



# **Member Handbook**

## **2021-22 Season**

**Foothills Hockey Association**  
**PO Box 620775**  
**Littleton, Colorado 80162**  
[www.foothillshockey.org](http://www.foothillshockey.org)

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## Article I. INTRODUCTION

The Foothills Hockey Association (“FHA” or the “Association”) Member Handbook is intended to be a resource that reflects the philosophies, rules, policies, and procedures of the Association. In conjunction with our Articles of Incorporation, Bylaws, and Policies & Procedures, this handbook guides the governance and administration of our organization.

[FHA Bylaws, Policies & Procedures](#)

## Article II. AFFILIATIONS

FHA is a member of USA Hockey, Inc. and maintains an affiliate agreement with the Colorado Amateur Hockey Association (“CAHA”). FHA conducts its programs primarily at Foothills Ice Arena in Lakewood, Colorado, and The Edge Ice Arena in Littleton, Colorado.

For the 2021-22 season, FHA teams will participate in the following leagues:

Colorado Competitive Youth Hockey League (“CCYHL”)  
Colorado Recreational Hockey League (“CRHL”)  
Colorado Prep Hockey League (“CPHL”)

FHA may participate in other hockey leagues determined to be in its best interests for competitive balance and development of all its players and teams. This includes any new league which may be formed. Participation in these leagues will be initiated by the Hockey Director and approved by the Board of Directors.

## Article III. BOARD OF DIRECTORS & COMMITTEES

### Section 3.01 Board of Directors

The FHA Board of directors (the “Board”) is responsible for executing the business affairs of the Association. The Board is primarily volunteer-led consisting of four (4) Officers (President, VP, Secretary-Treasurer, and Recorder-Registrar) and seven (7) Directors with voting privilege (Hockey Director, Coaching Director, and Age Division Directors).

Role	Name	Contact
Director of Hockey	Jeff Rodell	<a href="mailto:gabe@foothillshockey.org">gabe@foothillshockey.org</a>
President	Steve Riegel	<a href="mailto:president@foothillshockey.org">president@foothillshockey.org</a>
Vice President	Geoff Riegle	<a href="mailto:vp@foothillshockey.org">vp@foothillshockey.org</a>
Secretary-Treasurer	Jennifer Fry	<a href="mailto:treasurer@foothillshockey.org">treasurer@foothillshockey.org</a>
Recorder-Registrar	Emily Durham	<a href="mailto:registrar@foothillshockey.org">registrar@foothillshockey.org</a>
Director of Coaching	Ken Holtschlag	<a href="mailto:coaching@foothillshockey.org">coaching@foothillshockey.org</a>
8U Age Division Director	Matt Steffen	<a href="mailto:Under8@foothillshockey.org">Under8@foothillshockey.org</a>
10U Age Division Director	Amanda Spee	<a href="mailto:squirt@foothillshockey.org">squirt@foothillshockey.org</a>
12U Age Division Director	Larry Oletski	<a href="mailto:peewee@foothillshockey.org">peewee@foothillshockey.org</a>

Role	Name	Contact
14U Age Division Director	Brandon Hood	<a href="mailto:bantam@foothillshockey.org">bantam@foothillshockey.org</a>
18U Age Division Director	Ron Klinefelter	<a href="mailto:midget@foothillshockey.org">midget@foothillshockey.org</a>

The Board of Directors are elected annually as provided in the FHA Elections Procedures.

## Section 3.02 Board of Directors Meetings

The FHA Board of Directors will meet monthly for the purpose of conducting Association business. Monthly board meetings are published on the Association website calendar.

- (i) **Meeting Minutes.** *Minutes of meetings of the Board of Directors will be posted to the Association website after they have been approved by the board, typically after the next monthly meeting.*
- (ii) **Attendance by Members.** *Members in good standing are generally welcome to attend monthly Board meetings. Members who wish to attend a Board meeting should submit a request to the Recorder-Registrar no less than one (1) week prior to the next scheduled meeting. The Board may deny entry or remove individuals who fail to properly conduct themselves during the meeting.*
- (iii) **Executive Session.** *The Board may conduct any meeting or portion of any meeting in Executive Session to conduct business that is sensitive in nature, such as, but not limited to, disciplinary issues, matters regarding personal financial information, scholarships, and Code of Conduct matters. Only the Officers and Directors of the Board will be permitted to participate in Executive Session.*
- (iv) **Addressing the Board.** *Members who wish to address the board during a meeting should state the specific or reason or purpose for addressing the Board with their request to the Registrar-Recorder. Should the President determine that the schedule does not permit discussing the matter, the member shall be given the opportunity to address the Board at the next regular meeting.*

## Section 3.03 Hockey Operations Committee

The Hockey Operations Committee (the “HOC”) assists the Hockey Director and Coaching Director in guiding FHA programs with respect to skill development, coaching standards, style of play, and balanced competition. The HOC will assist with the administration of player evaluations and will advise the head coaches throughout the tryout process.

The Hockey Operations Committee will consist of the Hockey Director, Coaching Director, and members of the coaching staff, as appointed by the Hockey Director and with the approval of the Board.

## Section 3.04      **Other Committees**

The Board, at its discretion, may create committees and appoint one or more directors to serve on them. The President and Hockey Director serve as ex-officio members of all committees established by the board.

## Article IV.    **MEMBERSHIP**

### Section 4.01      **Definition**

A registered player and their parent(s) or guardian(s) are together considered a single member. Membership is always contingent on the player and the player's parent(s) and/or guardian(s) remaining in *Good Standing* with the Association.

### Section 4.02      **Term**

- (i) ***Term.*** Annual membership in the Association begins with submission and acceptance of the Registration Agreement, Registration Deposit, Financial Release (if applicable), and transfer approval (if applicable). Membership continues until registration opens for the next season.
- (ii) ***Continuation of Membership.*** Returning members in good standing from the previous season will be granted automatic acceptance of membership upon the submission of the registration agreement and deposit by the registration deadline.

### Section 4.03      **New Members**

- (i) **New Members.** *A new member is defined as a player that has never played for the Association in the past or a player that has played for the Association in the past but played for another Colorado team/association in the previous season.*
- (ii) **Transfers.** *New members transferring to FHA from another Colorado Association or Independent Team must submit a financial release as defined in the FHA Player Movement Policy and may be subject to league transfer rules.*
- (iii) **Waitlist.** *If it is determined that there are no vacancies at an age division or position, the Hockey Director, with approval from the Board, may institute a waitlist and player evaluations for new members.*

### Section 4.04      **Standing**

- (i) **Good Standing.** *The registration agreement establishes your requirement to remain in good standing, by complying with USA Hockey, CAHA, League, and Association Bylaws, Codes of Conduct, Policies and Procedures and to meet all financial obligations in a timely manner.*
- (ii) *Players and their parent(s)/guardian(s) may be subject to sanctions, fines, suspensions, or termination of their membership for violations of USA Hockey, CAHA, League, or Association Bylaws, Rules, Policies, or Procedures.*

### Section 4.05      **Termination**

**Termination of Membership.** Membership automatically terminates upon:

- (i) *Withdrawal from the program*
- (ii) *Failure to re-register by the registration deadline*
- (iii) *Termination by the Board of Directors.*

### Section 4.06      **Voting Rights**

A member in good standing can exercise a voting right for matters brought before the membership. Matters which require a vote of the membership include:

- Election of Age Division Directors
- Changes or amendments to the Articles of Incorporation
- Changes to Bylaws (in circumstances where there is a change in voting rights)
- Mergers
- Disposition of Property
- Dissolution

## Article V. **MISSION, VALUES, & PHILOSOPHY**

### Section 5.01 **Mission & Values**

Our Mission is to develop good hockey people on and off the ice.

We stand for:

**Family** - We connect with both the Player and the Parents to have fun and support one another. Relationships are our most important thing.

**Love** - We grow the love of the game through practice and good sportsmanship.

**Youth** - We focus on making the experience all about the kids.

**Effort** - We know that success on and off the ice comes with focused effort. We hold our athletes accountable for their effort.

**Results** - We believe that the process of being a good hockey person is more important than immediate results.

**Service** - We ask that both players and parents help serve their community.

### Section 5.02 **Philosophy**

FHA seeks to provide a learning environment that is fun for players of all skill levels with a focus on player development and growth. Our goal is to field competitive teams but not place undue emphasis on winning. FHA does not guarantee equal ice time for every player. Instead, the Association attempts to ensure an equal opportunity for each player to develop as a hockey player and as a person.

### Section 5.03 **Core Values**

FHA has adopted the USA Hockey core values that guide our programming and play.

***Sportsmanship.*** Foremost of all values is to learn a sense of fair play. Be humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.

***Respect for the Individual.*** Treat all others as you expect to be treated.

***Integrity.*** We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.

***Pursuit of Excellence at the Individual, Team and Organizational Levels.*** Each member of the organization, whether player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability.



**Enjoyment.** It is important for the hockey experience to be fun, satisfying and rewarding for all participants.

**Loyalty.** We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.

**Teamwork.** We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

## Section 5.04      **Codes of Conduct**

FHA has adopted the USA Hockey codes of conduct for all officers, directors, coaches, parents, players, and spectators.

### ***USA Hockey Player's Code of Conduct***

- 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, your teammates, your parents, opponents and officials.
- Never argue with an official's decision.

### ***USA Hockey Parent's Code of Conduct***

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 of 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 enforce 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.

### ***USA Hockey Spectator's Code of Conduct***

- 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 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.

### ***USA Hockey Coach's Code of Conduct***

- 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; give all players the opportunity 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.

## **Section 5.05      Zero Tolerance Policy**

FHA adopts and fully supports the USA Hockey zero tolerance policy, requiring all players, coaches, officials, team officials and administrators and parents/spectators to maintain a

sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned events.

#### [USA Hockey Zero Tolerance Policy](#)

### Section 5.06      **Conflict Resolution Policy**

The procedures for resolving conflict are detailed in the Misconduct and Conflict Resolution Policy. All members will follow the chain of command and communication procedures as described in the policy after they have observed the **24-Hour Rule**.

**24-Hour Rule.** Parents may not approach or contact a head coach to voice complaints or displeasure with coaching decisions immediately following a game or practice. Parents and guardians must wait a minimum of 24 hours before arranging a meeting with the coach to address their concerns. Failure to observe the 24-hour Rule may be considered misconduct.

### Section 5.07      **Misconduct Policy**

The procedures for handling cases of misconduct by a player, coach, family member or guest of a player or coach are detailed in the Misconduct and Conflict Resolution Policy.

### Section 5.08      **SafeSport**

FHA is committed to improving the development, safety, and welfare those involved in youth hockey. We have **ZERO TOLERANCE** for abuse and misconduct and fully support the USA Hockey and U.S. Center for SafeSport Program which puts systems in place to protect its participants from abuse and misconduct that can be harmful to youth hockey players and other participants. These policies and systems include without limitation Physical Abuse, Sexual Abuse, Background Screening, Locker Room Supervision, Hazing & Bullying, travel policies, education & awareness, mandatory reporting, and Codes of Conduct applicable to administrators, coaches, officials, parents, players, and spectators.

All players, coaches, and members are required to review the [FHA SafeSport Handbook](#) and consent to fully participate in the program at the time of registration.

### Section 5.09      **Concussion Awareness**

FHA believes in the importance of being proactive and providing our membership with opportunities to raise awareness regarding head injuries. The FHA [Concussion Awareness](#) and Player Injury Policy outlines FHA & USA Hockey concussion management protocols and procedures for return-to-play post injury.

## Section 5.10      **Whistleblower Policy**

The Association encourages complaints, reports or inquiries about illegal practices or serious violations of Association policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf.

All members should review and familiarize themselves with the Whistleblower Policy.

## Section 5.11      **Conflict of Interest Policy**

It is in the best interest of the Association to be aware of and properly manage all conflicts of interest. The Conflict of Interest Policy is designed to help board members, staff and volunteers of the Association identify situations that present possible conflicts of interest and to provide the Association with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary.

## Article VI.    **PROGRAM OVERVIEW**

### Section 6.01      **Age Divisions**

Your player's age division is determined by their birth year.

The 2021-22 age divisions and birth years will be as follows:

<b>Division</b>	<b>Division Name</b>	<b>Birth Years</b>
8U	Mini Mite, Mite	2013 and Younger
10U	Squirt	2011-2012
12U	Pee Wee	2009-2010
14U	Bantam	2007-2008
16U	Midget Minor	2005-2006
18U	Midget Major	2003-2004

### Section 6.02      **League & Skill Level Designations**

At the 8U age division, FHA offers a full season option for players with basic/beginner, intermediate, and advanced skills. We incorporate the USA Hockey American Development Model ("ADM") that calls for less competition, more focus on skill development, and smaller game areas.

At 10U and older, FHA may offer competitive and/or recreational programs.

- (i) **Competitive (Travel).** The competitive hockey program is designed for players who have the desire and ability to play at a more challenging level and requires a greater financial and time commitment by the players and their families. Competitive teams will participate in the Colorado Competitive Youth Hockey League (“CCYHL”) which consists of teams across the front range from Fort Collins to Colorado Springs. Competitive teams may also participate in local or travel tournaments, including out-of-state tournaments.
- (ii) **Recreational.** The recreational hockey program is ideal for busy families, multi-sport athletes and families looking for a great hockey experience with a lesser financial and time commitment than a traditional competitive program. Recreational teams will participate in the Colorado Recreational Hockey League (“CRHL”) which typically consists of teams in the Denver Metro area. Recreational teams may also participate in local or travel tournaments within the state of Colorado.

FHA may field teams at the following divisions and skill levels.

Division	Division Name	Skill Levels
8U	Mini Mite, Mite	Beginner, Intermediate, Advanced
10U	Squirt	Competitive (AA, A, B) Recreational
12U	Pee Wee	Competitive (AA, A, B) Recreational
14U	Bantam	Competitive Tier II (AA) Competitive (A, B) Recreational
16U	Midget Minor	Competitive Tier II (AA) Competitive (A) High School (JV)
18U	Midget Major	Competitive Tier II (AA) High School (Varsity)

## Section 6.03      **Season Overview**

The hockey season typically has a staggered start by age level beginning with 16U/18U in August. Actual start and end dates may vary based on league and age division. Teams that qualify for league or state playoffs shall have their season extended accordingly.

The typical season durations are below:

Division	Season Start	Season End
18U/16U CCYHL	Early-Mid August	Early March
18U/16U CPHL	Early-Mid August	Mid November
14U CCYHL	Mid-August	Early March
12U CCYHL	Late August	Early March
10U CCYHL	Early September	Early March
8U	Early October	Early March
10U-14U CRHL	Mid-September	Early March

## Section 6.04      **Tryouts / Team Formations**

FHA believes that players tend to learn, develop, and have more fun when playing with and against players of similar ability. Therefore, the association will generally seek to place players on teams based on their individual skill level relative to other players in their age division.

At the start of the season, on-ice evaluations of registered players will be conducted to rate hockey skills and playing ability. These ratings are used to assign players to teams and to achieve balance throughout the divisions.

At the 8U level, players typically have a month of ‘Skills and Drills’ prior to player evaluations and team formations which typically occur in Late October/Early November.

FHA does not guarantee placement on any team.

The Hockey Director will establish the dates, times, and procedures for tryouts, which will be posted to the Association website.

## Section 6.05      **Team Declarations**

Each season, the Hockey Director and HOC will determine the number of teams and skill level designations to be fielded in each league. The number of teams and skill level designations may vary from year to year as circumstances warrant.

The number of players on a team will be determined based on the outcome of player evaluations/tryouts. The maximum number of rostered players on a team is governed by the league in which the team will participate. FHA may also include registered, non-rostered practice players on any given team at the discretion of the Hockey Director and the head coach.

## Section 6.06      **Player Evaluations**

- (i) **Standards.** *In accordance with USA Hockey guidelines, the HOC is responsible for establishing a set of skill standards for each age division and for developing the procedures and tools used to perform player evaluations.*
- (ii) **Purpose.** *The purpose of player evaluations is to objectively communicate player strengths and weaknesses between coaches, players and parents.*
- (iii) **Frequency.** *Each player shall have his/her hockey skills analyzed twice during the season by their head coach. Results of individual evaluations shall be kept confidential between the coaching staff, HOC, the player and his or her parent(s)/guardian(s). The evaluations should be completed on or about Mid-Season and in the last 30 days of each season.*

## Section 6.07      **Player Rostering**

- (i) **Rostering at Multiple Associations.** *FHA does NOT allow a male player to be on a roster with both an FHA team and any other independent team or association during the regular season. Female players may be eligible to participate with both an FHA team and a non-FHA team designated by USA Hockey solely as a girls/women's team at the discretion of the Hockey Director and subject to USA Hockey, CAHA and league rules.*
- (ii) **Double-Roster.** *FHA does NOT allow a player to be rostered on more than one FHA team at the same time except as a goaltending backup or on tournament teams subject to USA Hockey, CAHA, and league rules.*
- (iii) *The Association DOES allow a player to be rostered on an FHA team and with teams in the following leagues:*

Colorado High School Activities Association ("CHSAA")

Colorado Prep Hockey League ("CPHL")

## Section 6.08      **Player Equipment**

Breezers, helmets, and gloves shall be black in color. Colored, USA Hockey approved, mouth guards; and HECC certified helmets are mandatory equipment for all the Association players, and shall be worn at all practices, scrimmages, tournaments and league games. Neck guards are recommended but not required equipment for all age levels.

Coaches or a member of the Board may require a player who is not wearing such equipment to leave the ice. However, the Association shall not be responsible for ensuring that players are wearing proper equipment.

## Section 6.09      **Player Uniforms & Apparel**

In addition to the proper protective equipment, players are expected to represent the Association by wearing the appropriate uniforms and team apparel for all Association activities both on and off the ice. Players may be removed from participation for not complying with the uniform and apparel standards.

- (i) Games – Players will wear the Association on-ice uniform including game jerseys, game socks, and pant shells (if applicable). The head coach has discretion to define and enforce the dress code for pre- and post-game activities.*
- (ii) On-Ice Practice – Players shall wear an Association-issued practice jersey and practice socks. Game Jerseys or jerseys other than the Association practice jerseys are not considered appropriate attire for practices.*
- (iii) Off-Ice – Players shall wear Association warm-ups and/or apparel appropriate for off-ice workouts and pre-game warmups (Flyers shorts & t-shirt).*

## Article VII. **REGISTRATION & FEES**

### Section 7.01      **Registration**

Registration for the season typically opens in June with the Registration Agreement and Registration Deposit. Once team formations are complete, the remaining Registration Fees are assessed based on your player's age-level and division.

All players are responsible for registering with USA Hockey and must have a valid USA Hockey confirmation number prior to completing the Registration Agreement.

FHA is proud to offer the most affordable and comprehensive program in the area. Our registration fees are inclusive of many extras that are tacked on as additional fees at other associations.

Your registration fees typically include (based on age division):



- Pre-Tryout Training Camp Skates
- Tryout Skates
- 2-3 Practices per Week
- 1-2 Off Ice Training Sessions per Week (10U – 18U)
- 1 Clinic/Skills Development Session per Week (10U – 14U)
- 1 Goalie Clinic per Week
- League Fees
- League Games & Officiating
- Coaches' Stipends
- Uniform Package
- Concussion Baseline Testing (10 and older)
- Initial Team Fees of \$250 (10U-18U) or \$120 (8U)

### **1) Registration Deposits.**

To hold a space for the upcoming hockey season, a NON-REFUNDABLE Registration Deposit, will be required with your Registration Agreement. The Registration Agreement and Registration Deposit establish that your player is committed to be a Foothills Flyer for the season and that your family will complete its financial obligation on a timely basis.

FHA uses your commitment to declare the number of teams for the season, allocate ice time, place apparel and equipment orders, make coaching determinations and account for other operational costs.

Members are encouraged to register early to take advantage of the built-in monthly payment schedule for the Registration Deposit, which is typically four (4) monthly payments from June to September.

A player is not considered registered until the Registration Agreement and the first monthly installment of the Registration Deposit is received. A player must be current on their Registration Deposit payment schedule to be eligible to participate in pre-season training or team tryouts.

### **2) Registration Fees.**

The remaining NON-REFUNDABLE Registration Fees will be assessed after your player has been placed on a team following tryouts. Registration Fees vary by age division and level based on the length of season, practice hours, number of games, and other factors.

Members at most age divisions may also take advantage of a monthly payment schedule for the Registration Fees, typically four (4) monthly payments from October to January. Registration Fees must be paid per the designated schedule in the Registration Agreement to remain in good standing.

### 3) **Team Fees.**

In addition to the Registration Deposit and Registration Fees, each player will be assessed Team Fees to cover their share of team expenses. Team fees may be used for hockey-related expenses such as tournament entry fees, coaches' travel expenses, team meals, team building events, etc.

The total team fees will be determined after teams are formed and the team manager has developed the team budget.

Your Registration Deposit and Fees typically include an initial Team Fee amount, which will be directed to the team account on your behalf at the start of the season. Additional team fees may be assessed and collected by the team manager based on the team budget.

## Section 7.02 **Obligation to Pay & Refund Policy**

Generally, registration fees and deposits are **NON-REFUNDABLE**. However, in very limited circumstances, FHA may refund or pro-rate fees with the approval of the FHA Board of Directors. Please review the FHA Obligation to Pay policy which fully outlines your financial obligations and the refund policy.

## Section 7.03 **Financial Aid/Scholarships**

The FHA Scholarship Fund was developed to allow players to continue their participation in youth hockey even when their family is confronted with unforeseen economic hardship. We feel youth sports programs are essential to building strong successful kids. The exact number and amount of scholarships awarded each year is contingent upon the success of the association's fundraising efforts.

The Scholarship Committee is responsible for reviewing each application based upon the merit, facilitating interviews with applicants and presenting their recommendations to the Board for approval.

The identity and personal information of each applicant remains strictly confidential.

The Scholarship program Eligibility Requirements, Application and Award process, and Key Dates are on the Financial Aid page of the Association website.

[Financial Aid](#)

## Article VIII. **TEAMS**

### Section 8.01 **Coaches**

Head coaches are appointed by the Hockey Director, subject to approval by the Board.

Head coaches may appoint one or more assistant coaches, subject to the approval of the Hockey Director and the Board. The number of coaches that may be present on the bench for games may be subject to league limitations.

All coaches are required to complete a coaching application & volunteer registration and complete all registration, training, certification, and screening required by USA Hockey, CAHA, the Association, and as otherwise required by law PRIOR to having contact with any athletes.

All coaches shall adhere to the USA Hockey Coaches Code of Conduct (Section 5.04), and Association coaching standards and philosophy with respect to coaching concepts, team play, and skill development.

It is the responsibility of the head coach to ensure that a certified coach is always present for all practices, scrimmages, and games. This includes the presence of at least two (2) SafeSport-certified coaches, team manager, or monitors in the locker room while players are present for all ages.

The coaching requirements and application checklist are posted to the Coaches page on the Association website.

### [Coaches](#)

## **Section 8.02      Team Managers**

Each team (10U and older) is required to have a volunteer team manager, who is appointed by the Head Coach, subject to the approval of the Board.

The duty of the team manager is to act as an administrative assistant to the head coach and to facilitate communication between coaches and parents. The team manager is also the custodian of team documents, the coordinator of events and travel for the team, and responsible for team finances.

All team managers are required to complete a volunteer registration and all registration, training, certification, and screening required by USA Hockey, CAHA, the Association, and as otherwise required by law PRIOR to having contact with any athletes or having access to any team monies.

The team manager is expected to review, understand, and comply with all Association Policies and Procedures, including those defined in the Team Manager's Handbook.

The board may appoint a Manager of Managers that serves as a resource for team managers and as a liaison between the team managers and the Board.

The team manager requirements, registration checklist, and Team Manager Handbook are posted to the Team Managers page on the Association website.

### [Team Managers](#)

### Section 8.03      **Tournaments**

FHA teams may enter travel (in and out-of-state) tournaments or jamborees at the discretion of the Head Coach and the Hockey Director.

All tournaments must be sanctioned by USA Hockey and have a USA Hockey sanction number.

The overall number of tournaments and the number of out-of-state tournaments attended by each team shall be subject to the approval of the Hockey Director.

All teams should generally declare themselves at their USA Hockey-rostered age division and level when applying for tournaments. However, variations may exist in classification and competitive levels, so it is the responsibility of the Head Coach and Team Manager to confirm the Tournament Director prior to registering for a tournament.

### Section 8.04      **Coaching Expense Reimbursement**

Travel expenses for Association coaches may be reimbursable per the policies detailed in the Team Manager Handbook.

#### [Team Managers](#)

### Section 8.05      **Goaltending**

Teams at the Squirt AA level and above, will carry two goalies that will dress and play ONLY as goalies. As such, each goalie must participate and be selected in team tryouts as a goalie. This policy is subject to change based upon the needs of the team (too few players) and must be commissioned by the Director of Hockey and HOC.

8U goalies will NOT be allowed to play exclusively in net, unless playing at the 8U Advanced Level, and/or with the approval of the Director of Hockey.

### Section 8.06      **Association Goalie Equipment**

Association-owned goaltending equipment may be loaned to 8U and 10U teams for use during the hockey season. The equipment will be collected and inspected at the end of each season by the appropriate Age Division Director. Any damage to the equipment beyond normal wear and tear will be the responsibility of the parent/guardian of the borrower. Goalie equipment shall not be loaned during the off-season.

## Article IX.    **PLAYER INJURIES**

FHA is committed to providing a safe and rewarding hockey experience for all participants. The Concussion Awareness and Player Injury Policy was established to address Association policies regarding player injury protocols and return-to-play procedures.

## Article X. **PLAYER MOVEMENT**

The FHA Player Movement Policy was established to address Association policies regarding:

- (i) Players wishing to play in a higher age division*
- (ii) Players changing teams*
- (iii) Filling roster vacancies*
- (iv) Transfers and Financial Releases*

## Article XI. **FUNDRAISING**

### Section 11.01 **Approval Required**

All fundraising done on behalf of the Association, including the solicitation of sponsorships, must be submitted in advance to the Association Board of Directors in writing for approval. All funds collected as a result of such activities must be remitted to the Association.

### Section 11.02 **Use of Association Name and Logo**

The Association may charge a fee for the use of the Association logo on merchandise, such as clothing. The standard fee shall be equal to the greater of 5% of the pre-tax sales price of the item or \$1 per item. The Association will not sanction or condone “for profit” activities that incorporate the name or logo of the Association without the prior approval of the Association Board of Directors.

### Section 11.03 **Team Fundraising**

To ensure legitimacy and minimize risk to the team and the Association, all team fundraising is subject to approval by the Board of Directors. All team fundraisers must be presented to and approved by the Board PRIOR to initiating the fundraiser. Funds raised must be evenly distributed on behalf of all team members regardless of participation or amount raised.

### Section 11.04 **Family Fundraising**

FHA offers Association-sponsored fundraising opportunities for families to offset the cost of season registration fees including the Safeway Community Giving program and FlipGive. Members in good standing may participate in one or both programs. The details of each program can be found on the Fundraising page of the Association website.

[Fundraising](#)

## Article XII. **MISCELLANEOUS**

### Section 12.01      **Records Retention Policy**

FHA will retain records in an orderly fashion for time periods that comply with legal and government requirements as defined in the FHA Records Retention Policy.

### Section 12.02      **Recovery of Legal Fees**

Should any civil action be instigated under the Registration Agreement regarding any alleged negligent acts, or dispute of non-refundable fees, the Association shall be entitled to recover reasonable attorney fees and costs incurred as a result of that civil action.

### Section 12.03      **Policy Changes**

The Association reserves the right to modify Policies and Procedures when it is determined by the Board of Directors that is in the best interest of the Association to do so.