

# **Policies and Procedures**



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# Colorado Amateur Hockey Association

## Policy and Procedure Manual

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# **1. Jurisdiction**

## **1.1. Introduction and General Information**

- 1.1.1. All club presidents or their designee, coaches, managers and/or team officials shall have the sole responsibility for making sure that their team meets all the requirements for its classification and meets all the criteria for eligibility for State and District Playoffs Affiliate registrars, association registrars and Colorado Amateur Hockey Association (CAHA) Board of Directors will not review rosters at registration to make this determination nor are they authorized to determine said eligibility at registration. All applicable rules for the above are located in this book, the CAHA website, and the current USA Hockey Annual Guide. CAHA is granted the authority by USA Hockey through its affiliate agreement to conduct certain affairs of USA Hockey, and to regulate the sport of amateur ice hockey within Colorado. CAHA is the ultimate authority for amateur hockey affairs in Colorado subject to the limitations contained under USA Hockey Bylaws and federal and state law.

# **2. Affiliate Agreement**

## **2.1. General Information**

- 2.1.1. Subject to its affiliation agreement with USA Hockey, CAHA shall have the authority to govern amateur hockey with respect to any matter specified by USA Hockey as requiring a decision or action by an Affiliate, or as to matters concerning more than one Ice Hockey Facility, Member Organization, and/or Officiating Member Organization. Subject to the terms of: (i) the Member Organization Agreement with CAHA; (ii) the Bylaws, rules, and regulations of USA Hockey; (iii) the Bylaws, rules, and regulations of CAHA; and (iv) the Bylaws, rules, and regulations of the Member Organization. Member Organizations in good standing with CAHA shall have the authority to govern amateur hockey with respect to any matter concerning any:
  - 2.1.1.1. Players and teams registered with USA Hockey through such Member Organizations.
  - 2.1.1.2. Players, coaches, team officials, on-ice and off-ice officials, volunteers and/or anyone associated with any such team.
  - 2.1.1.3. Nothing in the foregoing shall be interpreted as superseding the appellate role of CAHA under Bylaw 10 of USA Hockey and any similar rules of CAHA.

# **3. Governing Documents**

## **3.1. Definitions and Regulations**

- 3.1.1. CAHA's Governing Documents are the Articles of Incorporation, By-Laws, Policies and Procedures, Affiliate Agreement, Code of Conduct, Sexual Abuse and Physical Screening Policy, Whistleblowers Policy, and Conflict



of Interest and Confidentiality Policy, and may be amended/adopted at any meeting of the Board of Directors. The By-Laws must be amended per the requirements stated in the By-Laws.

- 3.1.2. Anyone wishing to adopt or amend a Governing Document must place the item on the agenda of the Board of Directors meeting by notifying the Secretary in writing, not later than 10 days prior to the meeting. The specific wording of the proposed changes must be provided, in writing, to the Secretary no later than 7 days prior to the meeting. Items submitted without the specific, written proposal will not be accepted. The proposed changes must be distributed to the members of the Board of Directors at least three (3) days prior to the meeting at which they are presented for adoption. Any additional Governing Document items that are to receive consideration of the Board of Directors require a two-thirds ( $\frac{2}{3}$ ) consent of the voting Board Members in order to be placed on the agenda.
  - 3.1.2.1. In addition to the requirements of this paragraph, any changes which will result in a change to the USA Hockey Playing Rules must be presented to the Rocky Mountain District referee-in-chief for their review. The Rocky Mountain District referee-in-chief will then submit their recommendation to the USA Hockey Playing Rules Committee who shall make the final decision. All proposed changes must be submitted to USAH prior to the upcoming season and no later than August 15.
- 3.1.3. New or changed Affiliate Agreements, along with sufficient supporting documentation, must be distributed to the Board 30 days prior to the meeting at which they will be considered for approval.
- 3.1.4. Whereas the registration season begins on May 1 of the current season, changes to the Governing Documents that materially affect the Registration Process can be discussed and voted on at any meeting of the Board of Directors. The effective date for these changes will be as follows:
  - 3.1.4.1. Changes made to the policy and procedures before May 1 become effective for the upcoming season.
  - 3.1.4.2. Changes made to the policy and procedures after May 1 become effective for the season following the upcoming season.

## 3.2. Amendment Process

- 3.2.1. Proposals to adopt or amend Governing Documents that the Board is slated to consider may be amended or withdrawn by the Rules Committee, or other Committee proposing the change with a two-third ( $\frac{2}{3}$ ) majority vote of the members of the Committee voting on the proposal or amendment.
- 3.2.2. Once the proposal is on the floor, the language may be amended by a two-third ( $\frac{2}{3}$ ) majority vote of those voting on the amendment.
- 3.2.3. Final adoption or amendment of Governing Documents requires at least a two-thirds ( $\frac{2}{3}$ ) majority vote of those voting. Provided, however, that the  $\frac{2}{3}$  majority vote must consist of a majority of all Board members entitled to vote whether or not present at the meeting.
- 3.2.4. Unless specifically stated otherwise, changes to Governing Documents approved during a season become effective May 1st.
- 3.2.5. Care is taken to ensure that the Handbook is accurate and in agreement with the various content owners' directions. In the event that errors are

made or changes are needed to material printed in the Handbook, excluding Governing Documents, corrections or modifications can be made by the group closest to the issue. Such changes would typically be determined at the Committee or Vice President level, and submitted to the President for concurrence (Board approval not required).

## **4. CAHA Membership**

### **4.1. Requirements**

- 4.1.1. CAHA members are required to abide by all USA Hockey and CAHA By-Laws and Policies and Procedures. CAHA members are defined in the CAHA By-Laws and must renew their membership annually with the exception of Honorary Members. Failure to abide by CAHA Bylaws and Policies and Procedures may result in a disqualification from the State Tournament or loss of CAHA Membership for the season directly after the violation.
- 4.1.2. CAHA Members shall be required to participate in the league playoffs and State Playoff process outlined in section 19 CAHA State Tournaments.
- 4.1.3. CAHA Members fielding Youth or Girls teams shall be required to have specific representatives attend mandatory educational and/or training meetings. These may include a mandatory credentialing meeting for all National Tournament Bound teams, a mandatory SafeSport Training meeting for Presidents, Hockey Directors, and coaches, a mandatory President, Hockey Director, and Registrar meeting, etc.

## **5. Application for CAHA Membership**

### **5.1. General Requirements**

- 5.1.1. The following are required to submit and receive approval of their application packages on an annual basis, prior to obtaining USA Hockey 1T rosters as applicable and to be in good standing with CAHA: Youth and Girls associations or Independent Teams, Adaptive Associations or Independent Teams, Officiating Associations, and Leagues. Youth and Girls Associations or Independent Teams that do not field any team at any age level that plays at least five (5) in-state USA Hockey games, may be accepted for membership the following year but must apply as a new member and follow the provisions of Section 5.4 and must submit a \$1,000 non-refundable application fee.
- 5.1.2. The application package to renew membership must contain ALL of the documents/information identified below Application packages will be returned to the originator if any of the required documents are not provided. Documents may be submitted in 'draft' form. Documents shall NOT be combined.
  - 5.1.2.1. Bylaws (including a link to the live document that must be posted on the association website).
  - 5.1.2.2. Policies and Procedure Documents (including a link to the live document(s) that must be posted on the association website)
  - 5.1.2.3. SafeSport Program Handbook (including a link to the live document that must be posted on the association website)
  - 5.1.2.4. Member Organization Agreement.

- 5.1.2.5. Board Members in the CAHA Designated Format (including link to the live web page on the association website where this must be posted.)-Any mid-year changes to the board must be reported to the CAHA Secretary within 10 days of the change.
- 5.1.2.6. Signed contract or other evidence of a commitment for adequate ice at reasonably acceptable dates and times to support the program. Each Association or Independent Team must identify and provide the street address for their "Home Rink" Any rink used by an Association or Independent Team other than the Home Rink must be located within a 20-mile radius of the Home Rink. CAHA will not, absent exceptional circumstances, approve the use of a rink outside of the 20-mile radius around the Home Rink.
- 5.1.2.7. Independent Teams will only be approved at the high school level and must provide proof of affiliation with a CHSAA-approved ice hockey program. If an approved Independent Team is no longer associated with a CHSAA-approved ice hockey program, the Independent Team membership shall immediately cease. The former CHSAA-approved Independent Team can apply for membership as a new association and follow the rules below for new member associations.
- 5.1.3. Associations and Independent Teams not in good standing may be subject to disciplinary action including, but not limited to fines.

## 5.2. Leagues

- 5.2.1. Leagues are required to submit and receive approval of their application packages on an annual basis in order to be in good standing and prior to the commencement of games that count towards league standings.
- 5.2.2. All Leagues must be a CAHA Member in good standing and adhere to all policies and procedures.
  - 5.2.2.1. Leagues not in good standing may be fined and will not be approved for games intended to declare a league champion.
- 5.2.3. Leagues shall serve the purpose of being a scheduling agreement between members and not overall governance of Colorado Hockey.
- 5.2.4. Leagues shall not create policies that are in direct conflict with policies and procedures of CAHA.
- 5.2.5. Leagues shall be required to maintain a Board of Directors made up of at least 3 elected positions - President, Secretary and Treasurer. All members of the league shall be entitled to representation on the League Board. Leagues shall hold annual meetings and elections for these positions. Leagues shall hold elections at least every 2 years for positions on their league board and grant voting rights to all members of the league in accordance to their bylaws All participating members shall be eligible to hold board positions.
- 5.2.6. Leagues shall not require members to have teams at all levels of play (AA, A, B) in each age division in order to be a member. Leagues may require members to have at least one team at 8U, 10U, and 12U. New Members to CAHA shall only be required to field teams in the age classifications that they are eligible to field. Teams should register at the level of play that best suits their skill. Requiring Member Clubs to have teams at designated levels hurts the overall competition of CAHA.

- 5.2.7. Leagues shall be responsible for a cost of \$10 per game where Gamesheets is utilized paid to CAHA at the end of the league season.
- 5.2.8. Member associations rostering full season teams shall be required to participate in a CAHA approved state league.
- 5.2.9. For all A, and B level teams, Member Associations that are located west of the foothills shall be required to participate in the designated mountain league. Member associations that are located east of the foothills shall be required to participate in the designated plains league. Member associations may appeal to the CAHA Board to be placed in the league if they are not designated but they must be conditionally accepted to the league first.
- 5.2.10. Members must be in compliance with league bylaws in order to participate in the league.

### **5.3. Adult Leagues and/or Associations**

- 5.3.1. Adult associations/leagues are considered CAHA members when all participants are required to register with USAH and are submitted into the registry portal.

### **5.4. New Members**

- 5.4.1. New Members seeking membership within CAHA are subject to additional requirements as detailed below:
  - 5.4.1.1. Members shall foster 6U/8U development as well as offer learn-to-play opportunities for the growth of the game.
  - 5.4.1.2. All new members shall be subject to all CAHA Policies and Procedures.
  - 5.4.1.3. A new member shall not be considered if an existing Member Association is currently providing the same level/type of hockey program within the geographic area or within the same ice facility. Taken into consideration will be the potential new members ability to attract new players to hockey instead of diverting them from an existing member.
  - 5.4.1.4. New Members in their first season will begin with only a 6U/8U program. No 10U or older team shall be formed in the first year of a new Member Association. New Associations shall not allow player transfers from any other Member association in the first year of existence.
  - 5.4.1.5. Each new Member Association in their second year shall only have 6U/8U and first year players in the 10U classification. New Member Associations shall not be allowed to participate in 12U or above hockey until year four. New Member Associations shall not have 14U, 16U and 19U Tier 2 National Tournament Bound teams until at least their fifth season.
  - 5.4.1.6. A new member shall be required to field teams at consecutive age classifications once they have fielded teams in an age classification. For example, a member may not field only 8U and 12U. They must field 8U, 10U and 12U.
  - 5.4.1.7. No Independent Team will be considered for approval unless it is a team seeking registration as an USA Hockey High School registered team for the USA Hockey season and is directly associated with a CHSAA-approved ice hockey program.

- 5.4.1.8. Each Member Association must have a readily available Director of Hockey Operations who is responsible for day-to-day operations, standards, compliance, and monitoring of the association. A director, executive director or director of hockey operations shall not serve in a position for more than one member organization.
- 5.4.1.9. A Member Association may not have a board member serve on a board of a different Member Association.
- 5.4.1.10. New prospective members shall make an application to the CAHA Membership Committee for review. The Committee shall provide a list of missing documentation to the prospective member within 10 days of receipt.
- 5.4.1.11. The CAHA Membership Committee shall make recommendations to the CAHA Board of Directors within 14 days of a completed application.
- 5.4.1.12. A 2/3 vote of the CAHA Board of Directors is required to approve a new Member Association application (currently 8 out of 11 board members).
- 5.4.1.13. Member Associations must remain in good standing with CAHA and USA Hockey to maintain their active membership status.
- 5.4.1.14. Application for a new member shall include a \$1000 non-refundable application fee.

## 5.5. Individual USA Hockey Member Registration

- 5.5.1. All players, coaches, officials, and volunteers (e.g. board members, team managers, locker room monitors, sled pushers, and other Registered Participant Members) shall register online with USA Hockey per USAH procedures.
- 5.5.2. All players and coaches must be properly registered with USA Hockey prior to participating in any established Member's events including tryouts, practices, games, and camps held under the USAH umbrella.
- 5.5.3. All registered members (e.g. players, coaches, volunteers) shall be claimed (submitted into the registry portal) by their Member Association. Once claimed by their Member Association, they shall be considered members of that Association and their USAH insurance will be activated.
- 5.5.4. Players must be registered with USA Hockey, but do not need to be claimed by Associations if attending-tryout skates/camps.

## 5.6. Team Registration - Youth/Girls/Adaptive/Adult

- 5.6.1. To register teams with USA Hockey an association/independent team must be a member in good standing with CAHA.
- 5.6.2. Member Organizations will be granted jurisdiction to govern the affairs of all teams that register with USA Hockey through that Member Organization governed by USA Hockey Bylaw 10.
- 5.6.3. Member Organizations that have jurisdiction over Youth/Girls/adaptive teams must be in full control of all aspects of the program in which the teams participate. All teams (Youth/Girls/Adaptive), regardless of level of play, wishing to roster players may only roster players through a Member Organization in good standing.
- 5.6.4. All Youth/Girls/Adaptive players, coaches, managers, locker room monitors, and sled pushers on specific teams in Member Organizations

- shall be claimed and rostered (on a USAH 1-T roster) per the most current USA Hockey guidelines.
- 5.6.5. No Youth, Girls, or Adaptive team shall play any game against or get on the ice with a group from outside of their association including joint practices, exhibition games, non-league games, and scrimmages until it has submitted their 1-T USAH roster through the Registry portal and the roster has been approved by the CAHA Affiliate Registrar or USAH Adaptive Registrar for the current season following USA Hockey Guidelines.
  - 5.6.6. All Youth, Girls, and Adaptive players must be placed on a 1-T roster before participating in any on-ice event against an opponent from another association including league, non-league, exhibition, scrimmage, tournament or jamboree games, and joint practices.
  - 5.6.7. Team game counts do not begin until the team's 1-T roster has been approved but no earlier than August 1st.
  - 5.6.8. Games do not count towards player game counts unless the player is on the 1-T roster on the day of the game.

## **6. Roster Requirements**

### **6.1. General**

- 6.1.1. All coaches, managers, volunteers, and specific players must have current SafeSport before being added to a Youth, Girls, or adaptive roster.
- 6.1.2. All coaches, managers, and volunteers must complete a background screen before being added to a Youth, Girls, or adaptive roster.
- 6.1.3. All coaches of Youth, Girls, and adaptive teams must complete the specified age level module in order to be added to a roster.
- 6.1.4. In order to be eligible to coach or instruct in any USA Hockey activities including practices, clinics, games, tournaments, and tryouts, all head coaches, assistant coaches, and instructors must sign the USA Hockey Coaching Ethics Code Agreement, each hockey season. The signed Coaching Ethics Code Agreements must be submitted to their association registrar with other registration materials as the coach is registered or rostered on as coach of a Team. All coaches must abide by the USA Hockey Coaching Ethics Code. Violations of this code may result in a suspension of up to one year.
- 6.1.5. All coaches are required to complete a yearly Concussion Awareness course, per Colorado state law as a coach. The certificate must be provided to their association registrar and be available to CAHA upon request.
- 6.1.6. All players, with the exception of Youth Tier One vertically moving players, must be on the 1-T roster on the day of game in order to be eligible for the game.
- 6.1.7. All Teams must have a minimum of one rostered adult team staff member present and responsible for all Team personnel at all team events, on and off ice. This could be a head coach, assistant coach, locker room monitor, manager, or volunteer. The staff member must be on the approved 1-T USAH roster.

## 6.2. Coaching Education Program (CEP)

- 6.2.1. By 12/31 all coaches of 10U and older Youth or Girls' teams must be in compliance with the CEP (coaching education program) requirements, or they will be removed from their rosters and be ineligible to coach until CEP is updated.
- 6.2.2. Any coach removed from a roster for failure to comply with the CEP requirement will not be added to a future roster until they have completed their CEP requirement. This includes coaches only coaching during the fall season (i.e. CPHL or other fall high school coaches).
- 6.2.3. Coaches who received Temporary Coaching Cards will also need to complete the CEP requirement before being added to a roster the next time they wish to coach.
- 6.2.4. In order to add a coach after December 10<sup>th</sup> whose CEP will be in non-compliance as of 12/31, the email confirmation of CEP completion will be required.
- 6.2.5. Coaches participating on spring/summer teams must complete/update their CEP by December 31st of the current calendar year. Any coach rostered on a spring/summer team that fails to complete the requirements by December 31st will need to complete CEP prior to being added to a future roster.
- 6.2.6. All coaches of 8U teams must have level one CEP by 12/31, but are able to coach with expired CEP.
- 6.2.7. Head coaches of Adaptive teams must have level one CEP by 12/31, but are able to coach with expired CEP.
- 6.2.8. Assistant coaches for Adaptive teams are strongly encouraged (but not mandated) to complete CEP.
- 6.2.9. If any Coach on the bench during a Game after January 1st does not have current CEP, the coach in non-compliance will be suspended from all hockey coaching activities for up to a year. This violation must be referred in writing to the VP of Tier Hockey, VP of Girls Hockey, or the VP of Recreational Hockey. All Youth, Girls, and adaptive rosters will need a head coach designated in order to submit the roster for approval.

## 6.3. Non-US Citizen Transfers

- 6.3.1. Non-US citizen players must have a completed transfer approved by USAH in order to be added to a Youth, Girls or adaptive roster.
- 6.3.2. Non-US citizen transfers are a yearly requirement even if approved in the past or if the player has never played hockey in his or her country of citizenship. The only exception is for certain eligible players that have been granted an unlimited transfer, which is good for the duration of their Youth hockey career.

## 6.4. Date of Birth Verification

- 6.4.1. As of the 2025 - 2026 season all 10U players added to rosters that will participate in games against teams from another association must have their date of birth (DOB) and citizenship verified prior to being added to the roster.
- 6.4.2. Beginning with the 2026-27 season 12U players will also be required to have their dob and citizenship verified prior to being placed on a roster that will be used for games with teams from other associations.

- 6.4.3. All players on National Tournament Bound teams are required to have their dob and citizenship verified prior to being added to the USAH 1-T roster.
- 6.4.4. All players on teams planning to participate in the State Rec Tournament (SRT) will be required to have dob and citizenship verified.

## 6.5 Volunteers

- 6.4.5. Each 10U and older team must include a team manager on the team roster.
- 6.4.6. Each 10U through 18/19U and HS must have locker room monitors (LRMs) added to the roster and designated as LRMs. At least two locker room monitors must be non-coaches.
- 6.4.7. All guest, skills, off-ice coaches, and athletic trainers must at a minimum have current SafeSport and a completed background screen. They should be added to the team roster if participating with specific teams or to a board/volunteer roster if participating with more than a few specific teams.

## 6.5. Roster and bench limits

- 6.5.1. No more than 20 players can be rostered on a Youth or Girls 10U and up roster, except Tier One Youth 18U, 16U, 15O, and Girls Tier One 19U which can have 22 players.
- 6.5.2. No more than 25 players may be rostered on an 8U roster (Girls and Youth).
- 6.5.3. No more than 30 players may be rostered on a Youth or Girls high school roster.
- 6.5.4. Youth, Girls, and high school teams cannot have more than 20 players on the bench for any game. Of the 20 a maximum of 18 can be skaters. With the exception of Tier One Youth 18U, 16U, 15O, and Girls Tier One 19U which can have 22 players on the bench, with a maximum of 20 skaters. An unlimited number of team staff can be rostered, but no more than 4 rostered coaches (including student coaches) may be on the bench during games.
- 6.5.5. Only staff registered and on the team roster as a coach (or student coach) are allowed on the bench during games.

## 6.6. Dual rostering

- 6.6.1. Youth players are allowed to be on ONE Youth NTB team.
- 6.6.2. Girls are allowed to be on ONE Girls NTB team.
- 6.6.3. High School players are allowed to roster on ONE NTB high school team.
- 6.6.4. Both Youth and Girls players are allowed to roster on a Youth or Girls NTB team AND a high school NTB team at the same time. They are able to participate in playoffs and USAH Nationals with both teams.
- 6.6.5. Girls are allowed to roster on a Youth NTB team and a Girls NTB team at the same time, though are only allowed to participate in playoffs and USAH Nationals with one.
  - 6.6.5.1. They must declare via email which team they will advance through playoffs with by 12/31. They may continue to practice with the other team until the start of State Playoffs.



- 6.6.6. Players on a NTB roster are allowed to roster on a non-NTB roster at the same time.
- 6.6.7. All other players are allowed to dual roster as long as it is permitted by CAHA, their teams, association(s), and league(s).

## 6.7. Tier One/AAA Rosters

- 6.7.1. Application for Tier One status and CAHA approval as a 13/14U or older Tier One team is required to use the category of Youth or Girls Tier One, use the AAA division, and include AAA in the team name on a regular season roster.
- 6.7.2. All Tier One Youth and Girls teams must be NTB (National Tournament Bound).
- 6.7.3. Both Youth and Girls Tier One teams must abide by all Tier One policies.
- 6.7.4. There will be no tournament rosters using the category of Tier One or AAA.
- 6.7.5. There will be no Tier One or AAA teams at the 12U or younger age levels with the exception of the 12U AAA Team Colorado Youth and Girls teams that are managed by the Team Colorado Girls Tier 1 association.
- 6.7.6. No out of state players shall be allowed on any 12U AAA Youth rosters.
- 6.7.7. Limits for the number of Tier 1 out-of-state players are outlined in section 12 Tier 1 Policy.

## 6.8. Tier Two/AA Rosters

- 6.8.1. Application for Tier Two status and CAHA approval as a 13/14U or older Tier Two team is required to use the category of Youth or Girls Tier Two, use the AA division, and include AA in the team name on a regular season roster.
- 6.8.2. Both Youth and Girls 13/14U and older Tier Two teams must abide by all Tier Two policies.
- 6.8.3. All Youth and Girls 13/14U or older Tier Two or AA teams must be National Tournament Bound (NTB).
- 6.8.4. There will be no tournament rosters at 13/14U or older using the category of Tier Two or AA.
- 6.8.5. Out of state players are not allowed on Tier Two rosters without CAHA pre-approval. Refer to section 7.3 for definition of out of state players.
- 6.8.6. See section 10 Recreational Hockey for information regarding 12U AA and 10U AA rosters.

## 6.9. High School Rosters

- 6.9.1. All high school teams must be rostered under a high school classification (not 18U or 16U).
- 6.9.2. Only high school teams are allowed to use the high school classification.
- 6.9.3. High School teams must be rostered as Division 1 if all players attend the same school or Division 2 if players represent multiple schools.
- 6.9.4. The Prep Division does not currently apply to any Colorado teams.
- 6.9.5. High school rosters are limited to players currently in grades 9-12 only. No 8th graders or postgraduate players are allowed.
- 6.9.6. High School teams who will be competing for the opportunity to advance to Youth High School or Girls High School Nationals must have the NTB designation added to their roster.

## 6.10. Recreational Rosters

- 6.10.1. All teams shall be rostered on a Rec classified (house/Rec or travel) roster unless they have been approved by CAHA as a Tier 1, or Tier 2 team. All teams not rostered as Tier One NTB, Tier Two NTB, or High School NTB teams are considered Rec Hockey and will be subject to the policies and procedures of the recreational hockey section.
- 6.10.2. 12U AA and 10U AA teams are considered travel Rec teams along with all other teams categorized as travel (A or B) teams and subject to all rec policies.
- 6.10.3. The use of the AA classification at any age level must be approved by the CAHA VP of Rec. Only teams that are approved for the AA classification can play in AA/AAA level tournaments such as the CCM Tournament Series. Members will only be permitted to have a AA classified team if they also have at least one other A or B classified team and have at least 40 8U registered players. Mountain Selects shall be exempt from this policy.
- 6.10.4. 16U and 18U teams must use 16U and 18U rosters and not High School rosters.
- 6.10.5. To participate in a jamboree, 8U teams must have a 1-T tournament roster.
- 6.10.6. 8U players not participating in any jamborees must also be added to a roster, which can be a flex roster.
- 6.10.7. Recreational rosters shall not have any out of state players unless pre-approved by CAHA. See Section 7.3 for requirements for out of state players.

## 6.11. Play Downs

- 6.11.1. Play downs are NOT allowed on any Youth or Girls team per USAH.
- 6.11.2. Players with a documented medical condition benefitting from a play down may petition for an exception. If granted they are restricted to a house Rec roster. Information about the required documentation to request a medical play down can be obtained from the Affiliate Registrars.
- 6.11.3. No playdowns are allowed on NTB teams under any circumstances.
- 6.11.4. In certain instances involving an inexperienced/new to hockey player benefitting from playing one age level down, a request to use a Flex roster could be considered. This requires CAHA approval, approval from any applicable league or tournament, and must be non- NTB and non-check.

## 6.12. Play Ups

- 6.12.1. The player must be in their last year of eligibility in the lower age classification, and show the desire, skill mastery, and maturity to play at the higher age classification. Please refer to the specific age division policy for specifics. All requests for players moving up must come from the player's Member Association Director of Hockey, or in the case of no Hockey Director, from the Member Association's President.
- 6.12.2. With CAHA VP of Rec or VP of Girls pre-approval, associations are allowed a maximum of 3 of final year 8U players to roster on 10U Girls rosters and a maximum of 3 final year 8U players to roster on a 10U Youth roster.
- 6.12.3. Associations may petition CAHA (VP of Rec or Girls) for permission to roster a 12U player on a 14U non-NTB team.

- 6.12.4. CAHA deems this as an earned privilege based on the player's previous-year accomplishments, including being a team player and leader, above-average student who possess the mental maturity, ability, skills, attributes, both academically and in their playing ability, to play a higher level of hockey than recreational 12U A.
- 6.12.5. Exemptions to CAHA's Policy will be allowed solely to complete recreational non-body checking classification team rosters.
- 6.12.6. 14U teams must have fewer than 12 skaters on the 1-T roster prior to requesting this exemption. Goalies cannot be both a goaltender and skater. Skater is defined as playing forward or defense.
- 6.12.7. A maximum of 2 qualified 12U players may be permitted by CAHA to be rostered to a 14U Non-checking Team.
- 6.12.8. Only the Director of Hockey may make the request to the CAHA VP Recreational or VP of Girls.
- 6.12.9. Players moving up will be allowed to double roster on a 12U team, but may only play on one team in the SRT.
- 6.12.10. The hockey director of the member shall make the request to the VP of Rec or VP of Girls and the approval shall be from the CAHA Board of Directors.
- 6.12.11. Goalies may be moved up with permission from CAHA's VP Recreational or VP of Girls. CAHA recognizes circumstances may dictate the need for younger goalies to play up due to a shortage of 14U goalies available to play or emergency situations.
- 6.12.12. The CAHA VP Recreational or VP of Girls may approve or deny the player move up request. If the player is denied, the decision may be appealed to the CAHA Board in writing within 10 days of the denial.
- 6.12.13. No 14U age classification team will place any 12U player on a roster unless the player has been declared eligible by CAHA. No 14U age classification team will invite, offer or include any 12U player applicant in any tryout, practice, scrimmage or other activity until such time as the applicant has been granted permission by the CAHA VP of Recreation or VP of Girls. Any violation of this provision will result in a suspension for any person who violates the provision. A team which violates this directive will have its Director and Head Coach suspended indefinitely. The length of the suspension will be determined by the CAHA Disciplinary Board. A second violation of this provision will result in a one-year suspension for the Director and Head Coach. Any 12U player applicant who participates in any 14U practice, tryout, scrimmage or other activity prior to receiving evaluation permission and being notified they may be evaluated, will be declared ineligible for consideration of playing up.
- 6.12.14. Per USA Hockey Policy, NO 12U player may be advanced to a Tier I team or a NTB (National Tournament Bound) Tier II team.
- 6.12.15. 12U players are not allowed on 15U teams.
- 6.12.16. Last-year 10U players are eligible to play on a 12U team without CAHA pre-approval.
- 6.12.17. 14U players are eligible to play up on non-National Tournament Bound teams without pre approval.

## 6.13. Tournament Rosters

- 6.13.1. No member organization shall use tournament rosters to avoid adhering to CAHA Rules regarding rostering.
- 6.13.2. Tournament rosters must be submitted a minimum of 2 weeks prior to travel.
- 6.13.3. Tournament rosters will only be approved under the following conditions:
  - 6.13.3.1. Regular season rostered players attending will be 12 or less.
  - 6.13.3.2. No 8U or 12U play-ups or out of state players added unless already approved on the regular season roster.
- 6.13.4. No tournament rosters shall be used for league regular season games or league or state playoff games.
- 6.13.5. Teams combining players from two or more teams to form a tournament roster must create a new roster using the Invitational Tournament season and must identify the roster as a tournament roster by adding TT plus the tournament name to the team name and if an out of state tournament also adding the tournament dates to the team name on the roster.
- 6.13.6. Teams participating in a series of tournaments and/or non-league games in lieu of participating in a league should use a regular season roster as long as the team makeup is consistent during the season.

## 6.14. Flex rosters

- 6.14.1. Flex rosters are mixed-age group rosters that can hold up to 100 players and can be used to roster 8U players not participating in jamborees, practice players, internal play only participants.
- 6.14.2. In some instances CAHA may approve the use of a flex roster for other regular season or tournament teams. Information regarding the use of and approval process for a flex roster is available from the Affiliate Registrars.
- 6.14.3. Coaches on flex rosters must meet the coaching requirements needed for the age group most represented on the roster.

## 6.15. Spring and Summer Rosters

- 6.15.1. During the spring/summer season associations have the option of rostering players per the current season's age groups or per the upcoming season's age groups.
  - 6.15.1.1. This does not apply to spring high school teams, as they must adhere to high school criteria.
- 6.15.2. Coaches participating in spring/summer teams must complete/update their CEP by December 31st of the current calendar year. Any coach rostered on a spring/summer team that fails to complete the requirements by December 31st of the current calendar year will not be allowed on any future rosters until CEP is current.

## 6.16. Roster Deadlines

- 6.16.1. No player additions or deletions are allowed to NTB Youth and Girls Tier One and Tier Two rosters after 12/31 or the start of State Playoffs, whichever is earlier.
- 6.16.2. No player additions or deletions are allowed to NTB Youth and Girls High School B rosters after 2/15 or the start of State Playoffs, whichever is earlier.
  - 6.16.2.1. If adding a player to an NTB high school roster that has not held playoffs yet after 1/1 the team will need to demonstrate that the

player will meet game counts prior to the start of State Playoffs or the player will not be approved.

- 6.16.3. Staff changes to NTB rosters may be made up to 10 days prior to the start of State Playoffs.
- 6.16.4. Any Athletic Trainers that plan to accompany a team to State, District, or National playoffs, must be on the team roster no later than 12/31.
- 6.16.5. All other teams (non-NTB recreational) may make player and staff changes throughout the season as long as permitted by their association and league.

## **7. Player Eligibility**

### **7.1. General**

- 7.1.1. No player shall participate in any practice or game with a Member Association until he or she has registered with USA Hockey for the current season.

### **7.2. Delinquent Players**

- 7.2.1. No player will be rostered with any Member Association if that player or his/her parent(s) or legal guardians remain indebted to any other CAHA Member Association for the regular season fees and are delinquent with respect to any financial obligation. Fees for affiliate programs such as dry land or training programs shall not be considered. CAHA will maintain a list of Affiliate players who have not timely satisfied their financial obligations, irrespective of whether the obligation is owed by the player or his/her parent(s) or legal guardians, to a Member Association or one of its teams. This list will be referred to as the "Delinquent Player List" (DPL).
- 7.2.2. Member Associations may add players to the DPL at any time during the current playing season or within 7 days after the conclusion of the USA Hockey National Championships by submitting the following documentation to the CAHA Executive Committee (An exception will be made for the current season.) Information collected will include:
  - 7.2.2.1. Player name
  - 7.2.2.2. Date of Birth
  - 7.2.2.3. Contact information of the delinquent player being added
  - 7.2.2.4. Copy of signed Member association contract or documentation evidencing the debt owed
  - 7.2.2.5. Dollar amount owed to Member association
  - 7.2.2.6. Description of collection attempts/timeline and an explanation of the nature of the delinquency.
- 7.2.3. Upon submission by a Member Association, the CAHA Disciplinary Committee will conduct a review to ensure that the information and documentation required has been provided such that the submission is complete.
- 7.2.4. If all required information and documentation has been submitted to the Disciplinary Committee, the player shall be added to the DPL once the submission is accepted.
- 7.2.5. If required information or documentation is found to be missing, the submittal will be returned to the submitting Member Association with a clear description of what is missing. The Member Association may cure the deficiency within 7 days and resubmit to the Executive Committee for acceptance and placement of the player on the DPL.

- 7.2.6. Once the Executive Committee has received a complete submission, meaning that all information and documentation required has been provided by a submitting Member Association, the submission shall be deemed accepted and the subject player/parent(s) shall be presumed to be delinquent with respect to the financial obligation identified in the submittal. However, in the event that the Executive Committee determines that the submission is incomplete due to a failure to provide the required information and documentation, the submitting Member Association shall be immediately notified that the submission will not be accepted until the deficiency has been cured. Once cured, the submission shall be accepted and the presumption of delinquency shall then apply. A submitting Member Association shall be liberally granted reasonable opportunities to cure any deficiencies in its submittal. Only that information and documentation required to be submitted will be required of any submitting Member Association and the Executive Committee shall not require any additional information or documentation as a condition of acceptance. The presumption of delinquency is rebuttable on appeal as prescribed herein.
- 7.2.7. Players added to the DPL may not participate in any activities for any team or Member Association (including the Member Association that caused the player to be placed on the DPL) until: (1) the involved financial obligation(s) is/are satisfied and the Executive Committee is notified by the involved Member Association to remove the player from the DPL; or (2) the player/parent(s) have successfully appealed or have secured a judgment or other final and binding legal determination establishing that no delinquent financial obligation exists. The current Member Association of the DPL player must notify any new Association to which the DPL player is transferring of the fact that said transferring player is on the DPL list or has been added in the past to the DPL list (with regard to financial issues).
- 7.2.8. Any player that has been listed on the Delinquent Player List and desires to move to another CAHA Member Association is required to obtain a full unconditional release from the Member Association to which money is owed.
- 7.2.9. Current players with Member Associations at the end of the season who still owe for the just completed season will be moved to the DPL list within seven days of the USA Hockey National Championships or the CAHA State Championships. All required information as listed above will be included in the referral.
- 7.2.10. Any player not listed on the DPL will be assumed to be in good financial standing and eligible for all USA Hockey activities.
- 7.2.11. The Colorado Amateur Hockey Association (CAHA) assumes no responsibility for contractual and/or financial agreements entered into between the players, their families, and each individual Member Association within the Affiliate. Responsibility at all times remains with the contracting parties.
- 7.2.12. Players/Parents wishing to appeal the addition of a player to the DPL may request an appeal hearing before the CAHA Executive Committee by sending a written request for an appeal hearing to the President of CAHA. The CAHA President shall schedule an appeal review within fourteen (14) calendar days of receiving the request. At such hearing, the appealing

player/parent(s) shall have the burden of rebutting the presumption of delinquency by establishing that a good faith and reasonable dispute exists as to whether the involved debt is either owed or is in a delinquent status. Should the Executive Committee determine that such a good faith and reasonable dispute exists, the player shall be removed from the DPL and the contracting parties will be left to adjudicate the dispute as they so choose. The Executive Committee will not make a determination as to the legitimacy of the debt or delinquency, but only whether a good faith and reasonable dispute exists concerning the same. No player shall be maintained on the DPL while an appeal is pending. However, during the pendency of an appeal by a player/parent(s) the involved Member Association will not be required to issue an unconditional release.

- 7.2.13. Players/Parents wishing to appeal the decision of the CAHA Executive Committee can request an appeal hearing before the entire CAHA Board. A written request for an appeal hearing shall be sent to the CAHA President within fourteen (14) days after the decision of the CAHA Executive Committee that is being appealed. The CAHA Board shall place the appeal hearing on the CAHA Board Meeting Agenda for their next scheduled meeting that allows for timely notice of the agenda item. The appealing player/parent(s) shall have the same burden as prescribed above.
- 7.2.14. A Member Association wishing to appeal a decision of the CAHA Executive Committee can request an appeal hearing before the entire CAHA Board. A written request for an appeal hearing shall be sent to the CAHA President within fourteen (14) days after the decision of the CAHA Executive Committee that is being appealed. The CAHA Board shall place the appeal hearing on the CAHA Board Meeting Agenda for their next scheduled meeting that allows for timely notice of the agenda item. The appealing Member Association shall have the burden of establishing that no good faith and reasonable dispute exists concerning the identified delinquency such that the player should be returned to the DPL.
- 7.2.15. The DPL will only be accessible to the CAHA Treasurer, Disciplinary Committee, and Member Association Registrars.
- 7.2.16. No Member Association shall allow a player (who is listed on the DPL) to sign a CAHA Commitment Letter for said Member Association and/or otherwise participate on a team from said Member Association without proper release from the prior Member Association that caused the player to be placed on the DPL, or until the player has otherwise been removed from the DPL. Any Member Association in violation of this rule will be referred to the CAHA Disciplinary Committee for action which may include disciplinary action and/or a fine of up to \$1000 per violation.

### **7.3. Out of State Players**

- 7.3.1. For purposes of this Article, an out-of-state player is any player who, at the time of roster submission, does not have an immediate family member who is domiciled in Colorado and lists Colorado as their permanent address. A parent's permanent residence or domicile should govern determination of an out-of-state player.
- 7.3.2. An immediate family member is defined as a natural or adoptive parent or grandparent, an older sibling or a guardian appointed due to the death or incapacity of a parent, or appointed by election of the parent.

- 7.3.3. In order to demonstrate Colorado residency, two (2) of the documents listed below must be submitted to the CAHA Vice President of Tier or VP of Girls no later than 15 days after the start of the season (Tier 1, Tier 2, Rec) . . Submission must include one (1) document from group “A” and one (1) document from group “B”.
- 7.3.4. A player may be designated as an in-state player if their parent and/or legal guardian has been assigned to the state of Colorado for service to the United States Military/Government. Such individuals are not required to furnish proof of residency via a driver's license but may submit written documentation verifying their new duty status in Colorado.
  - 7.3.4.1. GROUP “A” DOCUMENTATION OPTIONS:
    - 7.3.4.1.1. Valid Colorado driver's license with Colorado address
    - 7.3.4.1.2. Current vehicle registration in Colorado
    - 7.3.4.1.3. Voter registration in Colorado
  - 7.3.4.2. GROUP “B” DOCUMENTATION OPTIONS:
    - 7.3.4.2.1. Valid residential lease or rental agreement in Colorado
    - 7.3.4.2.2. Utility bill (water, electric, gas, cable, or phone bill) of Colorado address
    - 7.3.4.2.3. Employment record in Colorado (W-2 statement, Most recent payroll stub)
- 7.3.5. A player who meets the requirements of this subsection shall be treated as an in-state player, subject to the provisions of this section.
- 7.3.6. A player who has reached the age of eighteen (18) years and who otherwise would be an out-of-state player under subsection (ix) of this paragraph will be treated as an out-of-state player notwithstanding any assertion that said player is of the age of majority.
- 7.3.7. No player shall have more than one residence for the purpose of hockey.
- 7.3.8. No player shall create a residence for hockey purposes. Parent agreements for housing of multiple players under the supervision of a revolving parent shall not be allowed.
- 7.3.9. This does not prevent a player from moving to Colorado for the purpose of hockey; said player will be considered an Out-of-State Player unless they have established residency as defined above.
- 7.3.10. The player, parent, and/or guardian shall have the burden of proving Colorado residency.
- 7.3.11. In any case where a player's address, as submitted on a Tier I or Tier II roster, is different than that of the immediate family member domiciled in Colorado through which the player claims to be an in-state player, the Vice President of Tier is authorized and directed to conduct such investigations as may be necessary to determine whether treating the player as an in-state player is consistent with the purposes of this Article. The CAHA Board of Directors shall have the final decision and authority in determining whether a player sought to be rostered on a Tier I Team is an out-of-state player.
- 7.3.12. Member Organizations shall be responsible to pay \$300 for each out of state player on their 1T rosters. This fee shall be due and payable to the CAHA Treasurer within 21 days from the time the player is added to the roster. Failure to pay said fee may immediately reline the player and make the player ineligible for play.



## **8. Player Commitment and Release Letters**

### **8.1. Commitment Letters**

- 8.1.1. Member Associations will provide Commitment Letters and Release Letters for use by Players, Parents and Member Associations for all CAHA regular season teams.
- 8.1.2. A Tier 1 player may only sign one commitment letter with one Member Association.
- 8.1.3. A Tier 2 player may only sign one commitment letter with one Member Association Tier 2 team. They may sign additional commitment letters with Rec Member Association teams.
- 8.1.4. A Rec player may sign more than one commitment letter with other Rec Member Associations however only one may be signed with a regular season team (non-tournament team).
- 8.1.5. The Commitment Letter shall be viewed as part of, or party to any contract or financial agreement required of players by individual Member Associations.
- 8.1.6. The commitment shall expire at the conclusion of the USA Hockey National Tournament for Tier rostered players and at the conclusion of the CAHA State Championships for Travel and House/Rec rostered players.
- 8.1.7. All players are required to sign a Commitment Letter for their respective Member Association in order to participate on that team as defined earlier in this paragraph.
- 8.1.8. In the event that a Member Association association does not sign the minimum number of players to field the team, the member Association must offer the player(s) the option of being unconditionally released from their Commitment Letter and receiving a full refund of any monies paid to the Member Association, other than tryout fees, or offer the player(s) the option of signing with another team within that Member Association in lieu of an unconditional release. The minimum number of players is as follows:
  - 8.1.8.1. House Rec/Travel Rec : 11 players or as noted in section 10.Tier II: 14 players or as noted in section 11.
  - 8.1.8.2. Tier I: 15 players or as noted in section 12.
- 8.1.9. A Commitment Letter shall be signed electronically by the custodial parent(s) or legal guardian of any player under the legal age of 18 or by the player if they are of legal age AND by an agent authorized by the Member Association to make commitments on behalf of the Member Association.
- 8.1.10. Any Tier I or Tier II team within a Member Association shall have no more than eighteen (18) skaters and twenty (20) total rostered players, including goalies, except for Youth Tier I 18U, 16U, 15O, and Girls Tier One 19U which shall have a maximum of 20 skaters and 2 goalies for a total of 22 roster players signed to Commitment Letters at any given time. Upon completion of the Commitment Letter, the Member Association will compile a list of all completed Commitment Letters showing their committed players.

- 8.1.11. Each Member Association shall be responsible for maintaining a list of all players by team and make this list available to CAHA upon request.
- 8.1.12. Players/Parents may only be committed to one Member Association (through completion of a Commitment Letter) at a time. There are three exceptions to this rule whereby players may be committed to more than one Member Association:
  - 8.1.12.1. Girls could potentially play for two to three associations if playing on a Youth team, a Girls-only team, and a high school team.
  - 8.1.12.2. Youth players could potentially play for two associations if playing on a Youth team and a high school team.
  - 8.1.12.3. Players on Mountain Select will also be rostered on their local or home member association.
  - 8.1.12.4. Additional dual rostering situations may be approved by the appropriate CAHA VP.
- 8.1.13. After a Commitment Letter is signed by all the parties, a player may move to another Member Association prior to the completion of USA Hockey's National Tournament only by obtaining a signed Release Letter, completed by the Player/Parent and obtain an "Approval to be Released" signature from the Member Association to which the Player/Parent previously committed. The Member Association to which the Player/Parent is requesting the release from shall respond to the Release Letter request within seven (7) calendar days from receiving the request. If the Member Association fails to respond within fourteen (14) calendar days, the Player/Parent requesting the release shall be unconditionally released and able to join another USA Hockey rostered team.

## **8.2. Release Letters**

- 8.3. Release letters shall only apply to any player's financial status that is disputed with the CAHA Disciplinary Committee and on the DPL. Players who are in good standing are not required to have a release letter signed prior to signing with a new member.
  - 8.3.1. The Player/Parent shall present the fully executed Release Letter to any different Member Association prior to participating in any tryout(s), practice(s), or game(s) with any different Member Association.
  - 8.3.2. If the Release Letter request is not approved by the original Member Association, the Player may not participate in any tryout(s), practice(s), or game(s) with any different Member Association until an approved Release Letter can be obtained from the original Member Association.
  - 8.3.3. A Player/Parent wishing to appeal a denial of release may request an appeal hearing before the CAHA Disciplinary Committee by a written request for an appeal hearing along with a copy of the denial Release request to the President of CAHA. The CAHA President shall schedule an appeal hearing within fourteen (14) calendar days of receiving the request.
  - 8.3.4. Appeals from any denial of a Release will be considered solely consistent with the Commitment Letter process and governing rules unless the denial is based in whole or in part upon the allegation that a player is delinquent with respect to a financial obligation. To the extent that the denial by a Member Association to issue a Release is based upon an allegation of delinquency on a debt owed, all determinations and appeals

related thereto shall be governed by the protocol set forth in Section 8 herein, meaning that no player will be denied a release if it is determined that a good faith and reasonable dispute exists concerning the legitimacy of the alleged delinquent debt.

- 8.3.5. A Player/Parent of Member Association wishing to appeal the decision of the CAHA Disciplinary Committee can request an appeal hearing before the entire CAHA Board. A written request for an appeal hearing shall be sent to the CAHA President fourteen (14) days after the decision of the CAHA Disciplinary Committee that is being appealed. The CAHA Board shall place the appeal hearing on the CAHA Board Meeting Agenda at their next scheduled meeting that allows for timely notice of the agenda item.
- 8.3.6. Any Player/Parent or Member Association may appeal any aspect of the Commitment Letter process according to the USA Hockey Appeals process as published in their current Annual Guide. Violations of these policies may result in a Player, Coach, or Member Association being brought before the CAHA Disciplinary Committee.

## **9. Registration and/or Roster Violations**

### **9.1. General**

- 9.1.1. Should any team commit a registration or rostering violation knowingly or unknowingly, the head coach shall appear before the CAHA Disciplinary Committee and may be subject to a suspension ranging from 30 days to 1 year, loss of eligibility for league playoffs and CAHA State tournament and/or other repercussions available to the Disciplinary Committee
- 9.1.2. Should the violation occur with less than 30 days remaining in the season, and a suspension is issued, the coach shall be suspended for any time remaining in the season and at a minimum from September 1 through September 30 of the next season in which the coach participates.
- 9.1.3. Suspensions will include all games, on-ice practices, and off-ice practices.
- 9.1.4. Appeals will go to the full CAHA Board of Directors.
- 9.1.5. A CAHA Member Association or Independent Team that does not properly roster all of its players may be denied Travel Permits and the right to play in the State Tournament and be subject to a \$1,000 fine for each improperly rostered player.
- 9.1.6. Examples of rostering violations include but are not limited to a player who does not reside in the state, a player who is already rostered on another NTB team, etc. It is recommended that any roster change is checked with the Member Organization's Registrar.
- 9.1.7. Any Association, or Independent Team who allows the participation of a non-rostered coach in any game shall be subject to a \$1,000.00 fine per incident.

## **10. Recreational Hockey Policies**

### **10.1. General**

- 10.1.1. Player Transfers Between Member Associations: contracts between a player and a member organization shall terminate at the end of each regular season. Members shall have no implied or stated rights to a player once the contract is expired. CAHA also recognizes the

importance of providing a balanced and competitive experience for all players. In order to foster a strong supportive hockey community, Member organizations are required to commit to the following:

- 10.1.1.1. To limit the opportunity for one Member Association (losing Association) from having a mass transfer of players to another Member Association (receiving association), returning players of a member organization shall have the opportunity to register at the end of the previous season starting May 1st. No transfers shall be able to register until July 1st.
- 10.1.1.2. If a member organization receives an inquiry from a potential transfer, they shall notify the transfer's current member organization Director or President in writing within 3 business days.
- 10.1.1.3. **RECRUITING OF REC PLAYERS BY COACHES, DIRECTORS, OR ANY OTHER EMPLOYEE OR BOARD MEMBER OF A MEMBER ORGANIZATION WILL NOT BE TOLERATED.**  
Recruiting of Tier I and Tier II players is subject to the USA Hockey policies and procedures. Recruiting activities of Rec players include a coach calling a player from another organization to invite them to try out for a team at a new member organization or offering a spot to the player on a top team.
- 10.1.1.4. All inquiries for transfers will be immediately referred to the Hockey Director or President of the member organization. Coaches shall not be allowed to discuss potential transfers with individual players.
- 10.1.1.5. Member Organizations are expected to be "good neighbors" with regard to transfers. Any intention by a member organization to harm another member organization by receiving a large number of transfers shall be subject to disciplinary action. Any attempt to harm a CAHA Member shall be determined to be conduct unbecoming of a member and subject to disciplinary actions.
- 10.1.1.6. Member Associations shall also clearly identify within their own policy and procedures the number of players they can accept as transfers from all Member Associations on a yearly basis.
- 10.1.1.7. No Rec AA Roster shall have more than 25% of their players be new to the Member rostering the team.
- 10.1.1.8. A coach that transfers from one Rec Member to another Rec Member shall not be allowed any players to transfer to the new team with the new member that he/she will be coaching. The CAHA Board will consider direct family members or other extenuating circumstances.
- 10.1.1.9. Member Associations shall give returning players the opportunity to register before accepting any transfer players.

## 10.2. 8 & UNDER (8U) AMERICAN DEVELOPMENT MODEL (ADM) POLICIES

### 10.2.1. General

- 10.2.1.1. USA Hockey and CAHA have adopted the American Development Model (ADM). USA Hockey 8 & Under (8U) ADM recommendations and guidelines can be found at <http://www.admkids.com>.
- 10.2.1.2. Any issues regarding the CAHA 8U ADM Policy will be decided by the CAHA Executive Committee.
- 10.2.1.3. All leagues and Member Associations that have 8U players registered with USA Hockey are required to comply with this Policy and are subject to sanctions for any violations for either in-state or out-of-state play. Sanctions will be determined on a case-by-case basis by the CAHA Executive Committee.  
Notwithstanding the latter, in-season violations could result in a fine (up to \$1000) for the respective Member Association and a loss of CAHA or respective league or team playing privileges for the remainder of their respective league seasons and up to a year's suspension for head coaches.

### 10.2.2. 8U Players and Teams

- 10.2.2.1. 8U players are defined as all players 8 years or younger as defined by USAH.
- 10.2.2.2. No Out-of-state players shall be allowed on a 8U roster.
  - 10.2.2.2.1. Rec classification teams shall not be allowed to roster out of state players unless their address of record is within 100 miles of the business address of the CAHA Member.  
Individual players may appeal this condition to the CAHA VP of Rec.
- 10.2.2.3. CAHA shall not approve any 8U Independent Teams. All 8U teams must be affiliated with a CAHA Member Association.
- 10.2.2.4. CAHA Member Associations are not allowed to field any 8U Leagues (i.e. where play is pre-scheduled weeks or months in advance similar to 10U, 12U, and 14U teams).
- 10.2.2.5. All 8U players shall participate in association home rink-based 8U ADM programs. Refer to [www.admkids.com](http://www.admkids.com) for guidelines.
- 10.2.2.6. Member Associations should group players based on ability groups, if possible (beginner, intermediate, and advanced).
- 10.2.2.7. Blue pucks and cross or half ice will be used at all 8U levels.
- 10.2.2.8. Players must be registered through USAH. Association registrars shall claim and roster their 8U players. All 8U teams participating in an 8U jamboree will also need to have a jamboree roster created.
- 10.2.2.9. Each CAHA member association may move up a maximum of six (6) last year 8U players, a maximum of 3 Girls and a maximum of 3 Boys, (final year 8U players but still 8 years old) to play at the 10U age classification. Member Associations shall submit a request for allowing the move-up with documentation as to the

need and ability of a player to the CAHA VP of Recreation or VP of Girls for approval. Member Associations moving players up, under this rule, shall follow their league policies and procedures. Non-League affiliated associations shall only move 8U players to one of their 10U teams to bring the skater roster to a maximum of 15 skaters per 10U team. The CAHA VP of Recreational or VP of Girls hockey will send approvals to the Member Association as well as appropriate Affiliate registrar prior to the player being placed on a roster.

- 10.2.2.10. CAHA shall only sanction Invitational Tournaments for the 8U division as Jamborees. Member Associations shall not combine the 8U division with any other divisions (10U, 12U, etc.) when submitting an Invitational Tournament application. CAHA shall not approve any Invitational Tournament application that is also hosting full ice divisions at the same rink on the same dates.

### 10.2.3. 8U Games, Jamborees, and Ice

- 10.2.3.1. All 8U games will be cross ice using mini-nets or half ice with 4v4 format and preferably using intermediate nets.
- 10.2.3.2. CAHA may apply for a waiver from USA Hockey to allow a limited number of full ice games for players in their last year of 8U eligibility. No full ice games shall be permitted unless a waiver is approved by USA Hockey. Rules for full ice games shall be subject to USA Hockey's policy on 8U full ice games and shall be determined at the approval of the waiver. Waivers must be applied for the season prior to the waiver being in effect.
- 10.2.3.3. No full ice games or Jamborees shall be held prior to the conclusion of the State Recreational Tournament.
- 10.2.3.4. No scorekeeping, no winner/loser or awards are allowed other than participation awards.
- 10.2.3.5. 8U activities, skill and drills, and dryland training may begin October 1st or later. Games including jamborees may start no earlier than November 15th.
- 10.2.3.6. The 8U playing season ends the day after the conclusion of the State Recreational Tournament. For 8U games, teams should be balanced and of equal ability. CAHA strongly encourages that all teams be of equal skill level per ADM guidelines.
- 10.2.3.7. An 8U game shall be defined as a 25-minute running clock with shift changes every 1 to 2 minutes, no off sides or icing, and the clock does not stop for shift changes.
- 10.2.3.8. 8U jamborees are considered a tournament and must abide by CAHA P&P, Section 18 for Member Organization Tournaments in Colorado.
- 10.2.3.9. The maximum number of games allowed for 8U players is 24. Jamborees, hosted by Member Associations, count toward game counts. If hardships or extenuating circumstances exist, a Member Association may appeal to CAHA. This is to be monitored and tracked by the Member Associations. CAHA expects Member Associations and leagues to police themselves and may request at any time from a Member Association their 8U player game counts. If violations are found including not keeping game count

information, Member Associations may be subject to fines up to \$1000. Fines will be assessed per CAHA P&P, Section 10 Disciplinary Actions, Hearings, and Appeals.

- 10.2.3.10. 8U games should be played within geographic zones with cross zone boundaries as needed for smaller clubs as approved by CAHA VP Recreation. Member Association 8U teams in the Front Range should play within a 100-mile radius of their home rink and 8U teams from the Mountains should play other 8U teams within four (4) hours of travel. Member Association-sanctioned travel to jamborees within the state is exempted.
- 10.2.3.11. The use of a scoreboard for time keeping is allowed while posting score or scorekeeping is not allowed in games.
- 10.2.3.12. CAHA encourages associations to utilize new level 1 officials for 8U games and jamborees. Young officials, as do players, need opportunities to learn skills, such as taking charge, communicating with adults and players, and making calls without the pressure of League games. If certified officials are not being used, USAH registered coaches or USAH registered older players may also officiate 8U games.

#### 10.2.4. 8U Travel

- 10.2.4.1. No 8U Teams can travel out of state during the season, unless their Member Association petitions in writing and is granted approval by the CAHA VP Recreation or VP of Girls. Approval shall only be granted if the distance to an out-of-state jamboree is less than the distance to in-state jamboree.
- 10.2.4.2. ONLY ADM HALF ICE or CROSS ICE games or jamborees will be approved and travel must be to neighboring states. For example, Durango might be approved to travel to New Mexico, but not to Wyoming, or a Northern Colorado team approved for Laramie, Wyoming, but not New Mexico.
- 10.2.4.3. VP of Recreation or VP of Girls approval must be granted prior to submitting a Travel Permit.

#### 10.2.5. Camps and Clinics

- 10.2.5.1. All camps/clinics for all 8U players (next season's 8U players) must be ADM compliant. Member Association hosted camps/clinics found not to be in compliance are subject to fines of \$1,000 per clinic or camp. Fines will be assessed per CAHA P&P, Section 13 Disciplinary Actions, Hearings, and Appeals.
- 10.2.5.2. Final year 8U players shall be considered eligible for 10U play at the conclusion of the current season.
- 10.2.5.3. For the time period March 21st and August 15th, Member Associations may have up to 2–5 day camps compliant with ADM. For the purpose of this rule, Association sponsored camps are defined as any camp where the Member Association collects the camp fee, or monies collected for the camp are part of the association's finances.
- 10.2.5.4. The time period of August 16th through September 30th is considered to be blacked out. No 8U practices or games are allowed. Learn-to-skate, Skills Clinics, or Intro to Hockey Clinics

events are excluded from these blackout dates.

## 10.3. 10 & UNDER (10U) AMERICAN DEVELOPMENT MODEL (ADM) POLICIES

### 10.3.1. General

- 10.3.1.1. Recommendations and guidelines for USAH's 10U ADM policy can be found at <http://admkids.com>. Any issues regarding the CAHA 10U ADM Policy will be decided by the CAHA Executive Committee.
- 10.3.1.2. All CAHA affiliated leagues, associations, and teams that have 10U players are required to comply with this Policy and are subject to sanctions for any violations, either for in-state or out-of-state play. Sanctions will be determined on a case-by-case basis by the CAHA Discipline Committee. Notwithstanding the latter, in-season violations could result in a fine (up to \$1000 per violation) for the respective Member Association, suspension of coaches or directors and a loss of CAHA or respective league or team playing privileges for players for the remainder of their respective league seasons and up to a year's suspension for coaches. Fines will be assessed per CAHA P&P, Section 14 Disciplinary Actions, Hearings, and Appeals.
- ~~10.3.1.3. All regular season 10U teams at the A, B and house/Rec levels shall be required to participate in a CAHA approved regular season league. Participation in the league is subject to policies and procedures of the league.~~
- 10.3.1.4. All regular season 10U AA teams are required to participate in the league playoff and the CAHA State tournament if they are eligible.

### 10.3.2. 10U Players and Teams

- 10.3.2.1. 10U-age classification players for the purpose of this section are defined as "recreational players." USA Hockey does not recognize 10U players as Tier.
- 10.3.2.2. 10U players are defined as all players 10 years or younger as defined by USA Hockey before January 1st.
- 10.3.2.3. 8U players must abide by CAHA P&P for 8U which defines the allowable conditions in which an 8U player can move up to 10U.
- 10.3.2.4. Rec classification teams shall not be allowed to roster out of state players unless their address of record is within 100 miles of the business address of the CAHA Member. Individual players may appeal this condition to the CAHA VP of Rec or VP of Girls.
- 10.3.2.5. CAHA shall not approve any independent 10U Teams. All 10U teams must be affiliated with a CAHA-approved Member Association.



- 10.3.2.6. 10U last-year eligibility players may play on the approved Member Associations highest level 12U team provided they are considered a top player and play on the first or second line or one of the top 4 defensemen on the 12U team. Last year 10U eligibility players may also be moved to a 12U A or B team to fill the team roster to a maximum of 10 skaters.
- 10.3.2.7. Rosters shall have a maximum of 18 skaters and 2 goalies per 10U team. CAHA strongly recommends teams of 10 - 12 skaters and 1-2 goalies.
- 10.3.2.8. Teams shall be classified as AA, A, or B or House Rec (CRHL) based on their level of skill.
- 10.3.2.9. Teams Classified as AA shall only be permitted with approval from the VP of Rec. No CAHA member shall be permitted to field a 10U AA team unless they have at least one other A or B classified full season (non-tournament) 10U team and have a minimum of 40 8U USA Hockey registered members on 1T rosters.
- 10.3.2.10. Only 10U AA teams may participate in AA/AAA level tournaments. 10U A teams shall only participate in 10U AA and 10U A level events. 10U B teams shall only participate in 10U A and B events.
- 10.3.2.11. As of the 2025-26 season ALL 10U players on teams that will play teams from other associations will need to have their date of birth and citizenship verified PRIOR to being approved on a roster.
- 10.3.2.12. 10U AA teams that have more than 25% of their roster be new first year players to the member organization shall not be a team in good standing for the purposes of Silver Sticks, or any other high profile tournament in Colorado as deemed by the CAHA Board of Directors.
- 10.3.2.13. Members wishing to field an additional 10U AA team shall only be allowed 2 players that are new to the member.

### 10.3.3. Playing Season

- 10.3.3.1. The "Playing Season" is defined as starting one (1) day after Labor Day and ends one day after the conclusion of the SRT. Clubs can request to host tryouts sooner, but the VP of Rec must approve such requests.
- 10.3.3.2. The time period between August 16th and Labor Day is blacked out. No Member Association activities for 10U players are allowed. Skills Clinics, learn-to-skate events, and pre-tryout skills camps are excluded from these blackout dates. No evaluators or evaluation activities shall be used during these events.
- 10.3.3.3. Spring/Summer team activities may begin the day after the SRT ends and shall conclude no later than August 15th. Activities held during this period are outside of the Playing Season and are for the Spring/Summer Season only.

- 10.3.3.4. All 10U AA regular season teams shall play every other 10U AA team a minimum of 2 times each playing season - one home game and one away game. All 10U AA regular season teams will advance and are required to participate in the CAHA State Playoffs.
- 10.3.3.5. All 10U AA teams must play home games on an indoor regulation CAHA approved rink. If a home rink does not meet the minimum requirements, all of their games must be played as away games.
- ~~10.3.3.6. All 10U A, B and house Rec teams shall play in a CAHA approved league.~~
- 10.3.3.7. No tournament teams (rostered as a non-regular season team) shall be eligible to play in state playoffs, or any other high level tournament as determined by the CAHA Board of Directors.

#### 10.3.4. Practice Times and Games

- 10.3.4.1. A maximum of 50 games is permitted per playing season, which include league, non-league and tournament games. The following games are excluded from the 50-game maximum recommendation:
  - 10.3.4.1.1. Any CAHA league playoff or State Tournament games.
  - 10.3.4.1.2. Silver Stick tournament or out-of-state trips for Silver Stick Finals.
  - 10.3.4.1.3. Non-league games against Girls' teams.
  - 10.3.4.1.4. Any CAHA sanctioned Member hosted in-state tournaments.
- 10.3.4.2. All rules regarding 10U games (period length, penalty minutes, overtime, etc) shall be established by the Rec Committee and will be distributed to the CAHA Members by no later than July 31<sup>st</sup>. All rules shall be in compliance with USA Hockey and CAHA rules and regulations.

#### 10.3.5. 10U Travel

- 10.3.5.1. CAHA and USA Hockey ADM policies recognize there is adequate competition for teams within the Rocky Mountain region to reach reasonable game counts (50% of maximum) in a playing season. CAHA recognizes Member Associations who, by geographic location or other circumstances, cannot attain 50% of the maximum game count an opportunity to apply for an exemption based on good faith effort to play games within the state. CAHA additionally recognizes the potential benefits of out-of-state play to team building, like competition, and the ability to play teams from other areas of the country.
- 10.3.5.2. 10U Teams classified as AA may attend up to three (3) tournaments outside of Colorado per playing season. 10U Teams classified as A, B, may attend up to two (2) tournaments outside of Colorado per playing season. For the purposes of rule

interpretation, any USA Hockey sanctioned tournament within a radius of 500 miles of an association's home location or within the Rocky Mountain District (Idaho, Utah, Arizona, New Mexico, Texas, and Oklahoma) is considered in-state. Example: Durango would not be in violation of the out-of-state travel rule if it played in a tournament in Taos, NM. However, all teams traveling outside of the state's borders shall obtain a travel permit.

- 10.3.5.3. Teams, may apply for an exemption to travel under the following conditions:
  - 10.3.5.3.1. Have documented proof of rejection from three (3) in-state tournaments
  - 10.3.5.3.2. Have documented proof of an attempt to schedule games with ten (10) different Member Associations
  - 10.3.5.3.3. Have documented proof that game count will fall below 30 games by the end of the season. The burden is on the requesting Member Association to make their case. All games played out of state will count toward the recommended 50 game limit.

## 10.4. 12 & UNDER AMERICAN DEVELOPMENT MODEL (ADM) POLICIES

### 10.4.1. General

- 10.4.1.1. Recommendations and guidelines for USAH's 12U ADM policy can be found at <http://admkids.com>. Any issues regarding the CAHA 12U ADM Policy will be decided by the CAHA Board of Directors.
- 10.4.1.2. All CAHA affiliated leagues, Member Associations, and recreational teams with 12U players are required to comply with this Policy and are subject to sanctions for any violations for either in-state or out-of-state play. Sanctions will be determined on a case-by-case basis by the CAHA Disciplinary Committee. Notwithstanding the latter, violations during or outside the playing season could result in a fine (up to \$1000 per violation) for the respective Member Association, suspension of coaches, or directors, and a loss of CAHA or respective league or team playing privileges for players for the remainder of their respective league seasons and up to a year's suspension for coaches. Fines will be assessed per CAHA P&P, Section 14 Disciplinary Actions, Hearings, and Appeals.
- ~~10.4.1.3. All regular season 12U teams at the A, B and house/Rec (CRHL) levels shall be required to participate in a CAHA approved in state regular season league. Participation in the league is subject to policies and procedures of the league.~~

- 10.4.1.4. All regular season AA teams are required to participate in the league playoff and the CAHA State tournament if they are eligible.

## 10.4.2. 12U Recreational Players and Teams

- 10.4.2.1. 12U classification teams shall not be allowed to roster out of state players unless their address of record is within 100 miles of the business address of the CAHA Member. Individual players may appeal this condition to the CAHA VP of Rec.
- 10.4.2.2. 12U age classification players for the purpose of this section are defined as “recreational players.” USA Hockey does not recognize 12U players as Tier.
- 10.4.2.3. 12U age classification players can NOT be moved up to a NTB team.
- 10.4.2.4. 12U-age classification players (Youth or Girls) may be moved up to 14U non-checking age classification team with the approval of the CAHA VP of Recreation or Girls. 12U Players must appeal to the CAHA VP of Recreation/Girls and will not be allowed to play for a National Bound Team.
- 10.4.2.5. 12U recreational players shall not participate in games (league, non-league, tournaments) where body checking is allowed.
- 10.4.2.6. 12U players shall not Tryout, Scrimmage (participate in non-league games), or practice with a 14U-age classification team without an exemption/permission from the CAHA VP of Recreation. If found to have practiced, played with or tried out for a 14U team without permission, the player, parents and team coaches and association are subject to CAHA disciplinary hearing and suspension from hockey activities and /or fines.
- 10.4.2.7. 12U rosters shall be classified as AA, A, B and House Rec (CRHL). No CAHA member shall be permitted to roster a AA team unless they also field a A or B classified team and they have a minimum of at least 40 8U rostered players the previous season. Permission to roster a AA team shall be approved by the VP of Recreation/Girls. Mountain Select shall be exempt from this requirement.
- 10.4.2.8. 12U AA teams that have more than 25% of their roster be new first year players to the member organization shall not be a team in good standing for the purposes of Silver Sticks, Quebec Qualifier or any other high profile tournament in Colorado as deemed by the CAHA Board of Directors.
- 10.4.2.9. No team shall be permitted to play a AA/AAA or AAA tournament unless they are classified as a AA team by the CAHA Board of Directors. A classified teams shall only play A and AA tournaments. B classified teams shall only play B and A tournaments.

- 10.4.2.10. CAHA shall not approve any independent 12U Teams. All 12U teams must be affiliated with a CAHA-approved Member Association.
- 10.4.2.11. No tournament teams (rostered as a non-regular season team) shall be eligible to play in state playoffs, Quebec Qualifier or any other tournament as determined by the CAHA Board of Directors.
- 10.4.2.12. Teams may have a maximum of 18 skaters and two goalies. CAHA and USA Hockey strongly recommend teams of 11-15 skaters and 1-2 goalies.
- 10.4.2.13. Members wishing to field an additional 12U AA team shall only be allowed 2 players that are new to the member.
- 10.4.2.14. As of the 2026-27 season ALL 12U players on teams that will play teams from other associations will need to have their date of birth and citizenship verified PRIOR to being approved on a roster.

#### 10.4.3. Playing Season

- 10.4.3.1. Tryouts for 12U AA, A, and B can begin on August 15<sup>th</sup>. House Rec (CRHL) teams would follow the one-day-after-Labor Day rule. *Clubs can request to host tryouts sooner, but the VP of Recreational/Girls must approve it.*
- 10.4.3.2. Games shall begin no earlier than the first weekend of September for AA, A and B. Games for house Rec shall begin no earlier than September 1st.
- 10.4.3.3. All 12U AA regular season teams shall play every other 12U AA regular season team a minimum of 2 times each playing season - one home game and one away game. All 12U AA regular season teams will advance and are required to participate in the CAHA State Playoffs.
- 10.4.3.4. All 12U AA teams must play home games on a CAHA approved indoor rink. If a home rink does not meet the minimum requirements, all of their games must be played as away games.
- 10.4.3.5. Permission to play a pre-season tournament shall be permitted with approval from the VP of Recreation/Girls. Requests shall be submitted no later than July 31<sup>st</sup>.
- 10.4.3.6. Spring/Summer team activities may begin the day after the SRT ends and shall conclude no later than August 15th. Activities held during this period are outside of the Playing Season and are for the Spring/Summer season only.

#### 10.4.4. Practice Times and Games

- 10.4.4.1. All rules regarding 12U games shall be established by the Recreation Committee and forwarded to the CAHA Members by no later than July 1<sup>st</sup>. All rules shall be in compliance with USA Hockey rules and policies.
- 10.4.4.2. A maximum of 55 games is permitted per playing season, which include league, non-league and tournament games. The following

games are excluded from the 55-game maximum recommendation: Any league or interleague playoff or State Tournament games, Silver Stick tournament or out-of-state trips for Silver Stick Finals or Non-league games against Girls' teams and CAHA Member Hosted sanctioned tournaments shall also be excluded.

## 10.5. 14 & UNDER AMERICAN DEVELOPMENT MODEL (ADM) POLICIES

### 10.5.1. General

10.5.1.1. Recommendations and guidelines for the USAH 14U ADM policy can be found at <http://admkids.com>. Any issues regarding the CAHA 14U ADM Policy will be decided by the CAHA Executive Committee.

10.5.1.2. All CAHA affiliated leagues, associations, and teams that have 14U recreational players are required to comply with this Policy and are subject to sanctions for any violations, either in state or out of state. Sanctions will be determined on a case-by-case basis by the CAHA Executive Committee. Notwithstanding the latter, in playing season violations as well as out-of-playing-season violations could result in a fine (up to \$1000 per violation) for the respective Member Association and a loss of CAHA or respective league or team playing privileges for players for the remainder of their respective league seasons and up to a year's suspension for coaches. Fines will be assessed per CAHA P&P, Section 13 Disciplinary Actions, Hearings, and Appeals.

~~10.5.1.3. All 14U A, B and House/Rec (CRHL) teams shall participate in a CAHA approved league. Participation in the league is subject to policies and procedures of the league.~~

~~10.5.1.4. All regular season teams are required to participate in the league playoff and the CAHA State tournament if they are eligible.~~

### 10.5.2. 14U and older Recreational Players and Teams

10.5.2.1. USA Hockey's member clubs can only offer Tier 1 and Tier 2 competitive teams with permission from the CAHA Board of Directors and are subject to the Policies and procedures of Tier 1 and Tier 2 teams.

10.5.2.2. Only teams that are classified as Tier 1 shall be permitted to be classified as AAA. No team shall be classified as AAA without CAHA Board of Director approval.

10.5.2.3. Only teams that are classified as Tier 2 shall be permitted to be classified as AA.

10.5.2.4. No teams shall play AA/AAA or AAA tournaments unless they are classified as AA teams. Tier 2 teams are limited to playing only 15 games at the AAA or AA/AAA tournament level per season.

- 10.5.2.5. CAHA shall not approve any independent 14U and older Teams. All 14U and older teams must be affiliated with a CAHA-approved Member Association.
- 10.5.2.6. Teams may have a maximum of 18 skaters and two goalies. CAHA and USA Hockey strongly recommend teams of 11-15 skaters and 1-2 goalies.
- 10.5.2.7. Rec classification teams shall not be allowed to roster out of state players unless their address of record is within 100 miles of the business address of the CAHA Member. Individual players may appeal this condition to the CAHA VP of Rec.
- 10.5.2.8. As of the 2027-28 season ALL 14U and older players will need to have their date of birth and citizenship verified PRIOR to being approved on a roster that will participate in games with teams from other associations..
- 10.5.3. **Playing Season**
  - 10.5.3.1. The "Playing Season" for 14U and older non-NTB is defined as starting August 16th for A and B teams and the day after Labor Day for house/Rec teams and continuing until the day after the conclusion of the SRT. Tryouts for A and B teams may begin 8/16. Tryouts for Rec teams may begin one-day-after-Labor Day. Clubs can request to host tryouts sooner, but the VP of Recreational must approve it.
  - 10.5.3.2. Tryouts and playing season for 14U and older Tier 2 (AA) is subject to the policies and procedures contained in section 11.
  - 10.5.3.3. Spring/Summer team activities may begin the day after the SRT and shall conclude no later than August 15th. Activities held during this period are outside of the Playing Season and are for the Spring/Summer season only.
  - 10.5.3.4. Game limits shall be 60 games for 14U, 65 games for 16U and 18U. Games for State Championships or Nationals shall not be included in game counts.
- 10.5.4. **Practice Times and Games**
  - 10.5.4.1. All policies regarding game times, penalties, rules and regulations shall be established by the Recreation Committee and forwarded to the CAHA Members by no later than July 1<sup>st</sup>. All rules shall be in compliance with USA Hockey rules and policies.

## **11. Tier II NTB 14U and older**

### **11.1. Purpose**

- 11.1.1. Tier II hockey in Colorado aims to provide Youth and Girls players an opportunity to develop and compete at a high level through USA Hockey and CAHA. Tier II hockey in Colorado shall be limited to those Youth and Girls players who have the desire and ability to play at a higher level, and

to continue to develop at their age level.

## 11.2. Tier II Member Organizations

- 11.2.1. A Tier II Member Organization shall exist within an established CAHA Member Organization that is in good standing with CAHA and USA Hockey. The proposed Tier II Member Organization must be operated in accordance with the By-Laws, Rules, Regulations and Policies of CAHA and USA Hockey and authorized annually by CAHA to field, govern and control Tier II teams organized by such Tier II Member Organization in the state of Colorado each season. Such authorization from CAHA expires bi-annually on the last day of USA Hockey's National Championship.
- 11.2.2. Each Tier II Member Organization that is permitted by CAHA to register a Tier II team shall govern, control and be fully responsible for its Member Organization, actions, inactions and/or infractions of its teams, players, coaches, managers, parents, and personnel. This responsibility shall include debts to CAHA incurred by or in the name of the Member Organization, or any of its Tier II teams, players, coaches, or representatives.
- 11.2.3. The Youth/Girls Tier II playing season shall commence on August 1st of each year, and end 48 hours after the conclusion of USA Hockey's National Championships each year. No Member Organization shall have any one team compete in more than fifteen (15) games against Tier I competition unless it has received written authorization that it has been selected by the CAHA Board of Directors to do so.

## 11.3. Team Registration

### 11.3.1. Youth

- 11.3.1.1. Each Member Organization requesting to field Tier II teams must be in good standing, and field a minimum of two Rec teams in the A and B divisions at the 10U, 12U recreational division, and a minimum of one at the 14U recreational division. Each Member Organization must also field a minimum of forty (40) 8U players. Tier II teams shall be National Tournament Bound teams. 14U and older Tier II non-National Tournament Bound classification shall not be used by any member.
- 11.3.1.2. Any Member Organization must show a history of fielding teams at the 10U, 12U and 14U recreational age divisions and the required number of players at the 8U age classification for at least two seasons to be considered. A member must be registered with CAHA for at least 3 seasons to be considered Tier II National Tournament Bound.
- 11.3.1.3. Any Member Organization who is unable to field two 10U, and 12U teams, and one 14U recreational team by September 30th, and forty (40) 8U players by October 30th will retain their Tier II



status for the current season, and must reapply for Tier II status for the next season.

- 11.3.1.4. Member organizations (such as Mountain Select) who are not able to meet the qualifications individually for fielding Tier II teams may jointly apply with at least one more member organization to meet the Tier II requirements. The CAHA Board of Directors reserves the right to add additional requirements for such applicants.

#### 11.3.2. Girls

- 11.3.2.1. Each Member Organization requesting to field 14U and 16U Tier II teams must be in good standing, and field a minimum of one (1) 12U Girls-only full season or tournament team.

#### 11.3.3. Number of Teams

- 11.3.3.1. Any CAHA Member Organization in good standing may field not more than one Youth Tier II team at any age division recognized by USA Hockey (Youth 14U, 16U, 18U, or Girls 14U, 16U, or 19U).
- 11.3.3.2. If any Member Organization feels they are able to field multiple Tier II teams at any age division recognized by USA Hockey (Youth 14U, 16U, 18U, or Girls 14U, 16U, and 19U), the additional teams must also be recognized and participate as National Tournament Bound.
- 11.3.3.3. Additionally, in order to field an additional team at an age classification, a Member Organization must have a minimum of two 14U recreational teams (A and B level), and a minimum of 75 players.

### 11.4. Tier II Team Authorization Procedure

- 11.4.1. Prospective Tier II Member Organizations shall notify the VP of Tier or Girls no later than July 1st of each year of their intention to field Tier II teams the following playing season. Such notification shall list the number of teams in each age division in which the Member Organization intends to field Tier II teams. No Tier II Member Organization shall have authority to operate or otherwise participate in Tier II hockey in any capacity unless it has received its authorization in writing or via email from CAHA.
- 11.4.2. Each prospective Tier II Member Organization will be notified in writing or via email by the VP of Tier or Girls of the acceptance or denial of its intention to field Tier II teams by July 25th each year of receiving notice of intent to field Tier II team(s).
- 11.4.3. Each authorized Tier II Member Organization shall comply with the minimum requirements set forth in this Article, CAHA and USA Hockey Bylaws, Policies, Rules and Regulations, which include, but are not limited to, the following:

- 11.4.3.1. Each Member Organization requesting to field Tier II teams must be affiliated via its bylaws and/or registration with CAHA Member Organization and be in good standing.
- 11.4.3.2. Tier II teams shall be community-based teams. No billeted or out-of-state players shall be rostered on a Tier II team. Determining in-state status is subject to section 7.3
  - 11.4.3.2.1. Exception for Tier II out-of-state players: If a player does not have a USA Hockey-registered Tier II team in his/her state, or does not live within 250 driving miles of a USA Hockey-registered Tier II program in their home state, then said player may petition the CAHA Board of Directors to participate on a Colorado Organization Tier II team. Such petition shall include the age division for the upcoming season, address of the family's domicile or permanent residence, level of team from prior season, written confirmation from state of residency's USA Hockey Affiliate that there is no USA Hockey-registered Tier II program at the player's age division for which said player could play, and the name/address of the Member Organization, along with the level of team to which said player is requesting to be rostered.
  - 11.4.3.2.2. Any player who does not meet the above criteria as an in-state player, can submit an appeal for an exception to the VP of Tier or Girls for review and voted on by the full CAHA Board of Directors.
  - 11.4.3.2.3. The CAHA Board of Directors shall have the final decision and authority in determining whether a player sought to be rostered on a Tier II Team is an out-of-state player.
- 11.4.3.3. A proposed ice schedule or ice commitment statement that demonstrates the time slots and days of the week that the proposed Tier II team(s) shall have available for games for the upcoming season. It is imperative that Member Organizations provide sufficient ice to support an appropriate number of home games consistent with the size of the CAHA Tier II season.
- 11.4.3.4. All Tier II games played in Colorado must be played against another USA Hockey-certified team or in the case of foreign teams, certified by Hockey Canada or the IIHF (International Ice Hockey Federation). All games must be officiated by properly registered and certified USA Hockey Officials.
- 11.4.3.5. All prospective Youth Tier II teams must select a minimum of 14 skaters and 1 goalie at each age level and verified by its USA Hockey 1-T roster.
- 11.4.3.6. Any other information determined to be necessary by the VP of Tier, VP of Girls or CAHA Board of Directors.

- 11.4.3.7. If a member organization determines that they can not field a Tier II team at any level, they must provide written notification to the VP of Tier or Girls by July 30th and immediately notify all players registered for tryouts and give them an unconditional release.

## 11.5. Team Selection Process

- 11.5.1. Each Tier II Member Organization shall institute procedures to select their players. Guidelines for team selection process shall include, but not be limited to the following:
  - 11.5.1.1. Each Tier II Member Organization shall hold open tryouts. The CAHA Board of Directors shall, each year, establish when player tryouts for the following season may begin. Tryouts may not be held prior to the CAHA Board of Directors establishing this date. Tryout dates shall take place no sooner than July 15th . Players shall be allowed to participate in tryouts for multiple associations if they so choose and are bound by Member Organization Registration Policies upon registration for tryouts.
  - 11.5.1.2. Any and all Tier II tryouts must be announced publicly through general publication or Member Organization website.
  - 11.5.1.3. The announcement must contain, at a minimum, the Member Organization name, level of tryouts, name of head coach, contacts with phone numbers and email addresses, date/location/time of tryouts.
  - 11.5.1.4. Each Tier II Member Organization shall provide a Fact Sheet (see 11.5.5 below) to every player and every player's parent who attends the tryouts.
- 11.5.2. Player Commitment: Any player who has been selected and added to a USA Hockey 1T roster is committed to that Tier II Team for the ensuing playing season and cannot play for another Tier (Tier I or Tier II) team until s/he has been released from that Tier II Team. Any player requesting a release must follow the Member Organizations registration policies.
  - 11.5.2.1. Any player who attended tryouts for a Tier II team with a Member Organization and was not selected for the Tier II team may request and be granted a financial release as per the Member Organization financial release policy.
  - 11.5.2.2. Any player who attended tryouts for a Tier II team with the Member Organization and opts to not play for the Tier II team, the player may participate in the Member Organizations Rec program or request a financial release as outlined in the Member Organizations Financial Release Policy.
  - 11.5.2.3. Player Transfers exist between Member Organizations with teams that have been accepted as CAHA Tier II teams at an age division. There are no player transfer rules with Member Organizations that do not have CAHA Tier II Teams at an age

division. All other player transfer requirements are subject to the policies in section 8.

- 11.5.2.4. The Colorado Amateur Hockey Association (CAHA) assumes no responsibility for contractual and/or financial agreements entered into between the players, their families, and each individual Member Organization within the Affiliate. Responsibility, at all times, remains with the contracting parties.
- 11.5.3. USA Hockey rosters (1T) for Tier II teams must be submitted to the appropriate CAHA Affiliate Registrar prior to any team participating in any game or getting on the ice with a group from outside of their association. Refer to the Registration and/or Roster Violations section for policy regarding roster violations occurring knowingly or unknowingly.
- 11.5.4. Regulations: In addition, each Tier II Member Organization shall adhere to the following:
  - 11.5.4.1. Each Tier II Member Organization must register their teams as Tier II teams with the CAHA Affiliate Registrars by September 15th of the current season or prior to its first game, whichever comes first.
  - 11.5.4.2. Any player selected to a Tier II team in which that team requests to play at a lower level shall have the right to be unconditionally released from his/her CAHA Commitment Letter and financial obligations to the Member Organization/team. Once a team receives approval to move to a lower level a player shall have no more than fourteen (14) days to request an unconditional release.
  - 11.5.4.3. Any member organization that has requested to be Tier II with the CAHA Affiliate Registrar and requests to play at a lower level, may only play at the House/Rec Level. The Tier II team must submit a written request, clearly stating the reason(s) and submit to the CAHA Board of Directors accompanied by an acknowledgement statement signed by the President of the Member Organization, all team coaches and managers and all of the parents of the team members. Any request to do so must be done prior to October 1st of the playing season. A team that is granted this request by CAHA shall lose their ability to play at the Tier II level in that age category for the current season and must reapply for Tier II status for the next season. Additionally, any player selected to a Tier II team that requests to play at a lower level shall have the right to be unconditionally released from his/her CAHA Commitment Letter and financial obligations to the Member Organization/team.
  - 11.5.4.4. A Tier II team may not be registered as a High School team at any point during the season.
  - 11.5.4.5. A Tier II team shall have no more than eighteen (18) skaters and two (2) goalies. Any Tier II team (Youth or Girls) must have a minimum of fourteen (14) players and minimum of one (1) goalie,

although two (2) goalies are recommended] and shall have no more than eighteen (18) skaters and twenty (20) total rostered players, including goalies, on their roster no later than August 30th of the current playing season. A Tier II team shall not be permitted to have a “taxi” squad or players that are “practice players” or not actively rostered.

- 11.5.4.6. A Tier II team must have at least one (1) goalie rostered and dedicated to the Tier II team at the end of the Member Organization’s Tier II tryout period. Any team that does not have a dedicated goalie by the end of tryouts may not submit their roster to the CAHA or District registrars and must release all players from any financial obligations.
- 11.5.4.7. A Tier II team must have at least one (1) manager rostered by September 1st of the current season or prior to its first game, whichever comes first.
- 11.5.4.8. A Tier II team must have at least two (2) non-coach Locker Room Monitors on the roster by September 1st of the current season or prior to the first game, whichever comes first.
- 11.5.4.9. No Tier II team (Youth or Girls) may roster a player in the 12U age category or younger (as defined in the age classification chart for the current season).
- 11.5.4.10. Any appeal to these Tier II rostering rules, with the exception of item (f) above which is not appealable, shall be made to the full CAHA Board prior to the August CAHA Board of Directors meeting so that the appeal may be reviewed by the Board at that meeting.
- 11.5.5. Fact Sheet: Member Organizations with Tier II Teams shall furnish each player and his/her parent(s), in writing, before any tryout a Fact Sheet that provides full disclosure of their Tier II program and season, including all applicable costs (at a minimum, fundraising, uniforms, off-ice training, approximate travel costs, season registration fees of the Tier II Member Organization, and any other expected expenses including coaches fees), estimated number of games and practices, amount of travel, and any “rules” or expectations of the Tier II Member Organization or Tier II Team. The Fact Sheet shall also outline the refund policy of the team.
  - 11.5.5.1. Each player selected to participate on a Tier II team and his/her parent(s) shall acknowledge that they have been provided a “Fact Sheet” as outlined above by the Tier Member Organization as part of signing the CAHA Commitment Letter.
- 11.5.6. Competition: Each Tier II team shall be required to play every team at their respective levels a minimum of 2 times per season (one home game and one away game). Teams shall play a minimum of 50% of their games in the state of Colorado. Exceptions shall be made for any games within the USA Hockey Rocky Mountain District, subject to approval by the CAHA board of directors.

- 11.5.6.1. In the event that there are fewer than two Tier II teams in the state at an age level (e.g. 18U Youth), the requirement to play other teams a minimum of 2 times will be waived.
- 11.5.6.2. In the event that there are fewer than two Tier II teams in the state at an age level, the Tier II team's Member Organization may request an exception to the 50% of games played within Colorado rule. Approval shall be determined by the Tier Committee.
- 11.5.7. Tier Two NTB teams must meet the following game counts.
  - 11.5.7.1. Youth teams must play 20 games as a team and each player must have competed in at least 10 of these games.
    - 11.5.7.1.1. In order to count a game it must be played against a team at the same age level and same division (14U AA vs 14U AA, 16U AA vs 16U AA, 18U AA vs 18U AA).
  - 11.5.7.2. Girls teams must play 14 games as a team and each player must have competed in at least 10 of these games.
    - 11.5.7.2.1. In order to count a game it must be played against a team at the same age level and same division ( 14U AA vs 14U AA, 16U AA vs 16U AA, 19U AA vs 19U AA).
  - 11.5.7.3. Game count limits shall not exceed 60 games for 14U, and 65 games for 16U and 18U. Games for State playoffs, and nationals shall not be included in game counts.

## 11.6. Penalties for Non-Compliance

- 11.6.1. Any CAHA Member Organization Tier II team determined by the CAHA Executive Committee to be in violation of any of the CAHA Tier II policies shall be referred to the CAHA Disciplinary Committee for a hearing. The CAHA Disciplinary Committee may impose any or all of the following sanctions:
  - 11.6.1.1. Suspension of the Head Coach for the remainder of the current playing season in which the violation occurred AND for the following playing season.
  - 11.6.1.2. Disqualification of the violating team from participation in the USA Hockey National Tournament process.
  - 11.6.1.3. A monetary fine of no more than five thousand dollars (\$5,000.00) to be assessed to the Member Organization that the violating team represents or is rostered through. Monetary fine amount shall be determined by the CAHA Board of Directors.

## 11.7. Girls-Specific Rules for 14U Tier II NTB

- 11.7.1. All organizations interested in competing at the tier II level must meet the following qualifications:
  - 11.7.1.1. Must host or partner in a grow the game or learn to play hockey event every year. The organization must have current coaches and players in attendance and helping run the events.

- 11.7.1.2. Must have a plan to grow the number of girl goalies within the organization. This could include a try goalie event or organizational goalie clinics run by internal and/or external goalie coaches and available for all skill levels.
- 11.7.1.3. Must demonstrate a commitment to dedicated training and goalie specific coaches.
- 11.7.1.4. Must demonstrate either a history of or relevant plan for growth in the organization at the 8U and 10U levels.
- 11.7.1.5. Must field or have fielded a 12U all Girls team (either full season or tournament -based).
- 11.7.1.6. Must demonstrate ice availability for Girls practices.
- 11.7.1.7. Must demonstrate an off-ice training program for Girls.
- 11.7.1.8. Must have a head coach who will have achieved a level 3 CEP or higher by 12/31 of the current season.
- 11.7.1.9. Must have a dedicated Girls representative.
- 11.7.1.10. All tier II Girls NBT rosters must include a minimum of 14 skaters and 1 goalie on September 1st or by the first game, whichever comes first
- 11.7.1.11. Each approved national bound tier II Girls team will schedule a minimum of two games against every other in-state tier II Girls team by October 1st and be completed 2 weeks before the Tier II playoffs.
- 11.7.1.12. Must have a plan in place outlining what league they will compete in so as to be eligible for district and national bound competition. If not competing in a league, they must be able to show how they plan to fulfill game counts to qualify for Nationals.
- 11.7.1.13. Must have fielded a 14U Girls team the previous year or be able to show enough registered Girls from within the organization the previous year to field a 16u or 19U Girls team.
- 11.7.1.14. All Girls' declarations will be received on or before July 1st.
- 11.7.1.15. All Tier II Girls declarations will be approved or denied by July 25th.

## **11.8. Girls-Specific Rules for 16U and 19U Tier II NTB**

- 11.8.1. In order to field a 16U/19U Girls team an organization must meet the following criteria:
  - 11.8.1.1. Must be able to field a team at 2 of the 3 Tier II levels.
  - 11.8.1.2. Must meet all the criteria required of 14U national bound teams.
  - 11.8.1.3. Must have fielded a 14U team the previous year or be able to show enough movement from coed teams within the organization.
  - 11.8.1.4. Must have a plan in place outlining what league they will compete in so as to be eligible for district and national bound competition. If not competing in a league, they must be able to show how they plan to fulfill game counts to qualify for Nationals.

- 11.8.1.5. As far as USA hockey is concerned, there is no conflict of interest and Girls may roster on a high school team and a separate nationally bound team at the tier II level.

## 12. Youth/Girls Tier I

### 12.1. Purpose

- 12.1.1. Tier I hockey in Colorado aims to provide Colorado Youth hockey players an opportunity to develop and compete at the highest level available through USA Hockey and CAHA. Tier I hockey in Colorado shall be limited to those Youth players who have the desire and ability to play at the highest level, and to continue to develop at their age level.

### 12.2. Tier I

- 12.2.1. A Tier I Member Organization shall exist within an established CAHA Member Organization that is in good standing with CAHA and USA Hockey. The proposed Tier I Member Organization must be duly organized and operated in accordance with the Bylaws, Rules, Regulations and Policies of CAHA and USA Hockey and authorized annually by CAHA to field, govern and control Tier I Teams organized by such Tier I Member Organization in the state of Colorado each season. In even numbered years, CAHA shall review all Tier I Member Organizations through the Tier I Selection Procedure. During such Tier I Selection Procedure, no Tier I Member Organization shall have any right to be selected as a Tier I Member Organization for the following seasons.
- 12.2.2. Each Tier I Member Organization that is permitted by CAHA to register a Tier I team shall govern, control and be fully responsible for its Member Organization, actions, inactions and/or infractions of its teams, players, coaches, managers, parents, and personnel. This responsibility shall include debts incurred by or in the name of the Member Organization, or any of its Tier I teams, players, coaches or representatives.
- 12.2.3. The Youth/Girls Tier I playing season shall commence on **August 15th** (or the first game of the team's regular season, if earlier) and end forty eight (48) hours after the conclusion of USA Hockey's National Championships each year. Teams may request from the VP of Tier to play in a pre-season tournament no earlier than August 1st.
- 12.2.4. Each Tier I Member Organization wishing to field Youth or Girls teams shall be required to field a team at each age division defined by USA Hockey (i.e. Youth 13O, 14U, 15O, 16U, 18U, or Girls 14U, 16U, 19U); provided, however that a Youth Tier I Member Organization that is new to Tier I may elect for the first year to field teams at three (3) of the age divisions defined by USA Hockey and may elect at the second year to field teams at four (4) of the age divisions defined by USA Hockey. The 13O and 15O division for Youth Tier I shall be a pure birth year team in accordance with USA Hockey requirements. A Tier I Member



organization wishing to field Girls Tier I teams shall be required to field a team at each age division defined by USA Hockey (Girls 14U, 16U, 19U); provided, however that a Girls Tier I Member Organization that is new to Girls Tier I may elect for the first and second year to field teams at only the 14U and 16U age divisions as defined by USA Hockey.

- 12.2.5. Each approved Tier I Member Organization must have a maximum of one (1) team at all age divisions and be registered with USA Hockey at National Tournament Bound (NTB), provided:

- 12.2.5.1. The Maximum number of Tier I members cannot exceed 4. If a Tier 1 member is removed or ceases operations, the maximum number of Tier 1 members shall be 3. If a second Tier 1 member is removed, the maximum number of Tier 1 members shall be 2. The maximum number of Girls Tier 1 teams in Colorado is one (1). Starting with the 2026 Tier 1 application year, and for all subsequent even year applications years, Girls Tier 1 applications from Member Organizations other than current Girls Tier 1 member in Colorado will only be considered if the number of qualified rostered girls in the state of Colorado supports adding competitive teams at the 14U and 16U levels as defined by USA Hockey. If this requirement is not met, any application will be summarily denied. An applicant has the right to appeal an adverse decision of the selection committee to the CAHA Board of Directors pursuant to the procedures of USA Hockey Bylaw 10E.
- 12.2.5.2. Each Tier I Member Organization must field one (1) Tier I NTB team per age division who must participate in the Colorado Tier I State Championships Tournament.

## 12.3. Tier I Selection Procedure

### 12.3.1. General

- 12.3.1.1. Member Organizations requesting to field Tier I teams must be in good standing with CAHA and shall complete and deliver the CAHA Tier I Application to the CAHA President no later than **November 1st** on even calendar years (i.e. 2026 for the 27/28 and 28/29, for all following seasons. *Since USA Hockey has placed a moratorium on any new Youth Tier 1 teams for the 2025-2026 and 2026-2027 season, there will be no application process and the existing Tier 1 members in good standing shall be approved through the 2026-2027 season.* The applications will be reviewed for compliance by the Tier Selection Committee within seven (7) calendar days. If the application is denied, the submitting member organization shall have seven (7) calendar days to revise and resubmit their application. Following the expiration of the seven-day revision period for any affected applications, the Membership Committee shall provide all

compliant applications to the Selection Committee within twenty-four hours. **Applicant has the right to appeal an adverse decision of the selection committee to the CAHA Board of Directors pursuant to the procedures of USA Hockey Bylaw 10E.**

## 12.3.2. Establishment of the Selection Committee

- 12.3.2.1. **2. Establishment of the Tier I Selection Committee:** The CAHA Board of Directors shall select the Tier I Selection Committee using the following process: (i) each CAHA Voting Board Member may submit one candidate for selection to the CAHA President no later than **October 1** (o be eligible to appear on the ballot, candidates must submit a Conflict-of-Interest form by October 1; (ii) at the October regular meeting of the Board of Directors, the Tier I VP shall present all eligible nominations for review and discussion by the CAHA Board of Directors; (iii) after review and discussion (including resolving any identified conflicts of interest), each voting Director shall cast votes for no more than five (5) members to serve on the Tier I Selection Committee; (iv) The five (5) nominees who receive the most votes will be selected to serve on the Tier I Selection Committee; (v) in the event of a tie, the tied nominees will remain on the ballot and the nominee(s) with the least number of votes will be removed from the ballot and a second vote will be taken (this process will continue until a committee of five (5) members is selected). The CAHA President shall be responsible for notifying the selected nominees of their appointment within twenty-four (24) hours of their selection. Should a selected nominee no longer be able to accept their appointment to the committee, the nominee receiving the next highest vote total will be automatically appointed. The VP of Tier shall be the Committee Chairperson but will not have a vote.

## 12.3.3. Application

- 12.3.3.1. Member Organizations seeking authorization shall comply with the minimum requirements set forth in this Article, CAHA and USA Hockey Bylaws, Policies, Rules, and Regulations which include, but are not limited to, the following:
- 12.3.3.1.1. Tier I Organizations must be an entirely separate and distinct entity and operation apart from any other CAHA Member Rec or Tier II organization. No person shall be an Officer, Director, Hockey Director, Coaching Director (ACE Coordinators), Manager, etc. of the applying Tier I Organization or hold any of the above positions and have a position within another Tier II Organization or recreational organization. Team Colorado may elect to field a 12U AAA team for both Youth and Girls for the 2025-2026 season. If

so, Team Colorado Staff, Coaches and Team Colorado Board Members shall be exempt from this policy only for the Team Colorado Youth and Girls 12U AAA organization. At the end of the 2025-2026 season, the VP of Rec, VP of Girls, and VP of Tier shall make a recommendation to the CAHA Board whether to continue this program for the next season.

- 12.3.3.1.2. Tier I Organizations must have a Parent Advisory Committee open to all parents with children playing in the Organization that shall have the right to elect at least one-third of the directors to the Board of Directors of the Tier 1 Organization. Such Parent Advisory Committee Board Members must have all of the same rights as any other Board member, including without limitation rights to financial, disciplinary, legal and other information about the Organization, notice of meetings, and equal voting rights. Further, at least one Parent Advisory Committee Board Member must be present to establish a quorum for any votes on matters that come before the Board.
- 12.3.3.1.3. Annual meetings must be announced on their member websites. Nonprofits must post their meeting minutes on their member organization website.
- 12.3.3.1.4. Written information regarding the structure, Member Organization and responsibilities of the Tier I Member Organization and each Tier I Team, its coach(es), manager and any administrators shall be submitted.
- 12.3.3.1.5. A list of all coaches and manager(s) for each Tier I Team. Written proof that each coach, for each Tier I team, has obtained, or will obtain, the appropriate coaching certification for that age division within the time parameters of USA Hockey's guidelines, and that all coaches and managers have complied with CAHA's background screening requirements and CAHA's/USA Hockey's SafeSport requirements shall also be submitted.
- 12.3.3.1.6. All head coaches shall be a minimum Level 4 CEP designation, or a level 3 and demonstrate current season; provided that a Tier I Team may apply for a waiver to allow one head coach of one team in the Organization to coach with a minimum Level 2 CEP designation by December 31<sup>st</sup> of the current season upon a showing that such head coach has significant hockey experience as a player, coach or manager at the D-1, AHL or NHL (or foreign equivalent in the case of D-1 or AHL) level and such coach has a demonstrated path to advance to Level 3 and Level

4 CEP certifications within the USA Hockey timeline for such certifications.

- 12.3.3.1.7. All assistant coaches shall be a minimum Level 4 CEP designation, or a level 3 and demonstrate a path to Level 4 CEP completion by December 31<sup>st</sup> of the current season; provided that a Tier I Team may apply for a waiver to allow three (3) assistant coaches in an Organization with a minimum Level 1 CEP designation by December 31<sup>st</sup> of the current season upon a showing that each such assistant coach has significant hockey experience as a player, coach or manager at a competitive level of hockey beyond Tier I and such coach has a demonstrated path to advance to Level 3 and Level 4 CEP certifications within the USA Hockey timeline for such certifications.
- 12.3.3.1.8. Each team must have a manager on the roster by September 1<sup>st</sup> and designated locker room monitors on the roster at all times .
- 12.3.3.1.9. Each Tier I team must have at least two (2) non-coach Locker Room Monitors on the roster by September 1<sup>st</sup> of the current season or prior to the first game, whichever comes first.
- 12.3.3.1.10. The Executive Directors and Directors should be responsible for promotion of their players for future opportunities such as Junior leagues (USHL, NAHL, NA3HL, BCHL, WHL) and College (Division 1, Division 2, Division 3, Club). In addition, executive directors, and directors should provide guidance and leadership to players and families and provide assistance in the direction of the club.
- 12.3.3.1.11. The purpose of the coaches is to provide leadership, accountability, skill development, and a general improvement of “hockey sense” to the players. Head coaches should have experience coaching at a Tier I or equivalent level and be expected to participate in practices, games and out-of-state trips.
- 12.3.3.1.12. All proposed Tier I Member Organizations must post their governing documents, policy and procedures, and dispute resolution policies including their current names of officers on their club’s website for public view at all times. Organizations must also post their officers, directors, and administrator’s names and contact information.
- 12.3.3.1.13. A proposed ice schedule and a commitment letter to that schedule from a Colorado ice facility that demonstrates the

time slots and days of the week that the proposed Tier I team(s) shall practice and play games for the upcoming season. It is imperative that Member Organizations provide sufficient ice to support an appropriate number of home games and practices consistent with the size of its program and season. In addition, Tier I team(s) must provide evidence of a supporting off-ice development program and the location of off-ice facilities.

- 12.3.3.1.14. A Fact Sheet will be provided to each player and parent that provides full disclosure of the Tier I program and season (estimated number of games and practices, amount of travel, and any “rules” or expectations of the Tier I Member Organization or Tier I team) and all applicable costs (fundraising, uniforms, off-ice training, approximate travel costs, season registration fees, and any other expected expenses including administrative and coaches fees). The Fact Sheet shall also outline the refund policy of the team should a player not play for the full season, regardless of reason.
- 12.3.3.1.15. Each player selected to participate on a Tier I team and his/her parent(s) shall acknowledge that they have been provided a Fact Sheet as outlined above by the Tier I Member Organization as part of signing the Player Commitment Letter.
- 12.3.3.1.16. Current compliance and a statement of commitment to comply with USA Hockey and CAHA Bylaws, Policies, Procedures, Rules and Regulations.
- 12.3.3.1.17. Any other information determined to be necessary by the Selection Committee.
- 12.3.3.1.18. All Tier I teams registered through CAHA shall limit the number of out-of-state players (as defined in this Article) to the following:
  - 12.3.3.1.18.1. 18U (Youth) shall have no more than eight (8) out-of-state players with a maximum of one (1) of those players being goalies. Members may ask for a waiver for a second out of state goalie if the coach or director believes an in-state Tier 1 level goalie does not exist. If a waiver is requested, the total number of out of state players shall not exceed 8.
  - 12.3.3.1.18.2. 19U (Girls) shall have no more than six (6) out-of-state players with a maximum of one (1) of those players being goalies.

- 12.3.3.1.18.3. 16U (Youth) shall have no more than five (5) out-of-state players with a maximum of one (1) of those players being goalies.
- 12.3.3.1.18.4. 16U (Girls) shall have no more than five (5) out-of-state players with a maximum of one (1) of those players being goalies.
- 12.3.3.1.18.5. 15O (Youth) shall have no more than four (4) out-of-state players with a maximum of one (1) of those players being goalies.
- 12.3.3.1.18.6. 14U (Youth) shall have no more than three (3) out-of-state players.
- 12.3.3.1.18.7. 14U (Girls) shall have no more than two (2) out-of-state players.
- 12.3.3.1.18.8. 13O (Youth) shall have zero (0) out-of-state players.
- 12.3.3.1.18.9. A Tier 1 member shall be able to provide proof that they are able to support out of state players with an appropriate billet family for any out of state player. No billet family shall provide housing and support for more than two players in any one household.
- 12.3.3.1.19. See Section 7.3 for requirements for determining in-state status.
  - 12.3.3.1.19.1. A player who has reached the age of eighteen (18) years and who otherwise would be an out-of-state player under subsection (ix) of this paragraph will be treated as an out-of-state player notwithstanding any assertion that said player is of the age of majority.
  - 12.3.3.1.19.2. No player shall have more than one residence for the purpose of hockey.
  - 12.3.3.1.19.3. No player shall create a residence for hockey purposes. Parent agreements housing multiple players under the supervision of a revolving parent shall not be allowed.
  - 12.3.3.1.19.4. This does not prevent a player from moving to Colorado for the purpose of hockey; said player will be considered an Out-of-State Player unless they have established residency as defined in section 7.3 above.
  - 12.3.3.1.19.5. The player, parent, and/or guardian shall have the burden of proving Colorado residency.
  - 12.3.3.1.19.6. In any case where a player's address, as submitted on a Tier I roster, is different than that of the immediate family member domiciled in Colorado

through which the player claims to be an in-state player, the Vice President of Tier is authorized and directed to conduct such investigations as may be necessary to determine whether treating the player as an in-state player is consistent with the purposes of this Article. The CAHA Board of Directors shall have the final decision and authority in determining whether a player sought to be rostered on a Tier I Team is an out-of-state player.

- 12.3.3.1.19.7. All Tier I games played in Colorado must be played against another USA Hockey certified team, Hockey Canada team or in the case of non-US and non-Canadian teams, certified by the IIHF (International Ice Hockey Federation). All games must be officiated by properly registered and certified USA Hockey Officials.

#### 12.3.4. Evaluation

- 12.3.4.1. In evaluating the applications, the Selection Committee must consider the supporting materials submitted with the applications and any publicly available information or information privately held by CAHA. The Selection Committee may conduct live interviews and request further information to the extent it deems necessary.

#### 12.3.5. Notification of Decision

- 12.3.5.1. The Selection Committee shall determine the Tier 1 designation(s) for the upcoming seasons by a majority vote of the committee members and shall provide its written decision to the CAHA Board of Directors by December 15th. The CAHA Board of Directors shall make the final decision on Tier I designations for the upcoming year. The CAHA President shall notify all Tier I Member Organization applicants of the decision of the CAHA Board in writing by December 31st. **Any Applicant not selected for Tier I status has the right to appeal an adverse decision of the CAHA Board of Directors pursuant to the procedures of USA Hockey Bylaw 10E.**

- 12.3.5.1.1. Authorization Period: Tier I authorization is granted for a period of two (2) years. For purposes of this document, the Tier I season (year) begins the day after the conclusion of the USA Hockey Youth National Championships and concludes on the last day of the USA Hockey Youth National Championships the following season (year).

## 12.4. Team Selection Process

### 12.4.1. Tryouts for all Tier I Youth and Girls Teams

12.4.1.1. This Tier I Player Rostering Policy (this “Policy”) applies throughout USA Hockey to all Youth and Girls Tier I players/teams only. All teams classified within their Affiliate as “Tier I” must comply with this policy or risk loss of their Tier I designation and other potential sanctions.

12.4.1.2. Under this Policy, the following definitions shall apply:

12.4.1.2.1. “Affiliate Presidents Review Subcommittee” shall refer to a subcommittee of the USA Hockey Affiliate President’s Committee and in each case shall involve three (3) Affiliate Presidents (or their respective designees) who are not involved in the matter being reviewed and have no other conflicts of interest related to the parties in the dispute.

12.4.1.2.2. “Off-Season” shall mean the period beginning with the end of the prior Playing Season and **September 1** (or earlier if a player is signed with a team and plays in a game before **September 1**).

12.4.1.2.3. “Parents” shall mean and refer to the player’s parents or legal guardians, if applicable.

12.4.1.2.4. “Player Agreements” shall mean and refer to those agreements entered into between a player/parent and a team/program for the purpose of binding the player to a particular team for a particular Playing Season, and according to the requirements in Section I below.

12.4.1.2.5. “Playing Season” shall mean the period beginning **September 1** of each year (or the first game of the team’s regular season, if earlier) through forty-eight (48) hours after the conclusion of the Tier I National Championships.

12.4.1.2.6. “Signing Team” shall mean the Tier I team that has signed a player to a Player to a Player Agreement binding the Player to the Signing Team for a Playing Season.

12.4.1.2.7. “Team Fact Sheet” shall be as described in Section 12.4.2.2.5 below.

12.4.1.2.8. “Tryout” means any process on or off-ice that evaluates a player or group of players for the purpose of choosing players for a program or team. A tryout also includes any team practices, off ice training sessions, open skates, skills sessions, or identification skates which include a player that is not on a regular season USA Hockey Roster with that association’s teams or program. USA Hockey programs, coaches and administrators are not permitted to operate a program outside of USA Hockey as a means of



avoiding the prohibitions on tryouts or recruiting. While USA Hockey does not restrict a coach's private business, if a coach runs a private camp, meeting, event, skate or skills clinic outside of USA Hockey for one or more players, then the coach and/or team/program should be investigated as Code of Conduct/tampering and the player should face disciplinary action as set forth below.

#### 12.4.2. Agreements between Player/Parent and the Team/Program:

- 12.4.2.1. USA Hockey and its Affiliates and Member Programs will recognize Player Agreements at the Tier I level according to and as set forth herein.
- 12.4.2.2. Upon execution by the Signing Team, player and parents, a Player Agreement will commit and bind the player to the Signing Team for the entirety of the applicable Playing Season, and the player will not be permitted to be rostered or to participate in any way with another USA Hockey Tier I team during the Playing Season except as set forth herein.
  - 12.4.2.2.1. The Player Agreement will also bind the Signing Team to that player and secures a roster spot for that player on the Signing Team for the entire applicable Playing Season. The Signing Team cannot cut, release or dismiss a player from the team except as set forth herein.
  - 12.4.2.2.2. Notwithstanding the restrictions set forth herein, it shall not be a violation of this Section I if a player and program allow the player to participate on another Tier I team within that program pursuant to and in compliance with the Vertical Roster Integration Program set forth in the USA Hockey Rules & Regulations Section III.C. The Player Agreement will indicate that the player may not participate in any Tryout for another Tier I team/program during the term of the Player Agreement; a violation of this provision will subject the player to not less than a five-game suspension. In the event a player who has signed a Player Agreement has been found to have participated in any Tryout for another Tier I team/program, then the player will be ineligible to sign a Player Agreement or participate with that program for a period of 18 months from the last date of the Tryout. The Player Agreement will not restrict a player from moving to or participating with another team in the following circumstances:
    - 12.4.2.2.2.1. The Player Agreement would not restrict a player from leaving a Signing Team and playing on or participating with a USA Hockey Tier II (Youth or

- Girls), High School, Junior hockey or college hockey team, provided that if the player returns to play Tier I in the same Playing Season, the player must return to the original Signing Team unless released by the Signing Team.
- 12.4.2.2.2.2. The Player Agreement would not restrict a player from playing with any other team, including a Tier I team, if the Signing Team and player mutually agree for the player to be released by the Signing Team.
- 12.4.2.2.2.3. If the player were released by the Signing Team for violation of the Player Agreement requirements or other violation by the player of the Signing Team's or its program's written Code of Conduct, and is released following any required hearing and appeal process required under USA Hockey or Affiliate bylaws or rules, then the Player Agreement would not restrict the player from joining another team that season;
- 12.4.2.2.2.4. The Player Agreement would not restrict a player from playing with another team, including a Tier I team, if the player files a grievance with any applicable Affiliate (the Signing Team's Affiliate and, if different, the Affiliate where the player would like to sign) and a hearing is held or overseen by the Affiliate Presidents Review Subcommittee (and not the Signing Team or Local Program) where it is determined that the Signing Team, its coach(es) or other participants have violated USA Hockey Safe Sport Policies or other USA Hockey, Affiliate or Signing Team policies and which violation(s) justify the player's release from the Player Agreement and eligibility to sign with another Tier I team (but still subject to any other rostering rules and timelines). The Affiliate Presidents Review Subcommittee shall endeavor to hold hearings on such grievances on an expedited basis when appropriate. The Affiliate Presidents Review Subcommittee's determination shall be final and is not subject to appeal.
- 12.4.2.2.2.5. Prior to offering a Player Agreement to a player, or signing the Player Agreement, an authorized program or team representative from the Signing Team must present and review a team Fact Sheet with the player and their parent, which must include

all the information, provisions and requirements the player and family will be committing to by signing the Player Agreement and becoming as a member of the Signing Team. The team Fact Sheet must be referenced in the signed Player Agreement, must be signed by the team and parents, and must be provided to the player's parents. The required elements of the Team Fact Sheet must include at least the following information:

- 12.4.2.2.2.6. The specific team upon which player will be rostered.
- 12.4.2.2.2.7. The Signing Team's anticipated budget and fees for the season, which includes team fees to participate on the Signing Team for the season, uniform or equipment fees, and anticipated travel fees (to the extent known or planned) for the player and any required travel for parents, and any other anticipated fees that are required to be paid as a condition of participation on the team.
- 12.4.2.2.2.8. The required payment schedule or payment options for the fees in (ii) above.
- 12.4.2.2.2.9. The anticipated or planned number and average per week of practices, games, off-ice sessions, etc
- 12.4.2.2.2.10. Any player code of conduct or parent code of conduct required for participation on the Signing Team.
- 12.4.2.2.2.11. Players and families and the Signing Team acknowledge and agree to be bound by the terms of the Team Fact Sheet and Player Agreement.
- 12.4.2.2.3. Teams are only allowed to offer and sign the number of players to Player Agreements equal to the maximum number of roster spots permitted on a USA Hockey Roster at any one time for the Signing Team's rostered age level. For example, a team that is permitted to have 20 players on a USA Hockey roster may not sign more than 20 players to Player Agreements and then move players on and off the roster. A team may only sign additional players to Player Agreements if another player on the roster has been released from their Player Agreement pursuant to Section 3.c above.
- 12.4.2.2.4. The Player Agreement will be immediately binding on the Signing Team upon the signature of the team, player and parents. The player will also be immediately bound to the

Player Agreement upon signature by the Signing Team, player and parents.

12.4.2.2.5. During any time a Player Agreement is in effect as set forth above, any Player Agreement signed with a different team shall not be enforceable.

12.4.2.2.6. The binding nature of the Player Agreement addresses only the player's commitment to the Signing Team, the Signing team's commitment to the player, and the enforceability of the rules and requirements set forth in this Policy. USA Hockey and the applicable Affiliate(s) are not responsible for enforcing the contractual terms of the Team Fact Sheet.

### 12.4.3. Signing Players During the Off-Season

12.4.3.1. Subject to the provisions below, teams may sign players to a Player Contract either during the Off-Season, or during the current Playing Season prior to December 31st. Player Agreements signed during the Off-Season are valid for the following Playing Season only. No Tier I team/program may sign a player to a Player Agreement if that player has already been bound to a Signing Team through a signed Player Agreement. No Tier I team may have more signed Player Agreements than permitted roster spots on its team.

12.4.3.1.1. Off-Season Player Agreements: A Tier I team cannot offer or sign players to Player Agreements until the beginning of the Off-Season, which begins 48 hours after the conclusion of the National Tournament. Beginning with the Off-Season, a Tier I team may sign players that are not already bound to a different Tier I team (by a Player Agreement signed with such team) to fill up to the maximum allowed roster spots.

12.4.3.1.2. Player Agreements During the Playing Season: A Tier I team may offer or sign players that are not already signed to a Player Agreement with another Tier I team at any time prior to **December 31** of that Playing Season, provided that at no time may the Tier I team have more signed Player Agreements than roster spots on its team.

12.4.3.1.3. Notwithstanding any of the above, a player that signs a Player Agreement that is already rostered on a USA Hockey Tier II, High School, Junior or College hockey team must first secure a release from the player's current rostered team before being added to the Signing Team's roster.

### 12.4.4. Recruiting, Tampering, and Tryouts

12.4.4.1. The USA Hockey Coaching Ethics Code provides:

- 12.4.4.1.1. *“Coaches will not recruit a participant who is already a member of another USA Hockey team. Direct contact by a coach or his/her staff or indirect contact through an agent or parent during the playing season with a participant who is a member of another USA Hockey team is considered tampering and is prohibited.”*
- 12.4.4.2. Coaches (or “persons affiliated with the team” as defined below) who make contact with a player (or the player’s agent, advisor or parents/family members) who is bound to another Signing Team through a Player Agreement, for the purpose of inviting, enticing, or convincing them to play for a specific team/program other than the Signing Team during the current playing season, shall be considered tampering and shall subject the responsible party(ies) to sanctions according to this policy and applicable USA Hockey or Affiliate rules or bylaws. For the purposes of this paragraph, “persons affiliated with the team” shall include any member of the team or program and includes without limitation general managers, player development personnel, coaches, current or past team players, or their parents.
- 12.4.4.3. Coaches and persons affiliated with a team are permitted to recruit at any time during the current Playing Season for the immediately following Playing Season so long as it does not include an on-ice skate of any kind. Players are prohibited from having any type of on-ice skate or Tryout with a recruiting program/school during the Playing Season.
- 12.4.4.4. Coaches/programs will be made aware by their Affiliates that attempting to recruit a player in any way during the Playing Season for that current Playing Season will be a violation of the Code of Conduct/tampering. Reported Code of Conduct/tampering violations will be referred by the Affiliates involved to the Affiliate Presidents Review Subcommittee, which shall investigate and resolve any such allegations, including the issuance of sanctions if it is determined a violation occurred.

## 12.5. Enforcement

### 12.5.1. Enforcement against Players

- 12.5.1.1. Players violating the Tryout rule shall be subject to disciplinary action by their Signing Team or applicable Affiliate according to the provisions of paragraph I.d. above. If a player leaves their Signing Team and attempts to play for another Tier I team during that Playing Season (other than as permitted above), the player will not be permitted to be rostered on the new team for the remainder of the current Playing Season and the following Playing Season. Affiliate registrars will be instructed by the Affiliate not to

roster the player on the new team's roster for the remainder for such a period.

## 12.5.2. Enforcement against Coaches

- 12.5.2.1. Incidents in which coaches or others involved in a program are alleged to have tampered with players who have signed a Player Agreement in violation of Tampering as defined above will be referred to the Affiliate Presidents Review Subcommittee for investigation and disciplinary action. **Any coach determined by the Affiliate Presidents Review Subcommittee or USA Hockey to have tampered with another player will face a minimum suspension of one calendar year and a minimum probationary period of two calendar years for the first offense.**

## 12.5.3. Enforcement against Programs

- 12.5.3.1. A Tier I program that is involved in tampering with a player who is signed to a Player Agreement with another Tier I team, in violation of Tampering as defined above, will be referred to the Affiliate Presidents Review Subcommittee for investigation and disciplinary action. A Tier I program shall be deemed to be involved if a member of the program is involved in a tampering violation. Tier I programs assume responsibility for all actions of all personnel involved in their program; if there is a finding of tampering, the organization is also held accountable for the violation. An organization that has been deemed as involved in a tampering violation are subject to sanctions that could include monetary fines, exclusion from participating in Affiliate, District or National Tournament play and/or loss of ability to field USA Hockey-sanctioned teams at any/all playing levels. Any sanction shall be determined and enforced by the USA Hockey Affiliate in whose jurisdiction the organization resides and shall be recognized by all Affiliates of USA Hockey. Tier I teams/programs must ensure compliance of all the requirements of this policy. Failure to do so can result in a hearing by the Affiliate Presidents Review Subcommittee and the removal of the team's and/or program's Tier I status.

## 12.6. Tryouts

### 12.6.1. Process

- 12.6.1.1. Each Tier I Member Organization shall institute procedures to select the best players available. Guidelines for team selection process shall include, but not be limited to the following:
- 12.6.1.1.1. Each Tier I Member Organization shall hold open tryouts for the remaining spots available after a team has signed players during the off-season or 48 hours after the National

Championship. The CAHA Board of Directors shall set the tryout dates each year. Tryouts may not be announced or advertised until the Tier I Member Organization has received written or email notification from the CAHA Board of Directors of its approval as a Tier I Member Organization and Tier I team for the ensuing season.

- 12.6.1.1.2. Each Tier I team shall, on their website, announce the total number of available spots available and the maximum number of tryout spots available, subject to any early signing of players before tryouts start.
- 12.6.1.1.3. Any and all Tier I tryouts must be announced publicly through general publication, Member Organization website and/or individual mailing to all players at each level, inviting any player who wishes to tryout.
- 12.6.1.1.4. Upon 48 hours after the completion of the National Championship, the announcement must contain, at a minimum, the Member Organization name, level of tryouts, name of head coach, contacts with phone numbers and email addresses, date/location/time of tryouts, and a statement about the program/Member Organization.
- 12.6.1.1.5. Each Tier I Member Organization shall provide a Fact Sheet to every player and every player's parent who attends the tryouts.

## 12.6.2. In Season Procedure

- 12.6.2.1. USA Hockey rosters (1T) for Tier I teams must be submitted to the appropriate CAHA Affiliate Registrar prior to any team participating in any game or participating on ice with any group from another association.
- 12.6.2.2. Refer to the Registration and/or Roster Violations section for policy regarding roster violations occurring knowingly or unknowingly.
- 12.6.2.3. In addition, each Tier I Member Organization shall adhere to the following:
  - 12.6.2.3.1. Each Tier I Member Organization must register their Tier I Teams as NTB with the CAHA Affiliate prior to playing its first game of the current season.
  - 12.6.2.3.2. All Youth and Girls teams must have a minimum of fifteen (15) players (including at least two (2) goalies) and shall have no more than eighteen (18) skaters and twenty (20) total rostered players, including goalies, on their roster no later than **August 15th** of the current playing season, except for Youth 18U, 16U, 15O, and Girls 19U which may have up to twenty (20) skaters and two (2) goalies. No

- appeal of the minimum rostering requirements for Tier I may be made.
- 12.6.2.3.3. No Tier I team (Youth or Girls) may roster a player 12 years or younger (as defined in the age classification chart for the current season).
  - 12.6.2.3.4. The following teams are eligible to utilize Vertical Movement per USAH rules: Girls 19U AAA and Girls 16U AAA; Youth 18U AAA, Youth 16U AAA, and Youth 15O AAA.
  - 12.6.2.4. Each CAHA Tier I Organization team must play games against the other Colorado Tier I organization teams a total of two times within their respective age/division classification. Each team is required to play one (1) home games, and one (1) away games to qualify to play in the Colorado Tier State Championships, Rocky Mountain District Championships, and USA Hockey National Championships Tournaments.
    - 12.6.2.4.1. Schedule and standings will be posted on the CAHA website.
    - 12.6.2.4.2. Schedules for games between Colorado Tier I teams and hosted tournaments and showcases will be provided to the Vice President of Tier Hockey by no later than September 15th.
    - 12.6.2.4.3. All teams playing in this classification are restricted to a maximum number of games per season as follows: 13O shall be 60, 14U shall be 60, 15O shall be 65, 16U shall be 65 and 18U shall be 65. Games for State, Regionals, Districts, or Nationals shall not be included in the game count. A minimum of 25% of the total number of games shall be played in the state of Colorado. These in-state games shall include head-to-head games between Colorado Tier I Teams, state playoff qualification games, state playoffs, local tournaments, and showcases. All Colorado Tier I programs shall be strongly encouraged to host a Tier I tournament or a minimum 5-team showcase each year in Colorado (these events must be sanctioned as a tournament).
    - 12.6.2.4.4. Tier One NTB teams must meet the following game counts.
      - 12.6.2.4.4.1. Youth teams must play 20 games as a team and each player must have competed in at least 10 of these games.
        - 12.6.2.4.4.1.1. In order to count a game it must be played against a team at the same age level and same division (13O AAA vs 13O AAA, 14U



AAA vs 14U AAA, 15O AAA vs 15O AAA, 16U AAA vs 16U AAA, 18U AAA vs 18U AAA).

12.6.2.4.4.2. Girls teams must play 14 games as a team and each player must have competed in at least 10 of these games.

12.6.2.4.4.2.1. In order to count a game it must be played against a team at the same age level and same division ( 14U AAA vs 14U AAA, 16U AAA vs 16U AAA, 19U AAA vs 19U AAA).

## **12.7. Penalties for Non-Compliance**

12.7.1. Any CAHA Member Organization Tier I team determined by the CAHA Board of Directors to be in violation of any of the CAHA Tier I policies shall be referred to the CAHA Disciplinary Committee for a hearing. The CAHA Disciplinary Committee may impose any or all of the following sanctions, but may not be limited to:

12.7.1.1. Suspension of any coach, manager, officer or director of a Member organization found to be at fault for the remainder of the current playing season in which the violation occurred AND for the following playing season.

12.7.1.2. Disqualification of the violating team from participation in the Colorado Tier State Championships, Rocky Mountain District Championships, and USA Hockey National Championships Tournaments.

12.7.1.3. A monetary fine of no more than five thousand dollars (\$5,000.00) to be assessed to the Member Organization that the violating team represents or is rostered through. Monetary fine amount shall be determined by the CAHA Board of Directors.

## **13. High School - TBD**

## **14. National Tournament Bound Teams - Youth, Girls, and High School**

14.1. Requirements

14.1.1. Each NTB team must have at least 2 non-coach LRM's on their roster by 9/1.

14.1.2. Each NTB team must have at least 1 team manager on their roster by 9/1.

The team manager or designee of each NTB team is required to attend the start of season Manager Training Meeting and the winter Credentialing Meeting.

- 14.1.3. Each NTB team must meet the following game counts.
  - 14.1.3.1. HS teams must play 10 games as a team and each player must have competed in at least 5 of these games.
  - 14.1.3.2. HS teams must have completed a minimum of 8 out of their 10 games completed by the time their credential book is due.
    - 14.1.3.2.1. In order to count a game it must be played against a team at the same age level and same division (CPHL T1 MacKinnon vs CPHL T1 MacKinnon, CPHL T1 MacKinnon vs out of state HS Varsity, CPHL Girls vs CPHL Girls, CPHL Girls vs out of state Girls Varsity).
    - 14.1.3.2.2. Boys High School teams may also count a maximum of 2 games played against Youth 18U AA teams.
    - 14.1.3.2.3. Girls High School teams may also count a maximum of 2 games played against Girls 19U AA teams.
- 14.1.4. Each Youth Tier team must play at least 20 games as a team and each player must have competed in at least 10 of these games.
  - 14.1.4.1. Youth Tier teams must have a minimum of 19 out of their 20 games completed by the time their credential book is due.
    - 14.1.4.1.1. In order to count a game it must be played against a team at the same age level and same division (13O Tier 1 vs 13O Tier 1, 14U T2 vs 14U T2, etc).
- 14.1.5. Each Girls Tier team must play at least 14 games as a team and each player must have competed in at least 10 of these games.
  - 14.1.5.1. Girls Tier teams must have all of their 14 games completed by the time their credential book is due.
    - 14.1.5.1.1. In order to count a game it must be played against a team at the same age level and same division (14U T2 Girls vs 14U T2 Girls, 19U T1 Girls vs 19U T1 Girls, etc).
- 14.1.6. If submitting a book without ALL required games completed the team will need to furnish the Affiliate Registrar the date and opponent for the pending games. Pending games must be completed no later than 7 days prior to the start of State playoffs or 14 days prior to the start of District playoffs if not attending State playoffs.
- 14.1.7. If any player has not met their game count at the time of book submission the team will need to furnish the Affiliate Registrar the date and opponent for the pending games scheduled to meet the player's game count.
- 14.1.8. Tournament games in a team's tournament division, but not against teams in the same age level or division will not count for game counts.
- 14.1.9. In order to count a game, the score sheet must include the coaches signature, the officials signature, and cannot show more than 20 active

players. (22 for applicable teams). The team names and roster for both teams must be on the scoresheet.

- 14.1.9.1. If an out of state scoring platform does not allow for signatures to print the game sheet must have the coaches and officials names listed on the game sheet.

## 15. Discipline

### 15.1. Disciplinary Committee

- 15.1.1. The CAHA Vice President of Discipline shall annually appoint a CAHA Disciplinary Committee (DC). The DC will operate in Colorado to be chaired by the CAHA Vice President of Discipline. The DC, through its Chair, is solely responsible to the Board of Directors of CAHA in performing its functions. Except as set forth below, the Chair shall have no vote. The DC will be comprised of no less than five (5) members not including the Vice President of Discipline. One member of the DC shall be designated as the Vice-Chair, who will assume on the responsibilities of the Chair should the Chair determine that they are not be able to perform the duties of Chair. While not required, it is advisable to have DC members without Member Organization affiliations. The DC will conduct any hearing in compliance with USA Hockey Bylaw 10 related to Summary Suspensions, Playing Rules Suspensions and Safe Sport violations.
- 15.1.2. DC decisions may be made by as few as three (3) of the members if there are abstentions, absences, or conflicts of interest. DC actions and decisions are based on a simple majority vote. In situations in which a tie vote is possible, a vote by the Chair will be reserved and occur only as a tie-breaker. The Chair may note conflict of interest or appearance of conflict of interest and excuse him/herself or request another member of the DC to excuse him/herself from the proceedings in which the conflicts or appearance of conflict is thought to occur. The Chair, as necessary to compensate for abstaining or absent members and conflict of interest exclusions for the time being, will appoint members. The Vice-Chair will serve as Chair should the appointed Chair be absent, or in a conflict situation. The DC will notify the Member Organization to which the player(s) belong in writing via email of the action taken by the DC within three (3) business days after a decision of the DC.
- 15.1.3. The general business of the DC may be conducted in an open session; in person or through telephonic or digital technology such as Zoom. General business conduct by telephonic communications is to be available to the public upon request. Any hearing involving a suspension or other form of discipline of a confidential or quasi-confidential or personal nature shall be conducted in a closed session with those present being members of the DC and:

- 15.1.3.1. The person against whom an action is being considered (including a parent or designated guardian who must be present with a minor and/or coach for players); and/or
- 15.1.3.2. Designated representative(s) of the team or Member Organization against whom an action is directed: and/or
- 15.1.3.3. The aggrieved people, including parents or designated guardians who must be present with a minor and/or coach for players, team or Member Organization involved: and/or
- 15.1.3.4. Individuals providing testimony in such proceedings shall appear in the proceeding alone, and be excused after providing testimony. Any discovery or allegation by an individual shall be presented in writing to the DC. Accusations in writing should be provided as promptly as possible following the incident with sources of the accusation identified in documentation. DC may preserve anonymity provided the Chair is aware of the identity and has access to the source of the information. The Chair may accept documentation at a later date based on hearing schedule and discovery.
- 15.1.4. The deliberations of the DC related to a disciplinary hearing are confidential and will not be recorded.
- 15.1.5. A player or team official incurring a match penalty shall be suspended from participating in any USA Hockey game or such other USA Hockey activities (such as practices) as determined by the DC until the DC sets the number of games to be served in accordance with the USA Hockey Standardized Discipline. The DC may use email, a meeting in person or electronically to determine the number of games under standardized discipline. The player or team official incurring the match penalty shall be offered a hearing (including any further disciplinary action) within 30 days of the incident ("30-day period") together with the standardized discipline determination by the DC in accordance with USA Hockey Bylaw 10.D(3)(b). If the player or team official elects to have a hearing, the player or team official shall remain suspended through the date of the hearing and subsequent decision. If extenuating circumstances prevent the conduct of the hearing within the 30-day period, the player or team official shall be automatically reinstated after the 30-day period. The failure to offer the hearing shall not prohibit the DC from conducting the hearing after the 30-day period and imposing further disciplinary action.
- 15.1.6. DC actions can be initiated by:
  - 15.1.6.1. Notice to the Chair of an infraction of USAH or CAHA rules that require match penalty, by a referee or an appropriate designated tournament official, in writing, or verbally followed by an annotated score sheet or other appropriate written notice; or
  - 15.1.6.2. A request from the CAHA President.

- 15.1.7. The DC will respond/act on any such notification at its next regularly scheduled meeting or as soon thereafter as all pertinent materials and persons involved in the issue at hand can be assembled.
- 15.1.8. Scheduled meetings of the DC: It is anticipated that the DC will not need to have a regularly posted schedule for hearings on match penalties or other disciplinary matters. Even though the rules of USA Hockey provide a thirty (30) day window for scheduling hearings, the DC will make every attempt to schedule the hearing in a timely manner after the receipt of the notice of a match penalty.

## 15.2. Appeal Procedures

- 15.2.1. Any party that is suspended or otherwise disciplined may, after a hearing or failure to have a hearing in accordance with USA Hockey Bylaw 10, appeal that decision to the CAHA Board of Directors. The appealing party must submit a Statement of Appeal within fourteen (14) days of receipt of the decision of the DC to the CAHA President. The Statement of Appeal must be accompanied by all written documentation from the original proceeding. A check or money order in the amount of \$250 shall accompany the appeal. Any check or money order is to be made out to the CAHA. The CAHA Executive Committee will determine whether the appeal will be presented to the Appeal Committee (made up of three disinterested Directors on the CAHA Board) or the full Board and will be responsible for all appeal proceedings and actions. The Appeal Committee shall follow USA Hockey Bylaw 10.E when processing the appeal and render its decision within a reasonable period thereafter in accordance with USA Hockey Bylaw 10.E(2)(d).
- 15.2.2. DC actions and decisions will be based on USA Hockey published rules and regulations, CAHA Hockey rules and regulations, specific tournament rules and regulations, and generally accepted policies for implementation of all such rules and regulations.
- 15.2.3. The Appeal Committee may affirm, reverse, or modify (including increase or decrease the term of a suspension) any decision in its sole discretion and as it deems proper under the circumstances. 5.1.11 A person or team that wins their appeal will be refunded the \$250 appeal fee. A win is considered when the appeal reduces the suspension in any amount of games or time.

## 15.3. Penalty Enforcement

### 15.3.1. General

- 15.3.1.1. The Member Organizations, teams, coaches and other team officials are responsible for ensuring that all game misconducts incurred are served at the next game in accordance with USA Hockey and if applicable, league or tournament rules. This includes any games that are played outside the CAHA boundaries.

## 15.3.2. Match penalties

- 15.3.2.1. Match penalties shall be reported by the referee in a written report to the Local Area Officiating Supervisor who shall report to the Referee-In-Chief, CAHA President, and to the DC. Any player or team official receiving such a penalty shall be suspended from any further USA Hockey sanctioned games or practices until the DC determines the appropriate penalty disposition for the infraction.
- 15.3.2.2. All match penalties must be referred to the DC for referral and advice. In no circumstances will the penalized player/coach be allowed on the ice, on the bench, in the locker room, or to practice with the team during the suspension period. Therefore, any suspension will be “total” during the suspension period. All Member Organizations should advise their coaching staff of USA Hockey playing rule 405C, the circumvention of which will be dealt with severely by the DC.
- 15.3.2.3. Any suspension imposed by the local organization, team or league shall be served separate and apart from any suspension assessed by the DC.
- 15.3.2.4. At the **June** 2021 USA Hockey Annual Congress, the USA Hockey Standardized Discipline Policy covering match penalties was adopted. The policy is listed below and can also be found in the preface of the Official Rules of Ice Hockey, 2021-2025 edition.
- 15.3.2.5. CAHA will follow this policy with one exception. The third paragraph of the policy states that an individual will review the report and make a determination of the severity of the penalty. The change is that the Chair of the DC along with at least two other members of the DC will make the initial determination of the penalty:
  - 15.3.2.5.1. **USA Hockey Standardized Discipline Policy – Match Penalties**
  - 15.3.2.5.2. USA Hockey has established suspension range recommendations for match penalties. These suspension ranges shall serve as a means to create consistency in the application of suspensions involving players or team officials assessed match penalties. The following procedure shall be followed by the proper authorities as determined by the Affiliate in each instance when a match penalty is assessed. *(Note) Any match penalty assessed under Rule 601(f.1) (Physical Assault of Official) is excluded from this policy. Original jurisdiction in any hearing resulting from a match penalty assessed under Rule 601(f.1) (Physical Assault of Official) shall reside with the Affiliate and is governed by USA Hockey’s “Resolutions of Disputes, Arbitration and Suspensions” section of the*

*current USA Hockey Annual Guide*. When a match penalty has been assessed, the official(s) will submit the required incident report to the proper authorities as determined by the Affiliate. The proper authorities as determined by the Affiliate will designate an individual who shall review the report and make a preliminary determination of one of the following:

- 15.3.2.5.2.1. The incident report is accurate and the proper application of the rule(s) has been implemented. The action warrants the suspension as outlined in the policy. The offending party is then notified of this finding and offered the opportunity to accept the suspension or reject the decision and request a hearing. If a hearing is requested, the hearing shall be offered in accordance with Playing Rule 405(c) and with Bylaw 10.D (Suspension Hearings/Domestic Competition Playing Rules). (Note) If the offending party requests a hearing under this section, the hearing body may, as a result of that hearing, reduce the suspension, maintain the suspension or increase the suspension imposed.
- 15.3.2.5.2.2. The incident report was determined to be inaccurate (mis-application of the rule(s) or wrong player identified), in which case the matter shall be turned over to the proper authorities as determined by the Affiliate for further review.
- 15.3.2.5.2.3. The incident report is accurate and the proper application of the rule(s) has been implemented. However, the action and/or history warrants further disciplinary review. The proper authorities as determined by the Affiliate shall notify the offending party that a hearing shall be conducted in accordance with Playing Rule 405(c) and Bylaw 10D (Suspension Hearings/Domestic Competition Playing Rules). In all instances where a player or team official has been suspended for a period of time as a result of a match penalty, the player or team official shall be prohibited from participating in all USA Hockey activities for the length of the suspension. The required game(s) suspensions shall include the next regularly scheduled games that appear on the schedule of their team at the time of the incident. A player or team official who is

rostered on multiple USA Hockey registered teams must serve the suspension in full before they are permitted to participate on any other USA Hockey registered team, unless otherwise specified by the proper authorities as determined by the Affiliate. For the purpose of this policy, there shall be three levels of standardized suspension. They are:

**15.3.2.5.2.4. Level 1 – Match penalties assessed under the below rules have a recommended range of a 6 - 10 Game Suspension**

- 15.3.2.5.2.4.1. Rule 305(b) Dangerous Equipment
- 15.3.2.5.2.4.2. Rule 601(e) Abuse of Officials and Other Misconduct (*This includes all match penalties assessed under this rule except 601(e.1) Physical Assault of an Official*)
- Rule 602(a) Attempt to Injure/Deliberate Injury of Opponent

**15.3.2.5.2.5. Level 2 – Match penalties assessed under the below rules have a recommended range of a 4 - 8 Game Suspension**

- 15.3.2.5.2.5.1. Rule 603(c) Boarding
- 15.3.2.5.2.5.2. Rule 606(b) Butt-Ending
- 15.3.2.5.2.5.3. Rule 607(e) Charging
- 15.3.2.5.2.5.4. Rule 608(c) Checking from Behind
- 15.3.2.5.2.5.5. Rule 619(b) Head Butting
- 15.3.2.5.2.5.6. Rule 620(c) Head Contact
- 15.3.2.5.2.5.7. Rule 634(d) Slashing (Swinging Stick During Altercation)
- 15.3.2.5.2.5.8. Rule 635(b) Spearing

**15.3.2.5.2.6. Level 3 – Match penalties assessed under the below rules have a recommended range of a 3 - 5 Game Suspension**

- 15.3.2.5.2.6.1. Rule 601(e.3) Abuse of Officials and Other Misconduct – Hateful/Discriminatory Language Rule 604(e) Body Checking-Competitive Contact Category
- 15.3.2.5.2.6.2. Rule 609(c) Cross-Checking
- 15.3.2.5.2.6.3. Rule 611(c) Elbowing<sup>11</sup>
- 15.3.2.5.2.6.4. Rule 615(c) Fighting (Helmet Removal)
- 15.3.2.5.2.6.5. Rule 621(c) High Sticks
- 15.3.2.5.2.6.6. Rule 622(c) Holding an Opponent
- 15.3.2.5.2.6.7. Rule 623(c) Hooking
- 15.3.2.5.2.6.8. Rule 627(b) Kicking Opponent or Puck
- 15.3.2.5.2.6.9. Rule 628(c) Kneeing



- 15.3.2.5.2.6.10. Rule 633(a or b) Refusing to Start Play
- 15.3.2.5.2.6.11. Rule 634(c) Slashing
- 15.3.2.5.2.6.12. Rule 639(c) Tripping/Clipping/Leg  
Checking/Slew Footing
- 15.3.2.5.2.6.13. Rule 640(e) Unnecessary Roughness  
(Roughing)

## 15.4. Administrative Action Challenges and Appeals

- 15.4.1. A member of the CAHA may challenge an Administrative Action of the CAHA as provided herein. An “Administrative Action” is defined as any action or decision by the CAHA that affects any parties’ eligibility to participate in domestic competition and/or their membership in any CAHA organization within the jurisdiction of the CAHA Bylaws or Policies and Procedures
- 15.4.2. A member of the CAHA may contest an Administrative Action by submitting a written statement within fourteen (14) days of notification of the action or decision to the CAHA President. The written submission should address how the Administrative Action was made in an arbitrary or capricious manner or was not supported by the facts. The written submission should be accompanied by all written documentation generated from the Administrative Action. A check or money order in the amount of \$250 shall accompany the challenge. Any check or money order is to be made out to the CAHA. The CAHA Executive Committee will present the challenge to an Administrative Action Hearing Panel consisting of at least three (3) reasonably disinterested and impartial persons. The CAHA Executive Committee will be responsible for all proceedings and actions. The Hearing Panel shall follow USA Hockey bylaw 10.C when processing the Administrative Action challenge and render its decision within a reasonable period thereafter in accordance with USA Hockey Bylaw 10.C.(3)(g).
- 15.4.3. Appeal Procedures - Appeals of Administrative Actions shall be appealed to the CAHA Board of Directors or a panel of three (3) reasonably disinterested and impartial persons at the discretion of the CAHA Executive Committee. An Administrative Action appeal shall follow USA Hockey Bylaw 10.E addressing Administrative Action appeals. The Administrative Action Appeal Authority shall render its decision in the manner provided by USA Hockey Bylaw 10.E(2)(d). There shall be no further appeals of Administrative Actions.
- 15.4.4. If the CAHA member/member program/other party is not successful in overturning the Administrative Action in its entirety, the CAHA member/member program/other party shall pay to the CAHA any and all fees, expenses, and other costs incurred by the CAHA (including its local associations) with respect to that matter (including but not limited to attorney’s fees, expenses of any third-party consultants, experts, investigators, and witnesses). Failure to reimburse the CAHA for the fees,

expenses, and other costs may result in the termination of membership in the CAHA.

- 15.4.5. Any Administrative Action shall remain in full force and effect unless overturned pursuant to a hearing or appeal as set forth herein.

## 16. Coaching

### 16.1. Coaching Requirements

- 16.1.1. All rostered coaches (head and assistant) shall be in compliance with USA Hockey's Coaching Education Program (CEP) requirements as outlined in the latest edition of USA Hockey's Annual Guide and in section 6, Roster Requirements.
- 16.1.2. Information about and links to coaching requirements can be found on the CAHA site, Coaches Corner - <https://www.co.hockey/coachescorner>
- 16.1.3. All coaches need to complete the appropriate module prior to being added to a roster. Modules are accessed through the coaching profile. Information and the link is on the USA Hockey site - <https://www.usahockey.com/agespecificmodules>.
- 16.1.4. CEP clinics are listed on the USA Hockey site - <https://www.usahockey.com/coachingclinics>. Clinics can be taken in through any state, in person or virtually. CEP clinics are offered mid June through December only.
- 16.1.5. Coaches not in compliance by 12/31 will be removed (redlined or dropped) from their rosters and will be considered ineligible until their CEP is current. Coaches who received Temporary Coaching Cards will also need to show current CEP before being added to a roster the next time they wish to coach. All coaches must stay in compliance with SafeSport training and background screening in order to be on rosters.
- 16.1.6. All rostered coaches must complete a yearly Concussion Training Awareness course and provide proof of completion to their association registrar or their delegate.
- 16.1.7. To be eligible to coach or instruct in any USA Hockey activities including practices, clinics, games, tournaments, and tryouts all head coaches, assistant coaches, and instructors must sign the USA Hockey Coaching Ethics Agreement, each hockey season. Signed Coaching Ethics Agreements should be submitted to the association registrar or their delegate.
- 16.1.8. Any Association, or Independent Team who allows the participation of a non-rostered coach in any game shall be subject to a \$1,000.00 fine per incident.

### 16.2. Student Coaches

- 16.2.1. A player between the ages of 13 and 17 who is currently properly registered with USA Hockey is eligible to become a student coach. A

student coach must abide by all guidelines outlined in the USA Hockey Annual Guide and posted on the CAHA site under Coaches Corner.

- 16.2.2. A completed and signed Student Coach Information Form must be sent to the Affiliate Registrar prior to being added to a roster as a student coach.

## **16.3. Coaching Roster and Game Sheet Responsibilities**

- 16.3.1. The head coach will receive a link to the team's 1-T roster upon the initial approval of the roster. This is a live link and should be used prior to EACH game to verify that all team members on the bench are also active members on the 1-T roster and correctly reflected on the game sheet.
- 16.3.2. The coach should watch for members that have been redlined for expired SafeSport and members that have not been added to the 1-T roster yet.
- 16.3.3. A redlined member, even if they have completed the requirement leading to the redline, is NOT eligible until the redline has been removed.
- 16.3.4. Only members on the 1-T roster are eligible to be on the bench.
  - 16.3.4.1. The only exception is for Tier One NTB vertically moving players.
- 16.3.5. Prior to the start of each game the head coach or acting head coach is required to sign the GameSheet indicating the game sheet roster is an accurate reflection of the bench.
- 16.3.6. The head coach should review the GameSheet at the end of the game and clarify any questions/suspensions with the referee before the referee finalizes the GameSheet.

# **17. Officiating**

## **17.1. On-ice officials**

- 17.1.1. The Colorado Amateur Hockey Association (CAHA) and its Affiliates, including Officiating Affiliates, exist for the benefit of Youth hockey in Colorado. The Officiating Affiliates, under the guidance of CAHA, are responsible for providing high quality officiating services for Youth hockey games. This document describes the relationship between CAHA and its Officiating Affiliates.
- 17.1.2. CAHA will support the Ice Officials Affiliates by allocating resources both with personnel and with funding for specific needs that are required to keep the Ice Officials Affiliates at the highest standards. CAHA believes by supporting the officiating affiliates they will operate from a position of strength and progress within the State CAHA will also be an advocate for the Ice Officials Associates when dealing with specific issues of concern within both the Rocky Mountain District and USA Hockey.
- 17.1.3. Recording:  
The Affiliate must provide for effective recording of the meeting minutes of all association meetings and committees that conduct association business. This Includes:  
Explicit direction to document official minutes of meetings and committees that conduct Affiliate business.

- Explicit designation of an Affiliate officer to retain these records.
- Explicit direction for the designated officer to define a records retention policy.
- Explicit definition of which records are always to be made public, and in what manner(s) both public and private records are to be made available to CAHA on request, and to their member officials where applicable.
- 17.1.4. CAHA recommends to all Affiliates to make all normal business records available to their members to the greatest extent that is reasonable, however certain records such as specific game assignment data and individual training records should not be included in public records to protect member privacy.
- 17.1.5. Annual Reporting
  - The Affiliate must provide an annual report to CAHA based on the above records and other sources of information sufficient to ensure that affiliate is effectively supporting CAHA's goals:
  - All games involving any CAHA Member Organization teams must be officiated by USA Hockey approved on-ice officials.
- 17.1.6. All on-ice officials 18 and older must have a current background screen from the licensed company retained by USAH and current SafeSport training.
- 17.1.7. All officials must be scheduled through one of the three officiating associations.
- 17.1.8. All full ice games (league, non-league, exhibition, scrimmage, etc) using USAH officials must be scored and posted on GameSheets.
- 17.1.9. The referee must review and sign the scoresheet at the end of each game verifying the scoresheet is accurate.
- 17.1.10. The by-laws must explicitly direct an association officer to prepare and deliver this report to CAHA, the recommended annual report date is June 1, or the end of the fiscal year for the association if this falls between May and August.
- 17.1.11. CAHA may at its own option make this report publicly available, and as such it is strongly recommended to provide advance copies of the report to the Affiliate's own members.
- 17.1.12. The following items must be part of the annual report:
  1. A list of all current Affiliate officers and their titles.
  2. list of all current employees, contractors, or designated "staff" of the Affiliate (if any) who have responsibility to conduct business on behalf of the Affiliate.
  3. Number of members and breakdown of membership levels (if any), including number of returning vs. new members.
- 17.1.13. Demographics: CAHA recommends providing a breakdown of membership Count and date(s) of open membership meetings held. General information including:

1. the count of executive meetings or other non-public meetings at which Affiliate business is conducted.
  2. Count and date(s) of USA Hockey Officiating Seminar events principally organized and managed by the Affiliate, as well as any training camps, classes or "ID" and development events conducted by the Affiliate
  3. Total number of officiating assignments for games scheduled by CAHA affiliates, including number of assignments successfully completed.
- 17.1.14. CAHA recommends providing a breakdown of the game types by tier and age. A financial breakdown consisting of, at minimum:
1. Total fees assessed to other CAHA affiliates.
  2. Affiliates Total fees received from other CAHA Affiliates.
  3. Total expenses paid for conduct of ordinary
  4. Business (taxes, licenses, insurance, etc.).
  5. Total expenses for training and development.
  6. Total game fees paid to Affiliate members.
  7. Total game fees paid to schedulers/assignors/employees.
- 17.1.15. CAHA Officiating State Supervisor or Designee  
The Affiliate must support CAHA's Officiating State Supervisor, or designated statewide coordinator for officials assignment and development. This will typically be the USA Hockey designated State Referee-In-Chief or his/her Designee.
- 17.1.16. Affiliates must permit the designated CAHA coordinator to access assignment histories either by providing direct access to the assignment system (ex: Horizon Web Ref) or on request from the coordinator, generating a report listing officials who meet select criteria such as length of officiating experience, minimum/maximum age, history of assignment at specific levels (Tier I, Tier II, etc.) and availability data for select dates which are to be assigned for.
- 17.1.17. This access may be required up to 4 times per calendar year for a minimum of 2 weeks at a time if the Affiliate does not permit continuous access to CAHA's designated coordinator.
- 17.1.18. Access must allow for full search of all historical assignment data and access to future availability data for prospective assignments to statewide events.
- 17.1.19. CAHA strongly recommends providing continuing access directly to Horizon Web Ref for associations that use this and other web based assignment systems to minimize the workload for their own officers and assignors.
- 17.1.20. The designated CAHA coordinator is not authorized to modify Affiliate assignments in any way, without agreement in writing from a majority of the Affiliate Board.
- 17.1.21. Affiliates must permit the designated CAHA coordinator the ability

- 17.1.22. to review their assignment data at the end of each fiscal year, if requested.
- 17.1.23. Accountability
- 17.1.24. ADDITIONAL POLICIES WHICH MUST BE IMPLEMENTED IN AFFILIATES' BYLAWS OR POLICIES WITHIN FIRST YEAR OF MEMBERSHIP
- 17.1.25. Official Membership
1. All Officials of the Affiliate that have registered for background checks are considered to be CAHA Registered Members. Out of state officials working games in Colorado, providing they have registered for a Background Check in their "home" state, are considered CAHA Members when working CAHA-sanctioned Youth hockey games.
- 17.1.26. Affiliate Governance:
- 17.1.27. Executive Board Makeup:  
In order to maintain the ability of the Officiating Affiliate Board of Directors to manage its Game Assignors or Schedulers in an impartial and unbiased fashion, CAHA recommends that Board of Director members should not serve the Officiating Affiliate as Game Assignors or Schedulers.
- 17.1.28. The Board.  
If a Board of Directors member is also acting as a Game Assignor, it is strongly recommended that that BOD Member be a non-voting member of Oversight Committee:  
The Affiliate will designate one Affiliate Member (all members are eligible), to serve on the CAHA Officiating Oversight Committee. This committee will comprise one representative from each Officiating Affiliate, one CAHA Executive Board member, and three representatives from Youth Hockey Affiliate organizations when an officiating conduct investigation is conducted.  
The committee will serve to ensure that all CAHA Affiliate organizations have visibility in all aspects of Youth Hockey Officiating, are following these policies for the delivery of officiating services to CAHA, and will provide a communications and resolution vehicle for any and all issues pursuant to what is best for Youth Hockey in Colorado, to include game incident discovery and resolution when required.
- 17.1.29. Any officiating Game Incidents or Complaints will first be handled by the affected or responsible Officiating Affiliate, and if not resolved in a timely manner, will be taken over by the Committee for investigation and resolution.
- 17.1.30. Game Assignors or Schedulers:  
Affiliate Game Assignor or Scheduler appointments must be made though a majority vote of the Affiliate Board. CAHA strongly recommends that

- no individual Affiliate Board Member may make appointments, terminate appointments, or make changes to a Game Assignor or Schedulers status, without a majority vote of the Affiliate Board.
- 17.1.31. Monthly reporting of scheduling, or access to Affiliates Horizon
  - 17.1.32. System, is required to be given/granted by the officiating affiliate for review by the Officiating Oversight Committee, if the Oversight Committee deems it necessary.
  - 17.1.33. Affiliate Game Assignors or Schedulers report to, and are managed by, the Affiliate Board of Directors. Through Preeminence, the Officiating Oversight Committee retains the right to investigate and/or intercede in any matters pertaining to unfair or biased game assignment practices by any Affiliate Game Assignors/Schedulers, should any assigning/scheduling situation not be addressed and corrected by the Affiliate.
  - 17.1.34. Code of Conduct: A Code of conduct is important and highly valued and there is an expectation that all members of the officiating affiliate follow the USA Hockey Code of Conduct.
  - 17.1.35. Training and Development:  
Officials Training and Development:
    - 1. The Affiliate must offer fair game level assignments to all of its member officials, according to their skill levels, for the purposes of equal, uniform, in-game training and development opportunities for all of its member officials.
    - 2. The Affiliate must use USA Hockey approved practices and procedures for official Training and Development. These include, but are not limited to: Youth Hockey Association dedicated game assignors or schedulers, official mentoring and evaluating, and the provision of game officiating opportunities for all members of the Officiating Affiliate.
    - 3. It is advised that the Affiliate establish and utilize a skill ranking system for its member officials, and utilize such a system for the advancement of its member officials.
    - 4. It is advised that the Affiliate attempt to work with all other CAHA-Affiliated Officiating Associations to provide a statewide Opportunity, Skills, and Officiating Development Path for all Colorado Independent Contractor Officials, regardless of those officials home geographic location. This may include, but is not limited to: regular in-season informational classroom sessions, or regular email/text instructions, detailing how officials may request these opportunities and progress throughout all levels of Youth hockey officiating.
  - 17.1.36. Officials Elite Training and Development:
    - 1. The affiliate will identify all top officiating development candidates, and report those candidates to their Tier I Game Assignors or

Schedulers, as well to the CAHA State Supervisor of Officials, on a regular basis throughout the season. Affiliate Tier I Game Assignors/Schedulers, working with the CAHA State Supervisor of Officials, will facilitate the high-level development of these officials for the Tier I leagues within Colorado.

2. It is suggested that the Affiliate provide an approved Supervisor for all Tier I U16AAA and U18AAA games throughout the season.
3. The Colorado Amateur Hockey Association, and the Oversight Committee, will support the higher-level advancement of all Colorado Officials, through whatever avenues and opportunities that are available to the affiliate.

17.1.37. Affiliate Executive Board Meetings:

Any/all items discussed that required or resulted in a vote being taken, or an action affecting the operation of the Affiliate, whether in an Executive Board Meeting setting, or through an email or text discussion format, must be fully documented and added to that months' Board Meeting Minutes, and subsequently be distributed to all Association member officials.

17.1.38. Grievance Resolution:

17.1.39. Each Officiating Affiliate is required to establish a process for addressing grievances brought by its own members, members of CAHA, or members of other CAHA Affiliates. New Officiating Affiliates must submit this process to the CAHA Officiating Oversight Committee within 90 days. Any changes to this policy must be submitted to the CAHA Officiating Oversight Committee within 30 days.

17.1.40. As part of this grievance resolution process, it is recommended that Officiating Affiliates establish an internal group, independent of the Affiliate's Board, for investigating and mediating all received grievances. All received grievances shall be acknowledged to the submitter within 48 hours. Confidential records of all issues and resolutions must be maintained and submitted to the CAHA Officiating Oversight Committee annually and upon request.

17.1.41. The Officiating Affiliate may elect to defer grievance adjudication to the CAHA Officiating Oversight Committee. In this case, the Officiating Affiliate must still submit details of a process, according to the timelines listed above, through which all received grievances will be routed to the CAHA Officiating Oversight Committee within 24 hours.

17.1.42. CAHA and its Committees may, at any time, elect to take over investigation/mediation of any grievance received by an Officiating Affiliate.

17.1.43. All grievance records will be kept Confidential (not made publically available) by both the Affiliate and CAHA.

17.1.44. Player/Coach Match Penalty Hearings:



1. Officials who call a Match Penalty must file the appropriate report, and must attend the subsequent Player/Coach Hearing either in person or by telecom, to explain and verify the course of events leading to the Match Penalty Call. It is a legal requirement to have first-person testimony in order to verify the call made.
  2. If an official is unable to attend, the hearing committee must be notified prior to the hearing. Failure to notify the Hearing committee of an ability to attend may constitute grounds for disciplinary action against said Official(s).
- 17.1.45. Officials must file complete Game Incident Reports, for all infractions requiring a filing. Game reports must be concise, with the incident explanation being fully explained from the officials' perspective. Failure to complete the report in a complete fashion may constitute grounds for disciplinary action against said Official(s).
- 17.1.46. CAHA Policy Adoption:  
Officials who call a Match Penalty must file the appropriate report, and must attend the subsequent Player/Coach Hearing either in person or by telecom, to explain and verify the course of events leading to the Match Penalty Call. It is a legal requirement to have first-person testimony in order to verify the call made.

## 17.2. Off-ice officials (Scorekeepers)

- 17.2.1. Prior to the game the official scorekeeper must allow coaches on both benches to verify their rosters for accuracy.
- 17.2.2. The scorekeeper must document the following:
  - 17.2.2.1. All goals and assists, penalties, and shots on goal.
  - 17.2.2.2. The time any goalkeeper is removed from the ice and/or any substitute goalkeeper takes the ice must also be documented.
  - 17.2.2.3. At the conclusion of the game, the official scorekeeper must allow the head coach from each bench to look over the game data if they wish prior to giving it to the referee for review and a signature.

# 18. Safety

## 18.1. Background Screening and SafeSport

- 18.1.1. It is **MANDATORY** that all CAHA Member Organizations have specific members complete a background screen and SafeSport training. Refer to the chart below.

Category of USAH Participant	SafeSport Training	Background Screen
Affiliate Board of Directors	YES	YES
Member Program Administrators, including board members, hockey directors, or other employees of the program.	YES	YES
Coaches 18 years old or older.	YES	YES
Officials 18 years old or older.	YES	YES
Staff person or volunteers 18 years old or older with regular contact and/or authority over minors. Includes team managers, locker room monitors, chaperones, team drivers, skills coaches, guest coaches, billet family members, athletic trainers.	YES	YES
Coaches, officials, staff persons or volunteers including billet family members with a 2008 birth year.	YES	NO
Players with a 2008 or earlier birth year and playing on a team with minor athletes.	YES	NO

18.1.2.

18.1.3. All Colorado Coaches, Managers, Referees, Board Members, Billet Families, and others required to have a background screen shall abide by the following policies/procedures. Individuals that violate the following Background Screening policies shall be reported to the CAHA Board of Directors and shall be suspended from all hockey activities until they are in compliance with this policy.

18.1.3.1. Background Screening applications will be filled out and paid for by the applicant. Each passing/cleared background screen shall be valid for a period of two (2) seasons.

18.1.3.2. USAH does not accept background checks completed for any other organization.

18.1.3.3. No coach, assistant coach, manager, referee, instructor, official or board member ~~over the age 18~~ *or older*, or other person required to obtain a background screen shall participate in CAHA activities unless he/she has a completed background screen.

18.1.4. **Billet families;** All billet families are subject to the USA Hockey policies and procedures for billet families. All members of the household 18 years or older must have a completed background screen prior to a player being placed in the care of the billet family. Any billet family member that turns 18 years old during the playing season, must register for a background check within seven (7) days of their 18th birthday. It shall be the obligation of each Team Manager for any team that billets players to provide the names, date of birth, phone numbers, email address and home addresses to the CAHA Secretary as soon as a player is in the care of the billet family. Team Managers are required to provide updated information on billet players as necessary when a player moves.

18.1.5. Member Organization's Persons: For the purposes of this policy, "Member Organization's Persons" shall include all members of the Board of Directors, all Coaches, all Managers, all locker room monitors, all on-ice and off-ice officials, all Member Organization employees (whether full

or part time), any individuals subject to screening under Federal Law, and such other persons as the CAHA Board of Directors and/or USAH may designate as necessary or appropriate.

- 18.1.5.1. Any parent or other volunteer, not defined as a “Member Organization’s Person”, who may have access to locker rooms or who may assist with any other team function will be required to register with USA Hockey and complete a Background Screening.
- 18.1.5.2. In every instance, only those people that have registered with USAH shall be eligible for Background Screening. Individuals not registered as either a coach or on-ice official shall register as a ‘Volunteer’ prior to being eligible for Background Screening.

## **18.2. Background Screening Coordinator**

- 18.2.1. The Background Screening Coordinator shall have full authority and oversight of the background screening process and shall be charged with establishing consistency and integrity to the background screening process.
- 18.2.2. The Background Screening Coordinator shall be the Secretary of CAHA. If the position is vacated, the CAHA President shall appoint a replacement within thirty (30) days to complete the original term subject to the approval of the CAHA Board of Directors.
- 18.2.3. A Member Organization may have a more restrictive screening policy than the CAHA/USA Hockey Screening policy and shall provide that information in written format to the Background Screening Coordinator for inclusion in any decision process of any members to be screened for that Member Organization.
- 18.2.4. Any Member Organization that becomes aware of any potential change to the cleared status of a “Member Organization’s Person” shall have the obligation and responsibility to advise the CAHA Background Screening Coordinator for the need of a new Background Screening review.
- 18.2.5. All persons requiring background screening as outlined in 4.1 of this policy must provide proof of completion of the USA Hockey SafeSport program as required by USA Hockey. All such persons found to NOT be in compliance with CAHA and USAH policy will be suspended from all USAH sanctioned events until rectified. Anyone found violating the suspension will result in the Member Organization being fined \$500 per incident. After the first incident, the Member Organization will be placed on Not-In Good-Standing status with the CAHA Board of Directors.

## **18.3. SafeSport Policies**

- 18.3.1. The Hockey Director, President, and coaches of each CAHA member Youth or Girls association will be required to attend a SafeSport training meeting approved by the CAHA SafeSport Coordinator.

### 18.3.2. Association/Independent Team SafeSport Coordinators

- 18.3.2.1. Each Member Association and Independent Team in Colorado shall appoint a SafeSport Coordinator, to work with the CAHA SafeSport Coordinator and those in local Member Associations / Independent Teams. The Member Association / Independent Team shall notify the CAHA SafeSport Coordinator and Secretary of any changes in this position as they may occur. Each Member Association and Independent Team must provide, and post for their membership, the name, telephone number, and email of their SafeSport Coordinator before any teams can be rostered for the current season.

### 18.3.3. Reporting a Safesport Violation

- 18.3.3.1. File a Safesport report with USA Hockey and notify the Safesport Coordinator for Colorado Amateur Hockey Association (CAHA) via email.
- 18.3.3.2. If the report contains physical or sexual contact CAHA may issue a summary suspension immediately.
- 18.3.3.3. USA Hockey will determine if it is a mandatory report to the US Center for Safesport. If not, USA Hockey sends the case back to CAHA to resolve pursuant to its policies and procedures. If it is, then the report will be given to the US Center for Safesport.
- 18.3.3.4. If it is sent to the Center for Safesport, they determine whether it will accept jurisdiction. If they accept jurisdiction, then USA Hockey, CAHA and the reporting Organization are hands off of any type of investigation to the case. If the case is sent back to CAHA from the Center, then CAHA resolves the case pursuant to its policies and procedures.

## 18.4. Locker Rooms

### 18.4.1. General

- 18.4.1.1. CAHA requires that all of its Member Organizations and Ice Hockey Facility Members adopt policies for managing locker rooms that comply with SafeSport. Such policies must consider the Member Organization's specific circumstances in light of SafeSport policies and guidelines, which are subject to change. Although CAHA does not dictate what policies must be adopted, below is an example of policies that may assist Member Organizations and Ice Hockey Facility Members in formulating their own policies. **References to "[insert name]" should be changed as necessary to reflect the adopting Member Organization or Ice Hockey Facility Member.**

### 18.4.2. Locker Room Monitoring

- 18.4.2.1. Members have predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and

following practices and games). This allows for direct and regular monitoring of locker room areas. All teams shall have designated Locker room monitors stationed immediately outside the door with the door cracked open or if two LRMs both can be stationed inside the locker room at any time a player is present in the locker room. This includes a player or players present in the locker room during a game or practice. Designated locker room monitors shall be indicated on all rosters. At least one LRM that is NOT a coach should be listed on all 10U and older teams. All NTB teams must have a minimum of 2 LRMs that are not coaches.

18.4.2.2. Members conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

18.4.2.3. Any team found to be in violation of the Locker Room Policy will be fined \$500 upon the first infraction and \$1000 for a second infraction. A third infraction will result in suspension of the head coach.

### 18.4.3. Parents in Locker Rooms

18.4.3.1. Except for players at the 6U and 8U age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

18.4.3.2. Naturally, with our 6U and 8U age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from the locker room.

### 18.4.4. Mixed Gender Team Policy & Reporting Protocol

18.4.4.1. The Mixed Gender Team policy, as part of this overall CAHA Locker Room Policy, attempts to balance the social integration

and camaraderie of a team sport while providing a safe and respectful environment for all of our participants. To comply with USA Hockey SafeSport's Co-ed Locker Room Policy, in addition to any other requirements under any other policy, any team that is mixed gender will select from one of the following three options prior to the commencement of the season:

- 18.4.4.1.1. Option 1: (Strongly Recommended) Minimum attire required due to sharing one locker room. All players should be required to arrive at the rink wearing their hockey base layers or shorts and t-shirts under their street clothes. All members of the team must have this minimum attire before entering a co-ed locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress. This may mean that players need to go to the arena restroom to change into the minimum attire prior to entering the locker room.
- 18.4.4.1.2. Option 2: Each gender dress/undress in separate supervised locker rooms. Then approximately ten to fifteen minutes before each game/practice, everyone is to be ready in gear in one designated locker room so the coach can address the entire team. If a player is not fully dressed by the time the coach arrives, that player must go to a separate locker room or restroom to finish dressing. The onus is on the player to be properly dressed when the coaches actually begin preparing the team for the practice or game.
- 18.4.4.1.3. Option 3: Players of one gender dress in the locker room while players of the opposite gender wait outside. When the one group is ready, then the players switch places and the players in gear wait for players of opposite gender to get dressed. No coaching is to be done until all the players are together in full gear. Taking turns is a means of reasonable accommodation; neither gender group should be favored, nor should one group be the group who always has to wait to change. *This option is typically only used when the team is fairly balanced with both genders.*
- 18.4.4.1.4. NOTE: Please note that with mixed gender programs, it is important that the person(s) monitoring the locker room is of the same gender as the players being monitored. USA Hockey would consider it acceptable to have one locker room monitor immediately outside the locker room and regularly checking in on the locker room. If there are two monitors, then they can monitor from inside the locker room, if necessary. Having only one person inside a locker

room can expose that person to allegations, so a second person can help protect one another. Any and all issues concerning or arising under this mixed gender policy must be brought to the attention of a representative of the CAHA Member Organization as soon as possible, documented in writing, and forwarded to the Hockey Director. Within a reasonable time after reporting the issue, the Hockey Director shall conduct a meeting, confirmed in writing, that addresses the issue, provides a recap, and insofar as possible provides a resolution. While issues arising under this policy will necessarily require the exercise of discretion, it is imperative that a Coach, Manager, or other representative reports and documents any and all issues brought to their attention arising under this policy in an effort to ensure the matter is dealt with in a respectful and professional manner in compliance with USA Hockey's SafeSport program.

#### 18.4.5. Cell Phones and Other Mobile Recording Devices

- 18.4.5.1. 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.

#### 18.4.6. Prohibited Conduct and Reporting

- 18.4.6.1. CAHA Members prohibit 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 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](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

### 18.5. Bullying and Cyberbullying

#### 18.5.1. General

- 18.5.1.1. All players, coaches and staff participating in CAHA programs have the right to safe and secure athletic programs. It is the intent of CAHA to provide all participants with an equitable opportunity to their hockey programs. To that end, CAHA has a significant interest in providing a safe, orderly, and respectful environment that is conducive to mutual respect and sportsmanship to promote both player and team development.

- 18.5.1.2. Bullying is detrimental to the athletic environment and player development and erodes individual and team morale. It interferes with the mission of CAHA to develop and improve both the players' and team experience and disrupts what should be a positive athletic experience based on fair play and sportsmanship. Bullying affects not only players or staff who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure player safety and to promote an inclusive, positive hockey program.
- 18.5.1.3. It is not CAHA's intent to prohibit players from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, CAHA does not condone and will take action in response to conduct that interferes with players' opportunity to participate and positively grow as both an individual and athlete in the various CAHA Member Organizations and programs.
- 18.5.1.4. The following behaviors are prohibited: Bullying; Cyberbullying; Harassment and Sexual Harassment; Retaliation against those reporting such defined behaviors; and Knowing and false accusations of bullying behavior Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences.

## 18.5.2. Bullying and Cyberbullying Defined

- 18.5.2.1. "Bullying" includes, but is not limited to, a written, oral or electronic expressions or a physical act or gesture or any combination thereof directed at a player or players that:
  - 18.5.2.1.1. Has, or a reasonable person would expect it to have, the effect of:
    - 18.5.2.1.1.1. Physically harming a player or damaging a player's equipment or property; or
    - 18.5.2.1.1.2. Placing a player in reasonable fear of physical harm or damage to the player's equipment or property.
  - 18.5.2.1.2. Interferes with the rights of a player by
    - 18.5.2.1.2.1. Creating an intimidating or hostile athletic environment for the player; or
    - 18.5.2.1.2.2. Interfering with the player's athletic performance or ability to participate in or benefit from their team activities or athletic opportunities provided by the team; OR
  - 18.5.2.1.3. Is based on a player's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a player's



Member Organization with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph 1 or 2 above.

18.5.2.2. Examples of conduct that may constitute bullying include, but are not limited to:

- 18.5.2.2.1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
- 18.5.2.2.2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
- 18.5.2.2.3. Non-verbal threats and/or intimidations such as use of aggressive, menacing or disrespectful gestures;
- 18.5.2.2.4. Threats of harm to a player, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
- 18.5.2.2.5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- 18.5.2.2.6. Blocking access to team or related hockey facilities;
- 18.5.2.2.7. Stealing or hiding hockey equipment, gear bags, clothing or 14 other possessions;
- 18.5.2.2.8. Stalking; and
- 18.5.2.2.9. Physical contact or injury to another person or his/her property.

18.5.2.3. “Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

18.5.2.4. Examples of conduct that may constitute cyberbullying include, but are not limited to:

- 18.5.2.4.1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a player or team staff member on a website or other online application;
- 18.5.2.4.2. Posting misleading or fake photographs or digital video footage of a player or team staff member on websites or creating fake websites or social networking profiles in the guise of posing as the target;
- 18.5.2.4.3. Impersonating or representing another player or staff member through use of that other person’s electronic device or account to send email, text messages, instant messages (IM), “posts”, or phone calls;

18.5.2.4.4. Sending email, text messages, IM or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target's email account, IM account, or cell phone; and

18.5.2.4.5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other players or team staff.

18.5.2.5. "Retaliation" means an act or gesture against a player for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

### 18.5.3. Application of Policy 15

18.5.3.1. This policy applies to any player, team staff, coach, or CAHA volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

18.5.3.2. This policy applies to bullying that:

18.5.3.2.1. Takes place at any CAHA event, including team practices and games, and team transportation and lodging, at the CAHA Member Organization, meaning: an ice rink or other facility used for team events;

18.5.3.2.2. Takes place while players and team staff are being transported to or from an CAHA or team-sponsored game or event;

18.5.3.2.3. Takes place at an CAHA or team sponsored event, activity, function, program, instruction or training; or

18.5.3.2.4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of others as set forth in this policy's definition of bullying.

## 18.6. Reporting

18.6.1. Bullying or suspected bullying is reportable in person or in writing (including anonymously) to the team, Member Organization, or the CAHA Safesport coordinator.

18.6.2. Players or team staff who have been bullied or are aware of incidents of bullying are required to report this behavior to a coach, Member Organization, or CAHA.

18.6.3. Parents and other adults who are aware of incidents of bullying are required to report this behavior to a team staff member, coach, Member Organization, or CAHA.

18.6.4. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any player who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

## 18.7. Responding

18.7.1. The team administration or CAHA through the Safesport coordinator will:

- 18.7.1.1. Promptly investigate and respond to allegations of bullying behavior;
- 18.7.1.2. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to CAHA;
- 18.7.1.3. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to players who engage in bullying behavior, team administrators and CAHA should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:
  - 18.7.1.3.1. Meeting with the player and the player's parents;
  - 18.7.1.3.2. Reflective activities, such as requiring the player to write an essay about the player's misbehavior;
  - 18.7.1.3.3. Mediation, but only when there is mutual conflict between peers, rather than on-way negative behavior, and both parties voluntarily choose this option;
  - 18.7.1.3.4. Counseling;
  - 18.7.1.3.5. Anger management;
  - 18.7.1.3.6. Health counseling or intervention;
  - 18.7.1.3.7. Mental health counseling;
  - 18.7.1.3.8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
  - 18.7.1.3.9. Community service; and
  - 18.7.1.3.10. Game detention or suspension.
- 18.7.2. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services; and
- 18.7.3. Communicate to the parent of a player who has been bullied the measures being taken to ensure the safety of the player who has been bullied and to prevent further acts of bullying

## 18.8. Alcohol and Drug Abuse

- 18.8.1. In accordance with USA Hockey, CAHA takes the position that consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furthering of their playing, or coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, USA Hockey prohibits use by any participant of alcohol or drugs, as these terms are defined below, during participation in its programs as follows:

- 18.8.1.1. Zero tolerance for possession or use of drugs by any participant unless participant is currently under a doctor's care and the medication is required for treatment of an illness or injury;
- 18.8.1.2. Zero tolerance for providing or condoning the use of alcohol or drugs to a minor athlete by a coach, assistant coach, manager, official or any other person who is in a position of authority over that athlete;
- 18.8.1.3. Zero tolerance for being under the influence of alcohol or drugs while supervising minor athletes or while participating in a USA Hockey practice, game or event; and
- 18.8.1.4. Abuse of alcohol by a participant while participant at a USA Hockey event other than that prohibited by 27.3 above.
- 18.8.2. Violation of this policy shall subject the participant to disciplinary action up to and including suspension or disqualification from membership. Further, USA Hockey hereby recommends that each and all of its teams, associations, programs and affiliates develop and enforce alcohol and drug abuse policies and practices that are consistent with this policy.
- 18.8.3. For purposes of this policy, the word "alcohol shall include the following:
  - 18.8.3.1. Intoxicating beverages.
- 18.8.4. For purposes of this policy, the words "drug" shall include the following:
  - 18.8.4.1. Any controlled substances.
  - 18.8.4.2. Prescription or prescribed controlled substances when used to an excess in violation of doctors' orders, or to produce the state of intoxication in the participant.
  - 18.8.4.3. Any mood altering or psychoactive substance that produces a state of intoxication in the participant including but not limited to nicotine.
- 18.8.5. Further, the word "participant" shall include players, coaches, referees, and all persons involved in the conduct of an ice hockey contest.

## 18.9. Travel

### 18.9.1. General

- 18.9.1.1. CAHA's Member Organizations have some 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. USAH has established policies to guide 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”).

## 18.9.2. Local Travel

- 18.9.2.1. Local travel occurs when an CAHA Member Organization or one of its teams does not sponsor, coordinate, or arrange for travel.
- 18.9.2.2. 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.
- 18.9.2.3. The employees, coaches, and/or volunteers of the CAHA Member Organization 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.
- 18.9.2.4. 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.
- 18.9.2.5. 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.
- 18.9.2.6. It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of CAHA 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.

## 18.9.3. Team Travel

- 18.9.3.1. Team travel is overnight travel that occurs when a CAHA Member Organization 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.

- 18.9.3.2. When possible, the CAHA Member Organization or one of its teams 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 the Member Organization or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- 18.9.3.3. The CAHA Member Organization or its team 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. The CAHA Member Organization or its team will make efforts to provide adequate supervision through coaches and other adult chaperones and will make efforts so that there is at least one coach or adult chaperone for each six players . If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, they may need to rely on parents to serve as chaperones and may be limited in providing this match.
- 18.9.3.4. 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).
- 18.9.3.5. 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.
- 18.9.3.6. If the circumstances require players to share rooms, players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations. If players are rooming with their parent/legal guardian, the parent/legal guardian will be responsible for their child and any other children they are the chaperone to.
- 18.9.3.7. The coach will establish a curfew 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.

- 18.9.3.8. The team personnel shall ask hotels to block adult pay per view channels.
- 18.9.3.9. 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. At no time will anyone other than the actual occupants of the room be allowed to be in the room at any time.
- 18.9.3.10. 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.
- 18.9.3.11. Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- 18.9.3.12. 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.
- 18.9.3.13. Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- 18.9.3.14. 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.
- 18.9.3.15. No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- 18.9.3.16. In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- 18.9.3.17. 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.
- 18.9.3.18. 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.

#### 18.9.4. Prohibited Conduct and Reporting

- 18.9.4.1. CAHA and CAHA Member Organizations prohibit 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 CAHA Member Organizations 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](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

## 18.10. Social Media and Electronic Communications Policy

### 18.10.1. General

18.10.1.1. CAHA realizes that communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is crucial. However, as part of USA Hockey's emphasis on safety, it realizes that the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to minor Participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to this Social Media and Electronic Communications Policy helps reduce these risks.

### 18.10.2. Adult Communication with Minors

18.10.2.1. All electronic communication originating from adults to minor participants must be professional in nature. Absent emergency circumstances, if an adult with authority over minor participants needs to communicate directly with a minor participant via electronic communications (including social media), the minor's parent must be copied. If a minor participant communicates to the applicable adult (with authority over the minor athlete) privately first, said adult should respond to the minor participant with a copy to another adult or the minor's legal guardian. When an adult with authority over minor participants communicates electronically to the entire team, said adult must copy another adult.

18.10.2.2. Pursuant to these requirements, all electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.

### 18.10.3. Social Media

18.10.3.1. Social media makes it easy to share ideas and experiences. CAHA recognizes, however, that social media, mobile and other



electronic communications can be especially concerning where minor Participants are involved. Coaches are prohibited from having minor Participants joined to or connected through their personal Facebook page, Instagram or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., “friend”) the official organization or team page and coaches can communicate to the team through that site. All electronic communication of any kind between coach (and any Applicable Adult) and a minor Participant, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

#### 18.10.4. Email, Text Messaging and Electronic Communications

18.10.4.1. Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and minor Participants must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor Participant must include a copy to the player’s parents. Where possible, a coach should be provided and use the Member Organization’s web site email center (the coach’s return email address will contain “@organization.com”) for all communications with the team, players, and player’s parents, where applicable.

#### 18.10.4.2. Social Media and Group Chats

18.10.4.2.1. Minor hockey players often create group chats through texting or other social media applications. Such group chats are concerning because minors may engage in bullying behavior, sexual misconduct, harassment, threats, discriminatory and other inappropriate conduct that may violate policies of CAHA. Group chats among minor hockey players should be supervised by an adult to mitigate these risks.

#### 18.10.4.3. Request to Discontinue All Electronic Communications or Imagery

18.10.4.3.1. Following receipt of a written request by the parents of a minor participant that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the program, team, coaches, and administrators shall immediately comply with such request without any repercussions for such request.

#### 18.10.4.4. Abuse and Misconduct

- 18.10.4.4.1. Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other Participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

### 18.11. Athletic Training Modalities

#### 18.11.1. General

- 18.11.1.1. Due to the nature of the contact between an athlete and a person performing a massage, rubdown, taping, or other athletic training modalities, the potential for abuse or misconduct can occur. Any massage, rubdown, taping, or other athletic training modality must be conducted in an open and interruptible location. Any massage of a minor participant must be done with at least one other adult present and must never be done with only the minor participant and the person performing the massage, rubdown, or athletic training modality in the room. Prior to any massage or rubdown of a minor participant, the person performing the massage or rubdown shall obtain the written consent of the minor participant's legal guardian. The consent must specify if it is for a specific treatment or for ongoing treatments over a period of time, and the nature of the treatment. If requested, parents must be permitted to be in the room as an observer.

#### 18.11.2. One-on-One Interactions

- 18.11.2.1. The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. USA Hockey and CAHA require that adults shall not engage in any prohibited one-on-one interactions with any minor participants. By reducing such interactions between minors and adults, USA Hockey and CAHA seek to reduce the risk of child sexual abuse in its programs.

#### 18.11.3. Observable and Interruptible

- 18.11.3.1. One-on-one interactions between a minor Participant and an Applicable Adult at a Facility are permitted if they occur at an observable and interruptible distance by another adult and the other adult is made aware of the interaction. One-on-one interactions between minor Participants and an Applicable Adult at a Facility are prohibited, except for meetings with mental health care professionals and health care providers as described below, and under emergency circumstances.

#### 18.11.4. Meetings

- 18.11.4.1. Meetings between adults and minor participants at a facility may only occur if another adult is present and is advised the meeting is taking place, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult. If a one-on-one meeting takes place in an office at a facility, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- 18.11.4.2. Meetings with mental health care professionals and health care providers If a mental health care professional and/or health care provider meets with minor participants at a facility, a closed-door meeting may be permitted to protect patient privacy provided that: (1) the door remains unlocked; (2) another adult is present at the facility; (3) the other adult is advised that a closed-door meeting is occurring; and (4) written legal guardian consent is obtained in advance by the mental health care professional and/or health care provider, with a copy provided to the Member Program
- 18.11.4.3. Individual training sessions Individual training sessions between adults and minor participants are permitted at a facility if the training session is observable and interruptible by another adult. It is the responsibility of the adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

#### 18.11.5. Out-of-program contacts

- 18.11.5.1. Coaches are prohibited from interacting one-on-one with unrelated minor participants in settings outside of the program that are not observable and interruptible (including, but not limited to, one's home and individual transportation). All other adults are prohibited from interacting one-on-one with unrelated minor participants in settings outside of the program that are not observable and interruptible (including, but not limited to, one's home and individual transportation), unless parent/legal guardian consent is provided in advance. Nonetheless, such arrangements may raise risks of actual or perceived misconduct, and are strongly discouraged.

## 18.12. Sports Concussion Management

- 18.12.1. A sports concussion management program must be incorporated within each Member Organization and must follow the USA Hockey's program which is available at [usahockey.com/safetyconcussion](http://usahockey.com/safetyconcussion). In addition to the minimum concussion protocol to be followed by all USA Hockey programs and CAHA Member Organizations, the following protocol will also be followed:
  - 18.12.1.1. All players, parents and coaches are required to sign the concussion protocol acknowledgement forms provided by the member organizations at the start of every season. These forms will be included in the Manager's book for the entire season. Immediately upon request of the CAHA Board or their designee, any manager will be required to show proof of all signed acknowledgement forms.
  - 18.12.1.2. All injured players will be required to have a QUALIFIED medical professional complete the CAHA-provided Concussion Evaluation and Return to Play Protocol form. The parent must electronically transmit a copy of the completed form to the member's concussion coordinator prior to returning to play.

## 18.13. Helmet Rule – Coaches/Instructors

- 18.13.1. All ice hockey coaches and instructors of registered USA Hockey Youth 18 & Under and below, high school, Girls 19 & under and below, and adaptive programs are required to properly wear a H.E.C.C approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages and all Coaching Education Program clinics and/or workshops.
- 18.13.2. Failure to comply with the Helmet Rule will result in the following:
  - 18.13.2.1. First offense – 30 day suspension from all activities involving USA Hockey registered programs.
  - 18.13.2.2. Second offense in the same playing season – The coach will appear before the CAHA Disciplinary Committee and is subject to additional discipline that may include a suspension of up to one calendar year.
  - 18.13.2.3. It is noted that current NHL players will drop in at Youth hockey practices during the playing season. The NHL players participate in the practice with the Youth players assisting the coaches and demonstrating various skills and drills. It is recognized that the NHL players are not registered USA Hockey Coaches and technically are not required to wear helmets as per the USA Hockey and CAHA rule. However, USA Hockey and the CAHA families strongly encourage the NHL players who may drop in the practices to follow the accepted rule of wearing a helmet.

## **19. CAHA State Tournaments**

### **19.1. General**

- 19.1.1. CAHA is the authority for all State Tournaments. CAHA is the only entity that is authorized to use and or assign the terms “State Tournament,” “State Championship,” “State Champion,” “State Runner-up,” etc.

### **19.2. State Recreational AA Classifications**

- 19.2.1. All AA classified teams at 10U and 12U shall participate in the State Recreational Tournament (SRT).
- 19.2.2. AA classified teams are required to play every other AA classified team at their age level a minimum of two (2) times.
- 19.2.3. All AA classified teams shall qualify for the State Recreational Tournament.
- 19.2.4. The SRT shall consist of Pool play, semi-final and Championship rounds. The top two teams from each pool will play the semi-final round and the top two will play the Championship game.
- 19.2.5. All players participating in the AA SRT must have their date of birth (DoB) and citizenship verified.

### **19.3. State Recreational A/B Classifications**

- 19.3.1. CAHA shall hold a State Recreational Tournament (SRT) for A and B level teams. The purpose of this tournament is to promote intra-state play within designated age and division levels without regard for league affiliation, thereby affording all recreational teams the opportunity to participate in the State Recreational Tournament.
- 19.3.2. The SRT for A, and B classifications shall consist of a league Championship weekend and a State Recreational Tournament Weekend scheduled two weekends apart.
- 19.3.3. League divisions shall consist of Mountain and Plains leagues.
- 19.3.4. All A and B classification Member Teams are required to participate in their league Championship Weekend.
- 19.3.5. A State Recreational Tournament Committee shall be established each season. The CAHA VP of Recreational and their designee shall co-chair the Committee. Committee membership shall be composed of one CAHA Associate member per league. Member Associations shall submit their interest in serving on the Committee via email to the CAHA VP of Recreational no later than July 1st for the upcoming season.
- 19.3.6. The SRT Committee members shall refine the rules and regulations for the SRT and submit their recommendations to the CAHA Executive Committee for approval no later than September 30th of the current season.
- 19.3.7. The rules and regulations for the SRT shall be posted to the CAHA website no later than November 1st of the current season. Registration for the SRT shall open on November 1 of the current season.

- 19.3.8. Winners and runners up of each league shall qualify for the SRT.

## 19.4. Eligibility for State Recreational Tournament (SRT)

- 19.4.1. CAHA Member Teams that are properly registered on a regular season roster in Colorado, played in a CAHA league, and conform to all USA Hockey and CAHA Age Classification, Division, and Category are eligible to apply for the CAHA SRT.
- 19.4.2. Member Teams who apply shall be in good standing.
- 19.4.3. A player may only play for one team in the SRT. Head coaches shall be solely responsible for any violations of this rule. Violations are subject to CAHA Disciplinary procedures. A written appeal may be made to the tournament committee requesting an exemption; such as the team's only goalie having broken a leg, or suddenly being sick. Only the team's Association Hockey Director or Association President can request an appeal.
- 19.4.3.1. Female players may play on a Girls Team and Youth Team during the State Playoffs so long as the player has met the game count requirement for both teams.
- 19.4.3.2. Mountain Select Players will be granted permission to play for both Mountain Selects and their home association during the State Tournament as long as they have met the game count requirement for both teams.
- 19.4.3.3. Any other pre approved dual rostered players may only participate in the SRT with the highest of the teams they are rostered on and have met game counts with.
- 19.4.4. Teams must submit their roster 2 weeks before the start of the league Tournament.**
- 19.4.5. All players participating in the SRT must have their date of birth and citizenship verified.
- 19.4.6. Tier II, 10U AA, and 12U AA standings will be seeded from in-state league play.
- 19.4.7. For Girls 10U/12U State tournament, the following shall apply:
- 19.4.7.1. Each player must participate in a minimum of 14 games with the team to be eligible.
- 19.4.7.2. All sanctioned USA Hockey tournament games played in the state of Colorado will count toward the game count.
- 19.4.7.3. There will be two state tournaments - A and B.
- 19.4.7.4. The winner of the state approved Girls leagues will receive automatic entries into the A state tournament. The 3rd and 4th seeds will be determined by the highest ranking remaining teams from MYHOCKEYRANKINGS.COM on the 2nd Wednesday of February.
- 19.4.7.5. All Girls teams who do not qualify for the A tournaments will be eligible for the B tournament.

- 19.4.7.6. Every team who wishes to participate in the State Tournament must be allowed to participate in one of the leagues.

## **20. CAHA Member Organization Tournaments**

### **20.1. Tournament Definitions**

- 20.1.1.1. Ice hockey competition, other than normally scheduled league or exhibition games, where three or more legally registered teams compete within a specified time frame to declare a champion. This shall include gatherings of more than three teams from more than two associations competing within a specified time frame, even though no champions are declared.
- 20.1.1.2. Mite Jamborees are considered tournaments, and they must abide by the following policies and procedures, as well as the CAHA American Development Model (ADM) policies and procedures in 10.2
- 20.1.1.3. League Playoffs are considered league games.
  - 20.1.1.3.1. Leagues must make sure playoff rules and dates are posted to the CAHA site by the required deadlines.

### **20.2. General Guidelines**

- 20.2.1. Any entity that fails to abide by the established policies and procedures may not be sanctioned to host future tournaments in Colorado.
- 20.2.2. The Tournament Director listed on the USA Hockey Invitational Tournament Application is responsible for running the tournament and ensuring all established policies and procedures are followed. Sanctions imposed for policy and procedure violations will be applied to the entity listed as the Sponsoring Organization on the USA Hockey Invitational Tournament Application.
- 20.2.3. Programs that fail to roster all member teams may not be eligible to receive sanctions for any invitational tournaments.
- 20.2.4. Tournament application packages must be submitted online. The tournament registry typically opens for the new season in July.
- 20.2.5. 8U jamborees are not to be held prior to 11/15.
- 20.2.6. 8U jamborees are not to be held in conjunction with older age groups unless all divisions are on half/cross/pond ice or unless they have been granted approval by CAHA.
- 20.2.7. The tournament director is responsible for obtaining and sending an approved travel permit for any Canadian teams planning to participate in the tournament to the Affiliate Registrar in charge of tournament sanctions a minimum of 14 days prior to the start of the tournament.
- 20.2.8. The tournament director is responsible for completing and sending an Inbound International Competition Form to the Affiliate Registrar in charge of tournament sanctions a minimum of 60 days prior to the start of the tournament for any International (non-Canadian) team that plans to

participate in the tournament. The Affiliate Registrar will forward this to USAH for approval. The tournament director will also need to pay the accompanying inbound international competition fee to USAH.

- 20.2.9. Spring/Summer tournaments have the option of using the current (prior winter's) age groups or using the next season's age groups. This should be specified in the tournament rules.

- 20.2.9.1. High School spring tournaments are only open to players in grades 9-12 during the spring of the current year.

## 20.3. Tournament Fee Collection

- 20.3.1. All invitational tournaments held in Colorado must secure approval from CAHA before any tournament fees may be collected. An Invitational Tournament is considered approved by CAHA when the tournament is posted to the CAHA website.
- 20.3.2. Tournaments can be advertised once the application has been submitted. They must state that the Sanction Number is pending. Once the sanction number is assigned the tournament needs to update the post on their website to include the sanction number.

## 20.4. Tournament Application Package

- 20.4.1. Tournament application packages must be submitted for approval at least four (4) weeks prior to the start date of the tournament. Incomplete tournament application packages cannot be processed. The following documents shall be submitted to the CAHA representative via the online tournament registration.
- 20.4.2. Current completed USA Hockey Invitational Tournament Application Form. The form can be found on the CAHA website (on the Host a Tournament page).
- 20.4.3. A copy of the tournament rules and regulations. The rules and regulations must address all of the required areas identified on the current CAHA Tournament Checklist, which can be found on the Host a Tournament web page.
- 20.4.4. Optional - A picture/copy of the checks for the appropriate sanction fees payable to USA Hockey, the Rocky Mt. District (RMD), and CAHA.
- 20.4.5. All required checks must be mailed to the appropriate CAHA representative handling tournament sanction.

## 20.5. Application Processing

- 20.5.1. Upon online receipt of the tournament package, the CAHA representative shall do the following:
  - 20.5.1.1. Review the tournament application package for completeness and take one of the following actions:
    - 20.5.1.1.1. Notify the Tournament Director via email of any problems with the package and provide direction for re-submission.



- 20.5.1.1.2. Approve the tournament application. Additionally, the approved USA Hockey form, tournament rules, and regulations will be emailed to the Rocky Mountain District (RMD) Registrar for final approval. The three sanction fee checks will be forwarded to the appropriate representatives for deposit.
- 20.5.1.1.3. Post the tournament information on the CAHA website with the sanction number pending and notify the Tournament Director via email.
- 20.5.2. Upon receipt of the approved tournament application from the RMD Registrar, post the sanction number on the CAHA website and provide the USAH Sanction Number to the Tournament Director via email. At this point, the tournament is considered sanctioned by USAH.
- 20.5.3. Tournaments will not be sanctioned on the same weekends as the CAHA State Recreational Tournament unless approval is granted by the CAHA VP of Recreational Hockey.

## 20.6. Team Participation

- 20.6.1. It is the responsibility of the Tournament Director to ensure any team participating in their tournament has an official USA Hockey, Hockey Canada, or IIHF roster.
- 20.6.2. Any Team that enters a tournament and fails to appear on time for a scheduled Game or any Team (CAHA registered or otherwise) that fails to provide a valid 1-T roster to the Tournament Director prior to the first Game of the tournament will be subject to:
  - 20.6.2.1. Forfeit all tournament Games as determined by the Tournament Director.
  - 20.6.2.2. Pay for all expenses, including but not limited to Referee fees and ice costs for each forfeited Game
  - 20.6.2.3. Denied entry in any Colorado tournaments for the remainder of the season and any approved travel permits will be rescinded.
- 20.6.3. The Tournament Director shall notify the CAHA VP of any Team that fails to appear on time for a scheduled game. This notification shall be made within 24 hours of the infractions.
- 20.6.4. Game Scoring and Results All tournament games with the exception of Adaptive, Adult, Pond, and 8U shall be scored and posted on Game sheets within 24 hours of the game's end.

## 20.7. Events hosted by CAHA members that require USAH Tournament Sanction

### 20.7.1. Tournaments

- 20.7.1.1. 3 or more teams compete during a designated time span
- 20.7.1.2. Games do not count towards league standings
- 20.7.1.3. Champion declared at end of event
- 20.7.1.4. Officiated by USAH officials

- 20.7.1.5. This includes pond hockey events meeting the first three criteria even if not using on-ice officials.

## 20.7.2. Showcases

- 20.7.2.1. More than 3 teams from more than 2 associations compete during a designated time span
- 20.7.2.2. Games are not considered a part of a league's Showcase Division and do not count toward league standings
- 20.7.2.3. No champion declared
- 20.7.2.4. Officiated by USAH officials
- 20.7.2.5. This includes league showcases that have 1 or more guest teams from outside of the league participating

## 20.7.3. Jamborees

- 20.7.3.1. More than 3 teams from more than 2 associations compete during a designated time span
- 20.7.3.2. Typically younger age groups (10U or 8U) using a smaller ice surface (half or cross ice)
- 20.7.3.3. No champions declared
- 20.7.3.4. May be officiated by USAH officials, USAH coaches, or older USAH players
- 20.7.3.5. Scores not kept/posted unless on full ice and using USAH officials

# 20.8. Events hosted by CAHA members that do not require USAH Tournament Sanction

## 20.8.1. League Weekends/League Showcases

- 20.8.1.1. Teams from the same league compete against each other during a designated time span
- 20.8.1.2. Games may count towards league standings
- 20.8.1.3. Officiated by USAH officials

## 20.8.2. Non-League Games (aka scrimmage, exhibition game, association exchange)

- 20.8.2.1. 3 teams or less from 3 or less associations per age group compete against each other during a designated time span
- 20.8.2.2. Games do not count towards league standings and are not part of a tournament
- 20.8.2.3. No champion declared
- 20.8.2.4. Officiated by USAH officials

## 20.8.3. Controlled Practices (aka scrimmages)

- 20.8.3.1. 3 teams or less from 3 or less associations compete against each other during a designated time span
- 20.8.3.2. Games do not count towards league standings and are not part of a tournament
- 20.8.3.3. No champion declared

- 20.8.3.4. Instead of USAH officials, USAH coaches run a game-like situation on ice. A shared practice with game simulation
- 20.8.3.5. Frequently younger age groups

## 20.9. Events that must be scored and posted on GameSheet

- 20.9.1. Anytime USAH officials are used to officiate a full-ice Youth or Girls event, the event **MUST** be scored and posted on GameSheet.

## 20.10. Special Event Sanctions

- 20.10.1. Certain on or off ice events can be held under a Special Event Sanction instead of a tournament sanction. This might apply if a USAH team wishes to play a team that is not sanctioned by USAH, such as a Federation High School team, a prep school team, or NCAA team. Grow the Game Try Hockey for Free events may require a special events sanction. Off ice events might include street hockey to introduce potential players to the game, participation in a parade or other community event as a team, etc. Mixed age and ability on ice events such as parent - child games are not candidates for sanction.

## 20.11. Hosting a USA Hockey sanctioned event

- 20.11.1. An event sanction along with the accompanying fee must be submitted to the CAHA Registrar, who will in turn send it to the Rocky Mountain District Registrar (if on ice) or to the Rocky Mountain District Risk Manager (if off ice) for approval.
- 20.11.2. Each non-USA Hockey participant must sign an IMR/waiver (which is available from your Association or Affiliate Registrar). The signed forms must be submitted to the Affiliate Registrar.
- 20.11.3. Grow the Game events meeting certain criteria will have the event sanction fee waived. Contact your Affiliate Registrar for specifics.
- 20.11.4. To host a Try Hockey for Free (THFF) event, either during one of the national dates or your own custom dates please refer to <https://www.usahockey.com/page/show/4966147-try-hockey-for-free> for information, resources, registration of your event and to request the THFF portal. No special events sanction is needed if using the THFF portal.

## 20.12. Non-USA Hockey Sanctioned Events/Tournaments

- 20.12.1. Participating in Non-USA Hockey Sanctioned Games and Tournaments
  - 20.12.1.1. CAHA and USAH **strongly discourage** participation in games or tournaments not sanctioned by USAH, and therefore not under the USAH umbrella of insurance, during the regular playing season.
    - 20.12.1.1.1. Since there are more unsanctioned than sanctioned events during the off season, CAHA understands teams may wish to participate. However, they must still follow the guidelines listed below.

- 20.12.1.2. In the event any 1-T rostered team or player participates in a non-USA Hockey sanctioned tournament or game either during the playing season or off season, each team member will be required to complete and submit the Acknowledgement of Un-sanctioned Event form (found on the CAHA site - Tournament page) to their applicable CAHA VP of Hockey.
- 20.12.1.3. If participating in an unsanctioned event teams must use a different team name and different jerseys to further emphasize to families that this is not a USAH event and USAH insurance is not in place.
- 20.12.1.4. Notify the appropriate CAHA Vice President at least 30-days prior to participating in the non-sanctioned event that all conditions/stipulations have been/will be met.
- 20.12.1.5. Failure to comply with this policy may result in an Association suspension for up to one (1) year.
- 20.12.2. Hosting Non-USAH Sanctioned Events or Tournaments.
  - 20.12.2.1. CAHA member Associations and Independent Teams are not allowed to host unsanctioned events under their CAHA membership. In order to host any events they must follow all USAH and CAHA rules and policies including obtaining sanction from USAH as applicable.
  - 20.12.2.2. In order to host unsanctioned activities the hosting association/group must be separate from any CAHA member association.
  - 20.12.2.3. They must have a different association name, separate board of directors, separate bank accounts, and separate website.
  - 20.12.2.4. CAHA Member Associations shall not promote non-sanctioned teams or events on their website identified in their yearly membership application.
  - 20.12.2.5. Failure to comply with this policy may result in an Association suspension for up to one (1) year.

## 20.13. Out of state travel policies

- 20.13.1. All Youth, Girls, or High School teams who desire to travel outside of Colorado or outside of the USA during the regular season must obtain an approved CAHA Travel Permit from CAHA.
- 20.13.2. Travel permits are required for tournaments, showcases, league games, non-league games, all team travel outside of Colorado with the exception of District and National Championships.
- 20.13.3. Travel permits must be submitted online (for US) or via email (for Canada) a minimum of 2 weeks prior to travel.
- 20.13.4. International travel permits (non-Canada) must be submitted via email 60 days (or 90 days for reduced fee) prior to travel. International travel

- permits require USAH approval and are associated with a fee paid to USAH.
- 20.13.5. All out of state travel is subject to the policies of the specific age classification and level (Tier 1, Tier 2, AA, A,B, and Rec) specified in the appropriate section.
  - 20.13.6. It is the SOLE responsibility of the team to abide by the policies noted below:
    - 20.13.6.1. Only teams that are approved for the AA classification can play in AA/AAA or AAA level tournaments such as the CCM Tournament Series.
    - 20.13.6.2. Only 10U AA teams may participate in AA/AAA level tournaments. 10U A teams shall only participate in 10U AA and 10U A level events. 10U B teams shall only participate in 10U A and B events.

## **21. State Selection Camp**

### **21.1. Introduction**

- 21.1.1. The Colorado Selection Camp (formerly Colorado Combine) is a spring event that offers select Colorado resident hockey players the opportunity to showcase their skills and advance to regional and national select camps.

### **21.2. Purpose of the Colorado Selection Camp**

- 21.2.1. The purpose of the Colorado Selection Camp is to select the Colorado resident players who would like the opportunity to skate against high-level players from their birth year and be selected to move on to the Rocky Mountain District Player Evaluation Camp (RMD PEC), Boys-14 Western Regional High Performance Camp (WRHPC), or the Girls-14 Multi-District High Performance Camp (GMDHPC). It is important to ensure the CAHA Membership understands this is not a training camp. Players registering for the Colorado Selection Camp must be willing and able to attend the accompanying RMD PEC, if selected to do so.

### **21.3. RMD Player Evaluation Camp (PEC)**

#### **21.3.1. General**

- 21.3.1.1. The RMD PEC is part of USA Hockey's player development and evaluation process. It is an opportunity for players across the district to measure themselves against the best players in the district and get exposure to scouts and high level coaching. Players are evaluated and ranked for selection to the gender and birth year-specific USA Hockey National Select Camps.

#### **21.3.2. Boys-14 Western Regional High Performance Camp**

- 21.3.2.1. USA Hockey discontinued their 14 Boys national camp in 2012 to give more players at the 15-17 age levels a national camp

experience. Statistics show that of the players selected to go to the 14 camp from any district, only about 20% will go to all four camps with about a 50% turnover each year. By creating regional select camps, more players will have the experience of high-level competition and education on training and potential hockey career paths. The camp is normally held at Colorado College in Colorado Springs, CO, in June each year. Players will be housed in dorms at Colorado College and fed on campus. Colorado College has an on-campus rink conveniently located so everything is within walking distance.

### **21.3.3. Girls-14 Multi-District High Performance Camp**

21.3.3.1. There is a need for further development, high level competition, education, and exposure for female hockey players. The Girls-14 Multi-District (Rocky Mountain, Pacific and Northern Plains) High Performance Camp uses a structure and format very similar to current national camps, but increases the numbers to reach more female athletes and expands the opportunities for all of the Girls in the three Districts. The Camp emphasizes skill development and provides an opportunity for players to measure themselves against the best players across the three districts. Players are on the ice with College/University, Tier I, Prep School, and USA Hockey staff and personnel twice a day. There are also off-ice sessions, hockey related educational seminars, a college fair, and a visit to the USA Hockey national offices. Finally, players will be evaluated for future selection to the birth-year specific USA Hockey National Select Camps.

## **21.4. Colorado Selection Camp Staff**

21.4.1. The Colorado Selection Camp Staff are appointed by CAHA. The CAHA Board of Directors is the approval authority for all staff at the Colorado Selection Camp. All staff members shall be registered with USA Hockey for the current season, as well as completed background screening and SafeSport training.

### **21.4.2. Colorado Selection Camp Director**

21.4.2.1. The Colorado Selection Camp Director (Camp Director) is appointed by the CAHA Board of Directors. The Camp Director has the overall responsibility for the Colorado Selection Camp and shall be onsite throughout the Camp. The Camp Director shall identify potential Evaluators for the Colorado Selection Camp. The Camp Director shall oversee all events, provide guidance, and implement approved policies/procedures. While the Camp Director ensures the Evaluators adhere to the approved evaluation criteria, the Camp Director shall not evaluate any goalies or players.

### 21.4.3. Colorado Selection Camp Administrator

- 21.4.3.1. The Camp Director may utilize a Colorado Selection Camp Administrator. This position shall be reviewed and approved by the CAHA Board of Directors. The position supports the Camp Director by handling the camp registration, schedule, location procurement, equipment procurement, equipment distribution, information distribution, evaluator needs, administration, reporting and functions, field questions as needed to make the Colorado Selection Camp a success. The Camp Administrator also shall not evaluate Camp participants.

### 21.4.4. Colorado Selection Camp Evaluators

- 21.4.4.1. The Camp Director shall be responsible for selecting evaluators who are unbiased and preferably located out-of-state and recommend such qualified evaluators for CAHA Board of Directors approval. Evaluators should be associated with USHL, WHL, NAHL, Division 1, 2, and 3 college teams. Coaches currently based in Colorado are not eligible to be evaluators or perform any on-ice activity at the Colorado Selection Camp.
  - 21.4.4.1.1. The goal is to utilize 3-5 out-of-state evaluators per Boy's birth year age group and 6-8 out-of-state evaluators total for the Girls. Additionally, a total of 2-4 out-of-state evaluators will be utilized. In total, approximately 20-32 out-of-state evaluators are required to commit to participate in the Colorado Selection Camp.
  - 21.4.4.1.2. Evaluators shall rank and select players to move on to the respective District or High Performance Regional Camps based on their performance at the Colorado Selection Camp and not their season stats. In order to ensure consistency, evaluators are required to attend all evaluation sessions for the group(s) they have been assigned to.

## 21.5. Eligibility for the Colorado Selection Camp

- 21.5.1. The Colorado Selection Camp **pre-registration** is open to all age-eligible players whose parent(s) are permanent residents of Colorado. Colorado player residents born in the applicable birth years (ages 14-17) are eligible for the Colorado Selection Camp. Colorado player residents are players whose parent(s) are permanent residents of Colorado as defined in Section 4 of the CAHA Policies/Procedures. Selected pre-registrants will be invited to register for the Camp based on preliminary evaluations performed by the Camp Director, Colorado Hockey Directors, and qualified Colorado coaches. Colorado resident player invitations shall be

prioritized with nonresident out-of-state players being extended invitations on a space-available basis.

- 21.5.1.1. **Non-USA Citizens:** Players must be USA citizens to advance to the District or Regional High Performance Camps. Those players who are not USA citizens, but played hockey in Colorado during the season, may be invited to participate in the Colorado Selection Camp on a space-available basis. These players must be recommended by their hockey director and shall contact the Camp Director about registering for the Colorado Selection Camp.
- 21.5.1.2. **Out-of-State Players:** Out-of-state players (i.e. a billeted player whose parent(s) are permanent residents of another state) may attend the Colorado Selection Camp for evaluation purposes only. These individuals are not eligible for a Colorado slot to the next-level camps. These players are accepted on a space-available basis and may be assessed a non-resident evaluation fee. Non-Colorado residents shall contact the Camp Director about registering for the Colorado Selection Camp (see Out-of-State Players Evaluation Request section below).

## 21.6. Age Groups/Brackets

- 21.6.1. The birth years (age groups) for the Colorado Selection Camp are based on the age groups established for the Rocky Mountain District Player Evaluation Camp, Girls-14 Multi-District High Performance Camp, and Boys Western Regional High Performance Camps each year. The numbers below are the maximum numbers for participation in the Colorado Selection Camp, not the number of goalie/players selected to move on from the Colorado Selection Camp. 'Teams' will be divided as evenly as possible but are not guaranteed to have equal numbers as it is based on the number of registrants/participants at each age bracket.

- 21.6.1.1. **Boys:**

- 21.6.1.1.1. Boys 14U-16U Forwards – 72 per age bracket
  - 21.6.1.1.2. Boys 14U-16U Defense – 36 per age bracket
  - 21.6.1.1.3. Boys 14U-16U Goalies – 12 per age bracket (2/team) as selected at pre-goalie camp
  - 21.6.1.1.4. Boys 17 Forwards – 48
  - 21.6.1.1.5. Boys 17 Defense – 24
  - 21.6.1.1.6. Boys 17 Goalies – 8 as selected at pre-goalie camp (evaluators may include up to 3 per group or total of 12)

- 21.6.1.2. **Girls:** Due to past registration numbers, the Girls will be limited to one (1) group per age bracket that will consist of a maximum of 15 Forwards and 12 Defense. Girl goalies will be determined based on the registration numbers, which may also result in mixed age groups, but each player will still be evaluated based on their birth year. Teams will be divided as evenly as possible, but are not



guaranteed to have equal numbers because of uncertainty of registrants.

- 21.6.1.2.1. Girls Forwards – 15 per age bracket
- 21.6.1.2.2. Girls Defense – 12 per age bracket
- 21.6.1.2.3. Girls Goalies – Determined by registration numbers and may need to be selected at pre-goalie camp

## **21.7. Colorado Selection Camp Location**

- 21.7.1. The Colorado Selection Camp location will be determined by the CAHA Board of Directors. The minimum requirements shall be at least 2 sheets of ice, and private meeting rooms for evaluation meetings.
- 21.7.2. The CAHA Board of Directors will accept proposal requests from facilities up to November 15th each year from any facility that meets the requirements identified above. Proposals should be submitted to the CAHA Board of Directors for review.

## **21.8. Colorado Selection Camp Schedule**

- 21.8.1. The Colorado Selection Camp is normally held between the Rocky Mountain District and USA Hockey National Tournaments. CAHA has no control over these dates, but Associations have requested that we not hold the Colorado Selection Camp during the regular playing season as most Tier teams have a very compressed schedule.
- 21.8.2. The Camp Director shall provide the CAHA Board of Directors with proposed dates no later than October 15th each year. Projected dates shall include the two (2) week days required for the Goalie Sessions and the three (3) days required for the Camp (Friday evening through Sunday afternoon).

## **21.9. Colorado Selection Camp Fees**

- 21.9.1. The Colorado Selection Camp Fees will be determined based on projected expenses and number of participants. Colorado Selection Camp fees shall include registration costs, ice times, jersey, sock, Camp equipment and administrative fees.
- 21.9.2. Colorado Selection Camp fees are non-refundable. The only exception is in the case of a player injury between registration and first day of Camp. A written doctor's report must be submitted to the Camp Director. Approved refunds will be made after the conclusion of the Colorado Selection Camp, but refunds shall be the Colorado Selection Camp fee less Administrative Fees incurred as a result of the on-line registration. Refund requests are not accepted after the start of Colorado Selection Camp. The start is the first ice session of pre-goalie camp.

## **21.10. Colorado Selection Camp Registration for Forwards/Defense**

- 21.10.1. All Colorado resident players shall use the Colorado Selection Camp approved online registration system. The link for the Colorado resident online registrations and payment shall be posted to the CAHA website no later than February 15th each year.
- 21.10.2. Non-US Citizens and Out-of-State players shall contact the Camp Director directly for registration instructions.

## **21.11. Goalie Registration**

- 21.11.1. The number of Boys goalies who want to participate in the Colorado Selection Camp, requires that CAHA hold pre-camp goalie sessions to select the goalies who will advance to the Colorado Selection Camp.
- 21.11.2. While the number of Girls goalies has not always required their participation in the pre-camp goalie sessions, the same registration process as the boy goalies is used. This single process for all goalies also supports pre-camp goalie sessions for Girls. A pre-goalie camp for Girls goalies may be required for high registrants of Girls goalies.

## **21.12. Group Assignments**

- 21.12.1. Group assignments for the forwards and defense are posted no later than one week after the online registration ends. Group assignments for goalies are posted as soon as the goalies selected from the pre-camp goalie sessions are provided.
- 21.12.2. Requests for specific group assignments are NOT accepted.
- 21.12.3. Player positions will be allocated by the position the player registered for online. Any position change requests need to be submitted to the Camp Director and will be honored on a space-available basis only.
- 21.12.4. The purpose of the Colorado Selection Camp is to select players to move on to the Rocky Mountain District Player Evaluation Camp, Girls-14 Multi-District High Performance Camp and Boys-14 Western Regional High Performance Camp. Group assignments are made based on the player registration numbers for each age division, position, and player skill level. Once group assignments are made, considerable changes in the group dynamics may result from cancellations. Individuals on the waitlist are assigned groups based on cancellations and once the group assignments are posted, they are not changed without prior coordination with the player and his/her parents.
- 21.12.5. While evaluators like to see the players in game situations, the game outcome is not applicable to the evaluation criteria used at the Colorado Selection Camp.

## **21.13. Evaluation Criteria**

- 21.13.1. Players selected to move on from Colorado Selection Camp will be competing with the top ranked players from the other RMD states for

selection to the National USA Hockey Select Camp. The Girl Players selected to attend the GMDC will be competing with the top ranked Girls from three (3) Districts for the selection to Girls National USA Hockey Select Camps. The players selected to attend the WRC will be competing with the other top ranked players in the Rocky Mountain and Pacific Districts.

- 21.13.2. The selections are not based on the number of goals scored. Players will be evaluated for the position that they are registered for. The evaluators are looking for well-rounded players using the following criteria:

Forward Skating: Technique, balance, stride, posture, edge control

Backward Skating: Technique, balance, stride, posture, edge control

Skating: Agility Change of direction, stops, explosive starts, crossovers, edges, 3 steps

Shooting: Accuracy, strength, wrist shot, backhand, snap shot, slap shot, quick release

Passing: Giving/ receiving passes, forehand, backhand, accuracy, speed, soft hands

Scoring Ability: Scoring touch, rebounds, presence around the net

Ice Awareness: Game strategy, reads ice and players well, good presence

Play-Making Ability: Vision to support teammates, create scoring chances, time/space use

Positional Play: Know their position, react to teammate play, react to game flow

Offensive Play: Creativity, puck support and attach, puck movement

Defensive Play: Zone coverage, teammate support, man down, back check, fore-check

Team Play: Make their teammate better players, what they do without the puck

Effectiveness: Gets most out of abilities, a gamer, can apply skills to impact game outcome

Intensity/Aggressiveness: Hustle, attack the play, battle along the boards.

## 21.14. Colorado Selection Camp Selections/Results

- 21.14.1. Players selected to move on to the RMD PEC, Boys-14 WRHPC, and Girls-14 MDHPC camps shall be posted on the CAHA website within three (3) business days after the conclusion of the Colorado Selection Camp. Posting shall include the player's Last Name, First Name, Birth Year, and Position.
- 21.14.2. Colorado Selection Camp selections shall be provided to the RMD PEC, Boys-14 WRHPC, and Girls-14 MDHPC registrar(s) within three (3) business days after the conclusion of the Colorado Selection Camp in the appropriate format.
- 21.14.3. All evaluation sheets and notes are turned into the Camp Director once the selections are made for each birth-year group. Time constraints do not support providing individual player evaluations.

## 21.15. Out-of-State Players – Evaluation Requests

- 21.15.1. Teams may have players that billet with Colorado families or have a parent that has moved to Colorado for the hockey season. Any player who is not a Colorado resident is considered an out-of-state player whether they are living with their parents or a billet family. CAHA shall

work directly with the family for these requests. Players will be evaluated for their home state using the following process:

- 21.15.1.1. The out-of-state family should contact the camp director for their home state to explain the situation and to get concurrence a player evaluation from the Colorado Selection Camp will be accepted prior to registering for their home state camp. The home state camp director shall provide email concurrence to the Colorado Selection Camp Director.
- 21.15.1.2. The Camp Director will work with the family to register the out-of-state player for the State Camp. Depending on the registration numbers, the Camp Director will determine how the out-of-state player registration shall be completed. Colorado resident players have first priority for online registration.
- 21.15.1.3. Camp Director shall identify the player to be evaluated on the evaluator's list(s) and the lead for that group will provide a written evaluation for that player.
- 21.15.1.4. The Camp Director reviews/approves the written evaluation(s), which will be emailed to the director for their home state camp. A copy of the evaluation is not provided to anyone else, which includes the player, parents, coach, etc.
- 21.15.1.5. An out-of-state player evaluation fee may be assessed

## **21.16. Waiver Requests – State Camp Exemptions/At-Large Requests**

- 21.16.1. Player participation in the Colorado Selection camp is required for the opportunity to move on to the RMD PEC, Boys-14 WRHPC, and Girls-14 MDHPC. No exemption, waiver, or at-large requests from the Colorado Selection Camp will be considered as player participation is mandatory. Injuries may qualify for a refund if the request is made to the Camp Director at least 48 hours before the start of the Camp.
- 21.16.2. Colorado resident players who play out of state may attend such state's player development camp and have an evaluation sent to the RMD Camp Director should the timeframe support such. The RMD Camp Director shall make the decision on participation in the RMD Camp. Colorado resident players shall coordinate with the out-of-state camp director and RMD Camp Director.

## **22. Adaptive Hockey Policies & Procedures**

### **22.1. Introduction**

- 22.1.1. Adaptive Hockey Programs are members of CAHA and shall comply with the CAHA and USAHockey policies/procedures. Specific rules may vary within each association, however; associations may only impose more stringent policies. The Adaptive programs are divided into six disciplines:

DEAF/HARD OF HEARING, SPECIAL, STANDING/AMPUTEE, WARRIOR, SLED, and BLIND HOCKEY.

## 22.2. Information for Teams/Divisions

- 22.2.1. Adaptive players are defined as all players with disabilities as outlined by USA Hockey. The terms adaptive and disabilities/disabled are used interchangeably throughout CAHA Policies and Procedures. Youth players (18 and under) and Adult players must abide by USA Hockey rules and regulations which defines the allowable conditions for Youth and adult teams and those in which an adult player can apply for a waiver to play on a Youth team. CAHA shall not approve any independent Adaptive Teams. All Adaptive teams must be affiliated with a CAHA Member Association. Each Division primarily plays other CAHA and/or USA Hockey teams. CAHA has adopted the ADM Model for all players in the state of Colorado. It is highly recommended that the Adaptive Programs follow the ADM guidelines most suited to each individual Association's level of play. Recommendations and guidelines can be found at <http://admkids.com>. Any issues regarding the CAHA Adaptive ADM Policy will be decided by the CAHA Executive Committee.

## 22.3. Definitions of Disciplines

### 22.3.1. Deaf/Hard of Hearing Hockey

- 22.3.1.1. Deaf/Hard of Hearing Hockey is for the individual who has been diagnosed with a hearing loss. The game is played according to USA Hockey rules and instruction is based on the individual players' ability to improve their skills in an environment that is receptive to their needs and demands. The ability to communicate with coaches and other players regardless of their method of communication is a huge focus. Whether a player utilizes sign language, lip reading, hearing aids, or cochlear implants, etc. interpreters are there to make sure they understand the instruction. Deaf/Hard of Hearing Hockey players participate in their local hockey associations and on high school, college and junior teams. Many have also gone on to play for the US Deaf Ice Hockey Team in the Deaflympics. Participation allows players the opportunity to achieve goals and become successful in both life and hockey.

### 22.3.2. Special Hockey

- 22.3.2.1. Special hockey programs have been established in over 30 cities in the United States. The goal of special hockey is to give people with physical and developmental disabilities the chance to play the sport of ice hockey in an environment which is adapted to their level of ability. The athletes play upright and in most cases offsides, icing, penalties etc. are not part of game play. Special Hockey emphasizes players having fun through teamwork, social

interaction, and improving the quality of life through on and off ice activities. Special hockey serves a wide range of disabilities and there is an opportunity for everyone to enjoy the sport. Many teams also provide a mentor program in which coaches and volunteers assist the players with important skills for everyday life. There is competition available when interested as well as various camps throughout the year.

### 22.3.3. Standing/Amputee

22.3.3.1. Standing/Amputee is played upright and follows typical ice hockey rules. Standing/Amputee Hockey has allowed a growing number of athletes with congenital or acquired amputations or other physical impairments to enjoy the great sport of hockey. Players use prostheses to control a hockey stick or to skate, and these skills can be improved as with any other hockey skill. There are many opportunities for Standing/Amputee Hockey players in local areas for recreation/competition all the way to international competition. Combining players with various types of disabilities creates a unique team experience in this fast-paced exciting sport. In an effort to promote standing/amputee hockey, USA Hockey works together with the American Amputee Hockey Association. Founded in June of 2000, the American Amputee Hockey Association (AAHA) operates under the USA Hockey umbrella and the goal is to bring together individuals involved in standing/amputee hockey to promote the sport. Go to the USA Hockey Website and click on the Amputee Hockey Logo for the latest on the National Standing/Amputee Hockey Team.

### 22.3.4. Warrior Hockey

22.3.4.1. USA Hockey's Warrior Hockey Discipline is dedicated to injured and disabled US Military Veterans who have served our country and play the sport of ice hockey. To be eligible you must be or have been a Veteran and/or a Member of the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard). Former Members of the Armed Forces are required to have been discharged under honorable or general conditions. Any exceptions must be approved by the USA Hockey Disabled Hockey Section.

You must also meet one of the following criteria for eligibility:

- 22.3.4.1.1. Purple Heart
- 22.3.4.1.2. VA rating of 10% or greater
- 22.3.4.1.3. Medically discharged from active reserves or National Guard
- 22.3.4.1.4. Veterans with disabilities that are the result of a disease or injury incurred or aggravated during active military service
- 22.3.4.1.5. Post-service disabilities that are considered related or secondary to disabilities occurring in service and for

- disabilities presumed to be related to circumstances of military service, even though they may arise after service
- 22.3.4.1.6. Any Veteran with a disability that did not occur during Military Service and meets discharge eligibility. Cases presenting multiple discharges of varying character will also be referred for adjudication to the USA Hockey Disabled Hockey Section

## 22.3.5. Sled Hockey

- 22.3.5.1. Sled (sledge as it's referred to outside the United States) hockey was invented at a Stockholm, Sweden, rehabilitation center in the early 1960s by a group of Swedes who, despite their physical disability, wanted to continue playing hockey. Sled hockey follows most of the typical ice hockey rules with the exception of some of the equipment. Players sit in specially designed sleds that sit on top of two hockey skate blades. There are two sticks for each player instead of one and the sticks have metal picks on the butt end for players to propel themselves. Goalies wear basically the same equipment but do make modifications to the glove. Metal picks are sewn into the backside of the glove to allow the goalie to maneuver. A few rinks around the country are sled accessible. Sled accessible rinks allow players to remain in their sleds and skate off the ice into the bench area. This requires that the bench area is flush with the ice and there are clear Plexiglas replacing the white boards. Sled hockey provides opportunities for many types of disabilities and there are opportunities available in local areas for recreation/competition all the way to the National Sled Team that plays in the Paralympics. Sled hockey is rapidly growing in the US and players are "hooked" once they touch the ice the first time.

## 22.3.6. Blind Hockey

- 22.3.6.1. Blind Hockey is the same exhilarating, fast-paced sport as Ice Hockey with only one main difference – all of the players are legally blind. Players must be classified as eligible in one of the three 'International Blind Sports Federation (IBSA) classifications. Typically: totally blind athletes play goal (or defense); lower sighted athletes play defense; and higher sighted athletes play forward. The most significant modification is that the sport features an adapted puck that makes noise, and is both bigger and slower than a traditional puck. Players' levels of vision range from legally blind – approximately 10% vision or less – to totally blind. Blind Hockey is an excellent spectator sport as it is easily recognizable to the average hockey fan, with minimal rule adaptations to help with gameplay and player safety.

- 22.3.6.1.1. Custom 3 foot high nets are used rather than the traditional 4 foot nets to keep the puck low and near the ice so it can make noise and be tracked aurally.
- 22.3.6.1.2. Teams must complete one pass in the attacking zone prior to being able to score. This provides both the low vision defense and the goalie an extra opportunity to track the puck.
- 22.3.6.1.3. An on ice official uses a different whistle to indicate that a pass has been completed and the attacking team is eligible to score.
- 22.3.6.1.4. Tag-up off-sides is used with the assistance of verbal communication from on ice officials. The game is played with standard IIHF safety protocols including no-touch icing, and crease violations to ensure utmost player safety.
- 22.3.6.1.5. All players must wear full protective gear including a face mask. Blind Hockey has been played in Canada since the early 1970's. The sport was first played in the U.S. on October 18, 2014 with the first ever Blind Hockey Summit in Newburgh, NY. At this event local players and visiting Canadian players formed two teams and played two structured games, following a try-it session which introduced the sport to many new players. At the 2015 USA Hockey Disabled Hockey Festival, in Buffalo, NY, blind Hockey was introduced to the rest of the Disabled Hockey Community. Again, U.S. and Canadian players came together to form two teams and played a single exhibition game. Word has spread quickly about this new discipline of hockey, and players and programs have sprung up all over the country. The Blind Hockey Summit is now an annual USA Hockey sanctioned event which brings players and administrators together from across the country to play and grow the sport. As one of the fastest growing segments of Disabled Hockey, blind hockey is a great opportunity for those individuals with vision impairment to be a part of the best sport in the world, ice hockey!

## 22.4. General Information

- 22.4.1. All CAHA affiliated leagues, associations, and teams that have Adaptive players registered with USA Hockey are required to comply with this Policy and are subject to sanctions for any violations, either in state or out of state. Sanctions will be determined on a case-by-case basis by the CAHA Executive Committee. Violations could result in a fine, (up to \$1000 per violation), for the respective association and a loss of CAHA or respective league or team playing privileges for players for the remainder



of their respective league seasons and up to a year's suspension for coaches. Fines will be assessed per CAHA P&P, Section 13 Disciplinary Actions, Hearings, and Appeals.

## **22.5. Coaches/Managers/On or Off-Ice Volunteers (age 18 and above)**

- 22.5.1. ALL Coaches MUST register with USA Hockey.
- 22.5.2. ALL Managers/On or Off-ice Volunteers MUST register with USA Hockey.
- 22.5.3. The Head Coach is required to have a minimum of CEP Level 1 by 12/31 (can coach with expired CEP)..
  - 22.5.3.1. Assistant coaches are strongly encouraged to complete CEP.
- 22.5.4. All coaches are required to complete the Disabled Module prior to being added to an Adaptive roster.
- 22.5.5. ALL Coaches/Managers/On or Off-ice Volunteers age 18 or older MUST complete a background check through USAH – PRIOR to start of season.
- 22.5.6. ALL Coaches/Managers/On or Off-ice Volunteers age 17 or older MUST complete SafeSport Training – PRIOR to start of season.
- 22.5.7. ALL Coaches must complete concussion Training – PRIOR to the start of the season.

## **22.6. Volunteers (under age 18)**

- 22.6.1. Volunteers under the age of 18, on and off ice will also be added via spreadsheet, as online registration does not allow for volunteers under age of 18. They also need IMR/waiver. No background screening or SafeSport required if under the age of 18.

## **22.7. Players**

- 22.7.1. ALL Players MUST register with USA HOCKEY.
- 22.7.2. Specific players must complete SafeSport training on a yearly basis. If not able to due to disability they may request a waiver from the USAH Adaptive Registrar.

## **22.8. Registering Teams**

- 22.8.1. Claim and roster all players even if the players are not participating in a tournament. Rosters should be submitted at the beginning of each season to document participating players. Each category needs its own association number. (Special, sled, warrior, blind, deaf/hard of hearing, standing/amputee). If you have two or more associations under one umbrella, separate each program by their assigned number.
- 22.8.2. All disabled hockey is free for the first year. Use USA Hockey spreadsheet to register these players. They will need to sign an IMR/waiver. Association retains these.
- 22.8.3. Sled is now divided into adult (19 and over) and Youth (18 and under). Sled players over the age of 18 are able to play on a Youth sled team if skill and age prevents them from playing adult sled. This requires an

approved waiver. This waiver will be online and will need to be sent to Jeremy Kennedy at USA Hockey for approval.

- 22.8.4. Warrior hockey IS standing military vets with disability. Rosters are approved without verifying military vet status. If participating in a tournament/event the military vet status would be verified at that time as needed.

22.9. Adaptive Tournaments and Events

- 22.9.1. Refer to section 18 if planning to host a tournament.
- 22.9.2. Refer to section 18.11 for information regarding special event sanctions, such as try hockey for free.

## 23. Financial

- 23.1. By the March meeting of each year the Treasurer and his/her Finance Committee will present the budget for the upcoming year to the CAHA Board of Directors for approval.
- 23.2. All funds of the Affiliate not otherwise employed, shall be deposited, from time to time, to the credit of the Affiliate, or otherwise as the Board or the President shall direct, in such bank, trust companies, savings and loans, or other depositories as the Board may select or as may be selected by any officer or officers of the Affiliate to whom power in that respect shall have been delegated by the Board. For the purpose of deposits and for the purpose of collection for the account of the Affiliate, checks, drafts, and other orders for the payment of monies that are payable to the order of the Affiliate may be endorsed, assigned and delivered by any officer or agent of the Affiliate.
- 23.3. No contract or other transaction between the Affiliate and any other corporation or other entity and no act of this Affiliate, shall in any way be affected or invalidated by the fact that any Member or Members are pecuniary or otherwise interested in, or are directors, officers or employees of such other corporation or entity. Any Member, individual, or corporation or entity of which such Member may be a director, officer or employee may be a party to, or may be pecuniary or otherwise interested in, any contract or transaction of the Affiliate, provided that the fact that he, she or such corporation or entity is so interested shall be disclosed or shall have been known to the Board, prior to the Board's vote on such contract or transactions and such transaction shall be ratified by a vote of the Board without counting the vote of any interested person. Any Member who is also a director, officer, or employee of such other corporation or entity, or is so interested, may be counted in determining the existence of a quorum at any meeting of the Board that shall authorize such contract or transaction with like force and effect as if he or she were not such director, officer or employee or not so interested, but he or she shall not have the right to vote on such contract or transaction.
- 23.4. No Committee may maintain a separate bank account without the prior approval of the Board. Any person or group authorized to maintain a bank account must submit to the Treasurer a monthly financial statement by the 15th of the month

following and a full yearly statement for the fiscal year within 30 days after the end thereof. These shall be submitted in accordance with the Policies and Procedures as outlined by the Board.

- 23.5. In the event of liquidation, dissolution or termination of this Affiliate, for any reason, any assets remaining after payment of creditors, shall be paid over to any Member Organization exempt from taxation under 501(c)(3) of the Internal Revenue Code of 1986, as amended, as shall be selected by the Board of Directors, or failing such selection, as shall be selected by the Superior Court of the State of Colorado.
- 23.6. Except as otherwise required by these Bylaws, any contract or other instrument may be executed and delivered in the name of the Affiliate, and on its behalf by the President, or any officer or officers of the Board authorized to execute and deliver any contract or other instrument in the name of the Affiliate and on its behalf; and such authority may be general or confined to specific instances as the Board may by resolution determine.
- 23.7. All checks, drafts, orders for the payment of money, and insurance certificates shall be assigned or endorsed by such officer or officers or agent or agents of the Affiliate and in such manner as shall, from time to time, be determined by resolution of the Board.
- 23.8. Acceptance by CAHA of sponsorships are at the discretion of, and must be approved by, the CAHA Board of Directors.
- 23.9. Sponsorships and/or donations shall not promote acceptance and/or usage of a regulated or illegal substance or service. These substances and services include, but are not limited to, tobacco, alcohol, or performance enhancers/alterers and gaming.

## 24. Approved Events/Attendees and Reimbursement Procedures

- 24.1. CAHA will reimburse authorized representatives for travel expenses incurred while attending authorized events. These expenses must be submitted to the CAHA Treasurer within 30 days of the event and will only be reimbursed after copies of the original receipts are submitted. Credit card statements of expenses are not acceptable. Reimbursements include but are not limited to airfare, hotel, accommodations, rental car, meals and other actual expenses.
- 24.2. The approved events include but are not limited to:
  - 24.2.1. RMD Mid-Winter Meeting
  - 24.2.2. RMD Annual Meeting
  - 24.2.3. USA Hockey Annual Meeting
  - 24.2.4. USA Hockey Mid-Winter Meeting

## **25. Board Operating Policies**

### **25.1. General**

- 25.1.1. All policies in this Policy and Procedure Manual, including but not limited to those in this Section 23.0, shall be interpreted in a manner that is consistent with the Bylaws of CAHA. To the extent of any conflict between this Policy and Procedure Manual and the Bylaws, the Bylaws shall control.
- 25.1.2. The Board will announce in advance the dates and times of all meetings on the CAHA website.
- 25.1.3. Board members should expect meetings to start and end on time.
- 25.1.4. Board members will inform the CAHA President a minimum of 5 days prior to the scheduled meeting date, of matters they wish to include on the meeting agenda.
  - 25.1.4.1. An exception shall be made for “Special Meetings” called by the CAHA President.
- 25.1.5. Whenever possible, the CAHA President will distribute materials supporting action items the Board may consider to Board members before the meeting. Board members will review these materials before the meeting.
- 25.1.6. Non-Board members wishing to be placed on the agenda must notify the CAHA President in writing or by email at least seven (7 ) days prior to the scheduled meeting. The request should include the subject, the amount of time required, and copies of any materials that Board members need to review.
- 25.1.7. Each Board member has the responsibility of staying informed on the operations of CAHA. This requires, among other things, timely review of all communications, preparation for meetings, and attendance at all Board and Committee meetings.
- 25.1.8. Meetings of the Board may be open to all members of the Member Organizations at the discretion of the board. The Chairperson may close the meeting to include only the Directors present and voting, to discuss personnel, confidential, disciplinary, or other sensitive matters. Members of Member Organizations must be in good standing with CAHA and USA Hockey.
- 25.1.9. Matters discussed in closed sessions of the Board shall remain within the confines of the Boardroom.
- 25.1.10. Board members may express their conscience in a professional manner. Board members expressing their opinions will show courtesy to the volunteer efforts of the other Board members.
- 25.1.11. Board members will set the example in all areas of conduct affecting CAHA both within and outside the boardroom.
- 25.1.12. The Chairperson presiding at any meeting of the Board, shall rule on eligibility for voting on any issues involving the personal interests of a

- Board member, subject to being overruled by a majority of Directors present and voting at such meeting.
- 25.1.13. All Board members shall annually sign a Conflict of Interest Statement and return the statement to the President at the first Board of Directors meeting following election of the Board.
  - 25.1.14. The Chairperson presiding at any meeting of the Board shall vote in accordance with the current CAHA Bylaws.
  - 25.1.15. The Board will act on all policy decisions and all decisions involving expenditure of funds not already approved in the budget. The Board may delegate these specific items to a Committee of the Board.
  - 25.1.16. The Board has a duty to leave for its successors, clear written policy on all areas of Board responsibility. Voting Board members shall also utilize the email addresses provided by CAHA and agree to pass the email to the next person holding the Board Position.
  - 25.1.17. Board members will complete accepted assignments on a timely basis.
  - 25.1.18. The Executive Committee of the CAHA Board will consist of the President, Vice President, Secretary and Treasurer and may meet from time to time to review issues that need to be addressed prior to the next scheduled CAHA Board meeting.
  - 25.1.19. The Chairpersons of the standing committees of CAHA shall keep the President informed as to the progress, needs and concerns of their committees. The line of communication is Committee Member to Committee Chairperson to President.
  - 25.1.20. Board members shall refrain from being critical of the Board, its members and staff, when communicating with others. Board members will keep any problems with the Board or its policies at the Board level and work to resolve them.

## 25.2. Board of Directors Nomination Process

- 25.2.1. Candidates for the Executive Committee officer positions must be nominated by seated Directors or may self-declare by submitting a declaration of intent and a platform statement in writing to the Secretary on or before 30 days before the Annual Meeting.

## 25.3. Eligibility of Candidates

- 25.3.1. All candidates must reside in the State of Colorado and be Registered with USA Hockey.
- 25.3.2. Members of the CAHA Board of Directors receive no compensation or remuneration for serving as a Director.
- 25.3.3. To be eligible for election as President or Executive VP, an individual must have served on the Board of CAHA or as an Officer of CAHA within the previous two (2) years. All nominees for any Board position must be a current member of USA Hockey and CAHA in good standing.

- 25.3.4. No one who is a vendor of goods or services to CAHA or who otherwise profit peculiarly from serving may be elected.
- 25.3.5. No Member may have more than one (1) person serve on the CAHA Board.
- 25.3.6. No nominee can be in a position of control of a Member (e.g., Member board member, coaches, employees, hockey directors or owners).
- 25.3.7. **Nomination Eligibility Process:** Nominees (including any Associate Members) must be supported by a current Member Association in good standing - signed by the President. Nominees must indicate what position they seek (no multiple positions).
- 25.3.8. All candidates must be current USA Hockey and CAHA Members. If a nominee is currently serving as an unpaid coach or registrar, the nominee must agree to immediately resign from any position which would render the candidate ineligible if elected.
- 25.3.9. All nominations received will be submitted by the CAHA Secretary to a disinterested, non-conflicted three-person panel (selected by the CAHA Board) that will determine eligibility of all nominees in accordance with the CAHA bylaws. All eligibility determinations will be made by majority vote of the nominations panel. If a person is deemed ineligible, the nominations panel shall provide them with a written basis for their ineligibility, including the specific eligibility requirements not met and the facts leading to that conclusion. Any person who the nominations panel deems ineligible shall be entitled to (i) a hearing before the nominations panel on the issue of eligibility, provided that that any request for a hearing must be provided to the nominations panel within 48 hours after written notice that the candidate is deemed ineligible, and a hearing shall take place within 48 hours after receipt of such request, and (ii) the right to appeal the nominations panel decision to the CAHA Board (only non-conflicted board members shall participate in that appeal) pursuant to USA Hockey Bylaw 10.E.(1)(b), provided that the statement of appeal must be delivered to the CAHA Secretary within 48 hours after receipt of the nominations panel decision, and the appeal shall be decided within 48 hours after receipt of the statement of appeal. The three-person panel will recommend the final list of nominees to the CAHA Board for final approval with a copy to the General Counsel for USA Hockey. The USA Hockey General Counsel may notify CAHA if any candidate is deemed ineligible for Affiliate office[CJ2] within 48 hours after having received the information from the three-person panel.
- 25.3.10. **Nomination Approval Process:** The Board will approve the final list of nominees submitted by the three-person panel. The Board may reject a nominee approved by the three-person panel only upon a motion made by at least three directors and a vote of at least 75% of the Board. If any nominee is so rejected, the CAHA Board must notify the person rejected and allow the person to appeal to the decision in accordance with USA

- Hockey Bylaw 10.E; with the exception that any appeal statement must be filed within 48 hours of the notification of the Board's decision and a hearing shall take place within 48 hours after receipt of any appeal.
- 25.3.11. If there are no eligible candidates for any open Director position, the Director position will remain vacant and the newly elected Board will elect a Director (to serve until the next annual election) for each such vacant position.
- 25.3.12.
- 25.3.13. Any nomination form submitted will be compiled by the Board Secretary and submitted to all currently seated and proposed/incoming Member Presidents one (1) week in advance of the Annual meeting for their review.
- 25.3.14. Nominees may choose to address the Board at the Annual Meeting
- 25.3.15. Write-in candidates will not be permitted. Floor Nominations will not be permitted
- 25.3.16. Following the installation of the Board of Directors at the Annual Meeting a written ballot vote shall be taken for the new officers in the following order: President, Vice President, Treasurer, Secretary. Specific voting procedures are outlined by the CAHA Bylaws

## **26. Records Retention Policy**

### **26.1. CAHA**

- 26.1.1. CAHA will retain records in an orderly fashion for time periods that comply with legal and government requirements. The following holding periods will be utilized for the maintenance of the documents listed below:
- 26.1.1.1. Accounting Records
  - 26.1.1.2. Accounts Payable 7 years
  - 26.1.1.3. Accounts Receivable 7 years
  - 26.1.1.4. Audit Reports Permanent
  - 26.1.1.5. Chart of Accounts Permanent
  - 26.1.1.6. Depreciation Schedules Permanent
  - 26.1.1.7. Expense Reports 7 years
  - 26.1.1.8. Financial Statement (annual) Permanent
  - 26.1.1.9. General Ledger and General Journals Permanent
  - 26.1.1.10. Purchase Orders and Correspondence 7 years
  - 26.1.1.11. Purchase Requirements 2 years
  - 26.1.1.12. Tax Returns and Working Reports Permanent
  - 26.1.1.13. Trial Balances (annual) Permanent
  - 26.1.1.14. Bank Records
  - 26.1.1.15. Bank Reconciliations 3 years
  - 26.1.1.16. Bank Statements 7 years
  - 26.1.1.17. Canceled Checks 7 years
  - 26.1.1.18. Corporate Records
  - 26.1.1.19. Board Minutes Permanent

- 26.1.1.20. Bylaws, Charters, Articles of Incorporation Permanent
- 26.1.1.21. Business Licenses Permanent
- 26.1.1.22. Legal and Tax Correspondence Permanent
- 26.1.1.23. Contracts – Minor Life + 4 years
- 26.1.1.24. Insurance Policies, Accident, Claims Life + 4 years

## 26.2. CAHA League, Member Organizations and Independent Teams

- 26.2.1. CAHA League, Member Organizations and Independent Teams shall establish a record retention policy that addresses accounting, bank, corporate, and employee records as appropriate. Additional records that may be applicable to the CAHA membership include:

- 26.2.1.1. Accounting Records
- 26.2.1.2. Loan Payment Schedules 7 years
- 26.2.1.3. Fixed Asset Purchases Permanent
- 26.2.1.4. Bank Records
- 26.2.1.5. Checks for Capital Purchase Permanent
- 26.2.1.6. Electronic Payment Records 7 years
- 26.2.1.7. Petty Cash Vouchers 3 years
- 26.2.1.8. Corporate Records
- 26.2.1.9. Contracts – Major Permanent
- 26.2.1.10. Contracts – Minor Life + 4 years
- 26.2.1.11. Insurance Policies, Accident, Claims Life + 4 years
- 26.2.1.12. Leasehold Improvements Permanent
- 26.2.1.13. Lease Payment Records Life + 4 years
- 26.2.1.14. Employee Records
- 26.2.1.15. Benefit Plans Permanent<sup>57</sup>
- 26.2.1.16. Employee Files (Terminated) 10 years
- 26.2.1.17. Employee Applications 1 year
- 26.2.1.18. Payroll Records and Employee Taxes 7 years

## 27. Whistleblower Policy

- 27.1. A whistleblower as defined by this policy is a CAHA member, volunteer,, or Board member of CAHA who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
- 27.2. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.
- 27.3. If a member or volunteer has knowledge of/or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the CAHA President



who is responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseless allegations. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension. If the allegation involves the CAHA President, then the member or volunteer should contact a member of the CAHA Board of Directors

- 27.4. Whistleblower protections are to cover two important areas; confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals with their legal right of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the CAHA President immediately. If the allegation involves the CAHA President, then the member or volunteer should contact a member of the CAHA Board of Directors . The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- 27.5. Members or volunteers with any questions regarding this policy should contact the CAHA President.

## **28. Transgender Athlete Policy**

- 28.1. As set forth in Section 3.1.3 of this Policy and Procedure Manual, and consistent with Section 8.01 of the CAHA Bylaws, CAHA must develop policies to effectuate the core values of USA Hockey. CAHA adheres to the policy of USA Hockey which was passed on 1/20/2019 by the USA Hockey Board of Directors. The policy can be found on the USA Hockey website:  
<https://www.usahockey.com/diversityequityandinclusion>
- 28.2. CAHA, like USA Hockey, supports diversity and inclusion in all aspects of hockey. CAHA, like USA Hockey, believes that recreational ice hockey should adopt and promote an inclusive policy that focuses on allowing athletes to participate on a team that is consistent with their gender identity.
- 28.3. To that end, CAHA hereby adopts any and all policies of USA Hockey concerning transgender individuals, as they may be adopted and updated from time-to- time, including but not limited to the USA Hockey Transgender Athlete Eligibility Policy.

## **29. Confidentiality Policy**

- 29.1. CAHA values the privacy of individuals and entities within its jurisdiction. This Confidentiality Policy is intended to be consistent with those values. Nothing in this Confidentiality Policy is intended to supersede any other obligations concerning confidentiality or nondisclosure that may arise under any rules or procedures of USA Hockey, any rules or procedures of any Member Organization under the jurisdiction of CAHA, or under any federal, state, or local laws concerning privacy or nondisclosure of information.

- 29.2. A “Responsible Person” is any person who holds one or more of the following positions with CAHA or with an entity that controls, is controlled by, or is under common control with CAHA: any member of the Board of Directors (including both voting and nonvoting members); officer; member of a council, committee, or similar body; member of staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter; any employee; or any other person determined by the Board of Directors of CAHA to be subject to this Confidentiality Policy.
- 29.3. Each Responsible Person shall exercise reasonable care not to disclose confidential information acquired in connection with the Responsible Person’s status, the disclosure of which information may be adverse to the interests of CAHA.
- 29.4. No Responsible Person shall use confidential information for his or her personal gain.
- 29.5. The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the Board of Directors:
- 29.5.1. Information regarding the hiring or termination of employees;
  - 29.5.2. Employee evaluations and compensation;
  - 29.5.3. Information about contractual relationships with third parties;
  - 29.5.4. Financial information; and
  - 29.5.5. Membership data, including any identifying or contact information for any individual member(s) of CAHA or its Member Organizations, or within CAHA’s records.
- 29.6. The above is not intended to be a complete list of all types of information that may be considered confidential. Responsible Persons are encouraged to use their reasonable judgment in determining what may information be considered confidential and should err on the side of nondisclosure. As stated above, nothing in the foregoing is intended to limit any other nondisclosure obligations that may apply under any other rules or procedures of USA Hockey, CAHA, or any Member Organization, or under federal, state, or local law.
- 29.7. Any Responsible Person who fails to comply with the provisions of this Confidentiality Policy shall be subject to such sanctions or other action by CAHA as may be deemed appropriate.

## **30. Conflicts of Interest Policy**

### **30.1. General**

- 30.1.1. While conflicts of interest are not prohibited, they must be duly considered by CAHA. This Conflicts of Interest Policy (this “Policy”) is intended to help: directors, officers, employees, members of councils, committees, and similar bodies; and other certain other persons identify situations that present possible conflicts of interest and to provide CAHA with procedures whereby potential conflicts of interest may be reviewed.

- 30.1.2. Conflicts of interest exist where an individual's activities or relationships present: the potential for improper personal gain or advantage; or an adverse effect on the interests of CAHA. It is impossible to list every circumstance giving rise to a conflict of interest; however, this Policy will serve as a guide to the types of circumstances that create conflicts of interest. Because the nature of the business of CAHA requires great public respect for, and trust in, the reputation and integrity of CAHA, and because CAHA operates in the public spotlight, CAHA is expected to conduct its affairs in a manner consistent with high ethical principles. CAHA correspondingly requires Responsible Persons (as defined below) to act in the same manner.
- 30.1.3. It is recognized that many persons serving in paid, volunteer, and other roles with CAHA may also have volunteer, employment, management, ownership, and other relationships with other entities involved in hockey and related activities that may give rise to fiduciary and similar obligations to those other third parties. Ordinarily, a Responsible Person's obligations to CAHA and a third party are not in conflict; however, when Conflicts of Interest arise, a Responsible Person may also have a duty to CAHA. If a Conflict exists, then the Responsible Person must recuse themselves from involvement in the matter as more fully set forth in Section 28.3below. This Policy is intended to preserve the integrity of decisions and actions taken by CAHA while recognizing that Conflicts of Interest may arise.

## 30.2. Definitions

- 30.2.1. As used in this Policy, the following capitalized terms shall have the meanings indicated:
- 30.2.1.1. "Agent" refers to a person serving as a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of an entity or individual.
- 30.2.1.2. "Board" is the Board of Directors of CAHA.
- 30.2.1.3. "Control" exists if an entity or individual either (i) owns, directly or indirectly, at least fifty percent (50%) of the equity ownership of another entity, or (ii) has the right, directly or indirectly, to direct or cause the direction of the management and policies of another entity, whether through the ownership of voting interests, by contract, or otherwise.
- 30.2.1.4. "Family Member" is a spouse, parent, child or a spouse of a child, brother, sister or spouse of a brother or sister, of a Responsible Person.
- 30.2.1.5. "Related Organization" is an entity that controls, is controlled by, or is under common control with CAHA, including but not limited to Member Organizations.

- 30.2.1.6. “Responsible Person” is any person who holds one or more of the following positions with CAHA or a Related Organization: any member of the Board of Directors (including both voting and nonvoting members); officer; member of a council, committee, or similar body; member of the CAHA staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter, or any other person determined by the Board of Directors to be subject to this Policy.
- 30.2.1.7. “Transaction” is any contract, transaction, agreement, or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a grant or loan, or the establishment of any other financial relationship with CAHA or a Related Organization.

### 30.3. Existence of a Conflict of Interest.

- 30.3.1. A “Conflict of Interest” or “Conflict” exists when a Responsible Person’s activities or interests, whether direct or indirect, materially interfere with, influence, or have the potential to materially interfere with or influence, his or her responsibilities on behalf of, or owed to, CAHA, or to otherwise undermine the interests of CAHA. For example, where a Responsible Person has a financial interest, directly or indirectly, in a Transaction, the potential for a Conflict of Interest exists. This definition of Conflict of Interest is intended to be interpreted broadly because the appearance of impropriety can be just as damaging as actual impropriety. Therefore, a Conflict of Interest exists whenever the public may reasonably infer from the circumstances that there is or could be such a conflict. Conflicts of Interest include, without limitation, the following types of circumstances and related examples, which are presented for illustration purposes and are not intended to be an exhaustive list of all potential Conflicts of Interest:
  - 30.3.1.1. When CAHA is considering entering into a Transaction with a Responsible Person, Family Member or long term personal relationship.
    - 30.3.1.1.1. Example: Approval of the Board is sought for an agreement for the provision of consulting services by a director of Organization.
  - 30.3.1.2. When CAHA is considering entering into a Transaction with an entity (other than a Related Organization) or individual in which a Responsible Person or Family Member has a financial interest or is an Agent.
    - 30.3.1.2.1. Example: Approval of the Finance Committee of CAHA is sought for a banking relationship with a company of which an CAHA director is the Vice President.
  - 30.3.1.3. When a Responsible Person engages in activities competing with CAHA or a Related Organization, including in the provision of

services for, or in any other transaction or arrangement with, a third party.

30.3.1.3.1. Example: An officer of CAHA agrees with a national governing body other than USA Hockey to promote the other national governing body in negotiations with potential sponsors or licensees.

30.3.1.4. When a Responsible Person has a financial interest in an entity or individual that competes with CAHA or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.

30.3.1.4.1. Example: The spouse of an officer of CAHA works for or is an investor in a company that competes with CAHA or a Related Organization, or in a company that provides services to a company that competes with CAHA or a Related Organization.

30.3.1.5. When a Responsible Person accepts gifts, excessive entertainment or other favors from any individual or entity that does, or is seeking to do, business with CAHA or a Related Organization, if it might be concluded that such action was intended to influence or might influence the Responsible Person in his or her duties to CAHA. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of CAHA or a Related Organization.

30.3.1.5.1. Example: The chair of the Finance Committee of CAHA is offered free use of a lake home belonging to the President of an organization that has a financial proposal under review by CAHA.

30.3.1.6. When a Responsible Person has a financial interest, or is an Agent of, an organization that is reasonably likely to be impacted (financially or otherwise) by an action or decision made by the Responsible Person in his or her capacity acting on behalf of CAHA.

30.3.1.6.1. Example: A committee member who works for a league, program or other organization is called upon to vote or make a decision on a matter materially impacting the league, program or other organization.

30.3.1.6.2. Example: A director or long term former director working or volunteering for a Tier I program serves on a committee for determining whether to grant Tier I status to competing programs.

30.3.1.7. When a Responsible Person's activities or interests, whether direct or indirect, interfere with, influence, or have the potential to

interfere with or influence his or her responsibilities on behalf of CAHA or undermine the interests of CAHA.

30.3.1.7.1. Example: A director has a significant client that owns or operates a facility being considered as the host of an CAHA event.

30.3.1.7.2. Example: An officer serves on a hearing panel or appeal panel involving discipline against a member of the officer's program.

## 30.4. Policy and Procedure

30.4.1. The procedures in this Section are designed to help Responsible Persons identify situations that present potential Conflicts of Interest and to provide CAHA with a procedure for independent review and, when appropriate, approval of a circumstance in which a Responsible Person has or may have a Conflict of Interest. The policy is intended to comply with the procedure prescribed in the Colorado Nonprofit Corporation Act, A.R.S. §10-3864, which governs conflicts of interest for directors and officers of nonprofit corporations.

## 30.5. Reporting Conflicts of Interest.

30.5.1. Prior to Board, Executive Committee, or other action on a matter involving a Conflict of Interest (including any decision or any Transaction), a Responsible Person who believes he or she has a Conflict of Interest shall disclose all facts material to the Conflict of Interest as follows:

30.5.1.1. In the case of Board or Executive Committee action, to the President;

30.5.1.2. In the case of action by a council, committee, task force, other ad hoc committee, or hearing or appeal panel, to the applicable chair (for example, a member of a Committee who believes that he or she has a Conflict of Interest shall report the matter to the chair of the committee); or

30.5.1.3. In the case of action by CAHA staff, to the President. Such disclosure shall be made by the person with the Conflict prior to or at the meeting. To aid in the process of identifying and reporting Conflicts, Responsible Persons shall submit a Conflict of Interest Statement to the President on an annual basis. The individual to whom the disclosure is made shall report the disclosure at the meeting prior to consideration of the matter involving the Conflict, and the disclosure shall be reflected in the minutes of the meeting. If the person having the Conflict of Interest is the President, then the required disclosure shall be made to, and the required report shall be made by, a Vice President or another officer. For any other Conflicts of Interest not described above, the Responsible Person who believes he or she may have a Conflict of Interest shall disclose to the President the facts relating to the potential

Conflict of Interest. A Responsible Person with a Conflict of Interest shall refrain from any action that may affect CAHA's participation in the subject Transaction or other decision or action of CAHA, and such Responsible Person shall not attempt to exert his or her personal influence regarding the matter. Individuals or bodies of CAHA with questions about procedures for disclosure and review of Conflicts of Interest may seek advice from designated legal counsel for CAHA, who may answer such question or refer such question to a member of CAHA or other designee.

- 30.5.1.4. Unreported Conflicts of Interest. At the direction of the President or designated legal counsel for CAHA, CAHA may review any matter to be considered by the Board, or a council, committee, task force, other ad hoc committee, hearing or appeal panel, or other body of CAHA, to determine whether a Responsible Person has a Conflict of Interest, and if it is determined that a Conflict exists the procedures herein shall apply.

## 30.6. Review of Conflicted Transactions

- 30.6.1. For matters in which a Responsible Person has a Conflict of Interest, the Board, Executive Committee, council, committee, task force, other ad hoc committee, hearing or appeal panel, or other body of CAHA, as applicable, shall review each Conflict of Interest that is reported to it, and may approve the matter if the material facts as to the matter and the Conflict of Interest are fully disclosed or known to the body considering the matter, and the body approves the matter in good faith by the affirmative vote (without counting the person(s) with the Conflict) of a majority of the disinterested members of the body at the meeting, even though the disinterested members constitute less than a quorum for such meeting.
- 30.6.2. A Responsible Person who believes he or she has a Conflict of Interest may participate in the body's discussion of the matter if they have disclosed the material facts related to the Conflict and all parties related to the subject of the matter are present or represented; provided however, the chair of the body considering the matter may provide an opportunity for the body to discuss the matter without the person with the Conflict of Interest present. The person with a Conflict of Interest may not vote on the subject matter. The chair has the power to require the interested person to leave the room while the vote is taken and/or during deliberations.
- 30.6.3. The minutes of the meeting of the body reviewing a Conflict of Interest and making a decision on the underlying matter shall reflect (1) the matter under consideration, (2) the Responsible Person with a Conflict of Interest, (3) the Responsible Person's ineligibility to vote and/or absence

from the meeting during any discussion or vote, and (4) the decision of the body on the matter under consideration.

- 30.6.4. For all other Conflicts of Interest, the President shall determine whether the Conflict of Interest should be reported to or acted on by the Board or other body of CAHA. The President may also determine whether review and resolution of a Conflict of Interest should be handled by another party or body of CAHA, including a special committee designated by the President. In each case, the President may direct and address review and resolution of the matter in the President's discretion, and shall make a written record of the disclosure of the Conflict of Interest and related decision on referral of the matter.

## 30.7. Questions

- 30.7.1. If it is not clear whether a Conflict of Interest exists, then a Responsible Person with a potential Conflict should err on the side of caution and transparency.