report—for the purpose of damaging a coach's reputation or protesting roster cuts—is a severe infraction. Doing so will result in an immediate disciplinary hearing before the CCJHA Board and can carry penalties up to an unconditional, multi-season association ban.

Travel Policy and Team Safety

The Two-Screened-Adult Rule: At least two background-checked, SafeSport-certified adults must be present in the locker room or immediate team environment during all team functions. A single adult must never be left alone behind closed doors with a youth player.

Locker Room Device Ban: Cell phones and other mobile recording devices are strictly prohibited inside any locker room, as mandated in the [CCJHA Locker Room Policy](#). Devices must be turned off and stored away before entering the team dressing areas.

Travel Team Supervision: During out-of-town tournaments and travel, coaches and team staff are responsible for monitoring team corridors. Co-ed teams must utilize designated, separate dressing configurations to preserve individual privacy.

Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to CCJHA's goals. CCJHA adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, CCJHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Dee Stadium and Hancock City Arena, there are four (4) to five (5) locker rooms available for our program's use. Each of the locker rooms either has its own restroom and shower area or shares a restroom and shower area with one or more locker rooms. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. CCJHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in planning for their child to dress, undress and shower if desired.

Locker Room Monitoring

An approved adult serving as a Locker Room Monitor (as defined as: coach, assistant coach, manager, or locker room monitor; collectively, "LRM") must have a current background check and SafeSport certification that is verified by the CCJHA Registrar/SafeSport Representative. These requirements must show as completed and currently active in the USA Hockey portal for verification.

CCJHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and after practices and games). We conduct a sweep of the locker rooms and changing areas before players arrive. If no coach is inside the locker room, a designated LRM's presence is required. Preferred locker room monitoring includes having two LRMs inside the locker room while players are occupying the locker room. However, when only one player is in the locker room, the LRMs should remain outside to avoid being alone with the player. We understand this could make some players uncomfortable or place our staff at risk for unwarranted suspicion. At a minimum, LRMs must be immediately outside the locker room (with the ability to hear inside) and frequently enter the locker room to monitor activity inside. LRMs must appropriately secure the locker room when players are on the ice. If a player goes to a locker room during practice or a game, and does not return in a timely fashion, then an LRM (or if possible two) should check on the player's whereabouts. LRMs will verify that no unauthorized person(s) are in the locker room before players return to the locker room.

Parents in Locker Rooms

Parents or guardians may only enter the locker room in the presence of an appropriately credentialed LRM or are serving as a LRM. Except for players at the younger age groups (6U, 8U, and 10U), we discourage parents from entering locker rooms unless it is truly necessary. Younger age groups may need assistance in getting dressed. We encourage parents to teach their players how to get dressed at the earliest age possible so they can get ready independently. However, if a player does need assistance with

their uniform or gear, is/becomes injured, or has a disability that requires assistance, we ask that parents let the coach know beforehand that he or she will be helping the player.

In circumstances where parents are permitted in the locker room, coaches are empowered to ask that parents leave for a short time before and after the game so while they address the players. As players get older, the coaches may in their discretion prohibit parents from a locker room. We ask that all parents/guardians comply with their requests.

Mixed Gender Teams

Some of our teams consist of players of different genders. As such, it is important that all players have the right to privacy and appropriate arrangements made for all players. Where possible, CCJHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, players may return to one locker room for a team meeting and then proceed to their separate locker rooms to undress and shower (if available). If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. Each coach will determine the best method for collecting and securing mobile devices.

Prohibited Conduct and Reporting

CCJHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in CCJHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Playing the Game

Equal Ice Time Policy

It is the policy of the Board of Directors of CCJHA that all players receive equal ice time while participating in all CCJHA-sanctioned Class B (House League) games and practices. This includes tournaments, playdowns, playoffs and championship games.

This is not stopwatch accuracy. For example, defensemen may play 50% of a game while forwards may play 30%. If a team has five players on the bench, the coach should not be double-shifting players.

Division Coordinators will supervise their respective divisions to make sure that each coach is making an effort to give every player a fair opportunity to play.

House Mite and Squirt Divisions

For all House League games in the Mite and Squirt divisions, the equal ice time policy will be applied for all three periods.

House 10U, 12U, 14U, 16U/18U

For these age divisions, the equal ice time policy will be applied during the 1st and 2nd periods – during the 3rd period, ice time is left to the coach's discretion.

Travel A/AA Teams

Travel teams do not have to follow the equal ice time policy, although the Board recommends that they do.

Inter-League Practices & Games

- All CCJHA-sanctioned practices and games will be scheduled by the Scheduler/Program Director ONLY.
- All CCJHA practices and games shall be started, played, and concluded within the scheduled time period. Practices and games starting late shall not be extended into the next scheduled time period.
- Any team not fielding one full line of players at the start of a scheduled time shall lose the game by forfeit. However, ice time should be used by both teams.
- Coaches, game officials, and supervisory personnel shall be responsible for the starting and concluding of practices and games within the scheduled time period.
- The home team is responsible for providing a timekeeper and a Gamesheet/scoresheet operator.

- A coach playing an ineligible player shall forfeit all games said player played in and shall be brought before the Disciplinary Committee to give an explanation. The designated head coach will be subject to MAHA disciplinary action.

Clock Management

Warm-up

A three-minute warm up will be put on the clock and started at the beginning of each game's scheduled ice time. This is for all CCJHA teams.

Game Duration

Age Division	Class	Period length	Ice Slot Duration
6U	ADM	Typically, 20 min periods, clock stops every 2 minutes	60 minutes
8U	ADM	2 games, 3 – 10-minute periods per game, clock stops every two minutes	90 minutes
10U	B	12-minute stop time periods	60 minutes
10U	A/AA	15-minute stop time periods	75 minutes
12U	B	15-minute stop time periods	75 minutes
12U	A/AA	15-minute stop time periods	75 minutes
14U	B	15-minute stop time periods with flood after 2nd period	90 minutes
14U	A/AA	16-minute stop time periods with flood after 2nd period	90 minutes
16U/18U	BB	16-minute stop time periods with flood after 2nd period	90 minutes
Girls 19U		15-minute stop time periods with flood after 2nd period	90 minutes

Teams participating in NIHL or C.U.P. League games will follow time requirements as stated in the respective leagues' guidelines.

Regardless of division, the game shall be deemed terminated when:

- The time as indicated on the game clock runs to completion prior to the time allotted by the schedule, or
- The time allotted by the schedule has been consumed irrespective of the time remaining on the game clock.

The game officials (on- and off-ice) and home coach(es) are responsible for adjusting the timing procedure during the game to ensure games end on time.

If a game ends early, coaches and their teams are entitled to use the remainder of their scheduled ice time after their game is completed for practice or controlled scrimmages (without officials).

Central Upper Peninsula League (CUPL)

The Program Director will set the CUPL schedule at the annual League meeting at the beginning of the season. If a team is unavailable for a scheduled series, the coach must notify the Scheduler as soon as possible so that alternate arrangements can be made.

If a team is a no-show for a CUPL series, that team will be responsible for the missed game penalty fee imposed by the CUPL.

Hockey Saturday

CCJHA game times for Jim Markham Memorial Hockey Saturday games will be in accordance with MAHA Guidebook, Section XII Rules and Regulations for State Playoffs, section K Time of Periods. Overtime, rest times, and resurfacing to also follow these guidelines.

Invitational Tournaments

- All exhibition games between CCJHA and other teams shall be approved and scheduled by the Program Director.
- House league teams attending invitational tournaments must get the approval of the CCJHA Board. Tournament requests must be submitted to the Program Director three (3) weeks before the tournament date for scheduling considerations.
- House teams are limited to two (2) invitational tournaments outside of Houghton and Baraga Counties per season.
- CCJHA teams shall not compete against teams that are not sanctioned by MAHA and/or USA Hockey. International play will be in accordance with USA Hockey

rules (refer to International Operating Procedures in the current USA Hockey Guidebook).

- All such travel will be at the team's own expense.

Travel Expenses

- CCJHA will NOT pay any team's travel expenses (travel or house).
- Teams using the name "CCJHA" in fundraising must get Board approval.
- Individual teams, team members, or coaches SHALL NOT solicit sponsors for money.

District and State Playoffs

CCJHA will send a division representative at each age division to compete in the MAHA Regional or District 8 Tournament. When two or more teams exist in an age division, the team will be determined by a playoff. These games will be scheduled by the Program Director/Scheduler.

Determining Team Representative

Each team will play two games against the other teams in the division – one home, one away. The winner will be determined by points, which will be awarded as follows:

- Win=2 points
- Tie=1 point
- Loss=0 points

In the case of a tie between two teams, the tiebreaker will be as follows:

1. Head-to-Head
2. Goal Differential in Head-to-Head games

State Playoff Fees

CCJHA will pay District, Regional, and State tournament entry fees for any CCJHA team eligible to participate in those tournaments. **Teams are responsible for any gate fees.**

Substitute Goalies

A team participating in a Class "A/AA" or "B" district playdown, MAHA District 8 playdowns and State tournaments may pick up a substitute goalie from its own league or association age classification. The substitute goalie may be used only in case of injury to the regular goaltender. The substitute goalie must be released from his/her

team, and the team carrying the substitute goalie must have a signed release for him/her from his/her regular team. See MAHA website page [State Playoffs](#) for more information.

CCJHA's Travel Policy

CCJHA has teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena.

CCJHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel

Local travel occurs when CCJHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches, and/or volunteers of CCJHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.

- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of CCJHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when CCJHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, the CCJHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within CCJHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- CCJHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. CCJHA will make efforts to provide adequate supervision through coaches and other adult chaperones. CCJHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records.

A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.

- Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting

CCJHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in CCJHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or call 1-800-888-4656.

Supervision of CCJHA Activities

Coaching Director

The Coaching Director assists in conveying current coaching information to the coaching staff and assists in monitoring the coaches' compliance with coaching education requirements.

Division Coordinator

A coordinator for each division will be selected with the approval of the Board of Directors.

Duties

- Recruiting of coaches for divisional teams.
- Approving player exchanges.
- Works with coaches to organize the divisional evaluation skates and distributes evaluation forms to coaches.
- Works with coaches to draft teams.
- Notifies teams of playoffs and/or playoff procedures.
- Monitors equal ice time policy
- Investigates any complaints regarding policy violations and attends Sportsmanship Committee meetings when their division is involved.

Coaches

All CCJHA coaches must be properly credentialed according to USA Hockey and MAHA guidelines. All coaches must meet the following requirements before stepping on the ice. This includes:

- USA Hockey Coach Registration
- Coaching clinic (Level 1, 2, 3, 4) or be current on their CEP requirements
- USA Hockey Background Screening
- Be current on Safesport training
- Approval by the CCJHA Board of Directors

Authority and Responsibilities

- Coaches have the right to bench players for unexcused practice/game absences and/or disciplinary reasons. Benching will be for a shift, period, or game, depending on the infraction and/or occurrence of offense. Coaches should be notified of practice/game absences before scheduled ice time.
- Coaches are responsible for supervising skaters on the ice and maintaining discipline on the bench and in the locker room.
- The only persons allowed on the ice are rostered players and certified coaches of the respective teams, with the exception of guest coaches as described below.
- One or two guest coaches per session may assist coaches with practices when approved by the CCJHA Board. Student coaches may be added per USA Hockey guidelines.
- Ensure that Team Managers and approved Locker Room Monitors have completed USA Hockey Volunteer registration, USA Hockey background screening, SafeSport training, and are approved by the CCJHA Board of Directors.
- Ensure that a minimum of two team officials, i.e., coaches, team manager, or approved locker room monitors, are in the locker room at all times for each game or practice, and that a team official is the last person to leave the locker room.
- Coaches shall be responsible for keeping all skaters off the ice during periods scheduled for resurfacing. **No one shall go on the ice before the Zamboni door closes.**

- **NO GAMES OR PRACTICES MAY BE SCHEDULED OR CHANGED WITHOUT PRIOR CONSENT OF THE PROGRAM DIRECTOR.** The CCJHA does not assume financial responsibility for games and practices which have not been scheduled and approved by the Program Director. Any ice fees or fines assessed by a league will be paid by the team.
- The head coach is responsible for filling out either a paper scoresheet or entry in Gamesheet prior to each game.
 - The head coaches of both teams must be identified on the score sheet.
 - All coaches present on the bench must sign the score sheet.
 - The roster must reflect the number of players present and participating in the game. Players who are absent should be marked as such. Players who are serving a game suspension should be marked as such, as this is the official record to serve as proof that a suspension is served.
- Coaches are responsible for making sure that each player wears the proper and required equipment for each practice and/or game. Players who violate this are not allowed to enter the ice or bench area until they are wearing the proper equipment. Game jerseys and socks are to be worn for games only, unless notified otherwise.
- Coaches must carry The Coach's Book throughout the season. This Book must include:
 - USA Hockey Team Roster (Form 1T)
 - Game Log
 - Game score sheets

Player Logistics & Requirements

Arrival Times & Attendance Expectations

Arrive at all scheduled games and practices 15 to 30 minutes early, prepared to give full attention to coaches.

Attend all scheduled events unless the coach or manager is notified in advance.

Mandatory Protective Equipment Standards (HECC/Neck/Mouth Guards)

Maintain and wear all required HECC-certified and USA Hockey-approved protective equipment (including neck and mouth guards where applicable).

Locker Room Supervision Rules

Do not enter a locker room without a designated locker room monitor present.

Parent & Guardian Responsibilities

Registration, Fees, & Financial Commitments

- Support your child's desire to play without forcing participation, keeping the focus on fun and skill development.
- Ensure your child arrives 15 to 30 minutes early with well-maintained, properly sized equipment.
- Be solely responsible for your child's behavior at all times outside of the locker room.

Volunteering & Mandatory Fundraising Requirements

Actively participate in mandatory team fundraisers and attend monthly association board meetings to stay informed.

Board Meetings & Association Communication Channels

Establish a supportive relationship with volunteer coaches and communicate concerns at appropriate times—never immediately after a game or in front of players.

Coaching Staff Administration

Certification, Screening, & Module Requirements

Coaches must maintain proper USA Hockey certifications and complete all required age-specific modules and clinics.

At the beginning of each season, coaches must ensure that at least two screened adults are listed on the official USA Hockey roster as Locker Room Monitors. This can include the head and/or assistant coaches, but it is recommended that other individuals volunteer to serve in this role. Two locker room monitors must be present in the locker room at all times and serve as the last person to leave the locker room.

Ice Time Management & Practice Planning Policies

- Dedicate the expected hours to the program (minimum 350 hours for travel coaches) and arrive at least 30 minutes before ice time.

- Plan and execute fun, challenging practices while cooperating with other coaches to optimize ice use.
- Strive to provide fair and equal playing time according to the association's division-specific policies.

Team Book Maintenance & Score Sheet Protocols

The Head Coach is responsible for maintaining the "Team Book" (rosters, logs, and score sheets)

Uniform & Equipment Management

Game/Practice Jerseys

All game and practice jerseys are property of the CCJHA. Game jerseys are the property of CCJHA and must be worn for games only (10U and older), machine washed in cold water, and air-dried.

Distribution and Return Procedures

The team coaching staff is responsible for handling the pickup, distribution, and clean return of all team uniforms.

Players receive jerseys from coaches after teams are drafted. Players are responsible for a home and away jersey that are to be worn only for games. All uniform pieces, including socks if applicable, are to be cared for.

Head Coaches are responsible for picking up, distributing, and returning all uniforms and borrowed equipment. Coaches are urged to collect uniforms immediately after the last game or practice of the season. A turn-in date will be set and announced to all coaches. All jerseys must be collected and washed before they are turned in. All equipment must be returned on the specified date unless prior arrangements have been made with the Equipment Manager.

Teams

Team Selection Process

The CCJHA Board of Directors has adopted the following procedures for the selection of players for team rosters. The primary intent of these procedures is to strengthen and improve this area of the junior hockey program and to satisfy USA Hockey and MAHA regulations. It is the wish of the CCJHA Board of Directors that everyone involved in player selections act in good faith relative to this intent.

CLASS A/AA (Travel Teams)

Players for Class A/AA team rosters will be selected after tryouts by the coaches concerned or their appointed representatives.

Each Class A/AA team roster will be selected before the selection of Class B team rosters in their respective Divisions.

A total of 20 players (18 skaters and 2 goalies) may be selected initially for each Class A/AA team. Each team will roster a minimum of 11 players.

Class A/AA teams will be reduced to final rosters before January 31st of the current season.

CLASS B (House League)

Player selections for Class B teams will be made after initial selections for Class A/AA teams in the respective divisions.

Each team will roster a minimum of 11 players, excluding 8U players. Every effort will be made not to exceed fourteen players per team, depending upon the number of players available.

Player Evaluations

Class B Division Coordinators and coaches in their respective divisions will grade each player according to their ability. Each player's years in the division will also be taken into account.

Draft Procedure/Requirements

Two members of the CCJHA board shall preside over the draft. When possible, a MAHA representative shall also be in attendance.

Only the Head coaches for each team or designated head coach representative (if the head coach is unavailable) are allowed access to the draft.

1. Before the draft begins, all coaches must be in agreement on a list of players rated on a numerical scale, e.g., 1 to 5; Strongest skilled rated 1, with weakest rated 5. Each coach can protect only his/her child from being picked by another team.
2. Draft order will be determined by picking numbers from a hat or coin toss.
3. Selection order will follow 1-2-3-3-2-1 format.

4. Drop picking will be allowed (picking a lower-rated player when a higher-rated player is still available) but not if the coach's child is the higher-rated player.
5. Sponsors will be assigned to teams after the completion of the draft with attention paid to sponsors' children or relatives on the sponsor's team. If needed, picking sponsors out of a hat may also be used.
6. Parental requests pertaining to not playing for a specific coach, for transportation reasons or twin sibling reasons must be submitted in writing by the parent(s) to the Association prior to the draft. These requests may or may not be honored based on the Association's draft rules, but all requests must be administered on a consistent basis.
7. Additional player movement between teams will occur if a re-balancing of the teams is deemed necessary. All adjustments must be approved by the Division Coordinator and Head Coaches.

CCJHA Co-ops

Co-op teams will have a separate sub-board with equal representation from each association in the co-op. The sub-board will oversee registrations and drafts, and report in writing to the District Council.

Other Teams

- At least two (2) skates for open tryouts as required.
- CCJHA's name can only be used as approved by the Board of Directors.
- Teams must be self-funded.
- All coaches must be board approved.
- Teams utilize USA Hockey rules for certified coaches, locker room monitors and rules, rosters, etc.
- Must utilize regular MAHA rostering procedure with CCJHA registrar, at least 21 calendar days before the first game.

Late Registrations

Players who register after teams are rostered will be assigned to teams by the Division Coordinator after consulting with the coaches and an impartial Board member. Any players registered after **January 31st** will not be eligible to participate in District/State playoffs, per MAHA/USA Hockey rules.

Refunds

Refunding of registration fees for CCJHA players will be handled on a case-by-case basis approved by the CCJHA Board. Individual cases will be presented at monthly board meetings.

Player Move-Up Policy

Player move-ups will be considered at the discretion of the CCJHA Board. The Coaching Director and Division Coordinator will present their request to the board for consideration. The board will then contact the player's parents for permission. No parent requests will be accepted.

Player Movement Between Teams

Player exchanges between Class A/AA, and Class B teams within a division are permitted after the initial selection of players and prior to January 31 of the current season.

All player exchanges must be recommended by the Division Coordinators and involved coaches and approved by the CCJHA Board of Directors.

Player Movement Between Divisions

Player move-ups to a higher division, i.e., exchanges from A to AA or B to A/AA, will be considered at the discretion of the CCJHA Board.

1. The Coaching Director and Division Coordinator will present their request to the board for consideration.
2. If approved, the Board will contact the player's parents for permission. No parent requests will be accepted.

Goaltender Movement

All goaltenders' move-ups will be considered on a case-by-case basis. CCJHA will align their decisions to be compliant with USA Hockey/MAHA policies.

Area and State Tournament Representation

The representative from each division (10U/12U/14U) is determined by playoff. The winner of each division represents CCJHA in the MAHA District 8 Tournament.

The Division Coordinator will notify coaches of the playoff procedure before any playoff.

Awards and Recognition

Player Awards

Hat Trick, Zero Awards, and Playmaker patches will be awarded to those who earn them during the season.

The Head Coach is responsible for gathering the information required to award individual patches.

- A copy of the game score sheet must be attached to the Award sheet (MAHA Form MD-4) and given to the Division Coordinator by the end of the season in order for players to be eligible for patches at the Association's awards presentation.
- There is a limit of one of each award (Hat Trick, Zero, and Playmaker) per player per season.

Team Honors

In addition, our Association recognizes the following awards:

- Dave Wiitanen Award (Most Improved Player)
- Thatcher Markham (Most Valuable Defenseman)
- Joey Becia Award (Sportsmanship)

One player per team will be selected for these awards by each team's coach(es).