



# **Coyotes Amateur Hockey Association Policy Manual**

**(last revised September, 2009)**

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The CAHA Board of Directors reserves the right to, at any time, review and amend any all policies and procedures contained within this manual.

Not all CAHA policies and procedures are contained in this manual.

In the event clarification regarding a policy or procedure is required, CAHA members should always contact the CAHA Director for interpretation and / or assistance on any policy or procedure whether contained in this manual or not. In the event of a dispute regarding the interpretation and/or wording of any of the stated policies and procedures contained herein, the CAHA Director and the CAHA Board of Directors shall review and render a decision based on the best interest of the association.

# **Coyotes Amateur Hockey Association**

## **Policy Manual**

### **MISSION STATEMENT**

CAHA is a non-profit, 501-(c)(3) corporation, which enjoys an affiliation agreement with the NHL's Phoenix Coyotes and conducts its programs at the Ice Den. All teams are registered with Arizona Amateur Hockey Association (AAHA) and USA Hockey. In partnership with the parents, coaches, the Phoenix Coyotes and the Ice Den, we want to ensure that children are provided a meaningful, enjoyable, challenging and safe hockey experience.

We are an athlete-centered organization that places the needs of children first. We give each member the opportunity to participate to the best of their ability and to develop a positive self-image. Together, we nurture the physical and emotional well being of all members in an environment that fosters and promotes a sense of community.

We are guided by the values of sportsmanship, honesty, respect for the individual, and integrity. The Coyotes Amateur Hockey Association is committed to the long-term growth and development of all levels of developing players. Our success is measured with more children playing and staying in hockey.

### **CAHA PHILOSOPHY**

Sportsmanship and team play is a philosophy of coaching. It is the cornerstone of our association, and the guiding principle of our mission. Sportsmanship means putting the child's best interest FIRST. In our association, this means ensuring that every young player is treated with dignity and respect: emotionally, socially, intellectually, physically, culturally, and spiritually.

## **1. General**

### **1.1 Policy Maintenance**

A. CAHA policies must adhere to the following guidelines.

1. Simplified English will be used.
2. Each policy should address only one issue.

3. The policy must clearly define the parties or persons affected.
  4. Policies should not include details on how to administer policies.
  5. Personal opinions or editorializing do not belong in policies.
- B. On an annual basis, the CAHA Board will review the existing policies of the Association.
- C. Any member in good standing may request the creation or change of CAHA policies. The requester will submit their request in writing to the Board. The Board will:
1. Acknowledge the receipt of the request.
  2. Refer the request for action at the next scheduled board meeting.
  3. Notify the requester of the outcome of their request following action by the board.

## **1.2 Equal Opportunity**

- A. The Association shall provide equal membership/employment/service opportunities to all eligible persons without regard to race, religion, color, national origin, citizenship, age, gender, sexual preference, marital status, parental status, veteran status, handicap, membership in any labor organization, political affiliation, and for employment only, height, weight, and record of arrest without conviction.

## **2. GOVERNING STRUCTURE**

### **2.1 Board of Directors**

- A. **In accordance with the CAHA Bylaws and Articles of Incorporation (which were reviewed and approved in February, 1999 by the State of Arizona as well as USA Hockey / Arizona Amateur Hockey Association in May, 1999) CAHA is governed by a three (3) person Board of Directors, named by the Chief Executive Officer of Coyotes Ice LLC.**
- B. All issues of the membership must be resolved through proper channels as designated throughout this handbook. At no time should any member bring any issue for consideration to the Board of Directors or to individual Directors without first submitting the issue in writing to the CAHA Director.
1. Meetings of the CAHA Board:

- a. No meeting shall be held without at least 2 voting Board members present.
  - b. Meetings of the Board shall be held on a regular basis throughout the season.
  - c. Meetings of the Board shall be called and scheduled by the CAHA Director of Amateur Hockey (herein referred to as the CAHA Director), who shall chair the meetings.
  - d. The Assistant Director shall serve as the recording secretary.
  - e. The CAHA Director shall be responsible to notify each member of that Board of a scheduled meeting. In addition, the Assistant Director shall take minutes and distribute them via e-mail, fax or mail, to all members of Board.
  - f. The minutes the Board meetings will be available to the membership upon request within (7) days of the Board Meeting.
  - g. Meetings of the Board may only be held upon reasonable notice to each member of the Board.
  - h. Members may ask the CAHA Director if they can attend a meeting or may be invited to attend if issues so warrant. The decision of the CAHA Director shall be binding regarding Non-Board member attendance at the meetings.
- C. Members in good standing may make a request of the CAHA Board to review any and all CAHA financial records, Bylaws, Articles of Incorporation, and policy manuals. Such requests must be in writing, stating reasons for such viewing. A response from the Board will be forwarded to the member including an appointment date and time for such viewing.

## **2.2 Board Operating Policies**

- A. Board members should expect meetings to start and end on time.
- B. Whenever practical, the CAHA Staff will mail or distribute written materials supporting action items the Board may consider, to Board members before the meeting. Board members will review these materials before the meeting.
- C. Non-Board members wishing to be placed on the agenda must notify the CAHA Director in writing at least seven (7) days before the meeting. The request should include the subject, the amount of time required, and copies of any materials that Board members need to review.
- D. Each Board member has the responsibility of staying informed on the operations of the Association. This requires, among other things, timely review of all communications, preparation for meetings, and attendance at all Board and some Committee meetings.

- E. Matters discussed in closed sessions of the Board shall remain within the confines of the boardroom.
- F. Board members may express their conscience in a professional manner. Board members expressing their opinions will show courtesy to the volunteer efforts of the other Board members.
- G. Board members will set the example in all areas of conduct affecting the Association both within and without the boardroom.
- H. Directors may vote by proxy. All proxies must be in writing, designate another member of the Board to exercise the absent member's proxy vote, and must contain an expiration date not to exceed 30 days. A Director must submit their proxy to the Board before the convening of a meeting at which such proxy voting shall take place.
- I. Board members must abstain from voting on all matters in which they have a direct interest in the outcome. The Chairperson presiding at any meeting of the Board, shall rule on eligibility for voting on any issues involving the personal interests of a Board member, subject to being overruled by a majority of directors present and voting at such meeting.
- J. The Chairperson presiding at any meeting of the Board shall vote on matters submitted to written vote, or on any other matter that may break a tie vote.
- K. The Board will not deal with, or tolerate minutiae at the Board level.
- L. The Board will respect the operational decisions of Committee Chairpersons and officers. Their decisions are only subject to Board evaluation in the most serious situations.
- M. The Board will act on all policy decisions and all decisions involving expenditure of funds not already approved in the budget. The Board may delegate these specific items to a Committee of the Board.
- N. Matters appropriate for action by the Board shall in all cases, unless time demands or other circumstances clearly dictate otherwise, first be referred for action to the appropriate Committee for review, development, and referral to the Board.
- O. The Board has a duty to leave for its successors, clear written policy on all areas of Board responsibility.
- P. Board members will complete accepted assignments on a timely basis.
- Q. The Chairpersons of any standing committees of the Association shall keep the CAHA Director informed as to the progress, needs and concerns of their committees. The line of communication is Committee member to Committee Chairperson to CAHA Director to the CAHA Board.

- R. Board members shall refrain from being critical of the Board, its members and staff, when communicating with other volunteers. Board members will keep any problems with the Board or its policies at the Board level and work to resolve them.

## **2.2 CAHA Staff**

- A. The day-to day business operations and together with the concerns of the CAHA shall be handled by the CAHA staff.

- 1. Director of Amateur Hockey (CAHA Director):

- The Board of Directors of the CAHA shall hire a Director of Amateur Hockey. The Director of Amateur Hockey shall be responsible for the management of all hockey programs, clinics and camps of the CAHA, and Coyotes Ice, L.L.C. and the Ice Den. The Director of Amateur Hockey shall develop general philosophies and strategy for the CAHA and will serve as the principal hockey instructor to all of our Youth Hockey Association coaches. The Director is responsible for skill development and sportsmanship, facilitated through coaching seminars. The Director of Amateur Hockey will be required to maintain open communication with the Phoenix Ice Hockey Referees Association (PIHRA) and will participate in the development and maintenance of all written correspondence to the CAHA membership.

- 2. Assistant Director:

- This position will assist and report directly to the CAHA Director. Assistance involves assuming many of the same responsibilities of the Director which involves both on-ice or off-ice activities. This position will also assist in the CAHA coaching seminars and other CAHA programs as assigned. Also, where applicable, the Assistant Director will assist with the development of training manuals and curriculum for use in CAHA programs.

- 3. CAHA Instructors & Consultants:

- To assist with CAHA's commitment to coaching and player development, the CAHA Director shall maintain a small list of qualified hockey instructors and consultants. These instructors or consultants (fee based or otherwise) must first gain approval from the CAHA Director at least 48 hrs. prior to said activity.

- To assist it's membership in identifying these instructors and consultants, CAHA will provide a list of these CAHA-certified individuals who are available for team or position-specific instruction.

## **2.3 Committee Chairs**

- A. The CAHA Director may, at his discretion and subject to Board approval, create committees to assist in the facilitation of various CAHA duties. Each committee shall have a committee chair.

- B. Any person wishing to serve on a committee should notify the chair of the committee on which they wish to serve. Certain committees lend themselves to either restricted or open membership. Circumstances permitting, members may serve on the committee.
- C. To the extent any issues exist with regard to a committee, the decision of the CAHA Director shall be final. Any person wishing to chair a committee may be considered by notifying the CAHA Director.

### **2.3 Membership**

- A. Each registered participant in a CAHA program shall be considered a member of CAHA. Membership status is extended to each parent or legal guardian of any minor member of CAHA. A member is in good standing if that member is current on all CAHA, AAHA and USA Hockey fee requirements and is not the subject of current or ongoing disciplinary decisions which effect that members status.
- B. By participating in CAHA sponsored events, each member agrees to abide by all rules and policies that govern the CAHA and to at all times conduct themselves at CAHA affiliated events in a manner which reflects positively on the CAHA. Membership can be revoked in the manner set forth in various portions of this manual and by the Bylaws of the CAHA.

## **3. Registration**

### **3.1 General**

- A. All registrants must complete all forms or provide any documentation required by the CAHA or USA Hockey to participate in any CAHA skating activity. Skating activities include tryouts, evaluations, practices, games, clinics, power skating classes, and open hockey.
- B. Per AAHA regulations, all registrants must be in good financial standing at all AAHA organizations before being eligible for CAHA membership.
- C. All proper payments must be received by CAHA prior to participation in any CAHA activities including tryouts, evaluations, practices, games, clinics, classes or open hockey.
- D. A participant may register for only one team unless said player is participating on both a CAHA House team and a CAHA 'B' team and/or said player is playing goalie on one team, and skating out on another. The CAHA Director may approve a player playing on two teams under extenuating circumstances. Participation fees will be applicable for any additional team registrations.
- E. A participant may only register for the lowest age division for which they are eligible, according to the USA Hockey guidelines. However, the CAHA Director

may approve a player to register for a lower age division under extenuating circumstances.

- F. CAHA may register house teams in the Mini-mite through Midget divisions. The CAHA Director, with the approval of the Board of Directors, will determine the number of teams and divisions each year.
- G. CAHA may register Tier and Travel AA, A & B teams at the Mite - Midget divisions.
- H. Members may not participate on other Phoenix area Ice Hockey Association teams unless permission for extenuating circumstances is granted by the CAHA Director. The intent of this rule is to ensure that players do not neglect one team in order to play for another.
- I. Per USA Hockey, all tournament applications for CAHA teams are to be completed showing the team's organization as "CAHA" and the team is "Jr Coyotes" unless requested and approved otherwise by the CAHA Director. Such a request must be submitted and approved by the Director prior to the application's submission to said tournament as additional insurance arrangements must be made.

### **3.2 Pre-Registration**

- A. Pre-registration for Fall League Participants is available to:
  - 1. Current fall league (previous year) CAHA participants who are in good standing.
  - 2. Siblings of current fall league CAHA participants in good standing, who qualify to register for the entry-level (IP) program.
  - 3. Ice Den Pre-Hockey and CAHA Spring Hockey participants
  - 4. Persons who meet the requirements of section 3.2E.
- B. The Board of Directors will approve beginning and ending dates for pre-registration on an annual basis.
- C. Pre-registrations must include a CAHA registration form, required USA Hockey documents, and a pre-registration minimum fee of \$100.00 (non-refundable/non-transferable). Members may mail, fax, or return payment to the Ice Den Administration Office. Members may also pre-register on-line at [www.coyotesice.com/youthhockey](http://www.coyotesice.com/youthhockey)
  - 1. This payment is non-transferable and non-refundable.
- D. Qualified members who fail to pre-register by the ending date must register according to the Open Registration policies.

- E. Pre-registered players that do not attend house evaluations and / or travel tryouts must notify the CAHA Director within seven (7) days of the evaluations or tryouts of their intent to participate in the current season. After seven (7) days, that player's spot will go to the next person on the waiting list. The pre-registered player will have the option of going to the bottom of the waiting list, or maintaining their CAHA status under 3.2.E.
- F. Pre-Registration - Spring League Participants
  - 1. (7) days prior to the end of pre-registration for fall players, the current spring league players (who may not otherwise have been eligible to pre-register) in good standing may submit registration forms for the upcoming fall league using the same requirements of section 3.2. These forms will be processed prior to the 'Open Registration' period.

### **3.3 Open Registration Policies**

- A. Open registration is available to any applicant except as specified elsewhere in these policies. These include the requirement to be in good standing with all AAHA member associations.
- B. The Board of Directors will approve open registration date(s).
- C. Only a parent or legal guardian may register a participant. Open registration is on a first-come first-serve basis only.
- D. Open Registrations must include a CAHA registration form, required USA Hockey documents and the minimal pre-registration fee of \$100.00 (non-refundable and nontransferable) if registering prior to August 1<sup>st</sup>. After August 1<sup>st</sup>, participants shall pay the \$100.00 pre-registration fee and must adhere the installment dates outlined in section 3.7.
- E. Once a division fills, a waiting list will begin in that division according to the Waiting List policy.
- F. Open House and IP registration will continue until a division or IP program fills.
- G. CAHA will register players by date and position for goaltenders only. Goaltenders must identify themselves on the registration form. Identifying yourself as a goaltender does not guarantee you a goaltender position on a team.

### **3.4 Waiting List**

- A. The CAHA Director will maintain the waiting list for each division through the completion of each season.
- B. The CAHA Director may offer a player an opportunity to play in an age division other than their own if an opening exists and there is no waiting list in that

division. Declining the opportunity will not cause the player to relinquish their current position on the waiting list for their appropriate age division.

- C. The waiting list will not carry over from year to year.

### **3.5 Registration of Players with Delinquent Accounts**

- A. Players with delinquent accounts may not pre-register unless they have made payment arrangements with the CAHA Director. August 31 of the current calendar year will be the deadline for payment in full.
- B. The CAHA staff will provide a list of delinquent accounts to member organizations of the Arizona Hockey Association.
- C. Players may not register, or pre-register, if they owe money to any member organizations of USA Hockey, or the Arizona Amateur Hockey Association.

### **3.6 House League Move Up/Move Down**

- A. All move up and move down requests must be approved in writing by the CAHA Director.
- B. A player may request a move to the next higher or lower age level only.
- C. Players desiring to play in the next age division must have skill equal to those players in the next age division.
- D. Players desiring to move up must evaluate in the top of their current division and must first attend the evaluation that they qualify for by age (i.e. if you are Squirt age trying to move up to Peewee you must attend the Squirt Evaluations). The Hockey Director will have final decision on Move-ups/Move downs for each individual case.
- E. Move ups or move downs may occur only after open registration, providing there is room.
- F. Move ups will receive priority over move downs.
- G. Move downs are at the discretion of the CAHA Director and may require a medical statement signed by a physician.
- H. Only the CAHA Director may approve any move ups or move downs based on the needs of the league and the particular situation.

### **3.7 CAHA Fees**

- A. The annual registration fee for both Recreational and Competitive hockey is established by the Board. The projected known travel fees are established and

publicized prior to tryouts. Fees are established on projected operating costs for the upcoming year.

- B. To pre-register and to reserve a spot in CAHA for the upcoming season, non-refundable/non-transferable fees of \$100.00 (House) and \$500.00 (Travel) are due and payable by the announced deadlines.
- C. Total Jr. Coyote "hard costs" are due October 31<sup>st</sup> of current year. 60% of the projected travel cost must be paid by the 1<sup>st</sup> day of practice of the current year (typically mid-Aug)
- D. Prior to September 1<sup>st</sup>, refunds per section 3.7G for fees paid may be granted with the exception of the non-refundable/non-transferable deposits of \$100.00 (House) and \$500.00 (Travel).
- E. A player will not be allowed to evaluate, try out, or be assigned to a team unless the fee has been paid.
- F. The first child pays full fees, with each additional sibling receiving a ten percent (10%) discount of the CAHA House fees. (CAHA Travel Hockey does not apply.)
- G. CAHA refunds of pre-registration fees or balances may be available under very limited circumstances. Refunds are issued in the event a player relocates outside Maricopa County or sustains an injury that precludes participation. Injury refund requests must be accompanied with a physicians note. All refund requests must be made in writing. The CAHA Director has 90 days from receipt of the request to decide on the refund request and if allowing it, issue the refund. The decision of the CAHA Director is final on all requests.
- H. Participation in player evaluations forfeits any refund of any and all fees, pre-registration and second half of all fees unless the refund request is in accordance with 3.7G
- I. If a CAHA player participates in the spring or fall CAHA travel try-outs and makes a CAHA travel team **and submits the non-refundable/non-transferable deposit** and later said player determines to forego his commitment to CAHA to play for another team in another hockey association, said player is not entitled to any refund and is not eligible to transfer or apply any deposit money paid to CAHA.

### 3.8 Injury Policy

- A. This policy covers all reimbursement requests related to injuries. While CAHA hopes every child has a safe, fun and successful time playing hockey, injuries do occasionally occur. CAHA, for purposes of reimbursement, separates injuries into two categories: **Major Injuries** sustained on or off the hockey rink and **Minor Injuries** sustained on or off the hockey rink.
  - 1. Major injuries are those injuries sustained by a child that will require him/her to miss two months or more of the hockey season. A request in writing must be submitted to the CAHA Director accompanied by a doctor's note detailing the injury, date of the injury and the estimated time to recover. CAHA will then, upon receipt of the request, prorate the fees from the date of the injury and provide reimbursement for the period

of time missed, within thirty days of the receipt of the written request. **Prorated fees will be determined by the percentage of the season, which the child missed due to injury and will cover only items associated with ice time and tournament fees. Hard cost items such as association overhead, coaches fees, jerseys, league fees, etc. are paid over the first two installments and are not refundable.** CAHA will not provide reimbursement for any injury until a doctor's note is received along with a request in writing.

2. Minor injuries are those injuries sustained by a child that will require him/her to miss more than 30 days, but less than 60 days. The Director will review these requests on an individual basis. Requests must be in writing (within 14 days of the injury) accompanied by a doctor's note detailing a description of the injury, date of the injury and the estimated time to recover. The Director, within two weeks of the receipt of the letter will send a response to the injured party. An appeal can be made to the CAHA Travel Council within thirty days of the date if the request for reimbursement was denied. After thirty days of the initial denial, no appeals can be made. Players with a Minor injury will not be required to travel with the team and incur travel expenses during the injury period.
3. CAHA will **not** provide reimbursement for games or practices missed on an individual basis. CAHA will **not** provide reimbursement for any injury that requires a child to miss less than 30 days of the season.

### **3.9 End of the Season**

- A. CAHA's fall season will officially end no later than April 30 each year.
- B. Any fall team wishing to play after the end of the season must:
  1. Obtain approval from the CAHA Director.
  2. Re-register and re-roster the team through USA Hockey.
  3. Pay any additional assessments per 5.2.D.
- D. Teams meeting CAHA's official roster requirements are eligible to buy ice at the Ice Den at the CAHA rate which continues to be the lowest rate extended to any regular user group by the Ice Den.

## **4. HOCKEY OPERATIONS**

### **4.1 League Structure**

- A. Administrative Overview
  1. CAHA will offer Developmental, House and Travel (Tier, AA, A and/or B) programs. The House program will include teams in the mini-mite through Bantam divisions. The Travel programs will include teams in the Mite through Midgets divisions.

## 4.2 Developmental Programs

### A. Initiation Program:

1. The Initiation Program is an instructional program for new participants, which focuses on basic skill development with modified games, in a FUN environment. This program serves as a player's formal entry into USA Hockey and the CAHA. The Fall/Winter program will be conducted in approx 22 – (50) minute sessions (one per week). The Spring and Summer programs may vary and consists of approximately 20- (50) minute sessions (one per week). The Initiation program is a *pre-requisite for our recreational house league* thus preparing players to transition into the house league.

#### Program Features:

- Approximately 20-22 (50) minute sessions
- All participants receive a CAHA IP jersey
- Age levels: 4-10 years old and 11-14 years old
- Class size is limited

Players will be evaluated to insure that they are placed appropriately within our program. The best interests of the player's development will be our only concern.

Players will be evaluated in their first session for possible placement in the House program.

Players not placed in the House program after evaluation will remain in the Initiation program for its entirety unless a House roster spot becomes available and said player demonstrates the ability to participate at this appropriate House level.

Movement into the recreation program is on a space available basis only.

Successful completion of the program does not guarantee a position in the recreation program.

The pre-requisite for any beginning player wishing to enroll in the Initiation Program is the Pre-Hockey class at the Ice Den or other similar program.

## 4.3 House League Program

### A. General House Overview

1. This program will focus on skill development and team play concepts, in a FUN environment for learning. Players will be given an **equal opportunity** to participate and are encouraged to play all positions. Coaches will also be expected to adhere to the concept of equal ice time

throughout the entire season. Players will be placed on teams and will compete in games and practices played at the Ice Den.

2. Fall/Winter Program Features:

- 40+ total ice slots including evaluations and playoffs (one week day and one weekend slot).
- Age levels: As per USA Hockey classifications: mini-mite thru bantam (ages 4-14).
- Each team will play approximately 16 games (primarily on weekends).
- Each team shall consist of up to 17 players (unless approved by the Director).
- Checking will be allowed at the Pee Wee and Bantam age levels.
- Schedules will be provided for the season by the earliest possible date, but no later than October 1<sup>st</sup> of each year.
- Each participant will receive a CAHA House jersey and socks
- Players will participate under the CAHA Fair Play policy.

3. Rules of Play for House League Games:

- a. All Teams – a four-minute warm-up will be put on the clock and started at the beginning of each game’s scheduled ice time.
- b. Mini-Mites: will participate with coaches always on the ice instructing and organizing games
- c. Mites–Bantams:
  - 12 minute periods (Squirt – Bantam)
  - 10 minute periods (Mites)
  - First two periods shall be stop time
  - Third period shall be running time as time permits. This means the time remaining in the ice slot shall be placed on the game clock and running time shall be utilized. However, to allow for time-outs and the post-game handshake, 2 minutes will be subtracted from the total time. (ex: after the 2<sup>nd</sup> period, if 24 minutes remains in the ice slot, 22 minutes of running time will be added to the time clock).
  - In the event of an injury, the clock will be stopped in the 3<sup>rd</sup> period only if the player remains on the ice and the referee determines the injury is serious enough to stop the clock to allow for proper medical attention. Due to time limitations however, once play is ready to resume, the clock may need to be re-set in order for the game to conclude within the allotted time. If so, the scorekeeper will determine the proper time remaining in the game, inform the referees, and set the game clock accordingly.
  - Teams will be allowed (1) :30 second time out per game. A timeout **will** stop the clock in running time of the 3<sup>rd</sup> period

4. The game shall be deemed terminated when:

- a. The time as indicated on the game clock runs to completion prior to the time allotted by the schedule.
  - b. The time allotted by the schedule has been consumed irrespective of the time remaining on the game clock.
5. The CAHA Scorekeepers will be responsible for adjusting the time procedures during a game. The referees and the coaches of the teams playing should be advised of these adjustments.

## B. House Specific Policies

### 1. Evaluation Procedures

- a. House divisions will hold evaluations for all players before the beginning of the season. Evaluations will help determine a player's ability before being placed on a team.
- b. Each age division will have a separate evaluation.
- c. The CAHA Director will establish the evaluation process.
- d. The CAHA Director and members of Hockey Operations will conduct evaluations. The CAHA Director may also designate other persons to participate in the evaluations.
- e. The CAHA Director will put in writing the process for formulating teams.
- f. The CAHA Director will put in writing the placement process for any player entering the association after teams are formulated.
- g. CAHA cannot guarantee carpool requests.
- h. **The CAHA Director reserves the right to adjust House rosters to preserve league parity.** Teams electing to attach name-bars should therefore refrain until the after the Director confirms the team roster.

### 2. Tiering of House Teams

- a. The CAHA Board, at its discretion, may tier house teams.
- b. A tiered division must contain at least four teams.

### 3. House Goaltender Policies

- a. The deployment of goaltenders is at the discretion of the CAHA Director.
- b. A full-time goaltender on one team that also occupies a full-time skating position on another team will pay fees for both teams. A

full-time house goaltender will not pay extra regardless of the amount of house ice slots assigned to that player.

- c. CAHA will provide goaltender loaner equipment for House Teams in all age divisions when necessary.
- d. CAHA goaltender equipment may not leave the rink without prior approval of the CAHA Director.
- e. In the event too many goaltenders are registered in the same age division requiring the placement of multiple goaltenders on the same house team, CAHA shall offer "player equipment" when need, which would allow the goaltenders to alternate each game between the goalie position and another position. If this option is not acceptable, CAHA will offer a post-season refund based on the number of games missed due to a pure goalie rotation whereby one goalie does not participate in a CAHA game.

#### 4. House Roster Moves

- a. The CAHA Director must approve all House League roster moves.

#### 5. Games Outside the House League Schedule

- a. CAHA house teams may participate in additional games with other associations provided:
  - i. The games are scheduled through the CAHA Director at least two weeks in advance and do not conflict with the CAHA House league schedule.
  - ii. The games are scheduled with USA Hockey teams of the same division.
  - iii. USA Hockey Officials are employed.
  - iv. Teams do not participate in more than four total games outside the association.
  - v. The team pays all costs associated with the game.
  - vi. House teams may elect to play in all CAHA sanctioned house league tournaments
- b. CAHA will not schedule house teams to play additional games among CAHA house teams outside of the Ice Den.

#### 6. Spring/Summer Hockey:

- a. The CAHA Director will submit the spring/summer hockey program to the Board for approval by the December meeting.
- b. Participants in the spring/summer program must be CAHA and USA Hockey Registered.

#### 4.4 Travel Program

##### A. Travel Council

1. The CAHA Travel Council function is that of guiding and facilitating the organization operationally and administratively to fulfill our stated mission. On and off ice HOCKEY issues such as player selection, player motivation, playing time, game schedules, coach and manager issues, etc. are at the discretion of the of the CAHA Director and/or head coach and the team manager.
2. Any parent/member with a problem, complaint or concern should **first** consult with the team manager who will approach the head coach and attempt resolution at the team level. Material hockey issues that cannot be resolved at the team level shall be directed to the CAHA Director. The Director shall then meet with all parties to resolve the issue. If the outcome of the Director's decision is not deemed acceptable, the matter may be appealed to the CAHA Travel Council which will hear from all parties and make a final determination.

##### B. General Travel Overview

1. **It is fully understood that the nature of travel hockey and CAHA policy does not guarantee equal or fair ice time during travel games. The head coach has full discretion when determining the amount of playing time each player receives.**
2. The CAHA competitive travel program is designed for players who have the desire and ability to play at a challenging level of competition.
3. Teams will be selected at the Mite through Midget age levels and each team will participate at the appropriate level (B, A, AA and/or Tier) in the League designated by the CAHA Director and the Head Coach. AA or Tier head coaches may elect to participate as a 'tournament only' team.
4. Program Features:
  - Each team receives a pre-determined number of Ice Den ice slots.
  - Open Tryouts are held in the spring.
  - Only members in good standing with AAHA are eligible for selection and participation in the competitive program.
  - Each participant will receive CAHA competitive team jerseys, socks and warm-up.
5. **There are other costs associated with travel participation, including but not limited to: transportation, lodging, meals, tournament fees, coaches travel expenses, additional ice time,**

**clothing and miscellaneous which are outside the scope of the basic registration fee and are the responsibility of the participant.**

6. Team Selection Procedures

- a. CAHA travel tryouts are open to all USA Hockey members.
- b. All players selected for travel are subject to all applicable registration fees.
- c. The CAHA Board must approve any league in which travel teams participate.
- d. Travel coaches may hold practices or scrimmages prior to the CAHA tryouts providing the ice is scheduled through CAHA staff.
- e. CAHA encourages travel coaches to attend and participate in the various CAHA spring/summer programs.
- f. The head coach and Selection Committee are given the ability to select players that cannot be present at tryouts if they feel they have unquestionable knowledge that said player possesses the necessary skills to help a team.
- g. It is recommended that the selection of players should be based upon attitude, ability to compete at the highest level possible, skill, and the willingness of the player and the player's family to commit willingly and financially to the CAHA program.
- h. A travel coach may contact a CAHA house player to play travel providing the evaluation is done during house evaluations and the house coaches are aware of which player(s) may move to travel.
- i. The house player must make their decision on whether to play travel prior to the house draft.
- j. Travel coaches will not seek out house players once the house evaluation ends. Requests for house players must be made to the CAHA Director for consideration.
- k. The CAHA Director must approve any movement of players between house and travel.
- l. Players that leave the Travel Program may participate in the House League in their current age division. If a waiting list exists in that division, players cut from travel will move to the top of the waiting list. Players who leave the travel program voluntarily do not receive any priority.

7. Away Games and Tournaments

- a. In addition to Sonoran League games for CAHA A and B teams, teams may participate in up to 5 tournaments outside the state. **Any B team that also play in the house league may only travel and participate in events and tournaments that do not conflict with the CAHA House league games schedule. House practice ice that is missed due to B activities is not subject to make-up.**
- b. Team players are responsible for the head coach's travel and lodging expenses if the head coach does not have a player on the team or a player traveling and participating in the tournament on another team. Players are not responsible for coach meals.
- d. Transportation
  - i. CAHA does not allow any alcohol to be consumed in vehicles rented by the team.
  - ii. CAHA does not allow any alcohol to be transported in vehicles rented by the team when transporting players.
  - iii. The team will not reimburse the coaches for travel using personal vehicles. Coaches without relatives on the team are encouraged to share a ride with another player or family. Reimbursement for gas/mileage is at the discretion of the driver.

#### 8. Travel Ice

- a. When possible, the CAHA Director will schedule travel weekends to allow CAHA travel teams to invite out-of-state teams in to play games at the Ice Den.
- b. The CAHA Director will assign practice ice slots to CAHA travel teams. The cost of assigned ice slots becomes the responsibility of the team unless it can be traded or sold to another team.
- c. Teams not participating in the Sonoran Youth Hockey League shall be scheduled with practice ice through March 15. Teams participating in the SYHL shall receive practice up to the Grand Canyon State Games Tournament. Teams may elect to book more ice (at the team's expense).
- d. Regardless of their season status, teams may not return ice and forego their financial obligation or expect an association refund or credit by returning ice they elect not to utilize.

#### 9. Travel Team Uniforms

- a. Teams may not alter travel jerseys in any way without written approval of the CAHA Director.

- b. Players may only wear uniforms during a scheduled CAHA game. Players may wear jerseys for special events with the approval of the CAHA Director.
10. The CAHA Director shall determine when the current official season shall conclude.
11. The Dress Code for the CAHA travel teams shall be determined each year for the CAHA Travel Council. No jeans allowed or footwear that is heavily soiled. Only CAHA official hats may be worn to or from games.
12. CAHA, the Ice Den, the Board of Directors, the CAHA Director, the Coaches and the Managers do not accept any responsibility for player supervision in relation to team travel and events unless otherwise provided herein. Each parent of every player assumes all responsibility for providing proper adult supervision.
13. CAHA and its members accept no financial or supervisory responsibility for players involved in travel to and from travel events. CAHA and its members and coaches are not responsible for investigating or ensuring safe or adequate arrangements. Each parent or guardian is responsible for determining whether travel arrangements, accommodation and supervision is appropriate.
14. While traveling, all parent, coach and player guidelines contained in this manual apply. Violation of the guidelines may result in immediate removal from the team and/or CAHA.
15. The CAHA Travel Council and CAHA Director shall determine each year if all players must stay in accommodations selected by the team coach and manager or if they may stay in accommodations they select.
16. Violation of the CAHA zero tolerance policy for use of alcohol, tobacco or illegal drugs will result in immediate removal from the team and revocation of CAHA membership.
17. Any coach or team manager that fails to report as required herein a violation of any team rule, guideline, CAHA, USA Hockey or other applicable rule said person will be subject to a conduct review hearing by the CAHA staff and/or the Disciplinary Committee, with appropriate action taken.
18. Each parent or guardian or supervising adult is responsible for the conduct, actions, behavior and consequences of that player. The CAHA and its members, accept no responsibility.
19. Violation of Hotel rules will result in discipline as provided in this manual.
20. Prior to the start of each season, each travel head coach must determine his team policy regarding player financial responsibilities regarding their share of tournament and / or entry fees associated with all designated league games and tournaments. This policy must specifically address non-participation (regardless of reasons) to ensure all players and

parents fully understand their financial obligations. The team manager must submit their team policy to the CAHA Director no later than August 30 of each year.

21. All CAHA games at the Ice Den are played with a curfew to ensure the game is played within the time allotted. When playing games, all CAHA travel teams will adhere to the following game procedures:

**70 min. Scrimmage Game**

- 4 Minute warm up
- (3) 12-minute stop time periods
- (1) 30-second time out each team

**75 min. Host Weekend Game**

- 4 Minute warm up
- (3) 13-minute stop time periods
- (1) 30-second time out each team

**90 min. Scrimmage Game**

- 4 Minute warm up
- (3) 15-minute stop time periods
- (1) 30-second time out each team

**120 min. Scrimmage or Host Game**

- 4 Minute warm up
- (3) 20-minute stop time periods
- (1) 30-second time out each team

**Running Time:**

Typically, there is no running time during Jr. Coyotes games.

**Curfew Time:**

1. All Jr. Coyotes games are curfew games and must run on time. Therefore it may be necessary to adjust the time at the beginning of, or during the 3rd period.

2. Clock adjustments will be calculated using the following formula:

**Total time left in the ice slot / 2 = time left in the 3rd period**

For example, if there is 20 minutes left in the ice slot when the 3<sup>rd</sup> period begins, the clock operator should divide 20 by 2 and put 10 minutes on the clock.

## **4.5 Female Hockey Programs**

### **A. General Female Program Overview**

1. CAHA is committed to the development of female hockey programs. Each year the Board, in conjunction with the CAHA Director will review the registration numbers, abilities and age classifications as recognized by USA Hockey for female players and make program determinations based on this information.

- 2 The Board considers the possibility of all-female house teams, special female hockey development programs and all-female travel teams if pre-registration numbers and interest so warrants these programs. Female participants in CAHA programs are subject to the same registration policies, procedures and deadlines as all regular CAHA members.

## **5. COACH & MANAGER POLICIES**

### **5.1 Coaching Education Requirements**

- A. The following USA Hockey coaching education requirements will be in effect:
  1. Initiation Level: Minimum requirement for all 1<sup>st</sup> year CAHA coaches and assistant coaches in the Recreational Program.
  2. Associate Level: Minimum requirement for all 2<sup>nd</sup> year CAHA coaches and all Head coaches in the Recreational Program. All assistant coaches in the competitive level.
  3. Intermediate Level: Minimum requirement for all 3<sup>rd</sup> year CAHA coaches and all Head coaches in the Competitive Program.
  4. Advanced Level: Minimum requirement for all 2<sup>nd</sup> year Head coaches in the tier II Program based upon in-state availability.
- B. All CAHA coaches are expected to participate in the continuing education program, which shall meet on a regular basis.
- c. All coaching education fees shall be paid for by CAHA.

### **5.2 Coach Selection Policies**

- A. House Coach Selections
  1. No later than 90 days before the beginning of the season, the CAHA Director, or his designee, will post notices at the rink and/or on the CAHA website asking for applications for house coaches. Interested parties shall complete the application and return it to the CAHA Director no later than 45 days before the beginning of the season. The season begins with house evaluations.
  2. House coach selections will be determined by the CAHA Director.
  3. Interviews deemed necessary by the CAHA Director will take place no later than 30 days before the beginning of the season. The CAHA Director will inform the Board of Directors of the coaching selections.

4. In cases where applicants lack qualifications, or there is a lack of applicants, the CAHA Director will seek out additional candidates.

B. Travel Coach Selections

1. No later than February 15 of each year, the CAHA Director will post notices at the rink and/or on the CAHA website asking for applications for travel coaches. Interested parties shall complete the application and return it to the CAHA Director by the established deadline. The travel season begins with tryouts for travel teams in the spring.
2. Travel Coach Selections will be determined by the CAHA Director and his Selection Committee. The Board of Directors must approve the travel coach selections one week prior to the spring tryouts.
3. In cases where applicants lack qualifications, or there is a lack of applicants, the CAHA Director will seek out additional candidates.
4. In cases where the CAHA Director and Selection Committee cannot reach a decision, the Board of Directors will make the selection. If necessary, the Board of Directors will hold a special meeting to select said travel coach. At the meeting, each candidate will have the opportunity to answer questions presented by the Board. The Board will then vote and select a coach by a two-thirds majority of the members present. If any Board member has a conflict of interest concerning a particular vote, he/she must abstain. The Board may vote up to three times. The CAHA Director will seek out additional candidates if a two-thirds majority vote is not possible after three votes.

### 5.3 Coaching Rules

A. **Player Development and Sportsmanship are the cornerstone of the CAHA program.** All coaches shall set proper examples and keep their emotions in check at all times.

B. Number of Coaches

1. Each team may have up to two assistant coaches (three for travel) and one team manager.
2. CAHA will pay for an IMR for the head coach and two assistants (three for travel).
3. CAHA will pay to fingerprint the head coach, two assistants (three for travel), and one manager for each team.
4. Only the head coach and assistants with valid IMRs may be on the ice, or in the bench area during games and practices.

5. If a team would like to have an additional assistant, that assistant/team will incur the cost of finger printing and the IMR.
- C. **All House coaches are required to provide each player on his team a fair amount of ice time during House League games, except when the coach is denying ice time as a disciplinary action.**
1. **Fair ice is each player having an opportunity to play the same amount of time as any other player. It is the head coaches' responsibility to ensure fair ice.**
  2. House teams will not have set players for power plays or for penalty killing situations.
  3. If a house team does not have an equal number of players for each line, the coach will make sure that players either sit out, or double shift on an fair basis.
  4. Coaches will not short-shift or play players for extended time periods to gain an advantage.
  5. CAHA requires all travel and house coaches to attain USA Hockey Certification for their appropriate level as outlined in the USA Hockey Annual Guide.

#### **5.4 Coach and Team Manager Removal**

- A. All coaches and team managers will conduct themselves in a manner consistent with the spirit of the Mission Statement of CAHA. Any inappropriate behavior will result in disciplinary action by the CAHA Director. This may include removal of the individual from their position.
- B. The CAHA Director in conjunction with the CAHA Board may dismiss any coach or team manager. The CAHA Director will inform the coach or team manager of their dismissal in writing including an explanation for the action. The CAHA Director, with support of the Board of Directors, reserves the right to discipline and if required, dismiss a Coach or Manager that is deemed to be working in a contrary manner to the policies and procedures of the association; or is in direct conflict with the CAHA Mission Statement.

#### **5.5 Coaches Replacement Procedure**

- A. The CAHA Director in conjunction with the CAHA Board will select the replacement coach.

#### **5.6 Removal of a Player**

- A. All players will conduct themselves in a manner consistent with the spirit of the Mission Statement of CAHA. Any inappropriate behavior will result in disciplinary action by the CAHA Director in conjunction with the Disciplinary Committee. This may include removal of the individual from the team.
- B. The CAHA Director in conjunction with the Disciplinary Committee may dismiss any player. The CAHA Director will inform the player of their dismissal in writing, including an explanation for the action.

## 5.7 Coaches Responsibilities and Duties

### A. General

- 1. It is imperative that all coaches study this manual and conduct the affairs of their team accordingly. Coaches are among the most influential and respected role models that youth encounter. The use of common sense, good judgment, leadership and sportsmanship is mandatory. High standards should be set for all coaches and players on the ice, off the ice, and in the community.
  - a. **Each coach shall conduct a parent meeting within the first week of the season to familiarize everyone with team, association and AAHA policies and expectations and prepare them for the events that they will experience during the season.** At that time, coaches will provide each player with a copy of his or her coaching philosophy and expectations for the season. Coaches should also discuss at this meeting expectations of attendance, behavior, motivation, and parent participation.
  - b. Each coach shall be accessible to players and parents on a reasonable basis to discuss the player's progress, or the lack of it, or to clear up misunderstandings.
  - c. Coaches are required to achieve USA Hockey certification and attend workshops and other coaching clinics provided by CAHA. They will be required to continue to learn more about hockey and coaching methods so they may improve coaching effectiveness. They will be expected to know the rules of the game. USA and AAHA Hockey rules are available from the CAHA Director.
  - d. Coaches are required to adhere to the current USA Hockey Certification Levels for CAHA. CAHA reserves the right to withhold any compensation to coaches who are not yet certified to pre-determined levels.
  - e. Coaches are expected to be at all games and practices or arrange for a proper substitute. Coaches are expected to arrive at least 30 minutes prior to ice time to prepare teams.

- f. Recruit a team manager to help with the team administration. Upon selection, coaches shall submit the manager's name for final approval from the CAHA Director.
- g. At least one coach or manager must be in the locker room and / or hallway at all times for each game or practice. A coach or manager shall be the last person to leave the locker room.
- h. In the event the Head Coach cannot attend a practice or game he or she shall appoint an assistant to substitute. In the event no coach from the team will be present the Head Coach must contact the CAHA Assistant Director at least 24 hours in advance to ensure his team is covered.
- i. Coaches of teams using CAHA ice time shall be responsible for the supervision of skaters on the ice and maintaining discipline on the bench and in the locker room. The only persons allowed on the ice are rostered players and the certified coaches of the respective teams with the exception of guest coaches as approved by the CAHA Director.
- j. Coaches shall maintain team discipline and take reasonable measures to punish violations of team rules and follow the regulations regarding player discipline stated in this manual. Coaches shall teach and condone only "clean" hockey.
- k. Coaches should present the CAHA Team Rules that have been approved by the CAHA to all players and parents. The coaches have the right to add to rules as circumstances warrant it, upon approval of the CAHA Director.
- l. Coaches have the right to bench players for unexcused practice/game absences and/or disciplinary reasons. Benching will be for a shift, period or game depending on the infraction and/or occurrence of offense. Coaches should be notified of practice/game absences prior to scheduled ice time. All disciplinary actions will be documented by way of the CAHA Incident Report Form (last page of manual).
- m. Coaches shall be responsible for keeping all skaters off the ice during periods scheduled for resurfacing. No one should go on the ice before the Zamboni door closes.
- n. No games or practices can be scheduled or changed without prior consent of the CAHA Director.
- o. Score sheets must be filled out before the game is scheduled to begin. This is the responsibility of the teams. The head coach of both teams must be identified on the score sheet. Score sheets will be at the Ice Den Administration Office or Hockey office. All Score sheets are to be signed by all referees before copies are given to the coaches. The top (white) copy of the score sheet must be returned to the Ice Den Administration Office to be

collected by the association for statistical purposes. The other two copies go to the respective coaches. Teams participating in leagues must follow the procedures for score sheets, although one copy must remain at the Ice Den front desk for the association statistics. Score sheets for out of town games are the responsibility of the coach.

- p. Coaches shall be responsible for distributing and picking up equipment.
- q. CAHA players, coaches and managers disregarding the instruction of supervisory personnel shall be suspended from participating in CAHA activities until a hearing of the CAHA Director and the Disciplinary Committee.
- r. CAHA does not assume financial responsibility for games and practices that have not been scheduled and approved by the CAHA Director.
- s. Coaches are encouraged to have a team manager/team parent who will assist with team operations.
- t. In the event a coach exercises his powers contained herein to discipline a player, that coach must notify the CAHA Director in writing within 24 hours of the incident which led to the discipline. Coaches may use the CAHA Incident Report Form. Failure to report is grounds for disciplinary action.
- u. Each coach should be aware of the different guidelines that apply to the teams, divisions, and leagues (ie house, travel, tier, division etc.) contained in this manual, the USA Hockey Rules and any other applicable guidelines.
- v. All coaches must abide by the Coaches Guiding Principals & Policies contained in section 7.1.A.
- w. Coaches are responsible for reporting any injuries that occur on or off the ice immediately to the Ice Den staff in order to facilitate appropriate first aid care. Coaches must also complete, with the Ice Den staff, the facility accident report.

## **5.8 Travel Management Policies & Procedures**

- A. The CAHA Director must approve the selection of the travel team manager.
- B. A travel manager may not be a spouse, relative, or coworker of the head coach.
- C. Both the travel coach and the travel manager are required to attend the initial travel meeting, which takes place at the beginning of each season.

- D. Both the travel coach and the travel manager must read and sign the Coach & Manager Rules and Regulations Document before check requests and fundraising applications become available.
- E. Using the CAHA Schedule Alteration Form, the coach or manager must inform the CAHA Director of all ice swaps with other teams.
- F. The coach or manager must turn in score sheets dealing with Gross, Match, or Game Misconduct's, within three days of a game or end of trip to the CAHA Director.
- G. Travel: Compile a team roster with players' names, parents' names, addresses, email addresses, phone numbers, ages, and dates of birth. The completed roster must be given to the League Director by the deadline specified by the Director to ensure proper rostering with USA Hockey and any affiliated leagues.
- H. Travel: Collect vital medical data on each player. This information should be available for each player. The medical form contained in the USA Hockey Associate Coaches Manual should suffice.
- I. Travel: Coordinate with team members' parents regarding scheduling and schedule changes for games and practices.
- J. Travel: Coordinate the distribution of information for out-of-town Travel games to team members' parents. Information to include: game times, hotel information, maps, etc.
- K. Travel: Assist with out-of-town motel reservation requests for team member parents.
- L. Travel: Coordinate with CAHA staff the assignment and distribution of Travel jerseys and arrange for team members' names/numbers for jerseys as well as the 'A' and 'C' designations.
- M. Travel: Keep copies of each team member's birth certificate and USA Hockey card.
- N. Travel: Collect fees as necessary for extra equipment or activities (travel socks, extra practices, extra tournaments, etc.) and submit to the CAHA Bookkeeper.
- O. Travel: Collect all score sheets after every game, keep a copy, submit a copy to the Referee, and the visiting team. Submit the original to the League Director.
- P. Travel: Keep statistics for the team (i.e., playmakers, hat tricks, shut outs).
- Q. Travel: Keep and maintain the master roster for the team.
- R. Ensure the scorekeeper has the team roster before each game.
- S. Recruit minor officials for your team (scorekeeper, clock operator, penalty box, etc).
- T. Fill the role of liaison between team members' parents and coach or director.
- U. Attempt to attend as many team practices and games as possible.

## **6. DISCIPLINE**

### **6.1 General**

- A. All Members and spectators at CAHA events or who participate in CAHA programs are subject to the authority of CAHA, its Board of Directors and the CAHA Director and all provisions, policies, codes and rules contained herein and throughout this manual. Violation of any Policies, Procedures, Rules or Codes contained herein will result in sanctions ranging from verbal warning to permanent expulsion. The following applies to ALL incidents:
1. Any coach, manager, parent, volunteer, player, or other member may bring incidents that may rise to the level of a violation of any rules, procedures, policies, codes or provisions to the CAHA Director by way of an Incident Report, available from the CAHA Staff.
    - a. If a coach and/or team manager fails to report an incident in violation of this manual the coach and/or manager is subject to discipline.
    - b. The CAHA Director shall review all Incident Reports and take one or more of the following actions:
      - i. Review the Incident Report and decide whether further action is warranted.
      - ii. Do a preliminary investigation (ie. talk to persons involved, etc.)
      - iii. Determine what, if any further action is warranted (ie. further discipline, approval of imposed discretionary discipline, allow relief from discipline)
      - iv. Advise the effected members of the determination
      - v. Advise appropriate coaches, managers, and team parents of the decision or determination
    - c. All imposed discipline stands pending the review of the CAHA Director.
    - d. If the affected member or parent disagrees with the determination of the CAHA Director, an appeal may be taken in writing to the Travel Council. The written request must be delivered to the Travel Council within 5 days of the CAHA Director's decision. The appropriate body shall then make a final decision following an official meeting and subsequent investigation by said body.

### **6.2 Coaches Discretion**

- A. CAHA coaches have discretionary authority to discipline any player who violates any rule, regulation, policy or philosophy of the CAHA or who otherwise fails to conduct themselves in a respectful, appropriate or sportsmanlike manner at or about any CAHA practice, game or other CAHA event as follows:
1. If any player commits an infraction during any practice, game or other CAHA event, which would otherwise constitute a major or match penalty under USA Hockey rules during games, in addition to any discretionary discipline the coach shall immediately suspend the player's privilege to continue participating in the event in which the infraction is alleged to have been committed and immediately refer the matter to the CAHA Director for further action.
  2. If any player commits an infraction during any practice, game or other CAHA event, which may not necessarily otherwise constitute a major or match penalty under USA Hockey rules during games, but which warrants certain disciplinary action in the broad discretion of the CAHA coach, then said coach may exercise their discretion to immediately carryout an appropriate sanction. Sanctions may include, but are not necessarily limited to speaking to the parent(s) and/or guardian(s) of such player, not allowing the player to participate in any or all of the remaining event, a reduction of ice time, missed shifts, or suspension (up to a maximum of 1 game or practice) and/or referring the matter to the CAHA Director for further consideration and action.
  3. Any discretionary discipline imposed under this policy must be reported to the CAHA Director within 72 hours by way of an Incident Report Form.
  4. Coaches may, unless otherwise required to, impose discipline as contained above, decline to impose discipline and file an Incident Report Form that includes a request for the discipline to be handled by the CAHA Director.

### **6.3 On-Ice Behavior**

- A. CAHA will follow USA Hockey guidelines regarding suspensions and additional disciplinary measures to be taken when a player exceeds certain criteria regarding penalty minutes and specific penalties accrued within a certain time frame.
1. Minor penalties: Any player who incurs a total of 5 penalties in a single game is given a game misconduct and is suspended from playing in that team's next game. The 5-penalty total can be made up of any combination of penalty infractions.
  2. Major penalties: Any player who incurs a second major penalty in the same game automatically receives an additional game misconduct penalty. This penalty shall be in lieu of any required misconduct or game misconduct penalty for the major penalty infraction, and the player is suspended for that team's next 2 games. This suspension is in addition to any other suspensions incurred during the same incident. When a player injures an opponent as a result of boarding, charging, checking from behind, cross checking, butt ending, attempted butt ending, head butts or

body checks on the goaltender when he/she is in the goal crease, the referee shall have no alternative but to impose a major penalty plus a game misconduct.

3. Special/coaches: Any coach whose team receives a total of 15 separate penalties in a single game shall be suspended from the team's next game.
4. Game misconduct: This results in the suspension of a player or team official for the balance of that game and the next game of that team. Exception: Rule 613 (third man in). There shall be no additional game suspension, unless it was the second major in that game (Rule 403).

In all cases where a game misconduct penalty is assessed, the incident shall be reported to the proper authorities, who shall have full power to impose further suspensions.

5. Gross Misconduct: Any player or team official incurring a gross misconduct penalty shall be suspended from participating in any USA Hockey games or practices until the case has been dealt with by the proper authorities. A mandatory hearing by the CAHA Travel Council will be held and a decision be made relative to any further disciplinary measures within 30 days of the incident. If circumstances prevent the Travel Council from conducting this hearing, the suspension shall be terminated automatically after 30 days.
6. Match penalties: A match penalty involves the suspension of the player for the balance of that game. The player will be ordered to the dressing room immediately. A player incurring a match penalty shall be suspended from participating in USA Hockey games or practices until his/her case has been dealt with by proper authorities. The hearing process follows the same guidelines defined under "Gross misconduct".
7. Accrued Penalty Minutes: Any CAHA player is subject to a hearing with the CAHA Director under the following circumstances:
  - He/she accrues any 3 major penalties during the course of the season.
  - He/she accrues any 2 misconducts during the course of the season.
  - He/she accrues 3 "checking from behind" penalties during the course of the season.
  - He/she accrues any 2 un-sportsmanlike conduct penalties during the course of the season.
  - a. At the mandatory hearing, the player will be allowed to share his/her side of the story with the CAHA Director who will then decide on action to be taken, if any.
  - b. A player shall be suspended a full 30 days upon his/her second meeting with the CAHA Director and will be suspended for the remainder of the season upon his/her third hearing with the CAHA Director.

- c. Players may appeal any decision of the CAHA Director to the CAHA Board but the imposed discipline will remain intact until the Board of Directors approves or disapproves the action of the CAHA Director. The decision of the Board of Directors is final.
- d. The CAHA Director can impose immediate long-term suspensions for any action deemed extreme in nature. Examples include, but are not limited to, gross intent to injure, deliberate injury to another player and deliberate damage to property.

#### **6.4 Off-Ice Behavior**

- A. Players are subject to disciplinary action if their off-ice actions are deemed unacceptable by the CAHA Director. Generally, players are expected to conduct themselves in accordance with the written Policies, Rules, Rink Rules, and Codes of Conduct contained herein or in USA Hockey Rules. Any player found to be in violation of this policy will be subject to immediate disciplinary action, including possible immediate suspension or expulsion from the arena and the Association.

#### **6.5 Criticism Procedures**

- A. All criticisms within a team should first be taken to a coach or manager of that team.
- B. If the issue is not resolved, a letter must be written to the CAHA Director outlining the concerns.
- C. The CAHA Director will contact the coach and concerned party within three working days. If needed, the CAHA Director will bring both parties together to discuss the issues.
- D. If the CAHA Director is not able to resolve the situation, the issue will be addressed by the Travel Council.

## **7. GUIDING PRINCIPALS AND POLICIES**

### **7.1 Member Codes of Conduct**

#### **A. COACHES:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Refrain from public criticism of fellow coaches, athletes, officials and

volunteers.

4. Abstain from the use of tobacco products while in the presence of his/her athletes.
5. Abstain from drinking alcoholic beverages when working with athletes.
6. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
7. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
8. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
9. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
10. Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
11. Never advocate or condone the use of drugs or other banned performance enhancing substances.
12. Never provide under age athletes with alcohol; never encourage its use.
13. Be a positive role model to your players.
14. Care more about the child than winning the game. Remember players are involved in hockey for fun.
15. Display emotional maturity.
16. Be alert to the physical safety of players.
17. Be generous with your praise when it is deserved.
18. Teach good sportsmanship, respect parents, opponents and officials.
19. Be patient and understanding, be upbeat and encourage fun.
20. Familiarize yourself with the rules, techniques and strategies of hockey.
21. Study to learn to be a more effective communicator and coach, do not just yell at the players or officials.
22. Recognize your influence on players, be honest and consistent.
21. Teach basic values of team work.

22. Emphasize the development of the fundamental skills of the game.
23. Adjust to personal needs and problems of players.
24. Maintain an open line of communication with your players' parents.  
Explain the goals and objectives of your association.
25. Never verbally or physically abuse a player or official.
26. Give all players the opportunity to improve their skills, gain confidence and develop self-esteem
27. Organize practices that are fun and challenging for your players.
28. Be concerned with the overall development of your players. Stress good health habits and clean living.

#### **B. PLAYERS:**

**I fully understand the nature of travel hockey and know that CAHA policy does not guarantee equal or fair ice time during travel games. I understand the head coach has full discretion when determining the amount of playing time each player receives. In addition, I agree to:**

1. Play for fun.
2. Respect your coach, your teammates and opponents.
3. Do not argue an officials' decision.
4. Play by the rules.
5. Work hard to improve your skills.
6. Be a team player - get along with your teammates.
7. Try your hardest to win but be a good sport.
8. Learn teamwork, sportsmanship and discipline.
9. Be on time for practices and games and be prepared with the required equipment.

#### **C. PARENTS:**

The sport of ice hockey for youth is greatly enhanced by the support, cooperation and assistance given by parents. The most important part of parents' support is the encouragement they give to their child, the player. Parents can help by showing an interest in the sport and supporting the team and the coaching staff. Parents are encouraged to support the team games

and other functions and are invited to volunteer to help CAHA in any way they can.

**Parents provide an example for players to follow. They should serve as role models to the players by the manner in which they enjoy the game and by supporting the coaches and the CAHA program. Any concerns or opinions that parents wish to express to coaches or officials should be communicated in a mature and appropriate manner.**

Parents and coaches should try to develop relationships that will provide a fruitful and enjoyable experience for everyone involved. Parents and coaches should develop a working relationship that will help the player achieve his or her maximum benefit from playing ice hockey.

**Parents of travel players also must fully understand the nature of travel hockey and know that CAHA policy does not guarantee equal or fair ice time during travel games. By accepting a travel position, parents understand the head coach has full discretion when determining the amount of playing time each player receives.**

**In addition, all CAHA parents agree to:**

1. Encourage but do not force your child to participate in hockey.
2. Be understanding and supportive of the coach and the officials. Do not undermine the coach or officials to your child.
3. Realize the importance of practice to develop the necessary skills.
3. Be positive and encouraging to your child. Do not embarrass your child by screaming at coaches, officials or your child.
5. Teach your child that honest effort, good sportsmanship and teamwork are most important.
6. Maintain an open line of communication with the coach.
7. Encourage your child to play by the rules.
8. Set a good example for your child.
9. Never determine the worth of your child by whether their team won or lost a competition.
10. Encourage your child to improve skills.
11. Remember children play sport for their enjoyment, not yours. Help make their involvement fun.
12. Appreciate good plays for your child's teammates as well as opponents.
13. Assist your child in being timely and prepared with all necessary

equipment.

14. Supervise your children at all CAHA events (parents are financially responsible for any property damage done to the facility, property of another member or property damage done to another facility).
15. Chose an appropriate time, place and manner to discuss with your coaching staff any concerns or other issues.

#### **D. SPECTATORS:**

1. Conduct themselves with courtesy and respect to others participating or observing CAHA events.
2. Remain behind the glass areas of the rink and do not knock, pound or hang on the glass.
3. Avoid any contact with the player's bench, the coaches, the official time keepers area, and the penalty box unless specifically instructed by an official or the coaching staff.

#### **E. DRESSING ROOMS & OTHER FACILITY POLICIES:**

1. Dressing Rooms:
  - a. CAHA rents arena ice time and therefore has a liability and responsibility to not damage any arena property. Parents must ensure that they and the players are aware of these policies.
  - b. Team coaches are to supervise use of dressing rooms before and after games and practices. If a coach cannot be present, it is that coach's responsibility to arrange for a suitable adult replacement. Perhaps a parent or parents can serve as Dressing Room Managers. In any case, **ADULT SUPERVISION IS REQUIRED WHENEVER A TEAM IS USING A DRESSING ROOM.**
  - c. Teams may secure their assigned dressing room 1 hour prior to scheduled ice time.
  - d. The dressing room space is very limited in most rinks. Players and coaches must always treat the dressing rooms with respect for the property of the rink and of other players. Any damages done to any dressing room will result in disciplinary action. This action may include suspension from the dressing room for the entire team, or in some cases, the loss of dressing room privileges by the entire league. Each team and, therefore parents, are **FINANCIALLY RESPONSIBLE for damages to any dressing area caused by its players.**

- e. **Due to possible theft and other issues, the Ice Den highly encourages all teams to use a locker room key to secure their assigned room. Keys are available at the Ice Den Administration Office and are obtained by an adult (18 or older) by leaving collateral (car keys, driver's license, etc.). The collateral item will be returned when the room is inspected by an Ice Den employee who determines the room to be acceptable for the next user.**
- f. Players and coaches must also respect other teams' rights to use dressing rooms. Each team is responsible for leaving a totally clean dressing room when they are finished.
- g. All coaches and players should arrive at the rink in time to be dressed and on the ice at their scheduled game or practice time. Remember, teams exiting the ice need to use the dressing rooms. In cases where the team preparing to enter the ice is in the dressing room, the team exiting the ice shall not enter the room until it is vacant. Coaches are to use maturity and discretion in coordinating use of dressing rooms with other teams.
- h. Coaches and teams are encouraged to use their time in the dressing room for positive and constructive talk about the team and game. A few minutes of constructive locker room "chatter" before and after ice-time can help set the proper team attitude. Coaches should set the example. There should be no vulgar language or destructive remarks in the dressing room.
- i. Trashing of other players' belongings, stealing, throwing trash and tape, taking advantage of younger or smaller players, and verbal confrontations between competing coaches and players is not acceptable in either the dressing room or the arena and will lead to disciplinary action including loss of locker room privileges.
- j. The Ice Den does have a separate Co-Ed Dressing Room available for multi-gender teams. The key for this room can be secured at the Ice Den Administration Office using the same procedures for standard dressing rooms.

## 2. Meeting Rooms:

- a. Meeting rooms are provided complimentary for Ice Den user groups (based on availability).
- b. Rooms must be reserved at least 24 hours in advance by calling 480-473-5827 and are first come, first served with no group receiving preferential treatment over another.
- c. Upon booking, please specify the approximate number of people and the number of tables and chairs required.

- d. Room keys are secured from the Administration Office (Ice Den lobby) and can only be secured by an adult (18 years of age or older).
- e. **Any team or group securing a meeting room is required to give a valid credit card number at the time of booking. While the rooms are complimentary for meeting purposes, the Ice Den does charge \$50.00 for any meetings that include food or beverage items.**
- f. The credit card also serves as a security deposit in the event the room and/or its contents are damaged in any way.
- g. Abuse of any room policy may result in disciplinary action including the loss of meeting room privileges.

## 7.2 Sexual & Physical Abuse Policy

- A. The intent of this policy is to reduce the risk of a CAHA participant becoming the victim of sexual or physical abuse.
- B. There shall be no sexual and/or physical abuse by any CAHA Person of any participant involved in, or associated with, any activities organized and sponsored by CAHA.
- C. Sexual abuse occurs if a CAHA Person touches a participant to cause the sexual arousal or gratification of either the participant or the CAHA person.
- D. Physical abuse occurs if a CAHA Person has physical contact with a participant that intentionally causes or intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse shall not include physical contact reasonably designed to coach, teach, or demonstrate a hockey skill or technique. Physical contact permitted includes, but is not limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, communication with or directing participants during a game or practice, or touching the participant in a non-threatening or non-sexual manner.
- E. It shall not be a defense to a complaint of sexual or physical abuse that the participant consented, that his/her age was unknown or mistaken, or that the act did not take place at a CAHA function.
- F. CAHA will notify the appropriate governmental authorities of all sexual and/or physical abuse complaints. CAHA may, at its discretion, initiate administrative action against the individual complained of pursuant to the applicable sections of its bylaws, policies, rules and regulations, and may suspend or permanently ban said individual from CAHA if the allegation is proven to be true.
- G. CAHA shall disqualify and prohibit anyone from serving as a CAHA Person if:

1. The person has been convicted of any crime of violence against individuals, (including crimes the record of which has been expunged and pleas of "no contest"), or any crime which indicates the person may pose a risk to the safety and well-being of anyone under his/her direction and/or stewardship, including but not limited to:
  - a. rape.
  - b. assault with intent to commit rape.
  - c. assault upon a child the age of fifteen years or younger.
  - d. kidnapping.
  - e. sexual assault.
  - f. sexual abuse.
  - g. molestation of a child.
  - h. sexual conduct with a minor.
  - i. public sexual indecency.
  - j. child prostitution.
  - k. pandering.
  - l. furnishing obscene or harmful items to minors.
  - m. distribution and trafficking of narcotics or other controlled substances.
  - n. intent to commit any of the above crimes; or
2. It is determined that: He/she has been adjudged liable for civil penalties or damages involving sexual or physical abuse of anyone, is subject to any court order involving sexual abuse or physical abuse of anyone, including, but not limited to, domestic order of protection, has had his/her parental rights terminated for reasons involving sexual or physical abuse of children; or
3. CAHA comes into possession of verified information that he/she has: A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of anyone, resigned, was terminated or was asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of anyone.

- H. Each CAHA Person shall sign a statement indicating whether he/she has been convicted of a crime listed in paragraph 7.2.I, or is otherwise subject to disqualification under this policy pursuant to paragraphs 7.2.I.2, or 7.2.I.3.
- I. All CAHA Persons shall submit to a criminal background check involving the following procedures:
1. As soon as CAHA Persons take their respective positions, they shall timely present to the CAHA Director, or his/her designee(s), a completed fingerprint card. The CAHA Director, or his/her designee(s), shall timely submit the fingerprint card to the Arizona Department of Public safety to run a criminal background check on the CAHA Person. The CAHA Director, or his/her designee(s), shall keep the results of the criminal background check. Background checks can help decide the selection, retention and separation of CAHA Persons.
  2. CAHA Persons shall submit, concurrent with their completed fingerprint card, a Consent and Release form that:
    - a. Gives consent to CAHA to run the criminal background check.
    - b. Releases CAHA, CAHA board members and directors, persons participating in the selection, retention, and separation of coaches, or other CAHA Persons, and Coyotes Ice, LLC and its employees, representatives and agents, from any suits, claims, proceedings or liability, arising out of the selection, retention, or separation of any CAHA Persons, on the basis, in whole or in part, on the results of a criminal background check, and the use or misuse of such check.
  3. The CAHA Director, or his/her designee(s), shall maintain and keep the results of all background checks confidential. In no event shall anyone disseminate the results of a background check, orally or in writing, to any persons other than the CAHA Director, or his/her designee(s), members of the Hockey Operations Committee, or the CAHA Board of Directors. In its use and handling of the results of the criminal background checks, CAHA and its agents shall comply with the provisions of A.R.S. § 41-1750, which concerns the dissemination of criminal history records information.
  4. CAHA shall not require a CAHA Person who submitted a fingerprint card and underwent a background check the prior year to resubmit to such testing in the following year. The CAHA Director, or his/her designee(s), has the discretion of requiring another check if they receive information that running another check would be in the interests of CAHA and the participants it serves.
  5. CAHA shall pay the cost for fingerprinting and criminal background checks when performed according to procedures established by the CAHA.
  6. The CAHA Director, or his/her designee(s), shall maintain the records of the criminal checks in a secure and confidential manner.

- J. Any CAHA Person who does not consent to be subject to the application of this policy, shall not participate in any CAHA activities.
- K. Any CAHA Person arrested, regardless of reason shall notify, or cause others to notify, the CAHA Director within 72 hours of their arrest.

### **7.3 Professional Hockey Correspondence**

- A. The Board of Directors will select a representative, or representatives, to serve as liaisons between CAHA and other professional hockey teams in Phoenix.
- B. No other CAHA members, coaches, or volunteers will identify themselves as representatives of CAHA to such teams, nor attempt to establish programs, solicit support or otherwise attempt to engage such teams in the activities of CAHA without prior written approval from the Board or the liaison.

## **8. FUNDRAISING**

### **8.1 General**

- A. All fund-raising activities, whether league-wide or team, must be in compliance with IRS 501(C3) regulations and have prior approval from the CAHA Director.
- B. The CAHA Director must receive all funds from CAHA fund-raisers within 14 days after the event.

### **8.2 Corporate Sponsorships**

- A. CAHA will not accept sponsors that may cause negative consequences to CAHA or its membership or are in direct conflict with the Alltel Ice Den or the Phoenix Coyotes and their sponsorships and or partnerships.
- B. Product advertising in association with sponsorship and/or donations shall not promote acceptance and/or usage of a regulated or illegal substance. These substances include, but are not limited to, tobacco, alcohol, or performance enhancers/alterers.

## **9. FINANCIAL**

### **9.1 General**

- A. The Association shall strive to accrue and maintain a responsible reserve of operating expenses.

## **9.2 Assessments**

- A. The Board of Directors will make up the Assessment Committee and determine CAHA assessments. All players and responsible parties are responsible for any fees as set by the Assessment Committee.
- B. The Assessment Committee will set CAHA Registration Fees and the House League Fees for each new season at the time pre-registration for said season is offered.
- C. The following components will make up CAHA assessments.
  - 1. CAHA registration fees covering organizational and overhead costs.
  - 2. House league fees covering ice rental, referees, games, and other costs not listed above. The amount may vary for each age group.
  - 3. Travel fees covering ice rental, referees, games, tournament fees, and other costs not listed above.
- D. CAHA will refund (deposits not included) House League fees, prorated on an average cost per slot for the season, to any player leaving prior to December 31 under the following conditions:
  - 1. Players whose parents or guardians transfer out of Maricopa County during the season. The parents or guardians must notify the CAHA Director, in writing, within 10 days of the players last day of participation.
  - 2. Players suffering a medically documented season ending injury during the season. The parents or guardians must notify the CAHA Director, in writing, within 10 days of the players last day of participation. The injured player will maintain pre-registration privileges for the subsequent year under policy 3.2.
- E. CAHA will not refund any league fees for missed practices or games due to minor injury, illness, or absences.
- F. CAHA will not refund any league fees for missed practices or games due to USA Hockey, AAHA, or CAHA disciplinary actions.

## **9.3 Collection of Assessments**

- A. The Assessment Committee will determine payment schedules for House League Fees and Travel Fees.

- B. Payments can be mailed to CAHA or dropped off at the Ice Den Administration Office between 9:00am and 9:00pm. Payments are generally processed within 24 hours of receipt.
- C. Accounts are delinquent five days following the due date. Players and/or responsible parties may request an alternative payment arrangement. Due dates for alternative payments are subject to all policies in this section.
- D. The CAHA Director must approve all alternative payment arrangements.
- E. CAHA will send letters out to members, with a copy to the CAHA Board, whose payments have become delinquent. The letter will state what steps are necessary. The CAHA Director will also notify the appropriate coach(s).
- F. After 14 days following the due date, players may not participate in any CAHA activities. During this 14-day grace period, responsible parties may make alternative payment arrangements through the CAHA Director. A player may continue to participate after acceptance of an alternative payment arrangement.
- G. The league may suspend a coach for a period not to exceed the remaining season that knowingly allows a player with delinquent payments to participate in any league activities after the expiration of the grace period. If the illegal participation occurs after February 1, the suspension may also include the following season.
- H. The CAHA Director will send notice to players with accounts more than 30 days late, or who have not made alternative arrangements.
- I. The CAHA Director may refer all accounts more than 60 days late with a delinquent amount greater than \$25.00, to a collection agency. Regardless, all outstanding fees owed to CAHA are forwarded to AAHA which in turn prohibits said player from registering with any other Arizona hockey association until the CAHA balance is paid in full.
- J. CAHA will redeposit a check returned for insufficient funds one time. CAHA will assess a \$50.00 charge if a bank returns a re-deposited check a second time. The member must pay the total amount due, including the \$50.00 service charge in cash, cashier's check, or credit card. CAHA will require all future transactions on a cash or credit card only basis anytime a bank returns a second check for insufficient funds.

#### **9.4 Travel Assessments and Collections**

- A. Expenses incurred by a travel team are team expenses and therefore the responsibility of all team members.
- B. It is the responsibility of each Travel Manager to review his or her team's financial obligations and inform the team parents of any and all expenses in a timely manner and to ensure payments are up to date.

- C. At the conclusion of each month, remaining members of the team will pay all outstanding team debt. Funds will be re-distributed to the accounts of the team members as delinquent players pay.
- D. A travel team may elect to waive "no pay, no play" sanctions for a team member by paying their delinquent fees.
- E. Delinquent teams are subject to the same "no-pay, no-play" policies as individual players.

### **9.5 Coaches Certification Reimbursement**

- A. Reimbursement is for USA Hockey certification classes only. CAHA will not pay for transportation, lodging, meals, or materials such as books, videotapes, DVDs, etc.
- B. CAHA will reimburse a coach who successfully completes the USA Hockey Initiation Program, Associate or Intermediate level certification classes, provided that:
  - 1. The coach successfully completes the class no more than 6 months before becoming a CAHA coach and provides a copy of their certification card with their reimbursement request.
  - 2. The coach is a CAHA coach at the time of reimbursement.
  - 3. No other organization or person reimbursed the coach for the class.
- C. CAHA will reimburse a coach who successfully completes the USA Hockey Advanced level certification classes, provided that:
  - 1. The coach submits a letter requesting approval to attend the class to the CAHA Director 60 days before the class.
  - 2. The CAHA Board of Directors approves the request.
  - 3. The coach provides a copy of their certification card with their reimbursement request.
  - 4. The coach is a CAHA travel coach at the time of reimbursement.
  - 5. No other organization or person reimbursed the coach for the class.
  - 6. Coaches who leave CAHA within one year of completing the Advanced Coaching Seminar Certification Class will be billed for the amount that was reimbursed.

# INCIDENT REPORT FORM



Today's Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Name of Person Making Report:

\_\_\_\_\_

Phone Number of Person Making Report:

\_\_\_\_\_

E-mail Address of Person Making Report:

\_\_\_\_\_

Names of Person(s) Involved in Incident:

\_\_\_\_\_

\_\_\_\_\_

Location of Incident: \_\_\_\_\_

Witness(s) to Incident: \_\_\_\_\_

\_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(cont. on back if necessary)

\_\_\_\_\_  
Signature of Person Making Report

Please submit copy ASAP to:

Coyotes Amateur Hockey Association

Attn: Mike De Angelis

9375 E. Bell Rd.

Scottsdale, AZ 85260

(480) 473-5846-ph (480) 585-9117-fax