

Little Caesars Farmington Hills Hockey Association
Policies & Procedures

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Locker Rooms

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

At Farmington Hills Ice Arena (FHIA) there are eight (8) locker rooms available for our program's use, plus a female athlete's room (also known as the figure skating room). Each of the locker rooms shares a restroom and shower area with one other locker room. Most teams in our association will also travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. It is impossible for LCFH's team organizers to provide information on every locker room facility in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Monitoring

LCFH has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. LCFH team Locker Room Monitors will conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or locker room monitor (who has been screened) will supervise the locker room. Only participants (coaches and players), approved team personnel and family members are permitted in the locker room. A minimum of two screened monitors must be in the locker room at all times when players are present. Screening consists of USA Hockey membership, SafeSport training, and a MAHA Background check. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

At the Squirt age and above, anyone (including parents) entering the locker room must be a USA Hockey member, pass a background check, and complete SafeSport training. USA Hockey volunteer membership is available at no cost.

Except to assist players at the younger age groups (Hockey! Hockey!, Mini-Mites, and Mites) we discourage parents from entering locker rooms. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

With our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players, beginning by the Mite age, how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches may ask that the parents leave for a short time before and after the practice or game so that the coaches may address the players. As players get older, the coach may, at his or her discretion, prohibit parents from a locker room.

Meeting Between Players, Coaches, and Officials

Any individual meetings with a minor participant and a coach/official in a locker room shall require another responsible adult be with the coach/official and participant.

Mixed Gender Teams

Many of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. At all age levels, it is unacceptable for participants to fully undress in a mixed gender locker room. The minimum dress in mixed gender locker rooms is underwear or shorts, and a t-shirt. Underwear must be modest, e.g., briefs, boxers, or boy shorts.

Alternatively, teams may choose to have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before/after the game/practice for a team meeting, and afterwards, the male and female players can proceed to their separate locker rooms to undress and shower, if available. When available, any female player may choose to dress in a female-only room, subject to the supervision requirements above. If separate locker rooms are not available, then the players may take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is a reasonable way to accommodate and respect all of our players. In some cases other arrangements may be made to accommodate the intent of the players' privacy; in this case a team official will advise the LCFH Board of such accommodations and get their approval before deviating from this policy. Mixed gender teams are encouraged to discuss workable solutions at the first opportunity with all of the team's families.

Cell Phones and Other Mobile Recording Devices

Most cell phones and other mobile devices now have recording capabilities, including voice recording, still cameras and video cameras. Except as noted below, recording devices are not permitted to be used by anyone in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. It will be acceptable to take photographs or recordings in a locker room only in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised in advance that photographs or recordings are being taken.

Prohibited Conduct and Reporting

LCFH prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in LCFH may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations can be made via email to safesport@lcfhhockey.org, you can file a complaint with Michigan Amateur Hockey Association (MAHA) via www.maha.org, or you may email USA Hockey at SafeSport@usahockey.org or call USHA 1-800-888-4656.

Dues and Financial Reporting - Teams

Dues Collection

Each team shall create a budget which clearly identifies anticipated expenses, prior to the start of each season. Regular-season budgets shall cover the period from August 15th through the next season's tryout date as published by MAHA.

LCFHHA registration is a non-refundable fee, and not subject to a prorated refund for players who leave the association.

Player expenses, including but not limited to Travel team jerseys, practice jerseys, equipment bags, team apparel, warm-up suits, and individual equipment are not subject to a prorated refund for players who leave the association. These items are individually billed on a per-player basis.

Team expenses, including but not limited to ice costs, tournament entry fees, team transportation, training/instructor costs (except when billed on a per-player basis), and pre-planned team events are subject to a prorated refund, per LCFHHA and MAHA guidelines, for players who leave the association.

Team managers or coaches may not sign player releases until financial considerations have been confirmed. It is recommended that any releases be reviewed by the association Treasurer.

Travel team dues collection is at the discretion of the team, however is typically every month, August through February. Travel teams are not prohibited from accelerating dues payments to meet the MAHA proration schedule, i.e., 25% by September 15th, 50% by October 15th, 75% by November 15th, and 100% by December 15th.

House team dues are payable in installments. Mini-Mite, Mite, Squirt and PeeWee pay in four installments, due not later than the 15th of September, October, November and January. Bantam and Midget pay in five installments, due not later than the 15th of August, September, October, November and January.

Financial Reporting

Each team shall provide a monthly report, not later than the 10th of the following month, which clearly shows all income and expenses. This report shall be submitted to the Treasurer, and made available to all the parents/guardians on the team.

Bank Accounts

The association will establish bank accounts for each team. All teams must use the association accounts for all financial transactions. The Treasurer will provide instructions for the Coach and Team Manager. In the case of a team Manager who is the spouse of the Head Coach, a separate Financial Manager shall be the signatory on the bank account and be responsible for financial reporting.

Team Sponsorship & Fundraising

Any team sponsorship, donations, or fundraising must be made payable to the association. The treasurer will transfer funding to the team, without any tax or hold-back. This is done to ensure proper accountability, as the association is the 501(c)3 entity.

Additional ice procurement

The association will bill travel teams for all regularly scheduled ice, typically from the day after Labor Day through the second weekend in March. Teams will be notified of the specific dates. Teams will be billed for their scheduled ice, regardless of any trades, sharing, etc. Teams must coordinate any payments between the affected teams.

Any additional ice procured at FHIA or any other arena must be paid for directly by the team. These ice costs must be shown on the monthly statements provided to the Treasurer and team members.

Coach Reimbursement:

LCFH will reimburse up to four rostered coaches per team for Background Check, CEP Level 1, Level 2, Level 3, Level 3 Recertification, required Level 4, and Age-Appropriate Module registration fees incurred during the current season. Reimbursement will be made to coaches in good standing (i.e, remaining on the roster), following the District credentialing meeting (typically the first weekend in January).

LCFH will reimburse optional (prior to being required) Level 4 and all Level 5 clinic fees over the course of two seasons (50% each season). Reimbursement to rostered coaches in good standing will be made following the District credentialing meeting each season. Only clinics taken during the current season, or during the prior spring/summer are eligible. Transportation and lodging are not reimbursed.

Additional reimbursement of specific expenses:

LCFH will directly pay, or reimburse teams, for the following expenses:

- LCAHL or MGHL League entry fees
- Two pairs of game socks for each player
- D4 Playoff Entry Fee (team must complete credentialing process and participate in D4 playoffs)
- State Championship entry fee

Expenses & Reimbursement

Any LCFH Board Members may approve a purchase of goods or services on behalf of the Association, for the benefit of the association, of less than \$100.

Expenditure of \$100 up to \$299.99 requires the approval of at least two Board members, one of whom shall be an Officer.

Expenditure of \$300 or greater requires prior approval by a majority of the Board, either at a regularly scheduled meeting or via electronic means (i.e., email).

Expenses incurred on behalf of the Association should be paid by Association check when possible. All expenses require submission of a receipt, whether for issuance of a check for payment or for reimbursement.

The Association is a 501(c)3 organization, and exempt from sales tax for many purchases. The association Tax ID Number and IRS determination letter is available from the Treasurer.

Uniform & Apparel Standards

LCFH Uniform Policy

Head Coaches are responsible to ensure that only LCFH game jerseys and socks are worn, in coordinated fashion, during all competition. This is to include league games, inter/intra-association games, tournaments, jamborees, or any game situation where a time clock and referees are used. The wearing of an LCFH-approved "alternate" uniform is allowed in non-league games and tournaments only.

Alternate uniforms shall not be worn in any league, district, or state playoff game.

All game jerseys must include the official LCFH logos. Approval must be obtained through the LCFH Board of Directors. This policy will be strictly enforced and any violations will be reviewed by the Board of Directors for appropriate action.

Boys Travel teams shall wear black helmets; Girls Travel teams shall wear white helmets. Effective with the 2021-22 season, LCFH-design Warrior gloves and shells are required for all Travel teams.

Care of Jerseys

Game jerseys should not be worn during practice. Jerseys should not be stored and transported in a hockey bag with other equipment. A separate garment bag is recommended.

Cleaning jerseys: Wash jersey in COLD water only. Do NOT use BLEACH. Hang to dry.

Jerseys are purchased by the player and will remain in the possession of the player at the end of the season. At the completion of the season, all borrowed equipment and extra jerseys are to be returned to LCFH free of any extra decoration including name plates. If not returned or equipment shows excess wear, the team or individual player will be held financially responsible.

LCFH Team Name

LCFH Travel teams shall be identified according to their birth year or age classification. In the case of two teams at the same classification, an upper team shall be designated "Black" and a lower team shall be designated "Orange".

LCFH House teams may determine unique team names, so long as they reflect a positive image of the Association. All team names are subject to review by the LCFH Board of Directors and may be disallowed at their discretion. Please do not purchase any items with team names until the Board of Directors has approved the team name. Team names that receive Board disapproval shall not appear on any related team items. This policy will be strictly enforced and any violations will be reviewed by the Board of Directors for appropriate action.

LCFH Logo Wear

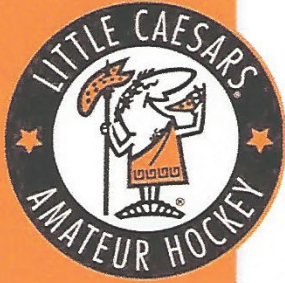
LCFH and Little Caesars® reserve the right to our logo, including possible action against unauthorized use. The name Little Caesars and the logos are all trademark protected. There is absolutely NO USE of the NAME or LOGOS without prior approval by the Board. No team or person will be allowed to reproduce the logo in any way.

To purchase items for your team, with the LCFH Logo on it, or to obtain permission for private reproduction, contact LCFH'S Director of Equipment.

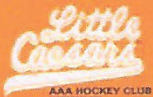
This policy has been put into place because of the production of many unauthorized and substandard variations of our logo. This policy will standardize and maintain the quality of our LCFH Logo, which represents our association. This policy will be strictly enforced and any violations will be reviewed by the Board of Directors for appropriate action.

Little Caesars® affiliation agreement

The current Little Caesars affiliation agreement is shown, next page. You may be required to provide this to certain vendors due to the use of the Little Caesars registered trademark.



Fox Office Center
2211 Woodward Ave
Detroit, MI 48201
313-471-3355



December 2, 2019

Farmington Hills Hockey Association

Dear Larry,

Please allow this letter to serve as the Affiliation Agreement between Little Caesars Amateur Hockey ("LCAH") and Farmington Hills Hockey Association ("FHHA") ("Agreement"). Subject to the terms of this agreement, the affiliation shall be known as Little Caesars Farmington Hills Hockey Association ("LCFHHA"). So long as this agreement is in effect, LCFHHA shall have a non-exclusive license to utilize approved trademarks, service marks, trade names, and trade dress of LCAH ("Marks") on uniforms and equipment used by designated players, coaches, and staff. All such uses must be approved by LCAH in each instance. As part of the affiliation, all participating teams in the LCFHHA will wear Little Caesars logoed uniforms and will engage in collaborative coaching, educational shared practices, and other operational efficiencies.

This Agreement shall continue for as long as the parties mutually agree and can be terminated by either party upon thirty (30) days written notice to the other party; provided, however, it cannot be terminated prior to the conclusion of a season that is then in process. Upon termination, FHHA shall discontinue use of the LCAH's Marks and any other intellectual property. Furthermore, LCFHHA shall immediately revise its bylaws and change its name to reflect that the affiliation with LCAH has been terminated.

Please sign below acknowledging your acceptance.

Sincerely,

Brian Rolston

Acknowledge and agree to the above as written:

By: Larry Winkelman
Its: President

Referees

LCFH Referee Scheduler: Mike Tarnopol
E-mail: refs@lcfhhockey.org

All LCFH teams are required to schedule Referees through the LCFH Referee Scheduler for all games and scrimmages. Coaches/managers are required to enter your home games on your schedule within the SportsEngine website (lch.littlecaesarshockey.com/lcfh), as well as the referee scheduling system (HorizonWebRef.com).

When you add games, the system will send an email notification to the coach/manager, and the referee scheduler. If you need to cancel a game, DO NOT select delete. Use the "cancel button only or referees will show up and you will be responsible for paying them.

- For any game that you plan to schedule with less than 72 hours notice, you MUST contact Mike first to ensure referee availability.
- For any "home" game at another arena, you MUST contact Mike to let him know to schedule the refs.
- For any tournament game played at Farmington Hills, you MUST contact Mike to let him know NOT to schedule the refs. If you fail to do this, you will be responsible for paying the cost of duplicate referees scheduled.

Referee rates are shown in the table below (next page).

House teams will be reimbursed referee fees for LCAHL home games, MAHA D4, State tournament and Hockey Day games. You must submit your league game count to treasurer@lcfhhockey.org or leave a copy of your schedule in the LCFH mailbox in Rink B. After the number of league games has been established, each House team will be funded by LCFH in the amount equal to the number of home league games multiplied by the referee rate for the division. Checks will generally be placed in your rink mailbox, or funds electronically transferred into your account. House team scrimmage (non-league) games are paid out of team funds.

Travel teams pay for their own Referee costs. Travel teams will be reimbursed for LCAHL home playoff games, MAHA D4 and State tournament referees, only.

Mite teams participate in the I-275 league, and will input their home games according to the I-275 schedule.

Mini Mite teams do not utilize referees.

The coach of the home team is responsible for payment to the referees prior to dropping the puck. Referees are to be paid in cash and it is to be placed on the scorekeeper's table before the game. The rates below are per referee.

21-22 Rates	50 MIN	65 MIN	80 MIN
MID (16U/18U/19U)			65
BAN (14U)			50
PW (12U)	35	39	42
SQ (10U)	28	32	35
MT (8U)	25		

Limitations on Games and Tournaments

All LCFHHA House/B and Tier II teams shall participate in the Little Caesars Amateur Hockey League (LCAHL), except as approved by the Board due to lack of a viable league in a specific category.

All LCFHHA teams shall abide by MAHA rules regarding maximum game counts and limits on competition against Tier I teams. Additionally, in the interest of player development, coaches should endeavor to have a 3:1 practice to game ratio.

House/B teams shall be limited to a maximum of three (3) tournaments, excluding MAHA or LCAHL playoffs. A maximum of two (2) out of town tournaments is allowed. Any event more than 75 driving miles from Farmington Hills Ice Arena shall be considered out of town.

Travel/Tier II teams shall be limited to a maximum of five (5) tournaments, excluding MAHA or league playoffs. A maximum of three (3) out of town tournaments are allowed. Any event more than 75 driving miles from Farmington Hills Ice Arena shall be considered out of town.

Windsor is considered local, but Sarnia and Chatham are considered out of town.

Any multi-day event, whether identified as a tournament, showcase, festival or jamboree shall be treated as a tournament for the purpose of this rule. Overnight stays in conjunction with league games do not count against the tournament maximum. A single overnight stay in conjunction with one or more non-league games is allowed during a season; Two overnight stays will be considered one out of town tournament.

Occasionally, local tournament directors offer reduced cost entry as a means of filling a division. LCFH teams may participate in one (1) additional local tournament, if offered for 50% entry fee or less.

Exceptions to this policy must be approved, in advance, by the Board of Directors. Factors to be considered may include competitive balance, quality and quantity of local competition, cost, fundraising and parent/family input.

For reference:

FHIA to Munn Ice Arena in East Lansing is 68 miles, per Google Maps. Sarnia and Chatham, ON are both approximately 80 miles.

Coach Evaluation Forms

Coach evaluation forms can be found on our website, here:

<https://lch.littlecaesarshockey.com/parents-corner>

House Draft Procedure

1. Each house division must hold a draft that complies with MAHA Annual Guide (iv.j.5, pg. 20 – 21). The House Director or his/her Appointee, i.e. Division Governor will run the draft. The LCFH shall invite MAHA to send a representative to each division draft. The only representative that may be present from each team is the head coach.

2. Only registered players may be drafted. Unless excused by the Division Governor, only players who have participated in the on-ice evaluation may be drafted. Players may only be excused from the on-ice evaluations if they have a medical excuse from their physician. Allowing participation of that player in the draft shall be at the sole discretion of the Division Governor. The Governor's decision may be appealed to the Board of Directors.

2.a LCFH House registration shall be open to returning players and Hockey! Hockey! (Learn to Play) participants and their siblings for a period of two weeks, prior to general (new) registration. In the event that an age group is oversubscribed, new registrations which are inadvertently accepted prior to the expiration of the two week period, will be placed after those correctly registered during that timeframe.

3. The maximum number of players at the Squirt level shall be 16 total; at PeeWee and Bantam shall be 15 skaters plus 2 goalies; and at Midget shall be 18 skaters plus 2 goalies. Requests to increase the roster size can be made by the head coach, and must be approved by the BoD. The BoD has discretion to determine the number of teams based on registrations, available coaches, and available ice.

4. In accordance with the LCFH's philosophy that education and religion outweighs athletic involvement, a player may make a rescheduling request regarding only an educational or religious conflict. The request must be made in writing to the Division Governor prior to the evaluation. The Governor shall attempt to accommodate the request, if possible.

5. Request to play in a higher division. Any request by a player to play in a division in which the player is not yet old enough to qualify by age, must be made to the House Director. Players must be evaluated in the top 1/3 of the upper age group and there must be room in that upper age group to allow the player to play up. For the evaluation skate, the player will skate with both his assigned age group and the upper age group.

6. At the draft, the teams will draw numbers to determine placement in the draft rotation. The team who draws the 1st pick shall be given the option to draft first in either the skater draft or the goalie draft. Whatever choice is made that team shall be given the inverse pick in the other position draft. The only exception to this is when a protected player is either a goalie or is rated in the 1st round. In this instance the team shall be assigned the pick that corresponds to the protected players rating and shall receive the inverse pick in the other position draft. Each round shall be selected in inverse order. For example: In a ten team division, the team which selects the first player in the first round, shall select the tenth player in the second round, and the first player in the third round. This procedure will follow until all evaluated players have been selected. Note: All players registered for the draft must be placed on a team.

7. Sandbagging rule. To prevent sandbagging, the first round selections of the draft shall be limited to three times the number of teams in the division. For example, in a three-team division, players rated 1-9 shall be available in the first round. The window of player availability shall move down the list for each draft selection. For example, for the sixth pick of the first round, players rated 1-14 shall be available.

8. Protected players. Only the head coach's child or children will be protected in the draft. Those player(s) shall be assigned to the draft round according to their rating. For example, in a three-team division, if the child were rated 11th overall, he or she would be the team's fourth round pick. Protecting more than this one allowed player is not acceptable.

9. Sibling rule. Siblings shall be placed on the same team unless the parents or guardians request otherwise. The sibling of a drafted player will be assigned as the draft pick for the round according to their rating. If that round has already taken place, then the sibling would be assigned as the pick in the next available round. For example, in a three-team division, if the sibling's ratings are #5 and #19 overall, and the first picked in the second round, the second sibling would be the team's seventh round pick. If that pick is already taken (i.e. a protected pick), the sibling would become the team's eighth round pick.

10. The draft procedure for goalies will be:

a. Mini Mite and Mite division goalies will not be identified.

b. Squirt, Pee Wee, Bantam and Midget division goalies will be identified and drafted in a separate draft from skaters.

11. Players, who have not been rated but have been approved for draft eligibility, shall be placed on teams using a blind draw.

12. During the course of evaluations, if it is determined that a player will be unable to fully participate in the sport at their age level, the player will be declared ineligible for the draft. This decision requires the recommendation of the Evaluation Team and approved by the Division Governor. The rule will be strictly enforced, especially in the divisions where checking is allowed in order to prevent injury to the child. Players not placed in the draft will be provided an option to attend a Clinic program.

13. There are absolutely no trades allowed. All players must play on the team on which they are drafted. Any player who refuses to play on that team, shall not play in the House Division and shall not receive a refund of their registration fee.

14. Registered wait list players will be placed on the team with the first available space with the approval of the House Director.