



# Casper Amateur Hockey Club

## Policy Manual

Revised December 2022

### I. GENERAL

#### A. ADMINISTRATION

##### 1. General

- a) *These policies are guidelines for the Casper Amateur Hockey Club (CAHC). Final decisions regarding all governance rest with the Membership or with the Board of Directors according to the Bylaws of the Club.*
- b) *The Casper Amateur Hockey Club must abide by all City of Casper rules.*
- c) *No one may approach the City Council or its members as a representative of the CAHC unless approved by the Board of Directors.*
- d) *Any Board members missing two meetings may be requested in writing to attend the third meeting or tender resignation.*

##### 2. Ice Scheduling

- a) *All scheduling of CAHC ice time, including pre-season ice-time, will be conducted through the CAHC ice scheduling committee or designee.*
- b) *All ice schedule times and hourly fees for that ice are set by contract with the City of Casper.*
- c) *CAHC shall set dates and fees for all hosted tournaments prior to the season start.*

##### 3. Sponsors

- a) *Ice Boards/Banners: Ice Board/Banners belong to the CAHC and shall be maintained by CAHC, not the City.*
- b) *All sponsors are included in any programs printed for the Club.*
- c) *All Club sponsors will be acknowledged on the CAHC website.*

#### B. REGISTRATION, FEES, AND SCHOLARSHIPS

- 1. *The annual registration fees for all age levels and divisions shall be set by the CAHC Board of Directors prior to the registration deadline of each year for the upcoming hockey season.*

2. All registration fees are to be paid in full by the date of registration or as follows: 20% at registration, 20% by August 1, 20% by September 1, 20% by October 1 and final payment due by January 15. Participants with less than 80% of their registration fees paid as of October 1 will be considered not in good standing with CAHC and will be ineligible to participate in any CAHC activity until their accounts are brought current. In addition, participants still owing registration fees after January 15 will be considered not in good standing with CAHC and will be ineligible to participate in any CAHC activity until registration fees are paid in full.
  - a) *First time skater registration-A player can register as a first-time skater if he/she has never registered for hockey in his/her lifetime, regardless of the division, in an organized regular season hockey program associated with a national governing body (i.e. USA Hockey, Hockey Canada, etc.).*
  - b) *Registrations after December 31 of the current season will be considered and approved on a case-by case basis by the Coaching Committee.*
3. Skaters who register after November 1 of the current season will pay prorated registration fees as determined by the CAHC Board Treasurer.
4. If a player wishes to withdraw from the program, notice of withdrawal must be sent by letter/email to the Club President or Treasurer from the parent/guardian who registered the player. The withdrawal will be considered effective on the date the letter/email is received. A \$25 administrative fee will be assessed if the withdrawal is requested prior to the start of the WAHL season.
5. CAHC registration refunds shall be given under the following schedule if fees have been paid in full and CAHC Treasurer is notified in writing by handwritten letter or email that a player is withdrawing from the program by his/her parent:
  - a) *Skater withdraws prior to October 1: 100% refund.*
  - b) *Skater withdraws after October 1 but prior to October 15: 66% refund.*
  - c) *Skater withdraws after October 15 but prior to November 1: 33% refund.*
  - d) *Skater withdraws after November 1: No refund.*
  - e) *Refunds and Suspensions: Fees shall not be reduced to players under suspension. No refunds are given for League team fees. The CAHC Board shall determine refunds to players who leave a Travel Tournament team for any reason. No refunds/adjustments given for players who are unable to participate due to school ineligibility requirements.*
  - f) *Players who are injured, or have an illness, that keeps them from participating may petition the CAHC Board for an adjustment of Travel Tournament team fees. The petition must be presented to the CAHC Board within 30 days of the injury or illness. A letter and/or order from a physician must accompany the petition and a medical release must be submitted to the Board prior to the player actively*

*returning and participating in the program. Decisions will be made on a case-by-case basis, and the decision of the CAHC Board will be final.*

6. Registration refunds (if only partial fees have been paid) shall be calculated by determining what amount the player would owe based on the above schedule (assuming that a full registration fee has been paid) and refunding the difference, if any, between the amount owed and the amount paid.
7. All families with outstanding family account balances for anything (including registration, League team, and/or Travel Tournament team fees) from previous season(s) at the time of registration need to bring their family account current and paid in full and must pay 20% of current year registration fees to be considered in good standing before they will be allowed to register any player(s) for the upcoming season.
8. Fees of \$30.00 will be charged for each returned check or each failed credit card transaction. After two checks have been returned, the Club may request cash or money orders.
9. All accounts 90 days or more past due shall be assessed a finance charge of \$35.00 per month until the account is made current.
10. Before being eligible to take the ice, all players and their parents must have submitted to the CAHC Registrar all USA Hockey and CAHC required documents. In addition, the player's account must be up to date and in good standing.
11. Skaters (10U division or higher) who register after September 1 cannot be guaranteed placement on a League and/or Travel Tournament team.
12. Scholarships-The amount and number of scholarships awarded is determined by the amount of money budgeted for scholarships for the current season, the number of requests received meeting eligibility requirements, and the total dollar amount of the requests received. Amounts awarded may change from year to year and are at the full discretion of the CAHC Board and Scholarship Committee. All scholarship awards will be applied as a credit to the player's account (Dustin Latimer Scholarship) or will be sent directly to the awardee's post-high school institution's financial aid office, upon receipt of a copy of the acceptance letter from the institution that the awardee has chosen (Playmaker Scholarship and Bill Ryan Memorial Scholarship). Scholarships are granted on a per season basis, they cannot be deferred, and all decisions of the scholarship committee are final. Scholarship monies cannot be used towards fees incurred due to late registration(s).

## C. FUNDRAISING

1. All sponsorship and fundraising, except that outlined below, shall be coordinated, and requires approval through the CAHC Board of Directors or the Fundraising and Equipment Committee whichever is more appropriate before being undertaken.

2. Sponsorship is defined as a monetary or in-kind contribution by a private individual, organization, or the corporate sector in support of CAHC in return for some form of public acknowledgement or other defined expectation. Sponsorship involves entering a business arrangement designed to provide tangible benefits to all parties.
  - a) *Examples of Club sponsorship would include dasher boards and banners, event sponsorships (monetary and/or in-kind contributions, such as silent auction/raffle items), etc.*
  - b) *Examples of Team sponsorships would include tournament contributions (monetary and/or in-kind, such as program advertisements, silent auction/raffle items, food, etc.) for WAHL State, and Travel Team hosted tournaments.*
    - (1) A team may request board approval for solicitation of monetary sponsorships, but only when that team is presented with a unique, competitive opportunity (i.e. attending Nationals tournament, International Silver Stick tournament).
    - (2) Current CAHC Club sponsors will not be asked to provide any in-kind contributions or program advertising without prior board approval.
3. Fundraising includes all activities that develop financial and in-kind support from individuals, foundations, and private and public organizations in support of CAHC where there is no formal business arrangement and there is no expectation of public acknowledgment (however, public acknowledgment can be given).
  - a) *Examples of Club fundraising would include ticket sales, wreath sales, souvenir sales, etc., the proceeds of which are used to offset operational and program expenses.*
  - b) *Examples of Team fundraising would include tournament raffles/silent auctions and souvenir sales, puck toss, etc.*
    - (1) Net proceeds from tournaments (6U/8U, WAHL State or Travel Team tournaments) are equally split between all rostered players participating on that particular host team and credited to each individual player's account.
  - c) *Examples of individual Player fundraising would include credits received from participating in Club fundraisers. To encourage participation in Club fundraisers, players receive a credit amount specific to each fundraiser, which is allocated to their account for each item sold. These fundraising credits are non-refundable per IRS requirements for non-profit associations.*
  - d) *Players who have a positive balance in their account may use those funds to register for any camps that are specifically put on by CAHC.*
4. Donations are unrequested gifts of money or in-kind contributions received by CAHC and/or teams with unique opportunities from individuals, foundations, and private and public

organizations where there is no expectation of public acknowledgment, and nothing is expected in return.

#### D. VENDORS

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

## II. TEAMS

#### A. CASPER FIRST POLICY

1. Casper Amateur Hockey Club does not wish to prohibit or even discourage players from seeking additional opportunities to participate in youth hockey. However, given the potential disruptive effect of players playing in other programs, some guidelines for such participation must be set forth. It shall be the policy of CAHC that all of its players must give Casper Amateur Hockey Club games and practices priority over the games or practices of other programs, leagues, or tournaments. This policy does not preclude players from participating in additional programs, leagues, or tournaments, but does require that CAHC players will play with their CAHC team if there is a conflict with another program, league, or tournament.
  - a) *Player's may petition the Casper First Policy. This petition must be submitted to the Club in writing at least a month prior to the conflict. There must be unanimous consent by the Club Coach and the Chairman of the Coaching committee, after the coaching staff has been consulted. This will only be considered if it is deemed the player will be playing at a higher competitive level with the opportunity presented in the petition than the Casper team is playing at the time of conflict.*
  - b) *Players and parents will be required to sign letters of intent to participate prior to the beginning of the season agreeing to abide by this policy.*

#### B. GENERAL

1. Skaters: No one may skate on the ice unless he/she is registered for that age level with USA Hockey and CAHC and that age level is on the ice at that time. A skater may not skate with

a younger sibling to assist the coach. The only exception to this is if the older skater is registered as a student coach for that team in accordance with USA Hockey guidelines.

2. Equipment Requirements and Injuries: Players on the bench must wear full equipment, including skates (USA Hockey and insurance regulations). An injured player who is unable to play cannot be on the bench per USA Hockey regulations.
3. Casper Locker rooms: A Coach, Team Manager, or designee with SafeSport certification will sign out locker room keys for their respective team. Rooms will be inspected after each use (noting problems) and the key then returned to the Ice Arena. Coaches, managers, or certified designees will monitor players in the locker room per USA Hockey SafeSport guidelines.
4. Visiting team locker rooms and their management are the responsibility of the City of Casper and Casper Ice Arena.
5. Games: Team Managers will schedule parents for scorekeeping, penalty box, etc., during the season. If conflicts arise, Age Representatives/Team Managers should be notified to find replacements.
6. Player Movement:

a) *Parent Requested Skate-ups: Any second-year player in their current age division, may request a skate-up to the next age division. The request for skate-up must be submitted to the coaching committee within the first two weeks of CAHC ice practice or before practices begin. The coaching committee will forward the request to the club coach to arrange evaluations. Once the evaluations are completed, the coaching chairman will provide the findings of the evaluation to the coaching committee. The coaching committee will then decide to allow, or not allow, the skate-up based on the findings from the evaluation. The evaluation process is:*

- (1) The club coach, current age division head coach, and the head coach of the requested division will be the evaluators.
- (2) Evaluation will be based on a standard divisional skill set for the player and their overall ability.
- (3) The requested player will be evaluated at three practices for their current age division and two practices at the requested age division.
- (4) All three evaluators must agree that the player is capable of playing at the higher age division to allow the skate-up request. If any evaluator disagrees with the ability to play at the higher level, then the request is denied.

- (5) The club coach will report to the coaching committee whether the request is approved or denied.
  - (6) The coaching chairman will provide the feedback of skillset and results for the skate-up request to the family.
  - (7) Once a player has accepted the position to skate-up, the player will not be able to move back down to their original age division that season.
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- b) *The only downward movement of players will be based on USA Hockey guidelines.*
  - c) *CAHC reserves the right to move a player up to a higher age division to be able to fill the club's needs.*
  - d) *The CAHC Coaching committee retains the right to request a player skate up, at any time in the season, to either be approved or denied by the CAHC board.*
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- 7. To promote mentorship and involvement with the Girls age group, girls who choose to register with the Girls division and a second division (12U, 14U, High School/18U) will not be charged registration fees associated with the second registration but will be responsible for fees associated with participating in a League and/or Travel Tournament team with the second registered division.
  - 8. All teams representing CAHC either by registration, uniform, or any other CAHC representation must be approved by the Board of Directors.
  - 9. To monitor compliance with the USA Hockey SafeSport Electronic Communications Policy, all social media (Facebook, Twitter, etc.) bearing the Casper Amateur Hockey Club's and/or Casper Oilers' name/logo will be required to have a Board member as an Administrator.

## C. EQUIPMENT

1. All jerseys and equipment referred to in this document are property of CAHC (exception: Midget League/Travel team jerseys which are purchased by the players). Jerseys and equipment can only be issued/rented to players currently registered with CAHC.
2. Jerseys: The Fundraising and Equipment Committee will issue jerseys for each in-house team, which are turned back into the Club at the end of each season. League/Travel Tournament team jerseys, for age Bantam and below, shall be checked out through the Fundraising and Equipment Committee. Any returned jerseys that are damaged will be subject to a one-hundred-dollar charge, assessed a charge to that player's account.
3. The Fundraising and Equipment Committee may also set a rental fee for League/Travel Tournament team jerseys. First year skaters are given a souvenir CAHC jersey at the end of his/her first season.
4. Equipment: CAHC provides a rental program for equipment. A damage/cleaning deposit shall be collected which will be returned at equipment check-in, either in the full amount or a lesser amount depending upon the condition of the equipment. The Fundraising and Equipment Committee may also set a rental fee (regular season rental and summer rental). The Fundraising and Equipment Committee shall check out goalie equipment, if needed, to the head coach of a team that is Pee Wee age or below.
5. Returns: All jerseys and rental equipment are to be returned to the Fundraising and Equipment Committee via a Team Manager or Age Representative at the scheduled jersey/equipment return night at the end of the season. If the jerseys and/or equipment are not returned at the scheduled return night, a late fee of \$50 will be assessed to the player's account. The player will also be assessed the full cost of the jerseys and/or equipment if they are not returned by the end of season inventory day scheduled by the Fundraising and Equipment Committee.
6. Med Kits: CAHC shall provide a Med kit (first aid kit) to the Head Coach of each League and or Travel Tournament team, which is to be returned to the respective Coaching Coordinator at the end of the season.

## D. IN-HOUSE TEAMS

1. Team try-outs and Drafting: The In-House program will not have set teams and teams will change for every In-House game.
2. Each age group is responsible for administering its own evaluation process. The coaches will arrange for the evaluations and drafting of teams with the assistance of the age group representative for the respective age group.



3. Practices: A minimum of two (2) practices shall be held for every game by In-House teams from the beginning of the season per USA Hockey guidelines.
4. Cross-Ice: Only Cross-ice practices and games will be held for our 6U group and only half-ice practices, and games will be held for our 8U group per USA Hockey guidelines.
5. Goalies: There will not be designated goaltenders for the In-House hockey season. All players will be encouraged to rotate as goaltenders and skaters.
6. In-House programming may be offered at the 10U and 12U age divisions depending on registration numbers.
7. 14U and High School/18U divisions will be competitive divisions only.

#### E. LEAGUE TEAMS AND TRAVEL TOURNAMENT TEAMS

1. CAHC offers two levels of competitive play for age groups above the 8U division: League team play and Travel Tournament team play. At the discretion of the coaches of an age group, the registration numbers within that age group will determine the viability of separate and distinct League and Travel Tournament teams. Separate and distinct League and Travel Tournament teams will occur when registration numbers at an age group allows for more than one League team. If registration numbers at an age group do not allow for more than one League team, try-outs will determine the roster for the League/Travel Tournament team.
2. Team try-outs and Drafting: Travel Tournament teams will be picked only by a committee consisting of the divisional Travel Tournament team coaches, at least one representative from the Coaching Committee, and at least two (2) other independent people/evaluators from outside that age group. Testing results can be used as guidelines. Try-outs will be held for all interested players. If numbers permit, multiple teams may be rostered. However, final roster decisions rest with the coach(es). If the head coach is a parent, step-parent, guardian, or relative of a player trying out, the final decision for travel teams will be defaulted to the CAHC Club Coach and CAHC Coaching Committee Chairman. No alternates will be rostered on a League and/or Travel Tournament team.
  - a) *6U/8U: There will be no try-outs for any 6U or 8U team wishing to travel. All 6U or 8U players will be eligible to participate on a rotational basis. Additionally, no 6U or 8U team will be allowed to participate in more than four (4) out-of-town tournaments per year or more than one (1) out-of-town tournament in a 3-week period of time. All 6U games will be cross-ice and all 8U games will be half-ice.*
3. Individual Fees: All League team members will pay a league fee calculated and assessed by the Club's Treasurer in an amount to cover all the current season expenses associated once rostered on that team. All Travel Tournament team members will pay a travel fee calculated

and assessed by the Club's bookkeeper in an amount to cover all the current season expenses associated once rostered on that team.

- a) *6U and 8U teams-6U and 8U players who choose to participate on a 6U or 8U team will be assessed the expenses associated with the tournament(s) the player participated in once that player is added to the roster for the respective tournament.*
- 4. Dress Code: Whenever League team and Travel Tournament team players are representing CAHC, they shall dress either in the authorized CAHC warm-ups or in dress slacks, shirts, and ties as specified by the Club and team coach(es).

### **III. COACHES**

#### **A. CLINICS**

- 1. Local Clinics: Coaches and Assistant Coaches are required to complete all USA Hockey, CAHC, and League coaching certification requirements prior to December 1 of the current season to be eligible to participate. Exceptions need to be approved by the divisions Coaching Coordinator in advance of the December 1 deadline. CAHC will reimburse all expenses associated with USA Hockey, CAHC, and/or League requirements needed for coaches to complete certification. Receipts/proof of completion of certification requirements need to be submitted prior to reimbursement. The deadline to submit coaching certification expense receipts for reimbursement to the CAHC Treasurer is December 31 of the current season.
- 2. Out-of-town Clinics: CAHC will pay for fees and reasonable expenses for CAHC coaches to attend out-of-town coach's clinics provided the CAHC Board of Directors approves the attendance and anticipated expenses in advance.
- 3. Reimbursement of clinic fees/expenses will be reimbursed by crediting player's account (parent coaches) and issuance of check (non-parent coaches). Receipts/proof of completion of certification requirements need to be submitted prior to reimbursement.

#### **B. FINANCES**

- 1. Coaching Credits: Each team shall be allocated a coaching credit amount determined by the Finance Committee following recommendations from the respective CAHC Club Coach and Board approval. Each coaching credit is to be applied to the skating fee the coach chooses (these credits are non-refundable per IRS requirements for non-profit associations). Coaches who do not have a child on a team may receive a gift card. No one coach shall be allowed more than \$150.00 credit per year per team.

2. Cash Advances: One coach of a League and/or Travel Tournament team may request a travel cash advance in an amount not to exceed \$600.00. This request must be made by completing a League/Travel Tournament Team Advance Form, signed by the coach and the manager, and should be submitted at least five (5) days before the trip.
3. Expense report forms with receipts attached, signed by the coach and the manager, must be given to the Club bookkeeper within two weeks following the trip. Unused cash must be returned with the expense report following the trip the cash advance was provided for.
4. Non-parent Coach Reimbursement Expenses: The following expenses are allowed for a maximum of three non parents per trip (where appropriate, double occupancy and vehicle ride sharing will be expected). Head coach of the division will be responsible for delegating coaching assignments for each travel team. Head coach is responsible for checking the accuracy of assistant coaches' reimbursement forms before they are turned into the executive director.
  - a) *Meals: Up to \$30.00 per day based on receipts.*
  - b) *Lodging: Room only (NO incidentals).*
  - c) *Mileage: at the current IRS rate, based on a standard map.*
5. Coaches will not be reimbursed for expenses incurred for games in which they are suspended. The CAHC Board may review suspended coaches' expense requests on a case-by-case basis.

## C. MISCELLANEOUS

1. Student Coaches: In accordance with USA Hockey guidelines, student coaches must be 13 years old, must be at least one (1) age group above age group coaching, must attend a training session conducted by CAHC, and must be vetted by the CAHC Club Coach, and the head coaches of the respective age divisions.
2. Helmets: All coaches MUST wear helmets with a visor when on the ice.
3. Coaches, managers, or other SafeSport certified adults will monitor players in the locker rooms at all age divisions per USA Hockey SafeSport guidelines.
4. Board members, Coaches, Age Representatives, Team Managers, etc., are required to have biannual background screening per USA Hockey policy. CAHC will credit the player's account for the screening cost for those parent volunteers who have completed the background screening. Non-parent volunteers will be issued reimbursement checks for the cost of the background screening. Proof of background screen completion needs to be submitted to the CAHC Treasurer prior to the application of credits or issuance of a reimbursement check. The deadline to submit background screening expense receipts for

reimbursement to the CAHC Treasurer is December 31 of the current season.

5. Concussions: CAHC will follow all USA Hockey guidelines and protocols for concussions.

#### **IV. REFEREES**

##### **A. CLINICS**

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

##### **B. FEES**

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

##### **C. MISCELLANEOUS**

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

#### **V. SAFE SPORT**

- A. Casper Amateur Hockey Club and USA Hockey is committed to creating a safe and positive environment for its participants' physical, emotional, and social development. CAHC tries to promote and environment free of abuse and misconduct and has implemented policies from USA Hockey to address these types of abuse and misconduct related to but not limited to the following:

1. Sexual Misconduct
2. Physical Misconduct
3. Emotional Misconduct
4. Bullying
5. Threats
6. Harassment
7. Hazing
8. Locker Room Policies
9. One on One Interactions
10. Social Media and Electronic Communications

B. Casper Amateur Hockey Club will adopt and follow the USA Hockey guidelines, definitions, and reporting policies.

## VI. MEMBERS OF THE CLUB

### A. GRIEVANCES

1. Process for presenting grievances to committee or the board are in place to allow for an equal opportunity for each member's opinions to be heard; however, member concerns or grievances must be presented in a professional and respectful manner.
2. The Board will not discuss playing time, playing lines or line ups, practice construct or drills, game strategies, or team systems. We trust in our coaches' knowledge and experience to effectively manage these areas of the program.
3. A grievance that is to be presented to the Board must first be presented in writing or via email, to allow the Board time to review and schedule the agenda. The grievance form submission must specifically detail the grievance.
4. The Board will review the grievance and provide a written response if the person does not want to appear before the Board.
5. A person filing the grievance may request time to present their grievance in person to the Board. The following steps must be completed in order to present a grievance in person:
  - a) *Submit your grievance in writing or via e-mail at least three days prior to the board meeting.*
  - b) *Email your request to present at least 24 hours before the meeting.*
  - c) *The committee or board will review the request and determine the best course of action.*
  - d) *If the request to present is approved, a 15-minute platform per family to verbally explain/review complaints will be granted.*
  - e) *If at any point the presenter or associated representatives become disrespectful or otherwise disruptive, they will be asked to discontinue and leave the meeting.*
  - f) *The board will not give feedback or provide a solution during the meeting. The grievance will be reviewed, and appropriate follow-up will be completed later.*
6. All parties are welcome to present any grievances at the board meetings, however the issue may not be addressed without submitting a grievance form. Understand that the Board may not hear the presentation until the 'New Business' is presented on the meeting agenda. The Board may elect to hear the presentation before said New Business. Section 4 will still apply in this case.
7. The Board will always strive to keep sensitive information confidential. However, please note that board meetings are open to all members; therefore, any topics presented or

discussed in the meetings are open to be heard by members in attendance and can be talked about publicly outside the meeting.