



HOME OF THE JUNIOR ROUGHRIDERS

CRHA Policies 2011-2012

This document provides the most current version of all policies, which govern the Cedar Rapids Hockey Association. Copies of this document may be downloaded from the CRHA web site (www.juniorroughriders.com) or obtained in paper form from the CRHA Secretary. All members of CRHA are required to comply with these policies. The current version of these policies, supersede all previous policies and guidelines.

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CRHA Policies

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Revision History

Version	Date Approved	Change Summary
NEW	07/26/07	New release.
2009-2010	3/13/2009	Updated for 2009-2010 season
2009-2010	08/14/2009	Revision for 2009-2010 season. Changes shown by bars on right hand side of pages
2009-2010	ALL FUTURE CHANGES ARE SPECIFIED ON THE BOTTOM OF EACH POLICY	

CRHA Policies

CRHA Policy Management

The CRHA Board of Directors shall ensure that the organization defines and documents policies necessary for the efficient operation of the organization.

The CRHA Secretary shall be responsible for the management of CRHA Policies. The CRHA President and Vice President shall assist the Secretary as necessary.

The CRHA Secretary shall perform the following:

1. Post all policies, including past versions, to the CRHA Web Site in pdf format.
2. Retain paper copies of all policies, including past versions. Out dated copies are to be kept on file for future reference.
3. Ensure all changes to Policies must indicate revision date in lower right corner. Previous documentation is void after the most current revision date. Current Policy revisions are to be placed on top of previous Policies in hard copy form.
4. Provide paper copies of policies, on request, to organization membership.
5. Notify Members of policy revisions via email and posting of a hard copy, should a revision be approved during and become effective during the current season of play.

CRHA Policies, and revisions to such, shall be approved by the Board of Directors; by a majority vote in accordance with the Organization's By-Laws.

Reviewed and Reaffirmed on July 7, 2009

CRHA Policies

Board Meeting Minutes Approval Policy

All meeting minutes should be provided to the Board for review within 10 days of the previous meeting. Once minutes are submitted to the Board via email for review, a response should be given within 48 hours to make necessary changes. After 48 hours the minutes are to be posted to the web page and approved at the following Board Meeting. Should revisions need to be made after the 48 hours, an addendum must be approved by the Board at the following meeting and a revision date should be documented as part of the addendum. Board meeting agendas shall be posted to the CRHA web site at least 48 hours prior to a Board meeting.

Reviewed and Reaffirmed on July 7, 2009

CRHA Policies

Membership Review and Acceptance Policy

Coaches, Players and Families acknowledge their review and acceptance of CRHA, Midwest League and USA Hockey Policies upon receipt of acceptance as a member and participant in the CRHA.

Reviewed and Reaffirmed on July 7, 2009

CRHA Policies

CRHA and House League Participation Policy

The CRHA strongly believes and holds as part of its philosophy the idea that involvement in the Cedar Rapids Ice Arena's House Program greatly benefits the individual skill development of each player but also fosters the overall growth of hockey in Cedar Rapids. Based on this belief the CRHA Board will appoint a House Commissioner from current Board members to work in partnership with the Cedar Rapids Ice Arena and the Hockey Director.

All CRHA registered Travel Players are highly encouraged to participate in the CRIA House Program.

At all levels of play in the CRIA House Program every attempt will be made to match the player's ability to the respective house level. For example, a player may play at the level above his / her current age designation if it is mutually agreed upon by the CRIA Hockey Director, CRHA House League Commissioner and parent.

Reviewed and Reaffirmed on July 7, 2009

CRHA Policies

Travel Commissioner Policy

The Commissioner will be the link between the board and the team managers. This person will help organize registration, tryouts and grading (for tryouts and end-of-season evaluations). Other board members will also have some of the responsibility associated with for registration and tryouts. The Commissioner will be involved with the planning of these activities. The Commissioner or President will plan and implement the annual membership survey.

The CRHA board will vote for one person to hold the position of Travel Commissioner, which will be a one-year term. If the commissioner is not a board member, this person must be an ex-officio member of the board and will be required to attend all board meetings.

1. Communicate all CRHA actions and events to the manager of each team to ensure the proper communication gets to all CRHA parents.
2. Assist team managers and coaches with the following:
 - a. Player conduct issues
 - b. Parental concerns or issues
 - c. Local tournaments
 - d. Midwest League responsibilities

Reviewed and Reaffirmed on July 7, 2009

CRHA Policies

Coaching Coordinator, Coach Selection and Responsibilities Policy

Coaching Coordinator

The Coaching Coordinator will be responsible for selecting head coaches for the CRHA travel teams at each level. When possible, qualified non-parent head coaches will be chosen. Coaches selected by the Coaching Coordinator and approved by the Coaching Selection Committee will reflect the CRHA core values. Coaches are selected for a one-year commitment. Having continuity from season to season is a significant strength to the overall program.

The Coaching Coordinator is expected to:

1. Recruit potential new coaches for confirmation by the CRHA Selection Committee.
2. Lead the coaching selection meetings for the CRHA Selection Committee.
3. Ensure coaches have, or obtain, the appropriate certification in line with USAH rules.
4. Define the Coaching System and communicate expectations to the coaches.
5. Oversee implementation of the Coaching System.
6. Act as the primary communication point between coaches and the CRHA Board.
7. Ensure coaches follow all USAH rules.
8. Ensure coaches fill out the end of season evaluation forms for each player.
9. Ensure coach background check forms are completed and turned in before practices starts.

Coach Selection

CRHA is committed to selecting well-qualified coaches for all of its teams. CRHA's preference is to select non-parent head coaches for all teams. However, that may not always be possible due the availability of well-qualified individuals.

CRHA will form a Coach Selection Committee for the purpose of selecting coaches.

The following guidelines will be used in selecting coaches:

- CRHA would prefer non-parent head coaches
- CRHA Selection Committee will make the selection determination
- Follow appropriate USAH guidelines regarding all coach selection and requirements
- Interview coaching candidates for both technical and leadership skills
- Assistant coaches may be named by the head coach; with concurrence from the Selection Committee.

CRHA Policies

- Members of the Coaching Selection Committee that are being considered for coaching positions will not participate in interviews nor will they be a part of the final selection decisions.

Coaches

CRHA coaches are required to:

1. Support the CRHA mission statement and core values.
2. Follow the CRHA Coaching System.
3. Demonstrate a positive attitude to players, coaches and officials. Being a role model, the coach needs to uphold the authority of the officials.
4. Be prepared and plan ahead for all practices.
5. Be present at all practices and games. Make arrangements for assistant coaches to run practices when impossible to attend.
6. Treat players fairly and be a positive role model.
7. Strive to provide each player with positive and constructive feedback.
8. Meet with the Coaching Coordinator regularly to ensure consistency in coaching.
9. Attend mandatory CRHA coaching clinics.
10. Instill good sportsmanship in the team and pride in the organization.
11. Fill out a background questionnaire prior to the start of each season.

Two Assistants are recommended per team. Assistant Coaches will be selected by the Head Coach. Assistant Coaches may be parents or non-parents. All Assistant Coaches will have to be approved by the CRHA Selection Committee and presented to the Board of Directors for final approval. All Assistant Coaches must meet the guidelines set forth by USA Hockey.

Coaches will be responsible for filling out a player evaluation form for each player at the end of the season and meet with the player and their parent / guardian to discuss the evaluation. This evaluation will be a tool used for next season's tryouts.

Reviewed and Affirmed on July 30, 2009

CRHA Policies

Coaching Reimbursement Policy

CRHA has an obligation to ensure it's members' money is spent wisely and appropriately.

CRHA will reimburse coaches for USAH fees to obtain coaching certification up to and including Level 3.

CRHA will reimburse Non-Parent Head Coaches up to a total of \$1500.00 for the season. Receipts are required for all reimbursements. The Non-Parent Head Coach may agree to split the \$1500 with the non-parent coaches. Head Coaches and Assistant Coaches with a child playing in CRHA will not receive reimbursement.

Qualified expenses include reimbursement for mileage (games/practice), food, and lodging when coaches room is not available free of charge.

Incurred expenses will not be reimbursed unless advanced Board approval is obtained.

Reviewed, Revised, and Affirmed on July 30, 2009

CRHA Policies

Skill Development Support Policy

The CRHA will contract with a qualified, non-CRHA individual for skill development sessions to be held at least once a week during the hockey season. CRHA will pay an agreed upon hourly rate for the skill development services. The CRHA Coaching Coordinator will make arrangements with the Cedar Rapids RoughRiders Hockey Coaches to work with specific skill sets with the CRHA hockey players. Participation in Skills Night sessions is required of all travel players. Skills Night sessions will be billed on a per team basis regardless of the number of players on a roster.

Players that complete the tryouts, but are not selected for a CRHA Travel Team, may participate in the Skills Night sessions by paying the Skills Night session fee to the CRHA Treasurer prior to participation.

Skills Night sessions are an opportunity for teams to work on skill development via instruction from a contracted non-CRHA person. It is intended that CRHA Players will participate with their rostered team so as to maximize development of skills needed at their level of play. It is further intended that participation be limited to 1 session per week.

Any CRHA rostered player wishing to participate in the Skills Night sessions above and/or beyond their team's scheduled sessions will need to make arrangements prior to participation with the Manager and Treasurer of the teams scheduled for the desired session. Additional participation will also be subject to approval from the contracted non-CRHA person. An additional participation fee will need to be paid. The fee will be determined by and paid to the team of the desired session. The fee shall be reflective of the value those teams place on their players' instructional time with the contracted non-CRHA person.

Conflict resolution may be directed to the CRHA Board, with the prior understanding that it is the Board's intention, that each player participate in Skills Night sessions exclusively with their rostered team.

Reviewed and Affirmed on July 30, 2009

CRHA Policies

Skill Development and Practice Framework

CRHA will develop and maintain a consistent framework for skill development and practice expectations. All CRHA coaches are expected to adopt the framework and incorporate it's elements into their instructional plan according to age group.

The CRHA Coaching Coordinator will oversee the framework and work with the coaches regarding implementation.

Reviewed and Affirmed on July 30, 2009

Table 1: CRHA Skill and Coaching Framework

	Practices	Skating	Stick Handling / Passing / Shooting	Game Strategy / Position Play	Leadership, Teamwork, Discipline	Conditioning and Nutrition
Mite	Emphasis on fun	Teach basic skating skills	Keep stick on the ice	Don't set positions	Reward preparedness / hard work	Teach positions (30 min dry land)
				Everyone plays goalie	Emphasize having fun on the ice	
				Rotate all positions		
Squirt	Emphasis on Fun and Commitment	Expand basic skating skills	Teach passing skills	Teach angling	Reward preparedness / hard work	
			Teach wrist shots	Teach basic offense and defense	Communicate the importance of discipline	
			Teach Angeling	Rotate through offense or defense positions		
Peewee	Emphasis on Fun, Commitment, Development	Refine skating skills	Teach snap shots	Teach checking	Expect preparedness / hard work	Dry Land activities
			Teach Checking			
			Teach slap shots	Teach position specific skills	Expect each player to exhibit basic personal discipline	Emphasize off-season conditioning
			Enhance passing skills	Assign positions		Communicate importance of good nutrition
Bantam	Emphasis on Fun, Commitment, Discipline	Enhance speed and agility	Refine passing and shot skills	Refine position specific skills	Require preparedness / hard work	Off-ice teaching sessions
					Require each player to have a high degree of personal discipline	Expect good nutrition and health habits

CRHA Policies

Registration Policy

Registration as a member of CRHA will be automatic with registration for Tryouts and acceptance on a team roster.

Registration will be on-line via the CRHA website (www.juniorroughriders.com).

Players must be registered with USA Hockey prior to try-outs with the CRHA.

All registrants will be required to agree with CRHA governing documents (Vision, Policies, and Conduct) during the registration process. These documents will be available on the CRHA website at the time of the registration period.

Reviewed and Affirmed on July 30, 2009

CRHA Policies

Payment Policy

A preliminary payment program and estimated team expense will be available at tryouts. Final team fees will be determined after the final team roster is completed and team meetings are conducted.

Player fees are estimated based on the previous season's actual costs and a forecast of the upcoming season's costs. Teams will be allowed to adjust the fees collected to accommodate their scheduling needs but will be held accountable for the fixed costs as billed by the CRHA Treasurer.

CRHA will announce the fees and fee payment policy at the beginning of each season. A player's fees are expected to be paid by the established due dates for the player to remain in good standing.

Player's fees are collected by the Team Treasurer in three installments and deposited into the team account. They are: Sept. 30, Nov. 30 and Jan. 30th of each season. Fees are subsequently paid to CRHA as expenses are incurred by and billed to each team.

A player whose fee is not collected within 7 days of the due date is considered to be in poor standing and thus ineligible for participation. Such a player should not be allowed to skate with the team (Skills Nights, practices or games) until fees are brought current. Collection, accounting and enforcement of this policy are the responsibility of the Team Treasurer. Any delinquency must be reported to the Board Treasurer at the 7 day mark. The coach will be notified on ineligible players by the Board Treasurer.

Team payments, as invoiced by CRHA, are due to the CRHA Treasurer within 7 days of the billing date.

Payments may be made by cash or check anytime prior to the due date.

Reviewed, Revised and Affirmed on July 30, 2009

CRHA Policies

Team Tryout Policy

The CRHA shall establish a consistent process for conducting team tryouts. The objective of the tryout process is to ensure that each player is given a fair evaluation and that all players are placed at the most appropriate level for their abilities within their age bracket.

The Tryout Process can be found in the "CRHA Tryout Process" document posted on the CRHA website. This document will be made available prior to the tryout period.

Any player wishing to join a CRHA team after tryouts have concluded must arrange a tryout session with the Head Coach and the CRHA President. Said players must complete the USA Hockey and CRHA registrations and pay fees prior to entering the ice.

The player will be evaluated by the Head Coach and the Coaching Coordinator and then compared to the rankings of the other players. The player will practice with the top team for their age level, for nights equivalent to that of the initial tryout. The new player will be added to the second team unless the players skill level proves to be within the top five of the top teams' top five players' abilities.

Reviewed and Affirmed on Feb. 11,2010.

CRHA Policies

Team Level of Play Policy (Midwest Amateur Hockey Association MWAHA)

The CRHA will promote a philosophy of having each team play at the highest level of play appropriate for the skills of those players making up that team. Thus, CRHA may have MWAHA AA and A levels teams at any given age division.

Level of play will be determined by the Head Coach and the Coaching Coordinator in compliance with this policy.

If there is one team at an age division then the team will register at the appropriate level based upon the Head Coach and Coaching Coordinator decision.

Reviewed, Revised and Affirmed on Feb. 11, 2010

CRHA Policies

CRHA “Move-Up” Policy

The CRHA encourages a policy of placing all participating skaters in the level of play associated with their age/birth date. However, the CRHA has a move-up policy in place designed to recognize and address a player’s varying rates of development. With this in mind, the CRHA will make every attempt to match abilities, maturity and team chemistry with the challenges associated with individual player’s moving up to the next age level.

The move-up policy is:

- 1) The player is required to tryout at the level of play associated with their birth date.
- 2) If during tryouts, the evaluators and the coaching coordinator feel a player should be moved up, the coaching coordinator will recommend to the CRHA Board that the player and their family be approached about completing the tryouts at the next age level.
- 3) If the CRHA Board approves of the potential move up, the CRHA Travel Commissioner or President will discuss the potential move up with the family.
- 4) If the family is in favor, the player will complete tryouts at the next level.
NOTE: A tryout at the next level does not guarantee a spot at the next level. The player may end up back on the birth year team based on their evaluation during the remaining tryouts.

The “move-up” will only be allowed at tryouts. During the season, a player can move-up and play with an older team only if the older team is short of players. The player moving-up cannot bump another player from the roster during the season. The player moving-up to fill-in still has responsibility to the team he/she is rostered on. The Travel Commissioner, Coaching Coordinator, and both Coaches must be involved in the decision when a player is temporarily moved up. The player moving-up must try out every year. Making a team one year does not guarantee a position on the team the following year.

Reviewed, Revised, and Affirmed on Aug. 6, 2009

CRHA Policies

Orientation

The CRHA Board shall develop an orientation for parents. Attendance by at least one parent is required at the start of each season. The orientation will provide:

- CRHA Overview
- Hockey Overview
- Equipment Requirements
- Safety
- Expectations of Parents and Players
- Fee Payment Schedule
- Fundraising

Reviewed, Revised, and Affirmed on Aug. 6, 2009

CRHA Policies

Team Budget Management Policy

The CRHA Treasurer shall be responsible for establishing team budget estimates for each team. The estimate is to be based on the previous season actual costs and a forecast of the upcoming season's cost. The CRHA Treasurer shall present the team budget estimates to the Board for review and approval prior to presentation to the team.

1. The CRHA Treasurer shall establish checking accounts for each team with the CRHA bank.
2. Each team shall appoint a Team Manager and a Team Treasurer. The Team Manager and Team Treasure shall both have signature authority on the team account.
3. The CRHA Treasurer shall make initial deposits to the team accounts, as seed funding, amounts as agreed by the Board when the team budgets are reviewed and approved each fiscal year. Seed Funding is to be returned to the CRHA Treasurer as the remaining positive balance of the team accounts at the conclusion of the season.
4. The Team Manager and the Team Treasurer shall have sole responsibility for accountability and management of the team account for the entire season, including responsibility for final reconciliation and reporting to the CRHA Treasurer at the end of the season.
5. Each Team Manager and Team Treasure shall agree that some fees, such as Mid-West League, are estimates and may be adjusted based on final fees as they become known. The team shall be responsible for any additional funds, prior to checking account closure, if any fees were underestimated resulting in a budget shortage.
6. No refunds will be given to teams. Teams must submit a request for refunds to the CRHA Treasurer along with a summary of the final team budget. The CRHA Treasurer will issue refund checks where appropriate and with Board approval.
7. Insufficient funds for payments to the CRHA will be charged a \$30.00 processing fee.
8. Team Treasures shall reconcile the end of season team account and meet with the CRHA Treasurer for validation and closure of the account by the within two weeks of receipt of all final bills. Individual refunds will not be made until after the CRHA Treasurer has validated reconciliation of the team account.

Reviewed and Affirmed on Aug. 6, 2009

CRHA Policies

CRHA Administrative Fee Policy

The CRHA Board shall levy a team administrative fee on each team. The purpose of this fee is to cover organization expenses incurred in the administration of the program. The fee will be provided along with the team budgets at the beginning of the season. A 10% administrative fee is charged by the CRHA. The fee serves to replenish supplies, equipment, etc.

Reviewed, Revised, and Affirmed on Aug. 6, 2009

CRHA Policies

Fund-Raising Policy

There will be a minimum of one organization level fundraising event each year to support the entire organization. All members of the CRHA will be encouraged to participate in this event. All profits for this activity will remain with the association.

Individual teams will be able to participate in as many fundraising activities as they choose. All fundraising events and activities will need to be approved by the CRHA Board. Teams holding fundraising events are required to document all costs and proceeds for the event(s) and provide the proper written details to the CRHA Treasurer. Specific events may include, but are not limited to the following.

- Candle Sales
- Butter Braid Sales
- Enjoy the City Coupon Books
- Car Washes
- Cook Out Sales
- Tailgating Events
- 50/50 Rough Rider Game Raffles
- Tournament Basket Raffles
- Food Sales

All money from fundraising will be turned into the Fundraising Chair or the CRHA Treasurer. Money due to players, parents or team will be distributed to the team treasurer at a 90/10 split (team / association) within 7 days of closing the fundraiser by the CRHA Treasurer. No player, parent or team, will be able to fundraise above , what the players', parents' or teams' fees total. Any funds over fee amount will be given to the organization.

Fundraising Committee

This committee will be comprised of the following:

An appointed member of the CRHA Board who will act as the Fundraising Chair.

Representatives for each CRHA Travel Team. (This is a mandatory position for each travel team) This member may be the manager, coach, treasurer or parent.

This committee will meet on a monthly basis during the start of each season and as needed during the season. The committee will be responsible for facilitating team fundraising and the distributions of funds. As well as providing each team treasurer with a detailed fundraising report.

Reviewed and Affirmed on Feb. 11, 2010

CRHA Policies

Equipment Management Policy

CRHA Travel Practice Jerseys

1. At the beginning of the hockey season the CRHA Equipment Coordinator will give each Head Coach or Team Manager a set of practice jerseys for their team. The players are to wear the practice jerseys only during team practices for that season.
2. At the end of the CRHA Travel season players may keep their practice jerseys.

CRHA Travel Game Jerseys

1. The CRHA Equipment Coordinator will give each Head Coach or Team Manager their team's game jerseys to be worn during their travel games only. For each CRHA Travel Team, the jerseys will consist of a Home (White) and Away (Black) jerseys for each rostered player plus one set of extra jerseys.
- 2) The CRHA Mite, Squirt, Pee Wee and Bantam travel jerseys they are numbered 1 to 39 and 44. If a player was born in an even year then he/she will have an even number. If a player was born in an odd year then he/she will have an odd number. Players will continue to have the same number every year that they play for the CRHA. In the event a player would like to change numbers they would only be able to change to a number not currently being used but must still follow the even/odd year policy. The CRHA Equipment Coordinator will give each Head Coach or Team Manager a list of the players and their numbers from the previous year. The Head Coach or Team Manager will be responsible for giving the players the correct jerseys. It is the responsibility of the Head Coach or Team Manager to give a current list of players and their numbers to the CRHA Equipment Coordinator in a timely manner.
- 3) At the end of the season it is the Head Coach or Team Managers responsibility to get the game jerseys back from the players and return them to the CRHA Equipment Coordinator.
- 4) In the result of a lost or damaged jersey the Head Coach or Team Manager will need to collect the cost the replacement cost the jersey from the player's parent / guardian. If that player's parent / guardian does not pay the replacement cost by the next season, the CRHA Board may not allow the player to play for a CRHA Travel Team until the jersey is paid for.

Reviewed and Approved March 4, 2010

CRHA Policies

CRHA Travel Game Socks Policy

All CRHA Travel Teams will wear the game socks of the style and type identified by the organization.

In the event that a player would need to purchase a new pair of game socks the parent or guardian of the player must contact the team's manager who will then contact with the CRHA Equipment Coordinator. The team manager or team treasurer is responsible for collecting the money for the game socks and then paying the CRHA Equipment Coordinator.

The cost of the CRHA Travel game socks will vary from year to year based on the cost to the CRHA.

Cage Policy and Key holders

1. Only CRHA Board Members will have keys to the cage. If somebody needs to get into the cage they will need to contact a Board Member. The cage should remain locked at all times.
2. In the event a Board Member would like to have a key there will be a \$5.00 deposit fee for the key. As soon as you accept a key you are responsible for everything in the cage. There are to be no duplicate keys made. If a key is lost, it will be that person's responsibility to replace the lock on the cage and make new keys for everyone that has a key.
3. When getting something from the cage be sure to return the item to the correct location.

When a CRHA Board Member no longer needs a key that person should turn it in to the CRHA Equipment Coordinator and the \$5.00 deposit will be returned.

Reviewed and Approved March 4, 2010

CRHA Policies

CRHA Merchandise Policy

CRHA logo merchandise will be made available to all teams from an approved distributor. The CRHA logos are the property of the association. The use of the logo(s); must be approved by the Board of Directors.

Reviewed and Revised Feb. 11, 2010

CRHA Policies

Member Volunteer Policy

All players, coaches and families are welcome and encouraged to volunteer. In the event a family member volunteers then no two family members are permitted to have a common interest pertaining to accounting or decisions with regard to try-outs and team selection.

Reviewed and Revised Feb. 11, 2010

CRHA Policies

Discipline and Conduct Policy

CRHA strongly promotes good sportsmanship by all its participants. This includes, but is not limited to: coaches, players, volunteers, parents and officials. This policy governs all participants before, during and after all CRHA sponsored events, i.e. home and away games, social functions, and overnight stays at hotels.

Discipline Committee Members

President

Vice President (Chair)

Travel Commissioner

Secretary

(Note: If the incident involves a Board Member serving in one of the above roles than a different Board Member will be substituted on the Committee.)

Purpose

The purpose in implementing this program is twofold. First, we need to portray a good example while visiting other associations and a high standard for visitors to our association. Second, we want all CRHA members to be proud of their organization, being able to enjoy a program that promotes player growth in a family type atmosphere.

USA Hockey Zero Tolerance Policy

In an effort to make Ice Hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games.

Confidentiality

Each person shall exercise care not to disclose confidential information acquired in connection with discipline or conduct related issues.

Guidelines

Minor Incidents: these are non-serious incidents that involve but are not limited to playing time, coaching philosophy, practice utilization, and playing position.

Major Incidents: these are serious in nature that involve but are not limited to sexual or physical assault, abuse of alcohol or controlled substances, stealing and vandalism of property, or behavior that reflects poorly on the CRHA organization.

CRHA Policies

Procedures

Minor Incidents

Step One:

1. The concerned person should approach the individual who they have a concern with.
2. Discuss the situation and agree to a mutual understanding of each other's concern and a mutual resolution to the issue.

Step Two "A":

1. If the issue involves a player or parent on the team approach the team manager with the issue.
2. The team manager will meet with all parties and assist in resolving the issue.
3. If the issue is not resolved the proceed to Step Three.

Step Two "B":

1. If the issue involves a team manager, discuss the situation with the CRHA Travel Commissioner.
2. The Travel Commissioner will meet with all parties and assist in resolving the issue.
3. If the issue is not resolved then proceed to Step Three.

Step Three:

1. Submit in writing to the Risk Manager a letter detailing the issue, including the steps taken to try and resolve the concern.
2. The Discipline Committee will review the issue and meet with all parties.
3. The Committee will report it's findings and decisions to all participants and the CRHA Board of Directors.
4. Once all participants and the Board of Directors are notified of the action taken a general announcement may be displayed on the CRHA website. The announcement will not contain any names or identification of participants. The announcement will provide information on the issue and the action taken by Discipline Committee.

Major Incidents

Major incidents must be brought to the immediate attention of the Discipline Committee by the person that observed the event or has direct knowledge of the event.

CRHA Policies

Responsibilities

Team Manager

Resolve minor complaints.

Resolve first disciplinary action on players.

Authority to suspend player for a maximum of seven (7) days.

Consult with the Commissioner or Coaching Coordinator for guidance and enforcement of suspension.

Submit a written report within seven (7) days to the Chairman of the Discipline Committee on all incidents and action taken.

Submit a written report on all second and preceding disciplinary incidents to the Chairman of the Discipline Committee for the Committees action.

Submit a recommendation to the Discipline Committee for disciplinary action, as a result of a first incident requiring a suspension greater than seven (7) days.

Enforce the Official Playing Rules, Policies and Procedures of USA Hockey

Discipline Committee

1. Meet with all participants within seven (7) days of receiving complaint or disciplinary letter or notice.
2. Authority to increase or decrease any and all team suspensions.
3. Enforce the Official Playing Rules, Policies and Procedures of USA Hockey.
4. Report to the Board of Directors and Membership the issue and action taken.
5. Keep all personal information confidential.
6. Resolve any second or preceding disciplinary action for any participant.
7. Maintain overall authority for any conduct violations.

Reviewed and Approved March 4, 2010

CRHA Policies

Scholarship Policy

The CRHA Board of Directors administers a scholarship program as required by the CRHA By-Laws, and funded by the General Fund.

The purpose of the scholarship program is to ensure a child is not denied the opportunity to participate in hockey solely due to financial inability.

The scholarship program covers CRHA Travel Hockey and the CRIA House Program with player is a Mite or Squirt.

Scholarships are available to any player selected for a CRHA Travel Team. Scholarship awards are based on financial need, not on level of play or skill.

Applications for scholarship, awards, and all related financial information is confidential.

Roles and Responsibilities

Applicant - The applicant is the parent or legal guardian of the youth player(s). The applicant is responsible for providing the information required on the scholarship application.

Scholarship Director - The Scholarship Director is the CRHA Board Vice President. The Scholarship Director administers the scholarship process and makes determinations of need and award. The Scholarship Director works with the CRHA Treasurer to ensure funding is available and that awards are made. The Scholarship Director will notify the Team Manager when a scholarship is given to a family on their team.

Treasurer - The CRHA Treasurer manages the scholarship budget. Also, the Treasurer coordinates with the Team Manager to ensure that scholarship award amounts are correctly accounted for in the CRHA and Team budgets.

Team Manager - The team manager will ensure that scholarship awards remain confidential and will limit discussions to the Scholarship Director, Treasurer, and the recipient family. The team's Head Coach may be notified when there is a specific reason to do so.

Evaluation Criteria and Award Levels

Scholarship awards are made based on financial need and financial circumstances that, if not mitigated, would deny a child from participating in the sport.

Scholarship Awards are limited to CRHA fees and CRIA House Programs fees for Mites and Squirts within the CRHA Travel Program. Equipment and travel expenses are not covered by the scholarship program.

CRHA scholarship awards are made based on an analysis of the applicant's financial situation and exceptional circumstances. As a general guideline, the US Federal Poverty data (<http://aspe.hhs.gov/poverty/06poverty.shtml>) from the Department of Health and Human Services is used as a basis for the scholarship

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determination. Also, the determination takes in to account unusual circumstances such as fires, serious illness, and wage earner disability.

Scholarships are awarded at the following increments.

\$250, \$500, \$750 Typical award levels

100% Extreme financial circumstances

Scholarship Recipient Expectations

CRHA is a non-profit organization supported by local businesses and fees paid by members. As such, funding each year is limited and the CRHA Board must ensure that the funding is budgeted in a manner that provides the most benefit to all its members.

Recipients of scholarships are expected to assume certain responsibilities and obligations as outlined below.

1. Scholarships are awarded on a confidential basis. Recipients are required to keep scholarship awards confidential and limit discussions to the Scholarship Director, Treasurer, and the Team Manager.
2. Recipients are required to participate in fund raising events sponsored by CRHA.
3. Recipients are expected to participate in planning and hosting tournament events by CRHA.

Application Schedule

All requests for scholarships must be made by the applicant family using the appropriate application form.

Requests must be submitted ten (10) calendar days after announcement of team rosters.

Requests, with a completed application, must be made to the Scholarship Director (CRHA Vice President)

Determinations of scholarship award will be made by the Scholarship Director within 30 calendar days of receipt of all the applications and after the announcement of the team rosters.

Process

1. Applicant family completes and submits the scholarship application form.
2. Scholarship Director evaluates the scholarship application, including meeting with the applicants when necessary, to obtain all necessary information.
3. Scholarship Director notifies the applicant of the award decision.

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4. Scholarship Director notifies the Treasurer if there is a determination to award a scholarship.
5. Scholarship Director notifies the Team Manager if there is a determination to award a scholarship.

Appeals

An applicant may appeal a decision by the Scholarship Director to the CRHA Board President.

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Reviewed and Approved March 4, 2010

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CRHA Scholarship Application

Date: _____

Child's Name: _____

Team: _____

Parent/Guardian Name: _____

Parent/Guardian Address: _____

Contact phone no: _____

Email address _____

Explanation of Need:

Financial Information:

Number of people in family (same household): _____

Monthly income (all sources, net before tax): _____

Typical monthly expenses: _____

Unusual expenses: _____

Applicants must provide copies of: Current Tax Returns, Welfare/Free and Reduced Lunch Application, Child Support Amount, Government Supplement Income and Insurance Benefits if these are applicable.

I agree that the information provided is accurate, and that my request for scholarship is based on need. Additionally, I agree to actively participate in CRHA sponsored events including all fund raising events.

Parent/Guardian Signatures: _____

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Reviewed and Approved March 4, 2010