

# TRI-CITIES AMATEUR HOCKEY ASSOCIATION

## RULES & REGULATIONS HANDBOOK



### 2018-2019

#### WELCOME TO TCAHA

The beginning of a new hockey season brings excitement and anticipation of many great things to come. Please remember, in this time of excitement, that it is each of our responsibility, as members of TCAHA, to review and understand the rules and regulations of which TCAHA operates. Players and families are required to adhere to the rules set forth in this handbook in order to participate in TCAHA.

Rules and regulations are constructed with the intent of improving and developing our TCAHA "community." Our "community" is a program where ideals are strived for and achieved. An ideal "community" requires patience, commitment, sacrifice, civility, courtesy, caring, and kindness. Please be a part of building TCAHA into an ideal "community."

On behalf of TCAHA Board of Directors, we welcome you to another year of participation in the Greatest Sport on Earth!

Kris Waltze, President

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Tim Smith, Vice-President

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Megan White, Treasurer

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Jenny Rainey-Gibson, Secretary

---

Dan Holland, Past President

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Russel Del Gesso, Director

---

Brandon Jackson, Director

---

Ryan Deery, Director

---

Ryan Lansing, Director

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**Applicability**

*These local rules and regulations of the Tri-Cities Amateur Hockey Association (TCAHA) shall be binding for the current season. Future issues of TCAHA rules and regulations will be revised and approved at the annual membership meeting. After approval, a two-thirds (2/3)-majority vote of a quorum of TCAHA Board of Directors at any regular or special meeting of the Board may amend or waive these TCAHA rules and regulations in the best interests of TCAHA, with a majority vote of the TCAHA Board of Directors. TCAHA rules and regulations shall not conflict with the USA Hockey, Pacific District, or the Pacific Northwest Amateur Hockey Association (PNAHA) policies or decisions. Furthermore, TCAHA Constitution takes precedence over any rules and/or regulations listed in this handbook. These local rules and regulations apply only to TCAHA and are intended to specifically administer TCAHA Hockey Programs in a safe and healthy manner.*

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## **1.0 GENERAL INFORMATION**

This section provides general information associated with TCAHA, its vision, contacts and philosophy.

### **1.1 MISSION STATEMENT**

TCAHA is dedicated to the maintenance and growth of amateur hockey in the Tri-Cities while developing TCAHA as one of the premier athletic programs in the state of Washington.

### **1.2 GOALS**

To work together improving and enjoying a common passion hockey; to demonstrate pride and commitment in spirit and deed by players, coaches, families, volunteers, committee members, and the Board of Directors of TCAHA.

#### **1.2.1 Player Development**

To provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere, while promoting personal growth through team development on and off the ice.

#### **1.2.2 Coaching Development**

To structure a program that promotes the coaches' talents in leadership, youth development and hockey instruction, while providing for the ongoing education of the coaches in a defined and structured program.

#### **1.2.3 Parent/Guardians**

To offer an enjoyable program that involves parents in key positions of volunteerism, in order to provide the positive energy that will help strengthen and direct the program to higher levels.

#### **1.2.4 TCAHA**

To provide the stewardship, facilities and financial foundation to direct the efforts of all players, coaches and parents into a proud, ethical and cohesive unit.

### **1.3 STEPS TO SUCCESS**

This section describes TCAHA vision for success.

### **1.3.1 Players**

- Be a selfless team player.
- Commit to give 100% mentally and physically of yourself.
- Place education, safety, sportsmanship and fair play first.
- Strive to improve as an athlete and as a person.

### **1.3.2 Coaches**

- Be a positive role model.
- Be a team player and commit to the good of the Association.
- Commit to improving your ability to educate and instruct the game of hockey.
- Promote the well-being of the children, first and foremost.
- Promote sportsmanship, pride, leadership, self-worth, and good health.
- Commit to adhering to the rules and policies of TCAHA, PNAHA, and USA Hockey.

### **1.3.3 Families**

- Be a positive supporter of your child's efforts.
- Contribute positively through good times and difficult times.
- Offer your time to assist with your team and the Association activities.
- Commit to adhering to the rules and policies of TCAHA, PNAHA, and USA Hockey.

### **1.3.4 TCAHA**

- Seek and attract the finest in youth players, volunteers, leaders, and hockey coaches.
- Hold the highest ethical standards for all decisions.
- Promote the well-being and growth of amateur hockey for youth players.
- Provide a financial foundation for the maintenance and growth of youth hockey.



## 1.4 TCAHA CONTACTS

Please remember most of our TCAHA volunteers also work outside the Association. Questions regarding hockey matters should be directed to the phone numbers or email addresses listed below.

### 1.4.1 Directors and Officers

The following is a list of contact information for TCAHA Directors and Officers.

#### **OFFICERS:**

**President:**

Kris Waltze  
509.521.5126  
Email: [President@TCAHA.com](mailto:President@TCAHA.com)

**Vice President:**

Dave Wunschel  
509.531.8713  
Email: [VicePresident@TCAHA.com](mailto:VicePresident@TCAHA.com)

**Secretary:**

Jenny Rainey-Gibson  
509.240.7991  
Email: [Secretary@TCAHA.com](mailto:Secretary@TCAHA.com)

**Treasurer:**

Megan White  
509.438.5107  
Email: [Treasurer@TCAHA.com](mailto:Treasurer@TCAHA.com)  
Liaison: Finance, Registration, Scholarship

**Past President:**

Dan Holland  
509.396.1316  
Email: [danoh300@aol.com](mailto:danoh300@aol.com)

## **Directors:**

Russel Del Gesso  
509.388.6052  
Email: [PRDirector@TCAHA.com](mailto:PRDirector@TCAHA.com)

Brandon Jackson  
509.948.8076  
Email:

Ryan Deery  
509.942.4598  
Email:

Ryan Lansing  
509.551.1043  
Email: [Equipment@TCAHA.com](mailto:Equipment@TCAHA.com)

### **1.4.2 Responsible Points of Contact**

TCAHA has established points of contact and processes to interact with various key internal and external business areas. When representing TCAHA activities, members are requested to use the established points of contact found on TCAHA web page at [www.tcaha.com](http://www.tcaha.com).

## **1.5 USA HOCKEY, PNAHA, & PACIFIC DISTRICT INFORMATION**

USA Hockey, PNAHA, & Pacific District rules, guides, contacts and other information can be accessed through the USA Hockey web site found at <http://www.usahockey.com>.

## **1.6 PUBLIC RELATIONS**

This section provides information associated with how to get in touch with the association and interface with several of its public relations mechanisms.

### **1.6.1 Association Location**

Address:	P.O. Box 7139 Kennewick, WA 99336
TCAHA Official Web Site:	<a href="http://www.tcaha.com">www.tcaha.com</a>
TCAHA Phone:	(509) 947-4828

### **1.6.2 Reporting of Team/Individual Information**

These guidelines have been established by the Public Relations Committee to be used by members when: reporting team scores, game or tournament results; publishing team and/or individual awards and recognition; advertising team events; and when contacting the Tri-City Americans or any other media.

At the beginning of the season, each team should designate one person to act as their "Team Reporter" for reporting of team scores, game or tournament results, etc. This could be the team's coach, assistant coach, manager, team parent, or another individual that is willing to take on the responsibility of reporting information for the team throughout the season.

When writing articles, the team reporter should always report accurate information. Make sure that you recognize the entire team and/or individual in a positive manner. Check player names for the correct spelling (no one wants to see their name in the newspaper spelled incorrectly). Always include your name and phone number with your article when submitted for publication.

All members are encouraged to submit their information to the Public Relations Committee when seeking media coverage through local media agencies (i.e., Tri-City Herald, Tri-City Americans, and local television and radio stations). Contact the Public Relations Committee chairperson or send your articles to TCAHA, Attn: PR Committee, PO Box 7139, Kennewick, WA 99336.

### **1.6.3 TCAHA Official Logo**

TCAHA's logo and name may not be reproduced, altered or used in any manner without the prior approval of Tri-Cities Amateur Hockey Association. Please contact TCAHA Board of Directors for approval.

## 2.0 GOVERNING BODY

The affairs of this Association shall be managed by a Board of Directors who shall be elected from the active membership of the Association, and shall have all rights, powers, and privileges granted by law, including but not limited to, those powers set forth under RCW 24.03.035.

The Board of Directors shall consist of nine members: the Officers which include the President (nonvoting, except to break a tie), Vice President, Treasurer, and Secretary; the four Directors; and Past President (non-voting member). ***All members of the governing body must submit to and pass a background check in accordance with USA Hockey and PNAHA Procedures and Policies.***

### 2.1 DUTIES OF ASSOCIATION OFFICERS

This section describes the duties of TCAHA officers. Based upon liaison appointment, officers may have additional duties. Many of the duties contain excerpts from TCAHA Constitution. All officers of TCAHA shall limit their volunteer duties to the business of the board of directors and shall not hold other volunteer positions that conflict with their duties as a member of TCAHA's Board of Directors.

#### 2.1.1 President

- Preside at all meetings of the Association.
- Call special meetings of the Board of Directors and general membership.
- Determine and rule on questions arising from emergencies not provided for in the Constitution or rules and regulations, until such time as they may be acted upon at a regular or special meeting of the Board of Directors.
- The President shall have the power to suspend for a period of time or terminate any player, coach, or minor official from participation in or on any contest or hockey team involving the Association, for conduct detrimental to the Association, whether on or off the ice, including abusive language to game or Association officials. Such suspension or termination shall, however, require review and ratification by the Board of Directors at a regularly scheduled or special meeting of the Board, and may be revised or modified by the Board.
- Attend and represent the Association at other ice hockey meetings.
- Make a report to the general membership at the annual and general meetings covering the activities conducted since the last meeting, financial status, and projected plans.
- Act as a signatory for TCAHA in the daily operations.
- Perform such other duties as may be required by the Board of Directors.

#### 2.1.2 Vice President

- Perform all duties of the President in his/her absence or incapacity to serve.
- Succeed to the office of President in the event of the President's resignation or withdrawal for any reason.
- Serve as parliamentarian at all Association meetings.
- Assist the President in any and all matters of the Association.
- Perform such other duties as may be required by the Board of Directors.
- Act as a signatory for TCAHA in the daily operations.

### **2.1.3 Treasurer**

- Shall retain the services of a qualified bonded bookkeeper, at the Association's expense, to maintain and prepare all necessary records required for Association business including tax reporting to state and federal authorities subject to review, approval and signature by an outside certified public accountant, also to be retained by the Treasurer at the Association's expense. The certified public accountant shall not be a member of the Association and shall have no other conflict of interest as well. The services, work and documentation prepared by said bookkeeper and certified public accountant at the instance and request of the Treasurer shall be subject to the review and approval of the Board of Directors. Furthermore, the Treasurer's selection of a bookkeeper and certified public accountant shall be subject to the approval of the Board of Directors and said selection shall be reviewed and confirmed annually.
- Receive and disburse all funds of the Association.
- Keep accurate and current records of all income, expenditures and any other financial transactions in accordance with the Association requirements.
- Keep all funds in a chartered FDIC local bank.
- Assist and participate in an annual audit of the Association's financial affairs.
- Prepare an annual report in conjunction with book keeper.
- Render a current financial report at all Board and general membership meetings.
- Prepare and file all financial records and reports as may be required by any federal, state or other agency or organization, as further explained in below.
- Perform such other duties as may be required by the Board of Directors.
- Work with the Finance Committee to prepare and present a proposed budget to the Board of Directors for review. Final budget approval will be no later than July each year.
- Assist the Finance Committee with the development and management of association fundraisers and securing of sponsors.
- All checks written from General TCAHA accounts shall be signed by the treasurer and second designated board member.
- Act as a signatory for TCAHA in the daily operations.

### **2.1.4 Secretary**

- Keep minutes and records of all Board and general membership meetings.
- Maintain the Associations' stationery, correspondence, records and files.
- Conduct the correspondence of the Board of Directors.
- Assist the Treasurer, as necessary, with billing procedures and records.
- Assist the Association Registrar in submittal and maintenance of team and individual records and reports.
- Notify the Board of Directors and general membership of applicable upcoming meetings.
- Perform such other duties as may be required by the Board of Directors.
- Act as a signatory for TCAHA in the daily operations.

## **2.2 BOARD OF DIRECTORS MEETINGS**

TCAHA Board of Directors shall normally meet on the second Monday of each month at 6:30 p.m. Meeting location to be determined and emailed along with meeting agenda in the week prior to the scheduled meeting. Additional meetings will be scheduled as needed. Attendance at the Board of Directors' meetings shall be open to the general membership; however, only members of the Board of Directors shall be entitled to vote.

## **2.3 BOARD MEETING BUSINESS**

Members desiring to have items placed on TCAHA Board of Directors agenda need to notify TCAHA Secretary or President one week prior to the scheduled meeting with their request. TCAHA Board of Director meetings shall be run in accordance to Roberts Rule of Order, using the latest amendments as a guideline.

## **2.4 ANNUAL MEMBERSHIP MEETING**

The annual/general membership meeting of the Association's general membership shall be in January of each year, at a time, place and date to be designated by the Board of Directors. Elections of officials shall be conducted by the voting membership in attendance at the annual meeting in January and validated absentee ballots. However, should the Board of Directors deem it necessary to have elections in a mail-in ballot process for any given year, elections will not be held at the annual/general membership meeting the year of the mail-in ballot process.

The call for nominations will go out in early November. Members wishing to be placed on the ballot must notify the secretary within 30 (thirty) days of the call for nominees. Anyone wishing to have their names removed from the ballot must notify the secretary, in writing, prior to absentee ballots being released.

Whenever the election of officials is conducted at the January annual/general membership meeting, the Board of Directors shall make a reasonable effort to accommodate absentee voting by members unable to attend the election meeting. Absentee voting requests shall be submitted in writing to the Association Secretary, with notification no more than 60 days and no later than 10 days before the election. Following receipt of the written request, the Association Secretary will make known to the requestor all declared candidates, and will accept a returned ballot, signed by the requestor, no later than Call to Order of the election meeting. Mailed in absentee ballots must be received at the association P.O. Box one business day prior to Election Day. Returned absentee ballots shall be accounted for and verified by the election meeting chairperson and nominating committee chairperson, then placed in the ballot box as witnessed by those in attendance during the election meeting.

## **3.0 KEY ASSOCIATION POSITIONS**

All members fulfilling the role of a Key Association Position must register with TCAHA registrar and submit to and pass a background check in accordance with USA Hockey and PNAHA Procedures and Policies. Personnel issues and TCAHA business should be handled in a confidential manner.

The following sections describe the selection process, back-up qualifications responsibilities for the positions listed below.

## **3.1 ACE COORDINATOR (COACHING DIRECTOR)**

### **3.1.1 Selection Process**

TCAHA Board of Directors will appoint a volunteer Association Coaching and Education (ACE) Coordinator/Coaching Director. Persons interested in volunteering for this position should address a letter of interest, including a summary of qualifications, to TCAHA Board of Directors. The ACE Coordinator/Coaching Director position will be reviewed prior to May 1st of each season. Persons wishing to return for another year of service will be encouraged to do so, and will receive a performance review. Based on that review, the incumbent ACE Coordinator/Coaching Director may be retained without opening the position to other candidates. Whenever a new ACE Coordinator/Coaching Director is appointed, the outgoing ACE Coordinator/Coaching Director will remain as a non-voting member of the Coaching Committee for one year.

### **3.1.2 Backup**

TCAHA President will serve as backup to the ACE Coordinator/Coaching Director.

### **3.1.3 Qualifications**

It is recommended that the person filling the position of the ACE Coordinator/Coaching Director should possess the following qualifications.

- Effective communication skills.
- Has reached the Advanced Level of USA Hockey's Coaching Education Program.
- Possess a strong understanding and knowledge of the skills involved in teaching.
- Possess a strong commitment to the skill development of youth players.
- Has a strong background in the sport of hockey both as a player as well as a coach.
- Know and understand the rules and policies of TCAHA, PNAHA, and USA Hockey.

### **3.1.4 Responsibilities**

The ACE Coordinator/Coaching Director will be responsible to the President and the Board of Directors of TCAHA for the administration of all coaching and educational programs within the Association.

1. Oversee the recruitment, selection, training and evaluation of all coaches and instructors.
2. Oversee organizing and developing periodic workshops for all instructors and coaches.
3. Plan, develop and organize skating clinics, goaltending clinics, checking clinics and any other clinics, which will meet the needs of the Association's players.
4. Develop a teaching and practice curriculum for the Association.
5. Evaluate and supervise practice sessions and offer constructive criticism to improve the program.
6. Establish and maintain an Association resource center for coaches, instructors, parents, players and officers.
7. Serve on TCAHA Coaching Committee.
8. Report Match penalties to the head of the Disciplinary Committee.
9. Regularly attend Board Meetings.

## **3.2 GOALTENDING COORDINATOR (GOALIE COACHING DIRECTOR)**

### **3.2.1 Selection Process**

TCAHA Board of Directors will appoint a volunteer Association Goaltending Coordinator/Goalie Coaching Director. Persons interested in volunteering for this position should address a letter of interest, including a summary of qualifications, to TCAHA Board of Directors. The Goaltending Coordinator/Goalie Coaching Director position will be reviewed prior to August 1st of each season. Persons wishing to return for another year of service will be encouraged to do so, and will receive a performance review. Based on that review, the incumbent Goaltending Coordinator/Goalie Coaching Director will be retained without opening the position to other candidates. Whenever a new Goaltending Coordinator/Goalie Coaching Director is appointed, the outgoing Goaltending Coordinator/Goalie Coaching Director will remain as a non-voting member of the Coaching Committee for one year.

### **3.2.2 Backup**

The USA Hockey Goaltending Development Coordinator (GDC) will serve as backup to the Goaltending Coordinator/Goalie Coaching Director.

### **3.2.3 Qualifications**

It is recommended that the person filling the position of the Goaltending Coordinator/Goalie Coaching Director should possess the following qualifications.

- Effective communications skills.
- Has a strong background in the sport of hockey, specifically in the position of goaltending, both as a player as well as a coach.
- Has a deep understanding of both the technical and mental aspects of goaltending.
- Has reached the Basic Level of USA Hockey's Coaching Education Program.
- Possess a strong commitment to the skill development of youth goaltenders.
- Know and understand the rules and policies of TCAHA, PNAHA, and USA Hockey.

### **3.2.4 Responsibilities**

The Goaltending Coordinator/Goalie Coaching Director will be responsible to the President and the Board of Directors of TCAHA for the administration of all goaltending programs within the Association..

1. Lead weekly on-ice goaltending training sessions for association goalies, Mites to 18Us. Focus on imparting both technical and mental aspects of the goaltender game. Recruit a rotating group of shooters from TCAHA coaches and volunteers.
2. Work with association coaches on improving goaltending development. Focus on head coach and assistant coach integration at team practices and goalie sessions.
3. Periodically present training material on goaltending to association coaches.
4. Be willing to collaborate with other goalie coaches to continue professional development.
5. Remain focused on the principles of long-term athlete development.



### **3.3 ASSOCIATION TEAM MANAGER**

#### **3.3.1 Selection Process**

TCAHA Board of Directors will appoint a volunteer Association Team Manager. Persons interested in volunteering for this position should address a letter of interest, including a summary of qualifications, to TCAHA Secretary. The Association Team Manager position will be reviewed prior to May 1st of each season. Persons wishing to return for another year of service will be encouraged to do so, and will receive a performance review. Based on that review, the incumbent Association Team Manager may be retained without opening the position to other candidates.

#### **3.3.2 Backup**

An appointed member of the TCAHA Board of Directors will serve as backup to the Association Team Manager.

#### **3.3.3 Qualifications**

The Association Team Manager should possess a basic understanding of the USA Hockey, Pacific District, PNAHA, and TCAHA Team Manager Responsibilities.

The Association Team Manager should also possess strong communication skills, and must be generally accessible (Email, fax, etc. desirable) to resolve coaching, team manager, player, team, scheduling, and any other league issues or problems that come up throughout the season.

#### **3.3.4 Responsibilities**

The Association Team Manager is the committee chair for the Team Manager Committee and is responsible for performing the following activities associated with the team manager committee.

1. Schedule and hold an initial Team Manager meeting at the start of the season, with the treasurer, TCAHA bookkeeper, coaches and all team managers are required to attend. Schedule and hold, a minimum, of one team manager committee meeting a month, prior to the monthly Board of Directors meeting between September and March. Have monthly contact (by meeting or email) prior to the monthly Board of Directors meetings between September and March with a definite returned response from each Team Manager for confirmation the email was received/read. The Association Team Manager must call those Team Managers who do not respond to alert them to read the monthly email and return a response to the Association Team Manager confirming the email was read.
2. Draft, finalize and distribute a team manager's list to the Team Manager Committee volunteers, coaching director, registrar, division coordinators, tournament director, and board members.
3. Educate the team managers and coaches on the development of a team credential book to be covered at the initial meeting.
4. With the treasurer and TCAHA bookkeeper present, educate the team managers on the team financial accountability expectations found in this handbook.

5. Coordinate support to the tournament director, division coordinator, team, and tournament coordinators with the planning, administration, and coordination of TCAHA tournaments.
6. Coordinate requests for parent volunteers to participate on ad-hoc committees, tournaments, and other association business.
7. Educate team managers and assist with the planning of team fundraiser activities, including obtaining a team sponsor.
8. Provide team managers a list of TCAHA approved vendors for jersey screening, tournament photography, tournament T-shirts, TCAHA apparel, etc.
9. Educate team managers and coaches on TCAHA Policies, rental equipment, and association goalie equipment to be covered at the initial meeting.
10. Educate the team managers on the reading of TCAHA ice schedule and assist them in the development of a team ice schedule. In addition, forward the ice schedule and updates to the committee as they are released.
11. Assist team managers in finding directions to out of town rinks.
12. Assist team managers with obtaining hotel information. Inform them of the list of host hotels for each association and ensure they supply host hotel information to visiting teams and require the visiting teams to use our host hotels.
13. Assist the team manager committee with communication of concerns to appropriate association personnel.
14. Communicate association business and announcements to the committee.
15. Assist the team managers in obtaining a team roster from the Association Registrar.
16. Assist the team managers with supplying team articles to the web page administrator and newsletter editor.
17. Regularly attend Board Meetings.
18. Assist in "Hockey Swap", Public Skates, "Try Hockey for Free" and other TCAHA association building programs.

### **3.4 DIVISION COORDINATOR (Age Group Coordinator)**

The Division Coordinator shall act in the capacities described in this section from selection until replaced by the processes described in Section 3.5.1. In the event a division coordinator resigns after the season has completed and prior to selection of a new coordinator the Coaching Director with the assistance of the coaching committee and upon ratification of the board of directors shall appoint a replacement.

#### **3.4.1 Selection Process**

Although not confirmed until the draft, it is preferable that the Age Group Coordinator for the following season be identified prior to the end of the current season, to facilitate training and turnover. Immediately following Recreational team drafts, the Head Coaches (of each division) will choose a Division Coordinator for each of the following divisions for the current season: Beginners, Girls, Mite, 10U, 12U, 14U and 18U Recreational programs. Immediately following Rep Coach Selection and approval, the Rep coaches will choose a Rep Division Coordinator to represent the Rep Program for the upcoming season. Anytime during the season, the coaches of a division can, by majority vote, choose a replacement Division Coordinator. The Coaching Liaison and Coaching Director shall be present at all Division Coordinator selections (initial or replacement). Selections will be submitted to the Board for final approval at the first available monthly Board meeting following selection.

### **3.4.2 Backup**

If for any reason the Division/Age Group Coordinator is unavailable, he/she shall appoint a Head Coach from within the division to serve as his/her temporary replacement.

### **3.4.3 Qualifications**

The Division/Age Group Coordinator should possess good communication skills, and must be generally accessible (Email, fax, etc. desirable) to coordinate division issues and resolve problems.

### **3.4.4 Responsibilities**

1. Attend regular meetings and serve as a voting member on TCAHA Coaching Committee.
2. Hold meetings of the division coaches as needed to administer activities in the division.
3. Facilitate communications between the coaches in the division and the Coaching Committee.
4. Assist with the identification and selection of coaches for the division and other decisions associated with coaches in the division. Ensure that coaches and on-ice helpers have the appropriate insurance and coaching credentials.
5. Assist coaches in the division with adhering to all rules and regulations of USA Hockey, PNAHA, and TCAHA.
6. Be the point of contact for scheduling issues and requests for teams in the division.
7. Assist the Scheduling Committee to ensure that an equal number of games are played between the teams in the division (applicable only to Recreation divisions, and only to association provided ice time).
8. Assist the Scheduling Committee with monthly ice schedule reconciliation for teams in the division to account for trades, cancelled ice, etc. Notify the Scheduling Committee as soon as possible if scheduled ice will not be used to allow the Scheduling Committee the opportunity to find others that can use the ice, per the ice cancellation policy in Section 7 of this handbook.
9. Assist in the coordination of tournament and weekend game opportunities (i.e., travel requiring overnight stay) to assure equity between teams in the division. Assist teams with tournament applications.
10. Obtain approval from the Scheduling Committee before allowing teams to commit to tournaments or other weekend travel. This prevents scheduling conflicts (applicable only to Recreation divisions).
11. Be the secondary point of contact (after the coaches) for disciplinary or complaint actions associated with players, coaches or parents in the division.
12. Coordinate the administration of the division tryouts or evaluations.
13. Coordinate the placement of a player, who registers after the draft and/or team selection along with all coaches in said age group.
14. Preside at the draft and coordinate with the attending Board Representative to ensure that all decisions made during the draft are fair for all teams and consistent with TCAHA rules and regulations pertaining to player distribution.
15. Attend other games within the division when possible. This will provide the coordinator with the ability to self-assess any situations that may require reports to the Association committees or disciplinary action.

16. Attend Team Managers Committee meetings.
17. Assist the registrar with obtaining copies of score sheets for all home and away games.
18. Coordinate that division's tournament(s) planning.

## **3.5 HEAD COACH**

### **3.5.1 Selection Process**

The Coaching Committee, under the direction of TCAHA (Coaching Director), shall recommend to TCAHA Board of Directors an adequate number of coaches for the season. Persons interested in serving as coach must submit a TCAHA coach application form to the Coaching Director. All persons interested in volunteering for any TCAHA coaching positions must submit to and pass a background check in accordance with USA Hockey and PNAHA Procedures and Policies. The duration of this position is from the time of appointment through May 1<sup>st</sup> of the current season.

### **3.5.2 Backup**

If for any reason a Head Coach is unavailable, he/she shall appoint an assistant coach from the team to serve as his/her temporary replacement. The replacement must have the appropriate coaching credentials, including background screening.

### **3.5.3 Qualifications**

- Good communication skills.
- Good teaching skills.
- Understanding of hockey fundamentals and how to teach them.
- Coaching certification commensurate with PNAHA, Pacific District, and USA Hockey minimum requirements.
- Must obtain the required USA Hockey level of coaching certification, no later than December 31<sup>st</sup> of each season. This requirement does not apply to Rep teams, Rep coaches must have required level prior to taking the ice with their team.
- Must be SafeSport Program compliant
  - **HOUSE TEAM REQUIREMENTS**
- BP, Mite – USA Hockey Level I Card Required
- 10U – USA Hockey Level II Card Required
- 12U, 14U and 18U – USA Hockey Level III Card Required
  - **REP TEAM REQUIREMENTS**
    - 10U Rep – USA Hockey Level III Card Required
    - 12U, 14U Rep – USA Hockey Level III Card Required
    - 18U Rep – USA Hockey Level IV Card Required

### **3.5.4 Responsibilities**

Be familiar with and understand all rules and regulations of USA Hockey, Pacific District, PNAHA, and TCAHA.

1. Designate and roster a qualified first assistant coach who can regularly participate in practices and games and to assume head coaching duties when the Head Coach is not available.

2. Ensure that a coach (with proper credentials) is on the ice at all times with the players.
3. Plan and structure all practices to maximize ice usage, team and player development
4. Hold a player-parent meeting at the beginning of the season, and additional meetings as needed.
5. Disseminate all pertinent Association information to team players, parents, and coaching staff.
6. Submit a copy of all score sheets to the Association Registrar (or drop box) within one week of all local and out of town games.
7. Notify Association Registrar and Division Coordinator of any team roster changes.
8. Ensure that all team coaching staff has the required coaching credentials and insurance forms filled out and submitted to the Association Registrar. Forms include the Liability of Waiver, and Background check,
9. **MUST** attend regularly scheduled association "All Coaches Meetings." When scheduling conflicts occur, the Head coach should delegate to his assistant, to run practice on these dates.
10. Notify the Division Coordinator as soon as possible if scheduled ice is being traded and with whom. Once ice has been scheduled, it will be up to the scheduled team to trade the ice or use it. See Ice Cancellation Policy in Section 7 of this handbook. Administer scheduling of all overnight out of town team activities, including but not limited to tournament applications, fees, and travel arrangements, and promptly notify the Division Coordinator to get approval prior to making firm commitments.
11. Follow all USA Hockey and PNAHA guidelines for international travel (including Canada).
12. Promptly notify the Discipline Committee Chairman of any Gross, Match, and Major penalties against team players or coaches, and assure that said player or coach not attend any team activities until a Disciplinary Hearing is held, when required.
13. Ensure that Game Misconduct penalties against any team player or coach be served accordingly at the next scheduled game.
14. Ensure that team players, parents and coaches adhere to TCAHA Code of Conduct at all times.
15. If for disciplinary reasons, a coach deviates from TCAHA Equal Ice rule for recreational teams, the coach should clearly explain to the player and his/her parent why the discipline occurred and what can be done to remedy the situation. Repeated occurrences should be reported to the Division Coordinator.
16. Report to the Division Coordinator any damage caused to the ice surface or facility during team ice time, or any other time damage is discovered.
17. Ensure that team parents, families, and spectators remain in the areas designated for spectator use. Spectators are not allowed in the bench area except those who have reported to the Head Coach and have been designated specific assignments for that practice.
18. Ensure that locker rooms are supervised by a properly credentialed adult at all times and that all SafeSport guidelines are followed. Ensure that bench area and locker rooms are clean following team ice times.
19. Identify a Team Treasurer and Team Manager who will be responsible for the team's financial accountability and participate on the Team Managers Committee.
20. Coordinate the pickup and return of team equipment, such as rental equipment and association goalie equipment with the Association Equipment Manager. Coaches'

delinquent in returning equipment shall be turned over to the Board of Directors for collection procedures.

21. Regularly attend Board Meetings.

## **3.6 RAFFLE MANAGER**

### **3.6.1 Selection Process**

TCAHA Treasurer shall stand as the association raffle manager, unless a separate person is appointed by Treasurer and approved by the Board. If separate person is appointed to association raffle manager position, TCAHA Treasurer shall oversee all their activities.

### **3.6.2 Backup**

TCAHA Bookkeeper will serve as backup to the Raffle Manager.

### **3.6.3 Qualifications**

The Raffle Manager should possess a basic understanding of State raffle and gambling regulations as they pertain to TCAHA's State of Washington Gambling License. Instructional materials are available on the Washington State web site.

The Raffle Manager should also possess strong communication skills, and must be generally accessible (email, fax, etc. desirable).

### **3.6.4 Responsibilities**

The Raffle Manager shall be a standing member of the Finance Committee and is responsible for establishing and managing raffle and gambling related fundraising activities. All TCAHA team raffles and gambling related fundraising activities must be submitted, in writing, for review and approval by the Raffle Manager and Board prior to any event at which the raffle or gambling related activity is to take place. The Raffle Manager will assist the Team Managers Committee with implementation of training programs to educate team administrative staffs concerning gambling related State regulations, and TCAHA related team financial policies. The Raffle Manager will also regularly attend Board Meetings.

## **3.7 REGISTRAR**

### **3.7.1 Selection Process**

TCAHA Board of Directors will appoint an association volunteer Registrar. Persons interested in volunteering for this position should address a letter of interest, including a summary of qualifications, to TCAHA Board of Directors. The Registrar position will be reviewed prior to May 1st of each season. Persons wishing to return for another year of service will be encouraged to do so, and will receive a performance review. Based on that review, the incumbent Registrar may be retained without opening the position to other candidates.

### **3.7.2 Backup**

TCAHA Board Registration Liaison will serve as backup to the Registrar.

### **3.7.3 Qualifications**

The Registrar should possess strong communication skills, and must be generally accessible (Email, fax, etc. desirable) to perform registration duties and resolve problems throughout the active hockey season.

### **3.7.4 Responsibilities**

The Association Registrar shall be responsible for working with TCAHA's administration team and assist where needed to answer member question/concerns as they pertain to on-line registration. Obtain and maintain membership records and player transfer forms. The Association Registrar will also regularly attend Board Meetings.

## **3.8 TEAM MANAGER**

This section describes the selection process, back up, qualifications, and responsibilities for the Team Manager position. USA Hockey requires all Tier I and II teams to register a Team Manager responsible for ensuring team credentials are in order. Because TCAHA believes the role the Team Manager fulfills is essential to a quality season, we have elected to make it mandatory for all teams. Additional or more specific responsibilities may be found in the Team Manager Handbook.

### **3.8.1 Selection Process**

The Head Coach will appoint a volunteer Team Manager. Persons interested in volunteering for this position should notify the head coach. The appointed Team Manager should have an impartial relationship with the Head Coach (no spouses, significant others, etc.). The Team Manager position will be held for the duration of the season. If issues arise, the Head Coach or Board of Directors may replace the Team Manager upon notification of TCAHA Registrar and Association Team Manager, with cause.

### **3.8.2 Backup**

The Head Coach will serve as backup to the Team Manager.

### **3.8.3 Qualifications**

The Team Manager should possess a basic understanding of the USA Hockey, Pacific District, PNAHA, and TCAHA Team Manager Responsibilities. All persons interested in volunteering for a TCAHA Team Manager position must submit to and pass a background check in accordance with USA Hockey and PNAHA Procedures and Policies. The Team Manager needs to also be SafeSport Program compliant.

The Team Manager should also possess strong communication skills, and must be generally accessible (Email and web access is required) to resolve coaching, team manager, player, team, scheduling, and any other league issues or problems that come up throughout the season.

### **3.8.4 Responsibilities**

The team manager is responsible for the following activities/functions associated with supporting your team's coach, players, and parents:

1. Attending all team manager committee meetings and disseminating information provided at the meetings to your team's coach, players, and parents.
2. After the team is registered and you are chosen as team manager, contact (this can be done by e-mail) the team manager committee chairperson, registrar, TCAHA Point of Contact/Administrator and treasurer. You must supply them your name, team name, coach, address, phone number, and E-Mail address. **ALL TEAM**

**MANAGERS MUST HAVE ACCESS TO THE WEB AND HAVE AN E-MAIL ADDRESS.**

3. Obtain contact information for each player on the team, develop a team contact list, and supply it to all members of the team.
4. Set up an appointment with TCAHA registrar to allow for the team manager to obtain a copy of each player's registration information for the team's credential book. If the registrar is missing a player's birth certificate, the team manager will obtain a copy from the player and provide it to the registrar.
5. Develop a team credential book for your team, providing the book to tournament officials (as required) and assisting the coach with credential checks. The handbook should be available to the coach and hockey officials at all games and tournaments should it be needed to answer eligibility questions.
6. Follow the team financial accountability expectations found in this handbook. If you are not also the team treasurer, supply these expectations to the treasurer.
7. Assist the Division Coordinator, team, and tournament coordinators with the planning, administration, and coordination of TCAHA tournaments. This document Change to Team Manager Handbook includes many examples of how tournament activities may be accomplished. TCAHA tournaments are used as an association fundraiser. It is therefore the responsibility of each team manager to obtain volunteers for tournaments, even those that your team is not participating.
8. Coordinate requests for parent volunteers to participate on ad-hoc committees, tournaments, and other Association business.
9. Coordinate along with TCAHA treasurer team fundraiser activities, including obtaining a team sponsor(s).
10. Coordinate and assure the screening of the team jerseys with the TCAHA logo.
11. Develop and interpret the team ice schedule from TCAHA Master Ice schedule and supply it to team player parents. Supply ice schedule changes and updates to team parents throughout the season.
12. Supply team player parents with directions to out of town rinks.
13. Obtain motels for the team when traveling out of town (using association host hotels). Supply host hotel information to visiting teams and ensure they use the host hotel and supply the name of the hotel and number of room nights the visiting team used to the association treasurer within 5 days of the visit.
14. Communicate team concerns to appropriate Association personnel.
15. Communicate Association business and announcements to the team.
16. Obtain a team roster from the Association Registrar.
17. Supply team articles to the web page administrator and newsletter editor.
18. Regularly attend Board Meetings.

These responsibilities may be shared among team parents. The Team Manager should request continuous updates and communication from the parents helping with the various responsibilities.



## **3.9 TOURNAMENT DIRECTOR**

### **3.9.1 Selection Process**

TCAHA Board of Directors will appoint a volunteer Tournament Director. Persons interested in volunteering for this position should address a letter of interest, including a summary of qualifications, to TCAHA Board of Directors. The Tournament Director position will be reviewed prior to May 1<sup>st</sup> of each season. Persons wishing to return for another year of service will be encouraged to do so, and will receive a performance review (annually and more often), incorporating feedback from membership, coaches, AGCs, etc. Based on that review, the incumbent Tournament Director may be retained without opening the position to other candidates, based upon a majority vote of the Board of Directors.

### **3.9.2 Backup**

TCAHA Board Liaison will serve as backup to the Tournament Director.

### **3.9.3 Qualifications**

The Tournament Director will chair the Tournament Committee (which will consist of all Division Coordinators) for the purpose of administration, and coordination of TCAHA tournaments. This includes the development of tournament tools and examples to assist the tournament coordinator with sponsorship, fundraising, volunteer responsibilities, rules development, scheduling, credential checks, advertising, programs, information posters, and general tournament management for TCAHA Tournaments. The Tournament Director in concert with the association treasurer shall develop standard tournament flyers, photographic, sponsorship, program, and tee shirt agreements/templates.

The Tournament Director should demonstrate these qualities:

1. Strong leadership skills. Able to recruit and lead needed resources for tournament planning and execution.
2. Effective communication skills.
3. Is generally accessible (Email, fax, etc. desirable) to communicate tournament information to outside team managers or coaches and TCAHA Division Coordinators.
4. Develop a working relationship with the TCAHA scheduler in order to schedule home tournaments and other activities.
5. Develop a working relationship of counterpart at other associations within our region. Effective planning of TCAHA tournaments, so as to not conflict with tournaments in our region. Effectively communicate schedule of TCAHA tournaments, so that other associations do not schedule their tournaments to conflict with ours.
6. Possess an involvement in communicating with the public for donations.
7. Have knowledge of TCAHA tournament rules and regulations.
8. Possess a basic understanding of State raffle and gambling regulations as they pertain to TCAHA's State of Washington Gambling License.
9. Have a general knowledge of game rules and game play when it comes to protests.

### **3.9.4 Responsibilities**

1. Attend regular Board of Directors meetings.
2. Create draft of Tournament "How-To" Handbook. First draft to be reviewed with Board of Directors within first 2 months of term (circulate to previous tournament directors prior to submitting draft to Board of Directors).

3. Hold meetings of the Tournament Committee, managers and coaches as needed to communicate tournament activities for the division.
4. Assist Division Coordinators, managers and coaches in the division with adhering to all rules and regulations of the tournaments.
5. Communicate with the treasurer to know what money to keep track of and how to keep track of it.
6. Serves as the point of contact for out of town teams interested in the tournaments.
7. Work with the vendors to make sure of tournament scheduling, activities and assist in set up of the vendors if needed.
8. Work with the scheduler to figure out the tournament schedule and then distribute that to all of the participating teams.
9. Assist the Scheduling Committee in scheduling games and activities for the tournament weekend.
10. Assist teams with tournament applications.
11. Be the primary point of contact for disciplinary during tournaments and/or protests.
12. Coordinate the division's tournament(s) planning.
13. Schedule off-ice officials for each game in the tournament.
14. Assist other tournament officials in ordering medals, trophies, programs, and other fundraising items.
15. Make bracket boards for each tournament laying out the tournament schedule and the standings for each division.
16. Communicate with arenas to ensure that all public announcement systems work.
17. Work with the Raffle Manager to ensure that all raffles are conducted in accordance with Washington State gambling laws.
18. Communicate with arena officials to see where you can set up items for vendors, tournament information, raffle table, etc.

### **3.10 TCAHA ADMINISTRATORS**

TCAHA administrators will serve as the day-to-day operational administrator of TCAHA business. Reporting relationships are as follows: overall position structure developed by Board of Directors; daily direct reporting to the President and Vice President. Duties will be outline in the individual contracts, which will be available to TCAHA Members upon request.

### **3.11 SCHOOL HOCKEY LEAGUE COMMISSIONER**

#### **3.11.1 Selection Process**

TCAHA Board of Directors will appoint a volunteer School Hockey Commissioner. Persons interested in volunteering for this position should address a letter of interest, including a summary of qualifications, to TCAHA Board of Directors. The Commissioner position will be reviewed prior to May 1st of each year. Persons wishing to return for another year of service will be encouraged to do so, and will receive a performance review. Based on that review, the incumbent Commissioner may be retained without opening the position to other candidates.

#### **3.11.2 Backup**

TCAHA Board School Hockey Liaison will serve as backup to the School Hockey League Commissioner.

### **3.11.3 Qualifications**

The School Hockey League Commissioner should possess strong communication skills, and must be generally accessible (Email, fax, etc. desirable) to resolve coaching, player, team, scheduling, and any other league issues or problems that come up throughout the season.

### **3.11.4 Responsibilities**

1. Schedule and preside at regular meetings of TCAHA School Hockey Committee. The Commissioner will only vote on Committee motions in the event of a tie vote.
2. Facilitate communications between team representatives, coaches, and TCAHA Board of Directors.
3. Assist School teams and coaches with adhering to all rules and regulations of USA Hockey, PNAHA, and TCAHA.
4. Assist TCAHA Scheduler, Team Representatives and coaching staffs to ensure the equitable distribution of local practice ice.
5. Assist TCAHA Scheduler, Team Representatives and coaching staff with monthly ice schedule reconciliation.
6. Assist School teams with disciplinary or complaint actions associated with players, coaches or parents.
7. Provide feedback to the Officiating Representative on officials' performance and conduct during league games.
8. Work with local facilities and School Hockey Committee to ensure adequate security for crowd control.
9. Attend as many School League games as possible, and be prepared to provide reports to TCAHA Board and School Hockey Committee as may be required.
10. Maintain records of all team rosters and league game score sheets.
11. Ensure that Game Misconduct penalties and other disciplinary issues are properly handled and suspensions served.
12. Regularly attend Board Meetings.

## **4.0 TCAHA COMMITTEES**

This section of TCAHA Handbook describes the job scope of existing committees. Any committee that is not filled during the current season shall have all duties assumed by TCAHA Board of Directors.

### **4.1 COACHING COMMITTEE**

TCAHA will have a Coaching Committee composed of the following members:

1. Coaching Coordinator (Chairperson)
2. ACE Coordinator/Coaching Director
3. Board Coaching Liaison (non-voting position; the Coaching Director and the Liaison may not be the same person)
4. Division Coordinator/Age Group Coordinator
  - a. Note: For coaching selection process a maximum of one Age Group Coordinator will be in a voting capacity. The priority is as follows: 1. Previous year age group coordinator for age group selection. 2. Age group coordinator from above age group. 3. Age group coordinator from below age group.
5. At large members (voting positions)
  - a. At large members are selected by the Coaching director and are subject to the approval of the Coaching Coordinator and the Board of Directors.

The Coaching Coordinator schedules and presides over Coaching Committee meetings. The TCAHA Board Coaching Liaison is a non-voting Committee member, responsible for facilitating communication with TCAHA Board of Directors.

The Coaching Committee's responsibilities are as follows:

1. Assist the Coaching Director with recruitment and selection of coaches for the season.
2. Provide recommendations to TCAHA Board of Directors on issues concerning players, coaches, Association activities, rules and regulations.
3. Provide a forum to communicate to the coaching staff any and all information pertinent to coaches and players.
4. Provide a forum to disseminate information concerning rules and regulations of USA Hockey, PNAHA, and TCAHA.
5. Assist the Coaching Director with coaching education and player development programs.
6. Assist with the development of a standard player evaluation process for use prior to each year's Recreational and Rep player drafts.
7. Develop a standard coach evaluation form and process for gaining parental feedback.
8. Receive and act on player movement between Rep and Recreational teams as recommended by the coaches and Division Coordinator involved.

### **4.2 DISCIPLINARY COMMITTEE**

The Disciplinary Committee shall be composed of the Vice-President of TCAHA (functioning as Committee Chairman), the Chairman of the Coaching Committee and a person from the member at large pool appointed by the Board of Directors. The Board of Directors will appoint ten (10) people to be in the member at large pool by September 1, prior to the start of the hockey season. Consideration for inclusion

in this pool includes service time to TCAHA, disciplinary committee experience and former Division Coordinator. If for some reason none of the committee pool members are available, the President of TCAHA will fill in for the hearing or appoint a member of the current Board of Directors to fill in the absence.

The Disciplinary Committee shall hear all complaints by game officials or others concerning players, coaches and others charged with major penalties (Match/Gross) or a game misconduct clearly identified as "attempt to injure" and complaints by coaches and others of behavior during practice which would constitute a major penalty or a game misconduct if it were committed during the course of a game. All other actions including but not limited to: ice facility damage, hotel/motel damage, criminal acts, and unethical coaching behavior shall be handled by the Disciplinary Committee.

The Disciplinary Committee shall have the power to recommend to the Board of Directors, admonition and/or suspension of a player, coach or other member for such reported behavior. They shall also have the power to recommend to the Board of Directors that a player, coach, or others be expelled from the Association should the infraction be of such magnitude as to warrant that sanction or should it be a pattern of continuing behavior. The Disciplinary Committee shall hold its hearing regarding all infractions within ten (10) days of the infraction date. All reasonable attempts will be made to submit the findings for TCAHA board review before sending the report to other governing bodies. The committee findings for all reviewable infractions during PNAHA league games will be submitted to PNAHA by the tenth day following the incident, in compliance with reporting requirements. Consistent with the player conduct policy (5.10.2 Disciplinary Procedures) section 4-6, the president and TCAHA board will be notified within the specified times of any action to be taken. The player, coach, or others shall have a right to appeal the action of the Disciplinary Committee to the Board of Directors. Such appeal must be accomplished within two (2) weeks of the players, coaches or others under review receiving notification of the discipline committee findings.

The Committee Chairman shall maintain a record of all Disciplinary Committee hearings. These records shall include, at a minimum:

1. The reason for the hearing
2. The outcome of the hearing
3. The committee members present at the hearing
4. A record of the testimony acquired during the fact-finding phase of the committee

#### **4.3 EQUIPMENT MANAGEMENT COMMITTEE**

The Equipment Management Committee shall be responsible for the custody, distribution, maintenance; repair and replacement of all Association owned or controlled equipment, unless otherwise stipulated. This committee is also responsible for jersey management. All equipment shall be checked out with a signed equipment use form from the user. The Board will appoint the Chair of the Equipment Management Committee.

#### **4.4 FINANCE COMMITTEE**

The Finance Committee shall be responsible for generating the required Association funds. This shall include the development and conducting of various fund raising activities, securing sponsors and donations for the Association. The Committee shall also assist the Team Managers Committee and Public Relations Committee to ensure that sponsors and donors are properly recognized through

certificates, plaques, letters, pictures, etc. The Finance Committee shall be responsible for developing funds accountability policies to be implemented by the Team Managers Committee.

TCAHA Raffle Manager (Treasurer or appointed person) shall be a standing member. The TCAHA Treasurer will also serve as Board Liaison to the Finance Committee. The committee shall assist the Raffle Manager with the establishment and management of raffle and gambling related fundraising activities. All TCAHA teams planning a raffle or other gambling related fundraiser must submit a description of the activity and any associated rules in writing, for review and approval by the Raffle Manager prior to any raffle or gambling related fundraising activities. Examples can be obtained from the Team Managers Committee.

This committee can request the head coaches and/or team managers to fill out the appropriate paperwork for each visiting team to complete and return to the appointed board committee member within 5 days of the visit. The Host Hotel program responsibilities are as follows:

1. Make contact with each host hotel assigned representative for reassurance of participation in sponsorship program.
2. Develop a process to aid in the documentation of participation by visiting teams.
3. Disbursement of process instructions to each of the coaches/team managers.
4. Report non-participating teams to the Board of Directors.
5. Meet with each head coach and/or team manager to implement policies on the host hotel sponsorship program.

#### **4.5 SCHOOL HOCKEY COMMITTEE**

TCAHA School Hockey Committee shall be chaired by the School Hockey League Commissioner. The committee shall be responsible for organizing and administering TCAHA High School Hockey league and program.

The School Hockey Committee will be composed of at least the following members:

1. School Hockey League Commissioner
2. Board School Hockey Liaison (non-voting position)
3. Representative designated by each League Team

The School Hockey League Commissioner schedules and presides over all School Hockey Committee meetings, and votes on Committee motions only in the event of a tie vote. TCAHA Board School Hockey Liaison is a non-voting Committee member, responsible for facilitating communication with TCAHA Board of Directors.

The School Hockey Committee responsibilities are as follows:

1. Creating and submitting to TCAHA Board of Directors recommended league rules, regulations, budgets, and other policy or financially related High School Hockey information.
2. Assist in scheduling of league and playoff games, and assisting TCAHA Scheduling Committee with schedule implementation.
3. Assisting league teams with administrative issues, and address individual team concerns or issues arising during the season.

4. Assist local volunteers with school contacts and any other information that helps individual teams establish good relations with their local area schools.
5. Ensure that all School teams, coaches, and players meet the requirements of the league and USA Hockey registration and report any deficiencies to the League Commissioner and TCAHA Registrar.
6. Work with the Association Registrar to open registration 60 days PRIOR to the start of the school hockey season.
7. Promote the growth and well-being of School Hockey programs throughout our local area.
8. Disseminate all pertinent league information to team players, parents, and coaching staff.

#### **4.6 NOMINATING COMMITTEE**

The Nominating Committee shall be formed at least sixty (60) days before the scheduled election of Officers and Directors at the annual general membership meeting in January. The Committee shall be comprised of a representative from each age group. If there is no volunteer from a respective age group, then the age group will not be represented. The Committee shall be responsible for locating and encouraging qualified voting members of the Association to stand for election and to agree to serve if elected, for those positions to be elected by the voting membership. Every reasonable effort shall be made to secure at least two qualified candidates for each position to be elected. The slate of nominees shall be presented to the Association Secretary at least thirty (30) days prior to the scheduled election meeting. The Secretary shall include the list of nominees with the meeting notice mailing.

#### **4.7 PUBLIC RELATIONS COMMITTEE**

The Public Relations Committee shall be responsible for all activities conducted to inform the membership and public of Association activities, plans and programs. Responsibilities shall include the publishing of a monthly newsletter, and preparation/issuance of reports, publications and/or other suitable media. The Public Relations Liaison shall have access to Association email distribution and shall maintain a “camera ready” version of the official TCAHA Logo. The Committee shall also work with other committees and the POC as appropriate to prepare and conduct membership recruiting programs, and to provide public recognition of sponsors, donors, etc., through certificates, plaques, letters, pictures, etc.

#### **4.8 REGISTRATION COMMITTEE**

The Association Registrar is authorized to form a Registration Committee to assist with TCAHA registration. The Registration Committee shall be made up of Division Coordinators, the Finance Committee, and the Board of Directors. Other members may be added as needed.

#### **4.9 SCHEDULING COMMITTEE**

TCAHA will have a Scheduling Committee composed of at least the following four members:

1. Scheduler
2. TCAHA President
3. ACE Coordinator/Coaching Director
4. Tournament Director

The above core committee members can name additional members at their discretion. The Scheduling Committee's responsibilities are as follows:

1. Prior to the start of a season, establish a detailed plan and scheduling criteria to be followed throughout the course of the upcoming season. The plan and criteria must be in accordance with TCAHA Ice Scheduling Regulations and must be within the scope of TCAHA annual budget.
2. Review each schedule prior to distribution to assure an equitable distribution of ice, and maintain concurrence with the season's scheduling plan and criteria.
3. Monitor overall game and practice allocation to assure equity between teams in each division and between divisions, as best possible.
4. Assist in the resolution of minor scheduling issues and problems.
5. Report all major scheduling problems to TCAHA Board.

#### **4.10 SCHOLARSHIP COMMITTEE/AWARDS COMMITTEE**

The Scholarship Committee is responsible for evaluating the needs of potential recipients based on the established distribution guidelines. The Committee will make recommendations to the Board of Directors for approval and distribution of existing funds. The committee shall be comprised of the Treasurer, Secretary and with input from the TCAHA Board of Directors.

The Scholarship Committee shall be responsible for obtaining Academic and Leadership Achievement nominations from the Team Managers Committee, selecting the award winners, and the annual presentation of awards to players. The call for nominations will go out no later than January 15<sup>th</sup> of each season, with award winners notified (in writing) not later than February 15<sup>th</sup>.

#### **4.11 TEAM MANAGER COMMITTEE**

The Team Manager Committee shall, at a minimum, consist of a chairperson (Association Team Manager), a team manager from each recreational and rep team that shall be named at the beginning of each season, the Division Coordinators, and a standing member of the BOARD OF DIRECTORS shall be appointed by the Board of Directors to be the liaison for this committee. Additional volunteers from the membership are welcome.

The Team Manager Committee will meet (in person or via email with responses required confirming that email is received) on a monthly basis, prior to the monthly BOARD OF DIRECTORS meeting and may convene as needed to meet the needs of TCAHA. The initial meeting must be in person. The Team Manager Committee shall be responsible for the organization and education of team managers. This includes but is not limited to the following activities:

**Coach's Support** - The team manager committee is responsible for developing and educating team managers in order to support TCAHA coaching staff with the administrative management of a team and coordination of parent communication.

**Team Credentials** - The team manager committee will develop a standard protocol for the development and maintenance of a Team Credentials Book. The Team Credentials Book contains the proper team certification and player identification documents required for all tournaments; including State and District competitions. Team Manager will be educated on the



protocol and current USA Hockey, PNAHA, TCAHA Rules and Regulations concerning player eligibility and player pick-ups.

**Financial Accountability** - The Team Manager Committee, based on input from TCAHA Treasurer and Financial Committee, will develop team financial accountability protocols. These protocols will provide a definition of financial accountability and monthly reporting that is consistent with TCAHA Treasurer Expectations and within the guidelines of the associations fundraising and gambling (raffles) regulations. These guidelines will be maintained in the Team Manager's Handbook.

**Tournament Coordination** - The Team Manager Committee will assist Division Coordinators, Teams, and Tournament Coordinators with the planning, administration, and coordination of TCAHA tournaments. This includes the development of tournament tools and examples to assist the tournament coordinator with sponsorship, fundraising, volunteer responsibilities, rules development, scheduling, credential checks, advertising, programs, information posters, and general tournament management for TCAHA Tournaments. The team manager committee in concert with the association treasurer shall develop standard tournament flyers, photographic, sponsorship, program, and tee shirt agreements/templates.

**Parental Participation** - The Team Manager Committee will coordinate requests for parent volunteers to participate on ad-hoc committees, in tournaments, and other association business.

**Communication** - One of the most important responsibilities of the Team Managers Committee is to provide a mechanism for parental communication, sharing of ideas, and the sharing of Association issues and communication of ideas and positions to TCAHA board of directors and coaching committee. In this capacity, the Committee will attempt to have members on many of the other TCAHA committees and coordinate attendance of board meetings. In addition, the Team Manager Committee will maintain a list of current out of town information for parents and guardians of players.

The managers will create and maintain a Team Manager's Handbook. This handbook will outline the responsibilities of all team managers' (Rep and House). The handbook will consist of (but not be restricted to) the information discussed in the previous bullets.

This Committee has no voting or political capacity as a group. The Team Manager Committee purpose is education, organization, communication, outreach and administration.

#### **4.12 TOURNAMENT COMMITTEE**

The Tournament Committee shall consist of the Tournament Director (chair) and the Division Coordinators as members. The Tournament Committee shall be responsible for creating standard templates for tournament programs, ordering the awards for all tournaments and working with the Raffle Manager regarding all tournament raffles.

## **5.0 MEMBER CONDUCT POLICIES**

This section describes the policies, rules, and regulations that governing association conduct.

## **5.1 SUBMITTING CHANGES OR ADDITIONS TO POLICIES AND PROCEDURES**

Any individual or group from the membership may in writing request a change to current policies and procedures, or propose Constitutional amendments. The request should contain:

1. The submitter's name, phone number, and date.
2. The suggested language of the amendment, or a redlined copy of the current policy.
3. A brief (one-page) reason for a change.

The request should be sent directly to the Board of Directors. The Secretary will notify submitter of receipt of the request.

The submitter (or designee) may be requested to present the request to the Board for consideration. The Board will determine if the request will be sent to committee for further investigation and development. The Board has the option of voting to accept the proposal as stated without further investigation.

The Secretary will be responsible for providing the submitter with a status of the request.

All changes to policies, procedures, or the handbook are subject to Board approval.

All new procedures, policies, or changes must be completed and approved prior to July 15 to be included in the upcoming season handbook. Members are encouraged to submit rule change proposals that significantly impact the membership prior to the close of the season to facilitate proper review and incorporation into the upcoming Handbook.

All proposed Constitutional amendments must be submitted to the Board prior to December 1 to be presented to the membership for ratification at the January General Membership meeting.

## **5.2 CONCERNS**

Letters of concern need to be addressed to TCAHA Board of Directors at the Association address:

Tri-Cities Amateur Hockey Association  
Attn: Board of Directors  
P.O. Box 7139  
Kennewick, WA 99336

Letters received by the Board of Directors will be responded to in writing. If a member does not receive a response the member is encouraged to contact a Board member.

## **5.3 CHAIN OF COMMAND (CONFLICT RESOLUTION)**

If an issue needs to be elevated, please contact the nearest point of leadership. If the issue is unresolved, please go up to the next level of leadership. The approved chain of command within TCAHA follows:

1. Coach/Team Manager
2. Division Coordinator/Age Group Coordinator
3. ACE Coordinator/Coaching Director
4. Board Coaching Liaison
5. Board of Directors

This same process will be used when issues concerning repeated violations of the Contract for TCAHA Parent/Adult, the Contract for TCAHA Player Conduct and other team rules that are beyond the expectations and control of the coach.

#### **5.4 PARENT PARTICIPATION POLICY**

To ensure that activities and commitments sponsored by TCAHA are carried out, each family registered with TCAHA will be required to support some or all the following activities during the hockey season, along with assisting in the hosting of State, District, or Regional Tournaments on any given season:

1. Committee member (refer to TCAHA Committee section for available opportunities)
2. Tournament volunteer
3. TCAHA fundraiser
4. Community service campaigns
5. On ice Official
6. Scorekeepers, statisticians (i.e. goals, assists, shots on goal, +/-), timekeepers, and penalty box attendant for home games
7. Head Coach, Team Manager, assistant or on ice helper
8. Division Coordinator/Age Group Coordinator
9. Board Member
10. Each family registered with TCAHA will donate a minimum of three (3) hours of volunteer time to support TCAHA sponsored events. This is time outside any volunteer time donated to the participant's assigned team.

#### **5.5 SPECTATOR ZERO TOLERANCE**

Parents/Spectators will be included in the Zero Tolerance Policy Section. The game will be stopped by on-ice officials when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The off-ice/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 Board of Directors. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, players' bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.
4. If violators refuse to leave a "win" will be awarded to the non-offending team.

*(Excerpts from the USA Hockey Annual Guide Book)*

#### **5.6 CONTRACT FOR TCAHA PARENT/SPONSOR/ADULT CONDUCT**

This wording is contained on a document that must be signed at the time of registration.

Tri-Cities Amateur Hockey Association (TCAHA) is a program of service to youth. Its purpose is to provide healthy and constructive activity and training, under good leadership, in an atmosphere of

positive community participation. We are dedicated to helping participants build character and develop skills to the best of their ability. We strive to promote equitable participation, teamwork, respect and fair play.

Each parent/sponsor/adult is part of TCAHA and can contribute to its success. The following expectations of your behavior are essential to the success of your child, your team, and our Association.

1. Maximize praise and minimize criticism in all dealings with team members.
2. Stress playing hard for the self-satisfaction of achieving one's best effort and winning, rather than winning itself.
3. Exhibit a positive attitude toward coaches, referees and other parents. Most participation is by volunteers who are trying to do their best. We are all in this together.
4. Be an understanding and enthusiastic spectator; applaud good play regardless of team.
5. Treat the referee with respect, no matter what the call. Complaints from the spectators have never changed a call. Both teams play with the same officials.
6. Your conduct at the rink and on road trips should be a model for the players. Shouting negative comments, abusive language, vulgarity, public intoxication, use of tobacco in locker rooms, or use of illicit drugs have no place in our Association.
7. You are responsible for the appropriate conduct of your children at our rink and on road trips: at rinks, motels, and restaurants. Our aim is to project a positive image for the TriCity Amateur Hockey Association.
8. Help players observe curfew, rest periods between games, and other training guidelines set by their coach. Support your team.
9. In case of illness or absence, advise the coach in advance of the practice or game.
10. Parents and/or spectators during and after USA Hockey sanctioned games will avoid displaying inappropriate and disruptive behavior that interferes with other spectators or the game. If identified as a violator of this USA Hockey Zero Tolerance Policy, parents and/or spectators will quietly exit from the spectator viewing and game area so that play can resume. Violations of this policy may be subject to further disciplinary action by TCAHA.
11. If a problem arises, talk it over with your player first; situations can be different than they might appear. If necessary, discuss issues with the Team Manager or Head Coach; often they can take action to resolve your problem. If unsatisfied, talk with the Division Coordinator. If the issue is not resolved at this level, it is to be elevated to TCAHA Coaching Director. If not resolved through these channels, final disposition of any concern may then be brought to the attention of TCAHA Board in writing.

By registering your child to play hockey and signing this form, you are agreeing to abide by this Code of Conduct, thereby serving as a positive role model for our players.

Abusive conduct toward coaches, officials, players, or other parents cannot be tolerated and could result in suspension of your child for a specified period of time. Such a situation would be a serious loss for the player, the team, and the Association.

Repeated or serious violations may result in expulsion from TCAHA. Please help us prevent such a situation from occurring. Be your best, so your child can be his or her best.

## 5.7 CONTRACTS FOR COACHES CONDUCT

Coaches will conform to USA Hockey and TCAHA Coaching Code of Conduct

1. **BE PROMPT FOR PRACTICES, MEETINGS, OR OTHER ACTIVITIES.** If you will be late, call your assistant coach to advise him/her of this fact.
2. **BE IN CONTROL.** Coaches must abide by USA Hockey Zero Tolerance Coach Policy regarding use of abusive language or obscene gestures before, during or after TCAHA activities. This also means there will be no tolerance of swearing or other offensive conduct toward any official.
3. **BE RESPECTFUL.** The attitude of the coach has a lot to do with the attitude of the team. During practices, games, or other TCAHA functions, coaches should display a positive attitude.
4. **MORALE.** A hockey team represents a partnership between coaches and team members. Be supportive of and offer ONLY constructive criticism to players.
5. **CONDUCT.** All coaches are expected to be on their best behavior at home and at out-of-town games. Complaints from other Associations or facilities about a coach will be dealt with accordingly, and could result in suspension or dismissal from the Association.
6. **SUBSTANCE ABUSE.** The use of illegal drugs or alcohol will not be tolerated at a TCAHA sponsored function. **No cigarettes or chewing tobacco.**
7. **THEFT** Stealing from, or damaging the equipment of, other players, TCAHA, other Associations, or their respective arenas, will not be tolerated.
8. **SPECTATOR ZERO TOLERANCE POLICY.** When participating as a spectator during and after all USA Hockey sanctioned games coaches will maintain a sportsmanlike attitude. If identified as a violator of the USA Hockey Zero Tolerance Policy, coaches will quietly exit from the spectator viewing and game area so the game may resume. Violators of this policy may be subject to further disciplinary action by TCAHA.
9. **PROTECTIVE EQUIPMENT.** Coaches are to wear all protective equipment as required by USA Hockey and PNAHA. Failure to wear the required equipment will result in removal from the ice until such equipment can be acquired.
10. **DISCIPLINARY REVIEW:** Coaches receiving a second or third game misconduct in any given season will be subject to disciplinary review.

## 5.8 CONTRACT FOR TCAHA PLAYER CONDUCT

This wording is contained on a document that must be signed at the time of registration.

The following is a Code of Conduct, which reflects the values that the Association, Board, and coaches believe are important to the development of a good hockey player. Hockey is a TEAM sport and, as such, the actions of an individual are often viewed as the actions of the team or of the Association. For this reason, the following expectations of your conduct have been developed. You are expected to abide by them when you participate in our Association.

1. **BE PRESENT FOR ALL PRACTICES.** Call your coach before practice and let him/her know you will be absent, and why. Practices are designed around participation of a certain number of players, and development of new skills. Two absences immediately before a game could result in the player not participating in the game.
2. **BE PROMPT FOR PRACTICES, MEETINGS, OR OTHER ACTIVITIES.** A team includes all its players. Waiting for one team member disturbs the entire team. If you will be late, call your coach to advise him/her of this fact.
3. **BE IN CONTROL.** Players must abide by USA Hockey Zero Tolerance Player Policy regarding use of abusive language, obscene gestures and fighting/wrestling before, during or after TCAHA

activities. This means there will be no tolerance of swearing or other offensive conduct toward any official.

4. **BE RESPECTFUL.** The attitude of the players has a lot to do with the attitude of the team. During practices, games, or other TCAHA functions, coaches and other officials of the organization are to be obeyed and treated with respect.
5. **MORALE.** A hockey team represents a partnership between coaches and team members. Be supportive of and offer ONLY constructive criticism to teammates. Players who consistently affect the team chemistry by receiving excessive/deliberate penalties, not passing or not abiding by designated shift rotations could result in the player not participating in the game.
6. **INJURIES.** All injuries, no matter how slight, must be reported to your Head Coach or Team Manager immediately. Players who are involved with "attempt to injure" infractions (called and non-called) shall result in a review of the disciplinary committee.
7. **CONDUCT.** All players are expected to be on their best behavior at home and at our-of-town games. Complaints from other Associations or facilities about a player or players will be dealt with accordingly, and could result in suspension or dismissal from the Association. Any damages will be the responsibility of the parents of the player or players involved. No horseplay or running. No shooting or throwing pucks, sticks, ice or tape. Throw away garbage in locker room and stands. Do not enter ice surface until Zamboni doors are closed. Do not rest on top of the boards.
8. **TRAVEL TO OUT-OF-TOWN GAMES.** Players are not allowed to travel to out-of-town games without a parent, guardian or adult over 21 present in the vehicle.
9. **SUBSTANCE ABUSE.** The use of illegal drugs or alcohol will not be tolerated at a TCAHA sponsored function. No cigarettes or chewing tobacco.
10. **THEFT.** Stealing from, or damaging the equipment of, other players, TCAHA, other Associations, or their respective arenas, will not be tolerated.
11. **SPECTATOR ZERO TOLERANCE POLICY.** When participating as a spectator during and after all USA Hockey sanctioned games, players will maintain a sportsmanlike attitude. If identified as a violator of the USA Hockey Zero Tolerance Policy, players will quietly exit from the spectator viewing and game area so the game may resume. Violators of this policy may be subject to further disciplinary action by TCAHA.
12. **PROTECTIVE EQUIPMENT.** Players are to wear all protective equipment as required by USA Hockey and PNAHA. Failure to wear the required equipment will result in removal from the ice until such equipment can be acquired. Repetitive disregard for this policy may result in suspension from a game or games.
13. **DISCIPLINARY REVIEW:** Players receiving a 3<sup>rd</sup> game misconduct in any given season will be suspended pending disciplinary review.

Violations of Provisions 9 or 10 will result in automatic suspension from TCAHA for the remainder of the hockey year. Repeated violations of any of the above provisions may result in the player receiving discipline measures such as missed drills and scrimmages during practices and missed shifts or the entire game during games or removed from the team. Depending on the severity of the above provisions (e.g. injury to a player), the coach may decide for that player to be removed from the team immediately

By signing this form, you are agreeing to abide by this code of conduct. These provisions are for your protection and to help in your development as a hockey player and as a person.

## **5.9 DEFACEMENT OF ASSOCIATION PROPERTY**

Any act of defacing Association property will result in immediate disciplinary action. The disciplinary action will be commensurate with the level of the infraction.

## **5.10 DISCIPLINE**

This section describes the disciplinary actions and processes for TCAHA.

### **5.10.1 Disciplinary Actions**

TCAHA shall have a Disciplinary Committee composed of a minimum of three (3) and up to ten (10) members for each hearing:

1. TCAHA Vice President who shall chair the Disciplinary Committee
2. Chairmen of the Coaching Committee (Coaching Coordinator)
3. Up to seven (7) members from the Member at Large pool chosen on a rotating basis.

If for some reason none of the committee pool members are available or cannot be impartial, the President of TCAHA will fill in for the hearing or appoint a member of the current Board of Directors to fill in the absence.

The Disciplinary Committee shall hold hearings on all actions by members of TCAHA which result in major penalties (Match/Gross) or a game misconduct clearly identified as "attempt to injure." A copy of the Official's Report will be forwarded to the PNAHA 2nd Vice President and, if applicable, PNAHA League Commissioner. A copy of the score sheet listing the game in which an "attempt to injure" Game Misconduct, Match or Gross Misconduct penalty has been assessed shall be forwarded to the Vice President by the Head Coach. All Match/Gross score sheets shall be forwarded immediately, or within 24 hours of returning home from out-of-town games, to TCAHA Vice President by the Head Coach. The Vice President will in turn fax a copy immediately to the PNAHA 2nd Vice President and, if applicable, PNAHA League Commissioner.

Actions that occur during a practice or evaluation, which the coach feels, in a game situation, would have resulted in either a major penalty or a game misconduct, shall also be reported to the Disciplinary Committee.

The Disciplinary Committee shall follow the guidelines of USA Hockey and PNAHA disciplinary procedures.

All actions, which are more serious than a reprimand and warning, shall be reviewed and approved by the Board of Directors.

Any action taken by the Disciplinary Committee may be appealed to the Board of Directors. The appeal must be made, in writing, following the guidelines of USA Hockey and PNAHA disciplinary procedures. The appeal process will follow the applicable USA Hockey and PNAHA guidelines (e.g. USA Hockey bylaw 10).

All other actions which occur off the ice (Including but not limited to: Zero Tolerance infractions, building damage, hotel/motel damage, criminal acts, and unethical coaching behavior, etc.) shall be handled by the Disciplinary Committee.

## **5.10.2 Disciplinary Procedures**

1. The Chair of the Disciplinary Committee shall contact all persons involved and arrange a hearing date within ten (10) days of notification of the infraction.
2. At the hearing, all parties will review the infraction and all recorded and non-recorded pertinent information.
3. Immediately following the meeting, the Disciplinary Committee will review the information and make a formal recommendation of action, if any, to be taken.
4. If immediate action is to be taken, the Disciplinary Committee Chairperson will notify the President.
5. TCAHA President will approve/disapprove immediate action until TCAHA Board can review the recommendation.
6. TCAHA Secretary or, alternatively, TCAHA Vice President, will notify all involved players, coaches, and PNAHA officials (and other parties as appropriate) of disciplinary action taken.
7. This recommendation will be presented to the Board of Directors at their next scheduled meeting.
8. TCAHA Board of Directors will review any recommendations by the Disciplinary Committee at their first meeting following the hearing for the purpose of approval/disapproval.
9. The appeal, if any, shall be made in writing as specified in this section within 2 weeks of notification, as specified in section 4.2.
10. The Discipline Committee Chair shall be responsible for recording and retaining records of all Discipline Committee hearing consistent with Section 4.3 of this document.
11. In actions resulting in a suspension or expulsion, TCAHA Registrar should be notified.

## **5.11 TCAHA LOCKER ROOM POLICY**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to TCAHA's goals. TCAHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, TCAHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in the locker rooms.

At Toyota Arena (Rink B) there are (4) four locker rooms available for our program's use. Each of the locker rooms has its own restroom and shower. At TRAC Ice Rink there are (4) four locker rooms, but share central restrooms which include shower areas, (1) for female and (1) for male players. Female and male players are allowed in the same locker room when properly dressed in their approved Base Layer clothing as defined in the below Mixed Gender section. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, restrooms and shower facility conditions will vary from location to location. TCAHA's team organizers will attempt to



provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

While at any TCAHA facility or at a host rink, every effort will be made to maintain locker room cleanliness and working order. Store bags, gear and other personal items either on shelves or under benches allowing access and room for other users. If locker rooms have been assigned, please use the designated locker room for your team. At no such time shall a coach, player or parent touch or move another person's personal items (Wallet or Purse, Clothes, Phone, Toiletries) without consent of the owner.

### **Locker Room Monitoring**

TCAHA has a predictable and limited use of locker rooms and changing areas (e.g. 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of the locker room areas. While constant monitoring inside of locker rooms and changing area might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been appropriately screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

### **Parents in Locker Rooms**

Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because they are often less supervised than at other times. Athlete-to-athlete problems, such as sexual abuse, bullying, harassment or hazing, often occur when a coach or other responsible adult is not in a position to observe – this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and significantly reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a game or practice have an adult present to confer with regarding such injury.

Except for players at the younger age groups (6U/8U Mites and below) we strongly discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the player getting dressed. We encourage parents to teach their players as young as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

If a parent needs to enter a locker room for any reason, it is asked that only the parent of the player enter the locker room. Whenever possible, siblings, relatives, friends need to refrain from entering the locker

room to allow for more room for players and coaches. If a parent is helping a player with dress and undress, the parent is asked to leave upon finishing dress and undress out of gear.

## **Mixed Gender Association**

Our association is co-ed and our teams consist of both male and female players who may substitute and/or participate on multiple teams at any given time, it is important that the privacy rights of all our players are given consideration and appropriate arrangements made. The mixed gender locker room policy attempts to balance the social integration and camaraderie of a team sport while providing a safe and respectful environment for all participants. It is also simple to follow.

TCAHA locker rooms will adhere to a Base Layer policy at all times. All players will be required to enter and leave locker rooms wearing their Base Layer (in good condition with no holes or tears in clothing including jock shorts or pants with minimum leg coverage). All players must have this minimum attire before entering or exiting locker rooms, so that no player or parent of one gender has the opportunity to be exposed to players of the other gender in a state of dress or undress. If a player, of either gender, arrives late without the stated Base Layer, the player will be required to leave the locker room to change in the facilities restroom/washroom and will be allowed to return to the locker room when the Base Layer is being worn.

### Base Layer to include:

- Shorts with no more than 5", measured from the top of the knee cap of fabric leg coverage.
- Jock shorts or pants with no more than 5" measured from the top of the knee cap of fabric leg coverage (Compression / Loose)
- Compression shirt with a minimum of 2" sleeve length
- T-shirt of any fabric with minimum of body trunk coverage
- Materials must not be see-through
- Sleeveless is acceptable ONLY if shirt has not been modified from manufacturer with cuts to open arm holes larger which further exposed player's undergarments or body parts
- All Base Layer options must be in acceptable condition without holes or personal modifications
- ALL players must cover all undergarments with above listed base layer options.

## **Showers**

All players must maintain base layer until in specified shower locations / rooms. At no time, will a player be allowed to travel from locker room to shower room in a towel without wearing base layer or other clothing. Players must continue to have base layer on in locker rooms. If showers are located in the locker room, the player can request access from the Safesport Room Monitor or Coach, but will have to wait for all remaining opposite gender players to exit the locker room before usage.

## **Cell Phones and Other Mobile Recording Devices.**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms, if phones or others mobile devices must be used, then they should be taken outside of the locker room. (It may be permissible to have the team manager collect phones).

## **Prohibited Conduct and Reporting**

TCAHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in USA Hockey SafeSport Handbook. Participants, employees or volunteers in TCAHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations may be made to your TCAHA AGC, [SafeSport Coordinator](#), Board Member or you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

## **5.12 SAFESPORT PROGRAM**

TCAHA participates in the USA Hockey guided SafeSport Program. Visit USA Hockey's website for the [SafeSport Handbook](#)

The safety of our participants is of paramount importance to TCAHA and USA Hockey. USA Hockey SafeSport is the organization's program related to off-ice safety.

USA Hockey has long had systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. The USA Hockey SafeSport Handbook is intended to update and collect USA Hockey's various policies to protect its participants from all types of misconduct and abuse.

## **5.13 AMERICAN DEVELOPMENT MODEL - ADM PROGRAM**

TCAHA participates in the USA Hockey guided ADM Program. Visit USA Hockey's website for more [ADM](#) information.

## **5.14 ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA**

### **Considerations Electronic Communications and Social Media**

As part of TCAHA's emphasis on athlete safety, communications involving our youth players should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among administrators, coaches, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile and electronic communications can result in misconduct.

### **Tips to Consider**

1. Instruct coaches, staff and administrators to copy parents on all electronic and mobile communications to minor athletes; alternately, the parent can approve direct communications between the sport club and the athlete to respect the athlete's growing independence.

2. To ease communications, set-up e-mail and texting groups with parents and athletes and make this group communication a norm for your organization. Include parents on all email and text messaging groups.
3. Should any member of your group inadvertently send an athlete an electronic or mobile communication without including the parent, acknowledge the oversight to the parents and forward the communication to the parents as soon as possible.
4. Do not hesitate to speak with a parent if coaches or staff receive any electronic and mobile communications from athletes or other participants that make them uncomfortable.

## **Electronic Communications and Social Media Policy**

It is the policy of TCAHA that any participant involved in any of its programs as an employee, volunteer, participant or independent contractor shall adhere to this policy for electronic communications and social media. All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches and players must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. Any content of an electronic communication should be readily available to share with the public or families of the player or coach.

### **Facebook, Blogs and Similar Sites**

All posts, messages, text, or media of any kind between coach and athletes must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes. Direct messaging or private messaging between a coach and a minor athlete is prohibited (another responsible adult must be copied on the message).

### **Twitter, Instant Messaging and Similar Media**

All posts between coach and athletes must be for the purpose of communicating information about team activities. Direct messaging or private messaging between a coach and a minor athlete is prohibited (another responsible adult must be copied on the message).

### **Email and Similar Electronic Communications**

Athletes and coaches may use email to communicate. All email content between coach and athletes must be professional in nature and for the purpose of communicating information about team activities. Emails from a coach to a minor athlete must include a copy to such player's parent(s) or guardian(s).

### **Texting and Similar Electronic Communications**

Texting is allowed between coaches and athletes. All texts between coach and athletes must be professional and for the purpose of communicating information about team activities. Texting should not occur after 9pm unless in emergency situations. Text messages from a coach to a minor athlete must include a copy to such player's parent(s) or guardian(s).

### **Electronic Imagery**

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in videos, posted the TCAHA or other associated website, or offered to the TCAHA families seasonally on disc or other electronic form. It is the default policy of TCAHA to allow such practices as long as the athlete or athletes are in public view and such imagery is

both appropriate and in the best interest of the athlete and TCAHA. Imagery must not be contrary to any rules as outlined in TCAHA's SafeSport Handbook.

### **Request to Discontinue All Electronic Communications or Imagery**

The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches (photography or videography).

### **Misconduct**

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by coaches, staff, volunteers, administrators, officials, or athletes will not be tolerated and are considered violations of our TCAHA Handbook and SafeSport Handbook.

### **Violations**

Social media and electronic communications can also be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by coaches, volunteers, administrators, officials, parents or athletes will not be tolerated.

A TCAHA member or parent of a participant who violates this Electronic Communications and Social Media Policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. Violations of TCAHA's Electronic Communications and Social Media Policy should be reported to the SafeSport Committee.

## **6.0 FINANCE POLICIES**

This section describes TCAHA finance policies. It is important that these policies are adhered to in order for the association to remain solvent and maintain its current tax-exempt status.

### **6.1 REGISTRATION REQUIREMENTS & FEES**

All players wishing to participate in any TCAHA program must register and pay registration fee(s) using TCAHA's online registration program. If said player is transferring from another association he/she must provide a release from their current home association prior to registration being complete. All participants must be registered with PNAHA and USA HOCKEY prior registering with TCAHA.

Registration will be considered complete when registration information has been completed and submitted online, all associated program fees have been paid, and any additional non-digital required forms (birth certificates, release letter) have been submitted to the Registrar. As per USA Hockey, PNAHA, and TCAHA requirements, no one will be allowed on the ice (coach, player, helper) until all registration fees are paid and required information has been submitted. This may include, but is not limited to, contact information, birth certificate, prior Association release, medical history and consent to treat, USA Hockey Code of Conduct, TCAHA Player Conduct, TCAHA Parent/Adult Conduct. Form requirements may vary dependent upon whether you are a player, coach or on-ice assistant.

Registration fees for the upcoming season will be established by TCAHA Board of Directors at their regular Board of Directors meeting prior to registration. Notification of registration dates, times, and fees will be advertised via the TCAHA website, email, and local newspaper directly following this meeting.

Registration for winter programs will open in July. Registration will close not later than September 15<sup>th</sup> for winter season play. Players who want to register after September 15 will be accepted based on numbers in said age group.

If the association offer an installment registration plan, players may participate if all payments have been made by the due date. If at any point the player becomes delinquent on payments, the player will be suspended from association activities until the account is current. TCAHA may assess the predetermined and stated late fee to any registration payments not paid by the date due.

A \$40.00 non-sufficient fund (NSF) charge will be assessed for all returned checks paid to any TCAHA account.

## **6.2 REFUNDS**

Refunds for TCAHA program registration fees will be considered as outlined below if the request is sent in writing by the participant or parent/legal guardian if the player is under 18 years of age. Requests must be sent to either [info@tcaha.com](mailto:info@tcaha.com) or our mailing address: TCAHA - PO Box 7139 - Kennewick, WA 99336.

1. Requests received in writing prior to participation in tryouts/evaluations (or the first session if no tryouts are held) for the program you are participating in will be refunded in full minus a \$25 administrative fee.
2. Requests received within 30 days after a player has participated in any or all portions of the initial evaluation or tryout, or other early sessions, will be given a refund of TCAHA registration fees paid to date minus a \$100 tryout/administrative fee. If the prorated amount of the ice/game time used is greater than \$100, the balance is owed and will not be refunded.
3. Requests received after a player was placed on a team or participated in any regular sessions, practices, or games, and before half way through the entire session or season (December 31 of youth winter season), will be considered for refund of TCAHA registration fee paid minus the prorated amount for the ice used. This amount will be no less than \$100. If the player was placed on, and accepted the position on a Rep team, and has signed a Team Financial Commitment Agreement, they are obligated to pay all team fees as stated in the signed agreement.
4. Requests received after half way through a session or season will only be considered for prorated refunds if one of the following conditions is met.
  - a. Player and family relocation outside of Tri-Cities area.
  - b. Doctor certification that player is unable to participate for the remainder of the current season.

## **6.3 TCAHA DONATED FUNDS MANAGEMENT**

TCAHA accepts donations to support the objectives defined in TCAHA Constitution and Bylaws. This policy establishes conditions for acceptance, management and disbursement of funds donated to TCAHA.

### **6.3.1 TCAHA Acceptance of Donated Funds (or other assets)**

#### **6.3.1.1 Designated Ice Rink Funds**

These funds were generated by TCAHA when an ice shortage existed in the Tri Cities (i.e., only one rink). With three local ice rinks currently in existence, the need for a TCAHA sponsored ice rink no longer applies. Existing Designated Ice Rink Funds will be allocated for other purposes, pursuant to TCAHA Constitution, Article III.

#### **6.3.1.2 Designated Scholarship Funds**

These funds are designated by the donor for use in offsetting the costs of TCAHA player participation. Funds designated for this use can only be used for scholarship purposes. The funds are primarily intended to help players who could not otherwise afford to participate in TCAHA hockey, but under special circumstances may also be used to provide scholarship assistance to TCAHA players with special opportunities to participate in regional, national or international programs. These funds may not be used to purchase equipment or other assets where ownership will pass to the scholarship recipient.

#### **6.3.1.3 Non-Designated Funds**

These funds are not designated by the donor for any particular use by TCAHA. These funds may be placed in the Ice Rink Fund, the Scholarship Fund, or in the general TCAHA operational fund based on Board action to accept the donation and designate usage of the donation. The Board of Directors may change the designation of these funds. For example, the Board may place the donated funds in the Ice Rink Fund and later move them to the general fund to pay for some unexpected expense.

TCAHA Board of Directors must vote to accept all donations and may vote to not accept donations with stipulations or conditions, which are unacceptable or contrary to TCAHA objectives. Identities of donors will be maintained confidential if requested by the donor. Donations will be appropriately acknowledged by the Board of Directors.

Disposition of donations of other assets may include sale of the asset. Funds acquired through such sales will be designated to the appropriate fund as designated by the donor.

### **6.3.2 Management of Donated Funds**

TCAHA Treasurer will establish separate fund accounts for the two types of designated donations. The fund accounts must indicate all donations received and all disbursements from the fund accounts. The funds shall be placed in interest bearing accounts and any interest accrued will be credited to the designated fund. Sponsor, donor and fundraising funds will be accounted for and maintained in compliance with current regulations of the U.S. Internal Revenue Service and State of Washington Department of Revenue, including that as set forth in the Team Financial Accountability section below.

### **6.3.3 Distribution of Donated Funds**

The Board of Directors will establish a Scholarship Committee to review applications for scholarship funds and make recommendations to the Board of Directors for distribution of scholarship funds. Requests for Scholarship funds shall be made to the Treasurer of the Board of Directors or the Chairman of the Scholarship Committee at least 30 days prior to date funds are needed. The Scholarship Committee will keep all requests based on need confidential and will make recommendations based on the needs of the applicants and the benefits to fulfilling the objectives of TCAHA. Names of individuals receiving scholarship provided for need will not be publicized. Names of individuals receiving scholarship assistance with special opportunities to participate in regional, national or international programs shall be published on TCAHA website in an article about the opportunity. Scholarship Committee members may not participate in recommendations, which have the appearance of conflict of interest. Scholarship recipients should sign up for volunteer positions within TCAHA as they present themselves.

Board of Directors action is required for distribution of any/all funds. Board votes on distribution of scholarship funds for need will be taken in executive session in a confidential manner. All other votes will be taken in open Board meetings. Donated funds designated to the general fund are distributed in accordance with the normal procedures for the general fund.

## **6.4 TEAM FINANCIAL ACCOUNTABILITY**

See Appendix 15.5 for Financial Accountability Requirements at the end of the Handbook.

## **6.5 REIMBURSEMENT OF EXPENSES**

Board appointed representatives of TCAHA required to travel out of town on Association business (Board approval shall be required prior to travel) for TCAHA Board of Directors shall be reimbursed for approved travel expenses. Reimbursement will take place when TCAHA President approves a completed expense statement with receipts. If reimbursement is for the President, the Vice President must approve the expense statement.



## 7.0 ICE SCHEDULING POLICIES

It is the intent of TCAHA to provide maximum enjoyment and recreational benefits from available ice. Scheduling of ice usage is a major support activity essential to the smooth operation of the Association. The Scheduling Committee shall be responsible for contracting of ice time at facilities within the general Tri-Cities area on approval of the Board of Directors. Day-to-day scheduling activities will be performed by the Scheduler and Scheduling Committee, no direct contact of the ice providers will be permitted by TCAHA members who wish to schedule ice for TCAHA activities.

Ice will be allocated equally between the various TCAHA teams. It is expected that the late evening ice times be allocated evenly to the older age groups, and that the early morning weekend times be allocated to the younger age groups. Ice usage should also be kept even between teams in an age group and between age groups, as much as possible.

Ice usage schedules will be developed and made available to TCAHA membership on the TCAHA website and will be updated as changes occur. Monthly summary information of games and practices for each team will be developed and made available to TCAHA Board, Coaching Committee, and coaches on a regular basis. These will be reviewed to ensure that scheduled ice is generally equitable. Ice usage discrepancies will be addressed during the season by adjusting the affected team's ice allocation up or down, depending on the discrepancy. Refunds for allotment shortages will not be given, allotment shortages will be reviewed by the Board of Directors and proper actions will be taken on a case by case basis for reconciliation. Individual ice usage requests will be handled on a case-by-case basis at the discretion of the Association Scheduler, Scheduling Committee, and Coaching Committee. Requests should only be used to identify specific times a team cannot make use of ice, and must be submitted a minimum of 2 weeks in advance of schedule distribution.

House/Recreation Division Coordinators, with the assistance of Head coaches, are responsible for coordinating all tournament and weekend game opportunities (i.e., travel requiring overnight stay) to assure equity between teams in each Recreational division. Individual teams are responsible for all tournament applications, fees, and all other travel arrangements. Rep and tournament teams are responsible for scheduling their own out of town non-league activities.

TCAHA's scheduler will present a schedule for the season's in house game, practice and tournament schedules to the head coaches of each team and the division coordinators at the beginning of each season start date. This schedule must be reviewed by all head coaches/division coordinators and will be given 14 days to request changes, otherwise the schedule will be considered accepted by them and any changes throughout the season will be the responsibility of each team, this will allow each team time to work with the division coordinators and schedule out of town tournaments and gives the teams/division coordinator the opportunity to bring in out of town teams for scheduled weekend games. All requests for changes must be discussed with the division coordinator and must be via email to TCAHA's ice scheduler at the following email address [Scheduler@TCAHA.com](mailto:Scheduler@TCAHA.com); no phone requests will be accepted. Rep teams are expected to coordinate their own schedules for their allotted number of home games. All host (or home) game requests must be submitted normally 30 days in advance of schedule distribution.

It is required that all teams keep their respective division coordinators notified of all out of town activities that they are planning to attend. No out of town scheduling will be allowed when it is in conflict with TCAHA's home ice schedule, unless said team can find an acceptable replacement team for their

scheduled ice, this will in any way require TCAHA to reschedule these ice times, although if there is available ice TCAHA will work with the teams to schedule the lost ice.

### **Ice Cancellation Policy**

After the initial acceptance of TCAHA's ice schedule all Practices/Games cancellation requests must be submitted no later than 30 days prior to the scheduled ice time to be considered by the TCAHA Scheduler. The full cost of scheduled ice will be charged to the canceling team unless the scheduled team can find an acceptable replacement or there has been an emergency that has caused the cancellation. Referee costs for games cancelled less than 7 days from the scheduled ice time will be passed on to the team unless the referees association agrees to the cancellation without charge.

**Notification of ice cancellations, as well as, additional ice requests must be made via e-mail to the appropriate Division Coordinator and the TCAHA ice scheduler at [Scheduler@TCAHA.com](mailto:Scheduler@TCAHA.com) phone requests will not be permitted.**

**In the event that there are any conflicts in ice scheduling throughout the season or a facility does not show up at one (1) hour prior to scheduled games or thirty (30) minutes prior to scheduled practices, contact either the TCAHA President or Vice President at the numbers listed in the contact section of this handbook.**

## 8.0 PLAYER DISTRIBUTION POLICIES

The following policies define how players registered in TCAHA are to be distributed or assigned to teams. As hockey in the Tri-Cities area continues to grow, these guidelines should be updated as needed to promote the personal growth and development of all youth hockey and the personal growth of all players in TCAHA.

### 8.1 REGISTRATION

Registration shall be held in accordance with the provisions defined in the Handbook. Only those players properly registered with TCAHA will be considered for placement within the programs.

### 8.2 BEGINNER PROGRAMS (BP)

The Beginner Program (BP) is intended for all first year players and for players who have not developed the skills required to successfully compete in the Recreational Program. Players must be at minimum, at the birth year designation of 4 years old to be eligible to register for BP for any given season. This requirement will be in effect for the season year. Players in all age groups will be allowed to attend BP at the recommendation of their head coach, as space in the BP group allows.

#### 8.2.1 Player Movement

Only players who have been nominated for movement consideration by the BP coordinator and agreed to by the appropriate Division Coordinator and coaches shall be eligible for movement.

For a player to be eligible for movement, the player must be evaluated for necessary fundamental hockey skills prior to December 1st of the current hockey year.

Player Pick-up Movement Process:

1. Prior to December 1<sup>st</sup>, the BP coordinator must send an e-mail to the appropriate Division Coordinator of the division the player is eligible for. The Division Coordinator will poll the division coaches and determine the roster positions available on the teams
2. The BP Division Coordinator will set-up a time for the coaches to evaluate the players during a BP session.
3. The BP Division Coordinator and Division Coordinator and coaches will then meet and assign players.
4. Based on the above assignment, the BP Division Coordinator will discretely notify the BP player's parent(s).

***Coaches/Division Coordinators that do not follow this process will be subject to review from the before the Discipline Committee.***

### 8.3 MITE PROGRAM

Players ages 5 through 8, that have completed 1 year of the BP/or have the required hockey fundamentals, may be drafted on to a Mite team following the Draft procedure as defined in Section 8.8. At the time of evaluations, the Head Coaches and Division Coordinator reserve the right to determine a player's ability to play at the Mite level. Players that are not ready to play at that level shall be returned to the Beginners Program, and issued a refund of the balance owed.

### **8.3.1 Junior Mites / 6U and Senior Mites / 8U**

Junior Mites is a program that is designed to ease the transition between BP and Senior Mites. This level shall be used to teach the full ice game in the cross ice team environment to Mites while at the same time placing an emphasis on fun, skill development and teaching the game of ice hockey.

Junior Mite teams will consist of higher level BP players and can be formed at the beginning and/or the middle of the season. Junior mite teams can consist of as few as 8 players or as many as 15 players per team. Ice time for practices given to the team will be determined by the number of players on each team. All Junior Mite players will be allowed and encouraged to continue to attend the BP sessions. This program recommends having a 2:1 practice to scrimmage ratio. During the season, Junior Mites may be given the opportunity to play in games that include officials to introduce the players to this element of the game.

Players shall have completed 1 year of BP or have the required hockey fundamentals to be eligible for Junior Mites. Junior Mite teams will have opportunities to play out of town games and tournaments as determined by the coaching staff and division coordinator. Junior Mites will not be moved to Senior Mite teams during the course of a season; however they may be invited to attend practices of Senior Mite teams in order to increase their ability to transition. Junior mite teams will only be formed if there are numbers to support formation of the program.

## **8.4 10U AND ABOVE PROGRAMS**

10U, 12U, 14U, and 18U divisions will consist of full time Recreational (House) and Rep teams. Players will either be selected for the Rep teams after a tryout is held or assigned to a Recreational team following the player evaluation and draft guidelines as defined in the Handbook. There must be a minimum of three (3) house/recreational teams before a second rep team can be formed. Exceptions may be approved by the Board of Directors. Formation of full time lower-tiered teams shall be dependent on player availability without depleting the recreational program, the ability to form a team that will be competitive at the desired level, and the availability of a qualified coach.

## **8.5 REP TEAM TRYOUTS**

Rep team tryouts shall occur as prescribed by the Rep coach and the Coaching Committee. Each division level may have different requirements. A tryout fee in the amount of \$100.00 for each player who attends must be paid or the player must register with TCAHA prior to attending any try-outs(s) will be charged. If a coach decides to schedule tryouts prior to registration, the coach is responsible for collecting the fees necessary to cover ice expenses.

Players selected for the Rep A team prior to registration will be required to register with the association within (two) 2 weeks of obtaining a release from their former association.

### **8.5.1 Rep Team Eligibility (All Ages)**

All registered players in each division shall be eligible to attend Rep team tryouts for their natural age division. Players wishing to play on any full-time Rep team throughout the season are required to attend one (1) tryout of the top-tiered team. The only way to maintain eligibility for a

full-time Rep team without attending a team tryout for the respective age division is to have written permission from the highest tiered coach for that age division, and the registrar notified. A supplemental tryout may be held throughout the season, at the request of the highest tiered coach in a division.

There may be spring and summer evaluation camps for the Rep teams. These are open to all players for their respective birth year age divisions. The Rep coaches may use the information gained during these camps to assist in their team selection or begin team selection. However, if the coach is going to begin team selection during the evaluation camp, an e-mail message clearly stating so must be transmitted to all members of the age group. Attendance of these camps is not mandatory; except for the actual Rep team try outs held.

### **8.5.2 Rep Team Player Selection**

Player selection for the Rep teams shall be at the sole discretion of the Head Coach of the respective teams. The only players to be picked from are those that are in compliance with Section 8.5.1.

### **8.5.3 Player Call Up to Rep Teams**

If a full time Rep Team falls short of players, the Head Coach of the team in question must consider players in the next Tiered level in their age group, followed by any player in that age group who tried out for a full time Rep team(s). Players may refuse the call up. Should the call up shorten the next level Tier, the Head Coach of that team must call up players who tried out for full time Rep teams in that age group before calling up house players from that group. This may be accomplished using a supplemental tryout as approved by the coaching committee.

### **8.5.4 18U (U16/U18) Rep Teams**

In the event TCAHA has U18 and U16 18U teams, these teams shall be considered equal levels. However, any 18U age player that meets the age guidelines may and is encouraged to try out for all teams they qualify for; however, no play-up request is required as these teams fall in the 18U age group.

### **8.5.5 All-Star, Rep B and Part time Teams**

In the event that there is not a full-time Rep B team in the Peewee, 14U and 18U age divisions, a written proposal to have a part time Rep B or All-star team can be presented to the Board of Directors following house team selection. All players participating on part-time Rep B teams must meet the eligibility requirements found in Section 8.5.1. Players not meeting these requirements may appeal to the (top tiered coach) and/or Coaching Director for exceptions if special circumstances arise. If the request is denied by the (top tiered coach) and/or Coaching Director the issue can be appealed to the Board of Directors for a final decision.

Part time Rep B or All-Star teams shall not interfere with the regular schedule for any of the fulltime recreational teams in any way.

TCAHA would encourage coaches and players to form part-time spring teams. These are teams that would compete after the regular season in some of the spring leagues that may be offered. These teams would need to submit to the Board of Directors a written proposal for approval.

## **8.6 PLAY-UP REQUESTS (All Ages)**

Play-up requests shall be in written form, submitted and approved/disapproved prior to the tryouts. Play-up requests and must include the following:

1. Players name
2. Birth date and natural age division
3. Desired age division
4. Summary of the reasons for this request
5. Phone number and address

All requests must be sent to Coaching Director/ACE Coordinator and received prior to tryouts for the desired age division. The Coaching Director/ACE Coordinator shall then forward all properly formatted and timely requests to the coaches involved. The Coaches and Coaching Director/ACE Coordinator shall determine which players (that have made requests) are actually ready for such a move. The Coaching Director/ACE Coordinator will have the final decision. The players and parents will be contacted to advise them of the decision.

Players are still required to attend tryouts at their natural age level as well as the requested level. Players must be selected for the highest tiered team in the desired age group, or return to their natural age division.

Play up requests must be submitted before the first scheduled rep try-out in said age group. Due to changing requirements, all play up decisions will be governed by PNAHA and USA Hockey.

### **8.6.1 8U Mite Exception**

For players whom are in their final year of Mites (8U), these players may play up at the 10U Recreational and/or Rep level if all the following requirements are met:

- Must try out for the 10U Rep team and not be selected. For details on tryout see section 8.5
- If selected by the 10U Rep team the player must play for the 10U Rep team, or play at their natural age division.
- If player is not selected to the 10U Rep team that player would be allowed to be entered into the 10U recreational team players evaluations. For details see section 8.7 and 8.71 and 8.8
- If a player is not selected during the 10U recreational team draft that player will be required to play at their natural age division.
- These players would only be allowed to be drafted into the 10U recreational team's after all eligible age players have been selected.
- All play up decisions will be governed by PNAHA and USA Hockey.

## **8.7 PLAY DOWN REQUESTS (ALL AGE)**

Play down requests shall be in written form, submitted and approved/disapproved prior to the tryouts.

Play down requests must include the following:

1. Players Name

2. Birthdate and natural age division
3. Desired age division
4. Summary of the reasons for this request
5. Phone number and address

All requests must be sent to the Coaching Director/ACE Coordinator and received prior to tryouts for the desired age division. The Coaching Director/ACE Coordinator shall then forward all properly formatted and timely requests to the coaches involved. The Coaches and Coaching Director/ACE Coordinator shall determine which players (that have made requests) are actually ready for such a move. Considerations include, but are not limited to:

- Player must be in 1<sup>st</sup> year of natural age group
- Player must have a personal/physical restriction, verifiable with doctor recommendation
- Must have appropriate stature for desired level
- Must not affect abilities to form teams in affected age groups

The Coaching Director/ACE Coordinator will have the final decision. The players and parents will be contacted to advise them of the decision. There is a movement limitation of one age group level.

Players are still required to attend tryouts at their natural age level as well as the requested level.

Play down requests must be submitted before the first scheduled rep try-out in said age group. Due to changing requirements, all play down decisions will be governed by PNAHA and USA Hockey.

## **8.8 RECREATIONAL TEAM PLAYER EVALUATIONS**

Evaluations will occur after all top tiered Rep teams have been selected. These evaluations typically occur no later than mid-September. All registered players shall attend their respective evaluations. After Rep team selections, the Rep candidates not assigned to a Rep team on a full time basis will participate in a skills evaluation with other players who chose not to try out for a Rep team. Players will be rated on a standardized system and assigned in order of ranking within their age. The purpose is to evaluate player skill level to allow for an equitable distribution of talent.

### **8.8.1 Recreational Team Player Eligibility**

Players that are eligible to play in TCAHA House League must be registered with TCAHA and in good standing with the association and USA Hockey. During the winter season, players may not be registered with any other association. If a player wishes to transfer from another association, that player must obtain a written release from that association in order to be eligible for participation with TCAHA.

All players are required to register per section 8.1 of the handbook.

## 8.9 RECREATIONAL TEAM DRAFT

After determining team composition, a player distribution draft will be conducted by the Division Coordinator, Head Coaches, a Board Member and the Registrar if available. The Board Member will be responsible for delivery of team rosters to the league Registrar if the Registrar is not present. The scenario below is a suggested guideline for drafting.

The draft will be conducted in the following manner and order:

1. Players will be grouped by ability by Division Coaches with oversight from the Rep Coaches who are available.
2. Determine the initial order of the draft by lottery.

EXAMPLE: Draft order was chosen as 2, 4, 3, and 1

Round 1 = 2, 4, 3, 1

Round 2 = 4, 3, 1, 2

Round 3 = 3, 1, 2, 4

Round 4 = 1, 2, 4, 3

3. The draft will then be conducted as follows until all players in each age group are selected, it is the intent of TCAHA to limit team sizes to no less than 13, and no more than 15; however in no case shall the team sizes be allowed to be outside of the requirements of USA Hockey for team sizes – Minimum or Maximum:
  - a. The draft must be conducted in a way that all coaches agree to the process prior to beginning and will assure that each team will have a minimum of one goal tender when complete.
  - b. When all players are drafted, each coach will be allowed to trade up to two players. This is to afford all teams the chance to get a needed defenseman or forward. Once these trades are completed, the teams will become Final.
  - c. **Should a player register after the draft and/or team selection, the player will be placed only by the Division Coordinator with assistance of the coaches in said age group to balance the teams.**

### 8.9.1 Goaltenders

Goaltenders may be requested to play up based on need. This request would depend on the number of goaltenders registered in the respective age division, and must be approved by the Coaching Committee. If there are more house/recreational teams than available goaltenders, the Board of Directors and Coaching Committee will work to find a fair solution for all teams.

## 8.10 GIRLS PROGRAM

TCAHA is committed to promoting Girls hockey in the Tri-Cities area. Since Girls hockey is relatively new to our country, region, state, and local area, TCAHA will review this program annually and, if necessary, modify its structure to assure a continued growth and participation in Girls hockey.

Following registration the Coaching Director and coaches will determine the optimal program structure based on registration numbers and anticipated skill level. The proposed team structure and player distribution procedure will be subject to approval by the Coaching Committee and Board, and shall be maintained for the season.



TCAHA may allow girls to participate on teams in both the Girls and Youth Programs. There will be added costs for girls who elect to participate in both programs.

### **8.11 WEEKLY GOALTENDING ON-ICE TRAINING SESSIONS**

TCAHA is committed to training goaltenders to the highest technical standards available in community hockey, both at Rep and House levels. To this end, the association will support and make available weekly ice sessions for dedicated goaltender training, available for all goaltenders Mites to 18Us. Weekly ice sessions will be coordinated by the Goaltending Coordinator/Goalie Coaching Director, and include goalie specific skating, dedicated movements, and shooting drills, plus periodic specialized sessions including dryland training for goaltenders, and discussions on the mental aspects of goaltending.

## 9.0 COACHING POLICIES

This section describes the guidelines associated with coaching qualification and selection.

### 9.1 COACHING CREDENTIALS

TCAHA coaches shall be currently certified by the USA Hockey Coaching Education Program (CEP). The Coaching Certification List at [usahockey.com](http://usahockey.com) shall serve as official proof of certification status.

1. It is recommended at all team games and practices that an adult be present who has completed a first aid course or shall have in his or her possession an industrial first aid card recognized by the State of Washington, Department of Labor and Industries.
2. TCAHA coaches must meet minimum USA Hockey, Pacific District, and PNAHA coaching requirements, including registration as individual Participants of USA Hockey for the current season. Student Coaches shall adhere to guidelines specified in the Coaches page of [usahockey.com](http://usahockey.com).

### 9.2 COACH SELECTION PROCESS

The TCAHA Coaching Committee shall select all TCAHA head coaches following the process described below.

The coaching selection process shall include:

1. Application by candidate
2. Review of qualifications
3. Interview
4. Ranking and selection
5. Notification
6. Resolution of concerns

The factors to consider in coaching selections shall include, at minimum:

1. USA Hockey, PNAHA, and local rules regarding coaching certification and coaching level obtained.
2. Coaching clinics attended along with extra coaching certifications
3. Commitment to USA Hockey coaching principles and age specific curriculum
4. Review of prior years coaching evaluations
5. Disciplinary action history
6. Input obtained by committee members from other members of the Association
7. Coaching history in hockey and other sports
8. Knowledge of hockey
9. Organization, management skills, and work history
10. Honesty and Integrity
11. Coaching and teaching skills
12. Coaching philosophy
13. Communication skills
14. Desires and expectations of candidates

15. Ability of child(ren) to play at the level applied for

### **9.2.1 Application Process**

Candidates may apply for coaching positions online at **tcaha.com**. Alternatively, paper application forms may be obtained from the Coaching Coordinator or TCAHA scheduler. Applications will be available no later than April 15<sup>th</sup> for the upcoming season. Applications shall be accepted for a period of thirty (30) days at such time interviews will be scheduled and selection of coaches will take place for ratification at the June Board of Directors meeting.

The material submitted shall include the application form, a waiver of liability background check form, Coaching Code of Conduct form, and any other forms deemed necessary. Applicants may attach additional information that they feel may assist the committee in evaluating the applicant's qualifications.

If there are more applicants than positions, all applicants will be interviewed.

### **9.2.2 Review of Qualifications**

Prior to interviews, the Coaching Coordinator will provide the committee members with a copy of the application and attachments, coaching evaluations, and a summary of any additional information contained within TCAHA records that are relevant to the evaluation of candidates.

### **9.2.3 Interview Process**

A minimum of four (4) voting Coaching Committee members must be present for an interview to proceed, but it is desirable for all members to be present for all interviews. Any committee member that has applied for a coaching position will not be allowed to sit in on competing coaches interviews, or participate in the selection process for that age division. In addition, committee members having a conflict of interest with any candidate must reveal this conflict to the committee. The remaining committee members will then determine if the affected committee member should abstain from participating in the interview. Should this cause the Coaching Coordinator to not be present during the interview or selection process, the TCAHA Board of Director Liaison will perform the functions of the Coaching Coordinator. If the Coaching Director is unable to act in a voting capacity, then the Coaching Coordinator will take the role of the Coaching Director. If the Coaching Coordinator is unable to take the role of the Coaching Director, then the President of the Association will assume the role of the Coaching Director.

Prior to any interviews, the committee will review the list found above and determine whether additional criteria should be considered. The committee will also establish and approve questions that will be asked of all candidates. This information will then be provided to the Committee members in the form of an evaluation worksheet to allow for the committee members to track thoughts and impressions. Follow up questions will be allowed for clarification of answers given. Once the list of questions is completed, other questions may be asked.

A time limit for individual interviews will be set and adhered to for all interviews. Additional time may be allotted if the candidate is applying for more than one position. The committee will determine the time and place of the interviews. All applicants will be scheduled. Reasonable accommodations will be made for personal schedules. Any candidate that has applied for more than one position will be interviewed only once. That Interview will be used for all positions they are applying for.

## **9.2.4 Ranking & Selection Process**

The selections of the Coaching Committee will be reviewed by the Board of Directors and ratified once the Board is satisfied that the selection process was in accordance with the process presented herein. Should significant deficiencies be discovered, the Board has the option of withholding ratification of selections affected by the deficiencies. The Board will provide direction to the Coaching Committee to redo the coach selection(s) in question.

### **9.2.4.1 Selection Process**

A minimum of four (4) voting members must be present for the selection to take place. The Coaching Committee may choose to convene in executive session to maintain confidentiality and encourage open and honest communication during discussions.

A list of the candidates will be prepared for all of the open positions. The Coaching Coordinator will lead the discussion of each coach's qualifications. Candidates will be evaluated individually according to the factors listed above. The 0-1-2 scoring system (defined below) may be utilized to assist in establishing each applicant's ranking. The voting committee members who participated in the coaching interviews for that age group will determine the final ranking.

All candidates will be ranked for each of the coaching positions for which they applied. In the event of a tie, further discussion will take place. In the event of a second tie, the Coaching Coordinator shall cast the deciding vote.

The final ranking of applicants will be used to determine the alternate coach in the event that the first choice withdraws by the end of the team tryout. In most cases the next ranked applicant will assume the coaching duties. The Board's Coaching Committee Liaison will divulge the list to the Board to ratify the coach and alternate, holding remaining names confidential until such time as the list may be needed.

In the case where the first choice steps down after the final selections for the team is posted, the Coaching Committee will select a replacement who in their opinion will cause the least disruption to the team and the other teams in that age division.

### **9.2.4.2 Ranking System**

The 0-1-2 scoring system may be utilized by the Coaching Committee in order to rank candidates. The 0-1-2 is an effective method for ranking candidates within a group and comparing candidates having similar history, skills and qualifications.

Non-voting members of the Coaching Committee may participate at the request of the Committee during the preliminary scoring sessions; however only voting members present during the interview will be allowed to participate in the final selection voting. The Committee may also choose to utilize other methods for preliminary analysis or for the final ranking of the coaching candidates such as the show of hand, balloting and so on.

All candidates will be ranked for the position applied for utilizing the appropriate ranking system as determined by the Coaching Committee for a particular group of candidates. Any scoring systems are considered to be optional and only to serve as guides and the

final ranking order will be determined by the majority vote of the voting members of the Coaching Committee.

In the 0-1-2 scoring system 0 is the lowest rating and 2 is the highest. Each candidate may be scored using this system against the specific criteria utilized and/or for the final ranking.

Either the Coaching Coordinator or the Coaching Liaison will record the scores given by each Committee member. The scores for each candidate will then be added to provide a preliminary ranking. The Committee will then scrutinize the order of ranking and may adjust by popular vote the order to determine the final ranking. Then a vote will take place and the popular vote will determine the final ranking.

#### **9.2.4.3 Notification**

The Coaching Coordinator will contact all coaching applicants in a timely manner concerning selection results. Only the coach and first alternate coach will be notified of their positions prior to ratification by the Board. Every applicant will be notified of the first and second ranked candidates for each position that they applied for. No other rankings will be revealed.

#### **9.2.4.4 Resolution of Coach Selection Concerns**

Coach selection concerns should be directed to the Coaching Coordinator. If the issue can't be resolved at that level, Coaching Committee decisions can be appealed to TCAHA Board of Directors, as per TCAHA Constitution Article 15.

### **9.3 COACHING CODE OF CONDUCT**

All coaches agree to observe the coaching code of conduct as found in the USA Hockey Official Rulebook, current revision. See Section also 5.7, "Contract of Coaches Conduct".

### **9.4 VOLUNTEERS AT PRACTICE**

TCAHA encourages volunteer participation in all of its activities. On- and off-ice volunteers during practice must report to the Head Coach who will be responsible for their performance and assignment during that practice. All volunteers must be screened and certified in accordance with USA Hockey and PNAHA Background Check Policies and Procedures and have completed all USA Hockey insurance and USA Hockey and TCAHA registration forms prior to participating on the bench or in any on-ice activities. Volunteers who are under the age of 18 years of age shall be utilized as productive help or shall be asked to leave the ice. TCAHA encourages the use of older players for skill development of its younger players. **Players who wish to help at practices are encouraged to do so but must remember that it is not play time and should act in a productive and responsible manner.**

### **9.5 GUEST COACHING ASSISTANTS**

Guest coaching assistants who do not have current USA Hockey CEP certification will be allowed to assist during practices with the following restrictions:

- Limited to highly experienced players and trainers providing specialized instruction such as power skating, goaltending, stickhandling, etc.
- Age 21 years or older

- Current USA Hockey and TCAHA registration
- Current background check per USA Hockey
- Participation is requested by team head coach and approved in writing by Coaching Coordinator and ACE Coordinator
- Cannot hold the title of head or assistant coach
- Cannot be on bench during games
- Participation in practices must be under the supervision of a TCAHA-approved coach
- Attendance capped at a maximum of two practices per team per month

These restrictions do not apply to special guest helpers such as current Tri-City American players.

## **9.6 SPECTATORS IN BENCH AREA**

Spectators are not allowed in the bench area during games or practices. Non-dressed players are required to wear an HECC approved helmet.

## **9.7 TURNING IN SCORE SHEETS**

Every home and away game (original carbon copy) score sheets are to be turned into the Registrar within (one) 1 week of returning to your home Association. Boxes will be provided at Toyota Arena and at TRAC.

## **10.0 PLAYERS & TEAMS POLICIES**

This section describes the guidelines associated with players and teams.

### **10.1 TEAM ROSTER CHANGES**

All team changes must be made by calling TCAHA Registrar.

### **10.2 SCRIMMAGES**

Scrimmages are defined as simulated game situations between teams or between members of the same team. Head coaches of the team(s) involved are responsible for scrimmage activities. Scrimmages are only allowed between properly registered USA Hockey teams in accordance with USA Hockey and Insurance Carriers. Score sheets are not to be used during scrimmage activities.

### **10.3 PLAYER ICE EQUITY**

All players on a Recreational team are to have similar ice times during all games, this will include in house, out of town and tournament games. The only exception to this rule is for disciplinary action needed for said player. Coaches who do not follow this practice will be subject to a disciplinary review.

1. Goalie(s) ice time may be differentiated from regular players, but each goalie should have the same amount of ice time as other goalie(s) unless discipline is relevant as stated above.

### **10.4 LEAGUE DISCIPLINARY GUIDELINES**

All game misconduct penalties for fighting must be reported by the offending player's coach to the Disciplinary Committee within 48 hours of the penalty.

Match penalties will result in mandatory disciplinary action as defined in the PNAHA Guidebook and USA Hockey Rulebook. Refer to USA Hockey guidelines on Major/Game Misconduct Penalties for Fighting.

Game misconduct must be served, and the player must not play on any other team until suspensions are served. Misconducts/suspensions occurring at the end of the season/session will carry over into the next season/session until the penalties are served. All game suspensions must be noted on the game sheet.

### **10.5 PLAYER PICK-UP POLICY**

A house team is ineligible to pick up additional players for travel to other house/recreational games or tournaments. A team's regularly rostered players are encouraged to attend all events.

An exception will be granted to this rule if: a team will have 13 players or less and the guidelines listed herein have been followed.

#### **Guidelines:**

- Teams with normal roster sizes of 13 players or less may not take more than 14 players with them to out of town events.
- Teams with roster size greater than 13 kids may not take more than their normal roster size. (i.e., if a team has 18 players normally, the maximum amount of players taken to an event including pick-ups will not exceed 18 players).
- There is no such thing as a temporary play-up. Therefore, if a player participates in the 10U division he is only eligible to be picked up for 10U games. This rule does not apply to Goalies.
- The coach that adds a player needs to inform the tournament director or opposing coaches in a timely fashion.
- To the extent practical, the replacement players shall be as equally skilled as the player being replaced.

### **Player Request Process:**

For a coach/team to be eligible to request replacement players:

The coach must obtain approval from the Division Coordinator and Coaching Director by sending them an e-mail that covers the following subjects:

1. Players who will not be able to attend.
2. Reason they cannot attend.
3. Positions of players not able to attend.

The e-mail must then be approved by the Division Coordinator. When the Division Coordinator approves the submission, the coach in need shall move forward with the pick-up process.

### **Player Pick-up Process:**

1. Division Coordinator will submit an e-mail to the other coaches requesting possible replacement players.
2. Requesting coach will inform other coaches of what players will be contacted
3. Coach in need will discreetly contact player's parent about their desire to have their child play extra games. If player's parents refuse the request the coach in need will contact the next player's parents on the list. (And so on and so forth)
4. Requesting coach will inform Division Coordinator, Coaching Director, and other coaches of final pick-up list
5. Obtain permission from tournament director.
6. The registrar will not add a player to a roster for tournament purposes without written consent from the Division Coordinator, the lending coach and the borrowing coach.

Coaches that do not follow this process and play an ineligible pick-up will be subject to a hearing before the disciplinary committee.

**UNDER NO CIRCUMSTANCES WILL A PLAYER OR PARENT BE CONTACTED ON ANOTHER TEAM UNLESS THE COACH AND DIVISION COORDINATOR HAS APPROVED SUCH CONTACT.**



### **10.6 PLAYER TRAVEL TO OUT-OF-TOWN GAMES**

Transportation for players to out-of-town games which involves an overnight stay shall be provided by person(s) over the age of 21. Preferably, travel shall be provided by parents of the player, parents of team members, or the Head Coach or others that have successfully passed a Background Check in accordance with USA Hockey and PNAHA Policies and Procedures.

### **10.7 HOUSE TEAM TOURNAMENT TRAVEL**

Travel for TCAHA Recreational teams will be restricted to no more the (400) four hundred road miles for any type of hockey function. Furthermore, TCAHA Recreational teams will be limited to participating in no more than (2) two out-of-town tournaments per year. Exceptions to this rule may be granted by the TCAHA Board-of-Directors with recommendation by the Age Group Coordinator.

### **10.8 TEAM PICTURES**

Each team is required to have a team picture taken by the photographer arranged by TCAHA.

## **11.0 SCHOOL HOCKEY POLICIES**

The Spring School Hockey League will be administered by TCAHA for the purpose of promoting and providing a league for Eastern Washington School hockey teams.

The season will consist of approximately one game per week per team, starting in April and ending in May, with playoffs in late May or early June. The exact schedule may vary slightly depending on the number of teams, rink availability, spring break, holidays, and other scheduling factors. Every attempt will be made to provide equity in league scheduling.

### **11.1 TEAM PARTICIPATION REQUIREMENTS**

- To participate in league play, teams must meet the following guidelines. Any deficiency or violation of these guidelines may result in game forfeiture or team expulsion from league play.
- Players must pay a registration fee, as determined by TCAHA Board, prior to the start of league play. This fee will be used to off-set league game costs.
- Teams, players, and coaching staff(s) must register with USA Hockey. □ All team activities shall adhere to USA Hockey rules and regulations.
- Participating teams are encouraged to affiliate with local area schools.
- Teams must be willing to participate in league games as scheduled by TCAHA.
- To be eligible for High School Hockey League play, players must be in grades 9 through 12.
- School Hockey teams shall be formed around geographic boundaries and student bodies of local area schools (where registration numbers allow for such a formation). Players are eligible to play for the school they attend, provided their school has a league team. All other school students interested in playing school hockey must contact the School Hockey Commissioner, and may be assigned to a league team based on need and location. Students attending a local school, and will graduate from that school are eligible to play. Players recruited to the area that will not attend the full school year at their respective school are not eligible to play; and who have played at the level of Junior A, B, or in the Western Hockey League (or the equivalent) will not be eligible to play. Players assigned to teams will remain with that same School team throughout their school career, unless the player transfers to a school with a league team. Hockey players who were recruited into the area for the express purpose of playing a level of hockey higher than TCAHA offers and whose school attended is determined by the recruited team are not eligible to play in the league. All participants are required to show a photo student ID card, identifying which school they attend.
- Teams are responsible for conducting their own practice activities.
- Players are required to provide their own equipment and uniforms.
- Teams interested in participating in league play must submit their team rosters to TCAHA Registrar and School Hockey Commissioner by April 1st, and notify both parties of any changes resulting during the season. Prior to April 1st, schools in excess of 18 registered and eligible positional players and at least 2 goaltenders will be allowed to enter 2 equally talented teams in the league.
- Players, coaches, or teams not satisfied with decisions of the High School Hockey Committee or League Commissioner can appeal such decisions to TCAHA Board of Directors.

## **11.2 LEAGUE DISCIPLINARY GUIDELINES**

Players, volunteers, and parents shall abide by all disciplinary requirements of the team's High School and USA Hockey affiliates.

During School Hockey League games, game misconduct penalties for fighting shall result in a mandatory three (3) league game suspension for the player. A second game misconduct for fighting will result in a mandatory three (3) league game suspension until disciplinary hearing has been conducted. All game misconduct penalties for fighting must be reported by the offending player's coach to the School Hockey League Commissioner within 24 hours of the penalty.

Match penalties will result in mandatory disciplinary action as defined in the PNAHA Guidebook and USA Hockey Rulebook.

Game misconduct must be served, and the player must not play on any other team until suspensions are served. Misconducts/suspensions occurring at the end of the season/session will carry over into the next season/session until the penalties are served. All game suspensions must be noted on the game sheet.

## **11.3 TEAM REGULATIONS**

All league teams, players, and coaching staffs must be registered with USA Hockey and shall abide by and act in accord with the Constitution, By-Laws, rules and regulations, and the decisions of the Board of Directors of TCAHA, PNAHA and USA Hockey.

League teams will be governed by local rules and regulations depending on the team's local USA Hockey and school affiliations, as defined by one of the four following categories:

1. Teams affiliated with a local school and registered with TCAHA:
  - a) Shall abide by and act in accord with all governing documents and/or decisions of their affiliate school.
  - b) Shall abide by and act in accord with the Constitution of TCAHA.
  - c) Shall be exempt from TCAHA Rules & Regulations Handbook, except for those rules contained in this section, "High School Hockey Policies".
2. Teams affiliated with a local school and registered through a USA Hockey affiliate other than TCAHA:
  - a) Shall abide by and act in accord with all governing documents and/or decisions of their affiliate school.
  - b) Shall abide by and act in accord with all governing documents and/or decisions of their USA Hockey affiliate.
  - c) Shall be exempt from TCAHA Rules & Regulations Handbook, except for those rules contained in this section, "High School Hockey Policies".
3. Teams not affiliated with a local school and registered with TCAHA:
  - a) Shall abide by and act in accord with all governing documents and/or decisions of TCAHA.
4. Teams not affiliated with a local school and registered with a USA Hockey affiliate other than TCAHA:

- b) Shall abide by and act in accord with all governing documents and/or decisions of their USA Hockey affiliate.
- c) Shall be exempt from TCAHA Rules & Regulations Handbook, except for those rules contained in this section, "High School Hockey Policies".

## **11.4 LEAGUE PLAY**

- All teams participating in league play will have a similar number of league games.
- The designated Home team shall provide an adequate number of off-ice officials.
- If jersey designs and colors are similar, the designated Visiting team shall be required to wear pennies (provided by TCAHA) of a different color.
- All league games, including playoffs, will consist of three 15 minute stop periods, not to exceed a 2 hour curfew. At the Referee's discretion the third period shortened to assure the game does not exceed curfew.
- After regulation time expires, the winning team receives 2 league standing points; the losing team receives 0 points. If the game ends in a tie score, both teams receive 1 point.
- The League copy of all game sheets shall be provided to the High School Hockey Commissioner within 48 hours of the game.
- Teams failing to field an adequate number of players by game time, as per USA Hockey rules, will receive a forfeit (no points); their opponent will receive 2 points.
- Total team points will be used to determine playoff eligibility and seeding. In the event that two, or more teams are tied, the USA Hockey tie breaker system, as defined in the USA Hockey Annual Guide, will determine seeding.

## **12.0 TOURNAMENT POLICIES**

TCAHA tournaments fall in two categories, Open and Hosted. Hosted tournaments are those which TCAHA bids on through our parent organizations, such as PNAHA State Championship, Pacific District, or USA Hockey National events. All others are considered as Open tournaments. The following financial and administrative policies shall be adhered to for all TCAHA tournaments.

### **12.1 HOSTED TOURNAMENTS**

TCAHA Board of Directors shall be responsible for all Hosted Tournament bids and proposals.

TCAHA Board of Directors shall be responsible for all financial and administrative tasks, and will task the Team Manager Committee to assist in the production and administration of such tournaments.

All profits generated from Hosted Tournaments will be deposited into TCAHA general fund for the benefit of all TCAHA teams and members. As such, all TCAHA teams will be required to provide tournament volunteers. Those TCAHA teams unable or unwilling to provide volunteer services shall be subject to monetary penalties, as determined by TCAHA Board of Directors.

## **12.2 OPEN TOURNAMENTS**

All TCAHA recreational and rep divisions in which at least one TCAHA team is formed shall advertise at least one Invitational Tournament each season (more than one, if so desired). If outside registration prohibits the execution of a given tournament, then the TCAHA Board of Directors will have the authority to cancel said tournament. All TCAHA tournaments are subject to pre-approval by TCAHA Board of Directors. It's suggested that tournaments be planned and paperwork submitted at least 60 days prior to the event.

All entry fees shall be sent to TCAHA PO Box C/O the association treasurer and will be deposited into TCAHA general fund for the benefit of all TCAHA teams and members. Host teams may host raffles and 50/50 drawings, with all expenses and revenues being the team's responsibility.

All host teams are required to advertise all association sponsors during the event. Association sponsors are defined as primary team sponsors, host hotels, and additional sponsors obtained as part of association wide fundraising events. Teams will not seek further donations from previously identified sponsors and hotels that are not on the host hotel list with the exception of their team sponsors.

The Tournament Committee will ensure that all visiting teams stay at association host hotels unless approved by the Host Hotel Committee.

Participating host team(s) are required to provide all tournament volunteers, including but not limited to pre-tournament planners and organizers, Tournament Director, and off-ice officials. If sufficient volunteers cannot be mustered by the host teams, the tournament director will supplement by any means necessary. Any costs for the supplemental tournament workers will be deducted from the deficient host team(s) account.

Tournament fees and formats will be established by TCAHA Board of Directors prior to the start of the season.

Participating team(s) are responsible for recruiting tournament participants.

Participating team(s) are required to work with TCAHA Scheduling Committee to ensure that an adequate schedule is established no less than 30 days in advance of the tournament.

## 13.0 JERSEY POLICY

This existing jersey policy will be reviewed and updated along with the handbook changes during the month of January of each season.

On or before June 30th, the Board of Directors with the Equipment Manager will specify jersey models, socks, and colors to be used by House & Rep Teams

TCAHA will approve a Jersey Vendor by June 30<sup>th</sup> so that Jerseys & Socks can be secured in a timely manner. Vendors shall provide evidence that they are capable of providing jerseys & socks prior to the start of winter season.

TCAHA will approve a Screen Printer capable of applying the TCAHA logo on front, number on back, names and sponsors as applicable.

### **For House Teams:**

- House players will be required to have 2 jerseys (a white and a dark) and two pairs of socks. The jerseys will contain TCAHA logo on the front, a number on the back (player's choice without duplication of any number on the same team), and a sponsor name on the back hem area. The jerseys and socks will become the property of the players. These jerseys (appropriate light or dark) must be worn in all games when Rep teams are representing TCAHA. Any additional signage on the jerseys (player name, additional sponsor logo, etc.), will be at individual expense. Only the chosen TCAHA logo will appear on the front of the jersey.
- Team managers will coordinate the collection, screening and redistribution of jerseys. Any additional signage on the jersey (additional sponsor, team logo, etc...) will be at individual expense. The chosen TCAHA logo will be the only logo placed on the front of the jersey.

### **For Rep Teams:**

- Rep Teams' players will be required to have 2 jerseys (a white and a dark) and two pairs of socks. The Rep jerseys will contain TCAHA logo on the front and a number on the back (player's choice without duplication of any number on the same team). The jerseys and socks will become the property of the players. These jerseys (appropriate light or dark) must be worn in all games when Rep teams are representing TCAHA. Any additional signage on the jerseys (player name, additional sponsor logo, etc.), will be at individual expense. Only the chosen TCAHA logo will appear on the front of the jersey.
- Team managers will coordinate the collection, screening and redistribution of jerseys. Any additional signage on the jersey (additional sponsor, team logo, etc...) will be at individual expense. The chosen TCAHA logo will be the only logo placed on the front of the jersey.

### **For All Teams:**

1. DO NOT ALLOW PLAYERS TO WEAR GAME JERSEYS TO PRACTICE!
2. Only TCAHA approved jerseys will be allowed to be worn during games. Jerseys shall be approved by the Board prior to purchase.

Captain and Alternate letters, "STOP" check from behind patches may be affixed to a jersey.

## **14.0 STICK TIME POLICIES**

### **14.1 RULES**

Rules will be posted at the TRAC Pavilion for review during each scheduled stick time.

Failure to comply with stick time rules, the direction of TRAC personnel, or coaches on the ice will result in immediate expulsion for the remainder of that days stick time. Repeat offenders will be subject to a TCAHA Disciplinary Committee hearing with the possibility of having their TCAHA stick time privileges revoked.

A coach and/or other designated TCAHA member with current USA hockey membership and background check shall monitor stick time.

## **15.0 APPENDICIES**

### **15.1 “HOCKEY FOR KIDS” - THE CHUCK MANTELLO MEMORIAL FUND**

The Charles “Chuck” Mantello Memorial Hockey for Kids Fund has been established by the Tri-Cities Amateur Hockey Association honorary to coach Mantello’s dedication to kids through the sport of Ice Hockey. Chuck was a youth hockey coach for over thirty years, helping children in both the Tri-Cities and Spokane communities. He coached at all age levels, mite through 18Us, both at the rep and recreational levels. In 1988 he was one of the original coaches in the newly formed TCAHA.

In the 1998-99 season coach Chuck headed up TCAHA’s new beginners program=BP. His efforts helped re-ignite TCAHA hockey as about 100 new kids became involved with the sport. The Chuck Mantello Hockey for Kids Fund will provide Ice Hockey opportunities for kids who, because of economic limitations, might not otherwise have been able to participate in this great sport. It emulates both his love for the game and willingness to give to the youth of his communities. Hockey for kids is what Chuck Mantello is all about; his greatness will continue forward and long be remembered. Thank you Coach Chuck from all in hockey and more to come!

The memorial fund will be used to develop, equip and recognize goaltenders in the TriCity Amateur Hockey Association. These funds, which will be identified and approved through the Coaching Committee, will be allocated for (but not restricted to) fund the following activities:

1. Ensure beginning goaltender equipment is furnished to the Beginner, Mite and/or 10U recreational programs. (leg pads, chest protector, blocker, gloves, and a carrying bag)
2. An annual goalie clinic will be scheduled and all association goaltenders will be invited to participate.
  - a. Clinics could be put on by local WHL or Junior B staff/players, but not limited to these resources.
  - b. Professional clinics such as “Gold in the Net”.
3. TCAHA will annually recognize a goaltender for outstanding dedication, commitment, and citizenship in the sport of Ice Hockey with the “Chuck Mantello Goalie of the Year” award. Nominations for the award will be made by coaches, reviewed and decided upon by the coaching committee, and acknowledged and presented at the Annual Awards Banquet.
4. Provide help for under privileged children with registration costs. The officials association may provide input and assistance for application and determination of usage of funds.

The memorial fund will be replenished annually by (but not restricted to) the following activities:



- Individual contributions can be made at registration by designating funds. (This is a default election of \$5.00 of normal registration fees). More monies can be donated if desired over and above player registration costs. Individuals can opt not to contribute the \$5.00 by checking the box to waive the contribution to the Chuck Mantello Memorial Fund.)
- Team fundraising proceeds designated for this memorial.

Any other donations should be made payable to "TCAHA Chuck Mantello Hockey for Kids Fund" and mailed to: TCAHA PO Box 7139 Kennewick, WA 99336.

## **15.2 "SPIRIT OF HOCKEY" PLAYER OF THE YEAR - THE BRIAN CLARK MEMORIAL FUND**

The Brian Clark Memorial "Spirit of Hockey" Player of the Year award was created during the 2006-2007 season in honor of the late Brian J. Clark, a TCAHA hockey player with a big smile and a bigger heart.

TCAHA will annually recognize a player who displays the true spirit of hockey on and off the ice with the "Brian Clark Spirit of Hockey Player of the Year" award. Nominations for the award will be made by coaches, reviewed and decided upon by the coaching committee, and acknowledged and presented at the Annual Awards Banquet. Award winners will receive a plaque and have their names added to the trophy that will be displayed in the TCAHA trophy case located in the Toyota Arena.

## **15.3 LEADERSHIP, ACADEMICS AND ACHIEVEMENT AWARD**

**HISTORY:** In 1991, the parents and players of the Hockey Plus team proposed a memorial trophy be awarded based on a selection criteria to honor the late David M. Brown for his devotion and ability to teach children the game of hockey while focusing on the importance of education. Mr. Brown was one of the founding members of TCAHA.

**SELECTION CRITERIA:** The selection criteria have changed through the years, but its intent is the same. All TCAHA members earning an accumulative (3 quarters) GPA of at least 3.0 are eligible to be nominated for the award. Parents are requested to submit their child's report card copies and letters of recommendations to their head coach for nomination. All nominees meeting these criteria will receive an 'Honorable Mention' certificate.

Coaches are then instructed to select one member from their team that has meet the academic criteria and nominate them for the overall Leadership and Academic Achievement award. Coaches are to consider both the academic achievements and the leadership achievements of nominees in both on-ice and off-ice activities. Each of these nominees will receive a 5X7 plaque for their achievements. The Leadership and Academic Achievement selection committee will then select one overall winner from the list of team nominees (previously submitted by coaches). This selection should be given to the player who exceeds all other entries for the award. The overall winner will receive an 8X10

plaque and the 'traveling trophy.' This person must agree to return the traveling trophy in February of the following year.

**SELECTION COMMITTEE:** Each January the TCAHA Board of Directors should appoint an ad-hoc committee to serve as the Leadership and Academic Achievement Award selection committee. The committee should consist of a min. of 4 members (suggested committee structure is 2-TCAHA parents/adult members, 1-TCAHA Board member, 1Non-TCAHA member, preferably an educator or administrator from a local school).

**AWARD PROCESS (TIMELINE):**

- January – TCAHA Board of Directors appoint LAAA Selection Committee
- Early February – LAAA Selection Committee to send out notice to all TCAHA members to submit their request to be nominated to their respective coaches.
- List award criteria and request that parents submit copies of 3 reports cards showing accumulative GPA for the current school year and letters of recommendation from community leaders and/or educators.
- Mid-February – Head coaches submit their list of nominees and overall team nomination to selection committee along with backup paperwork and completed LAAA forms (see attached).
- Late-February – Selection committee meet to review all team nominations and make over winner selection.
- Take traveling trophy to vendor to be cleaned and inscribed with name of overall winner (if applicable), order plaques for team nominees, and print certificates for Honorable Mention for all qualifying nominees meeting the 3.0 GPA requirements.
- Send out requests to all nominees to attend the Annual Award Banquet.
- March – Present LAA Awards to nominees and overall winner (include a big bag of M&Ms with traveling trophy).

## **15.4 VOLUNTEER OF THE YEAR AWARD (V.O.Y.)**

The Volunteer of the year award was created during the 2012-2013 season to honor an outstanding member of TCAHA.

TCAHA may recognize a member who goes above and beyond their normal expectations and/or duties. Nominations for the award can be made by any member of TCAHA who recognizes another member's hard work and devotion. The VOY will be acknowledged and presented at the Annual Awards Banquet. Award winners will receive a plaque in recognition.

## 15.5 USA HOCKEY 2016-2017 AGE CLASSIFICATION



## 2016-2017 SEASON AGE CLASSIFICATIONS

USA Hockey Season: September 1, 2016 through  
August 31, 2017

### YOUTH TEAMS

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
1998	18 Year	18U 18 & Under
1999	17 Year	18U 18 & Under
2000	16 Year	18U 16 & Under
2001	15 Year	18U 16 & Under
2002	14 Year	14U 14 & Under
2003	13 Year	14U 12 & Under
2004	12 Year	12U 12 & Under
2005	11 Year	12U 12 & Under
2006	10 Year	10U 10 & Under
2007	9 Year	10U 10 & Under
2008	8 Year	Mite 8 & Under
2009	7 Year	Mite 8 & Under

No USAH registration fee 2010 and younger (6 & Under)

### GIRLS' & WOMEN'S TEAMS

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
1997	19 Years	19 & Under
1998	18 Years	18 & Under
1999	17 Years	18 & Under
2000	16 Years	16 & Under
2001	15 Years	16 & Under
2002	14 Years	14 & Under
2003	13 Years	14 & Under
2004	12 Years	12 & Under
2005	11 Years	12 & Under
2006	10 Years	10 & Under
2007	9 Years	10 & Under
2008	8 Years	8 & Under
2009	7 Years	8 & Under

No USAH registration fee 2010 and younger (6 & Under)

## 15.6 TCAHA TEAM ACCOUNTABILITY GUIDE

In order to protect the financial integrity of the TCAHA and its teams, the Association has developed a financial accounting policy for Team Funds. This policy is designed to protect the interests of all parties in maintaining financial accountability to the Association as a whole, to the State of Washington Department of Revenue, and to the United States Internal Revenue Service. The TCAHA financial accounting policy must be adhered to by each team registered with TCAHA. Failure to comply may result in transfer of the funds in question from the team account into the general account belonging to TCAHA, team sanctions, individual disciplinary action, or other penalty decided upon by the Board of Directors. TCAHA's Tax Exempt IRS status, Washington State Non-Profit Corporation status and/or Gambling License may be compromised by failure of individuals or teams to abide by the rules set forth by state and federal agencies.

### FINANCIAL COMMITMENT AGREEMENT

Each TCAHA Rep team must have a financial commitment agreement that has been approved by the Board of Directors and each parent or guardian of any player on that team must sign said agreement.

### MONTHLY REPORTING

The Team Treasurer will provide a monthly accounting of team income and expenses by using the Team Financial Accounting Template provided by the TCAHA Treasurer. The Team Treasurer shall submit to Team Manager for review. After approved review the Team Treasurer will submit to TCAHA Treasurer.

At the time of reporting the Team (Treasurer) must submit to the TCAHA Treasurer, all receipts, invoices, etc. pertaining to the team's accounting activity. Checks written for tournaments do not require a receipt from other associations; cancelled copies can assume participation.

Such accountability by TCAHA teams includes, but is not necessarily limited to, the following:

- The Team Manager must keep the team account balanced at all times.
- Team expenditures shall be categorized and receipts must accompany all expenditures.
- All team and player income shall be categorized as follows:
  - *Parent Contribution* - This is all funds paid by parent or guardian. This includes identification of these funds paying for more than one player on the team.
  - *Fundraising* - Fundraising money usually involves something of value (i.e., hot dog sales, car washes, kettle corn sales).
  - *Sponsorship* - Sponsorship money is defined as money given for which the sponsor does expect something in return; usually what is expected is some form of recognition (in the form of a logo, public acknowledgement of the gift, etc).
  - *Donation* - A donation to the team involves donation of money or items to the team and the giver expects nothing in return (no logos, no public acknowledgement of the gift, etc.).

## **TCAHA REP TEAM CHECKING ACCOUNTS**

Each Rep team must have a Team Manager and a Team Treasurer to be designated by the Head Coach. The Head Coach should consider availability of emailing capabilities when consideration is given to appointment of a Team Manager and Team Treasurer so that information can be passed between those individuals and the TCAHA Treasurer in a timely manner. Once a Team Manager and Team Treasurer are appointed the names and contact information shall be given to the TCAHA Treasurer or designated Association Bookkeeper.

TCAHA Rep team shall manage team checking accounts as defined in this section.

TCAHA has accounts established for all Rep/Tournament teams. At the beginning of the regular season, the names of the responsible parties must be changed. All team accounts must conform to the following:

- One non-interest bearing account for all team funds, inclusive of parental contributions, fundraising, sponsorship and donations (checking only) is to be opened at the designated TCAHA financial institution by the TCAHA Treasurer at the request of the team if one does not already exist.
- All team bank accounts must be in the name of the team, not an individual or any other name (i.e. booster club).
- All team bank accounts must be set up the original statement mailed by the bank to the TCAHA Treasurer at P.O. Box 7139, Kennewick, WA 99336, with online viewing access granted to the team treasurer.
- Signature authority for the account will be held by both the Head Coach and Team Manager, unless these individuals are related; if they are related, another individual must be assigned in place of the Head Coach. Thus, two unrelated individuals from the team will have signing rights to the account. Additionally, the TCAHA Treasurer and/or other designated Board members must be listed on the accounts. For accountability purposes, only the designated signatures will be allowed on each account. Any check written to a signer on the account will not be signed by these same people (i.e. a check written to the team manager must be signed by the Head Coach and TCAHA treasurer or other signatory.)
- Before taking possession of a team account, the signature cards must be signed by the authorized individuals at the designated financial institution. The TCAHA Treasurer will verify that the signature cards are complete before turning over a checkbook to the team treasurer.
- All checkbooks and team financial records must be turned over to the TCAHA Treasurer by April 15th or sooner to be reviewed by the Finance Committee.
- All team expenditures shall be by check.
- All checks written from team accounts must have two signatures (in accordance with item 4 of this list).
- Checks will NOT be written out to CASH, under any circumstance.

## **TCAHA HOUSE TEAM ACCOUNTING**

Each House team must have a Team Manager and a Team Treasurer to be designated by the Head Coach. The Head Coach should consider availability of an emailing

capabilities when consideration is given to appointment of a Team Manager and Team Treasurer so that information can be passed between the those individuals and the TCAHA Treasurer in a timely manner. Once a Team Manager and Team Treasurer are appointed the names and contact information shall be given to the TCAHA Treasurer.

House teams typically pool parent funds to pay for various activities such as tournaments and extra ice purchases. House teams will turn over any pooled funds to the TCAHA Treasurer to be deposited into the general fund for their team expenses. ***The house team parental contributions will be by check, money order or cashier's check. No cash is allowed for parental contributions for team activities.*** All pooled funds must be listed on the Deposit Form provided by the TCAHA Treasurer. The team will approve of how non-utilized funds will be disbursed at the end of the season (i.e., team party, refund, etc). Under no circumstance is a player to be given refunds in excess of the amount contributed by his parents/guardians. Refunds cannot be given and players cannot be given excessive gifts for funds that were donations, fundraisers, or sponsorships.

## **TEAM FUNDRAISING, DONATIONS, SPONSORSHIPS & RAFFLES**

**Rep Teams** - All team and player fundraising, donation and sponsorship money must be deposited by the team (Treasurer) into the team account. The account activity must contain a clear reporting of how the money was obtained (i.e., fundraising, donation, or sponsorship), using the Deposit Form provided by the TCAHA Treasurer. The Deposit Form must be turned over to the TCAHA Treasurer with a copy of the checks deposited on a monthly basis with the team accounting.

**House Teams** - All team and player fundraising, donation, and sponsorship money must be turned over to the Association Treasurer with a clear description of the source and how the money was obtained (i.e., fundraising, donation, or sponsorship), using the Deposit Form provided by the TCAHA Treasurer and will be promptly deposited into the TCAHA general fund for the team.

### **Association (Primary) Sponsorship**

Each TCAHA team is required to acquire an Association recognized primary sponsor. Primary team sponsors will be given priority recognition, approved by the Board of Directors, for their sponsorship support according to the current sponsor program guidelines.

Each TCAHA team will have primary Association sponsor funding of \$750 before team only sponsorship is permitted. It is the responsibility of all Association members to facilitate identification and recruitment of primary Association team sponsors. TCAHA primary team sponsors will be documented with the Finance Committee and Board of Directors. It is the role and responsibility of the Finance Committee to assist teams with sponsorship acquisition. All TCAHA primary sponsors that do not request a specific team will be placed in a pool and assigned on a lottery basis to non-sponsored teams. Lottery and team assignment will be carried out at an open monthly board meeting.

If no primary Association sponsor is secured prior to November 15, the team's account will be charged \$75 by the TCAHA Bookkeeper on November 16. If extenuating circumstances exist that delay the process, the TCAHA Treasurer must be notified prior to this deadline.

### **Team (Secondary) Sponsors**

Each TCAHA team is allowed to retain as many team (secondary) sponsors as they see fit. However, in order to be considered a secondary sponsorship (and not a donation), the amount must be a minimum of \$500 and the sponsor must be recognized according to the current TCAHA Team Sponsorship Form. All funds from team sponsors go directly to the team to help offset team costs such as tournament entries or extra ice.

### **Fundraising**

Raffle or gambling related fundraising activities are subject to specific Washington State regulations and reporting. For this reason, all such activities must be reviewed by the Finance Committee prior to the event. All money generated in a raffle and or 50/50 drawing must go to the Raffle Manager for deposit into the raffle account. At NO time is a team manager to deposit raffle funds into a team account. The TCAHA Treasurer will transfer funds available to teams from raffle and/or 50/50 into team accounts.

### **Donations**

Any article given to a team or player as a donation, fundraising, or sponsorship must be accounted for by the Team Treasurer. Such accounting should include the type of article (i.e., warm-ups, jackets, etc.) and an approximate dollar value. This accounting may simply be in the form of a clear, descriptive note to the Association Treasurer. At the end of each taxation quarter, or thereabouts, the TCAHA Treasurer will bill each team for their portion of taxes on donated/sponsorship money and/or articles, where applicable.