



Casper Amateur Hockey Club Policy Manual Revised May 2026

Article I - GENERAL

A. ADMINISTRATION

- These policies are guidelines for the Casper Amateur Hockey Club (CAHC). Final decisions regarding all governance rest with the Membership or with the Board of Directors according to the Bylaws of the CAHC.
- The Casper Amateur Hockey Club must abide by all City of Casper rules.
- No one may approach the City Council or its members as a representative of the CAHC unless approved by the Board of Directors.
- No one may approach Wyoming Hockey, WAHL, WAHA, or USA Hockey as a representative of CAHC unless approved by the Board of Directors.
- Ice Scheduling - All scheduling of CAHC ice time, including pre-season ice-time, will be conducted through the CAHC Board of Directors.
- All ice schedule times and hourly fees for that ice are set by contract with the City of Casper.
- Sponsor Ice Boards/Banners: Ice Board/Banners belong to the CAHC and will be maintained by CAHC, not the City.
- All CAHC sponsors will be included in any programs printed for the CAHC.
- All CAHC sponsors will be acknowledged on the CAHC website.

B. REGISTRATION, FEES, AND SCHOLARSHIPS

- **Registration:** The annual registration, WAHL Team, and travel team fees for all age levels and divisions will be set by the CAHC Board of Directors prior to the registration deadline of each year for the upcoming hockey season.
 - Before being eligible to take the ice, all players and their parents must have submitted to the CAHC Registrar all USA Hockey and CAHC required documents. In addition, the player's account must be up to date and in good standing.
 - All families with outstanding family account balances for anything (including registration, WAHL Team, and/or Travel Tournament team fees) from previous season(s) at the time of registration need to bring their family account current and paid in full and must pay 20% of current year registration fees to be considered in good standing before they will be allowed to register any player(s) for the upcoming season.
 - Registrations after December 31 of the current season will be considered and approved on a case-by case basis by the Coaching Committee.
 - Skaters (10U division or higher) who register after September 1 cannot be guaranteed placement on a WAHL and/or Travel Tournament team.
- **Fees:**
 - General Registration Fees: Assessed at time of registration, which will open in June and must be paid in full by September 30th.
 - WAHL Team Fees: Assessed in October once teams are announced and must be paid in full by December 31st.
 - Travel Team Fees: Assessed in January and must be paid in full by March 31st. If a payment plan is not in place for the Travel Team fees, then the player will be ineligible for WAHL state tournaments.
 - Participants with less than 80% of their registration fees paid as of October 1 will be considered not in good standing with CAHC.
 - Participants still owing Registration fees or WAHL Team fees after January 15 will be considered not in good standing with CAHC.
 - Not in good standing: Ineligible to participate in any CAHC activity until their accounts are brought current unless arrangements have been made with ED.

- First-Time Skater Registration: A player is eligible to register as a first-time skater only if he or she has never, at any time in his or her lifetime, been registered with USA Hockey or any other national governing body (such as Hockey Canada) in an organized regular-season hockey program, regardless of division.
- Skaters who register after November 1 of the current season will pay prorated registration fees as determined by the CAHC Board Treasurer.
- Fees of \$30.00 may be charged for each returned check or each failed credit card transaction. After two checks have been returned, the CAHC may request cash or money orders.
- All accounts 90 days or more past due will be assessed a finance charge of \$35.00 per month until the account is made current.
- Injuries: Players who are injured, or have an illness that keeps them from participating in over 50% of the CAHC season, may petition the CAHC Board for an adjustment of registration and WAHL fees.
 - The petition must be presented to the CAHC Board within 14 days of returning from the injury or illness.
 - A letter and/or order from a physician must accompany the petition and a medical release must be submitted to the Executive Director prior to the player actively returning and participating in the program.
 - Decisions will be made on a case-by- case basis, and the decision of the CAHC Board will be final.
- **Withdraws, Refunds, and Suspensions:** If a player wishes to withdraw from the program, notice of withdrawal must be sent by letter/email to the Executive Director from the parent and/or guardian who registered the player. The withdrawal will be considered effective on the date the letter/email is received.
 - A \$25 administrative fee will be assessed if the withdrawal is requested prior to the start of the WAHL season.
 - CAHC registration refunds will be given under the following schedule if fees have been paid in full and Executive Director is notified in writing by letter or email that a player is withdrawing from the program by his/her parent:
 - Skater withdraws on or before October 1: 100% refund.
 - Skater withdraws after October 1 but on or before October 15: 66% refund.
 - Skater withdraws after October 15 but on or before November 1: 33% refund.
 - Skater withdraws after November 1: No refund.
 - Registration refunds (if only partial fees have been paid) will be calculated by determining what amount the player would owe based on the above schedule (assuming that a full registration fee has been paid) and refunding the difference, if any, between the amount owed and the amount paid.
 - Fees will not be reduced to players under suspension.
 - The CAHC Board will determine refunds to players who leave a Travel Tournament team for any reason.
 - No refunds/adjustments given for players who are unable to participate due to school ineligibility requirements.
- **Scholarships-**The amount and number of scholarships awarded is determined by the amount of money budgeted for scholarships for the current season, the number of requests received meeting eligibility requirements, and the total dollar amount of the requests received. Amounts awarded may change from year to year and are at the full discretion of the CAHC Board and Finance Committee. All scholarship awards will be applied as a credit to the player's account (Dustin Latimer Scholarship) or will be sent directly to the awardee's post- high school institution's financial aid office, upon receipt of a copy of the acceptance letter from the institution that the awardee has chosen (Playmaker Scholarship and Bill Ryan Memorial Scholarship). Scholarships are granted on a per season basis, they cannot be deferred, and all decisions of the scholarship committee are final. Scholarship monies cannot be used towards fees incurred due to late registration(s).

C. SUSPENSIONS AND TERMINATIONS

- Membership may be terminated by resignation or action of the Board of Directors
 - The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the CAHC. The meeting shall be called as a Special Board of Directors Meeting as defined in Article III of the CAHC Bylaws. The Member involved shall be notified of such a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
 - The Board of Directors will, in case of a Player Member, give notice to the coach of the team for which the player is a Player Member. Player Members will appear before the Board of Directors or a duly appointed committee of the Board of Directors. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

D. FUNDRAISING

- All sponsorship and fundraising, except that outlined below, will be coordinated, and requires approval through the CAHC Board of Directors before being undertaken. Sponsorship is defined as a monetary or in-kind contribution by a private individual, organization, or the corporate sector in support of CAHC in return for some form of public acknowledgement or other defined expectation. Sponsorship involves entering a business arrangement designed to provide tangible benefits to all parties.
 - Examples of CAHC sponsorship would include dasher boards and banners, event sponsorships (monetary and/or in-kind contributions, such as silent auction/raffle items), etc.
 - Examples of Team sponsorships would include tournament contributions (monetary and/or in-kind, such as program advertisements, silent auction/raffle items, food, etc.) for WAHL State and Travel Team hosted tournaments.
 - A team may request board approval for solicitation of monetary sponsorships, but only when that team is presented with a unique, competitive opportunity (i.e. attending Nationals tournament, International Silver Stick tournament).
 - Current CAHC sponsors will not be asked to provide any in-kind contributions or program advertising without prior board approval.
- Fundraising includes all activities that develop financial and in-kind support from individuals, foundations, and private and public organizations in support of CAHC where there is no formal business arrangement and there is no expectation of public acknowledgment (however, public acknowledgment can be given).
 - Examples of CAHC fundraising would include ticket sales, wreath sales, souvenir sales, etc., the proceeds of which are used to offset operational and program expenses.
 - The required financial obligation associated with the fundraising requirement mandated by the Board of Directors for each family, is required irrespective of player registration date. If the obligation is not paid by the fundraiser due date, the player may be deemed ineligible for participation in CAHC activities.
 - Examples of Team fundraising would include tournament raffles/silent auctions and souvenir sales, puck toss, etc.
 - Net proceeds, excluding visiting team registrations, from tournaments (8U and Travel Team tournaments) are equally split between all rostered players participating on that particular host team and credited to each individual player's account. The visiting team registration fees will be used to cover tournament operating costs: ie ice rental, referees, etc
 - Net proceeds from WAHL State tournaments are to be equally split between all rostered players participating on that particular host team and credited to each individual player's account. Should a hosted state tournament not raise enough funds to cover operating expenses, all costs are to be equally split between all rostered players participating on the particular host team.

- Examples of individual Player fundraising would include credits received from participating in CAHC fundraisers. To encourage participation in CAHC fundraisers, players receive a credit amount specific to each fundraiser, which is allocated to their account for each item sold. These fundraising credits are non-refundable per IRS requirements for non-profit associations.
- Players who have a positive balance in their account may use those funds to register for any camps that are specifically put on by CAHC.
- Donations are unrequested gifts of money or in-kind contributions received by CAHC and/or teams with unique opportunities from individuals, foundations, and private and public organizations where there is no expectation of public acknowledgment, and nothing is expected in return.

E. VENDORS

- All vendors wishing to engage in commercial enterprises using CAHC, its players, coaches, or property, must submit proposals to the CAHC Board of Directors.
- The Board will approve any such commercial activity for a period of no more than one year.
- All vendors will provide for and pay for additional fees required by the City of Casper.
- Unless otherwise specified, 10% of commercial revenues will be returned to CAHC.

Article II - TEAMS

A. CASPER FIRST POLICY

- Casper Amateur Hockey Club does not wish to prohibit or even discourage players from seeking additional opportunities to participate in youth hockey. However, given the potential disruptive effect of players playing in other programs, some guidelines for such participation must be set forth. It will be the policy of CAHC that all of its players must give Casper Amateur Hockey Club games and practices priority over the games or practices of other programs, leagues, or tournaments. This policy does not preclude players from participating in additional programs, leagues, or tournaments, but does require that CAHC players will play with their CAHC team if there is a conflict with another program, league, or tournament.
 - Players may petition the Casper First Policy. This petition must be submitted to the Executive Director in writing at least a month prior to the conflict. After the coaching staff has been consulted, there must be unanimous consent as voted by the Club Coach, the Chairman of the Coaching committee, and a random Board member appointed by the CAHC President. This will only be considered if it is deemed the player will be playing at a higher competitive level during the time of conflict.
 - Players and parents will be required to sign a letter of intent to participate prior to the beginning of the season, agreeing to abide by this policy.
 - Not following the Casper First Policy may result in consequences up to and including termination from CAHC as determined by the Discipline Committee.
 - Any changes to a player's Letter of Intent must be submitted to the Executive Director prior to WAHL and/or Tournament play, whichever comes first.

B. GENERAL

- Skaters: No one may skate on the ice unless he/she is registered for that age level with USA Hockey and CAHC and that age level is on the ice at that time. A skater may not skate with a younger sibling to assist the coach. The only exception to this is if the older skater is registered as a student coach for that team in accordance with USA Hockey guidelines.
- Equipment Requirements and Injuries: Players on the bench must wear full equipment, including skates (USA Hockey and insurance regulations). An injured player who is unable to play must wear a helmet with a cage per USA Hockey regulations.
- Casper Locker rooms: A Coach, Team Manager, or designee with SafeSport certification will sign out locker room keys for their respective team. Rooms will be inspected after each use (noting problems) and the key then returned to the ice arena. Coaches, managers, or certified designees will monitor players in the locker room per USA Hockey SafeSport guidelines.
- Visiting team locker rooms and their management are the responsibility of the City of Casper and Casper Ice Arena.

- Games: Team Managers will schedule parents for scorekeeping, penalty box, etc., during the season. If conflicts arise, Age Representatives/Team Managers should be notified to find replacements.
- Player Movement (Skate-Ups): CAHC recognizes that player development occurs at different rates. In certain circumstances, it may be appropriate for a player to participate in a higher age division. Player movement, or “skating up,” is carefully evaluated to ensure it is in the best interest of the player, the team, and the club as a whole. Skate-ups may occur through either parent request or club initiated . This policy helps maintain team stability, roster consistency, and fairness to all players.
 - Parent Requested Skate-Ups: Second-year players in their current age division may request to skate up to the next age division. Requests must be submitted to the Executive Director at the time of registration. The Executive Director then forwards the request to the Coaching Committee and Club Coach. The Club Coach initiates the evaluation process once the Coaching Committee determines there is roster availability at that age division.
 - Skate-up requests are intended for exceptional circumstances and should not be considered a standard pathway for advancement.
 - Roster Availability: Approval of a skate-up request is also contingent upon available roster space in the requested age division. If roster limits have been reached, the request may be denied regardless of evaluation results. The Coaching Committee reserves the right to consider overall team balance and roster structure when making determinations to accept Skate-Up requests and begin the evaluation process.
 - Evaluation Process: The evaluation team will consist of the Club Coach, Head Coach of the player’s current age division, and Head Coach of the requested age division. The player will be evaluated during two (2) practices with their current age division and two (2) practices with the requested age division. Evaluators may also consider previous season performance and overall player development.
 - Decision Process: Following the evaluation period all three (3) evaluators must unanimously agree that the player is capable of competing safely and effectively at the higher age division. If any evaluator determines the player is not ready, the skate-up request will be denied. The Club Coach will present the evaluation findings and recommendation to the Coaching Committee for documentation.
 - Communication Process: The Club Coach is then responsible to communicate the findings and decision to the family and player, as well as informing the Executive Director if a skate up is approved. The Executive Director will be responsible for the administrative changes and informing the Team Managers at each age division.
 - Club-Initiated Skate-Ups: Club-initiated skate-ups are made when it is believed to be in the best developmental interest of the player and beneficial to the club overall.
 - Evaluation Process: The same evaluation process will be followed as for a Parent Requested Skate-Up.
 - Decision Process: The same decision process will be followed as for a Parent Requested Skate-Up
 - Communication Process: The same communication process will be followed as for a Parent Requested Skate-Up
 - Commitment to Skate-Up Placement: If a player accepts placement in the higher age division, the player may not return to their original division during that season.
 - The CAHC Coaching committee retains the right to request a player skate up, at any time in the season, to either be approved or denied by the CAHC board.
- All teams representing CAHC either by registration, uniform, or any other CAHC representation must be approved by the Board of Directors.
- To promote mentorship and involvement with the Girls age group, girls who choose to register with the Girls division and a second division (12U, 14U, High School/18U) will not be charged registration fees associated with the second registration but will be responsible for fees associated with participating in a WAHL and/or Travel Tournament team with the second registered division.

C. SAFE SPORT

- To monitor compliance with the USA Hockey SafeSport Electronic Communications Policy, all social media (Facebook, Twitter, etc.) bearing the Casper Amateur Hockey Club's and/or Casper Oilers' name/logo will be required to have a Board member, or designee, as an Administrator.
- Casper Amateur Hockey Club and USA Hockey are committed to creating a safe and positive environment for its participants' physical, emotional, and social development. CAHC promotes an environment free of abuse and misconduct and has implemented policies. Casper Amateur Hockey Club adopts and follows the USA Hockey guidelines, definitions, and reporting policies.
- Locker Room Policy - as outlined in the USA Hockey guidelines, all locker rooms are monitored by a SafeSport certified coach or monitor when more than one player is in the locker room.
 - Parents for 10U and above, unless Safesport certified, are not allowed into the locker room.
 - Cell phones and other devices, as is outlined in the USA Hockey guidelines, that can capture/record pictures, videos, and voice (not limited to those specific capabilities) are not allowed in the locker room.
- Electronic Communication Guidelines
 - CAHC understands social media is a popular communication tool for players, parents, and coaches. CAHC is also aware that it is a venue where inappropriate behavior and misconduct can occur. Failure to comply with CAHC and USA Hockey SafeSport policies may result in disciplinary action up to and including termination from CAHC.

D. EQUIPMENT

- All jerseys and equipment referred to in this document are property of CAHC (exception: High School WAHL/Travel team jerseys which are purchased by the CAHC). Jerseys and equipment can only be issued/rented to players currently registered with CAHC.
- Jerseys: CAHC will issue jerseys for each in-house team, which are turned back into the CAHC at the end of each season. WAHL/Travel Tournament team jerseys, for age 14U and below, will be checked out through CAHC. Any returned jerseys that are damaged will be subject to a replacement fee and assessed a charge to that player's account.
- CAHC may also set a rental fee for WAHL/Travel Tournament team jerseys.
- First year skaters are given a souvenir jersey at the end of his/her first season.
- Equipment: CAHC provides a rental program for equipment. If equipment is damaged or requires cleaning a fee may be assessed to their player account. CAHC may also set a rental fee (regular season rental and summer rental). CAHC will check out goalie equipment, if needed, to the head coach of a team that is 12U age or below.
- Returns: All jerseys and rental equipment are to be returned to CAHC via a Team Manager or Age Representative at the scheduled jersey/ equipment return night at the end of the season. If the jerseys and/or equipment are not returned at the scheduled return night, a late fee of \$50 will be assessed to the player's account. The player will also be assessed the full cost of the jerseys and/or equipment if they are not returned by the end of season inventory day scheduled by CAHC.
- Med Kits: CAHC will provide a Med kit (first aid kit) to the Head Coach of each WAHL Team and or Travel Tournament team, which is to be returned to the respective Coaching Chair at the end of the season.

E. IN-HOUSE TEAMS

- Team try-outs and Drafting: The In-House program will not have set teams and teams may change for every In-House game.
- Each age group is responsible for administering its own evaluation process. The coaches will arrange for the evaluations and drafting of teams with the assistance of the age group representative for the respective age group.
- Practices: A minimum of two (2) practices will be held for every game by In-House teams from the beginning of the season per USA Hockey guidelines.
- CAHC uses USA Hockey guidelines with respect to 8U game play and practice.
- Goalies: There will not be designated goaltenders for the In-House hockey season. All players will be encouraged to rotate as goaltenders and skaters.
- In-House programming may be offered at the 10U and 12U age divisions depending on registration

- numbers.
- 14U and High School/18U divisions will be competitive divisions only.
- Any first time CAHC player at 14U or older must demonstrate adequate hockey ability, in a private try out before the coaching chair, club coach and divisional head coach. Should it be determined that the player does not possess adequate hockey skill, the player will receive a full refund for registration costs.
- If a player declares as “In-House” only, via their Letter of Intent, it is understood they will not play for a non-Oilers hockey team during the official CAHC season.
 - Should it be discovered and confirmed via roster, that a player has violated this policy/letter of intent their membership with CAHC may be immediately terminated without refund.
 - Players, parents and/or legal guardians will be notified by the CAHC President in writing.
 - Players, parents and/or legal guardians may petition for reinstatement with CAHC’s Board of Directors in writing.

F. WAHL TEAMS AND TRAVEL TOURNAMENT TEAMS

- CAHC offers two levels of competitive play for age groups above the 8U division: WAHL team play and Travel Tournament team play. At the discretion of the CAHC Board of Directors, the registration numbers within that age group will determine the viability of separate and distinct WAHL and Travel Tournament teams. When registration numbers at an age group allow for more than one WAHL team, the WAHL “A” team will be the Travel Tournament team. If registration numbers at an age group do not allow for more than one WAHL team, try-outs will determine the roster for the WAHL/Travel Tournament team.
 - Should a player choose not to travel via their Letter of Intent, they will be ineligible to be rostered on a WAHL “A” team.
- Team try-outs and Drafting: Travel Tournament teams will be picked only by a committee consisting of the divisional Travel Tournament team coaches, at least one representative from the Coaching Committee, and at least two (2) other independent people/evaluators from outside that age group. Testing results can be used as guidelines. Try-outs will be held for all interested players. If numbers permit, multiple teams may be rostered. However, final roster decisions rest with the coach(es). If the head coach is a parent, step-parent, guardian, or relative of a player trying out, the final decision for travel teams will be defaulted to the CAHC Club Coach and CAHC Coaching Committee Chairman.
- 8U: There will be no try-outs for any 8U player wishing to travel. All 8U players will be eligible to participate on a sign up basis.
 - Additionally, no 8U player will be allowed to participate in more than six (6) out-of-town tournaments/jamborees per season, no more than one (1) out-of-state tournament/jamboree in a 3-week period of time, and no more than two (2) in-state tournaments/jamborees in a 3-week period.
- Individual Fees: All WAHL team members will pay a WAHL fee calculated and assessed by the CAHC’s Treasurer in an amount to cover all the current season expenses associated once rostered on that team. All Travel Tournament team members will pay a travel fee calculated and assessed by the CAHC’s Treasurer in an amount to cover all the current season expenses associated once rostered on that team.
 - 8U players who choose to participate in travel tournaments will be assessed the expenses associated with the tournament(s) the player participated in once that player is added to the roster for the respective tournament.
- Dress Code: Whenever WAHL team and Travel Tournament team players are representing CAHC, they will dress either in the authorized CAHC warm-ups or in dress slacks, shirts, and ties as specified by the CAHC and team coach(es).
 - CAHC requires that all players on the ice for WAHL and tournament games must have gloves, breezers and helmets that are predominantly team colors. All players, 10U and above, must purchase required socks for home and away jerseys.

Article III - COACHES

A. CLINICS

- Local Clinics: Coaches and Assistant Coaches are required to complete all USA Hockey, CAHC, and WAHL coaching certification requirements prior to December 31 of the current season to be eligible to participate. CAHC will reimburse all expenses associated with USA Hockey, CAHC, and/or WAHL requirements needed for coaches to complete certification.
- Out-of-town Clinics: CAHC will pay for fees and reasonable expenses for CAHC coaches to attend out-of-town coach's clinics provided the CAHC Board of Directors approves the attendance and anticipated expenses in advance.
- Reimbursement of clinic fees/expenses will be reimbursed by crediting player's account (parent coaches) and issuance of check (non-parent coaches).

B. FINANCES

- Coaching Credits: Each team will be allocated a coaching and team manager credit amount determined by the Finance Committee following recommendations from the respective CAHC Club Coach and Board approval. Each coaching/team manager credit is to be applied to the skating fee the coach/team manager chooses (these credits are non-refundable per IRS requirements for non-profit associations). Coaches/team managers who do not have a child on a team may receive a gift card. No one coach will be allowed more than \$150.00 credit per year per team.
- Cash Advances: One coach of a WAHL and/or Travel Tournament team may request a travel cash advance in an amount not to exceed \$600.00. This request must be made by completing a WAHL/Travel Tournament Team Advance Form, signed by the coach and the manager, and should be submitted at least five (5) days before the trip.
 - Expense report forms with receipts attached, signed by the coach and the manager, must be given to the CAHC bookkeeper within two weeks following the trip. Unused cash must be returned with the expense report following the trip the cash advance was provided for.
- Non-parent Coach Reimbursement Expenses: The following expenses are allowed for a maximum of three non-parents per trip (where appropriate, double occupancy and vehicle ride sharing will be expected). Divisional Head Coaches will be responsible for delegating coaching assignments for each travel team.
 - Meals: Reimbursed as determined each season by the finance committee.
 - Lodging: Room only (NO incidentals).
 - Mileage: at the current IRS rate, based on a standard map.
- Coaches may not be reimbursed for expenses incurred for games in which they are suspended. The CAHC Board may review suspended coaches' expense requests on a case- by-case basis.

C. MISCELLANEOUS

- Student Coaches: In accordance with USA Hockey guidelines, student coaches must be 13 years old, must be at least one (1) age group above age group coaching, must attend a training session conducted by CAHC, and must be vetted by the CAHC Club Coach and the head coaches of the respective age divisions.
- It is recommended that all coaches wear helmets with a visor when on the ice.
- Board members, Coaches, Age Representatives, Team Managers, etc., are required to have biannual background screening per USA Hockey policy. CAHC will credit the player's account for the screening cost for those parent volunteers who have completed the background screening. Non-parent volunteers will be issued reimbursement checks for the cost of the background screening. Proof of background screen completion needs to be submitted to the CAHC Board of Directors prior to the application of credits or issuance of a reimbursement check. The deadline to submit background screening expense receipts for reimbursement to the CAHC Treasurer, or designee, is December 31 of the current season.
- Concussions: CAHC will follow all USA Hockey guidelines and protocols for concussions.

Article IV - REFEREES

A. CLINICS

- CAHC will pay for ice time used for referee clinics.

B. FEES

- USA Hockey Fees: CAHC will pay for USA Hockey fees assessed to first year Level 1 referees who successfully complete the examination. The deadline to submit expense receipts for reimbursement to the CAHC Treasurer or designee, is December 31 of the current season.
- Referee Fees: Fees for referees will be established annually prior to the start of the season by the CAHC Board based on recommendations from the Referee-in-Chief.

C. MISCELLANEOUS

- Adult referees (18 years of age and older) will be required to complete all USA Hockey, CAHC, and WAHL Official certification requirements.

Article IV - MEMBERS OF THE CLUB

A. GRIEVANCE POLICY

- Processes for presenting grievances to committee or the board are in place to allow for an equal opportunity for each member's opinions to be heard; however, member concerns or grievances must be presented in a professional and respectful manner.
- 24-HOUR GUIDELINE: When an issue occurs and a party has a resulting complaint to make or issue to be resolved, they are expected to wait 24 hours, put the issue in writing and submit it to the appropriate party. Whether this issue is labeled as a coaching concern, teammate interference, parent conflict or any other situation, it is very important that all parties involved take a full 24 hours to remove or decrease the emotional element.
- The Board will not discuss playing time, playing lines or line ups, practice construct or drills, game strategies, or team systems. We trust in our coaches' knowledge and experience to effectively manage these areas of the program.
- A grievance that is to be presented to the Board must first be presented in writing or via email. The grievance submission must specifically detail the grievance.
- The Board will forward the grievance to the appropriate committee. The committee will review the grievance and send the Board its recommendation so the Board may schedule the grievance on the agenda.
- The Board will review the grievance and provide a written response if the person chooses not to appear before The Board.
- A person filing the grievance may request time to present their grievance in person to the Board. The following steps must be completed in order to present a grievance in person:
 - Submit your grievance in writing or via e-mail at least three days prior to the board meeting.
 - Email your request to present at least 24 hours before the meeting.
 - The committee or board will review the request and determine the best course of action.
 - If the request to present is approved, a 15-minute platform per family to verbally explain/review complaints will be granted.
 - If at any point the presenter or associated representatives become disrespectful or otherwise disruptive, they will be asked to discontinue and leave the meeting.
 - The board will not give feedback or provide a solution during the meeting. The grievance will be reviewed, and appropriate follow-up will be completed later.
- All parties are welcome to present any grievances at the board meetings, however The Board may not provide feedback or provide a solution during the meeting.
- The Board will always strive to keep sensitive information confidential. However, please note that board meetings are open to all members; therefore, any topics presented or discussed in the meetings are open to be heard by members in attendance and can be talked about publicly outside the meeting.

Article VI- BUSINESS POLICY MANUAL (updated August 2015)

A. PROTECTION OF WHISTLE BLOWER POLICY

- Retaliation against any Director, employee, skater, parent, volunteer, agent, contractor or supporter of Casper Amateur Hockey Club (CAHC) who raise concerns regarding potential violation of the law or of CAHC's standards of conduct is prohibited. Retaliation against any employee for proper use of corporate compliance reporting mechanisms is cause for immediate and appropriate disciplinary actions.
- No Director, employee, contractor, or agent of CAHC may discharge, demote, suspend, threaten, harass, or in any other manner knowingly and intentionally discriminate against any employee of CAHC in the terms and conditions of employment because of any act done by the employee:
 - To provide information, cause information to be provided, or otherwise assist in an investigation regarding any conduct which the employee reasonably believes constitutes a violation of state or federal law applicable to CAHC or CAHC's policies and procedures, when the information or assistance is provided to, or the investigation is conducted by:
 - i. any state or federal regulatory or law enforcement agency;
 - ii. any member of Congress or state legislature or any committee thereof; or
 - iii. a person with supervisory authority over the employee or such other person working for the
 - corporation who has the authority to investigate, discover, or terminate misconduct (e.g., a
 - corporate compliance officer); or
 - To file, cause to be filed, testify, participate in or otherwise assist in a proceeding filed or about to be filed (without the knowledge of the employer) relating to an alleged violation of state or federal law applicable to the corporation.

B. CONTEMPORANEOUS RECORDING POLICY

- It shall be the policy of the Board of Directors of Casper Amateur Hockey Club that: The minutes and other documentation relating to each meeting of its Board of Directors and of any committees with Board-delegated powers shall be prepared before the later to occur of:
 - The next meeting of the Board or committee; or
 - 60 days after the date of the meeting for which the minutes are prepared.
- In addition, such Board or committee must approve the minutes and/or other documentation within a reasonable time after their preparation.
- In addition, the minutes and other documentation of all Board or committee meetings (with the exception of Executive Session minutes and documentation) shall be kept in an accessible and secure location at Casper Amateur Hockey Club's office where they shall be available for inspection and copying at all time during regular office hours.

C. DOCUMENT RETENTION POLICY

- This policy represents Casper Amateur Hockey Club's (CAHC) policy regarding retention and disposal of records and the retention and disposal of electronic documents.
- Attached as Appendix A is a record retention schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of CAHC, and the retention and disposal of electronic documents. The President is the individual in charge of the administration of this policy and the implementation of processes and procedures to ensure that this policy is followed. The President is also authorized to make modifications to the record retention schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for CAHC; monitor local, state, and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.
- In the event that CAHC is served with any subpoena or request for documents, or any employee becomes aware of a governmental investigation or audit concerning the CAHC, or the commencement of any litigation against or concerning CAHC, such employee shall inform the President and any further disposal of documents shall be suspended until such time as the President, with the advice of counsel, determines otherwise. The President shall take such steps as

- is necessary to promptly inform all staff of any suspension in the further disposal of documents.
- This policy applies to all physical records generated in the course of CAHC's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

D. DOCUMENT RETENTION POLICY : Appendix A

- **PURPOSE**

- In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by CAHC in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form and including items in electronic form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate CAHC's operations by promoting efficiency and freeing up valuable storage space.

- **DOCUMENT RETENTION**

- CAHC follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

CORPORATE RECORDS

Annual Reports to Secretary of State/Attorney General Permanent
 Articles of Incorporation Permanent
 Board Meeting and Board Committee Minutes Permanent
 Board Policies/Resolutions Permanent
 Bylaws Permanent
 Construction Documents Permanent
 Fixed Asset Records Permanent
 IRS Application for Tax-Exempt Status (form 1023) Permanent
 IRS Determination Letter Permanent
 State Sales Tax Exempt Letter Permanent
 Contracts (after expiration) 7 years
 Correspondence (general) 3 years

ACCOUNTING AND CORPORATE TAX RECORDS

Annual Audits and Financial Statements Permanent
 Depreciation Schedules Permanent
 IRS Form 990 Tax Return Permanent
 General Ledgers 7 years
 Business Expense Records 7 years
 IRS Forms 1099 7 years
 Journal Entries 7 years
 Invoices 7 years
 Sales Records 5 years
 Petty Cash Vouchers 3 years
 Cash Receipts 3 years
 Credit Card Receipts 3 years

BANK RECORDS

Check Registers 7 years
 Bank Deposit Slips 7 years
 Bank Statements and Reconciliation 7 years
 Electronic Fund Transfer Documents 7 years

PAYROLL AND EMPLOYMENT RECORDS

Payroll Registers Permanent
State Unemployment Tax Records Permanent
Earnings Records 7 years
Garnishment Records 7 years
Payroll Tax Returns 7 years
W-2 Statements 7 years

EMPLOYEE RECORDS

Employment and Termination Agreements Permanent
Retirement and Pension Plan Documents Permanent
Records Relating to Promotion, Demotion, or Discharge 7 years after termination
Accident Reports and Worker's Compensation Records 5 years
Salary Schedules 5 years
Employment Applications 3 years
I-9 Forms 3 years after termination
Time Cards 2 years

DONOR AND GRANT RECORDS

Donor Records and Acknowledgment Letters 7 years
Grant Applications and Contracts 7 years after completion

LEGAL, INSURANCE, AND SAFETY RECORDS

Appraisals Permanent
Copyright Registrations Permanent
Environmental Studies Permanent
Insurance Policies Permanent
Real Estate Documents Permanent
Stock and Bond Records Permanent
Trademark Registrations Permanent
Leases 6 years after expiration
OSHA Documents 5 years
General Contracts 3 years after termination

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

EMERGENCY PLANNING

CAHC records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping CAHC operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

● DOCUMENT DESTRUCTION

- CAHC's President is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.
- Document destruction will be suspended immediately, upon any indication of an official

investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or lawsuit

- **COMPLIANCE**

- Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against CAHC and its employees and possible
- disciplinary action against responsible individuals. The President and Finance Committee Chairperson will periodically review these procedures with
- legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

E. FORM 990 COMMITMENT POLICY

- It shall be the policy of the Board of Directors of Casper Amateur Hockey Club (CAHC) that:
 - All members of the Board of Directors shall be provided with a reasonable opportunity to review and comment to the Executive Committee on the Form 990 of CAHC before it is filed with the Internal Revenue Service.
- The Executive Committee of CAHC shall provide members of the Board of Directors with an overview of the highlights of the Form 990 filed on behalf of CAHC at the next regularly scheduled Board meeting following the filing of the Form 990.

F. CONFLICT OF INTEREST POLICY

- Purpose. The Board of the Casper Amateur Hockey Club ("CAHC") recognizes that as a public entity, it is essential that its Directors and employees conduct themselves with the highest degree of personal and professional trust and integrity.
- While it is recognized and understood that Directors and employees of CAHC will act with integrity and in the best interests of CAHC, given the day-to-day involvement of the Directors with many financial, businesses, investments, and other activities apart from their service on the CAHC Board, the occasion for conflict may inevitably arise. It is the position of the Board that in the interest of good governance, protecting the interests of the CAHC, transparency in all discussions, and the importance of identifying and declaring potential conflicts, there should be a written policy and procedure relating to such potential conflicts of interest. This policy is therefore adopted, as signified below.

- **GENERAL RULES**

- Directors and employees shall conduct all financial, business, and other activities of CAHC in full compliance with applicable laws, rules and regulations, and should exercise their own good judgment in all manners.
- Subject to applicable law, Directors and employees shall maintain the confidentiality of all CAHC information entrusted to them except in circumstances where they reasonably believe that disclosure is required or permitted. Confidential information coming to CAHC shall not be used in violation of any applicable law, nor shall it be transmitted or communicated by any Director or employee beyond the purpose for which it was obtained.
- Full and early disclosure of a real or potential conflict is essential to assuring any issues are addressed appropriately. Accordingly, any Director or employee shall report any potential conflict as soon as it appears.
- Since conflicts may not always be clear-cut, a Director or employee shall report all transactions or relationships that reasonably could be expected to give rise to a conflict, erring on the side of disclosure.
- In connection with any actual or potential conflict of interest, a Director or employee must disclose the existence and nature of his or her financial, competitive, or other interest and all relevant material facts to the Board, as well as an explanation of the reasons for the potential conflict.
- A Director shall promptly inform the Board of any real or potential conflict, and an employee shall so inform the President.
- If a Director or employee (or to their knowledge an immediate family member or person with

whom they have a close personal or financial relationship) has a direct or indirect financial interest in a matter before the CAHC, or is a Director or an Executive Officer of a company that is doing or potentially will do business with the CAHC, the Director or employee shall disclose such interest and shall not participate on behalf of the CAHC in any discussions or decisions concerning the terms of the business relationship or Board discussions relating thereto, unless in an open meeting and when specifically requested to do so by the Board.

- **PROCEDURES:** The following procedures shall apply to all conflicts of interest or potential or perceived conflict of interest situations:
 - A Director or employee has the affirmative duty and obligation to declare a conflict of interest as soon as it appears. Upon declaring such a conflict, the Director or employee shall recuse himself or herself from participating in discussion of the matter, and shall not participate in any decision or vote on the matter.
 - A Director or employee who learns of a potential conflict, or of a set of circumstances which may not then constitute a real or potential conflict but which they feel should be disclosed, shall follow the process to assess whether a conflict of interest exists.
 - The Director or employee shall fully disclose the circumstances and the material facts surrounding it.
 - After disclosure of the facts and circumstances by the Director, or if the issue has been independently raised, the Board shall ascertain and review the material facts, and discuss the relevant circumstances with the affected Director or employee.
 - The remaining Directors by their vote shall then decide if a conflict of interests exists. The potentially conflicted Director shall physically remove himself or herself from the Board's consideration, debate, and decision while a final determination of a conflict of interest is discussed and voted upon.
 - In the case of an employee, the Executive Committee shall decide if a conflict of interest exists.
 - All such situations concerning employees shall be reported to the Board at its next regularly scheduled meeting.
 - Should a conflict has been determined to exist:
 - An affected Director may, should he/she choose to do so, make a presentation to the Board relating to the matter as would any other member of the public, but he/she shall not sit with the Board or participate with the Board during the presentation of, discussion of, or vote on the transaction or arrangement that gives rise to the conflict of interest.
 - The chairperson of the Board shall, if it is deemed practical, appropriate, and necessary under the circumstances of the matter, giving rise to the conflict, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - If the circumstances of the matter warrant such action, and the transaction is a sole source proposal and not otherwise open to other parties, after exercising due diligence the Board shall determine whether the CAHC can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
 - If a more advantageous transaction or arrangement is not reasonably attainable or practical under circumstances that would not give rise to a conflict of interest, the Board may determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the CAHC's best interest and whether the transaction is fair and reasonable to the CAHC and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
 - In the case of an employee determined to have a conflict, the employee shall not participate in any matter regarding the proposed transaction or arrangement or discuss it with any Director or the President until after any

- Board decision is made regarding the proposed transaction or arrangement.
- In the case of an employee determined to have a conflict, should the Board ultimately undertake the transaction or arrangement, the employee shall be permitted to perform their work-related duties as it relates to the transaction or arrangement.
- **RECORDS OF PROCEEDINGS:** As it relates to conflicts, the minutes of the Board shall contain:
 - The names of persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict, any action taken to determine whether a conflict of interest was present, and the Board's determination as to whether a conflict of interest in fact existed.
 - The names of all persons who were present for any discussion and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement if warranted, and a record of any votes taken in connection therewith, noting specifically any Director who abstains.
 - **ANNUAL STATEMENTS:** . Each Director shall annually sign a statement, to be kept with the records of the CAHC, which affirms that such person:
 - has received a copy of this Conflict of Interest Policy,
 - has read and understands the Policy,
 - has agreed to comply with the Policy, and
 - understands that it is the purpose of CAHC to act with the highest of integrity and full transparency, and to the fullest extent possible to avoid conflicts of interest or the appearance of a conflict