

VAIL MOUNTAINEER HOCKEY CLUB (VMHC)

POLICIES AND PROCEDURES

VAIL JUNIOR HOCKEY ASSOCIATION DBA VAIL MOUNTAINEER HOCKEY CLUB (VMHC)

POLICIES AND PROCEDURES

JUNE 16, 2026

Vail Mountaineer Hockey Club (VMHC) is a sanctioned local association that provides youth athletes in Eagle County the opportunity to participate in organized ice hockey within the State of Colorado. VMHC operates under the direction of the Colorado Amateur Hockey Association (CAHA), the state affiliate of USA Hockey, Inc.

VMHC adopts and incorporates the policies and procedures of both USA Hockey and CAHA in their entirety, except where VMHC has adopted amendments that are more restrictive in scope. Such policies and procedures are considered part of VMHC's governing documents even when they are not specifically reproduced herein.

VMHC strongly encourages all directors, coaches, team managers, registrars, parents, and players to become familiar with and review the policies and procedures established by USA Hockey and CAHA.

1. MEMBERSHIP:

- a. Prior to stepping on the ice, for the playing season, all participants must be registered with VMHC and have completed the VMHC waivers of liability.
- b. Player families and members of the VMHC Board of Directors shall register with USA Hockey through USA Hockey's online registration process. Player families will then register the player through the VMHC approved registration process, which shall include adding the player's USA Hockey number.
- c. Adults, (those eighteen and older) who have contact with the players in an administrative, coaching, assistant coach, or managerial capacity must register with USA Hockey and submit proof of registration to the VMHC Registrar prior to stepping on the ice or attending a VMHC Event (See CAHA Bylaws and CAHA Policies and Procedures).
- d. VMHC membership begins with the USA Hockey membership period and ends August 31st of each year.

- e. VMHC members (including parents or guardians of players registered with VMHC) are subject to discipline, possible sanctions and/or fines issued by VMHC, CAHA, WCHL, RMHF, and/or USA Hockey.
- f. All member families are required to volunteer their time which helps the VMHC maintain lower membership fees.

2. LEAGUE AFFILIATION:

VMHC will maintain its affiliation with the Western Colorado Hockey League (WCHL). In the event of a special circumstance, VMHC has the right to affiliate with another CAHA sanctioned league.

3. DEFINITION OF A GAME:

See CAHA Policies Section 1: Definitions.

- a. VMHC teams are prohibited from participating in games against non-registered teams, without the written permission of VMHC and the CAHA Registrar.
- b. A scrimmage is a game.
- c. Controlled practice sessions are allowed between two registered USA Hockey teams, provided coaches are on the ice and using this as a teaching situation. Referees may be on the ice without their crest to support the teaching situation.

4. REGISTRATION- TEAMS AND PLAYERS:

- a. All players must be properly registered (USA Hockey and VMHC) and be on the approved team roster before the start of any game, league, exhibition, and tournament games.
- b. All players, coaches, team managers and locker room attendants shall be properly registered with USA Hockey and VMHC before stepping on the ice and/or entering the locker room.
- c. VMHC follows the age classifications as published by USA Hockey.
- d. Roster changes are not permitted after December 31st of each year.
- e. Youth players are NOT permitted to register on more than one WCHL, RMHF, or other league affiliated team, except for a player participating on an approved CAHA program that does not run concurrently.
- f. VMHC reserves the right to approve double rostering of players given special circumstances that fall under the guidelines of the WCHL/RMHF/CGHL.

5. REGISTRATION- COACHES, MANAGERS:

- a. Each VMHC team registered with CAHA and USA Hockey must have a coach and manager in good standing registered with CAHA and USA Hockey.
- b. All teams must have at least one rostered coach, assistant coach and/or manager present at all team functions and who will be responsible for the conduct of all team personnel.
- c. Coaches and managers shall give the VMHC Registrar proof of registration with USA Hockey before they can be placed on a roster and/or conduct any practice.
- d. No more than 3 registered / rostered coaches are permitted in the vicinity of the players' bench during a game.
- e. A non- registered / rostered adult on the bench may subject the team, Head Coach and VMHC to a fine of up to \$1000, in addition to possible suspension by VMHC, the League and/or CAHA, and fines issued by the league and CAHA.

6. INSURANCE:

Players are covered by USA Hockey insurance while participating in VMHC activities, insurance is in effect from September 1st through August 31st of each year. There are several exclusions including travel to and from practices, fighting, intentional acts, player's personal property, etc. USA Hockey insurance is catastrophic and is secondary to players' family insurance. It is strongly advised players' have additional primary insurance. To obtain more information, including deductibles, and coverage limits go to the USA Hockey website, www.usahockey.com.

7. CAHA PLAYER FINANCIAL RELEASE FORM:

Players who participated in another Team/Association for the previous season MUST provide a Financial Release from their previous organization before participating in any VMHC programming for the following season. The completed Financial Release Form needs to be submitted to the VMHC Registrar (registrar@vailmountaineers.org).

8. COMMUNICATION:

VMHC will use electronic correspondence, (e-mail, Constant Contact, Crossbar, social media, and website) for the membership as their primary source of communication and information. Parent members and volunteers will provide VMHC with one or more valid e-mail address(es) to ensure receipt of VMHC communication and information. VMHC expects parents to open and read all communications sent via electronic means. The VMHC website is another valuable source of information. Team Managers are expected to update Crossbar team pages with information, schedules, photos, videos etc.

related to their team. Additionally, parents and players can access league information, standings, etc. on the VMHC website or electronic scoring system. VMHC shall use electronic registration for all programs. Go to www.vailmountaineers.com for up-to-date information. Team Managers will also use e-mail or other approved sports-related apps (Crossbar) to communicate with team members.

9. ELECTRONIC SCORING SYSTEM, SCORING, AND GAME DAY PROCEDURES:

CAHA utilizes Gamesheets online scoring system for all member leagues, associations, and independent teams. Games will fall into one of the following electronic scoring system Regular Season categories:

- a. WCHL and RMHF League Games – This category is for the games scheduled among member associations for the purpose of establishing league standings. This includes CAHA member leagues. A separate Season is established for each league.
- b. Non-League Games – This category is for all non-league games a team plays. This includes all games that do not fall into the category above such as non-league games between USA Hockey registered teams and/or out of state tournaments.
- c. Tournament Games – This category is for sanctioned USA/CAHA tournaments in Colorado.

See CAHA Policies & Procedures Section 3 for Electronic Scoring Policies and responsibilities. Team Managers and Head Coaches are responsible for team compliance with the CAHA Policies on Electronic Scoring.

10. TRAVEL PERMITS:

All teams traveling out of state shall have Director of Hockey or Operations Manager approval prior to applying for a travel permit as outlined below. See CAHA Policies and Procedures for Travel Permit requirements.

11. ZERO TOLERANCE:

To make hockey a more desirable and rewarding experience for all participants, VMHC, CAHA and USA Hockey instituted a Zero Tolerance Policy. This policy requires all players, coaches, officials, team officials, administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all.

- a. Players - A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:
 - i. Openly disputes or argues any decision by an official.

ii. Taunts or incites an opponent.

iii. Creates a visual disturbance during the game.

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

b. Coaches - A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

i. Openly disputes or argues any decision by an official.

ii. Uses obscene, profane, or abusive language to anyone at any time.

iii. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

In addition, any player/coach who uses language that is hateful or discriminatory in nature anywhere in the rink before, during or after the game shall be penalized according to applicable rules.

Note that, if a game misconduct penalty is assessed and CAHA initiates a disciplinary proceeding, the process can be lengthy and further delay the player/coach's return to competition.

c. Parents/Spectators - A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a parent/spectator:

i. Use of obscene or vulgar language to anyone at any time.

ii. Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.

iii. Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

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

12. SPECTATOR CONDUCT:

a. CAHA and VMHC holds each member team responsible for policing the conduct of the coaches, players, spectators, and parents at USA Hockey sanctioned events, to include games and

practices. VMHC and CAHA reserves the right to have any person who causes a disturbance to be removed from the playing area and to impose such sanctions as is deemed advisable by the authorized Discipline Committee

- b.** Anyone who uses profanity, throws objects onto the ice or is abusive towards any player, official or spectator shall be subject to immediate ejection from the premises.
- c.** If a parent refuses to abide by a written request or ruling of the VMHC or CAHA Discipline Committees, then the player of that parent may be barred from participation.

13. CONSUMPTION/USE/ABUSE OF MOOD-ALTERING SUBSTANCES:

VMHC prohibits participants (including players, coaches, officials, and all other persons involved in the conduct of a hockey contest) from possession or use of any alcohol, nicotine, smoking/inhalation products, and/or drugs during participation in its programs as follows:

- a.** Zero tolerance for possession or use of drugs by any participant unless the participant is under a medical provider's care and the medication is required for treatment of an illness or injury;
- b.** Zero tolerance for providing or condoning the use of alcohol, nicotine, smoking/inhalation products, or drugs to or by an athlete by a coach, team manager, official or any other person who is in a position of authority over that athlete; and
- c.** Zero tolerance for being under the influence of alcohol, nicotine, smoking/inhalation products, or drugs while supervising athletes or while participating in a VMHC practice, game or event.

For purposes of this policy, the word "drug" includes the following:

- a.** Any controlled substance that is regulated by the government due to its potential for abuse, misuse, or dependence.
- b.** Prescription or over-the-counter medications when used in violation of a medical provider's orders or medication instructions and/or in a manner to produce a state of intoxication in the participant.
- c.** Any mood-altering or psychoactive substance that produces a state of intoxication in the participant.

For purposes of this policy, "nicotine" and "smoking/inhalation products" include the following:

- a.** Electronic smoking devices, including devices that heat a chemical solution into a vapor that is inhaled into the lungs (e-cigarettes, e-cigars, e-pipes, vape pens or other similar devices).
- b.** Smokeless tobacco, including tobacco products chewed or snuffed rather than smoked by the user, including dipping tobacco, chewing tobacco, snuff, snus or similar tobacco products not used for smoking.

- c. Tobacco for smoking, including tobacco in cigarettes, cigars, pipes, hookahs, water pipes or other similar tobacco smoking products.
- d. Nicotine pouches, patches, gum, lozenges, inhalers, nasal sprays, or other similar products that deliver nicotine to the bloodstream.

All violations of this policy will be brought before the VMHC Discipline Committee. Violations of this policy will subject the participant to disciplinary action, up to and including suspension or expulsion from VMHC and/or disqualification from USA Hockey membership.

14. SOCIAL MEDIA POLICY

Definitions

“Social media” refers to any digital platform, application, or website that enables users to create, share, or exchange information, ideas, comments, images, video, audio, or other content. This includes, but is not limited to, platforms such as Crossbar, WhatsApp, Instagram, Facebook, X (formerly Twitter), TikTok, Snapchat, YouTube, LinkedIn, and emerging platforms not yet in existence.

VMHC “members” include all individuals directly involved in the organization’s activities, including but not limited to players, parents and guardians, coaches, team managers, team support staff, officials, volunteers, and contractors.

Policy Statement

VMHC recognizes the value of social media as a tool for communication, community building, and promotion of the sport. At the same time, social media is a public, immediate, and often unsupervised forum that carries significant responsibility. All VMHC members are expected to conduct themselves online with the same level of professionalism, integrity, and respect expected in any other form of communication.

Members should always assume that their online presence — including posts, comments, photos, videos, direct messages, and shared content — reflects on VMHC and its community. If you would not want a post, comment, or message to appear in a newspaper, be read aloud at a board meeting, or be seen by a young player in your program, it should not be made.

Privacy & Contact

To protect the safety and privacy of all members, particularly minor athletes, VMHC strongly recommends that members decline unsolicited connection or “follow” requests from individuals whose affiliation with VMHC is the basis for the request. Adults in coaching, administrative, or supervisory roles should exercise caution regarding online contact with minor athletes and must follow all USA Hockey SafeSport guidelines governing adult-to-minor communications.

Prohibited Conduct

- a. The following conduct may result in disciplinary action, up to and including suspension or expulsion from VMHC membership:

- b. Posting or sharing confidential information, including but not limited to other members' personal contact information, health information, financial information, or other sensitive information.
- c. Posting derogatory or defamatory comments about VMHC, its members, staff, or volunteers, or about competing programs, their staff, players, or families.
- d. Posting or sharing content that relates to VMHC or a VMHC member and promotes or depicts unlawful or inappropriate behavior, including drug use, alcohol abuse, underage drinking, public intoxication, hazing, sexual exploitation, bullying, and/or harassment.
- e. Posting content that is racist, sexist, or otherwise discriminatory in nature, and/or that contradicts VMHC's commitment to an inclusive and respectful environment.
- f. Engaging in harassment, cyberbullying, or targeted negative conduct directed at any VMHC member or member of the broader hockey community.
- g. Using an electronic device, the internet, and/or social media in a way that violates VMHC, CAHA, USA Hockey, and/or SafeSport guidelines and policies.

Conduct that violates this policy — whether public or otherwise brought to the attention of VMHC — will be reviewed by the VMHC Disciplinary Committee. Violations of this policy will result in disciplinary action up to and including suspension from participation and expulsion from the program, depending on the nature and severity of the conduct. Note that policy violations may be escalated to CAHA, USA Hockey, and/or SafeSport when warranted.

15. LOCKER ROOMS:

The use of the rink and the locker rooms is a privilege, not a right.

Supervision Policy

VMHC follows USA Hockey guidelines concerning locker room activities. USA Hockey Policy requires SafeSport certified, and USA Hockey registered, responsible adult(s) be present directly monitoring the locker room. These individuals should be present during all team events to ensure that only approved individuals are in the locker rooms. All locker room monitors must meet the VMHC/USA Hockey Background Screening requirements.

Conduct Policy

All players and others in the locker room must conduct themselves respectfully while participating in any VMHC practice or game. Players must adhere to and follow this policy regarding conduct in and around the locker room.

- a. Players may only be in a locker room if an adult they know is present, either in the locker room or close to the locker room, as a locker room monitor (SafeSport and background screened).
- b. Players may only be in a locker room during assigned times.
- c. Players must conduct themselves respectfully when in the locker room.
- d. Players may NEVER be in a locker room alone with one adult.
- e. Players may NEVER bring electronic devices into the locker room. Electronic devices include, but are not limited to, cell phones, tablets, laptops, cameras, video recorders, or any device capable of capturing images or sound. If you have questions about whether a device is permitted in the locker room, contact your Head Coach, Team Manager, or monitor in advance.
- f. Female players rostered on co-ed teams need to change in a NON-MALE occupied locker room for games and practices. At away rinks, please ask at their front desk.
- g. Players are forbidden from engaging in any activity construed as physical abuse, sexual abuse, emotional abuse, bullying, threatening, harassment, or hazing in the locker room.
- h. Players are not permitted to invite persons not part of the actual team or VMHC program into the locker room. This would include, but is not limited to, family members and friends. The Head Coach may grant exceptions for emergencies and other situations.
- i. Conduct that violates any part of this policy must be reported confidentially to the Head Coach, Assistant Coach, Team Manager, Locker Room Monitor, or any adult associated with the program.

Failure of any participant to comply with this Locker Room Policy will result in disciplinary action. This action could take many forms, including but not limited to, a reprimand or warning, suspension from the team and/or program, or expulsion from the team and/or program. Any player who misses time with a team or program due to being disciplined for failure to adhere to this policy will NOT be entitled to any refund of fees paid to participate in the program or on a team.

16. SAFESPORT:

Vail Mountaineer Hockey Club has adopted USA Hockey's and CAHA's SafeSport Program. All the following must obtain current SafeSport training and background screening: board members, directors, coaches, volunteers that have regular contact with minors and specific players. Details of the SafeSport program are published separately and are included in these policies and procedures as if they were printed herein.

17. CONDUCT SUBJECT TO DISCIPLINE AND CONFLICT RESOLUTION:

VMHC has a Zero Tolerance Policy with respect to conduct by a player, coach, parent, or guardian that is detrimental to a rewarding hockey experience and/or violates the Code of Conduct, SafeSport Program, VMHC Policies and Procedures. A breach of any of the following points constitutes a violation of the Code of Conduct of VMHC. Inappropriate spectator, parental behavior (i.e. behavior that is detrimental to a rewarding hockey experience) includes, without limitation, the following:

- a. Giving instruction or otherwise attempting to coach your child or other players from the stands during a game.
- b. Making disparaging comments to, shouting at, taunting, arguing with or making physical contact with a parent, manager, coach, player, referee, linesman, or off-ice officials during a game or as they leave the ice or the arena.
- c. Making physical contact with any player, coach, on or off-ice official, association, league or CAHA representative, arena personnel, spectator, or parent.
- d. Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- e. Going onto the ice surface for any reason, unless directed by a coach or other official.
- f. Entering the bench area during a game.
- g. Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- h. Fighting, hazing, bullying, locker boxing, pushing, or shoving, teasing
- i. Entering the locker room of any official or obstructing their access or exit from said room or arena.
- j. Using profane and/or vulgar language or mannerisms that are offensive to other persons.
- k. Throwing of any object onto the ice surface, into the player's area, or at another individual.
- l. Pounding or climbing on the glass.
- m. Use of alcohol, tobacco including chewing products, controlled or illegal substances while at a VMHC function, those of legal age may drink at restaurants etc., but restraint is advised.
- n. Being involved in any action that would warrant the summoning of Law Enforcement.
- o. Defacing or damaging property belonging to any individual, team, association, or arena.
- p. Violating any Ice Rink rules, including, but not limited to:
 - i. Damage to any facility and/or vandalism of any sort

- ii. Theft of any kind
- iii. Inciting other persons to become involved in any of the above listed activities.
- iv. Any other conduct deemed inappropriate by the officials, representatives, and Board members of VMHC, and rink personnel.
- v. Cyberbullying

In the event that a player, coach, family member of a player or coach, or guest of a player or coach has engaged in behavior that is detrimental to a rewarding hockey experience, the Age Group Director may issue a verbal warning and/or send written notification to the person and/or member family that it is in violation of VMHC's Misconduct Policy. They and/or the member family may be subject to sanction via a disciplinary hearing if such behavior continues.

A player who violates any of the above, including VMHC's SafeSport Policy, and/or the Player Code of Conduct will be subject to disciplinary measures, which may include benching, physical exercise, loss of locker room privileges, suspension from practices or games, and/or dismissal from VMHC.

Initial disciplinary measures may be imposed by team coaches. Further disciplinary action may be taken, or appeals heard per VMHC Policies and Procedures.

If a coach, parent/guardian, or guest of a player/parent violates any of the above they may be asked to leave the event by an on-ice official, rink staff, tournament official or VMHC Board Member. Depending on the circumstances, they may be subject to additional disciplinary action.

Should a player be called before the VMHC Disciplinary Committee, the committee will follow applicable USA Hockey guidelines and impose appropriate discipline, up to and including suspension from all VMHC activities for up to a year.

If there are repeated policy violations by a participant, including a player, coach, parent or guardian, family member or guest, appropriate progressive discipline will be administered up to and including restriction from ice arenas and/or suspension from VMHC events and programming.

Any member family that has a player, coach, parent or guardian under suspension or restriction at the end of the hockey season may not be considered a member in good standing for the following season. After the end of the season, the Board shall review the circumstances of the suspension or restriction and decide as to whether the player(s) in such family shall be eligible to return for the following season.

Any punishment meted out by the VMHC, pursuant to this Policy, shall be separate from and in addition to any sanction issued by any coach for violation of written team rules, or any sanction issued by any referee, CAHA, or USA Hockey.

Age Group Directors

The Board of Directors will appoint individual Board of Directors to be Age Group Directors. It is the duty of the Age Group Directors to:

- a. Serve as a representative of their respective division.
- b. Act as a liaison between the membership of their age division, the coaches, and the Board of Directors.
- c. Give a periodic report to the Board as to any issues or concerns regarding their age division and request action by the Board if necessary.
- d. Appraise the Board of all actions taken or proposed by them.
- e. Bring to the Board's attention any deviations from policy by a member, coach or player.
- f. Serve as a resource to families concerning evaluations/tryouts and help explain the process as necessary.
- g. Be the intermediary between parents and the Director of Hockey and/or Operations Manager, especially if a parental concern involves a coach or practice execution.

18. CHAIN OF COMMAND/GRIEVANCE PROCEDURE:

SafeSport Violation

Any violation shall be brought immediately to the attention of the SafeSport Coordinator, Director of Hockey, and the Operations Manager of the Association.

Vail Mountaineer Hockey Club strives to provide an environment that is conducive to a positive learning environment for all participants. VMHC believes the key to establishing and maintaining this environment lies in an attitude, fair play, respect for self and others, good sportsmanship, and discipline. VMHC strives to uphold high standards for our players, their families, volunteers, visiting teams and officials.

VMHC has the following procedure for resolving potential team issues. It is important to remember that the Director of Hockey and the Head Coach have the ultimate and immediate authority for a team's behavior (including parents). The parents and players are subject to the Director of Hockey and the Head coaches' rules, the Policies and Procedures of VMHC and the rink in which they are participating.

The Team Manager is responsible for assisting the coaches in the smooth operation of the team and is the second level of authority within the team. The Team Manager's role is to direct concerned parents through the proper chain of command. A Team Manager should always try to be impartial and compassionate; it is not your role to get involved with the complaint, issue, or concern. Remember, your role is to be an ambassador for your Head Coach and VMHC. The Team Manager has a duty to immediately inform the coaching staff of any team or individual issues, which he/she feels violates the Code of Conduct or that are reported to them.

For issues involving minor infractions of the Code of Conduct it is suggested that the parties try to resolve the issue quickly but keeping in mind that often following the 24-HOUR RULE can be very helpful in decompressing the situation. The 24-Hour Rule allows for waiting 24 hours before discussing the issue with the parties involved.

Codes of Conduct will be given to each player and parent. During a meeting of the team, parents, players, and coaches, each player and parent will sign the document and give it to the Team Manager. The Team Manager will keep these signed forms in the Team Manager's book. Team Managers should ensure the parties seeking resolution on issues first consult the VMHC Conflict Resolution Table. As a rule of thumb, the following hierarchal order can be utilized:

- a. Contact Team Manager regarding issue.
- b. Contact Head Coach – Preference is for parents to talk to the Team Manager first, if possible.

If either of these individuals (Team Manager and/or Head Coach) are unapproachable for any reason or the issue is of a more serious nature you should contact:

- c. Age Group Director
- d. Director of Hockey or Operations Manager
- e. Disciplinary Committee Chair
- f. Board President

A parent, as does any member, has the option to take a matter to the VMHC Disciplinary Committee, The Disciplinary Committee is the final option for resolution of breaches in conduct, and any matter taken to the Disciplinary Committee will be conducted under the USA Hockey Bylaw 10 guidelines.

The Team Managers are an important part of the team structure. Their leadership can influence the outcome of a season. They need to lead by example, remain positive towards the team and the coaching staff and curtail petty attacks on players and staff by parents and others. Remember, negativity takes hostages and grows like a cancer. Keeping the team, players, and parents alike on a positive path can go a long way to enhancing the experience for all those involved.

24-Hour Rule: A parent who wishes to speak directly to the Head Coach regarding their child's lack of ice time or other similar issue is encouraged to wait a minimum of 24 hours following a game or practice before contacting the coach to discuss their concerns. The meeting should be requested through the Team Manager. It is a very powerful and age-old notion that things seem better the next morning. An exception to this rule is action that involves any SafeSport violation.

Comments, questions and concerns regarding players, managers, or coaches of other teams; referees; VMHC or other associations; WCHL, CPHL, RMHF, or other leagues; CAHA; or USA Hockey, shall be directed first to the VMHC Director of Hockey. Thereafter, the chain-of-command shall be followed. Only those persons explicitly authorized to do so by the Board of Directors shall contact/communicate with referees, other teams, other associations, Leagues, CAHA, or USA Hockey on behalf of VMHC.

Failure to observe the procedures outlined herein may be considered misconduct, and subject to a disciplinary hearing.

19. HEARINGS AND DISPUTE RESOLUTION:

It is the policy of VMHC to implement and follow USA Hockey Bylaw 10 for any disputes which may arise that have not been satisfactorily resolved by the Board of Directors and/or VMHC's Director of Hockey. USA Hockey Bylaw 10 can be found in the USA Hockey Annual Guide and online at www.usahockey.com.

20. TEAM MANAGEMENT AND ASSOCIATION REGISTRAR:

Each youth and women/girls' team shall have a Team Manager whose name, address and telephone number shall be indicated in the USA Hockey Team Registration/Roster. The Team Manager shall be custodian of and responsible for all documents necessary for credential review prior to participation in invitational tournaments, playoffs, and championships.

VMHC will hold a mandatory Team Manager meeting each Fall prior to the first games of the season.

If CAHA and/or the WCHL, RMHF or CGHL holds a Manager's/ Registrar's meeting, it is mandatory that a representative of each team attends.

21. TEAM MANAGERS:

The Team Manager should act as a communications facilitator between the parent and Head Coach when necessary. He/she should help to enforce the coach's rules that may pertain to parents and players, ie: no parents in the locker room, supervising the locker room to the best extent possible in compliance with VMHC's, SafeSport and USA Hockey Locker Room policies. If the Team Manager is called regarding a player issue, the Team Manager shall relay the information to the Head Coach. If a parent is upset about something they should observe the 24-Hour Rule before talking to a Team Manager. If a conflict cannot be resolved, please comply with section 17 / Conflict/Grievance resolution.

22. HEAD COACH RESPONSIBILITIES:

The Head Coach, or acting Head Coach, of each team shall be held responsible for the conduct of the members and team officials of his/her team both on and off the ice immediately before, during and after any CAHA, WCHL, RMHF, or VMHC sanctioned event during the time that the players and other team members are under the immediate supervision of the Head Coach or acting Head Coach, including but not limited to team functions, practices and games. The Head Coach, or acting Head Coach, is responsible for the conduct of his/her team in the locker room. The Head Coach, or acting Head Coach, of any team member or team official involved in any disruptive or unsportsmanlike incident may be called to

account for the actions of any such team member or team official and may be subject to disciplinary measures as determined by the appropriate Disciplinary Committee.

This responsibility shall specifically include any action by any team member or team official that results in damage to any ice arena facility.

This responsibility shall be interpreted to mean possible financial responsibility to pay for any such damages, unless otherwise assumed by the Association, for which the Head Coach or acting Head Coach is registered.

In the event of any such damage, that is reasonably verified by the CAHA through proper authorities, the team and every member and team official of the team, to which the person causing any such damage may be immediately suspended from participating in any CAHA sanctioned game as determined by the CAHA Disciplinary Committee. Any person found to have caused such damage shall be subject to pay the reasonable costs of repairing any such damage before their team and any member of their team is allowed to resume play in the regular season, Spring/Summer season or successive seasons.

The Head Coach, or acting Head Coach, of each team shall work with the VMHC Registrar to ensure that all coaches on the bench are certified at the appropriate level after December 31st of the current season.

The Head Coach, or acting Head Coach, of each team shall work in conjunction with the VMHC Registrar to ensure that all members of their team are registered with USA Hockey prior to participation in any games, non-League games or tournaments and/or practices. Failure to comply subjects the coach to fines and suspensions by VMHC, the league and CAHA.

23. COACHING:

The majority of VMHC coaches are volunteers. They are giving freely and generously of their time. It is important to remember without their dedication and commitment to the growth and development of our players, VMHC could not operate.

VMHC coaches are to be treated with utmost respect.

The Director of Hockey will recruit, interview, and recommend the most qualified Head Coaches from the application pool. All coaches are subject to review and affirmation by the VMHC Board of Directors.

The Head Coach is responsible for his/her team and shall not be the Head Coach of another team that competes in the same league playing season.

All Coaches shall have the appropriate USA Hockey level of certification for the age level they are coaching, be registered with USA Hockey, show proof of State of Colorado Concussion training, and complete the SafeSport Training Videos provided by USA Hockey prior to stepping on the ice or supervising VMHC players in locker rooms or any VMHC related activity.

Exception: First time Coaches, have until December 1st to secure the proper USA Coaching certification, however they must show proof of having completed all other requirements before being on the ice or supervising VMHC activities.

Head Coaches are required to recommend their assistants. Assistants are to be approved by the Director of Hockey. Coaches' requirements include:

- a. Appropriate current USA Hockey Coaching Certification (Level 1-5)
- b. Completion of appropriate age-level module
- c. Completion of USA Hockey SafeSport program modules for coaches
- d. Adequate hockey knowledge and skills
- e. Ability to work effectively with children and other VMHC volunteers
- f. Ability to work and communicate with parents and VMHC
- g. Maturity and responsibility
- h. Has passed the State of Colorado Concussion Training - this is a yearly requirement
- i. Ability to put in the time and effort required throughout the season this includes documented practice planning and doing player evaluations.
- j. Ability to create a positive experience for the team and players
- k. Ability to plan, carry out and document practice plans that meet player and VMHC expectations
- l. Know and enforce SafeSport and the VMHC Player Code of Conduct
- m. Know and appropriately enforce SafeSport policies and procedures
- n. Be familiar with and enforce all VMHC Bylaws and Policies, USA Hockey, League and CAHA policies and procedures or ask the Director of Hockey Operations for clarification
- o. Adhere to the VMHC program philosophy, values and beliefs with respect to coaching concepts, team play, equability of playing time and skill development
- p. Fill out, and submit to rink and VMHC, accident reports for any injury to a player if medical attention is advised or required
- q. Sign agreement to abide by the Policies, Rules and Regulations set forth by USA Hockey, CAHA, league affiliate, and VMHC, indicating failure to do so will result in cause for removal

The VMHC Board of Directors understands VMHC is a small organization and will from time to time have conflicts about coaches moving up with team members and parental coaches. The VMHC Director of Hockey Operations will do due diligence in presenting candidates to the Board of Directors for approval.

The VMHC Director of Hockey has the discretion to remove or reassign a coach at any time during the season.

Coach's Game-related Travel Expenses

The Head Coach of each VMHC team will be reimbursed 100% of their player's registration fees for the team he/she coaches. Up to TWO assistant coaches will be reimbursed 50% of their player's registration fees for the team he/she coaches. Reimbursement of registration fees will be issued following the hockey season.

Coaches with NO player on the team will be compensated as outlined in the terms of the signed contract. Contracts will be issued at the start of the season.

Only salaried coaches will receive reimbursement for hotel expenses.

Official VMHC registered and USA Hockey certified coaches with NO player on the team will be reimbursed for out-of-town league, VMHC and paid tournament game-related travel expenses as follows:

- a. Lodging reimbursement - Coaches will receive \$150-\$250/night lodging allowance (based on location). When lodging exceeds \$250/night, coaches need to get prior approval from the Director of Hockey or the Operations Manager. It shall be the responsibility of the Team Manager and/or the assigned member of the coaching staff to make lodging reservations/rates that are reasonable and sensitive to the needs and wishes of all team families. It is assumed that, if possible and reasonable, all members of the team coaching staff will stay at the selected team lodging facility.
- b. Usa hockey coaching seminars/ symposiums - It is in VMHC's best interest to maintain a skilled and knowledgeable pool of coaches. VMHC will reimburse coaches the cost of fees for required USA coaching clinics (Level 1-3) upon proof of certification by USA Hockey, and mileage if attending in-person clinics outside of Eagle County. VMHC Coaches are encouraged to progress to the highest level of certification- Level 5 and VMHC will reimburse active VMHC coaches for the Level 4 & 5 symposium fee, should they choose to participate. Coaches must apply to the Director of Hockey Operations prior to attending and be accepted for reimbursement.
- c. Mileage tax-deduction option - As a volunteer member of a non-profit organization (VMHC), the entire mileage to and from all league/scrimmage/tournament games, practice sessions and team meetings throughout the season are tax-deductible in connection with income tax filings.

Team Rules and Meetings

Each Head Coach will establish individual team rules in accordance with the overall philosophy, values and the policies and procedures of VMHC. Head Coaches shall hold a team meeting with players and parents to discuss and explain team rules and answer any questions regarding VMHC Policies and

Procedures at the outset of the season. Team rules will address missing practice, how to contact the coach, dress codes, team captains, discipline, team expectations and goals.

Tournaments/Extra Practices or Games

Coaches wishing for additional tournaments, practices, or games should bring their request to the Director of Hockey. After seeking input from the Director of Hockey, the Head Coach may ask the Team Manager to discuss and verify whether families are interested and willing to incur the cost of the additional programming. The number of home games and practices are set by the VMHC schedulers, and the league affiliate based on budget parameters and availability of ice time.

Dress Code

For all games (home or away), coaches are to dress in appropriate VMHC gear, including but not limited to, the provided VMHC coaching jacket, the provided VMHC warm-up jacket or other VMHC logo wear.

24. GENERAL PHILOSOPHY REGARDING PLAYER ICE TIME:

VMHC seeks to provide a learning environment that is fun for players of all skill levels. This does not mean that we do not engage in competition. It means that we try not to place an undue emphasis on winning. VMHC shall not seek to win “at all costs.” However, VMHC does not guarantee equal ice time for every player. Instead, VMHC attempts to ensure an equal opportunity for each player to develop as a hockey player and as a person. In accordance with USA Hockey guidelines, VMHC places reduced emphasis on winning and individual achievement at the 10 & underage level. Parents are hereby advised that as players progress to higher skill levels (from house to travel to tier), teams place a greater emphasis on competition and winning and expect a higher level of commitment from the players and parents in terms of time, effort, and money.

25. TRYOUT/EVALUATION PROCEDURE:

At a minimum, players shall be evaluated by the Director of Hockey and the Head Coach. The Director of Hockey may bring in additional evaluators. Each evaluator will make an evaluation of assigned players and determine the overall skill level of each player. Players shall be selected by this tryout group, after review and consideration of the evaluation scores. Coaches need not select players solely on their written evaluation scores, but may also factor in other consideration such as team chemistry, the players’ heart, desire, temperament, and level of commitment; whether the player is a good fit for the team, the “coachability” of the player; the players’ prior history with VMHC, etc.

Parents are welcome to attend and must strictly adhere to the Zero Tolerance Policy during the evaluation/tryout sessions. Do not talk, yell, gesture or make any comments to your player or any other player who is on the ice. However, for the benefit of your player, having parents in and around the ice surface or in the stands only adds pressure to the player in an already strenuous situation. Prior to leaving the ice area parents are encouraged to wish the player well, let them know you support them by:

- a. Encouraging players to do his/her best but reinforce the notion that the purpose of player tryouts/ evaluations is to place them on an appropriate team and that no matter where they end up, it will be a great place, where they will have a great time.
- b. Never give excuses to their player that blames other people for their child not making a certain team. This is counterproductive to the program as well as to the child's character development.
- c. Not being involved in the process; parents should not discuss player evaluations/ tryouts and team selections with other parents in such a manner that detracts from or distracts from the process.
- d. Remembering, skating skills, puck handling, skills, hockey/game knowledge, athletic ability, "coachability", team play commitment, player attitude and/or behavior and prior year(s) performance all are factors in placing a player

Team rosters are officially final December 15th of each year. Any player movement will be handled by the Director of Hockey Operations and follow USA Hockey, CAHA, League and VMHC policies.

26. LEVEL OF PLAY:

The VMHC "A" level programs [U14 A (Bantam), U12 A (Pee Wee), U10 A (Squirt), Girls 19U, Girls 15U, Girls 12U and Girls 10U are offered as an opportunity for players to experience a higher level of play, competition, and performance standards. "A" level teams require a greater level of commitment as practice, game, tournament, and travel schedules can be more demanding in terms of time frequency, expectations, and travel expense. Classroom, off-ice training, and home-based reinforcement of skills (practice what has been taught) is part of the commitment made to the program, team, and oneself. Ice time is earned through consistent effort, understanding of team systems, helping and support of fellow players, attentiveness, and willingness to learn and practice.

"B" level teams have a slightly lower expectation for time and travel, classroom, off-ice training and at home practice are expected, player ice time is more evenly distributed, Players with "A" level skills, but who cannot make the effort or commitment, are better off on the "B" level.

At the discretion of the Executive Director, Director of Hockey Operations and the evaluators, a player may be placed on a team with the designation for Practice Player. In the event there are too many players at a specific level to make an additional team and/or the ability of the player prevents him/her from participating safely, he/she will be a practice player. These players participate in all practices with the team and can work towards becoming a team player. Practice players may have reduced registration fees, as appropriate.

VMHC co-ed travel teams compete in the WCHL or RMHF. Each association in the WCHL is required to field a team at the "A" level of play. If a team of players does not have sufficient skill to have some success at the "A" level of play, the Director of Hockey Operations may petition the WCHL for permission to "play down" at the "B" level. Teams playing down generally forfeit the right to participate in League Playoffs.

VMHC also has an option, under the WCHL, to double roster players in an age division based on the following criteria:

- a. Top 50% of A rostered players will be locked onto the A team roster.
- b. No game cap, but players must meet 50% playoff eligibility rule for league playoff participation.

Double rostered players will be at the Director of Hockey's discretion, not coaches and/or team staff, and may be reviewed by the WCHL Executive Board/Competition Committee.

Team Roster Caps (Max game day bench roster with DR players). Double Rostering cannot occur when bench rosters exceed:

- a. 14U Bantams: 14 Skaters + Goalie(s)
- b. 12U Peewees: 12 Skaters + Goalie(s)
- c. 10U Squirt: 12 Skaters + Goalie(s)

27. PLAYER MOVE-UPS:

VMHC does not promote any player playing up or down in any age division. However, any player wishing to play at a higher age group must:

- a. Contact the Director of Hockey and submit the request in writing at least two weeks prior to evaluations/tryouts.
- b. The player must make the highest-level team at the age division (i.e. Squirt A-Pee wee A-Bantam A-Minor A-Major A) and must be an "Impact Player" at the next level.
- c. A 12U player shall NOT be allowed to move up to 14U- except girls
- d. Up to 3 Mites may move up to play Squirt B with CAHA and league permission

28. PLAYERS:

Coaches Expectations

Coaches have the primary responsibility for ensuring players meet their obligations to their teammates and to the Vail Mountaineer Hockey Club. Coaches expect their players to exceed the minimum standards of behavior. For example, a player should avoid being disruptive or inattentive during practice, making negative comments, complaining, or whining, blaming goals or losses on individuals, teammates, or otherwise not being a team player. Players are expected to take ownership of their mistakes and learn from them. VMHC expects coaches to evaluate and make judgments regarding players' behavior, and when necessary, to take corrective action. If players or parents wish to discuss

the reasons for a coach's decision, they are to follow the Conflict Resolution procedure. Coaches are expected to discuss any player issues with the parents. If a player will miss a practice or game, the Head Coach and Team Manager must be contacted by the parent.

Practice Attendance

Hockey is a team sport, and players should attend as many practices as possible. At the Head Coach's discretion failure to attend or notify the Head Coach with a valid reason for missing one or more practices may affect game participation. Players are expected to arrive at the set time to do pre-practice dryland or meeting, be dressed and ready to go on the ice at the appointed time.

Other Sports

If a player is involved with another sport and it overlaps with hockey, a discussion with the Head Coach is mandatory so that both parties are aware of commitment requirements. VMHC encourages participation in other sports and will work with all other sports. However, travel/competitive team players must weigh the requirements for meaningful practice and travel teams. Always remember to respect your teammates.

Scholastic & Athletic Eligibility Guidelines

VMHC strongly believes that good grades are of greater long-term value than participation in youth sports. Parents should monitor their child's academic performance. If a player is having difficulty, parents are encouraged to discuss the matter with the Head Coach and address the matter appropriately. Middle School and High School students are expected to maintain academic and athletic eligibility standards established by their schools. Players not meeting eligibility requirements may be ineligible for play and/or practice. For any player with verified learning challenges, it will be the responsibility of the player and/or his or her parents to furnish the VMHC Director of Hockey an appropriate minimum requirement consistent with the player's education plan at his/her school.

Player Dress Code

Members of Vail Mountaineer Hockey Club are representatives of VMHC and our community. Players and coaches are expected to conduct themselves accordingly.

Each player will lease game jerseys (one dark and one light) and breezer covers from VMHC for the duration of the season. During registration a non-refundable \$50 Uniform Rental Fee will be collected for each player. Additionally, each Team Manager will collect a \$250 Uniform Security Deposit for all teams that lease their jerseys from VMHC. If the leased items are not returned or are returned damaged, VMHC reserves the right to retain the \$250 deposit. Note that all players who purchase their jerseys are not required to pay the Uniform Security Deposit.

All players must comply with USA Hockey's equipment rules including, but not limited to, mandatory use of HECC-certified helmets and facemasks, as well as other protective gear like shoulder pads, elbow pads, shin pads, and gloves. Neck laceration protectors are also required for all players in youth, high school, and junior hockey, and on-ice officials under age 18. VMHC requires all players to wear dark blue or black gloves and a black helmet.

For all games, players are to dress uniformly with the appropriate VMHC dark or light jersey, VMHC breezer covers, matching socks, dark blue or black gloves, and black helmet. Please bring both jerseys to

all games, forgetting your jersey may forfeit your ability to play in the game. Please respect the jerseys as representatives of VMHC and take proper care of them.

Home / Away Dress Code

All teams are expected to arrive at games representing VMHC and themselves as team players. All VMHC players are expected to have a VMHC warm-up jacket and should arrive to games and tournaments wearing their VMHC warm-up jacket. Loaner VMHC warm-up jackets are available to players who are unable to purchase or borrow a VMHC warm-up jacket for the season.

Player Removal Policy

All players will conduct themselves in a manner consistent with the spirit of the VMHC Mission Statement, Vision Statement, philosophy, policies, and rules of VMHC. Any inappropriate behavior may result in disciplinary action by the appropriate authority per these policies and rules or by the VMHC Disciplinary Committee. This may include removal of the individual from the team or VMHC. The Disciplinary Committee may dismiss or sanction any player from any team by a majority vote and approval of the Hockey Director. The Director of Hockey will inform the player and his/her parents of the dismissal or sanction in writing (email acceptable to the registered email address in VMHC's records) which will include the action and steps necessary to appeal the decision.

29. PLAYER INJURIES:

Whenever a player is injured, and requires visitation to a medical facility, either Emergency or Doctors office, for treatment and/or evaluation, it shall be required that the player provide written documentation from the physician and/or medical facility to the coaching staff, and Vail Mountaineer Hockey Club, prior to being allowed back on the ice or practice session. This documentation shall state a specific date on when that player may return to skating, as well as resume full contact with no restrictions. This shall include all injuries that require professional medical treatment. ie: broken bones, concussions, migraines, etc.

30. CONCUSSIONS AND HEAD INJURIES:

Any time a player sustains a suspected concussion or head injury, either during a game, practice, or activity, it is required by the state of Colorado the player be immediately removed from the activity. The player is not allowed to return until evaluated by a health care provider and he/she has received written clearance to return to play from the health care provider; both the coach and VMHC must have a copy of the clearance prior to the player returning to an active status. When in doubt, ALWAYS err on the side of safety. It is critical that whenever a player has any potential injuries of this nature that the coaching staff notifies either the parent, and/or responsible guardian for the player, immediately of the incident and their findings, and the requirement of written medical clearance before resuming as an active player with VMHC.

Complete details and resources on the USA Hockey Concussion Protocol can be found [HERE](#).

31. PLAYER FEES:

Player registration fees are determined by the VMHC Board of Directors and shall be at least a minimum of 60% of the total program cost. FEES are based on a few factors, including available funding, ice rental fees, number of practices, games, tournament fees, equipment fees for training and operational expenses. VMHC undertakes several fundraising activities to supplement and reduce player fees.

Refunds are issued on a case-by-case basis after review of the Executive Board. There will be NO refund if a player is removed for disciplinary reasons or has been suspended for violation of any playing rule, violation of VMHC Bylaws or Policies and Procedures. In the case of season ending injuries, a refund will be based on the missed portion of the season less a \$300 fee. If a player leaves prior to the team selection process a refund will be issued less a \$100 fee. If player leaves after the team selection but prior to December 1st a refund of up to 50% less a \$300 fee may be issued.

32. UNIFORM DEPOSIT:

Parents of travel team players who lease their jerseys are required to give VMHC, via the Team Manager, either a post-dated check made out to VMHC for March or sign a credit card charge authorization in the amount of \$250.00 as a Uniform Security Deposit on the return of uniforms at the end of the season. No uniform will be issued without the required deposit.

Players shall lease their uniform jerseys and breezer covers from the club at an annual rental fee of \$50.00. Uniform jerseys and breezer covers are the property of the club. Loss or damage to issued uniforms are the responsibility of the individual/family to whom issued. Failure to return uniform jerseys and/or breezer covers in good condition will be subject to forfeiture of uniform deposit and/or billed for damage repair of replacement jersey and/or breezer covers.

33. SCHOLARSHIP POLICY:

It shall be the policy of Vail Mountaineer Hockey Club that, when available, scholarships will be accessible to those members of the association who demonstrate financial need. Such funds shall be available for an amount not to exceed 80% of the annual registration fees. All scholarship recipients are required to fulfill their volunteer hours and may not forfeit their \$400 parental involvement deposit in lieu of completing volunteer service hours.

Approval responsibility for scholarship applications shall rest with the Treasurer of Vail Mountaineer Hockey Club. Procedure:

- a. Applicant(s) shall signify desire for scholarship funding by indicating such desire on the VMHC registration form at the time of registration.
- b. Applicant(s) shall provide the VMHC Treasurer with copies of the two most recent years' tax returns.

- c. Completed application and tax returns shall be sent to: VMHC Treasurer, PO Box 2591, Edwards, CO 81632 or sent electronically to treasurer@vailmountaineers.org.

VMHC will always strive to be reasonable and prudent in its endeavor to disburse scholarship funds fairly and equitably. Any scholarship information collected by the VMHC shall be held in strictest confidence. At no time will the VMHC, in reviewing applicant(s) information, furnish said information to any unrelated third parties or in any way perform any action which might be deemed detrimental to the applicant.

34. PARENTAL INVOLVEMENT/VOLUNTEER REQUIREMENTS:

Everyone wants his or her player(s) to have the best possible hockey experience. Parents must get involved to help make this happen. VMHC is a volunteer organization, with paid consultants as the Directors. VMHC recognizes ice hockey is an expensive sport. Registration fees cover approximately 60% of the actual cost to run the program. The remaining costs must come from Fundraising.

Volunteer Opportunities exist for the following:

- a. Annual Avalanche Alumni Weekend- September
- b. Annual Sportsmanship Tournament – typically 3 weekends in November
- c. Playoff Tournament (when applicable)- 1 weekend in late February/early March
- d. Fundraising Committee:
- e. Sponsorship Solicitation
- f. Grant writing
- g. Tournament sponsors – Hotels, Media, Restaurants, Silent Auction
- h. Lodging Coordinator

Each family will be required to pay a \$400.00 parental involvement deposit at the time of player registration. Families of all travel team players are required to earn a minimum of 10 volunteer credits per family throughout the season. (One credit equals approximately one hour of time.) The money collected will be used to pay the cost of “contract labor” needed to support VMHC fundraising activities. This is not a substitution for participation in the direct fundraising campaign.

The Parental Involvement Support payment is only applicable to fundraising and approved Parent Involvement Support activities. VMHC utilizes the online programs (such as SignUp Genius) and input from the Director of Hockey, Operations Manager, Team Managers, and the Fundraising Director to track credits.

Serving as a VMHC Coach or Team Manager for the season fulfills a family's volunteer credits.

Penalty box, scorekeeping or running the time clock during REGULAR SEASON scheduled games does NOT count towards volunteer credits, helping with scorekeeping and the timeclock is fun and expected as being part of the VMHC team. No partial refunds are allowed, if a player leaves Eagle County for another association a pro-rated refund may be issued if the member was in good standing.

Families with more than one player are requested to evenly distribute time between each team.

I have read, understand, and agree to comply with the VMHC Policies and Procedures as outlined above.

Parent/Guardian Signature

Date

Parent/Guardian Name

Player Name(s)