



Tigers Hockey

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www.CSAHA.org

Colorado Springs Amateur Hockey Association Policies and Procedures

**(Amended 01-06-06, 02-10-09, 6-17-11, 8-3-11, 9-19-12, 10-10-12, 8-1-13
& 8-26-13, 10-16-23, 07-09-24, 08-11-26)**

1.0 INTRODUCTION

The following information is provided to help you know more about Colorado Springs Amateur Hockey Association (CSAHA). This is a living document and will be updated on an as required basis to incorporate new and/or changed information. CSAHA provides the opportunity for players to participate in all divisions and levels, from 8 and Under through 18 and Under, and adult leagues.

There are currently multiple divisions of youth and adult hockey in CSAHA, including an Adult Division, a Recreational Division, a Travel Division, and a Girls Division. These divisions are not independent units but are functional divisions within one Association. Specific rules may vary between the divisions, however; all divisions will comply with the policies set by the Board of Directors.

2.0 DEFINITION OF DIVISION ORIENTATION

Recreational Division The Recreational Division teams primarily play other teams in the Colorado Front Range. The Recreational Division is a player development program with intent to teach the basic skills and rules of hockey by means of an organized schedule of practices and games. Considerable emphasis is placed on skill development, good physical conditioning, the importance of team work, discipline, and a healthy respect for teammates, opponents, coaches and the referees. Participation in the recreational division is designed to foster good character and citizenship. Although the game of hockey is competitive by nature, overall player development shall be emphasized more so than the competitiveness of the game. If there are multiple Recreation teams for an age bracket, teams will be equally divided. Players will be given equal opportunity to play in game situations. Coaches are directed to be as fair as possible.

Travel Division The Travel Division teams play against regional and national teams with the intention of being competitive with other associations in statewide competition and, depending on the level, also regional competition. Playing on a Travel Division team is a privilege, not a right. This privilege must be earned through physical and mental preparation as well as considerable hockey experience and skills. This readiness must be demonstrated in annual tryouts. CSAHA will field a team in each age division at the highest level at which they can be competitive and subject to the structure of other governing bodies. This means that in some years, CSAHA may decide not to form a team at the AA, A, or B level. Teams will be composed of players of comparable skills. Although all players will be given the opportunity to play, game situations may dictate the amount of playing time for each player. Coaches are directed to be as fair as possible but have leeway given the game situation.

Girls Division The Girls Division teams play against regional and national teams with the intention of being competitive with other associations in statewide competition and, depending on the level, also regional completion. CSAHA will field teams for divisions based on player registered. Teams will be composed of players of comparable skills. Although all players will be given the opportunity to play, game situations may dictate the amount of playing time for each player. Coaches are directed to be as fair as possible but have leeway given the game situation.

3.0 GENERAL INFORMATION

CSAHA provides the opportunity for players to participate in a competitive travel or recreational hockey program. These programs are intended to promote sportsmanship, team play, and build individual self- esteem and character.

Colorado Amateur Hockey Association CSAHA is a member associate of the Colorado Amateur Hockey Association (CAHA), and as such, the CSAHA Board will appoint representatives for CSAHA to attend and participate in periodic CAHA meetings. CAHA conducts the annual State Championship Tournaments for Tier II, Travel levels AA, A, and B, and Recreational teams. All member associations of CAHA are USA Hockey Registered and follow USA Hockey rules and procedures.

Rocky Mountain Hockey Federation (RMHF) CSAHA is a member associate of RMHF, and as such, the CSAHA Board will appoint representatives for CSAHA to attend and participate in periodic RMHF meetings. RMHF conducts the annual League Championship Tournaments for AA, A, and B, level teams. RMHF is also a member league of CAHA. All member associations of RMHF are USA Hockey Registered and follow USA Hockey and CAHA rules and procedures.

Colorado Recreational Hockey League (CRHL) CSAHA is a member associate of the CRHL, and as such, the CSAHA Board will appoint representatives for CSAHA to attend and participate in periodic CRHL meetings. CRHL conducts the annual League Championship Tournaments for Recreational Division teams. CRHL is also a member league of CAHA. All member associations of CRHL are USA Hockey Registered and follow USA Hockey and CAHA rules and procedures.

Competitive Girls Hockey League (CGHL) CSAHA is a member of the CGHL, and as such, the CSAHA Board will appoint representatives for CSAHA to attend and participate in periodic CGHL meetings. CGHL conducts the annual League Championship Tournaments for the Girl's Division teams. CGHL is also a member league of CAHA. All member associations of CGHL are USA Hockey Registered and follow USA Hockey and CAHA rules and procedures.

Levels of Policies and Procedures USA Hockey is the national governing body for the sport of hockey in the United States. The Annual USA Hockey Guide identifies the minimum policies and procedures that all USA Hockey members must adhere to. Affiliates, Leagues, and Associations are expected to monitor and enforce these policies. However, as the state governing body, the CAHA affiliate has the authority to impose stricter policies and procedures than identified in the Annual USA Hockey Guide. Likewise, CAHA sanctioned leagues must monitor and enforce the policies and procedures identified by USA Hockey and CAHA. CAHA sanctioned leagues also have the authority to impose stricter policies and procedures at the League level.

Therefore, CSAHA members and players are required to adhere to the policies and procedures set forth by USA Hockey, CAHA, CAHA sanctioned leagues, and CSAHA. The SafeSport programs of USA Hockey, CAHA, CAHA sanctioned leagues, and CSAHA as amended from time to time are incorporated herein by reference and shall also govern CSAHA Players, Parents, Coaches, and others

involved in CSAHA activities. Each year during the Registration process, Players will receive access to the electronic version and acknowledge CSAHA governing documents such as Bylaws, Policies and Procedures, and Code of Conduct.

Program Coordinators A coordinator shall be assigned to each age classification and/or program, who will have oversight of a defined age classification and/or program in the Recreation, Travel, and Girls Divisions. The Executive Director shall supervise Program Coordinators and all staff, volunteers and Independent Contractors in cooperation with the President and other appropriate Board members.

Number of Teams and Number of Players on Teams The number of Travel Division teams that CSAHA will field will generally be determined before tryouts. There always is a chance that this will change based on the numbers and skill level assessed during the tryout process. The number of Recreational Division teams is determined before evaluations. In the Travel Division, the Recreational Division, and the Girl's Division these decisions are based on the number of players, skill levels and recommendations of coaches or Program Coordinators.

The Executive Director and Program Coordinator may select the appropriate number of players within CSAHA guidelines. Travel Division teams will be composed of players of comparable skills. CSAHA follows CAHA sanctioned league and CAHA guidelines. CSAHA may choose not to field a travel team in every division level. CSAHA guidelines for the number of players each team can consist of are:

The minimum number of players at all age classifications will be 10 skaters and 1 goalie. The maximum number of players at all levels of the Travel Division will be 18 skaters and 2 goalies. Travel Division team rosters are final on December 31. Prior to that date, player movement is possible (but not common) within rules defined by CSAHA, CAHA sanctioned leagues, CAHA, and USA Hockey.

USA Hockey Registration All Coaches, Team Managers, Officials, Players, all Board of Directors, and Volunteers that have contact with players shall register Online with USA Hockey each season and provide confirmation to the Association. All Teams shall be registered with USA Hockey and CAHA.

Coaches All coaches (head and assistant) must submit a Coaching Application. As part of the application process all coaches must provide proof of their USA Hockey registration, completion of age specific coaching modules, background screening, SafeSport certification, and concussion awareness training.

CSAHA will register one head coach and assistant coaches, number as deemed appropriate, per team. Only certified and registered coaches, including credentialed student coaches will be allowed on the ice during practices. This will be strictly enforced because of the USA Hockey insurance terms. The Programs for 8 & Under and 10 & Under teams shall not be limited by the coaching quantity provisions above.

Head Coaches shall be appointed annually by the Executive Director and/or Board of Directors upon the recommendation of the Executive Director and Program Coordinator. Assistant Coaches shall be appointed annually by the Executive Director and/or Board of Directors upon the recommendation by each Head Coach.

Coaches must be at least 18 years of age. Student Coaches may participate in either the Travel

Division or the Recreational Division with the approval of the Program Coordinator, Executive Director, and or Board of Directors, as appropriate. Any coach under the age of 18 must wear a helmet with a full-face cage during practices unless otherwise dictated by USA Hockey.

In addition to coaching credentials, all coaches must be able to demonstrate competency in skating, hockey skills, teaching techniques, strategies, and skills in communicating with parents and players. Coaches must have attended (or will attend during the season) a coaching clinic sponsored by or approved by CSAHA including those mandated by USA Hockey, CAHA, and CAHA sanctioned leagues. The required coaching level designated by USA Hockey must be attained by December 31st of the current season. Coaches are encouraged to attend as many clinics as possible. A Head Coach must have some prior coaching and/or playing experience.

Head Coaches and Assistant Coaches that are also a parent of a player on that same team will be considered on a case-by-case basis. In the event of multiple applications for the same position, a selection committee consisting of the Executive Director, Program Coordinators, and Board of Directors, as appropriate, shall consider the following factors in determining an appointment:

- Seniority as a Head Coach in the CSAHA
- Previous coaching performance
- Experience as a coach in the age classification requested
- Experience as a coach in other age classification
- Attendance at coaching clinics
- The coach's knowledge of ice hockey

Coaches who are parents of hockey players are generally assigned to the age classification of their child. In the discretion of the CSAHA Board of Directors, coaches will have the option of having their children on the team they coach, if the child is at the appropriate skill level.

All coaching assignments shall be under the supervision of the CSAHA Board including disciplinary procedures and actions at law in a court of competent jurisdiction.

Financial Obligation Policy A player in either the Travel Division or Recreational Division must complete the online registration prior to attending Travel try-outs or Recreational evaluations. Upon registration a player must either pay in full or select and agree to a payment plan. If a payment plan is selected, the first installment is due at the time of registration. The player is financially obligated to pay the full amount of the yearly player fees published in the CSAHA registration information for the applicable division.

If the player's initial fees are not received by CSAHA prior to Travel try-outs or Recreational evaluations, such player will not be allowed to participate in any try-outs or evaluations until the fees are either paid in full, the payment plan first installment is paid, or arrangements are made acceptable to CSAHA or as otherwise negotiated with CSAHA's Business Manager and Executive Director as approved by the CSAHA Board of Directors.

If a player is placed on a roster and that player chooses to withdraw or otherwise leave the CSAHA team for any reason except for severe injury or a move 100 miles or more out of the City limits of Colorado Springs, then such player will be liable for all current season fees.

For Travel Division players, the following options to pay apply:

- a) Payment in full or

- b) Arrange a payment plan. If a player chooses to use the payment plan, such player will need to pay the first installment prior to try-outs or evaluations or as described in the Registration Agreement. If a player elects to pay in full, that may be done at the time of registration.

The Registration Agreement language will be substantially similar to the following, which may be changed from time to time by the CSAHA Board of Directors:

*****START DRAFT*****

The Participants agree to pay the CSAHA's fees pursuant to the fee schedules below. If the fees are not received on time, Player agrees he/she will not participate in any practices, games or tournaments until the fees and late payments are paid or other arrangements are made. Participants understand and agree that CSAHA may, at any time, remove the Player from play if he/she is delinquent on any payments. The Participants further agree that if the Player is placed on a roster the Participants will be liable for the entire season's fees even if the Player does not play for any reason including, but not limited to, having been suspended, terminated or voluntarily quitting or leaving the CSAHA. CSAHA's Board of Directors or Executive Director may, at its sole discretion, waive fees and charges if it finds that the Player quit playing because of a season ending injury or because the Player has moved out of the region served by CSAHA.

Regarding the payment of fees, Participants understand and agree as follows:

All players must register online and pay the designated fee for their program, while choosing one of the offered payment plans. Payments will be made by automatic draft on the payment plan's specified date each month. All season fees must be paid in full by November 30th. Payment for camps, clinics, or special programs must be made with registration for each camp, clinic, or special program. The Participants agree that they will be assessed a \$25.00 late fee for any late payment. Further, they agree that a \$75.00 finance charge will be applied if any payments are received for any season fee not paid in full by November 30th. Additionally, Participants and Player shall be restricted from privileges of participation in all CSAHA activities in the sole discretion of the CSAHA Board of Directors or Executive Director. Participants also agree to pay a \$40.00 fee for any checks returned to CSAHA as unpaid, or credit card payments that fail to process.

The Participants agree to pay all costs, including reasonable attorney fees CSAHA incurs collecting any money they owe CSAHA.

*****END DRAFT*****

The actual Registration Agreement language shall prevail over this draft language.

THE CSAHA EXECUTIVE DIRECTOR AND/OR BOARD OF DIRECTORS SHALL HAVE THE AUTHORITY TO DECIDE ALL DISPUTES RELATIVE TO PLAYER PAYMENTS AND REQUESTS FOR REFUNDS.

Refund Policy CSAHA is reluctant to provide refunds because of the high fixed costs of running the Association. Refunds will be reviewed on a case-by-case basis. All fees are set at the beginning of the season to cover season costs based on having a certain number of teams, ice costs, and other costs. If a player leaves after teams have been rostered, it is not possible to modify the remaining player's fees to cover the leaving player's cost. The CSAHA refund policy is as follows:

1. In order to be consistent with the Financial Obligation Policy as stated in the season Waiver & Terms of Agreement document, CSAHA has established the following guidelines. If a player chooses to withdraw or otherwise leave the team for any reason except for severe injury or move 100 miles or more out of the city limits of Colorado Springs, then the player/family will be liable for all current season fees. In addition, CSAHA will not refund any of the season registration fees.
2. CSAHA will not consider partial season refunds. For example, if a player leaves due to injury or illness with the intention of returning to play within the season, no refunds will be made because

the player is still in the program.

3. CSAHA may consider pro-rated refunds due to a season-ending injury or illness or a family moves more than 100 miles out of the city limits of Colorado Springs. The pro-rated amount will be based on when the injury/illness occurred, and the money already obligated for CSAHA program expenses and shall be in the sole discretion of the CSAHA Executive Director and Board of Directors.
4. No refunds will be given for injuries or illnesses sustained after December 31st for the Travel Division or after the season is half over for the Recreational Division. The actual length of the Recreational Division regular season is based on the number of ice hours, rather than exact dates. Therefore, the Recreational Division will be considered half over when a team has completed half of the budgeted practice and game time.
5. THE CSAHA Executive Director and/or BOARD OF DIRECTORS SHALL HAVE THE AUTHORITY TO DECIDE ALL DISPUTES RELATIVE TO PLAYER PAYMENTS AND REQUESTS FOR REFUNDS.

Late Registrations Players who are accepted onto a Travel Division or Recreational Division team after tryouts or evaluations may receive a reduction in fees if the Board of Directors and Executive Director approves the rationale for the late registration. Regular Season registration cut off for Travel Division and Recreational Division teams is December 31st as presently mandated by USA Hockey.

Player Release CSAHA does not require a player to receive an official release to play for another organization. CSAHA request notification if a player transfers to another association. Player's financial status may be shared with CAHA, USA Hockey, or other youth hockey associations. CSAHA will notify an outgoing association for any and all players joining CSAHA from another association, including players on a temporary basis.

Player Returning After Leaving If a player leaves CSAHA at the end of a season, that player can try-out and be accepted on a CSAHA team without prejudice. However, if any player that has been selected for a CSAHA team and that player leaves that team at any time before the end of the scheduled season to join a team in another hockey association in the state of Colorado, the player shall have to apply with the CSAHA Board of Directors to be accepted back into CSAHA. The Board will review each case, based on the reason for leaving and the needs of the Association. A player can be selected to try-out by board approval. All returning players must first apply with the Executive Director or as required by the CSAHA Board. The only exceptions will be for a player who leaves with his/her family that relocates to another city more than 100 miles outside the city limits of Colorado Springs. Players who withdraw from CSAHA prior to team selection for the next year forfeit their right to their jersey number and will only be allowed to try-out for future teams as a new player on a space available basis.

Damage/Destruction Should any player(s), parent(s), or any team(s) willfully damage any property or equipment of any person or rink, all costs for repairs or replacement will be borne by the guilty parties. In the event that two teams are involved, and the blame is debatable, both teams shall be assessed equally. Failure to pay may result in a player not being current and therefore not released from the Association. CSAHA is authorized to pursue legal action against all parties alleged to be involved with damage to property or equipment of any person or rink.

CSAHA Policies & Procedures and CSAHA Bylaws The combination of CSAHA Policies & Procedures and CSAHA Bylaws provide a complete job description of each Board and non-Board participants' duties and a better understanding of how the Association works. The Bylaws are located on the CSAHA website at www.csaha.org. These Policies and Procedures may be amended from time

to time by the Board of Directors to include job descriptions. As previously described herein, the CSAHA SafeSport program as amended from time to time is incorporated herein by reference and shall also govern CSAHA Players, Parents, Coaches, and others involved in CSAHA activities.

CSAHA Monthly Board Meetings The CSAHA Board of Directors meets monthly on the second Tuesday of the month alternating between in-person and virtual meetings. Meetings are open to all members. Please keep in mind that dates and times for any Board meetings are tentative and may change. Please email the Legal Advisor and the President if you wish to add an item to the agenda. Some items related to contracts and other sensitive matters may be conducted in an executive session. CSAHA's Board encourages parent attendance and participation in Board meetings and the Annual Meeting.

Concerns and Grievances Most concerns and grievances involve the team and should be handled within the team structure by contacting the Coach, Team Manager, or the Team Representative. See the concerns and grievances section in both Travel and Recreational sections below. The 24-hour rule must be followed.

Registration Fees The actual cost to put a player on the ice for one season is only partially covered by registration fees. Because of fundraising efforts, including the Colorado Cup Tournament, the Pikes Peak Recreational Tournament, and the President's Day Tournament proceeds, as well as various other fundraising activities, CSAHA is able to keep fees as low as possible.

Scholarships A limited number of partial scholarships for regular season fees are available and subject to application and time limitations established by the CSAHA Board of Directors. Scholarship applicants are required to show a financial need. The scholarship application shall include basic financial questions and a Personal Financial Statement. To be eligible for a scholarship, the family must actively participate in all fundraisers, and have a reference from a previous coach. Application must be complete in order to be considered for financial aid. For more information, please call or email the CSAHA Business Manager. Donations to the scholarship fund are greatly appreciated.

Insurance Information All CSAHA players must be registered with USA Hockey to have access to some limited insurance in case of injury. If you wish for more information, or need to file a claim, contact the Team Representative and/or consult and review the USA Hockey insurance coverage at www.usahockey.com

4.0 TRAVEL SPECIFIC POLICIES AND PROCEDURES

Levels of Play CSAHA has adopted the USA Hockey American Development Model ("ADM") and is endeavoring to implement the ADM. While levels of play for the Travel Division are under review each year and are determined by USA Hockey, CAHA, and CAHA sanctioned leagues, RMHF levels of play are as follows:

Ten (10) and Under
Twelve (12) and Under
Fourteen (14) and Under
Sixteen (16) and Under
Eighteen (18) and Under

Travel Division Team Selection The Travel Division Team program is designed for the players who are highly skilled and desire the challenge of a highly competitive program. Players will be selected on the basis of ability and personal attributes based on past performance and

performance at the tryouts. Open tryouts for each team shall be announced in advance and conducted as announced. Players electing to try out for a team are obligated to pay their full-season fees if chosen at tryouts. Players and/or parents who do not wish or cannot afford to travel should participate in the Recreational Division only.

REGISTRATION EXCLUSIVITY POLICY (DOUBLE ROSTER) By registering with CSAHA, players agree to participate exclusively with our organization for the duration of the current hockey season. Registered players are not permitted to register with or compete for another hockey organization during the same season. Any exception to this policy must receive prior approval from the CSAHA Executive Director and Board of Directors. Players may register for multiple CSAHA programs, teams, clinics, or events within CSAHA, as permitted by age and skill level. Players, with the exception of girls, can only play on one CSAHA team.

A few Travel Division teams may be designated by the CSAHA Board of Directors as double roster teams before try-outs. CSAHA allows ONLY those players on Double Roster teams to play for their high school team. Players must be willing to make a commitment and have permission from their High School coach before trying out for this team. If a player on a non-Double Roster team attends high school try-outs even once, and/or plays for their high school team as evidenced by a posted high school roster, they will be subject to removal from the CSAHA roster and risk that they will not be allowed to play in CSAHA events and risk forfeiture of all player fees paid or yet to be paid. 14 and Under players are discouraged from and not allowed to double roster if they are on a “CSAHA Travel Division” team except with the approval of the CSAHA Executive Director. Double Roster teams will play most of their games before December 31st and are expected to only play with CSAHA teams on Sundays during the High School Hockey Season.

Playing Up RMHF regulations state that a player is allowed to try-out for a team in the older age classification, if their skills enable them to **DOMINATE** play in their natural age classification. CSAHA strongly encourages players to stay within their own age classification, and with a few exceptions (see below) requires that a player be deemed an **IMPACT PLAYER** to play up. By definition, an Impact Player is either a top 6 forward or top 4 defensemen on the highest-level team in the Division. This is determined by the selection committee during try-outs. If the player is trying to play up, he/she must try-out and make the highest-level team offered by CSAHA for the next age classification, including 8 & Under players wanting to play on the 10 and Under Travel Division. 10 and Under through 14 and Under age players must make the highest possible team offered by CSAHA in the next older age bracket. If a player does play up, he/she must forfeit their number if there is already a duplicate number in the higher division. The number will be forfeited even if the conflicting numbers are not on the same team. The player will be required to pick one of the open numbers that will not pose a conflict in the future. The player will be responsible for all costs associated with obtaining a new number and/or jerseys. When a player is permitted to play up, that commitment is only for one season. Each year the player must request to play up for the current season for which registrations are being accepted by CSAHA, goalies are one exception. They do not have to make the top team. Goalies are reviewed as needed. The number of available goalies, plus their skills and abilities are considered. Goalies playing up must be approved by the Executive Director.

The Double Roster team(s) are another exception. Any 16 and Under or 18 and Under age player may try out for a Double Roster team (if one is offered by CSAHA), if all of the

following criteria are met: the player is enrolled in a local high school; the player intends to try out for a CHSAA sanctioned high school hockey team during the current season for which registrations are being accepted; and the player is at or under the maximum age of the division in which the team will play.

Travel Requirements All CSAHA players are expected to travel to all away games. This should be considered before your player attends Travel Division try-outs. This includes tournaments in which Travel Division teams are likely to participate and which are at various times throughout the season, usually on holidays such as but not limited to: Halloween, Thanksgiving, New Year's, Martin Luther King weekend, President's Day, and Easter. The higher the team level and the higher the division, then the more likely to travel to both games and tournaments outside the state and country (such as Canada's Silver Stick).

CSAHA Tier II (AA) teams are expected to travel wherever the team decides to go. AA teams will most likely attend at least two out of state tournaments. The A and B teams may attend at least one out of state tournament. Expenses for such travel are the responsibility of the player's family.

Number of Games and Practices Each league determines how many league games each Travel Division will play during the season. CSAHA determines the number of players and practices each team will have. This number is based on USA Hockey recommendations and available ice hours.

Ice and Dry-land Practices and Ice Hockey Games Due to insurance and coordination constraints, all ice uses including, but not limited to, practices, scrimmages, and games must be scheduled through the CSAHA Scheduler and purchased under the CSAHA contracts. Coaches or parents are not allowed to buy ice for individual teams or individual players chosen by the coach or parent in order to have extra practices or scrimmages with other teams. Insurance coverage provided under the USA Hockey registration program for injuries occurring during events that have not been coordinated with the CSAHA Scheduler is subject to cancellation and/or denial. Any questions should be directed to the CSAHA Scheduler or the www.usahockey.com website.

Travel Team Grievances/Discipline Address all complaints to the Team Representative, Head Coach, or the Team Manager in private. The 24-hour rule must be followed – this means that all complaints or discussions with coaches must wait 24 hours after the applicable game or practice where the incident related to a complaint arises. If the Coach and/or Team Manager/Representative is unable to resolve the problem, they will present the problem to the Executive Director for resolution. If the Executive Director cannot resolve the problem, then the Executive Director will bring the problem to the Disciplinary Committee for resolution. The Disciplinary Committee is made up of the Executive Director, Program Coordinator, Business Manager, and President of the Association as well as the one of CSAHA's Legal Advisors, who will serve as a non-voting member of the Disciplinary Committee. The President may add other members to the Disciplinary Committee in the President's discretion. At no time should a parent involve other Board members or parents with individual or team problems. If a parent feels that they cannot address the problem to the Coach, Team Manager, and/or Team Representative, then they should address their problem directly to the Executive Director. Parents, players, and coaches will be (and have been) suspended from attending games, practices, and other events of CSAHA if they violate the player/parent ("Participant") agreement, the standards of conduct, Policies and Guidelines, Bylaws, or USA Hockey's no tolerance rules. Examples of behavior that will result in suspension include yelling at coaches, referees or other parents, stepping on the ice without permission, violating the 24-hour rule, not fulfilling fundraising requirements, not participating in mandatory tournament shifts, etc.

Disciplinary Committee The Disciplinary Committee consists of the parties described above. Decisions of the Committee shall be final, subject only to appeal to the full Board of Directors of CSAHA at the next regularly scheduled meeting or special meeting called by the President for, among other items, a Disciplinary Committee Appeal. The right of appeal is granted to any player, parent, coach, or other affected party who has been issued a suspension for more than two complete games. The appeal must be submitted in writing to the Legal Advisor for the Board of Directors and must provide all relevant facts at least 10 days prior to the next regularly scheduled meeting of the Board of Directors. The Board of Directors shall consider the appeal at the next regularly scheduled meeting. The Board may, at its option, take no action, reduce the suspension, or impose additional disciplinary action.

5.0 RECREATIONAL DIVISION SPECIFIC POLICIES AND PROCEDURES

Levels of Play The levels of play for the Recreational Division follow USA Hockey guidelines and are tailored to meet the needs of CSAHA's membership

CSAHA Recreational Division Playing Divisions All Recreational Division players and coaches must be USA Hockey Registered and follow USA Hockey rules and guidelines. Recreational Division playing age classifications are the same as those listed above for the Travel Division. CSAHA strongly encourages players to play within their own age classification. All Recreational Division players will be registered with USA Hockey at their natural age classification level and will play at that age classification.

Recreational Team Player Selection The Executive Director and Program Coordinator as well as others invited to participate by the Executive Director shall assess the ability of all players in conjunction with the Division coaches and shall draft players evenly among all the teams. The draft procedure shall be consistent with the CSAHA rules. No Recreational Division Team player shall participate on more than one CSAHA team with the exception of goalies and Select Tournament Teams, which are subject to approval by the CSAHA Executive Director and/or Board of Directors and may or may not be selected during any season.

Recreational Division Grievances/Discipline Address all complaints to the Team Representative, Head Coach, or the Team Manager in private. The 24-hour rule must be followed – this means that all complaints or discussions with coaches must wait 24 hours after the applicable game or practice where the incident related to a complaint arises. If the Coach and/or Team Manager/Representative is unable to resolve the problem, they will present the problem to the Executive Director for resolution. If the Executive Director cannot resolve the problem, then the Executive Director will bring the problem to the Disciplinary Committee for resolution. The Disciplinary Committee is made up of the Executive Director, Program Coordinator, and President of the Association as well as one of CSAHA's Legal Advisors, who will serve as a non-voting member of the Disciplinary Committee. The President may add other members to the Disciplinary Committee in the President's discretion. At no time should a parent involve other Board members or parents with individual or team problems. If a parent feels that they cannot address the problem to the Coach, Team Manager, and/or Team Representative, then they should address their problem directly to the Executive Director. Hockey Director and/or Vice President of Recreational. Parents, players, and coaches will be (and have been) suspended from attending games, practices, and other events of CSAHA if they violate the player/parent ("Participant") agreement, standards of conduct, Policies and Guidelines, Bylaws, or USA Hockey's no tolerance rules. Examples of behavior that will result in suspension include yelling at coaches, referees or other parents, stepping on the ice without permission, violating the 24-hour rule, not fulfilling fundraisers, not participating in mandatory tournament shifts, etc.

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6.0 TOURNAMENTS

CSAHA is proud of its nationally and regionally recognized tournaments. CSAHA's tournaments not only provide significant fundraising, but give CSAHA the opportunity to play against some of the best teams in North America and Europe. The tournaments are generally planned months in advance and may vary in design from year to year. Parents of players in CSAHA are required to work shifts in CSAHA tournaments. The tournament director is to make team selections and such selections are subject to final review and approval by CSAHA Board. The Travel Division player annual registration fees include team entry fees for the Colorado Cup and the President's Day Tournament subject to the shift work provisions described herein and in the Registration Agreement. The Recreational Division player annual registration fees include team entry fee for the Pikes Peak Recreational Tournament.

Colorado Cup Tournament The Colorado Cup Tournament shall include any applicable CSAHA Travel Division team(s) and teams invited from outside Metropolitan Colorado Springs. CSAHA will host the Colorado Cup in late December or early January. The CSAHA Board of Directors reserves the right to alter this policy at any time.

President's Day Tournament The President's Day Tournament shall include any applicable CSAHA Travel Division team(s) and teams invited from outside the state of Colorado. CSAHA will host the Annual President's Day Tournament in February. The CSAHA Board of Directors reserves the right to alter this policy at any time.

Pikes Peak Recreational Tournament The Pikes Peak Recreational Tournament shall include any applicable CSAHA Recreational Division team(s) and teams invited from within and outside the state of Colorado. CSAHA will host the Annual Pikes Peak Recreational Tournament in January. The CSAHA Board of Directors reserves the right to alter this policy at any time.

Championship Tournament CAHA will conduct a yearly State Championship Tournament at the Tier II, Travel AA, A, B, and Recreational levels. .

CSAHA Tigers Jamboree Tournaments The 8 and Under Jamboree team(s) may have the opportunity to attend Jamborees hosted by other associations within Colorado subject to approval by the CSAHA Executive Director and/or Board of Directors. They may also participate in any Jamborees hosted by CSAHA Tigers.

CSAHA Recreational Select Teams Subject to annual approval by the CSAHA Executive Director and Board of Directors, Recreational Division Select teams may be formed and such teams may participate in the Colorado Cup or President's Day Tournament at the A or B level and the Tigers Jamboree(s) at the 8 and Under level as determined by the Tournament Director, Executive Director, Program Coordinator, and CSAHA Board of Directors. Select teams must submit a tournament application and pay the appropriate tournament fees. Tournament fees for Select teams will be paid

by participants separately from annual registration fees. If the Select team is the CSAHA host for a specific level (e.g., 14 and Under A, 12 and Under B) the tournament fee can be waived as determined by the Tournament Director and Executive Director, if the parents are to work the volunteer shifts during the event. Recreational Division Select teams are encouraged to attend one additional tournament beyond the Colorado Cup, but all such tournament applications are subject to approval by the CSAHA Executive Director and Board of Directors. Additional practice times should be requested through the CSAHA Scheduler, paid for by the Select Team and must not impact normal teams practice/game schedules. Additional tournament expenses are handled within the Select teams and such tournament participation is subject to approval of the CSAHA Executive Director and Board of Directors and scheduled through the CSAHA Scheduler. The Tigers Jamboree(s) will be the only tournament the 8 and Under Select team will be allowed to participate in.

7.0 PLAYER AND PARENT POLICIES

Attendance Because hockey is a team sport, it is necessary for all members of the team to attend all practices and games. Excused absences should be arranged with the player's head coach.

Scholastic Guidelines CSAHA strongly encourages parents to monitor their child's academic performance. Good grades are of greater long-term value than participation in youth sports. If a player is having difficulty academically, parents are encouraged to work together with the Head Coach to resolve the situation and if necessary and agreed to by the parents and coaches, have the child suspended from the team until the academic situation is improved.

Locker Room Locker rooms will be supervised by a SafeSport certified team representative (e.g., coach, team manager, or locker room monitor) at all times. In most cases, a team representative will be asked by the rinks to trade their car keys for locker room keys. All players are responsible for their own equipment. Parents are not allowed in the locker room, unless they are an approved locker room monitor, SafeSport certified and authorized by the coach. If an 8 and Under needs his skates tied, he/she may come out of the locker room to have them tied. Usually, there will be enough team representatives in the locker room to tie 8 and Under skates. Players at the 10 and Under level and older are responsible for tying their own skates.

Hazing/Initiation Policy Acts of hazing and/or initiation defined as acts of physical or mental mistreatment intended to intimidate or segregate players by age, ability, or otherwise, will not be tolerated. Players, coaches, and managers who participate in acts of hazing or initiation will be subject to disciplinary action up to and including expulsion from CSAHA. The Board of Directors, Executive Director, and/or the Disciplinary Committee will review hazing incidents and impose penalties on a case-by-case basis.

Sportsmanship/Behavior for Players, Parents and Others At all times, CSAHA players, coaches, and parents will abide by the Statement of Code of Conduct of the Youth Division of the Colorado Amateur Hockey Association (CAHA) or its successor document(s). Perceived violations should be as detailed in the Concerns and Grievances section of this handbook. Penalties for violations of the Code of Ethics could result in suspension from Association activities.

The player and player's parents (collectively known as "Participants") will need to submit to the following: The Participants' collectively and individually acknowledge that CSAHA's programs are youth and family focused and, as such, Participants agree that each Participants' conduct must, at all times, meet a high ethical and moral standard and must, at all times, cast a positive light on CSAHA. Therefore, CSAHA may terminate privileges of one or more member of Participants if at any time the CSAHA Board of Directors finds that that person has committed any act or acts that fall below that standard, acts in such a way as to substantially put CSAHA into a negative light, fails to properly

account for association monies, or Participants substantially fail to meet the terms of this Agreement. Such acts constituting grounds for termination include, by way of example, but are not limited to criminal conduct, acts of moral turpitude, exposing CSAHA to un-contracted for or unauthorized liability, failure to follow the express instruction of the CSAHA Board of Directors, inappropriate treatment of CSAHA members, failing to abide by CSAHA's, CAHA's or USA Hockey's code of conduct, SafeSport violations, or failing, in good faith, to abide by the terms of this Agreement. In the event the CSAHA Board of Directors finds that it has such grounds to terminate one or more of the Participants, it shall promptly notify the Participants verbally to be followed by a writing with a detailed description of the relevant conduct or alleged breach of Agreement. The CSAHA Board of Directors shall then give the Participants an opportunity to be heard by the CSAHA Disciplinary Committee with appeal to the CSAHA Board of Directors regarding such conduct within 10 days of that written notice, during which period such Participants may be suspended, at the CSAHA Disciplinary Committee's or CSAHA Board of Directors sole discretion, from any and/or all activities related to CSAHA. Parents and Players are subject to fines and/or suspensions for violations of USA Hockey, CAHA or CSAHA Policies including the reasonable cost of attorney fees and collection related to USA Hockey, CAHA or CSAHA's enforcement of said Policies.

Upon application, the Participants may request a hearing before the CSAHA Board of Directors, after which it shall then determine, in its sole discretion, whether this Agreement should be terminated together with the privileges hereof or what disciplinary action may be appropriate. The CSAHA Board of Directors shall further have the right to otherwise discipline the Participants individually or collectively in such manner as it deems appropriate. Any determination of the CSAHA Board of Directors shall be final. Such disciplinary action by CSAHA may be in addition to that applied by other organizations or individuals including law enforcement, criminal actions and civil actions.

Communication, Crossbar, Social Media, and Conduct Policy

By registering a player with the Colorado Springs Amateur Hockey Association (CSAHA), all players and their parents/guardians acknowledge and agree to abide by the following communication and conduct standards:

Team Communication Platforms (Including Crossbar)

All team-related communication, including but not limited to Crossbar, email, text messages, messaging applications, and in-person discussions, shall be used exclusively for hockey-related and organizational purposes. Appropriate topics include schedules, practices, games, team events, travel logistics, league information, and official CSAHA communications.

Communication through any team platform must remain professional, respectful, constructive, transparent, and aligned with the values of CSAHA, USA Hockey, and the U.S. Center for SafeSport. The use of team communication channels for personal matters, non-hockey-related discussions, inappropriate content, gossip, harassment, bullying, or any communication that creates conflict, division, or discomfort among participants is strictly prohibited.

Social Media and Electronic Communications

All players, parents/guardians, coaches, volunteers, staff, and participants are expected to conduct themselves responsibly in all forms of electronic communication, including social media, messaging platforms, websites, blogs, online forums, and other digital channels.

Disparaging, demeaning, defamatory, harassing, threatening, discriminatory, abusive, or otherwise inappropriate comments regarding CSAHA, its programs, board members, coaches, players, officials, volunteers, staff, sponsors, or participants are strictly prohibited. This prohibition applies regardless of whether the communication occurs on a team-sponsored platform, a personal social media account, or any other public or private electronic forum.

Participants and families shall not post, share, endorse, or engage in content that could reasonably be

interpreted as harmful to the reputation, operations, integrity, or well-being of CSAHA, its members, or the broader hockey community.

Expectation of Conduct

CSAHA expects all participants and families to uphold these standards of behavior both on and off the ice. Conduct and communications—whether in person, online, or through electronic platforms—reflect upon the individual, their team, and the organization as a whole.

All interactions should demonstrate good sportsmanship, mutual respect, integrity, accountability, and a commitment to fostering a positive and safe environment for all participants.

Violations and Discipline

Failure to comply with these communication and conduct standards may result in corrective or disciplinary action in accordance with CSAHA policies, the CSAHA Code of Conduct, USA Hockey policies, and SafeSport requirements. Disciplinary measures may include, but are not limited to, verbal or written warnings, suspension of communication privileges, suspension from team or association activities, removal from participation, or other actions deemed appropriate by CSAHA leadership.

CSAHA reserves the right to investigate and address any behavior or communication that is inconsistent with the standards and values of the organization, regardless of whether such conduct occurs on or off CSAHA platforms.

Grievances and Disciplinary Committees Grievances against players, parents, coaches, or others involved in the activities of CSAHA will be subject to these Policies and Procedures as well as other policies and procedures of CSAHA, CAHA sanctioned leagues, CAHA, and USA Hockey. The Disciplinary Committees are described in provisions earlier in this document and shall apply to all players, parents, coaches, and others involved in the activities of CSAHA.

Individual Team Rules Each Coach is responsible for providing all players and parents on that team with a list of all team rules. Parents and players will acknowledge receipt of these rules, which will be understood and agreed to by all involved. In general, behavior such as fighting, foul language, temper tantrums on or off the ice and stick banging will not be tolerated.

8.0 EQUIPMENT

Coaches Equipment CSAHA requires the use of helmets for all coaches for all practices. Each coach needs to provide all of their own personal equipment.

Players Equipment Players need to provide all of their own equipment: USA Hockey approved helmet and facemask, neck guard, mouth guard (required for 12 and Under age group and older: encouraged for all ages), shoulder pads, elbow pads, gloves, skates, breezers (short black hockey pants), socks, cup and supporter for males, shin guards, stick, and water bottle. A black helmet and black/gold gloves are required. All equipment should be labeled with the player's name and should be checked monthly. Skate blades need to be sharpened at regular intervals throughout the season. It is the parent's/player's responsibility to be sure equipment is in good condition prior to practices and games.

Team Equipment CSAHA will provide each team with, puck bag, pucks, and first aid kits. All team equipment must be returned or replaced at the end of the season.

CSAHA will make available one set of goalie equipment to include: pads, monkey-suite, glove, and blocker to 8 and Under teams. This will allow skaters an opportunity to play goalie without having to purchase the entire set of equipment.

Uniforms Each player is required by CAHA to have two game jerseys (one home & one away). New jerseys may be purchased through the Association. New jerseys will be ordered during try-outs or as applicable. Players need to bring both jerseys to all games. Player nametags will generally be ordered at the time of purchase for the game jerseys or as applicable. The only patch or marking authorized on the travel jerseys is the American Flag. All other patches or markings must be removed unless otherwise approved by the CSAHA Board of Directors. Each player will be provided a practice jersey. Each player will be provided game socks. Game socks are to be worn in games only. Travel programs will be provided breezer covers.

CSAHA Coaches' Warmups Every new coach will be provided with a coach's jacket and pants to be worn at practices. A maximum of 3 new jackets per team will be given as needed to new coaches only. If a coach that has previously received a coach's jacket would like to purchase a new coach's jacket, they will be able to purchase them at a discount.

Dress Code The dress code for players will be recommended by the head coach. Player team gear is available through the online merchandise store. Some teams may decide to purchase team specific jackets, pants, etc.

9.0 FUNDRAISING

Tournaments The major fundraisers for our Association are the annual Pikes Peak Recreational Tournament held in January, the Presidents' Day Tournament held each February, and the Colorado Cup held in December and January. All parents are required to work during the Tournament their player participates in, or hire an approved replacement to work designated shifts.

Colorado College Tiger Hockey Program and Chuck-a-Puck Sales Our affiliation with CC Tiger Hockey allows CSAHA teams to sell programs and Chuck-a-Pucks at select CC home games. Teams will be assigned in advance to sell programs and Chuck-a-Pucks at specific home games. Entry into the game will be limited to those individuals participating in the fundraising activities and will be identified by either the Coach or Team Manager.

CSAHA Merchandise & Sales CSAHA will offer a number of Tigers items to sell during the season that will have the CSAHA Tigers logo on them. All proceeds from these sales benefit all CSAHA teams. The CSAHA name or logos cannot be used by any other entity for re-sale. Due to our relationship and commitment with Colorado College and the "Tiger" Logo, if a team would like to have the CSAHA name or logos on team awards or apparel, they must first get permission from CSAHA. The parent or team manager must contact the Executive Director and Legal Advisor for approval.

Corporate Connection Program This is a sponsorship program that allows individuals in the Association to utilize their corporate connections. It is critical that you check with the Executive Director and or Board of Directors contact before you solicit a sponsor to avoid having our members approach the same people over and over. The Executive Director can provide information on what sponsors at each level receive for their contributions.

Fundraising Refund Policy CSAHA members cannot receive personal payment for participation in or from CSAHA's fundraisers per IRS Charitable organization rules/guidelines.

10.0 PARENT PARTICIPATION

All of us want to provide the best possible hockey experience for our children. There is a lot of work to be done to make this happen. Parents and adult relatives are encouraged to get involved! Learn

how to run the clock, keep score, plan a party for the kids or do any of the hundreds of things that need to be done to make the year a success. The Team Representative has a list of all the jobs that need to be done throughout the year. The more you get involved, the more fun you'll have. Please be supportive of your player's coach and all of his/her teammates. Enthusiastic support during the games is appreciated by all of the players, remember to cheer for the team and show good sportsmanship to the opposing team.

The CSAHA Travel and Recreational programs will promote sportsmanship and team play and work to build individual self-esteem and character. To ensure we work together to meet these objectives, parents should answer the following questions:

Why did I register my child for this hockey program? The answer should be, "so that my child will have a positive, rewarding and fun experience learning and playing the game of hockey, which will benefit my child in his/her growth and development." It is important to be reminded that we as parents register our children in hockey programs for our **children's** benefit, and not our own. It is easy to fall into the mistake of living our athletic fantasies through our child's play.

What are my expectations of this program? The answer should be, "to expect a safe, fun, rewarding and positive athletic experience for my child to enhance his/her physical, mental, and social growth development." Even teams with losing records can have a successful season! "To develop my child into a collegiate or professional hockey player", is neither a healthy or proper expectation. A very small percentage of athletes ever become collegiate or professional athletes. To develop pro hockey players is not the goal of the CSAHA program.

How should I measure the degree of success of my child's experience in this program? The best answer is, "by the degree of positive growth, development and fun that my child has experienced in this program." All so often, parents measure the degree of success simply by the team's win/loss record.

Granted, winning is important, however, at the end of the game the questions should be:

Did my child enjoy the activity?

Was it fun?

Did he/she learn good sportsmanship?

Did he/she develop his/her hockey skills? Improve?

Did he/she experience any growth in the team concept, physical, mental, or social health?

Did my child learn to respect authority?

Does he/she want to play hockey again?

Remember, most young hockey players will long remember the fun times and exciting moments with their friends/teammates and will soon forget their team's win/loss record.

How and when can I or should I influence my child's experience in this hockey program? This is where the role of the hockey parent is so important. Many of life's values, ethics, and lessons are learned through youth athletics. Hockey parents set the standards and become the role model for these important ideals, which are played out in youth athletics. For example, when a hockey parent screams at the official after a questionable judgment call, the child learns a lesson in sportsmanship and respect for authority, which he/she will carry into adulthood. When a hockey parent tells his child to manipulate a rule to win the game, the child learns a lesson in winning and losing (in other words - win at all costs!). When a hockey parent makes excuses for the team's losses, the child never learns how to lose. When a hockey parent talks negatively about the coach on the way home from or to the game or practice then the child learns disrespect for coaches and maybe his/her future boss. The fact is, hockey parents are teaching their children important lessons and values of life whenever those

subtle messages are learned through sport, and more importantly, these lessons are carried with the child into their adulthood. The hockey parent has an important role and a tremendous influence on their child's experience in the CSAHA program. If hockey parents keep in mind the philosophy of CSAHA when talking to their child about hockey or when attending games, then the child will likely enjoy the experience a lot more and will have a better opportunity to develop and grow in a positive fashion to their potential.

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11.0 INTERNAL BOARD OPERATING POLICIES:

RECORD RETENTION POLICY

CSAHA will retain records in an orderly fashion for time periods that comply with legal and government requirements. The following holding periods will be utilized for the maintenance of the documents listed below.

Accounting Records

Record	Retention Time
Accounts Payable	7 years
Accounts Receivable	7 years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 years
Financial Statements (annual)	Permanent
General Ledger and General Journals	Permanent
Purchase Orders and Correspondence	7 years
Purchase Requisitions	2 years
Tax Returns and Working Reports	Permanent
Trial Balances (annual)	Permanent

Bank Records

Record	Retention Time
Bank Reconciliations	3 years
Bank Statements	7 years
Canceled Checks	7 years

Corporate Records

Record	Retention Time
Board Minutes	Permanent
Bylaws, Charters, Articles of Incorporation	Permanent
Business Licenses	Permanent
Legal and Tax Correspondence	Permanent
Contracts – Minor	Life + 4 years
Insurance Policies, Accident, Claims	Life + 4 years

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

Accounting Records

Record	Retention Time
Loan Payment Schedules	7 years
Fixed Asset Purchases	Permanent

Bank Records

Record	Retention Time
Checks for Capital Purchase	Permanent
Electronic Payment Records	7 years
Petty Cash Vouchers	3 years

Corporate Records

Record	Retention Time
Contracts – Major	Permanent
Contracts – Minor	Life + 4 years
Insurance Policies, Accident, Claims	Life + 4 years
Leasehold Improvements	Permanent
Lease Payment Records	Life + 4 years

Employee Records

Record	Retention Time
Benefit Plans	Permanent
Employee Files (Terminated)	10 years
Employee Applications	1 year
Payroll Records and Employee Taxes	7 years

Whistleblower Policy

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

If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the CSAHA Legal Advisor and President who are responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseless allegation. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.

Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals of their legal rights of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the CSAHA Legal Advisor and President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Members or volunteers with any questions regarding this policy should contact the CSAHA President or Legal Advisor.

CONFLICT OF INTEREST

Conflicts of interest have the potential to cause legal problems as well as embarrassment for CSAHA, Colorado Amateur Hockey Association (CAHA), and USA Hockey. While transactions involving conflicts of interest are not prohibited, they must be duly considered by the CSAHA Board, based on disclosures as may be required by CSAHA.

The conflict-of-interest policy defined in the USA Hockey Annual Guide is intended to help directors, officers, and certain other persons identify situations that present possible conflicts of interest and to provide a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. CSAHA has adopted USA Hockey conflict of interest policy and CSAHA Board Members shall provide, in writing, acknowledgement of conflict-of-interest policy.

Acknowledgement of Conflict-of-Interest Policy

The undersigned hereby acknowledges that he or she has read the CSAHA and USA Hockey, Inc. Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.

Signature: _____ Date _____ Print Name: _____

12.0 FINANCIAL REPORTING TO MEMBERSHIP

As a part of CSAHA's Annual Meeting, CSAHA shall present or otherwise have the CSAHA Financial Report available for examination by the membership. CSAHA's Internal Revenue Service (IRS) Form 990 for the prior year may be examined at the office of the Registered Agent or another CSAHA office after filing by CSAHA.

13.0 AMENDMENTS TO THESE POLICIES AND PROCEDURES:

Amendments to these Policies and Procedures may be made by the CSAHA Board of Directors from time to time.