

# Colorado Sled Hockey

## Policies and Procedures 2019-20

As of September 4, 2019; may be amended or updated at anytime



### Safety

- Review the *CSH Policies and Procedures SafeSport Handbook* regarding our SafeSport practices. Coaches and managers participate in SafeSport's training on the awareness and management of the following topics: sexual abuse, physical abuse, emotional abuse, substance abuse, bullying, threats, harassment, hazing, locker room safety, social media abuse/misconduct, and travel. There is a free parents program available, too. Coaches maintain awareness on these issues throughout the season.
- If you have any concerns about the above or other topics, please contact any trusted coach or board member (or law enforcement officials for suspicions or allegations of physical or sexual abuse).
- For violations of Colorado Sled Hockey (CSH), Colorado Amateur Hockey Association (CAHA), or USA Hockey policies, disciplinary action may be taken by CSH, CAHA, or USA Hockey against any board member, coach, manager, volunteer, athlete, or parent of Colorado Sled Hockey, up to and including fines and/or suspension from the program.
  - At the discretion of the board, an athlete reported to have violated a SafeSport and/or player Code of Conduct infraction may be ineligible to participate in any club activities until resolution of the disciplinary process.
- Concussion prevention and awareness is also of utmost importance. Coaches, managers, and parents are being asked to participate in free concussion training (required for Prep coaches and managers).

### Fees

- **Note: Review the Payment Methods bullet at the end of this section.**
- **Athletes shall pay \$100 each season for membership dues.**
  - The full amount is due no later than October 5, 2019.
  - If the full amount is not paid on the first day of the season (September 7, 2019), installment payments must be made:
    - A minimum payment of \$10 must be paid on the first day of the season (September 7, 2019).
    - A minimum of \$10 must be paid at each practice attended until the balance is paid, or the player will not be allowed on the ice.
    - Any dues balance must be paid no later than October 5, 2019 to continue playing.
  - Pushers pay the same travel fee as a player; pushers do not pay membership dues.
  - Athletes who start the season after October 5<sup>th</sup> owe the dues in full immediately; athletes who start February 1<sup>st</sup> or later and will not travel owe \$50 in dues; athletes who start March 1<sup>st</sup> or later and will not travel owe nothing. If you travel at all with a team, you owe the full \$100 dues in addition to the standard travel costs.

# Colorado Sled Hockey



## Policies and Procedures 2019-20

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### Fees, continued

- **Note:** A and B team athletes (and invited Prep team athletes) in good standing\* may also practice with the Warrior Avs; Warrior Avs in good standing\* may also practice with the A or B team. This is an additional practice and does not replace practicing with your team. *\*Fees paid or payment plan is current.*
- **Note:** Any player that individually raises over \$1000 in one or more fundraisers before December 1<sup>st</sup> will have their dues waived for the season. Players raising over \$500 will have their dues cut in half. FYI: The Colfax races provide the best opportunity to raise significant funds (applicable to the following hockey season); donations and/or sponsorships are also acceptable
- **Athletes borrowing a sled shall pay a yearly \$100 equipment rental fee.**
  - The sleds cannot be taken home until the equipment fee is paid in full.
  - If the full amount is not paid, a deposit of at least \$40 must be paid to start a payment plan when the athlete has decided to commit to the team; the balance is due October 5, 2019.
    - Athletes who start the season after October 5, 2019 will owe the fee in full; it will be valid for that season; the next payment will be due the following season in September.
    - Example: Athlete starts Feb. 1, 2020 and pays the \$100 equipment rental fee. Athlete will owe \$100 again in September 2020.
  - If a payment plan is needed, the equipment fee must be paid in installments at each practice attended (\$10 minimum), with the balance paid no later than October 5, 2019.
- **Jerseys:**
  - Adults are responsible for paying for their own set of home and away jerseys (cost to be determined at the time of ordering, but plan for approximately \$300). If desired and available, spare jerseys can be borrowed.
  - The Prep team shares team jerseys, so there is no cost.
- **The tournament travel fee is \$225 per athlete (or pusher), per trip;** contact the team manager for the due date (due no later than two months before the first day of the trip).
  - You must be paid in full for any previous trips to be eligible for future travel.
  - Unless previous arrangements have been made and approved by the board, if your travel payment is not made by the due date, you're responsible for your own travel arrangements and expenses (e.g., airfare, hotel, transportation).
  - The travel fee includes your flight, shared hotel room, and team transportation at the destination for the weekend (three- or four-day trips).
  - If you need monetary assistance for travel, request a Travel Scholarship application and submit it more than 60 days before the event. Participation in a minimum of three fundraising events in the last 12 months is required to be considered.

**\*\*\*Fees, continued\*\*\***

# Colorado Sled Hockey



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### Fees, continued

- Tournament travel fees, continued:
  - For all **except the Warrior Avs** (*Warrior Avs travel together*):
    - If you don't use the same transportation as the team, you owe \$100 to share a hotel room. If you want a room on your own, you arrange and pay the hotel for your own room.
    - If you travel with the team, but don't stay in a shared team room, you owe \$120 for the flight and team transportation (e.g., rented van or car at the destination).
    - If you are paying for your own travel to/from the destination, and rooming separately from the team, you are responsible for your own transportation to/from the rink and other activities (e.g., meals).
  - If you confirm your travel to the tournament and your flight has been booked, but then you cancel: you still owe \$225 or the cost of the ticket, whichever is greater. Appeals will be considered on a case-by-case basis by the CSH board.
  - You may set a payment plan at any time to start a seasonal savings account for your trips, but to attend a trip, you must have enough in your account to cover a trip when fees are due. If not, you either 1) owe the difference between your account balance and the trip fee, 2) pay the full costs of the trip, or 3) cannot travel with the team. Any unused funds in your savings account will be returned to you at the end of the season.
  - Plan for up to five trips per season for A and B travel, up to three trips for B club (trips are not guaranteed); up to three trips per season for the Prep team.
- *Optional*: Colorado Sled Hockey warm-ups may be available for sale early in the season. You can purchase what you choose (e.g., jacket, jacket and pants, shirts).
- **Payment methods**:
  - Review owed dues, equipment fee, and travel invoices on ColoradoSledHockey.org; you can pay with a credit card there.
  - You may also pay dues, fees, and invoices directly to your team manager using cash or check.
  - Bruce Grandchamp and Arlene Levie can accept credit card payments at most practices.
  - PayPal is another option; in the note area you must include the athlete's name and what you are paying for—be VERY specific. Use <https://paypal.me/cosledhockey>.

### Document/Training Compliance

- Documents for the program are posted on ColoradoSledHockey.org.
- Coaches, managers, athletes, volunteers, and parents are subject to obtaining applicable certifications and signing various documents to be able to participate in our program.
- Parent volunteers, locker room monitors, team drivers, and travel chaperones are screened separately from CAHA's program (unless they are also a Coach, Manager, or on the Board of Directors).

**\*\*\*Compliance, continued\*\*\***

# Colorado Sled Hockey



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### Document/Training Compliance, continued

- **Actions for All** (due no later than the first practice of the season (September 7, 2019):
  - Colorado Sled Hockey *Insurance Waiver & Release of Liability and Media Release Form*.
  - *Code of Conduct Agreement* (page 28) from the *CSH SafeSport Handbook*.
  - USA Hockey registration:
    - For athletes/coaches (~\$46; youth pay an additional \$5 affiliate fee for Colorado Amateur Hockey Association); this membership is also for anyone participating on the ice. You cannot go onto the ice until you register with USA Hockey and provide your number to your coach, manager, or a CSH board member.
    - For managers, volunteers (free); only if *not* an on-ice volunteer.
    - Parents (free; due before Oct. 1); Parents need a USA Hockey registration number to participate in the Parent's SafeSport program.
- See the following boxes for additional compliance steps based on your role:

#### **Coaches** (see the *All* section above, plus):

- CAHA membership and background check (due Aug. 30)
- SafeSport training or refresher (due Oct. 1)
- Concussion training (required for those coaching a majority of athletes aged 11-18, but recommended for all) (due Oct. 1)
- USA Hockey coaching certification (due Oct. 15)
- USA Hockey online modules (due Oct. 15)

#### **Managers and Board of Directors** (see the *All* section above, plus):

- CAHA membership (due Aug. 30)
- CAHA background check (due Sept. 15)
- SafeSport training or refresher (due Oct. 1)
- Concussion training (required for those coaching a majority of athletes aged 11-18, but recommended for all) (due Oct. 1)

#### **Prep Team Parents** (see the *All* section above, plus):

- CAHA membership (due Oct. 1) of at least one parent
- Parent's SafeSport (due Oct. 1) completed by at least one parent per family
- Optional: Concussion training (recommended for all) (due Oct. 1)

#### **Adults on a team with a minor** (see the *All* section above, plus):

- SafeSport training or refresher (due Oct. 1). This must be completed with USA Hockey before the adult can be officially added any official USA Hockey team roster.

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### Fundraising and Volunteering

- **Fundraising** is necessary to support our ice time and the low fees we charge for traveling. **Each player is expected to participate in a minimum of two fundraising opportunities per season**, including, but not limited to:
  - Program sales and/or 50/50 sales participation at an Avalanche game, if available
  - Monetary participation at individual fundraisers (e.g., donate several or high-value raffle items over \$200)
  - Colfax marathon events in May (e.g., compete in 5K, 10K, or half marathon and raise over \$200)
  - Sell 15 shirts outside of normal CSH activities and events (e.g., to friends, family)
  - Other events as announced through ColoradoSledHockey.org
  - Option: Obtain donations to Colorado Sled Hockey from companies, organizations, or family/friends totaling at least \$200 counts as credit for one fundraiser
- **Volunteering** is necessary to support Colorado Sled Hockey and our partner organizations Colorado Adaptive Sports Foundation and Dawg Nation. **Each player (or a family member) is expected to participate in a minimum of one volunteer opportunity per season**, including, but not limited to:
  - Our Colorado tournament(s) (e.g., airport trips for equipment, information table, scorekeeping)
  - Non-financial assistance at fundraisers (e.g., selling raffle tickets or representing CSH)
  - Partner and affiliate organization events
  - Other events as announced through email, ColoradoSledHockey.org, or TeamSnap
- Please participate in additional activities when requested to help your program.
- If you do not participate in the two fundraising events and one volunteer event by January 31, 2020, you must donate \$200 to Colorado Sled Hockey for each missed fundraising/volunteer event (up to \$600), due on January 31, 2020, to continue playing.
- **Note:** Any player that individually raises over \$1000 in one or more fundraisers before December 1<sup>st</sup> will have their dues waived for the season, and will not be required to participate in the two fundraisers. FYI: The Colfax races in May provide the best opportunity to do this (applicable to the following hockey season); donations/sponsorships are also acceptable.

### Equipment

- Athletes borrowing a sled are required to pay an annual equipment fee (see *Fees*, above).
- You may use the hockey protection equipment (e.g., chest protectors, elbow guards, shin guards) available in the equipment trailer. All borrowed equipment must be returned if you leave the program, so it's available to future athletes and event participants.
- You should purchase your own helmet and ensure it has a current HECC certification date (see [www.HECC.net](http://www.HECC.net) for details). It's vital to do what you can to protect against the possibility of concussions. Your helmet must have full face protection.

**\*\*\*Equipment, continued\*\*\***

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## Policies and Procedures 2019-20

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### Equipment, continued

- Neck guards and mouth guards:
  - USA Hockey requires wearing both for Prep team athletes.
  - While USA Hockey does not require either for adults, you should consider wearing a neck guard and a mouth guard (mouth guards assist with reducing concussions).
- Athletes are responsible for purchasing their own sticks and maintaining the picks. Athletes must have a second pair available at tournaments in case the first pair breaks.

### Tryouts

- To be eligible to attend tryouts, the athlete's club account may not be past due as of the tryout date.
- Tryouts for the A team and B travel team will occur on August 25, 2019.
  - There will be a maximum of 10 skaters and one goalie per team.
  - Athletes will be assigned to the A team, B travel team, or B club team; those under 18 may be assigned to the Prep team. Athletes must accept their assignment within 48 hours of notification of the team they are assigned to.
  - A and B travel team athletes are expected to attend all practices and tournaments (with some possible exceptions and notice to your coach or manager), and to pay for travel by the due dates provided by their manager (no later than two months before the first day of the trip). If the travel fee is not paid by the due date, athletes are responsible for their own travel arrangements and expenses. See Fees, above.
- If you cannot attend tryouts for a legitimate reason (e.g., work conflict), you must contact an A or B team coach. They will provide you a link to an online *Tryouts Waiver* to complete **no later than before tryouts start** on August 25, 2019. If you do not complete the waiver in time, or the waiver is not approved, you will not be assigned to the A team or B travel team; see the *Team Membership* section below.
  - A Team coaches: Will Kinghorn, [WKiii@Me.com](mailto:WKiii@Me.com); Linda Anderson, [landersn58@gmail.com](mailto:landersn58@gmail.com)
  - B Team coaches: Brad Reeves, [bradreeves66@gmail.com](mailto:bradreeves66@gmail.com); Brian Zawacki, [zawaki.brian@gmail.com](mailto:zawaki.brian@gmail.com)
- For those that did not attend tryouts or did not receive an approved *Tryouts Waiver*:
  - See *Team Membership*, below, to determine which team you will play on.
  - These athletes may be asked to travel with the A team or B travel team on a per-tournament basis if additional athletes are needed (See *Team Membership*, below).
  - Athletes should attend all practices to improve their skills and so that the coaches will know who is ready to travel, if needed.

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### Team Membership

- Military veterans have the choice to play with the Warrior Avs or B club team; if they attend tryouts (or have an approved *Tryouts Waiver*), they may be assigned to the A team or B travel team (see *Tryouts*, above).
- To play on the Warrior Avs, 90% of the athletes must be a military veteran; if you are not a veteran, you must have coaching approval based on qualifications that include your family relationship to a veteran on the team, and distance to the rink, among other qualifications.
- To play on the A team or B travel team, you must attend tryouts (or have an approved *Tryouts Waiver*), be assigned to a team, and commit to the team you are assigned to within 48 hours of notification.
- Athletes who do not attend tryouts, who are not assigned to the A team or B travel team, or do not commit to the assigned team, will play on the following team based on their military status or age:
  - Veterans may play with the Warrior Avs.
  - Athletes assigned to the A team after tryouts but do not commit to it may play with the B travel team at the coach's discretion.
  - Non-veteran adults will play with the B club team.
  - Those aged 19-21 may be waived to play with the Prep team.
  - Those 18 and under will play with the Prep team, unless their skill dictates otherwise (requires agreement by head coaches involved and majority vote of CSH board).
  - Athletes 18 and under that make the national development team will play with the B club team at a minimum (USA Hockey restricts development team athletes from playing on youth teams); they may be invited to play with the B travel team.
- Athletes that join Colorado Sled Hockey after tryouts will be assigned to a team at the coach's discretion.
- If additional athletes are needed at any time for travel teams, a waiver must be submitted to USA Hockey. If approved:
  - B travel team athletes may be pulled up to A if there are no scheduling or funding conflicts.
  - B club team or Prep athletes may be pulled up to the B travel team if there are no scheduling or funding conflicts.



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### Board Meetings

- Board meetings are typically held the first Monday of each month, at 6:30 PM, at The Ice Ranch (upstairs conference room). Watch for the schedule on ColoradoSledHockey.org (we adjust the schedule if a meeting falls on or near a holiday or if there are scheduling conflicts).
- Contact a board member if you have an item for the agenda, or you can wait to speak during the open session.
- The 2019-2020 Colorado Sled Hockey board members are:
  - President: Bruce Grandchamp, [Bruce.Grandchamp@Lewan.com](mailto:Bruce.Grandchamp@Lewan.com)
  - Vice-President: TBD
  - Secretary: TBD
  - Treasurer: Larry Stoiber, [lstoiber@juno.com](mailto:lstoiber@juno.com)
  - Team Directors (one per team):
    - A Team: TBD
    - B Team: TBD
    - Warrior Avs: Jerry Devaul, [JerDe07@Gmail.com](mailto:JerDe07@Gmail.com)
    - Prep Team: TBD
  - Player Representative: TBD

### Annual Meeting

- Annual meetings are held on or about the second Saturday in September of each year at a place and time determined by the Board of Directors, for the purpose of:
  - Voting as needed.
  - Providing an annual financial report of operations.
  - Publishing and signing documents.
- Special Meetings of the members may be called for any purpose and at any time by the President or two-thirds of the Board of Directors. They may be held electronically.

### Grievance Resolution

1. Bring initial issues/concerns to a coach, manager, board member, or the SafeSport coordinator.
2. For non-SafeSport-related issues, bring your question/issue to one of the aforementioned, or request the Secretary include you on the agenda of the next board meeting.
3. Issues will be reviewed by the Colorado Sled Hockey board and a resolution will be provided within 30 business days after board meeting or special meeting.
4. If issues are not resolved to your satisfaction, you may bring them to the board of Colorado Adaptive Sports Foundation (CASF). Any final resolutions will be handled there at their discretion.



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### Conflict of Interest Policy

To avoid a conflict-of-interest situation between an individual board member and Colorado Sled Hockey, the following procedure will be observed.

- If the board member is asked or volunteers to perform a service in his or her capacity as a board member, the board member will not charge or be reimbursed for the service. Example: A board member attorney is requested by the board to research and/or give an opinion regarding director liability. That task will be done by the attorney as a volunteer board member at no charge.
- If the board member is requested by the organization to perform a service or provide a product to the organization, competitive bids will be sought and/or comparable valuation determined. If the contract is awarded by a vote of the disinterested directors, the board member will be paid accordingly for the service or product.

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### Acknowledgement

I have read and I understand the *Colorado Sled Hockey Policies and Procedures* document dated September 4, 2019. The document must be signed by either a volunteer, player 18 and over, or one parent / legal guardian of a player under 18, for the player to be allowed to participate this season.

_____	_____	_____
Volunteer/Player Printed Name	Player's Age	Volunteer/Player Signature
_____	_____	_____
Player's Parent / Legal Guardian Printed Name	Player's Parent / Legal Guardian Signature	
	(if player is under 18 or needs assistance)	