



Copper Country Junior Hockey Association Handbook

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Preface

The CCJHA Board of Directors presents these guidelines, which are intended to direct our children's program, but adults must implement them if they are to influence youth hockey. Coaches, parents, administrators, and rink personnel must all do their part to ensure that the [USA Hockey/Michigan Amateur Hockey Association \(MAHA\)](#) philosophy and the guidelines are upheld.

Mission

The Copper Country Junior Hockey Association's mission is to provide Copper Country youth hockey players the opportunity to develop to their highest individual potential by providing a safe, fun, and competitive atmosphere that fosters skill development, sportsmanship, and teamwork.

Michigan Amateur Hockey Association (MAHA)

Copper Country Junior Hockey Association is a member of District 8 of the Michigan Amateur Hockey Association (MAHA) and plays in the Michigan State Tournament upon qualification.

Code of Conduct

The CCJHA has adopted the [MAHA Code of Conduct](#), which follows.

For Parents

Do not force your children to participate in sports but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.

- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat and emphasize the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport.
- Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey, and volunteer.

For Players

- Play for fun.
- Work hard to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship, and discipline.
- Be on time.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, teammates, parents, opponents, and officials.
- Never argue with an official's decision.

For Spectators

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be on alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches, and officials.
- Be supportive after the game, win or lose. Recognize good effort, teamwork, and sportsmanship.

For Coaches

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; allow all players to improve their skills, gain confidence, and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great – to love the game is greater.

For Game Officials

- Act in a professional and businesslike manner always and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations, and their proper application.
- Remember that officials are teachers. Set a good example.
- Make your calls with quiet confidence, never with arrogance.
- Manage and help to control games in cooperation with the coaches to provide a positive and safe experience for all participants.
- Violence must never be tolerated.
- Always be fair and impartial.
- Answer all reasonable questions and requests.
- Adopt a "zero tolerance" attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach or parent.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.

- Never openly criticize a coach, player, or fellow official.
- Keep your emotions under control.
- Use only USA Hockey-approved officiating techniques and policies.
- Maintain your health through a physical conditioning program.
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his/her critique of your performance.

For Administrators

- Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced.
- Support programs that train and educate players, coaches, parents, officials, and volunteers.
- Promote and publicize your programs; seek out financial support when possible.
- Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
- Work to provide programs that promote fairness to participants and foster fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Encourage coaches and officials to attend USA Hockey clinics and advise your board members of the necessity for their training sessions.
- Make every possible attempt to provide everyone, regardless of skill level, with a place to play.
- Read and be familiar with the contents of the *USA Hockey Annual Guide* and USA Hockey's official playing rules.
- Develop other administrators to advance to positions in your association, perhaps even your own.

Zero Tolerance Policy

USA Hockey is committed to creating a safe and fair environment for all participants. Respect for the game, the opponents, coaches and officials, is a critical part of the environment that is created. This Zero Tolerance Policy summarizes required actions to be taken when violations occur.

All players, coaches, officials, team officials and administrators and parents/spectators are required to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all USA Hockey participants and spectators.

Players

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

- Openly disputes or argues any decision by an official.
- Taunts or incites an opponent.
- Visually creates a disturbance during the game.

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

Coaches

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

- Openly disputes or argues any decision by an official.
- Uses obscene, profane or abusive language to anyone at any time.
- Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.
- Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

In addition, any player/coach who uses language that is hateful or discriminatory in nature anywhere in the rink before, during or after the game shall be penalized under Rule 601(e.3) resulting in a match penalty. Such behavior is reprehensible and has absolutely no place in our game. The offender shall be immediately suspended until a hearing is conducted by the governing USA Hockey Affiliate or Junior League.

Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as “baiting” or inciting players or coaches are strictly prohibited.

Officials are strongly encouraged to introduce themselves to the coaches prior to the game to establish a basis of mutual respect and to facilitate/define in-game communication.

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind

Parents/Spectators

Parents are expected to be a positive role model by treating all players, coaches, officials and fellow spectators with respect and support.

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

- Use of obscene, profane or abusive language to anyone at any time.
- Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
- Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

USA Hockey strongly recommends that each local youth hockey registered team designate a volunteer to serve as a parent/spectator monitor during all team games. This monitor will, ideally, address inappropriate spectator behavior prior to the situation escalating to the point it has an impact on the game. This designated monitor shall have the full support of the youth hockey association and the arena management to remove any spectator in violation of the Zero Tolerance Policy.

Administrators

Administrators are the key to building a positive, growing and safe USA Hockey community. Create a culture that is:

- Welcoming
- Protected
- Respected
- Connected
- Valued

Administrators are responsible for enforcing the rules and policies established and approved by USA Hockey, their Affiliate, and their Association or Club. This includes taking disciplinary action, as deemed appropriate, towards any parent/spectator removed from a game because of a violation of the Zero Tolerance Policy.

Grievance Procedure

1. It is recommended that there should be a 24 hour “cooling off” period before any grievance is formally filed.
2. If the waiting period has been met, contact can be made with the respective coach or parent(s) for the purpose of trying to resolve the dispute.
3. If the dispute cannot be resolved, a formal complaint can be submitted in writing to any CCJHA Board member.
4. The respective board member will then bring the complaint to the next regularly scheduled CCJHA Board meeting for review by the entire Board. The CCJHA Board will investigate and discuss the complaint. This may require interviewing various participants as well as the person filing the complaint.
5. The CCJHA Board is responsible for reaching a decision in a timely manner regarding any potential disciplinary action.
6. A letter will be issued to all persons involved in the complaint documenting the resolution decided upon by the CCJHA Board. All decisions reached by the CCJHA Board are final.

League Policy Violations

Violations of the policies will be brought to the attention of the Association through the following process:

1. Players and/or parents contact the coach to directly resolve the problem.
2. Parents contact the Division Coordinator.
3. Division Coordinator may contact the Coaching Director for assistance. If the issue remains unresolved, the Sportsmanship Committee will meet with all parties.

Team Selection

The CCJHA Board of Directors has adopted the following set of procedures for the selection of players for team rosters. The primary intent of these procedures is to strengthen and improve this area of the junior hockey program and to satisfy USA Hockey and MAHA regulations. It is the wish of the CCJHA Board of Directors that everyone involved in player selections act in good faith relative to this intent.

- Team rosters are certified by the USA Hockey District Associate Registrar.
- Coaches will be approved by the CCJHA Board for each division. Coaches must be credentialed according to USA Hockey policy.
- Teams will be reduced to final rosters prior to December 31 of the current season, in accordance with MAHA Bylaws.

Class A/AA (Travel Teams)

- Players for Class A/AA team rosters will be selected after tryouts by the coaches concerned or their appointed representatives.
- Each Class A/AA team roster will be selected prior to the selection of Class B team rosters in their respective divisions.
- A maximum of 20 players (18 skaters and 2 goalies) may be selected initially for each Class A/AA team. Each team must roster a minimum of 11 players.

Class B (House/Recreational League)

- Player selections for Class B teams will be made after initial selections for Class A/AA teams in the respective divisions.
- Each team will roster a minimum of 11 players (this does not apply to 8U teams). Every effort will be made not to exceed 14 players per team, depending upon the number of players available.
- Class B Division Coordinators and coaches in their respective divisions will grade each player according to their ability.

- Players will be evaluated with a numerical rating system during scheduled divisional evaluation sessions. Each coach will bring their completed evaluation forms to the draft to negotiate ratings and player placement.

House League Draft Procedure

Divisional team drafts will be held with Head Coaches, Division Coordinator, and at least one impartial board member present.

1. Divisional team drafts will be scheduled by the Program Director.
2. Players will be assigned to teams to achieve an equitable distribution of talent among the various teams.
3. Goaltenders will be placed on teams in reverse order of the highest evaluated player picked. Agreement by all coaches regarding team equalization is necessary before proceeding to next step.
4. After teams are drafted, head coaches will be drawn via a blind drawing. Trades for equal ability will be made to place the child/children of the head coach and one assistant coach on their team.
5. Players who register after the selection of team rosters will be assigned to teams by the Division Coordinator after consulting with the coaches and an impartial Board member. Any players registered after December 31 will not be eligible to participate in District/State playoffs, per MAHA/USA Hockey rules.
6. Children of sponsors will be placed on the team sponsored by their families upon request, providing the child is in the same division as the team. Teams will be adjusted in the same manner as for children of coaches.

8U Division Classifications

- **White Division** - For second-year advanced skills players and/or intermediate skills players from either year.
- **Blue Division** – Mixed-year players of intermediate skill level or new players to the game.

Co-op Teams

Based on demand and available resources, CCJHA partners with other area associations for co-op teams. These teams will have a separate sub-board with equal representation from each association participating in the co-op. This sub-board will oversee registrations and drafts and report in writing to the District Council.

Other Teams

- At least 2 skates for open tryouts as required.
- CCJHA's name can only be used as approved by the Board of Directors.
- Teams must be self-funded.
- All coaches must be board approved.
- Teams utilize USA Hockey rules for certified coaches, locker room monitors and rules, rosters, etc.
- Must utilize regular MAHA rostering procedure with CCJHA registrar, at least 21 calendar days before the first game.

Player Movement Between Teams

Player exchanges between Class A/AA, and Class B teams within a division are permitted after the initial selection of players and prior to December 31 of the current season

All player exchanges must be recommended by the Division Coordinators and involved coaches and approved by the CCJHA Board of Directors.

Player Movement Between Divisions

Player move-ups to a higher division, i.e., exchanges from A to AA or AA to A, A to B or B to A, B to AA or AA to B, will be considered at the discretion of the CCJHA Board.

1. The Coaching Director and Division Coordinator will present their request to the board for consideration.
2. If approved, the Board will contact the player's parents for permission. No parent requests will be accepted.

All goaltenders move-ups will be considered on a case-by-case basis. CCJHA will align their decisions to be compliant with USA Hockey/MAHA policies.

Playing the Game

The CCJHA Board of Directors has adopted the following set of regulations for the purpose of maintaining a fair and smoothly running program.

Equal Ice Time Policy

It is the policy of the Board of Directors of CCJHA that all players receive equal ice time while participating in all CCJHA-sanctioned Class B (House League) games and practices. This includes tournaments, playdowns, playoffs and championship games.

This is not stopwatch accuracy. For example, defensemen may play 50% of a game while forwards may play 30%. If a team has five players on the bench, the coach should not be double-shifting players.

Division Coordinators will supervise their respective divisions to make sure that each coach is trying to give every player a fair opportunity to play.

For all House League games in the 8U and 10U divisions, the equal ice time policy will be applied for all three periods.

For all House League games in 12U, 14U, 16/18U, and Girls divisions, the equal ice time policy will be applied during the first two periods. During the 3rd period, ice time is left to the coach's discretion.

Travel teams are not required to follow the equal ice time policy, although the Board recommends that they do.

Game Duration and Management

- **All CCJHA-sanctioned games must be scheduled by the Program Director.**
- All CCJHA games shall take place within the scheduled ice session. Practices and games starting late will not be extended into the next scheduled ice period.
- Any team not fielding one full line of players at the start of a scheduled time shall lose the game by forfeit. However, ice time should be used by both teams.
- Coaches, game officials, and supervisory personnel shall be responsible for the starting and concluding of practices and games within the scheduled time slot.
- Clock Operator and Scorekeeper will be supplied by the Home Team.
- A coach playing an ineligible player shall forfeit all games said player played in and shall be brought before the Division Coordinator for explanation for using said player. The designated head coach will be subject to MAHA disciplinary action.

Pre-game warmup

All teams – A three-minute warm up will be put on the clock and started at the beginning of each game's scheduled ice time.

Period Length

Age Division	Class	Period Length	Total Ice Time Slot
6U	-	Typically, 20 min periods, clock stops every 2 minutes	60 minutes
8U – ADM Program	-	2 games, 3 – 10-minute periods per game, clock stops every two minutes	90 minutes
10U	B/A/AA	10UB/10UA - 12-minute stop time periods	60 minutes
12U	B/A/AA	15-minute stop time periods	75 minutes
14U	B/A/AA	17-minute stop time periods. Flood after 2 nd period	90 minutes
16/18U	BB	17-minute stop time periods. Flood after 2 nd period	90 minutes
19U Girls		17-minute stop time periods. Flood after 2 nd period	90 minutes
CUPL/NIHL	Teams participating in NIHL or CUPL games will follow time requirements as stated in the respective leagues' guidelines.		

The 3rd period is determined by clock time left in the ice session, regardless of whether the period will end on time. **The game officials (on- and off-ice) and home coach are responsible for adjusting the timing procedures during a game.** The coaches of the teams playing should be advised of these adjustments. This applies to all divisions, house and travel.

Game Termination

The game shall be deemed terminated when:

- The time as indicated on the game clock runs to completion prior to the time allotted by the schedule, or
- The time allotted by the schedule has been consumed irrespective of the time remaining on the game clock.

Coaches and their teams are allowed to use the remainder of their scheduled ice time after their game is completed for practice or controlled scrimmages (without officials).

Central Upper Peninsula League (CUPL)

The Program Director will set the CUPL schedule at the annual League meeting at the beginning of the season. If a team is unavailable for a scheduled series, the coach must notify the Scheduler as soon as possible so that alternate arrangements can be made.

If a team is a no-show for a CUPL series, that team will be responsible for the missed game penalty fee imposed by the CUPL.

Tournaments/Special Events

Invitationals

All tournaments must be sanctioned by MAHA and/or USA Hockey. International play will be in accordance with USA Hockey rules (refer to International Operating Procedures in the current USA Hockey Guidebook).

All tournaments must be ultimately approved by the CCJHA Board. For scheduling purposes, tournament requests must be submitted to the Program Director no less than four (4) weeks prior to the tournament date.

All tournament travel will be at the team's own expense. For House teams, participation in invitational tournaments is limited to two (2) invitational tournaments outside of Houghton and Baraga Counties per season, per team.

District and State Playoffs

CCJHA will send a division representative at each age division to compete in the MAHA Regional or District 8 Tournament. When two or more teams exist in an age division, the team will be determined by a playoff. These games will be scheduled by the Program Director/Scheduler.

Determining Team Representative

Each team will play two games against the other teams in the division – one home, one away. The winner will be determined by points, which will be awarded as follows:

- 2 points = Win
- 1 point = Tie
- 0 points = Loss

In the case of a tie between two teams, the tiebreaker will be as follows:

1. Head-to-Head
2. Goal Differential in Head-to-Head games

CCJHA will pay District, Regional, and State tournament entry fee for any CCJHA team eligible to participate in those tournaments. The team is responsible for the gate fee, if applicable.

Substitute Goalies

A team participating in a Class "A/AA" or "B" district playdown, MAHA District 8 playdowns and State tournaments may pick up a substitute goalie from its own league or association age classification. The substitute goalie may be used only in case of injury to the regular goaltender. The substitute goalie must be released from his/her team, and the team carrying the substitute goalie must have a signed release for him/her from his/her regular team. See MAHA website page [State Playoffs](#) for more information.

Jim Markham Memorial Hockey Saturday

CCJHA game times for Jim Markham Memorial Hockey Saturday games will be in accordance with [MAHA Guidebook, Section XII Rules and Regulations for State Playoffs, section K](#). Period length, overtime, rest times, and resurfacing will also follow these guidelines.

The Costs of Playing Hockey

Entry Fees/Fundraising

The goal of the CCJHA is to provide the best program at the most reasonable cost to its participants. We are a 501(c)(3) non-profit organization and revenues received come from registration fees, team fees, fundraisers, sponsorship, tournaments, and grants. To control costs and maintain reasonable and affordable registration fees, the CCJHA relies on volunteers to help put on tournaments, fundraisers, and help with the everyday tasks of keeping the organization running smoothly.

From time to time, teams may wish to engage in additional fundraising for special events, e.g., costs for attending a state tournament. Any team wishing to fundraise under CCJHA must get approval from the Board of Directors. Individual teams, team members, or coaches SHALL NOT solicit sponsors for money.

Scholarships

The CCJHA offers scholarships to assist with hockey registration costs for families experiencing financial hardship. There is a good faith minimum \$50 payment required at the time of registration. Any remaining registration cost after scholarships have been awarded must be paid by January 31st. The Scholarship committee reviews all applications and makes recommendations to the Board of Directors for approval. [Contact the Board of Directors](#) for more information.

Refunds

Refunding of registration fees for CCJHA players will be handled on a case-by-case basis approved by the CCJHA Board. Individual cases will be reviewed by the Finance Committee and presented to the Board at monthly meetings.

CCJHA will refund registration fees for the following circumstances:

Division	Reason	Refund
6U, 8U	6U and 8U players who decide to cease playing hockey within the first two weeks of the season.	Notification of leaving CCJHA must be received in writing within two weeks of season commencement.
14U, 16U/18U, Girls	Player intends to try out for high school team.	Thirty-percent (30%) of registration costs will be required at the time of registration. If player makes the high school team, then no other payment is required. If player does not make the high school team, then payment in full will be required by December 31.
10U, 12U,14U, 16U/18U, Girls	Player intends to play on AAA team	Thirty-percent (30%) of registration costs will be required at the time of registration. If player remains within CCJHA, then full payment will be required by December 31.
All age divisions	Injury or illness that results in the player being unable to play for the remainder of the season	Refund will be pro-rated based on ice time utilized.
All age divisions	Player's family relocates out of area and can no longer play for CCJHA	Refund will be pro-rated based on ice time utilized.

Supervision of CCJHA Activities

Who Is Allowed on the Ice

Only USA Hockey registered players are allowed on the ice. Non-CCJHA registered, non-rostered players are not allowed on the ice. A process for registration and payment can be created per coach request and CCJHA Board approval on a case by case basis.

Coaching Director

The Coaching Director assists in conveying current coaching information to the coaching staff and monitors the coaches' compliance with coaching education requirements.

Division Coordinators

A coordinator for each division is selected with the approval of the Board of Directors.

Duties

- Recruiting of coaches for divisional teams.
- Approving player exchanges.

- With the coaches, the coordinator organizes the divisional skates where players are rated. Coordinator distributes evaluation forms to coaches/evaluators.
- Works with coaches to draft teams.
- Notifies teams of play-down and/or playoff procedures.
- Monitors equal ice time policy (see Equal Ice Time Policy)
- Investigates any complaints regarding violation of policies and attends Sportsmanship Committee meetings when their division is involved.

Coaches

All coaches are approved by the Board of Directors. Coaches must attend a USA Hockey clinic and become certified as stated in the USA Hockey Annual Guide. Coaches must be properly credentialed according to USA Hockey level and age-specific modules.

Head Coach – Responsibilities and Duties

Each team is required to identify a Head Coach on their roster. This individual is responsible for:

- Ensuring that the “Team Book” throughout the season, to be presented for **Credential Check** prior to the Regional/District Tournament. It must include:
 - USA Hockey Team Roster (Form 1T)
 - Game Log
 - Printed copies of scoresheets from Gamesheets and any paper scoresheets used during the season.
- Creating an account with Gamesheet so that game reports can be sent to them directly, and monitoring and printing those reports for the Team Book.
- Regularly checking the official USA Hockey Team Roster Report for any player discrepancies or staff with expiring/expired credentials.
- Coaches of teams using CCJHA ice time shall be responsible for the supervision of skaters on the ice and maintaining discipline on the bench and in the locker room. The only persons allowed on the ice are rostered players, certified coaches of the respective teams, and individuals approved by the CCJHA Board of Directors.
- Ensure that a minimum of two coaches, team manager, or approved locker room monitors are in the locker room for each game or practice and that those individuals have USA Hockey background screening, SafeSport training, and re approved by the CCJHA Board of Directors.
- Coaches have the right to bench players for unexcused practice/game absences and/or disciplinary reasons. Benching will be for a shift, period or game, depending on the infraction and/or occurrence of offense. Coaches should be notified of practice/game absences prior to scheduled ice time.

- Coaches shall be responsible for keeping all skaters off the ice during periods scheduled for resurfacing. **No one shall go on the ice before the Zamboni door closes. For games, no player is allowed on the ice until the officials are present.**
- **No games or practices are scheduled without prior consent or the Program Director/Scheduler.** The CCJHA does not assume financial responsibility for games and practices which have not been scheduled and approved by the Program Director. Ice fees and any other fines assessed by a league will be paid by the team.

Team Manager

Team Manager is typically the person responsible for arranging travel accommodations for tournaments, be it securing hotel blocks, helping the coaches research tournaments, collecting fundraising and picture order forms, etc.

The Team Manager acts as an administrative assistant to the head coach and to facilitate communications between coaches, parents, and the CCJHA Board, if applicable. The team manager can also be the custodian of team documents and the coordinator of events and travel for the team.

Team Managers are involved in off-ice activities including:

- Facilitating communications between parents and coaches
- Making team travel arrangements (hotels)
- Being the Point of Contact for events such as fundraisers, team photos, etc.

As the Team Manager, you take on the operational aspects of the team, allowing the coach to focus on player development and on-ice instruction. Communications is the key. Make sure all pertinent information is provided to parents and coaches in a timely manner.

Each team is required to have a Team Manager listed on their official USA Hockey roster.

To be placed on the roster, all managers must have:

- Current USA Hockey Membership
- Current USA Hockey SafeSport certification
- Current USA Hockey background screening, valid for two years

Locker Room Monitor

In USA Hockey, a Locker Room Monitor is a USA Hockey registered, background screened, and SafeSport-trained adult who is responsible for supervising the locker room during all team events to ensure a safe and positive environment for players. This role is crucial for upholding the [USA Hockey Safe Sport Program](#).

The primary goal of a Locker Room Monitor is to prevent, reduce, and eliminate adverse and harmful behavior within the locker room.

Responsibilities include:

- Monitoring the locker room during practices, games, and other team events
- Reporting any observed instances of physical abuse, emotional abuse, bullying, threats, harassment, sexual harassment, hazing, or unauthorized use of electronic devices, according to CCJHA's Locker Room Policy.
- The monitor can be located either inside the locker room or just outside the door, but they should be within earshot and regularly check in.
- A locker room monitor, coach or team manager should be the last person to leave the locker room.

Each team is required to have at least two locker room monitors listed on their official USA Hockey roster. This policy ensures that there is always at least one screened adult present when players are in the locker room, providing a safe space and helping to prevent misconduct.

More information can be read at: [Locker Rooms: Monitoring and Supervision](#)

Games Records

Game Log

All teams in the "A/AA" or "B" classification entering in the State Play-Offs must have a game log showing all games they have played. This includes games played in tournaments, not to exceed the maximum number of games that can be counted per MAHA guidelines). A game log form shall be given to each coach at the start of each season or can be found in the Coaching Resources section of the CCJHA website.

Each coach should access the current USA Hockey Annual Guide and a MAHA Handbook and MAHA District Handbook online to determine all applicable rules and necessary documents for play in a district play down, district and/or state tournament.

Uniforms

Head Coaches are responsible for picking up, distributing, and returning all uniforms and equipment borrowed from the CCJHA. Coaches are urged to collect uniforms immediately after the last game or practice of the season. A turn-in date will be set and announced to all coaches.

All jerseys must be collected and washed prior to the turn-in date. All equipment must be returned on the specified date unless prior arrangements have been made with the Equipment Manager.

Scoresheets

Gamesheet

As an affiliate of MAHA, CCJHA uses [Gamesheet](#) as the default scoring method for games.

The process is as follows:

1. Preseason: MAHA teams are loaded into the system by the MAHA Gamesheet Administrator.
2. The Program Director loads the schedule into Gamesheet.
3. Prior to each game, the home team is responsible for acquiring the scoring device (iPad), loading the game from the schedule, and making sure both teams rosters are correct. All coaches on the bench must sign as they are permitted.
4. The scorekeeper assigned to the game is responsible for adding officials to the game, scoring, and obtaining all required signatures before locking and uploading the game details to Gamesheet.
5. Team staff who have registered with Gamesheet will receive an email with a link to view and download the scoresheet.

Paper scoresheets

The home team Head Coach/Scorekeeper is responsible for making sure both rosters are listed correctly on the sheet, along with obtaining the coach signatures.

At the conclusion of the game, the Scorekeeper will have the game officials verify the scoresheet and sign. This must be done before the duplicate copies are distributed to coaches.

- The top (white) sheet must be returned to the Official's Room(s) to be collected by the Association.
- The home and away copies go to the respective coaches.

Teams participating in leagues, such as NIHL or CUPL, must follow the procedures for scoresheets. The white copy must remain in the Officials' Room(s) for the Association records. Obtaining scoresheets for out-of-town games is the responsibility of the head coach.

For more information on Gamesheet functionality, please visit our website under Resources for Coaches - [Gamesheet](#).

Association Awards

The CCJHA recognizes outstanding achievement within our organization. There is an open nomination process and voting for the following, awarded at the conclusion of the season:

- Leo Durocher Memorial Coach of the Year
- Glenn Peterson Memorial Assistant Coach/Volunteer of the Year
- Pat Campioni Sponsor of the Year
- Earl and Eva Grandchamp Memorial Volunteer of the Year
- Kittie Loukus Referee of the Year

Individual Player Achievement Awards

Hat Trick, Zero Awards and Playmaker patches will be awarded to those who earn them during the season. A copy of the game scoresheet must be attached to the Award sheet ([MAHA Form MD-4](#)) and given to the Division Coordinator by the end of the season for players to be eligible for patches at the Association's awards presentation. There is a limit of one of each award (Hat Trick, Playmaker, and Zero) per player per season.

In addition, each team's coaching staff will select one player per team for the following awards:

- Dave Wiitanen Award, Most Improved Player
- Thatcher Markham Memorial Award, Most Valuable Defenseman
- Joey Becia Award, Sportsmanship

Parents/Guardians' Responsibilities

Parents are responsible for:

- Making sure their player has the proper and required equipment for each practice and/or game.
- Uniform care — all game jerseys and supplied by the Association should be washed in COLD water and AIR dried. Parents should not alter the game jerseys in any way, e.g., tailoring or applying custom appliques or patches that are not approved by the CCJHA. Please do not use bleach on any part of the uniform, including the socks. Game jerseys are to be worn for CCJHA games only and not as a practice jersey.
- All game uniforms and socks (if applicable) must be returned at the end of the season. Families will be charged a replacement fee for jerseys that are lost or damaged beyond repair.

Dressing a Hockey Player - Required Protective Equipment

(Also refer to [Rule 304, USA Hockey Rulebook](#))

Regardless of a hockey parent's income, it can be difficult to resist the urge to buy your child's hockey equipment a size or two too big and allow them to grow into the product. In hockey, a fashionable fit is

not as important as a functional one. Function is not achieved without proper fit. In other words, the right fit is for your child's own protection.

Protective pads that are too big can move out of position during contact, exposing to injury the various body parts they were meant to protect. If a shoulder pad moves during a check into the boards, a knee pad slides just before being hit by a slap shot or an elbow pad slides prior to a fall to the ice, odds of an injury increase. Proper fitting equipment can help prevent those injuries, not to mention the fact that it helps players perform better.

For the safety of those involved, it is necessary for all participants to wear protective gear to reduce the likelihood of injury.

The presence of a hockey stick or puck on the ice requires that all persons on the ice be wearing protective gear. This gear will consist of, but is not limited to, a safety-certified helmet with mask and attached mouth guard (12U and above), hockey pants, supporter and cup or pelvic protector, shin pads, elbow pads, shoulder pads, and hockey gloves and neck guard. The only persons excluded from this rule are game officials and coaches.

At the end of each hockey season, all borrowed equipment must be returned to the Equipment Manager.

Goalie equipment, consisting of a chest protector, gloves and leg pads, will be made available for use for development levels and U10, if available. CCJHA provides goalie equipment as inventory allows.

All damaged (beyond reasonable wear and tear) and non-returned items will be the responsibility of the skater/borrower.

CCJHA owned equipment may be available for rent for leagues formed outside of the regular season, such as spring, summer, or clinics, whether they are organized within the CCJHA or outside of CCJHA.

Skaters

- Wear an undershirt. This could be a hockey or athletic-specific top or an old t-shirt! As the players get older, they will become quite sweaty.
- Put the athletic cup (boys) or pelvic protector (girls) on. Some younger players wear sweatpants underneath their equipment, which is optional.
- Velcro shorts/pants. You will probably have to help for a while, as these can be tricky especially in the back.
- Shin pads. These are usually held up with four Velcro straps or tape
- Socks (for over the shin pads) - suggest one pair for games and one pair for practice
- Hockey pants
- Skates. Parents will probably have to help tie them until 10U. (Please do not expect the coach to help, as he or she will have a lot of pairs to tie.)
- Shoulder pads
- Elbow pads
- Jersey

- Neck laceration protection (neck guard)
- Required by USA Hockey as of August 1, 2024
- Hockey Helmet
- Mouth guard
- Hockey Gloves
- Hockey Stick

Goalies

- Athletic cup/pelvic protector
- Garter belt and socks or sweatpants
- Goalie pants/Breezers
- Skates – goalies skates are highly recommended above 10U level
- Leg Pads
- Chest protector/arm protector
- Jersey
- Goalie helmet with neck shield or neck protector
- Mouth guard
- Glove and blocker
- Goalie stick

Suggestions for New Hockey Parents

- Try dressing the child at home as a "dry-run" first. This will give you an idea how much time you will require.
- Have the child go to the bathroom before they begin dressing.
- Teach your player to get into the habit, about a half-hour before you leave for each game or practice to double check that all the equipment is there. If you have other siblings playing, equipment periodically gets shared but not returned.
- Teach them to double check the locker room for equipment before they leave.
- Younger players can wear light clothing under their hockey equipment. Do not put too many layers of clothes on the kids.
- Every child is different, and what works for another child may not work for them. If you have any questions, please don't hesitate to ask another parent for advice; we've all been there!

USA Hockey SafeSport

The safety of its participants is of paramount importance to USA Hockey. USA Hockey SafeSport is the organization's program related to on and off-ice safety.

USA Hockey has long had systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players, and spectators. The USA Hockey SafeSport Handbook is intended to update and collect USA Hockey's various policies to protect its participants from all types of misconduct and abuse.

USA Hockey has **ZERO TOLERANCE** for abuse and misconduct.

This SafeSport Handbook includes the various Policies that apply to all USA Hockey Member Programs. Those Policies address:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying, Threats, and Harassment
- Hazing

The Policies also address areas where misconduct can occur and are intended to reduce the risk of potential abuse, including:

- Locker Room Policy ([View CCJHA's Locker Room Policy](#))
- Electronic Communications Policy
- Travel Policy
- Billeting Policy

In addition to Policies, the SafeSport Handbook includes information about the available and required Training of USA Hockey and its Member Programs' employees, volunteers, administrators, coaches, parents, and players on recognizing and reducing circumstances for potential abuse to occur; information on USA Hockey's Screening and Background Check Program; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey and its Member Programs should respond to allegations of abuse and misconduct; and how USA Hockey and its Member Programs will Monitor and Supervise the SafeSport Program to help ensure its effectiveness.

By combining all these elements into a comprehensive SafeSport Program, USA Hockey intends to create the safest possible environment for participation in hockey.

The CCJHA recommends parents complete the USA Hockey [SafeSport Program training module](#).

Additional USA Hockey/MAHA Rules

The USA Hockey/MAHA rules presented in this handbook are by no means inclusive. Please refer to the current season's USA Hockey Annual Guidebook, MAHA Annual Guide and/or the USA Hockey Official Playing Rules for complete information.



Sportsmanship Agreement

Players and parents will be asked to agree to the following agreement as part of registration as well as a Player's Code of Conduct and a Parent's Code of Conduct.

We agree:

- That it is a privilege, not a right, for our child to play youth hockey.
- That sportsmanship and fair play are essential to the sport of hockey.
- That sportsmanship and fair play are the most important skills that our child can possibly learn from youth hockey.
- Because children learn by example, parents and coaches need to exemplify the highest level of sportsmanship and fair play. It's a game for the youth.
- Because I represent my family, community and team, I abide by the above policies, rules and guidelines whether in season or not. I understand that conduct unbecoming a member of this association may subject me to the following:
 - Verbal warning by the CCJHA Board and/or coaching staff advising next steps and potential consequences
 - Written warning by the CCJHA Board and/or coaching staff advising next steps and potential consequences
 - Immediate ejection and possible suspension from association events, which may be determined by the coach or Board members as necessary. This could take the form of a game, multiple games and/or an entire season.

Therefore, we agree as follows:

- **Sportsmanship** – That we will dedicate ourselves to serve as good examples of sportsmanship and fair play in all our dealings with coaches, referees, and others associated with youth hockey.
- **Officials** – That, recognizing no one is perfect, we will refrain from vocal criticism of game officials and trying to influence a call during the game and, instead, will use only the formal process established by CCJHA to voice our criticism in a constructive way on officiating issues.
- **Grievances** – That we do hereby agree to follow the Rules of USA Hockey, MAHA, District 8, and CCJHA, and to abide by the Grievance Procedures of the CCJHA.

We agree to honor the rulings of the Grievance Boards of said associations. We specifically recognize that the sanctions that can be imposed against us include being restricted from

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participation as a spectator. We recognize our child may be restricted from participation in hockey events for their misconduct and/or for our misconduct as parents.

CCJHA Code of Conduct

The CCJHA Code of Conduct expressly includes the following:

- No swearing or abusive language on the bench, in the rink, or at any team function.
- No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
- Anyone who receives a penalty will skate directly to the penalty box.
- Fighting will not be tolerated.
- There will be no drinking, smoking, vaping, chewing of tobacco, or use of illegal substances by players.
- I will conduct myself in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during any team function.
- Destruction of property will not be tolerated.

Players who violate the Code of Conduct will be required to meet, along with their parents, with the Sportsmanship Committee.

It is the goal of the CCJHA to provide all participants (players, coaches, and parents) with the highest level of personal productivity. Coaches and parents should set a positive example of sportsmanship and good conduct and, in general, be a credit to the CCJHA and our community.

The head coach is the person recognized as having responsibility for the team. The coach is not required to bend to parental pressure, but shall be available to discuss any situation with the players and/or parents, **keeping in mind their responsibility is to coach the whole team and not any one individual**. A coach shall have the flexibility to reduce a player's ice time to solve a disciplinary problem if it is in the best interest of the team.

If there is a situation needing to go before the CCJHA Sportsmanship Committee, the details of the incident will be shared with the committee, and a conversation will be had with the player and their family. There is a staged disciplinary outcome that could be implemented based on the severity of the incident and the player's history of related or unrelated events. CCJHA will partner with MAHA and USA Hockey as needed during the disciplinary process.

Interpretation

"Game" in this rule means a regular league or playoff contest. Practice games or scrimmages cannot be counted in determining length of suspension. The player would also be removed from participating in practice games or scrimmages until the suspension is complete.

Associations or individual teams may adopt a more prohibitive rule and/or more severe penalties for violation of this Rule.

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Grievance Procedure

CCJHA provides an orderly procedure for the discussion and resolution of all problems, concerns and formal grievances. The objective is to resolve issues at the most immediate level. The key criteria and any resolution of an issue is what is best for the respective player, their team, and what is in the best interest of CCJHA.

Problems or concerns that have to do with the coaching of the team, such as playing time, positions, practices, etc. should be taken to the coach or team manager of the respective team. If the problem cannot be resolved at this level, the appropriate Division Coordinator should be contacted.

By signing below, I acknowledge that I have read, understand, and will abide by this agreement.

Player Name

Parent/Guardian Name

Player Signature

Parent Signature

Date _____

Date _____



Locker Room Policy

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 CCJHA's goals. CCJHA adheres to USA Hockey's SafeSport Program 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, CCJHA 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 Dee Stadium and Hancock City Arena, there are four (4) to five (5) locker rooms available for our program's use. Each of the locker rooms either has its own restroom and shower area or shares a restroom and shower area with one or more locker rooms. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. CCJHA's team organizers will attempt to provide information on the locker room facilities 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 planning for their child to dress, undress and shower if desired.

Locker Room Monitoring

CCJHA 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. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

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

Parents in Locker Rooms

Except for players at the younger age groups 6U, 8U, and 10U, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

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Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed.

We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all players are given consideration and appropriate arrangements made. Where possible, CCJHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will 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 the most reasonable way to accommodate and respect all players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, **are not permitted to be used in the locker rooms**. If phones or other mobile devices must be used, they should be taken outside of the locker room. Each coach will determine the best method for collecting and securing mobile devices.

Prohibited Conduct and Reporting

CCJHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in CCJHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.