

COLORADO AMATEUR HOCKEY ASSOCIATION
POLICIES AND PROCEDURES
Adopted June 27, 2009

NOTE: All Club Presidents or their designee, Coaches, Managers and/or Team Officials shall have the sole responsibility for making sure that their Team meets all the requirements for its classification and meets all the criteria for eligibility for State and District Playoffs. USA Hockey Registrars, Associate Registrars and Colorado Amateur Hockey Association (CAHA) Executive Committee will not review rosters at registration to make this determination nor are they authorized to determine said eligibility at registration.

All applicable rules for the above are located in this book, the CAHA website, and the current USA Hockey Annual Guide.

CAHA is granted the authority by USA Hockey through its affiliate agreement to conduct certain affairs of USA Hockey, and to regulate the sport of Amateur ice hockey within Colorado. CAHA is the ultimate authority for Amateur hockey affairs in Colorado subject to the limitations contained under USA Hockey Bylaws and federal and state law.

I. TEAM MEMBERSHIP

- A. A "Team" becomes a member of the Colorado Amateur Hockey Association (CAHA) upon being accepted and paying the required CAHA Team and Player registration fees, which may include a membership fee for USA Hockey.
- B. CAHA and USA Hockey shall renew membership, annually upon receipt of applicable registration fee. All members must be in good standing. A current copy of the Bylaws, Rules and Regulations, the names, address, telephone numbers of their current officers, directors, ACE Coordinator and Parent Education Program Coordinator must be filed with CAHA Secretary before any teams can be registered for the current season.
- C. All Teams are required to complete an official USA Hockey "Team Membership Application" (USA Form-2T) each year as required by USA Hockey. The form must be sent to the USA Hockey Associate Registrar accompanied by the appropriate membership fee.
- D. Appropriate Annual Dues are required to be paid by all Teams at the time of registration.
- E. All Tier I and Tier II Teams must be registered by October 15th of the current season.

II. DEFINITIONS

- A. Definition of an "Amateur" - For the purposes of USA Hockey and CAHA competition, an Amateur hockey player is one who is registered with the National Association Governing Amateur Hockey and is not engaged in playing organized professional hockey under contract to a professional club. Any player having completed his/her contractual obligations to a professional club may apply to USA Hockey for reinstatement of his/her Amateur status.
- B. Definition of a Association - All Associations will follow the criteria listed below:
 - 1. Have submitted "Organizational By-Laws" to and received approval and recognition from the CAHA Board of Directors.
 - 2. Allow open registration.
 - 3. Must demonstrate to the CAHA Executive Committee that the Association has sufficient ice contracted for each Team.
- C. Definition of a Game - All Leagues, Associations, and Teams will follow the criteria listed below:
 - 1. An ice hockey game is a match played against another team that is registered with USA Hockey or a member organization of the IIHF. USA Hockey Referees are present with strips and crest and USA Hockey playing rules or approved modification thereof shall apply.
 - 2. Official scoresheets are required for all games and must be submitted to the CAHA Secretary, League, Association, and Teams as outlined in these policies and procedures.

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3. Registered USA Hockey ice hockey teams shall not participate in games against non-registered teams without prior written approval of the appropriate registrar. The district risk manager and district referee-in-chief shall receive a copy of such written approval. Violation of this rule shall subject the team to suspension by the appropriate affiliate.

D. Definition of a Scrimmage - A scrimmage is a game. See definition of a game above.

III. CLASSIFICATIONS - The classifications of a player shall be determined by his/her age at midnight on December 31 of the current playing season. Player and team classification are defined in the USA Hockey Annual Guide. The following are the official ice hockey player and team classifications of USA. All Teams needing a ruling or exception for their Team eligibility, to make them a CAHA approved Team, must submit their request to the appropriate CAHA Representative. Any Team violating any of the USA Hockey defined player and/or team classifications may be declared ineligible to play the State Playoffs and may be subject to suspension from further League competition.

IV. REGISTRATION: TEAMS AND PLAYERS

- A. All Teams and players must be properly registered before the start of any Game to include League, exhibition, scrimmage or tournament Games.
- B. An established member that does not properly register all of its Teams may be denied Travel Permits and the right to play in the State Playoffs.
- C. An established member that does not properly register all of its Teams and players shall be subject to a \$1,000 fine.
- D. To be properly registered, each Team MUST provide the USA Hockey Associate Registrar the following forms for certification:
 1. Each Team must complete the Team Membership form (USA 2-T). The Head Coach for the team must be designated on the Team Membership Form.
 2. Team Roster complete form (USA 1-T). The Head Coach for the team must be designated on the Team Roster.
 3. If an association or team is not electronically registered using USA Hockey CyberSport, an Individual Membership Registration (IMR) form for all players and coaches.
- E. Each team's head coach must be designated as such on the official USA Hockey Roster. Assistant coaches must be designated as assistants
- F. A Team is considered properly registered when the Team Membership (USA 2-T) and Team Roster (USA 1-T) is certified (signed and dated) by the appropriate Registrar. The USA Hockey District Registrar is the certification authority for Tier Teams and the USA Hockey Associate Registrar for non-Tier Team.
- G. Contact the CAHA USA Hockey Associate Registrar to process all foreign players.
- H. Registration forms may be obtained from the USA Hockey Associate Registrar.
- I. Each Youth or Girls division Team may register twenty (20) players, including goaltenders. This rule does not prevent a Tier I or Tier II Team from releasing a player and then signing replacements before the December 31 deadline to be eligible for State, District, and National Tournaments. A registered Team in any of the Youth classifications may not play in more than one (1) League. Teams shall not be allowed to release and sign the same player multiple times in an effort to bypass the twenty-player restriction.
 1. Tier 1 Exception: Tier 1 Teams may be allowed to participate in other League play outside of Colorado in addition to any League governed by the CAHA.
 2. Tier I and Tier II teams may make "additions" to their Tier 1 roster up until December 31 of the current season per USA Hockey rules.
 3. Tier 1 and Tier II Teams must make all "deletions" to their Tier 1 roster by December 15 of the current season in order to allow enough time for any player who is removed from a Tier I team to have enough time to be registered with another Tier 1 or Tier II team in that current season and prior to December 31 of that current season.

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- J. Girls Registration Exception: Female players (aged 19 and under) may register either with a Youth Team or with a Girls Team following the registration procedures for that classification.
 - 1. Girls may be granted permission to dual roster simultaneously on a Youth Tier Team participating in the state or national tournaments.
 - 2. Players who wish to dual roster under must notify the Associate Registrar in writing and provide a letter of support from both teams.
 - 3. Player must request permission on the National Tournament Participation Declaration form and receive written authorization from the Associate Registrar before registering with their second team. The dual roster request must declare what Team she plans to participate with for State, District and National Tournaments (Youth or Girls). This team declaration must be made prior to December 31st of each season.
 - 4. The dual-rostered player must present the Association Registrar for their second team with the Associate Registrar's written approval at the time of her registration. The Association Registrar must forward the written approval to the CAHA Associate Registrar with the addition to the team roster. Players who have not acquired written approval from the Associate Registrar are considered ineligible and shall not be registered with the second team.
 - 5. The dual-rostered play on both Teams throughout the season. However, she may only play in the league, state, district, and national playoffs of the declared team named with the CAHA Associate Registrar. Only the games played with the declared team named with the CAHA Associate Registrar will be included in the total Game count as it applies to all youth/girls classifications.
 - 6. CAHA will support the dual rostering of female players among and within Associations at the house level, which will provide greater opportunities for these players and encourage growth in girls' hockey.
- K. Each High School Team may register thirty (30) players. High School Teams shall dress/roster twenty (20) players during a game; eighteen (18) skaters and two (2) goalies.
- L. Roster changes cannot be made later than December 31st of the current playing season to be eligible for State, District, and National tournaments.
- M. A player signed to a certified Team roster must secure a Financial Release (per section V of this document) in writing from that Team or Association before signing with another Team. A player receiving a Financial Release must be signed to the new Team roster, as certified by the USA Hockey Associate Registrar, in advance of playing in a Game.
- N. A player registered with a Youth Division classification Team is ineligible to simultaneously register or participate with a Team in any College Division, Junior Division, College Club Team, or Prep School Division. Upon joining a Team in any of these divisions, the player is automatically dropped from the Youth Division roster. The manager of the Youth Division Team must immediately notify the Associate Registrar of the removal of the player from the roster.
- O. A player may not be signed to a Team Roster Form (USA I-T), actual or implied, prior to July 1st of the current season.
- P. Tier I and Tier II Teams must be registered by October 15th of the current season.
- Q. A player may not register on more than one team that participates in games leading towards a National Championship. (*Reference USA Hockey Player Registration*)

V. PLAYER TRANSFERS AND FINANCIAL RELEASE

- A. All delinquent fees due an Association or Team by one of its members must be reported to the CAHA Secretary by June 1st of the recently completed season and updated as required throughout the current season. A "Financial Release" letter can only be obtained after all delinquent fees due an Association or Team have been paid to the satisfaction of the current Association or Team. Those individuals with delinquent Association or Team fees will not be allowed to register with another Association, Team, or CAHA until which point in time the affected Association or Team notifies CAHA that the delinquent fees have been satisfied.
- B. Any player transferring from one Association or Independent Team to another Association or Independent Team is required to obtain a Financial Release letter signed by the Association or Independent Team from which the player was a member the previous season or from which the player is currently a member. The Financial Release letter must be presented to the Association or Team Registrar where the player is requesting

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the transfer to and the letter must reflect that the player is in good financial standing with the Association or Team where the player is requesting to transfer from.

- C. A player requesting a Financial Release must be granted that request if he/she has fulfilled all financial obligations and does not owe any fees and/or equipment to the Team. The CAHA Executive Committee has the authority to release a player who is refused a Financial Release by his/her Team or Association if the abovementioned requirements have been met by the player.
- D. All player transfers from Association or Team to another Association or Team must additionally be in compliance with individual League rules.

VI. REGISTRATION: COACHES, MANAGERS AND ACE COORDINATORS

- A. All Teams registered with the CAHA and USA Hockey must have a coach and/or manager in good standing with the CAHA and USA Hockey. All Teams must have a rostered coach, assistant coach and/or manager present at all Team functions and who will be responsible for the conduct of all Team personnel.
- B. At least one Coach must be registered at the same time as the players. Teams may register additional Team officials at any time.
- C. All Youth and Women/Girls National Tournament bound Teams are required to have a Team manager. CAHA recommends that each Youth and Women/Girls Team have a manager. A coach who serves as a Team manager shall register only as a coach. There shall be no USA Hockey charge for manager registration. Managers are covered under USA Hockey insurance policies. There shall be no member card or other benefits included with a manager registration. A Team manager who is not registered as a coach may not participate in on ice activities.
- D. The Team manager shall be the custodian of all documents necessary for credential review prior to participation in Tournaments, District, State and National playoffs. (See paragraph XI, Credentials, for the minimum required paperwork.)
- E. By December 31 of the calendar year, each Youth/Girl's Coach on the bench in a Game must hold Coaching Education Program (CEP) certification ratings as listed in the USAH Annual Guide for the current season
 - 1. If any Coach on the bench during a Game does not have the proper level of coaching certification by December 31 of the calendar year, the person in non-compliance may be suspended from all hockey-coaching activities. This violation must be referred in writing to the VP of Tier Hockey or the VP of Recreational Hockey for action under Rule XVII, section A, paragraph 21 of the Annual Guide Book.
 - 2. CEP certification of a new, inexperienced coach at the Intermediate level cannot follow certification at the Associate level unless he/she has completed at least one (1) regular, Fall-Winter, season of coaching experience. The Colorado Coach-in-Chief may waive this requirement.
 - 3. All coaches below Level 4 (Advanced) shall progress through the Coaching Education Program, attending a coaching clinic at least once every three years through Level 3 (Intermediate). After a coach has completed Level 3, the coach shall do one of the following: attend another Level 3 clinic within 3 years, take a USA Hockey Continuing Education Course within 3 years, or attend a Level 4 (Advanced) clinic. Once Level 4 is achieved, there is no further requirement for re-certification. If a coach's accreditation was received more than 3 years from the current calendar year, the card is rendered invalid/expired below Level 4, and a refresher course at the same level or attending a clinic at the next level is necessary for the accreditation to remain current. For specific year-to-year renewal information, see the Coach's section of the CAHA or USA Hockey website.
 - 4. Evidence of Level (applies to all Team personnel (each coach) on the bench during a Game)
 - a. A USA Hockey Coaching Education Program (CEP) card will be evidence proof of coaching education level, with the appropriate dated verification sticker. All coaches for all USA Hockey Games must carry this card.
 - b. If a coach cannot produce their current and up to date USA Hockey CEP card prior to the start of the first period, it must be noted on the official Game scoresheet and signed by the opposing coach.
 - c. Prior to the start of the Game, all coaches (Head and Assistant) present, from each Team, are required to sign the designated area of the Scoresheet in order to verify the accuracy of the playing roster, as it appears on the Scoresheet, for that Game. In addition, all coaches (Head and Assistant) must include their USA CEP card number, CEP level (1-Initiation, 2-Associate, 3-Intermediate, 4-Advanced, 5-

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Master), and the year their CEP level was attained. The CEP number, level, and year attained shall be preprinted on the team's scoresheet roster or printed legibly next to the signature of each coach.

- F. Any League, Association, or independent Team who allows the participation of a non-certified coach in any Game shall be subject to a fine of up to \$1,000.00.
- G. No more than four (4) registered/rostered Coaches, including a Student Coach(s), will be permitted in the vicinity of the player's bench during Games.
- H. STUDENT COACH - A player between the ages of 13 and 17 who is currently properly registered with USA Hockey is eligible to become a student coach.
 - 1. Must attend a training session(s) conducted by the local hockey Association. Associations may elect to have a student coach attend a USA Hockey level 1 clinic to satisfy this training requirement. USA Hockey does not certify anyone under the age of 18. Student coaches that desire to attend a level 1 clinic must contact the Colorado Coach-in-Chief.
 - 2. Must always be under the supervision of a CEP carded/screened adult coach during all practices, clinics, tryouts, and in the locker room.
 - 3. May be on the ice to help out at practices, clinics, and tryouts only.
 - 4. May not act as an assistant or head coach during practices and Games.
 - 5. May be on the bench during Games with rostered CEP carded and screened adult(s).
 - 6. Must wear a helmet with full-face shield, gloves and skates while on the ice.
 - 7. Must wear a helmet with full-face shield while on the bench during Games.
 - 8. May only work with players at least one full playing age level down. For example, a Pee Wee age player may act as a Student Coach at the Squirt or Mite level. A model is available on the www.usahockey.com website.
 - 9. Upon reaching the age of 18, the Student Coach must comply with the CAHA Abuse Prevention Screening program requirements and meet the CEP coaching level requirements in order to participate as a coach with any Team.
- I. COACHING ETHICS CODE - In order to be eligible to coach or instruct in any USA Hockey activities including practices, clinics, Games, tournaments and tryouts all head coaches assistant coaches, and instructors must sign the USA Hockey Coaching Ethics Code Agreement, each hockey season. Signed Coaching Ethics Agreements must be submitted with other registration materials at the time a coach is registered as coach of a Team. All coaches must abide by the USA Hockey Coaching Ethics Code. Violations of this code may result in suspension.
- J. ASSOCIATION COACHING EDUCATION (ACE) COORDINATORS
 - 1. The USA Hockey Colorado Coach-in-Chief shall appoint a Colorado Coaching Education (ACE) Coordinator, to serve as the administrative link to USA Hockey and its Coaching Education Program, as required by USA Hockey Bylaw 3N.
 - 2. The Colorado ACE Coordinator shall provide guidance and materials to each Association ACE Coordinators designated by each Association or independent Team in Colorado and shall coordinate registration of all registered coaches in Colorado.
 - 3. The Colorado Ace Coordinator shall schedule annual meetings of all Association ACE Coordinators to provide updated coaching and coaching education information. He/She shall manage a list of all current ACE Coordinators in Colorado, which shall be accessible from the Colorado Amateur Hockey web site.
 - 4. Each Association in Colorado shall appoint an ACE Coordinator, to work with the Colorado ACE Coordinator and those in local Associations. The Association shall notify the Colorado ACE Coordinator of any changes in this position as they may occur.
 - 5. Each Association and Independent Team must provide the name, address, applicable telephone number, and email of their ACE Coordinator before any teams can be registered for the current season.

VII. REGISTRATION: PARENT (*Parent Education Program*)

- A. Each Association and Independent Team is required to implement a CAHA sanctioned and approved Parent Education Program (PEP) prior to October 1st of the current season. Association or Independent Team

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Presidents or their designee will be responsible for ascertaining compliance by the Association or Team membership with the goal of 100% compliance.

- B. Each Association and Independent Team must provide the name, address, applicable telephone number, and email of their PEP Coordinator before any teams can be registered for the current season.
- C. All Associations and Independent Teams must have at least one parent/legal guardian of each player register online with the approved PEP program.

VIII. YOUTH/WOMEN/GIRLS LEAGUE & ASSOCIATION REQUIREMENTS

- A. A League consists of four (4) or more Teams in the same age and division classifications playing a regular schedule of Games. An Association consists of two or more registered Teams belonging to an organization.
- B. A registered Team in any Youth classification may not participate in more than one League or age classification during the regular season, where participation in Games played would count towards League standings and/or determining a League champion. Teams may play against Teams in other Leagues or age classifications such that those Games are determined as Non-League.
- C. Tier I Exemption: Tier 1 teams may be allowed to participate in more than one League where a second League is outside the state of Colorado.
- D. All Teams from other USA Hockey Affiliates or Hockey Federations wishing to participate in a Colorado based League, need their Affiliate's written approval submitted to the CAHA President and a copy to the League they wish to join. Participation in such Colorado based League will require the approval of the individual League governors and the CAHA Board of Directors. Permission is for each League's playing season. A copy of final approval must be sent to each Colorado based Associate Registrar.
- F. All Youth and Women/Girls Leagues and Associations must file a copy of its constitution and/or By-Laws with the CAHA by September 1st of each year. Violation of this rule may result in non-sanctioning, suspension or other action toward the League or Association. The constitution, structure, policy, By-Laws, rules and regulations of all Youth and Women/Girls Leagues and Associations shall incorporate USA Hockey and CAHA rules and regulations and playing rules. Exceptions may vary from USA Hockey and CAHA rules and regulations providing they are more stringent and without major change.
- G. The CAHA President shall have the authority to require compliance with the above principles and policies and to recommend non-sanctioning, suspension, or other action toward the League to the Executive Committee for its approval.

IX. INDEPENDENT TEAM REQUIREMENTS

- A. The only requirement for an independent team to register with USA Hockey is for that team to be a member of the Affiliate and be accepted by the membership. The Affiliate for the state of Colorado is the Colorado Amateur Hockey Association (CAHA). Independent Team Membership in the CAHA shall be acquired by submitting writing and presenting a formal letter of application and a \$500 deposit to the Executive Committee of CAHA for review and approval. The deposit will be returned if the association is rejected from membership. If the team is accepted the deposit will be kept for two years and returned if all the following information is correct and followed. In particular, fees and ice time should be accurate. All new teams will be on probation for two years.
- B. The "Formal Letter of Application" must include the following:
 - 1. The age and division the team will register as such as PeeWee Tier I, Girls U16, etc.
 - 2. Explain the need for an independent team. State whether or not the existing association(s) can support the players being recruited for this team and identify the needs that are not currently being served by existing associations.
 - 3. Every coach and their CEP level along with a photocopy of each coach's CEP card, front and back, showing the CEP level and the date the level was achieved.
 - 4. Team Manager's name, address, phone number and email address.
 - 5. Give a general plan for the independent team to include the approximate number of games and teams they will play.
 - 6. The Colorado tournaments the Independent Team plans to participate in.
 - 7. The out-of-state tournaments the Independent Team plans to participate in.

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8. State whether or not the team has a financial sponsor. Identify any sponsors.
 9. The projected cost for each player.
 10. Identify the ice rink(s) the team will use for practice and games.
 11. Where are your players from?
 12. List any other pertinent information about this team.
 13. Ice cost per hour.
 14. Attach a projected budget.
 15. Attach a copy of the organizational by-laws. These must include a "due Process" procedure in its rules for players who are dismissed from participation after being rostered. These by-laws must be supplied to all parents and players to abide by.
 16. Has an existing league accepted you to play in their league?
 17. Your letter must include a statement that this team will abide by all current USA Hockey and CAHA by-laws, rules, regulations and operating procedures. These may be found in the USA Hockey Annual Guide and the CAHA Annual Guide.
- C. Letter of Application will not be accepted unless all of the above areas are addressed.
- D. Complete Letters of Application will be discussed at the next scheduled CAHA Executive Committee meeting. Written notification of approval/disapproval will be provided in writing within 10 business days of the CAHA Executive Committee meeting.
- E. Once approved, independent Teams must contact the appropriate USA Hockey Associate Registrar for Colorado to obtain registration materials.

X. YOUTH/GIRLS TIER PROCEDURES

- A. Tier Committee: The CAHA President shall establish and appoint Youth Tier Committee and Chairpersons ("Tier Chairperson") and a Girls Tier Committee and Chairperson. The Girls Tier Committee may be combined with Tier Youth Committee at the discretion of the CAHA President and VP Women/Girls. One administrative member and the hockey director from each of the current Tier I organizations will serve on the Tier I Committee.
- B. Authority: The Tier Committee(s) shall have responsibility for all matters pertaining to Tier Member Associations, Tier Organizations, Tier Teams and Tier Hockey, subject to the CAHA Board of Directors review, direction, change and approval. This shall include, but is not limited to, recommending the following: (i) granting or terminating of authority to organize and/or operate a Tier organization, club or association ("Tier I Organization") and/or field a Tier I/AAA Team ("Tier I Team") (ii) the total number of Tier I and Teams permitted in any age division; and, (iii) establishing guidelines which shall be used to carry out the purpose of the Committee(s).
- C. General Intent: The general intent of Tier I Hockey in Colorado is to provide an opportunity for the best youth Players in Colorado to develop and compete at the highest level of hockey available in North America at their ages by and through USA Hockey and CAHA. Tier I Hockey and in Colorado is limited to those youth players who have the desire and ability to play at a highest level and wish to continue to develop as players by playing Tier I Hockey.
- D. Guidelines For Determining The Number of Teams: Guidelines for determining the number of Tier I and Girls Tier Teams shall include, but not be limited to the following:
1. The number of rostered players in an age division in Colorado.
 2. For Youth, the number of Tier II Teams at any age level the previous season. For Girls, the number of Girl Recreational Teams at any age level the previous season.
 3. Not more than four (4) Tier I Organizations fielding not more than one Tier I Team each, at a division where USA Hockey conducts a National Championship. Not more than four (4) Girls Tier Organizations fielding not more than one Girls Tier Team that declares their intention to qualify for Nationals at a division where USA Hockey conducts a Girls National Championship.
 4. Not more than 10% of the total roster players at any age level should play Youth Tier I hockey. Not more than 10% of the total rostered girl players in the state s at any age level should play Girls Tier hockey unless a geographical location is not being served

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5. No Youth Tier I Organizations shall have more than one (1) team at an age level, without the written consent of the CAHA Tier I Committee. No Girl Tier Organizations shall have more than one (1) team at an age level that declares their intentions to qualify for Nationals, without the written consent of the CAHA Tier I Committee

E. Tier I Organizations:

1. General: A Tier I Organization is an established CAHA member organization in good standing sponsored by or affiliated with a CAHA Member Organization which has fielded Tier II teams for at least three years as outlined in this Article for its proposed Tier I program. The Proposed Tier I and organization must be duly organized and operating in accordance with the By-Laws, Rules, Regulations and Policies of CAHA and authorized annually by CAHA to field govern and control Tier I Teams organized by that Tier I Organization in the State of Colorado on a season by season term and which authorization expires annually at the end of the authorized season. A Girls Tier Organization is an established CAHA member organization in good standing sponsored by or affiliated with a CAHA Member Organization that has fielded Girl Recreational teams for at least one (1) year.
2. Responsibility: Each Organization that is permitted by CAHA to register a Tier I team shall govern, control and be fully responsible for its organization, the actions, inactions and/or infractions of its teams, players, coaches, managers, parents, and personnel. This responsibility shall include debts incurred by or in the name of the organization or, any of its Tier I
3. Tier I Season: The Youth Tier I and Girls Organization playing season shall commence on August 1st of each year and end on the last day of the Nationals Tournament of each year unless otherwise unanimously approved by the Tier Committee(s).

F. Tier I Team Authorization Procedure:

1. Application: Prospective Tier I/Girls Tier Organizations or any existing Tier I/Girls Tier Organization which has met all of the Tier I/Girls Tier Organization requisites for the previous season ("Existing Tier I/Girls Tier Organization) shall complete and deliver to the Tier Chairperson no later than July 15th of each year, or as extended by the CAHA Tier Chairperson(s), but at least 30 days prior to any Tier I/Girls Tier Organization proposed Tier I/Girls Tier Team tryout, the CAHA Tier I/Girls Tier Application. The application shall comply fully with the requirements set forth in paragraph G (3) below. No new or existing Tier I/Girls Tier Organization shall have authority to operate or otherwise participate in Tier Hockey in any capacity unless it has received its authorization in writing. The Tier Committee(s)/Tier Chairperson(s) shall recommend to the CAHA Executive Committee the acceptance or denial of the application. The recommendation shall be in writing and shall clearly state any and all reasons for acceptance or denial.
2. Notification: Beginning with the 2006-2007 Season existing Tier I Organizations will be notified in writing of the acceptance or denial of its application by May 1st by the Tier I Chairperson, or his/her designee. Organizations proposing new Tier I teams, will be notified in writing of the acceptance, or denial of its application by May 1st of the current season, by Tier I Chairperson, or his/her designee. Girls Tier Organizations will be notified by August 1st of each year.
3. Minimum Requirements: No Girls Tier Organization may apply for or have more than one-birth year specific team at any given division that declares their intentions to qualify for Nationals unless authorized by CAHA. Every authorized new or existing Youth Tier I Organization shall comply with the minimum requirements set forth in this Article, CAHA and USA Hockey By-laws, Policies, Rules and Regulations, which include, but shall not be limited to, the following:
 - a. An Organization fielding Tier I teams must be affiliated via its ByLaws and /or Registration Process with a CAHA Association that fielded Tier II (AA) teams the previous three seasons. The Tier I organization must have had at least one corresponding Tier II team the previous season at the Division it is proposing fielding a team for the current season.
 - b. No Tier I Organizations may apply for or have more than one birth year specific team at any given division unless authorized by CAHA.
 - c. No youth Tier I team may roster more than seven (7) out of state players. Beginning with the 2010-2011 season, no youth Tier I team may roster more than four (4) out of state players, five (5) if one is a goaltender. Girls Tier I teams may roster more than four (4) out of state players. An out of state player is a player whose family permanent address is NOT in Colorado. A player whose guardian may reside in Colorado is not considered a resident of Colorado if his family's permanent address is not in

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Colorado. An exception will be made for Wyoming, Idaho, Montana, and New Mexico players unless those states register Tier I teams. The CAHA Tier I Committee shall have final say in any disputes over residence.

- d. A list of Officers and Directors, the proposed number of Tier I Teams at each level and the names of the Coaches for each team with written proof that each Coach has obtained the appropriate Coaching Certification level and has complied with CAHA's Screening requirements or has the ability to and will obtain those by the applicable deadline.
- e. Financial and Historical information demonstrating that the Organization fielding Tier I teams has been financially solvent and stable in past seasons and will have the ability to finance the next season.
- f. Ice contracts demonstrating the time slots and days of the week that the organizations fielding Tier I teams is able to provide its Tier I teams must be provided to the CAHA Tier I Committee prior to an organization being approved for the upcoming season. It is imperative that Organizations MUST provide sufficient ice to support an appropriate number of home games and practices consistent with the size of its program, its season and this Article. In addition Tier Organizations must exhibit evidence of an off – ice program.
- g. A Fact Sheet as defined in Paragraph H (11) below.
- h. Written information setting out the structure, organization and responsibilities of the Tier I Organization and each Tier I Team, its coach, manager and any administrators.
- i. Written By-Laws, Rules and Regulations.
- j. Current compliance and a statement of future ability, intent and procedures to comply with the USA Hockey and CAHA By-Laws, Policies, Rules and Regulations as well as the Guidelines and Policies established by the Tier I Committee.
- k. Internal Revenue Service 501c3 tax exemption status under the Internal Revenue Code.
 - i. All Tier I games played in Colorado must have officials assigned by CAHA assignors authorized for Tier I Hockey.
 - m. Other information determined to be necessary by the Girls Tier I/Tier I Committee or Chairperson, or his/her designee.

G. Team Selection Process:

1. Procedures: Each Tier I/Girls Tier Organization shall institute procedures to select the best Players available Guidelines for team selection process shall include, but not be limited to the following:
 - a. Each Tier I/Girls Tier Organization shall hold open tryouts. Commencing with the 2006-2007 season, tryouts may not be announced or advertised until the Tier I/Girls Tier Organization has received written notification of acceptance of its application for the ensuing season by the Tier I Chairperson.
 - b. Personal invitations for tryouts are permissible but tryouts must be announced publicly through a general publication or individual mailing to all Players at each level, inviting any Player who wishes to tryout.
 - c. The announcement must contain at a minimum the organization name, level of tryouts, coaches name, and contacts with phone numbers, dates/location/time of tryouts, and a brief statement about the program.
 - d. Each Tier I/Girls Tier Organization shall provide a Fact Sheet that shall be provided to anyone that tries out.
2. Player Commitment: Any player who signs a Tier I roster is committed to that Tier I Team for the ensuing Playing Season and cannot play for another team, Tier I or otherwise, unless or until he/she has been released from that Tier I Team. Exceptions to this rule are Girls, High School, House League, Juniors, Junior College, College or University.
3. Roster-Return: USA Hockey rosters for Tier I/girls Tier Teams must be submitted to the appropriate USA Hockey Associate Registrar for Colorado prior to any team participating in a non-league game, league game or tournament game. Any Organization or Team found to be in violation of this rule will be sanctioned as outlined in the CAHA Annual Guide. Tier I/Girls Tier Organizations must register their Teams as Tier I/Girls Tier Teams in the state of Colorado by October 15th in order to be eligible to play in

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the state playoffs. Tier I/Girls Tier team may not be registered as a High School Team at any point during the season.

4. Commitment Date: No Player shall be required to commit to play on a Tier I/Girls Tier Team or sign a roster or pay monies in excess of actual ice time cost prior to August 1st of the ensuing Playing Season.
 5. Fact Sheet: Tier I/Girls Tier Teams and Tier I/Girls Tier Organizations shall furnish each Player and his/her parent(s), in writing, before any tryout and prior to signing a roster, a Fact Sheet, providing full disclosure about Tier I/Girls Tier Hockey by each Tier I/Girls Tier Organization indicating all costs, (which shall, at a minimum, include fund raising requirements, approximate costs for the season's travel, and other expected expenses) as well as the number of games and practices, amount of travel, any "rules" of the Tier I/Girls Tier Organization/Team, and the actual costs of playing for the Tier I/Girls Tier Team and Organization. The fact sheet will also outline the refund policy of the team, should a player not play for the full season, no matter what the reason. The player and parent must sign this fact sheet and a copy provided to CAHA along with the team registration, by October 15th. If players are added to the team after October 15th, they and their parents must sign the fact sheet before being added to the roster.
- H. Competition among Tier I Organizations and Teams: The authorized Tier I Organizations in Colorado have agreed that competition among the Tier I Organizations and Teams will improve the standards and conduct of hockey in the State of Colorado and further develop our Tier I Players in the State of Colorado. The authorized Tier I Organizations in Colorado shall play each other a minimum of (four (4) games (not counting tournament games) at every level each year within Colorado in two home and home series. All "intrastate" games shall be played unless an individual team petitions and receives an exemption from the Tier I Chairperson. Scheduling of these "intrastate" games shall take place and the dates of said games given to the CAHA Tier Director prior to Oct. 1st, and must be played prior to the first day of the Tier I State Tournament.
- I. Competition Among Girls Tier Organizations and Teams: The authorized Girls Tier Organizations shall follow the procedures described in Section XI, paragraph H except they shall play each other a minimum of two (2) games.
- J. Tier II: A Youth Tier II Organization is an established CAHA member organization in good standing sponsored by or affiliated with a CAHA Member Organization which has fielded teams at 8 and Under, Squirt B and C, and Pee Wee A and B levels for at least two consecutive years prior to the submitted registration of any Tier II team. A Tier II Girl's Organization is an established CAHA member organization in good standing sponsored by or affiliated with a CAHA Member Organization which has fielded teams at least 2 or more age divisions at a recreation level for at least two consecutive years prior to the submitted registration of any Tier II team.
- J. Exceptions: Tier Organizations or teams may ask for exceptions to the rules and guidelines by petitioning the CAHA Executive Committee.

XI. GAME REQUIREMENTS

- A. All USA Hockey Rules and Regulations apply to all Games and practices.
- B. The following conditions shall constitute a valid Game:
 1. When two registered Teams occupy the same ice surface for the purpose of competitive play.
 2. A Game shall consist of at least two periods of 10 minutes stopped time or 15 minutes running time (12 minutes running time for "8 and Under" only) and officiated by USA Hockey registered referees and with a completed and signed Scoresheet.
 3. Once the Teams commence play, this session counts toward the maximum Game count for both Teams regardless of the minutes played. (Completion of a Game stopped due to a curfew, only counts, as one Game in total.)
- C. The following conditions shall constitute an invalid Game:
 1. When two registered Teams occupy the same ice surface and compete without registered referees, with or without the clock and scoreboard, with or without coaches on the ice and without a completed/signed Scoresheet. Coaches and players for both Teams are subject to suspension under rules XVII, A, 4 & 5 if either Team should attempt to count this event as a Game. This session does count toward the maximum Game count for each Team.

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2. This rule is not intended to prohibit controlled practice sessions between teams under the following circumstances
 - a. An Association assigned split ice practice or the team assigned full ice practice invites another USA Hockey registered team to share the ice;
 - b. Coaches are on the ice and using this as a teaching situation. Referees may be present without their crest to support the teaching situation.
 - c. This session does not count toward the maximum Game count for the Teams involved.
- D. The authority for monitoring the Game count of each Team/player shall be vested with the Team, Association and/or League officials.
- E. Scorekeeper, timekeeper and penalty box supervisors shall be present and in place before the start of any Game. The referee shall have the final judgment on whether or not to allow a Game to begin until these minor officials are in position with the minimum requirement for at-least one Minor official capable of being the scorekeeper and timekeeper.
- F. All Games played in the State of Colorado must utilize a Scoresheet with space for all Team Official and Referee signatures, printed names and relevant CEP numbers. Prior to the beginning of a Game, the head coach must sign and print his/her name on the scoresheet. If the head coach is not present, the person on the bench that is responsible for the Team for that Game (i.e. assistant coach, manager) must then sign and print his/her name on the scoresheet prior to the start of the Game. If the head coach appears after the start of the Game, he/she must sign the scoresheet prior to going on the bench.
- G. The individual listed on the official Team Application and Roster as the head coach shall be designated as the head coach on the scoresheet if they are present for the game. If the head coach is not available for the game, in accordance with Rule 201 B, the team shall appoint and designate the individual acting as head coach prior to the start of each game. The individual designated as the head coach shall be in control of and responsible for all actions of all team personnel.
- H. No more than four (4) registered coaches will be permitted in the vicinity of the player's bench. All four (4) coaches must be in good standing. Any violation of this regulation could result in the forfeiture of the Game.
- I. No Referee or Linesman shall officiate in a division within a District playoff or State playoff in which their father, mother, sister, brother, son, daughter, husband or wife is a coach, manager or player of one of the participating Teams without notifying the opposing Team of this relationship and obtaining agreement to play the Game from both Teams, in writing, on the Scoresheet with the family member association indicated, prior to the start of the Game. (In cases of tournaments or playoffs, this can be done on a blanket basis by all Teams, in writing, prior to the start of play.)
- J. A registered Team shall not play a non-registered Team or a Team under suspension by the CAHA or USA Hockey
- K. Teams must carry approved copies of the Team Membership Application (USA Form - 2T) and the Team Roster Form (USA Form 1T) (or the Individual Membership Registration (IMR) form if electronic registration is not used) and the Head Coach's and Assistant Coaches CEP certification card, or a clear copy of the Head Coaches and Assistant Coaches CEP Certification cards to all Games. If a Team is found to be in non-compliance of this rule, then the head coach and/or team manager shall be referred in writing to the proper CAHA VP for action under Rule XVI suspensions: paragraph 21. It is suggested that these forms, cards and/or clear copies be carried to all Team functions for insurance purposes.
- L. Each member Team or Association shall make every effort to provide adequate playing conditions. The referee may call a Game in which playing conditions prove hazardous to play. The referee's decision regarding playing conditions shall be final.

XII. POINTSTREAK, SCORING, AND GAME DAY PROCEDURES

- A. CAHA partnered with Pointstreak to implement an electronic scoring capability for all member Leagues, Associations, and Independent Team starting with the 2007-2008 Season. As of the 2009-2010 Season, all member Leagues, Associations, and Independent Teams shall use the Pointstreak electronic scoring capability for all games.

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- B. The CAHA Director-at-Large C (DAL-C) is designated as the liaison for Pointstreak. DAL-C shall grant appropriate Pointstreak administrator rights and access to the designated league administrators for each league in Pointstreak for the season. A person shall be designated as Pointstreak tournament administrator for each CAHA sanctioned tournament and DAL-C shall grant appropriate Pointstreak access rights to the Tournament Administrator.
- C. Games will fall into one of the following Pointstreak *Season* categories:
1. League Games – This category is for the games scheduled among member Association for the purpose of establishing league standings. This includes Tier I, Tier II and CAHA member Leagues. A separate *Season* is established for each league, i.e. Tier I, Tier II, CDYHL, CCYHL, etc. and each league shall designate a Pointstreak League Administrator
 2. Colorado Tournaments – This category is for the tournaments hosted by the CAHA Member Associations. Associations are required to use Pointstreak for all tournament games. Each tournament will be set up in Pointstreak as a season and the host association shall designate a Pointstreak Tournament Administrator
 3. Non-League Games – This category is for all non-league games team plays. This includes all games that do not fall into one of the categories above such as non-league games between USA Hockey registered teams and/or out of state tournaments.
- D. All Registered Member Teams shall be required to properly record the participants, goals, penalties, etc. of any Game in Pointstreak. According to the USA Hockey Annual Guide, Team Managers are responsible for maintaining the Team documents. In the case of scoresheets, the Team Manger for the Home Team shall be responsible for ensuring all scoresheets are processed correctly and within the timelines outlined in this section. If a League's or Association's policies require an additional review/process prior to the scoresheets being sent to the CAHA Secretary, the League and/or Association shall accomplish their review/process within the timelines described below.
1. Tier and Recreational Teams must record all League, Non-League (in state) and In State Tournament games in Pointstreak to count towards the 10/20 requirements for State Playoffs. Out of state Non-League and Tournament games shall count towards for the 10/20 requirement as long as a valid, readable copy of the scoresheet is available at Credential Check.
 2. In-house Recreational Programs are encouraged, but not required to use Pointstreak since these teams do not participate in State Playoffs. *(Need to determine if CAHA needs to continue to provide hard copy scoresheets for these teams, or if posting template on the CAHA website for download is sufficient.)*
 3. 8&Under teams shall not use Pointstreak for their games and/or tournaments/jamborees. CAHA has eliminated the Affiliate Fee for all 8&Under players. If an association violates this rule and uses Pointstreak for any 8&Under games, CAHA may fine the association \$5.00 per player for each game entered in Pointstreak. NOTE: This fine is per game. For example, if game one has 20 players between the two teams, the association scoring the game will be fined \$100. If game two has 20 players between the two teams, the association scoring the game will be fined another \$100 even if some of the players participated in game one.
- E. The Home Team is responsible for recording all league games and non-league games played in Colorado. The Tournament Director is responsible for recording all tournament games hosted by their Association.
- F. ***Pointstreak Administrator Responsibilities*** – There will be a Pointstreak Administrator assigned for each league and tournament established in Pointstreak. In addition, a league administrator may choose to grant team administrator access to individuals to help manage Pointstreak at the team level. The responsibilities of the league and tournament administrators are:
1. Assign unique team numbers to each team in the league/tournament based on the template provided by DAL-C or designated CAHA representative.
 2. Set up each division for their league in Pointstreak defining such things as period lengths, tie breaking rules, etc.
 3. Ensure that all players in the league are properly loaded and assigned to teams in Pointstreak prior to the first game scored in Pointstreak. If desired, DAL-C can provide a template that may be used to load players in mass to Pointstreak. *(Recommend posting the template to the CAHA Website.)*
 4. Ensure all league/tournament game schedules are loaded into Pointstreak prior to the first game being played. If desired, DAL-C can provide a template that may be used to load game schedules in mass to Pointstreak. *(Recommend posting the template to the CAHA Website.)*
 5. Manage and update Pointstreak for all game schedule changes during the season.
 6. Setup playoff brackets as desired and manage the updating of the brackets during playoffs.

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7. Serve as the first point of contact for all Pointstreak concerns or issues from your league/tournament
 8. If desired, assign team administrator rights to individuals to assist in managing Pointstreak issues at the team level. Team administrators can perform such duties as adding players to a team, assigning or changing jersey numbers, scheduling home games (league or non league)
- G. **Setting Up Tournaments in Pointstreak** - The Tournament Director is responsible for recording all tournament games hosted by their Association.
1. The CAHA Secretary/Treasurer will contact Pointstreak Support to create a new tournament season as part of the Tournament Application process. The CAHA Secretary/Treasurer will notify the Tournament Director via email when the tournament season has been created.
 2. Once the tournament season has been confirmed, The Tournament Director shall contact their Pointstreak League Administrator to request Season Administrator rights for their tournament.
 3. Once Season Administrator rights have been confirmed, via email, the Tournament Season Administrator (TSA) shall login to the secure Pointstreak link to create all the division names with proper period lengths and details within the tournament season.
 4. The TSA can contact Pointstreak Support (support@pointstreak.com) to import CAHA teams and players from other CAHA seasons to your new tournament season. Please outline which season, division and team and to which division the team will be placed.
 5. The TSA shall ensure all non CAHA teams and rosters are added to the divisions. The TSA may use the option of assigning a Team Administrator (under edit team options) who will get receive an email from the TSA informing them that have the access to update their team's roster and post games for which that team is the home team in the schedule.
 6. The TSA shall enter the tournament schedule through either the "edit div schedule" or Game Tools link. If there is a large tournament schedule, the TSA you may ask Pointstreak Support for a Schedule Import Template in Excel format. As long as this form is completed with proper team and rink names we will import the schedule to your new tournament season.
 7. Playoff games in the tournament. Use the Pointstreak Bracket Tool to create a bracket for the Quarter Finals, Semi Finals and Finals and schedule the games without teams. These brackets will need to be updated with the proper teams before the game is played to display properly. NOTE: If you have a different format between your regular and tournament playoff games (e.g. a shoot-out is only available in the finals) you will need to schedule with Pointstreak Support to adjust your options at the appropriate time during your tournament.
 8. Tournament games can be scored via terminals, laptop applications, and through Team Admin access (if it has been used in your setup).
- H. **Recording Games** – While not all member Teams will have the capability to score games online (real time), Pointstreak provides the capability to print off game sheets for scoring purposes, thus deleting the requirement for the 4-part CAHA Scoresheets used in the past. Games will be scored one of the following ways:
- In State League and Non-League Games Scored Using Pointstreak Online (Real Time) – The capability does not require use of a hard copy scoresheet. The game is scored real time, penalties are recorded as they occur, and the referees sign off electronically at the end of the game. Team Mangers will print off and maintain a copy of the scoresheet in their Manager's Book.
- In State League and Non-League Games Scored Using Pointstreak On a Laptop – The capability does not require the use of a hard copy scoresheet. The game is scored off-line, penalties are recorded as they occur, and the referees sign off electronically when at the end of the game. The Home Team Manager shall ensure the scoresheet is uploaded to Pointstreak within 5 hours of game completion. Team Mangers will print off and maintain a copy of the scoresheet in the Manager's Book.
- In State League and Non-League Games Scored Using Hard Copy Scoresheets –These games will be scheduled into Pointstreak well ahead of the actual game and the Home Team Manager shall log into Pointstreak and print a copy of the scoresheet which will serve as the hard copy score sheet. The game is scored using this hard copy scoresheet and the referees will sign off on the hard copy scoresheet. The Home Team Manager shall enter the scoresheet into Pointstreak within 24 hours of game completion. Team Mangers will print off and maintain a copy of the scoresheet in the Manager's Book.
- In State Tournaments Games Scored Using Pointstreak Online (Real Time) – The capability does not require the use of a hardcopy scoresheet. The TSA will schedule these games into Pointstreak before the games are played. The game is scored real time, penalties are recorded as they occur, and the referees sign off

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electronically when at the end of the game. Team Managers will print off and maintain a copy of the scoresheet in the Manager's Book.

In State Tournament Games Scored Using Hard Copy Scoresheets – The TSA will schedule these games into Pointstreak before the games are played. The Home Team Manager or Tournament Administrator shall log into Pointstreak and print a copy of the scoresheet which will serve as the hard copy scoresheet and be used during the game to record game statistics. The game is scored using the hard copy scoresheets and the referees will sign off on the hard copy scoresheet. The TSA is responsible for ensuring all game assessed and/or served during the tournament is recorded in Pointstreak within 24 hours of the game completion. The TSA shall ensure that all tournament games are entered into Pointstreak within 7 days of tournament completion.

- I. ***Game Day Responsibilities and Procedures*** – The following responsibilities and procedures apply for all of the scoring methods identified above.
 - a. Prior to the start of the game, the Head Coach is responsible for ensuring that all players listed on the Team Roster are eligible players. This can be accomplished by reviewing and initially on the hard copy scoresheet or by reviewing the team roster displayed on the terminal, PC, or laptop. Additionally, the Head Coach shall provide the scorekeeper the name and jersey number for the starting goalie.
 - b. The scorekeeper is responsible for ensuring that all game statistics are recorded correctly. The scorekeeper shall be identified in Pointstreak. If the 'default' scorekeeper is used, the scorekeeper's name shall be typed in the game notes.
 - c. The scorekeeper shall ensure the referees' names are identified on the hard copy scoresheet or in Pointstreak. If the 'default' referee is used when recording games in Pointstreak, the scorekeeper shall ensure the referees' names are entered in the game notes.
 - d. The scorekeeper shall notify the referee if any coaches and/or players are serving a game suspension. For hard copy scoresheets, the player's name, number and team shall be annotated on the scoresheet. Pointstreak will automatically record the player serving the suspension.
 - e. The referees shall review and sign the scoresheet at the end of the game. The referee shall sign the hard copy scoresheet or enter their referee number in Pointstreak to electronically sign the game sheet.
 - f. Games scored on hard copy scoresheets or offline shall be entered into Pointstreak within the timelines address above.
- J. ***Changing Pointstreak Stats*** – The preference is that no changes will be allowed in Pointstreak once a game has been closed. The location of Pointstreak terminals, PCs, and/or laptop along with rink ice schedule does not always allow the Head Coach an opportunity to review the scoresheet prior to the game being closed. Changes to the Pointstreak stats once a game has been closed may be allowed for the following as approved by the DAL-C, League System Administrator, or TSA.
 - a. The Team Manager, TSA, or League System Administration transposed the game stats from the hard copy scoresheet into Pointstreak. The original hard copy scoresheet must be provided to the appropriate administrator before the correct can be made.
 - b. Game misconduct was entered for the wrong player.

XIII. TEAM MANAGEMENT AND ASSOCIATION REGISTRAR

- A. Each Youth and Women/Girls National bound tournament team (Tier) shall have a team manager whose name, address and telephone number shall be indicated in the USA Hockey Team Registration/Roster. CAHA recommends that all registered teams have a team manager. The team manager shall be custodian of and responsible for all documents necessary for credential review prior to participation in invitational tournaments, playoffs and championships. Required documents shall include those listed in Regulation XIX. Rules and Regulations for State Playoffs, Section F.
- B. The CAHA Secretary will conduct a non-Tier Manager meeting prior to October 30th of the current season as required. Each Association or Independent Team is required to have one Association or Independent Team representative in attendance. Leagues that hold a mandatory Team Manager Meeting can satisfy this requirement by having the CAHA Secretary or designated representative provide the information during their scheduled Manager's Meeting. At the discretion of the CAHA Executive Committee, this Team Manager meeting may be held in conjunction with the Managers meeting for all Tier I and Tier II Teams.
- C. The CAHA will conduct a Managers meeting for all Tier Teams. Each Tier Team is required to have one representative in attendance. The meeting will be held after the Rocky Mountain District Meeting. The CAHA

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Secretary will communicate the time and place of the meeting to all Associations. Failure to have a representative present at the meeting will result in a fine of \$1000 to the Association.

- D. The Associate Registrar will conduct a registrar meeting for all Association Registrars with teams in the CCYHL in conjunction with the manager meeting for all tier teams. Failure to have a representative present at the meeting will result in a fine of \$1,000 to the Association.

XIV. HEAD COACH RESPONSIBILITIES

- A. The Head Coach or acting Head Coach of each Team shall be held responsible for the conduct of the members and Team officials of his/her Team both on and off the ice immediately before, during and after any CAHA sanctioned event during the time that the players and other Team members are under the immediate supervision of the Head Coach or acting Head Coach, including but not limited to team functions, practices, and Games. The Head Coach or acting Head Coach is responsible for the conduct of his/her Team in the locker room. The Head Coach or acting Head Coach of any Team member or Team official involved in any disruptive or unsportsmanlike incident may be called to account for the actions of any such Team member or Team official and may be subject to disciplinary measures as determined by the appropriate Disciplinary Committee.
1. This responsibility shall specifically include any action by any Team member or Team official that results in damage to any ice arena facility.
 2. This responsibility shall be interpreted to mean possible financial responsibility to pay for any such damages unless otherwise assumed by the Association for which the Head Coach or acting Head Coach is registered.
 3. In the event of any such damage that is reasonably verified by the CAHA through proper authorities, the Team and every member and Team official of the Team, to which the person causing any such damage may be immediately suspended from participating in any CAHA sanctioned Game as determined by the CAHA Disciplinary Committee. Any person found to have caused such damage shall be subject to pay the reasonable costs of repairing any such damage before their Team and any member of their Team is allowed to resume play in the Regular Season, Spring/Summer Season or successive seasons.
- B. The Head Coach or acting Head Coach of each Team shall ensure that all coaches on the bench are certified at the appropriate level after December 31st of the current season.
- C. The Head Coach or acting Head Coach of each Team shall ensure that all members of their Team are registered with USA Hockey prior to participation in any Games, non-League Games or tournaments. Failure to comply with this rule will result in a \$1000.00 fine to the appropriate Association or independent Team.

XV. SPECTATOR CONDUCT

- A. CAHA holds each member Team, League and Association responsible for policing the conduct of the coaches, players, spectators and parents at USA Hockey sanctioned events to include Games and practices. If the member Team, League or Association fails to act, CAHA reserves the right to have any person who causes a disturbance removed from the playing area and to impose such sanctions as is deemed advisable by the appropriate Vice President and/or Suspension/Appeals Committee.
- B. Each Association is required to implement a CAHA sanction and approved Parent Education Program prior to October 1st of the upcoming season. Association Presidents or their designee will be responsible for ascertaining compliance by the Associations' Membership with the goal of 100% compliance.
- C. Anyone who uses profanity, throws objects onto the ice, or is abusive towards any player, official or spectator shall be subject to immediate ejection from the premises.
- D. If a parent refuses to abide by a written request or ruling of the Suspension/Appeals Committee, then the player of that parent may be barred from competition if the ruling involves discipline against the player.

XVI. TRAVEL PERMITS

- A. Travel within the United States - All Registered Team Members who desire to travel outside of Colorado for competition or tournaments must first obtain a approved CAHA Travel Permit form the CAHA Secretary. Travel permits are not required for Colorado Teams traveling outside of the state for a CAHA Member League Game. Tier I Teams that participate in other League Play outside of Colorado are required to obtain an

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approved Travel Permit prior to travel. Tier I Teams may list all League Play events on one Travel Permit. The required CAHA Travel Permit Form (Travel Permit US xx-xx) can be accessed via the CAHA website. Members shall complete all the information required and submit the Travel Permit information to the CAHA Secretary by selecting the 'Submit by Email' option. Members are also encouraged to obtain a copy of the Travel Permit for their records by selecting the 'Print' option. The CAHA Secretary shall ensure that the Registered Member Team is a member in good standing of the CAHA, will be competing against USA Hockey Registered Teams and/or in USA Hockey Sanctioned Tournaments before approving a CAHA Travel Permit. A valid sanction number is required for all Tournament travel except for Minnesota. The CAHA Secretary shall verify that the Minnesota tournament is a USA Hockey sanctioned event prior to approving the Travel Permit. The CAHA Secretary shall email the approved/disapproved Travel Permit to the requesting member. Travel permits must be submitted to the CAHA Secretary via email at least 15 days in advance of departure.

- B. Travel to Canada - All Registered Team Members desiring to travel to Canada for competition or tournaments must obtain a USA Hockey Travel Permit. Teams must contact the appropriate USA Hockey Associate Registrar for Colorado to obtain the USA Hockey Travel Permits to Canada. Travel permits must be submitted at least 30 days in advance of departure.
- C. Travel to All Other Countries - All Registered Team Members desiring to travel to countries other than Canada for competition or tournaments must apply for an International Competition Permit from USA Hockey in addition to the CAHA Travel Permit. An International Competition Application form must be obtained by contacting the USA Hockey Associate Registrar for Colorado and submitting it at least 90 days in advance of departure

XVII. INVITATIONAL TOURNAMENTS

- A. Definition of Tournament - Competition, other than normally scheduled League or exhibition Games, where two or more legally registered Teams compete in the same subcontracted arenas within a specified time frame and where tournament fees are channeled to a specified person, organization or location for the purpose of declaring a champion. Gatherings consisting of more than four Teams, except Association exchanges, are responsible for those fees required by tournaments even though there are no winners declared.
- B. All invitational tournaments must declare their age and division classifications before accepting entries from Teams.
- C. All invitational tournaments held in Colorado must secure a sanction number from the CAHA before any tournament fees may be collected. This may be accomplished by sending the following to the CAHA Secretary at least three weeks prior to the start date of the tournament:
 - 1. Completed USA Hockey Invitational Tournament Application (4 part form). Forms can be requested through the CAHA Secretary.
 - 2. Completed CAHA Tournament Application Form that can be downloaded from the CAHA website.
 - 3. A copy of the tournament rules and regulations. The rules and regulations must address all of the areas identified on the CAHA Tournament Application Form.
 - 4. \$25 sanctions fee payable to CAHA.
 - 5. Appropriate sanction fee payable to USA Hockey. USA Hockey sanction fees are identified on the USA Hockey Invitational Tournament Application.
 - 6. Incomplete tournament application packages cannot be processed.
- D. The CAHA Secretary shall do the following:
 - 1. Review the tournament application package and forward approved tournament applications, tournament rules and regulations, and the USA Hockey sanction fee to the Rocky Mountain District (RMD) Registrar within three business days.
 - 2. Post the tournament information on the CAHA website with the sanction number pending.
 - 3. Upon receipt of the approved tournament application from the RMD Registrar, post the sanction number on the CAHA website and send the Applicant copy of the tournament application and Scoresheet (if required) to the sponsoring organization's tournament director identified on the application.
- E. USA Hockey and IIHF registered and approved Teams are allowed to enter a CAHA sanction invitational tournament.

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- F. Any registered Team or registered player participating in a non-sanctioned Tournament may be declared ineligible for State, District, and National playoffs during the season of such violation. It is the responsibility of the Team officials to insure that the tournament has secured a sanction, and to record the sanction number before entering any invitational tournament.
- G. Programs, which fail to register all of their member Teams, may not be eligible to receive sanctions for any invitational tournaments.
- H. All Invitational Tournament pairings and Game times must be posted in all arenas in which any of the Games are being played before the start of the first Game of the tournament. Any Team participating in Canadian Tournaments must complete the Canadian Tournament Application form and submit it to the Colorado Associate Registrar.
- I. Any Team which enters a tournament and which fails to appear on time for a scheduled Game or any Team (CAHA registered or otherwise) who fails to provide a valid roster (signed and sealed by their appropriate USA Hockey Registrar) to the Tournament Director prior to the first Game of the tournament will be subject to:
 - 1. Forfeit all of its tournament Games as determined by the Tournament Director.
 - 2. Pay for all expenses, including but not limited to Referee fees and ice costs for each forfeited Game.
 - 3. Denied entry in any Colorado tournaments for the remainder of the season and any approved travel permits will be rescinded.
- J. ALL CAHA League, Association, or Independent Team are required to follow the tournament rules and regulations filed with the Tournament Application. Failure to follow the tournament rules and regulations as stated may result in the denial of future tournament sanctions by the CAHA.

XVIII. ELIGIBILITY FOR DISTRICT AND STATE PLAYOFFS

- A. To be eligible to enter State playoffs, only Teams properly registered in Colorado and conforming to all USA Hockey and CAHA Age Classification, Division Classification and Registration Rules and Regulations are eligible to enter CAHA State Play-offs.
- B. Each Tier I or Tier II Team must be properly registered as a Tier I or Tier II Team by October 15th of the current playing season to be eligible to compete in CAHA State Playoffs.
- C. All Tier I and Tier II Teams are eligible for State Playoffs. The CAHA Executive Committee being the governing body for Colorado shall have and exercise general control and authority over the affairs of the Affiliate. The method for selection of eligible Teams as candidates for State playoffs shall be determined by the CAHA. The CAHA will make determination on the selection process for the current season by November 1 of the current season and make notification in writing to the eligible Teams and/or Associations about such process. No notification is required if the selection process remains the same as the previous season and shall be considered as an established practice for the current season. A written copy of the selection process shall be kept on file with the CAHA Secretary.
- D. Each Team must have competed in twenty (20) Games in its Division Classification on or before the CAHA State Playoffs, except for Girls Classification Teams, which must play at least fourteen (14) Games in their classification before the CAHA State Playoffs.
- E. Each player must have competed in ten (10) Games while being a properly registered member of that Team in that Division Classification prior to the CAHA State Playoffs.
- F. CAHA State Playoffs will not be used to meet to meet the youth 20/10 or girls 14/10 game rule for the Rocky Mountain District Playoffs.
- G. The respective State Playoff Committee may grant exceptions to the Team and/or Game requirement in compliance with USA Hockey rules and regulations.
- H. All players must be active players on the Team they are registered with at the time of the State Playoffs, except in the case of an injured player.

XIX. RULES AND REGULATIONS FOR STATE PLAYOFFS

- A. The State Playoffs shall be under the supervision and control of the respective State Playoff Committee (Youth Recreational, Youth Tier, Adult, Women/Girls) who shall be the final authority.
- B. Each League will conduct Playoffs to determine the entry into the State Playoffs.

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- C. Notification of intent to enter:
 - 1. Each Association and independent Team must notify their appropriate CAHA VP in writing of their intent to enter the State Playoffs no later than September 1st of the current playing season.
 - 2. Each Team in the Tier I or Tier II classification must signify their intention of entering the State Playoffs no later than September 1st to the VP of Tier.
 - 3. Women/Girls Teams must signify their intention of entering the State Playoffs, in writing, no later than September 1st, to the CAHA VP of Women/Girls.
- D. If a Team, which has committed to enter the State Playoffs, fails to participate in those playoffs, the respective State Playoff Committee may suspend the Team officials and players for a maximum of one year.
- E. League Playoffs must be completed by the weekend prior to the beginning of the CAHA State Playoffs and notification of winners for each classification sent to the appropriate CAHA Vice-President, Youth Tier, Youth Recreational, or Women/Girls.
- F. Credentials Committee - Each Team entering the State Playoffs is required to furnish to the Credentials Committee the following items:
 - 1. Team Roster Form (1-T) (certified copy by the USA Hockey Associate Registrar) Certified Team Registration/Roster (1-T), which has been approved (signed) by the USA Hockey Associate Registrar and the USA Hockey District Registrar (for tier teams only) no later than December 31st of the hockey season.
 - 2. Copy of government issued birth certificate, or, if birth certificate is not available, copy of a Passport ID page for each rostered player. Acceptable proof of age shall consist of a readable copy of a player's government issued birth certificate. A U.S. Military record of birth will be acceptable in lieu of a birth certificate for players born of parent(s) in the U.S. Military. An affidavit sworn to before an Officer of the Court may be used only in those circumstances where a birth certificate or U.S. Military record of birth is not available.
 - 3. Non-US citizens must provide proof of legal residency and proof of release and transfer from home country ice hockey federation.
 - 4. USA HOCKEY Consent To Treat Form for all players, coaches and managers.
 - 5. Completed Credential Verification Form.
 - 6. Sanctioned Game Scoresheets to verify compliance with the minimum number of Games for eligibility rule for each rostered player and team.
 - 7. Copy of the front and back of Coaching Education Program certification cards for all coaches
 - 8. Signed Waiver of Liability Release, Assumption of Risk & Indemnifying Agreement for all players, coaches and managers. NOT required if electronically rostered.
 - 9. Completed Code of Conduct form for each player, coach, and manager.
- G. Substitute Goalkeepers - A Team may pick up a substitute goalie from within its own Association or if it does not already have a spare goalie registered. The substitute goalie must be registered in the current season on a Team of equal or lower age classification and equal or lower Team classification. A substitute goalie, under such circumstances, may be used only in case of injury to the regular goalie. If a Team elects this method for a substitute goalie, the Team may have only 19 players registered at any time so as not to exceed the maximum number of players allowed.
- H. A Team forfeiting a State Playoff Game will be required to pay for all expenses, including, but not limited to all referees fees and all ice costs for each forfeited Game. The appropriate State Playoff Committee may impose further penalties within its discretion. In the event of exceptional circumstances, the forfeit(s) may be appealed to the State Playoff Committee Chairperson and two other members of the CAHA Board of Directors and the Game(s) may be ordered replayed if the appeal is upheld.
- I. Protests - Protests on all matters other than playing rules and/or referees judgment must be filed with the State Playoff Tournament Director in writing no later than one hour after completion of the Game involved. Written protests must contain all the facts and must be accompanied by a protest fee of \$100.00, which will be returned if the protest is upheld. Officials must be notified at the time of protest so that it may be announced to all officials and the public. (The fee will be forfeited if protest is turned down.)
- J. Referees - All playoff Games must be officiated, by registered referees in good standing with CIHRA and CAHA.

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- K. Discipline - Any player or Team official receiving a Game(s) suspension during the State Playoffs (Game misconduct, etc.) must serve the suspension during the next Game(s) of that State Playoff. Suspensions not served to completion during the State Playoffs will be carried over to the Rocky Mountain District Playoff Games. If the Team does not advance directly to the Rocky Mountain District Playoff because it is given a direct slot in the National Playoffs the suspension will be served during the first Game of the National Playoffs. Note: The suspended player/Team official must serve Game suspension(s) in the next prescheduled Game(s) of that Team and the next Playoff Game(s) should they not coincide.
- L. Authority of CAHA Tournament Directors and Referees - In all State playoffs the qualified and designated referees shall have sole authority of and responsibility for the enforcement and interpretation of the playing rules on the ice except as provided herein. The CAHA shall have authority and responsibility for all off ice rules and regulations enforcement. The State Tournament Director shall have the authority, with the advice of the referee, to terminate play, determine resurfacing as set forth in these rules, and to decide if a Game must be replayed and the manner of replay.
- M. Requirements of the Host Association.
1. An established program which fails to register all of its member Teams, may be declared as ineligible to be designated as the Host for any State Playoffs.
 2. A Host Association that does not abide by all of the Playoff rules will be subject to the loss of hosting State Playoffs for two (2) years.
 3. The Youth Recreational and Youth Tier State Playoff Committees shall determine the location, format and host for their respective State Playoffs.
 4. The Host Association shall provide competent timekeeper, scorekeeper, public address announcer, and two (2) mature penalty box attendants for each Game.
 5. The Host Association will provide large up to date standings board.
 6. Each player will be introduced before the championship Game.
- N. Playing Rules - All USA Hockey Playing Rules shall prevail.
- O. Uniform Colors - The Home Team shall wear Light/White jerseys. The Visiting Team shall wear Dark/Colored jerseys in all Games. No "third jerseys" will be allowed. The higher seeded Team will be the home Team. The Tournament Director will handle all disputes. Each Team entered in the State Playoffs must be fully uniformed with all players having jerseys of the same color. All players must have a number on their jersey per USA Hockey rules governing Uniforms.
- P. Time between Games - In all State Playoffs held in Colorado, the number of Games played by any player or Team on one day shall not be more than two, with a minimum of four hours between the finish of the first Game and the start of the second, and twelve hours between Games played on consecutive days.
- Q. Forfeits
1. A Team that has committed to enter the State Playoffs and fails to participate in those playoffs shall have its Team, Team officials and players subject to suspension for a maximum of one year by the respective State Playoff Committee.
 2. Any Team which fails to appear for a scheduled Game of the State Playoff shall be subject to the following:
 - a. Forfeit all of tournament Games as determined by the Tournament Director.
 - b. Pay for all expenses, including but not limited to Referee fees and ice costs for each forfeited Game.
 - c. Denied entry or participation in any further playoff tournaments.
 3. The State Playoff Committee may impose further penalties within its discretion.
 4. In the event of exceptional circumstances, the forfeit(s) may be appealed to the State Playoff Committee Chairperson and two other members of the CAHA Board of Directors and the Game(s) may be ordered replayed if the appeal is upheld.
- R. Time of Periods - Length of periods and time of penalties.

Youth 18 or Under: Tier I & Tier II	3 – 17 Minute stop clock
Youth 14 or Under: Tier I & Tier II	3 – 16 Minute stop clock
Youth 18 or Under (non-Tier)	3 – 15 Minute stop clock
Girls 19 or Under	3 – 15 Minute stop clock

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Girls 16 or Under	3 – 15 Minute stop clock
Girls 14 or Under	3 – 12 Minute stop clock

- S. Resurfacing - For all Tier I and Tier II Pee Wee (12 and Under) and above Youth Classifications the ice shall be resurfaced before the start of each Game and at least every two periods. In all other classifications, the ice will be resurfaced, at a minimum, before each Game or every two periods.
- T. Overtime - All Divisions except PeeWee, Bantam and Midget Tier I & Tier II
1. No overtime is to be played in round-robin Games.
 2. In case of a tie Game at the end of regular play in elimination round games (e.g. Quarterfinal, semifinal or final) and in games where the ice is resurfaced every two [2] periods, Teams will be allowed a (three) 3-minute rest period, Teams will not change ends, and the first overtime period shall start. If the Game is still tied after the first overtime period, the ice will be resurfaced Teams shall not change ends and the second overtime period shall start. This format shall continue until a winner has been determined.
 3. In case of a tie Game at the end of regular play in elimination round games (e.g. Quarterfinal, semifinal or final) where the ice is resurfaced after each Game and prior to the start of Overtime periods, Teams shall not change ends and the first overtime period shall start. Teams shall not change ends for the second and third overtime periods. If the Game is still tied after three (3) over time periods, the ice shall be resurfaced, Teams shall not change ends and the fourth overtime period shall start. This format shall continue until a winner has been determined.
 4. All Overtime periods shall be 10-minute, stop-clock, and sudden death format.
- U. Overtime - PeeWee, Bantam and Midget Tier I & Tier II Divisions
1. Round-Robin Games - One (1) ten-minute sudden death overtime period will be played.
 - a. At the completion of the third period, Teams will receive a three -minute rest period (no resurface).
 - b. The Teams shall not switch ends.
 - c. If the score is tied at the end of the sudden death overtime period, each Team will receive one point in the standings.
 - d. If a goal is scored in the sudden death overtime period, the Team scoring the goal will receive two points and the losing Team will receive one point.
 2. Championship Round Games - The Game shall be continued to determine a winner.
 3. Ice-Makes - Ice-makes will be determined per the rules of regulation periods.
 - a. If there is an ice-make prior to each period during regulation, then there shall be an ice-make prior to every OT period.
 - b. If there was an ice-make after the second period, then the first OT will be played with no ice-make, but there will be a three (3) minute rest period.
 - c. If still tied after the first OT, then an ice-make will happen and subsequently happen on an every 2nd period basis thereafter as needed.
 4. Clock time will be the same as the regulation period clock.
 5. Sudden death rules apply in all OT periods.
- V. Referees - The Colorado Supervisor of Officials shall appoint a Referee-in-Chief for all State Playoff Games and will pay only their travel and lodging expenses. The CAHA shall pay referee fees for all State Playoffs for which a fee is collected. Referee fees shall be negotiated prior to the playoffs by the appropriate State Playoff Committee and CAHA Supervisor of Officials 30 days prior to the State Playoffs being conducted. All Playoff Games must be officiated by referees that hold at least a Level-3 classification.
- W. Discipline Committee
1. The Discipline Committee shall be composed of three (3) people appointed prior to the first Game. It shall consist of the Tournament Chairman, CAHA Suspension/Appeals Committee Chairman and one CAHA Director-at-Large a appointed by the Tournament Director. No two members shall come from the same Association.
 2. The Discipline Committee shall be responsible for deciding any actions suspensions, or otherwise to be taken against a player or Team official receiving a match penalty or Game misconduct.

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3. The Discipline Committee shall have full power to waive suspensions imposed. No player or Team official shall be suspended from participation in the remaining Games unless he/she has appeared before the Discipline Committee and been given the opportunity to relate his/her version of the incident. (Note: Per USA Hockey rules, the suspension of the Head Coach for 15 penalties in a Game cannot be waived.)
 4. Any player or Team official receiving a Game(s) suspension during the State Playoffs (Game misconduct, etc.) which is upheld by the Discipline Committee must serve the suspension during the next Game(s) of that State Playoff. Suspensions not served to completion during the State Playoffs will be carried over to the District Tournament.
- X. Entry Fee - All participants are required to pay an entry fee to be determined by the appropriate State Playoff Committee.
- Y. Awards - The CAHA will provide State Champion Banners, Runner-up Banners and individual awards for all State Playoffs for which an entry fee is collected.

XX. POST SEASON AND SUMMER LEAGUES

- A. The following is applicable to those Associations that promote post-season and summer Leagues under the USA Hockey umbrella. Any post-season and/or summer League that does not abide by the CAHA sanction policies shall not be covered under USA Hockey.
- B. All post-season and summer Leagues and conditioning programs must be sanctioned by CAHA. To host a post-season, summer League or conditioning program in which officiated Games are played, written application must be made in advance of the event. The sanction fee for Leagues is \$20.00. It is a condition of sanction that all players, referees and Team officials be registered with USA Hockey prior to the start of League play.
- C. All Teams in post-season and summer Leagues must complete an USA Hockey Team Membership Form, Team Roster Form, and an Individual Membership Registration Form for each player (if not registered prior to post season). The completed USA Hockey registration forms along with the USA Hockey/CAHA registration fees are to be submitted to the Associate Registrar prior to the start of any Games.
- D. All sanctioned post-season and summer Leagues must use the current playing rules of USA Hockey/CAHA.

XXI. REFEREE: DUTIES, RESPONSIBILITIES, & SUSPENSIONS

- A. It is the responsibility of the local USA Hockey State supervisor of Officials for Colorado to insure that all referees used have been duly registered.
- B. All Scoresheets must be signed by, the referees who officiate the Game.
- C. Referees must report all match penalties as defined in section XXIII, Suspensions.
- D. The CAHA shall have the authority to cancel assignments up to a maximum of five (5) Games and the Affiliate Association Committee shall have the power to cancel assignments for more than five (5) Games in cases where an official registered with USA Hockey officiates a Game(s) between Teams that are not registered with USA Hockey.
- E. The State Supervisor of Officials for the CAHA, or his designate, shall schedule referees for the CAHA State Playoffs.
- F. Referees who referee Games of non-registered or outlaw Teams without the written permission of the State Supervisor of Officials may not referee Games in the CAHA for the current season.

XXII. SUSPENSIONS (Players, Team Officials, Leagues, or Others)

- A. Match Penalty Reporting -The Referees, and Coach or Manager must report all match penalties.
 1. Referee must report the Match Penalty within 24 hours following the incident by phone to the State Supervisor of officials where the affected player or Team official is registered.
 2. Referee must also complete the "Official Game Report" form and email this report to the State Supervisor of Officials or their designee within 48 hours of the incident. The State Supervisor of Officials or their designee will review/approve the report and forward it to the CAHA Disciplinary Committee Chairperson and the CAHA Secretary/Treasurer.

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3. Coach or Managers must report the penalty to the appropriate League and/or Association as defined the League and/or Association rules and regulations.
 4. The reporting referee shall personally attend or be represented at any hearing held concerning the penalty. Failure to comply may result in disciplinary action
 5. Violations of these rules may result in the suspension of the offending player, Team official, or referee.
- B. Any Team that leaves the ice during the Game in dispute of a registered referee's decision shall forfeit the Game by a 1-0 score (regardless of the score at the time). The coach of the Team leaving the ice, shall be assessed a match penalty and be subject to a recommended suspension of not less than one year.
- C. A player or Team official receiving a match penalty is automatically suspended from all USA Hockey and team activities until the CAHA Suspension/Appeals Committee holds a hearing. The CAHA Suspension/Appeals Committee shall schedule hearings within 30 days of receipt of the Official Game Report.
- D. A coach or manager who upon the findings of the CAHA Suspension/Appeals Committee allowed the participation of an ineligible player or coach in any Game, practice, or team function shall be subject to a recommended suspension of not less than one year.
- E. An Association or Independent Team who upon the findings of the CAHA Suspension/Appeals Committee allowed the participation of an ineligible player or coach in any Game, practice, or team function shall be subject to a fine of up to \$1,000.00.
- F. A player or coach upon the findings of the CAHA Suspension/Appeals Committee who participated in a Game as an ineligible player or coach is subject to suspension for not less than (sixty) 60-days, in addition to the original suspension if any.
- G. No coach, manager, or other Team official, connected with a registered Team may directly or indirectly entice, influence or contact a player rostered on a registered Team, prior to the end of the current season, without the written approval of the Association, coach and/or manager of that Team. Violation of this rule will result in a recommended suspension of not less than one year.
- H. If, as a result of a hearing, the allegation of deliberate assault on a Game official (referee, linesman, official scorekeepers, Game timekeepers, penalty timekeepers, goal judges, statisticians, and public address announcers) is sustained, the player or Team official shall be suspended for a minimum period of one (1) year as required by USA Hockey, followed by probation for a period to be determined by the CAHA Suspension/Appeals Committee.
- I. All complaints of vandalism or destruction of public or private property by any player or Team staff member shall be referred to the CAHA Disciplinary Committee for disposition. If the CAHA Disciplinary Committee finds that such vandalism or destruction was caused, it shall have the power to suspend players for a recommended minimum of one (1) year and staff members of the Team for a recommended minimum of five (5) years. The CAHA Disciplinary Committee may, as a condition precedent to reinstatement of a player or staff member, require him or her to make reasonable restitution to the damaged property owner.
- J. When a player, coach or manager receives a Game suspension(s), he/she shall not be eligible to participate until the completion of the next published (example – Pointstreak) league or tournament Game(s) that were already on the schedule of that Team before the incident occurred. For example, if the Game suspension was received on November 1st and the next scheduled Game (league or tournament) is on November 15th; the player, coach, or manager that received the Game suspension shall not be able to participate in any game until after the November 15th game has been completed.
- K. When a player is ejected for receiving a second major penalty in a Game, he/she shall be suspended for the next two *previously scheduled* Games (see paragraph J above).
- L. The head coach of any Team accumulating fifteen (15) or more penalties during the same Game, will automatically be suspended for the next Game his/her Team plays (USA Hockey - 404 misconduct penalties). If the head coach is not present at all during the Game in which the Team accumulates the fifteen (15) or more penalties, the person on the bench responsible for the Team (i.e. who signed the Scoresheet prior to the start of the Game) will be assessed the suspension.
- M. A player who receives a Game misconduct penalty will be suspended for one Game. Upon receipt of a Game misconduct, the player must immediately proceed to the locker room and either: remain in the locker room for the balance of the Game, or dress and leave the arena premises.

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- N. Any player who receives five (5) penalties during the same Game shall receive a Game misconduct penalty with the suspension to be determined by the subsequent Game misconduct rule - #404.15.
- O. Any CAHA registered youth or girls' division player playing in a game who receives a Game Misconduct Penalty for violation of Rule 613 (Fisticuffs/Fighting) will receive the following suspension:
 - 1. For the first offense the player will be suspended from the next previously scheduled game.
 - 2. For the second offense the player will be suspended from the next 3 previously scheduled games.
 - 3. For the third offense the player will be suspended for 30 days or until the next CAHA Disciplinary Committee hearing at which the remainder of the suspension will be determined.
- P. Any CAHA registered youth or girls division player playing in a game who receives a Game Misconduct Penalty for violation of Rule 601 (Abuse of Officials) while playing against any team during a League, non-League, tournament, or playoff Game, or any coach or team official who is assessed a Game Misconduct Penalty for violation of Rule 601 (Abuse of Officials, sections a, e1-3, f1-2 or i1-3) shall receive the following suspension:
 - 1. For the first offense the player will be suspended from the next three previously scheduled Games.
 - 2. For the second offense the player will be suspended from the next five previously scheduled Games.
 - 3. For the third offense the player will be suspended for the remainder of the current season, to include but not limited to playoffs and State, District, and National Evaluation Camps.
- Q. For violations of rule 613 while playing against a non-CAHA registered team, whether in or out of state, USA Hockey game suspension rules shall apply.
- R. Abusive or threatening words or action toward any Officer, Director, appointed Officer or Game Official of this Association shall be considered ungentlemanly conduct and the CAHA Suspension Appeals Committee shall have the power to suspend such person(s) after conducting a hearing on such matter.
- S. The CAHA Suspension/Appeals Committee shall act on all matters of suspension concerning players or Team officials registered in Colorado in the current season, post season or, if between seasons.
- T. In the Adult Division, hearings on match penalties shall be conducted in the Association in which the penalty was called. Upon receipt of notification of an incident involving possible or automatic suspension under these Rules or the USA Hockey playing rules for match penalties, a hearing shall be held in accordance with the rules of USA Hockey regarding suspensions and appeals. NOTE: For the purposes of this Paragraph all "Amateur hockey activities" shall include coaching, playing, refereeing and minor officiating at Games or practices.
- U. In order to preserve as far as possible the integrity of Amateur hockey, any recourse to the courts or legal action by a member or individual before all of the rights of the Constitution, By-Laws and Rules and Regulations of this Association shall have been exhausted, shall be ungentlemanly conduct entailing the immediate suspension and disqualification of any member or individual.
- V. The Executive Committee shall act as the Disciplinary Authority to hear all matters of alleged misconduct or improper actions on the part of any Officer or Director of the CAHA. A finding of misconduct or improper action must be supported by five (5) or more votes of the Disciplinary Authority. The decision of the Disciplinary Authority may be appealed by notifying the CAHA President in writing. All appeals must be mailed to the register office of CAHA. See the USA Hockey Annual Guide for appeals procedure. The committee hearing an appeal of any decision of the Disciplinary Authority will consist of at least 5 CAHA members not involved.
- W. Any disciplinary circumstance not elsewhere covered in these rules, will be assigned to the CAHA Suspension/Appeals Committee for a hearing.
- X. Any suspension imposed as a result of a hearing may be appealed. See USA Hockey Annual Guide Book and Official Playing Rules for time guidelines.

XXIII. HAT TRICK, ZERO (Shutout) AND PLAYMAKER AWARDS

Hat Trick, Zero (Shutout) and Playmaker awards will be awarded to those who earn them in the regular season or State Playoff Games and National Tournaments, providing the roster of the Team has been registered with the USA Hockey Associate Registrar. A copy of the Game score sheet must be submitted to the appropriate USA Hockey Associate Registrar. Scoresheets will be returned by request. There is a limit of one of each award per player per season.

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XXIV. CAHA SCREENING POLICY

- A. It is the policy of CAHA that any volunteer or employee who has routine access to children under the age of majority shall register online with CAHA and consent to be screened. Anyone who refuses to consent to be screened by CAHA will be denied the opportunity to participate in any CAHA sanctioned programs. This policy includes coaches, referees, CAHA personnel, Association personnel, League personnel; 18 years and older that comes in contact with minors within any CAHA program and those persons who billet on a continuing basis. A person may be disqualified and prohibited from serving as a volunteer or employee of CAHA if the person has:
1. Been convicted (including crimes the record of which has been expunged and pleas of “no contest”) of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child’s death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes, controlled substance crimes or misappropriation of funds. For purposes of this policy, controlled substances shall include “mood altering substances” as shown below:
 - a. Intoxicating beverages, including, but not limited to, alcohol.
 - b. Non-prescription or prescribed controlled substances.
 - c. Prescription or prescribed controlled substances when used to an excess in violation of doctor’s orders, or to produce the state of intoxication in the in the participant.
 2. Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
 3. Been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection;
 4. Had their parental rights terminated;
 5. A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
 6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors.
 7. Has a history of other behavior that indicates they may be a danger to children in CAHA
- B. It shall be the obligation of each Team Manager that billets players on a continuing basis to provide the names, phone numbers, and addresses to the CAHA Secretary as soon as a player is in the care of the billet family. Team Managers are required to provide updated information on billet players as necessary when a player moves.
- C. Definitions Of Abuse
1. Sexual Abuse - Sexual abuse is when the perpetrator touches a child for the sexual arousal or gratification of either the perpetrator or the child or when a child touches the perpetrator at the perpetrator’s request or with his/her consent such as but not limited to touching a child’s intimate body parts, touching the clothing over a child’s intimate body parts, fondling, oral, genital or anal penetration (including kissing), intercourse, rape, having a child touch the perpetrator’s intimate body parts. Sexual abuse is also any charge brought by governmental authority for solicitation on the Internet, or other electronic or telephone devices, of a minor(s) for purposes of sex (an illegal or immoral act).
 2. Physical Abuse - Physical abuse is physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury or having physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury, including but not limited to hitting, swatting, twisting limbs, kicking, striking with an object, biting, poking, pushing or shoving or forcing the victim into a barrier.
- D. Each coach, assistant coach, manager, referee, instructor, minor official and officers of all Associations shall execute an application and authorization and release of liability form authorizing the Abuse Prevention Committee to obtain criminal history records from any governmental unit. The executed application shall be processed at the time the coach, assistant coach, manager, referee, and/or officer registers online with CAHA.
- E. The CAHA Executive Committee will contract with a Screening Service Agency and Attorney to represent CAHA in connection with the CAHA screening process.

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- F. Screening applications will be submitted to the Screening Service Agency and/or Attorney of Record of the current playing season. Starting with the 2007-2008 Season, an Association that rosters a coach who has not registered online with CAHA is not considered properly registered. Any Association who allows a coach to engage in a practice or Game prior to the coach's application being properly submitted for screening will be assessed a \$250 fine for the first violation. Subsequent violations of the USA Hockey Screening policy will be handled on a case, by case basis by the CAHA Executive Committee and may include additional fines and/or suspensions.
- G. If upon review of the criminal record of an individual by the Attorney of Record, there appear any of the crimes set forth in the abuse prevention policy, or misdemeanor convictions having a sexual nature, the Attorney notify the participant in writing, of the potentially disqualifying information and advise the participant of the timeframe he/she shall have to respond to the disqualifying information. The Attorney of Record will correspond directly with the participant on these issues. The proceedings shall be conducted with utmost confidentiality for the protection of the accused participant. If the issues are resolved, no further action will be taken. If the issues are not resolved, the Attorney of Record will notify the participant of their immediate suspension. A notice of the participant's immediate suspension will be sent to the appropriate Association, CAHA and USA Hockey.

XXV. ONLINE REGISTRATION (Coaches, Managers, Refs, Board Members, Billet Parents)

- A. All Coaches, Team Managers, Referees, and Billet Parents 18 years and older are required to register online with CAHA. Additionally, Board Members 18 years and older that have direct contact with youth players must also register online with CAHA.
- B. Any coach, assistant coach, manager, referee, instructor, official or officer of an Association over the age of 18 who shall become engaged after the start of the season shall immediately register online with CAHA
- C. No coach, assistant coach, manager, referee, instructor, official or officer over the age of 18 of an Association shall participate in CAHA activities unless he/she has registered online with CAHA
- D. Completing the online registration is authorization for CAHA to run a background check in accordance with CAHA and USA Hockey screening procedures.
- E. CAHA shall ensure that the online registration program employs encryption security and the functional access capabilities are in place to safeguard the information.
 - 1. Affiliate access capabilities will be restricted to the CAHA Database Administrator (DBA). The CAHA Executive Committee will appoint the DBA.
 - 2. Individual account numbers and passwords will be used to restrict access. The account number and password shall be required to view and/or modify the personal data.
- F. CAHA shall protect all information obtained as a result of the authorization for background checks.
 - 1. CAHA and/or its agents and employees shall not furnish, share, transfer, provide or in any way allow any of the information obtained through the background check to be given or transmitted to any outside person, entity, organization and/or group.
 - 2. The authorization given by the coach, assistant coach, manager, referee, instructor, official, or officer of an association, for a background check through the registration process shall automatically expire at the end of the playing season for which the registration was made.
- G. CAHA may implement the following capabilities:
 - 1. Online registration for League, Associate, and Independent Team board members to keep an accurate point of contact list and submission of background checks.
 - 2. Online registration for all Colorado Coaches (including assistant coaches) to track Coaching Certification Program levels and submission of background checks.
 - 3. Online registration for Team Managers to provide CAHA a direct line of communication and submission of background checks.
 - 4. Online registration for Colorado Referees to track certification levels and submission of background checks.

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5. 'Targeted' mass email and broadcast messaging capabilities that send emails, events, and notifications. CAHA will be able to send information to specific roles (coach, team manager, etc.) to keep everyone abreast of deadlines, upcoming events and other important information.