

Champlin Park Youth Hockey Association Handbook

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CORE VALUES

- We will promote and display good sportsmanship to all players, coaches, parents, and officials
- We will pursue excellence at the individual, team, and organizational level.
- We will maintain a safe and healthy environment for all.
- We will promote a fun environment for the players
- We will provide a fair opportunity for all to participate.
- We will provide an opportunity to learn basic skills without an over-emphasis on winning.
- We will prepare players to have the necessary skill sets for the next higher level of hockey.

BOARD OF DIRECTORS – ETHICS POLICY

The CPYHA Board of Directors, elected by the membership of CPYHA, is expected to comply with the following set of rules in relation to the use of information and decisions made at the Board of Directors meetings:

1. No member of the Board of Directors shall knowingly withhold, conceal or furnish misleading information to any person(s) in the membership regarding issues voted on and passed by the Board of Directors in a regularly scheduled meeting, Special Board of Directors meeting, or Executive Committee meeting.
2. No member of the Board of Directors shall directly or indirectly use CPYHA funds, equipment, supplies or other resources or their position as a member of the Board of Directors for personal benefit.
3. On behalf of CPYHA, no member of the Board of Directors will directly or indirectly offer to pay, promise to pay or make a payment from CPYHA funds to any supplier(s) without approval.
4. No member of the Board of Directors will use any CPYHA funds or assets for any unlawful or improper purchases or establish undisclosed or unrecorded funds or assets.
5. No member of the Board of Directors will knowingly make false or misleading entries in the books and records of CPYHA. This includes, but is not limited to, operating reports, journal vouchers, request for special payment vouchers, invoices, etc.
6. No member of the Board of Directors shall offer or grant preferential treatment to any member or member's son or daughter or to his/her own son or daughter during traveling tryouts or anytime during the said member's term on the Board of Directors.
7. In any situation where there is any possibility of conflict of interest, unethical conduct or of the appearance of such, the Board of Directors member is expected to immediately disclose the facts to the President of the CPYHA Board of Directors in the presence of at least one other member of the Board of Directors.

CODE OF CONDUCT

CPYHA will maintain a Player Code of Conduct, Coaches Code of Conduct and Player/Spectator Code of Conduct consistent with USA Hockey and the Zero Tolerance Policy. Codes of Conduct will be posted on the CPYHA website and required as part of the CPYHA registration process.

Zero Tolerance Policy: CPYHA strives for the highest standards of sportsmanship in ice hockey. Every participant – player, coach, referee, official, administrator, parent and spectator, has a responsibility to comply with, and support, USA Hockey’s “Zero Tolerance Policy” and to behave in a respectable manner.

The Zero Tolerance Policy requires everyone involved in ice hockey to act in a respectful and sportsmanship like manner so that ice hockey will be a strongly desirable and rewarding experience. Disrespectful and/or unsportsmanlike conduct will not be tolerated. Any participant displaying inappropriate and/or disruptive behavior that interferes with other spectators or the game will be considered in violation of the Zero Tolerance Policy. This inappropriate and disruptive behavior shall include:

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

Education on, and enforcement of, the Zero Tolerance Policy begins at the team level. Every team is required to take a strong stand against Zero Tolerance violations and aggressively enforce our policies. Violations to CPYHA’s Code of Conduct could result in loss of membership. Violations are to be reported to team managers, House Director, Traveling Director, or to any member of the Board of Directors.

Zero Tolerance Policy/Code of Conduct Complaints: A complaint may be registered by any member or coach regarding a violation of the Zero Tolerance Policy or Code of Conduct. This complaint can be verbal or in writing. The Grievance Procedure in Section 20.1 shall be followed to resolve the complaint. A written report will be filed with the CPYHA Secretary.

Player Code of Conduct

Zero Tolerance: In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis. A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- a) Openly disputes or argues any decision by an official.
- b) Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.

c) Visually demonstrates any sign of dissatisfaction with any official's decision.

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

PLAYER RULES

1. All players are expected to attend all scheduled games and practices unless they have notified the head coach. If not properly notified, the head coach may impose penalties.
2. Players are expected to come to games and practices at the times specified (this will likely be 45-60 minutes in advance of the event) by the coaching staff.
3. Players should come to practices, games and event prepared and ready to give their attention and focus to the coach, practice or game.
4. Only players rostered to the team on the ice are allowed on the bench during practices and scrimmages.
5. Players are not allowed to verbally, physically or psychologically abuse any other parent, player, coach, game official or director. All players will treat all parents, players, coaches, game officials or directors with respect and dignity regarding language, attitude, behavior and mannerisms, regardless of race, color, creed, gender, age or ability.
6. All players will encourage good sportsmanship through their actions and by demonstrating positive support for all parents, players, coaches, game officials or directors.
7. Players will play clean hockey only.
8. No player of CPYHA will be on any CPYHA paid or participated ice without helmet, facemask and mouth guard.
9. All players are required to wear helmet and facemask at all times while on the bench.
10. At no time will players be permitted to shoot pucks at the goaltender's head or when the goaltender is unaware of a shot in progress.
11. All players will respect the property and equipment used at any facility including but not limited to the arena, locker rooms, bathrooms, etc.
12. All players agree to abide by the Code of Conduct.
13. Players will abide by the Substance Abuse, Sexual Abuse and Physical Abuse Policies as set forth by CPYHA.
14. CPYHA enforces and expects players to abide by the same Weapons Policy as set forth by the Minnesota State High School League regarding the possession or concealment of a weapon.
15. The player agrees that he/she will abide by all decisions made by CPYHA including those by coaches, officials and the CPYHA Board of Directors.

Parent and Spectators Code of Conduct

Zero Tolerance: In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis:

On-ice officials will stop play when the parents/spectators displaying inappropriate and disruptive behavior that interferes with other spectators or the game (Zero Tolerance.) The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

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

PARENT RULES

1. Parents will make sure that all fees and assessments are paid on time as required by their player's team manager (and board when it applies).
2. Parents are required to turn in all required forms promptly.
3. Parents will equip their children properly according the requirements (set forth separately) by CPYHA.
4. Parents will monitor e-mail and the CPYHA website to keep abreast of information relevant to their child and his/her team.
5. Parents will abide by any volunteer requirements as stipulated by CPYHA.
6. Parents should ensure that their child notifies the coach in advance when he/she is unable to attend a practice, scrimmage or game.
7. Parents will promote the emotional and physical well being of all skaters, regardless of ability level.
8. All parents will encourage good sportsmanship through their actions and by demonstrating positive support for all parents, players, coaches, game officials or directors.
9. Parents are not allowed to verbally, physically or psychologically abuse any other parent, player, coach, game official or director. All parents will treat all parents, players, coaches, game officials or directors with respect and dignity regarding language, attitude, behavior and mannerisms, regardless of race, color, creed, gender, age or ability.
10. Parents will encourage their children to play clean hockey only.
11. Parents will inform the coach of any physical, emotional or medical ailment that may affect the safety of the player or any other player, coach, game official or director.
12. All parents will respect, and require their children to respect the property and equipment used at any facility including but not limited to the arena, locker rooms, bath rooms, etc.
13. All parents agree to abide by the Code of Conduct.
14. Parents will abide by the Substance Abuse, Sexual Abuse and Physical Abuse Policies as set forth by CPYHA.
15. CPYHA enforces and expects parents to abide by the same Weapons Policy as set forth by the Minnesota State High School League regarding the possession or concealment of a weapon.
16. The parent agrees that he/she will abide by all decisions made by CPYHA including those by coaches, officials and the CPYHA Board of Directors as it relates to their child's participation in CPYHA.

Coaches Code of Conduct

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

Thus, all On-Ice Referees and Linesmen must implement the following points of emphasis. A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

- a) Openly disputes or argues any decision by an official.
- b) Uses obscene or vulgar language in a boisterous manner to anyone at any time.
- c) Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

This handbook Subject to change with CPYHA board approval (simple majority). Please refer to the CPYHA website for the most recent copy. This Handbook was updated/last approved on the date noted below.

GRIEVANCE PROCEDURE

The following outlines the steps in the CPYHA grievance process for player concerns:

1. Any person(s) with a grievance not previously resolved in a personal conversation with their coach, shall present a signed, dated letter to the Traveling or House Director as appropriate. The Traveling or House Director shall contact the parties and set-up a meeting convenient for all to resolve the issue. The Traveling or House Director shall keep notes as a record of this meeting.
2. If no resolution is achieved during the meeting in Step 1, the Traveling or House Director shall request the CPYHA President to appoint one (1) member of the Board of Directors (appointed on a case-by-case basis to avoid conflict of interest) to act as mediator to hear the issue and determine a resolution. The mediator shall contact the Traveling or House Director, Head Coach, Team Manager and person(s) initiating the grievance to set-up a meeting convenient for all. The mediator shall keep notes as record of this meeting.
3. All notes from any step of the grievance procedure shall have copies forwarded to the Traveling or House Director. Any resolution reached at any step of the Grievance Procedure will be considered final.
4. Any Coach may begin a grievance procedure against a player or parent by providing a signed and dated letter to the parent and requesting a meeting. A grievance initiated by a coach will follow the normal grievance process.
5. The entire grievance procedure shall be completed within fifteen (15) days.

The following outlines the steps in the CPYHA grievance process for Executive Committees/Association Members:

1. Any Committee Director or Association Member(s) with a grievance toward a Committee Member(s), or any Committee Member(s) or Association Member(s) with a grievance toward a Committee Director, shall present a signed, dated letter to the member(s) or Director. The member(s) or Director shall respond by setting up a meeting with the person(s) presenting the grievance at a time convenient for both (all).
2. If no resolution is achieved in Step 1, the issue is directed to the Board of Directors. One Board member (appointed on a case by case basis to avoid conflict of interest) shall contact the parties and set-up a meeting convenient to all and shall act as an arbitrator to hear the issue and determine a resolution.
3. If no resolution is achieved, a meeting shall be set-up with the parties involved and the entire Board of Directors to determine a resolution.
4. The entire grievance procedure shall be completed within fifteen (15) days

FEE REFUNDS

Fee refunds will be made on the following basis only:

Tryout Fees (includes AA/A level Boys and Bantam)

No tryout fees shall be refunded for any traveling player.

Fundraising Fees

Refunds shall only be given for a player who chooses the candy bar fund raiser and is no longer a member of CPYHA because CPYHA does not have a traveling or house team on which they can play.

Registration Fees

Refunds shall only be considered for players who are permanently removed from their team for any of the following reasons:

- **Player waived from CPYHA**
- Player is injured to the point that he/she will not return to the team. This will be on a case by case basis, depending on when the injury occurs.
- Player moves out of the Minnesota Hockey defined boundaries for CPYHA and leaves the team.
- Player is unable to participate because CPYHA does not have a team for them.

This excludes USA Hockey and MAHA fees. No USA Hockey or MAHA fees will be refunded for any reason.

For a player who has been assigned to a team, is leaving the CPYHA, and wishes to receive a refund, the player must submit a letter signed and dated by the player and parent/guardian to his/her team manager stating his/her intent to leave the team permanently. Player will incur his/her proportional ice cost up to the date the letter is received or the player ceases to take the ice with his/her team, whichever is later. Registration fees can be refunded once all player/team costs have been satisfied.

Travel Team Fees

Refunds shall only be considered for players meeting the criteria listed above or if the player submits a letter signed and dated by the player and parent/guardian to the team manager and his/her Head Coach stating his/her intent to leave the team permanently. Player will incur his/her proportional ice cost up to the date the letter is received or the player ceases to take the ice with his/her team, whichever is later.

MOVE-UP POLICY

Grade Move-Up Option: CPYHA has established a plan, which gives consideration to moving up in the Youth Program and the Girls' Program. For the player that is not eligible for the level of their "peer grade" per the birth date parameters, they will have the opportunity to play up a level should they choose. This affects young aged players relative to their grade as follows:

<i>Player not eligible (per birth date) for</i>	<i>But Entering</i>
Mites or U8	1st grade
Squirts or U10	4th grade
Pee Wees or U12	6th grade
Bantams or U14	8th grade

These players will have the opportunity to move-up a level, should they choose. Once they have chosen to skate at that level, they will have to stay in the pool they have selected. A player electing this option will be allowed only two years at each level, however; a player can petition for a 3rd year at level after they have moved up with their grade. Traveling committee would review petition and provide recommendation to the board who would vote on it

This policy is designed to socially help players in the younger levels and to better prepare the older players for High School age options by having the opportunity to play two years of Bantams before tenth grade.

Conversely, CPYHA will not allow players to "play down" a level.

Administrative Move-Up Option: CPYHA may move a player up to a higher level to fill team short falls. This would be considered on a case by case basis. Any offer to move up would be based on tryout results with the top player receiving first offer. This offer would have to be approved by the player and parents. This move-up would be for the current season only.

Exceptional Player Move-Up: An exceptional player may skate at a higher age level if all the following criteria have been met:

- The individual played at the "A" traveling level the previous year.
- Has received a written recommendation from the player's "A" coach to skate at a higher level.
- The request is approved by the Traveling Committee.

If all criteria have been met, then a player will be allowed to tryout at a higher level. Under this provision, an exceptional skater must make the top five or a goalie must make the top two in order to play at a level above their age group. If a player fails to make this number, the player will play at the level the player played last year.

TRAVELING POLICIES (Both boys and girls teams until stated differently in current co-op agreement)

Each traveling team will have:

- A maximum of five (5) rostered Coaches with at least one designated as the Head Coach.
- The Head Coach will select a Manager and/or Treasurer.
- The Assistant Coaches will be selected by the head coach and approved by the Traveling Committee.
- All coaches must be registered through District 10 with an Individual Membership Registration (IMR), a background check and safe sport training completed, before participation with on ice activities begins.
- All Coaches must comply with the USA Hockey Coaching Education Program and all other applicable rules & regulations.
- The Traveling Director and Head Coach will determine the number of players rostered on each traveling team, with Board approval. Each team size will vary by level.

The Traveling Committee will be selected by the Traveling Director with approval of the Board of Directors. The Traveling Committee will appoint try out evaluators at each level.

- Individuals will be independent outside evaluators, association and/or non-association members with no conflict of interest (i.e., son/daughter or close relative) to any participants trying out at the specific level of evaluation.
- If the “A” Coach has been selected and has no conflict of interest (i.e., son/daughter or close relative), he/she can be an evaluator at that level.
- Any evaluator substitutions must be approved by the Traveling Director.
- Evaluators may converse during the try out process but are required to reach their own independent evaluation.

At the option of the evaluators, skaters may be excused from the try out process.

- This would be used when a skater’s skills are clearly above their peers.
- It will prevent that skater from dominating their ice shifts and will allow the evaluators a better look at the rest of the group.
- The following provisions will apply:
 - All evaluators must agree on each skater excused and be approved by the Traveling Director or his/her designated representative.
 - No more than ten skaters can be excused from the tryout process at any one level.
- Girls may try out and play on any youth team for which they are age eligible.
- Boys are not allowed to play on a girls’ team.
- Traveling players may not tryout for more than one team.
- The Traveling Director may approve a girl cut from a youth team to play on a girls’ team only if an opening exists on that team.
- The Traveling Committee will contact all House players in an attempt to fill open try out positions.
 - If not enough legal age Squirts/10U players sign up to fill the teams, underage players (Squirt/10U age next year) can fill the teams by how they place in try outs, any additional underage players will be cut to the House Program.

All teams shall have a parents meeting before October 31st to review the following listed below. The Traveling Committee recommends that similar meetings be held by January 5th, and at season end. At the reasonable request by any parent and/or coach, additional meetings shall be conducted as needed.

- players, parents, coaches, managers responsibilities
- Ice Arena policies
- Team Supplies
- Team discipline
- Attendance
- Minnesota Hockey substance abuse
- Conduct and Zero Tolerance policies
- Review all CPYHA By-Laws and Handbook
- Review team's expectations for the season
- Subject to CPYHA By-Laws and Handbook, the coach(es) shall have control of all on ice team decisions.
- Team decisions with financial implications shall require a two thirds (2/3) majority vote of all parents with players on the team (one vote per player).
- The coach(es) cannot arbitrarily make independent decisions where the decision will require additional out-of-pocket expenses for the players.

The purpose of CPYHA's traveling program is to develop the skills of individual players, to promote a winning attitude, teach teamwork and team play in a competitive setting, and prepare players for high school level hockey.

- Coaches are expected to utilize players fairly throughout the season as practical as possible while striving to be competitive.
- To aid in skills development and further hockey knowledge, all Junior Gold, Bantam, PeeWee, Girls 15U, and Girls 12U teams will have the option to use power play and penalty kill units.
- All Squirt and Girls 10U teams will not be allowed to use power play and penalty kill units. Coaches of these teams must adequately cover the necessary skills and specific knowledge required for this aspect of the game at practice and during game situations.
- Coaches of the Junior Gold, Bantam A, B1, PeeWee A, Girls 15U, and 12U A, have discretion on playing time during the third period.
- Goalies will rotate, but in critical situations the coach may use discretion, and over the course of the season the goalies should play approximately the same amount of time.
- At the Junior Gold, Bantam, Girls 15U levels, goalies must play at least 35% of game/scrimmage time.
- In tournaments, with the exception of Junior Gold, Bantam and Girls 15U, District, Regional and State Tournaments, each goalie must play at least one game. Coaches should use discretion when utilizing these options and ensure exposure and fairness to all players by having several units and developing other units/players during scrimmages and/or practice sessions.

Except as otherwise noted above, all players are entitled to equal play over the course of the season provided they demonstrate the following behavior:

- Positive team oriented attitude
- Strong work ethic at practice and games
- Exhibits the willingness to learn.

Coaches may reduce playing time for players who do not demonstrate these three qualities and are required to communicate with the player in order to correct the problem.

- The Traveling Committee, with Board of Directors approval, may suspend, dismiss or reassign any Head Coach, Assistant Coach, Manager, player or parent/spectator for disciplinary reasons or other just cause.
- Squirt/10U teams shall not exceed thirty-five (35) games.
 - This includes scrimmages, tournaments, and district games in the Minnesota Hockey defined hockey season (including season ending district playoff tournaments).
- Any additional tournaments, beyond the three tournaments, must be approved by two thirds (2/3) majority of all parents (one vote per player) on the team and petitioned to the Board of Directors for approval, before any additional tournaments are scheduled.
- Any request to cancel a scheduled tournament must be approved by two thirds (2/3) open ballot majority of all parents on the team (one vote per player) and petitioned to the Board of Directors for approval prior to cancellation.
- Substitute tournaments shall be discussed with the Tournament Committee and approved by the Board of Directors. "Additional" shall mean in addition to previously scheduled tournaments and "substitute" shall mean in place of a previously scheduled tournament.

CPYHA mandatory equipment shall be worn at all times (games and practices):

PLAYERS – Mandatory equipment is as follows:

- Helmet: Full facemask (HECC certified)
- Shoulder Pads
- Elbow Pads
- Shin Pads
- Protective Cup (Boys)/Pelvic Protector (Girls)
- Hockey Gloves
- Colored mouth guard (non-clear) (Mouth guard must be properly worn at all times on the ice)
- Breezers
- Hockey Stick
- Ice Skates

GOALIE – Mandatory Equipment is as Follows:

- Helmet: Full facemask (HECC certified)
- Protective Cup (Boys)/Pelvic Protector (Girls)
- Throat Protector
- Colored mouth guard (non-clear) (Mouth guard must be properly worn at all times on the ice)
- Goalie Breezers
- Goalie Stick
- Goalie Chest Protector, Pads and Gloves
- Ice Skates

The use, consumption or possession of mood altering chemicals, regardless of quantity, is expressly prohibited during the entire playing season. Included are: (1) beverages containing alcohol, (2) tobacco (including chewing tobacco), (3) controlled substance defined by law as drugs (including marijuana), and (4) buying, selling or giving away controlled substances. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by the player's physician. Any violations of this policy will follow penalties as outlined in the Minnesota Hockey Handbook. Players, coaches and/or parents/spectators who use unsportsmanlike conduct will be disciplined per the "Code of Conduct" policy set by the Board of Directors, Zero Tolerance policy, District 10 policy, or Minnesota Hockey Handbook.

Development of players' individual, as well as team skills/behavior is important and a specific requirement of the Association. To that end, the Traveling Committee will ensure that Head Coaches provide each player with an overall season review. A player's strengths as well as developmental areas should be covered. The season end review should be performed / completed no later than February 28th.

CPYHA Volunteer Requirements

Families will be required to volunteer ***at least 15 hours*** during the hockey season for EACH registered skater. Volunteer hours are ***capped at 30 hours per family***.

Each player's volunteer commitment is guaranteed by a \$300 deposit fee. Your team manager will collect a separate check in the amount of \$300.00 per skater. These checks will be held by the CPYHA Treasurer and destroyed at the end of the season if ALL volunteer hours are fulfilled, equipment returned and traveling monthly ice bill payments are paid in full. If all requirements are not completed in full, your check will be cashed.

Checks will be cashed IF:

- Volunteer commitments are incomplete, including violation of the no show policy
- Equipment is not returned
- Ice Bills are outstanding (i.e. balances are unpaid)

Of the ***15 required hours, 5 of the hours*** must be served in the CPYHA concession stand. Besides the concession stand, there are other approved "general volunteering" opportunities posted on the CPYHA website.

Volunteer no show/cancellation policy

If you are signed up to work any volunteer shift (not just concessions) and do not show up or find someone to fill your shift, there will be a penalty. The same holds true for cancellations less than 7 days. The penalty is as follows:

- First Offense: \$50 fine
- Second Offense: \$100 fine
- Third Offense: Forfeit Deposit

**** Two no shows from the same family signed up for the same shift = two offenses**

Once your fine is paid, you will be credited the hours that you missed.

Please refer to www.cpyha.com for additional information on volunteering, including specific information on qualifying volunteer opportunities.

If a family chooses to "buy-out" of volunteer hours, they will STILL be required to participate in team tasks such as:

- Game clock
- Penalty box
- Scorebook
- Locker room

Starting with the 2018-19 season team tasks will no longer be eligible for volunteer hours, rather a requirement as a member of that team.

Volunteer hours given for Board members and committee directors/leads:

Board Members	volunteer hours
President	exempt
Vice President	exempt
Secretary	exempt
Member at Large	exempt
President Emeritus	10 hours
	*board members also receive up to two registrations for their volunteer service. The President Emeritus receives one.
COMMITTEE	volunteer hours
SAFETY	10 hours
ACE DIRECTOR	10 hours
EQUIPMENT	10 hours
TEAM PHOTOS	10 hours
HEGGIES PIZZA COORDINATOR	10 hours
CANDY BAR COORDINATOR	10 hours
RAFFLE TICKET COORDINATOR	10 hours
TRAVELING TEAM TOURNAMENT COORDINATOR	10 hours
HOUSE DIRECTOR	exempt
TRAVELING DIRECTOR (BOYS & GIRLS)	exempt
CLINICS DIRECTOR	exempt
COACHES SELECTION	exempt
COMMUNICATIONS	exempt
WEBMASTER	exempt
FUNDRAISING DIRECTOR	exempt
MGR COORDINATOR HOUSE	exempt
MGR COORDINATOR TRAVEL	exempt
PLAYER DEVELOPMENT	exempt
RECRUITMENT	exempt
JAMBOREE	exempt
SKATE	exempt
SPONSORSHIP	exempt
CPYHA TOURNAMENTS	exempt
VOLUNTEER COORDINATOR	exempt
WREATHS COORDINATOR	exempt
GAMBLING OVERSITE COMMITTEE	exempt
JR. REBELS COORDINATOR	exempt
CONCESSIONS DIRECTOR	Paid - exempt
ICE SCHEDULER	Paid - exempt
REGISTRATION DIRECTOR	Paid - exempt
GAMBLING MANAGER	Paid - no volunteer hours given

*** exempt means the only hours they need to do are concessions	
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BANNER POLICY

CPYHA in cooperation with the City of Champlin have agreed to hang banners celebrating accomplishments of the CPYHA teams in the Ice Forum at Champlin. The 2006-2007 CPYHA Board of Directors has agreed to the following policy to govern when and how a CPYHA team is awarded a spot on a banner or an individual banner and for it to be hung at the Ice Forum at Champlin.

Teams that accomplish any of the following achievements will be placed on a consolidated banner each of the following categories:

- District 10-League Champions (only for those levels that keep Official League Standings)
- District 10-Tournament Champions
- Metro Hockey League- League Champions (Junior Gold A, Junior Gold B and Youth 16U)
- Minnesota Hockey State Tournament Participant

Teams will be awarded individual banners when they accomplish one of the following achievements:

- Minnesota Hockey Regional Tournament 1st, 2nd or 3rd Place (excluding any Regional Tournament that does not have a 1st, 2nd or 3rd Place designation, such as Junior Gold A, Junior Gold B and Youth 16U)
- Minnesota Hockey State Tournament 1st, 2nd or 3rd Place

At the end of a season, the CPYHA Traveling Director shall provide the CPYHA Board of Directors a list of all the accomplishments of the teams at every level of play. An appointed board member will facilitate the ordering of new banners and updating of existing banners according to the CPYHA Banner Award Policy. All banners will be hung in cooperation of the staff at the Ice Forum at Champlin. Each banner will follow the same design, color scheme etc. as to match the other banners. As banners are filled the CPYHA Board along with the staff of the Ice Forum at Champlin will decide when to replace or add additional banners.

DIRECTORS / COMMITTEES

The following director positions and committees have been approved by the CPYHA Board of Directors. Refer also to the CPYHA by-laws section 13.1 for additional information on committees/directors. **These positions will hold 2 year terms. Staggering of these terms will begin with 2018-19 season.**

Traveling Director

- Responsible for all youth traveling teams at all levels (Squirt/10U through Junior Gold).

Girls Director

- Reports to Traveling Director
- Responsible for all youth girls traveling teams at all levels (10U through 15U).

Traveling Director and Girls Director will work together to:

- Select "Traveling Try-Out Evaluators" and coordinate tryouts for their respective teams.
- Ensure a meeting with all head coaches and assistant coaches is held to review the applicable policies and CPYHA By-Laws before October 31st of each year.
- Review and update traveling policies in the CPYHA Handbook and bring changes to the CPYHA Board of Directors for approval.
- Work with the CPYHA Registration Director to validate all traveling team rosters.
- Responsible for updating co-op agreement and working with Coon Rapids Girls Director.

Tournament Director

- All Traveling Teams will be limited to 3 tournaments. Additional tournaments may be approved by Board of Directors.
- All traveling teams shall be pre-registered for 3 tournaments (1 out-of-town tournament).
- Coordinate tournament payments through the Treasurer.
- Coordinate tournament dates with the Ice Scheduler to achieve distribution of tournaments throughout the season and inform all tournament dates for the game scheduling process.

House Director

- Conduct informational meetings to parents at beginning of season. Coordinate with volunteer committee.
- Oversee all teams, making sure compliant with District 10 and Minnesota Hockey rules.
- Oversee placement of players to appropriate teams once SPEED clinics have concluded. Use evaluators as deemed appropriate.
- Coordinate placement of head and assistant coaches.
- Work with ice scheduler to schedule all house practices and games.
- Attend District 10 meetings as assigned.
- Mediate any issues between coaches and parents.
- Promote goalie position, relay goalie clinics to players, and issue goalie equipment.
- Present all recommendations to the CPYHA Board of Directors.
- Approve all jamboree/tournament participation by house teams.
- Select referees for all house games and jamboree/tournaments.

- Be in charge of evaluating all house referees during the season.
- Mediate any problems between house coaches and referees.
- Distribute play books to all the house coaches and be responsible for collecting them after the season ends.
- Issue and retrieve equipment for all house teams.
- Notify house coaches of all CPYHA Coaches Clinics and stress mandatory participation.

Ice Scheduler

- Scheduling all hours of ice for our association including both the traveling and house programs.
- Negotiate for, and bring to the Board of Directors for approval, the ice hours package and shall be the liaison between the arena managers and CPYHA.
- Maintain a “Master Ice Schedule”, in full detail of the assignments of each ice hour purchased by CPYHA including for CPYHA hosted tournaments, traveling tryouts, clinics and league and playoff games. The schedule will be updated as necessary.
- Coordinate all ice transactions between CPYHA and other associations.
- Reconcile all hours billed to each team on a monthly basis with the assistance of each team manager and annually with the Board of Directors.
- Present all recommendations/needs to the Board of Directors.
- Attend district game scheduling meetings (house and traveling).
- Work to sell any unused ice.

Registration Director

- Present all registration recommendations as determined to the Board of Directors.
- Coordinate with the Board of Directors to determine the annual registration membership fees and registration dates, including communication of the dates on the CPYHA website and through mass membership emails.
- Coordinate with the Fundraising Director on the types of fundraising activities that will occur during registration.
- Develop the ads for the Park and Recs brochures for Champlin and Brooklyn Park and get published.
- Work with Website Director to get the online registration set up.
- Attend district 10 registrars meeting.
- Register all traveling and house teams with Minnesota Hockey registrars and include all necessary Minnesota Hockey forms.
- Communicate to the President all requested player waivers
- Communicate all hardship cases to the Board of Directors for approval (refer to Section 6.4 of the bylaws).
- Maintain the CPYHA membership list and mailing list and provide list to any CPYHA Committee upon request.

Coaches Selection Director

- Chair of the Coaches Selection Committee – comprised of at least 5 members (including the Traveling Director and no more than one board member so the Committee has an odd number). The boys and girls high school varsity coaches are encouraged to participate but will not be voting members of the Coaches Selection Committee.
- Advertise in Let's Play Hockey and on web to recruit possible coaching candidates.
- Take in all resumes from possible candidate. Schedule committee meetings, coaches' interviews, and voting sessions.
- Bring to the Board of Directors all head coach recommendations for traveling teams that they feel will be best for CPYHA. All traveling head coach recommendations shall be subject to approval by the Board of Directors.
- Be the first point of contact for any grievances that involve a coach. Bring concerns to the CPYHA President.
- Coordinate and collect coaches' evaluations each season and share summary feedback with the CPYHA President.
- Coordinate kick-off and end of the season coaches' meetings.
- Maintain Coaches Resources on the CPYHA website.
- Attend and report at CPYHA monthly board meetings.

Equipment Director

- Purchasing, issuing and maintaining all equipment and uniforms used by CPYHA
- Prepare an annual inventory and evaluation report/budget of all equipment, uniforms and supplies. Any new supplies, equipment and repairs shall be itemized and presented to the Board of Directors prior to purchase or repair.
- Present all equipment changes/needs to the Board of Directors.
- Ensure all CPYHA equipment (i.e. traveling jerseys, puck bags, first aid kits) is returned after each season and check for any damages. If damages are a result of improper use or neglect on the part of an individual, this shall be reported to the Board of Directors immediately.
- Keep the storage facility at Champlin Athletic clean and orderly.

Player Development Director – TBD

Recruitment Director –

- Promote Association to public, doing this through schools, City publications, yard signs etc.
- Promote Taste of Hockey, JR Rebels, and Try Hockey for Free Programs
- Create flyers, signs, advertisement promoting CPYHA

JR REBELS PROGRAM COORDINATOR – TBD

ACE Director

- Help to make sure all coaches have the proper requirements for the coming season (CEP, Age Modules, Safe sport, etc.)
- Assist coaches in preparing and finding practice plans to properly implement for specific ages.
- Assist board to make sure the needs of the players are met.
- Assist board in parent intervention issues.

CPYHA Tournament Director

- Advertise all CPYHA hosted tournaments to other hockey associations and advertisements placed in “Let’s Play Hockey” magazine or equivalent ice hockey-related publications.
- Along with the Ice Director, assign ice hours for all CPYHA hosted tournaments.
- Coordinate all CPYHA Tournament requirements, including referees, medical coverage, trophies and patches, sanctioning fees, etc.
- Select the participating teams in CPYHA hosted tournaments and shall advise such teams of acceptance or rejection to the tournaments.

Concessions Manager

- Responsible for the daily operation of the concession stand at the Champlin Ice Forum.
- Ensure adequate cash is available at the concession stand, make regular deposits of funds, and provide the CPYHA Treasurer with required documentation to ensure timely payments to vendors and suppliers.
- Maintain a product inventory and supplies for operation of the concessions. An inventory of all products and supplies will be completed at the close of the season.
- Research and recommend items to be sold and research vendors for competitive prices on all inventory and supplies. Review prices and overall operation of the concession stand on a continual basis.
- Review Ice Forum activities to determine the hours of operation.
- Create procedures to be used in the concession stand.
- Bring any changes or other recommendations to the CPYHA Board of Directors regarding operation of the concessions.

Volunteer Director

- Create volunteer sessions in dibs and link them to the registration file.
- Train others on the committee in dibs entry.
- Determine roles of each person on the committee.
- Attend the meetings for first year parents, mite and traveling manager meetings and speak about volunteering and the process of completing hours.
- Oversee all aspects of volunteer coordination;
 - Print concession sign in sheets and enter completed hours in dibs.
 - Print sign in sheets for all events and enter in completed hours in dibs.
 - Enter volunteer hours submitted by house and traveling managers.
- Manage the volunteer webpage and email.
- Research, troubleshoot and respond to email questions/issues.
- Attend and report at board meetings.
- Communicate with board members on issues and no shows.

Communications Director

- Work with the Board of Directors and Committee Directors to make appropriate notices and announcements on the CPYHA web site as needed.
- Work with the Board of Directors and Committee Directors to send membership emails as needed.
- Post on the CPYHA Facebook page as needed.

- Post to Twitter as needed.

Webmaster

- Site maintenance, update content, keep it organized and visually appealing, monitor all pages within the site throughout the year to ensure dates and program information is current.
- Create and revise pages within the site, including working with the Ice Scheduler to set up current season team pages.
- Site Access, grant page editing rights to members, remove member access from previous season, keep access current.
- Trouble Shooting, address all website issues.
- Liaison between CPYHA and Sports Engine.
- Provide website traffic reports as needed.
- Work with Board/Directors/Coordinators to keep pages updated and assist with communicating information on the website.
- Work with Directors/Board to create online registrations for the season. (Fall Skills Clinic, Player, Coach/Manager/Volunteer, Etc.) Including trouble shooting any online registration issues as they occur by working directly with Sports Engine.
- Manage sponsor logos on home page.
- Monitor calendar on the home page to ensure all CPYHA events/programs are listed.
- Stay up to date with the latest technology offered through Sports Engine.

Fundraising Director

- Organize and coordinate/oversee all fundraising projects that have been approved by the Board of Directors to help in funding the cost of the CPYHA Program (except raffle tickets which are handled by the gambling manager). Currently:
 - Candy Bars
 - Wreaths
 - Heggie's Pizza
- Coordinate fundraising dates/pricing that occur during the CPYHA fall registration with the Registration Director.
- Point of contact for any teams wanting to fundraise to pay any portion of their team's bill to CPYHA, shall be required to present their fundraising plan to the Fundraising Director before any money is raised. This plan shall be presented to the Board of Directors. The plan must include how the funds will be raised, when the fundraiser will occur and how the proceeds will be allocated for the benefit of each player on the team. All accounting of the funds raised shall be documented with receipts and/or sales slips that shall be verified by the CPYHA Treasurer.

Sponsorship Director

- Shall be responsible for securing sponsors for CPYHA, teams, and events.

S.K.A.T.E Director

- Recruit and Organize Volunteers for Event
- Plan, Organize, and Execute an End of the Year Party for 500 people and up to 100 teachers.
- Distribute Instructions for Team Managers to Collect and Enter SKATE Eligibility Forms

- Invite Teachers and collect info about student from Teacher
- Purchase Gift to SKATE Participants from CPYHA
- Gather and Collect Monetary and Product Donations/Coupons from Local Businesses
- Secure a Speaker that is Influential in the Community or Hockey Community
- Create and Print (send to printer): Program, Comment Posters, Sponsorship Recognition, Other Directional Posters

Mite Jamboree Director

- Recruit Jamboree Committee.
- Run meetings to plan all events.
- Access jamboree page on website and keep updated
- Work with current mite directors to arrange game schedules.
- Book vendors for the event.
- Help recruit volunteers/get hours on Dibs.
- Create programs.
- Order player gifts /memorabilia/ medals/etc as needed.
- Schedule team parties.
- Work with sponsorship to collect donations for the event.

Team Photo Director

Organize and coordinate team pictures for all CPYHA teams.

Safety Director

- Create locker room literature.
- Update website.
- Meet with managers and coaches and explain safesport.
- Communicate any safesport changes.

Minnesota Hockey Director

- Typically held by the CPYHA President.
- Present all recommendations as determined by the Minnesota Hockey Committee to the Board of Directors.
- Represent all levels of CPYHA at all Minnesota Hockey functions.
- Work with the Ice Director in setting league game schedules for traveling teams in accordance with the Minnesota Hockey District.

Signed by _____

CPYHA President

Date _____