



Littleton Hockey Association

P.O. Box 2864

Littleton, CO 80161

www.littletonhockey.org

LITTLETON HAWKS

MEMBER HANDBOOK

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Littleton Hockey Association

EXECUTIVE

PRESIDENT

George Stieduhar

President@littletonhockey.org

VICE PRESIDENT

Brian Smith

VP@littletonhockey.org

TREASURER

Karin Schamberger

Treasurer@littletonhockey.org

SECRETARY

Chris Strawn

Secretary@littletohockey.org

DIRECTOR OF COACHING & PLAYER DEVELOPMENT

Brett Clark

Coaching@littletonhockey.org

DIRECTOR OF HOCKEY OPERATIONS

David Gwinn

Operations@littletonhockey.org

DIRECTOR OF MEMBERSHIP AND COMMUNITY AFFAIRS

Philip Heinrich

Membership@littletonhockey.org

LITTLETON HAWKS HOCKEY OPERATIONS COMMITTEE

EXECUTIVE DIRECTOR

Brian TenEyck
303.717.4329
brian@littletonhockey.org

LITTLETON HAWKS HOCKEY DIRECTOR

Kyle Hull
303.241.7090
kyle@littletonhockey.org

U8 DIRECTOR/SKILLS COACH

Kyle Hull
303.241.7090
kyle@littletonhockey.org

DIR. COACHING & PLAYER DEVELOPMENT

Brett Clark
303.908.9414
coaching@littletonhockey.org

MIDGET REPRESENTATIVE

Kristian Schroder
312-593-3754
kristianschroder@gmail.com

BANTAM REPRESENTATIVE

Chris Tritz
720.257.9313
cmtritz@gamil.com

PEEWEE REPRESENTATIVE

Chris Lien
303.717.8849
lien_chris@hotmail.com

SQUIRT REPRESENTATIVE

Chris McGarvey
303.478.7007
mccgarveychris@gmail.com

U8 REPRESENTATIVE

Eric Helwig
720.937.1437
Eric.helwig@outlook.com

ADMINISTRATIVE CONTACTS

REGISTRAR

Beth Lindemann
720-289-2717
registrar@littletonhockey.org

TOURNAMENT DIRECTOR

Brian TenEyck
303.717.4329
brian@littletonhockey.org

DIRECTOR OF GOALTENDING

David Nowicki
303.909.8414
goalies@littletonhockey.org

GROW THE GAME

Jason Gour
303.330.4034
Jason@littletonhockey.org

U8 LIAISON

Brent Gassman
815.690.0139
u8@littletonhockey.org

FUNDRAISING COORDINATOR

Alisa Messina & Amy Marszalek
fundraising@littletonhockey.org

RECREATIONAL LIAISON

Kyle Obuhanick
970.618.8163
lharec@littletonhockey.org

SAFESPORT COORDINATOR

Shannon Baker
303.906.6271
safesport@littletonhockey.org

CHAPTER 1 – GENERAL INFORMATION

1.1 MISSION STATEMENT

Littleton Hockey Association (the “Association”) is a Colorado non-profit, 501(c)(3) corporation, which enjoys an affiliation agreement with the Colorado Amateur Hockey Association (CAHA) and USA Hockey and conducts its programs primarily at The Edge Ice Arena and The Ice Ranch in Littleton, Colorado. All teams are registered with CAHA and USA Hockey. In partnership with the parents, coaches, Foothills Parks and Recreation District and The Ice Ranch, we want to ensure that children are provided a meaningful, enjoyable, challenging and safe hockey experience. We are an athlete-centered organization that places the needs of children first. We give each Member the opportunity to participate to the best of their ability and to develop as a young athlete.

The Association operates boys hockey programming as the Littleton Hawks, and girls hockey programming as the Colorado 14ers.

Together, we will nurture the physical and emotional well-being of all Members in an environment that fosters and promotes a sense of community. We are guided by the values of good sportsmanship, honesty, respect for all individuals and personal integrity. We are committed to the long-term growth and development of all levels of developing ice hockey players. The success of the Association will be measured by having more children who enjoy playing and participating in hockey in the future.

1.2 PHILOSOPHY

The consistent demonstration of good sportsmanship by all players, parents and fans at the ice rink is the guiding principle of our mission. We are committed to giving these young players a positive experience in ice hockey in these important years. In our Association, this means ensuring that every young player is treated with dignity and respect. We will be encouraging and promoting the true competitive spirit while focusing on player’s personal growth.

1.3 CORE VALUES

- **SPORTSMANSHIP** – A sense of fair play; be humble in victory and gracious in defeat and show friendship with teammates and opponents.
- **RESPECT FOR THE INDIVIDUAL** – Treat all others as you expect to be treated.
- **INTEGRITY** – Foster honesty and fair play beyond strict interpretation of the rules and regulations of the game.
- **PURSUIT OF EXCELLENCE** – At both the individual and team level, perform each aspect of the game to the highest level of his/her ability.
- **ENJOYMENT** – The hockey experience should be fun, satisfying and rewarding.
- **LOYALTY** – Aspire to teach loyalty to the ideals and to fellow members of the sport of hockey.
- **TEAMWORK** – Value the strength of learning to work together.

1.4 BOARD OF DIRECTORS MEETINGS

The Littleton Hockey Association Board of Directors (the “Board”) will host monthly Board meetings for the purpose of conducting Association business. These meetings are open to those Members in good standing with the Association. Issues affecting the general membership will be decided upon by a majority vote of the Board of

Directors. Association By-laws outline Board voting procedures and Board responsibilities. Issues affecting Littleton Hawks on-ice matters will be handled by the Littleton Hawks Hockey Operations Committee as outlined later in this manual. Meeting dates and minutes will be posted on the Littleton Hawks website.

1.5 PARENTAL CONDUCT

We fully support USA Hockey's ZERO TOLERANCE policy and reserve the right to enforce it within our facilities. We ask for your cooperation while at the arena. Please refrain from:

- **Any abusive language directed at any official, player, coach or other fans.**
- **Any unruly behavior during LHA practices or games.**
- **Any behavior deemed inappropriate in a private facility.**

As Members, parents/guardians are subject to fines and/or suspension for violations of USA Hockey's ZERO TOLERANCE policy.

1.6 USA HOCKEY ZERO TOLERANCE

In an effort to keep ice hockey a more desirable and rewarding experience for all participants, CAHA has instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned games. Thus, the following points of emphasis must be implemented by all on-Ice Referees and Linesmen:

PLAYERS

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- Visually demonstrates any sign of dissatisfaction with an official's decision.

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

COACHES

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

- Openly disputes or argues any decision by an official.
- Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- Visually displays any sign of dissatisfaction with an official's decision: including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.

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

OFFICIALS

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as baiting or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

PARENTS / SPECTATORS

The game may be stopped by an on-ice official when the parents/spectators displaying inappropriate or disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing the offending parents/spectators from the viewing and game area. Once removed, play will resume. Lost time will not be replaced, and violators may be subject to further disciplinary action by the local governing body.

This inappropriate and disruptive behavior shall include:

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

Any parent removed from a scrimmage/game/tournament by an official is required to meet with the Littleton Hawks Hockey Operations Committee and Littleton Hawks Disciplinary Committee. If a 2nd infraction takes place, the parent is required to go before the Board for further discipline, which could include a parent no longer being permitted to attend Association games.

1.7 PARENT / COACH 24-HOUR RULE

Parents may not approach or contact a coach(es) to voice complaints or displeasure with coaching decisions immediately following a game or practice. Parents must arrange a meeting through the team manager to meet with the coach and assistant(s) not sooner than 24 hours after the game or practice. At the meeting, all questions and concerns will be addressed by the coach in an effort to move towards a resolution. If the coach, or coaching staff, feels the violation of the 24-Hour Rule is significant, the Littleton Hawks Hockey Operations Committee may automatically suspend the parents, or parents, until a hearing with the Littleton Hawks Hockey Operations Committee may be scheduled.

ALL HOCKEY PARTICIPANTS AND FANS ENTERING FACILITIES WHERE LITTLETON HAWKS TEAMS ARE PARTICIPATING SHALL:

- Display strict adherence to the policies and procedures of the Association.
- Have respect for opponents and play by the rules of the game.
- Display respect for the players and parents of other youth hockey organizations.
- Display respect for officials, coaches and volunteers of the Association and accept their decisions.

Coaches, players, parents and officials will always agree to act in the spirit of good sportsmanship while participating in Association activities.

The Executive Director or Littleton Hawks Hockey Director is permitted to suspend any parent or family member until a hearing can take place. A parent, or family member, who does not follow the suspension from the Executive Director or the Littleton Hawks Hockey Director will have his/her son/daughter suspended immediately.

1.8 SEXUAL ABUSE / HARASSMENT / DISCRIMINATION POLICY

The Association hereby adopts the sexual abuse, screening and physical abuse policies of USA Hockey. These policies may be amended from time to time; provided, however, that upon reasonable notice to the Members, the Board shall have the discretion to adopt and enforce policies, or sanctions for the violation of such policies, which are more stringent than the prevailing policies and/or sanctions promulgated by USA Hockey.

- LHA SafeSport Handbook - Sexual abuse, physical abuse and harassment is covered in the USA Hockey/CAHA/LHA SafeSport Handbook. This handbook can be found on the Littleton Hawks website (www.littletonhockey.org).
- **DISCRIMINATION:** The unfair or unequal treatment of a person or group (either intentional or unintentional) based on race, color, age, national origin, religion, sex, or disability.

Harassment and Sexual Harassment will not be tolerated within the Association.

There shall be no sexual abuse of any participant involved in any of the Association's sanctioned programs. Sexual abuse of a minor participant occurs when a volunteer touches a minor participant for the purpose of causing sexual arousal or gratification of either the minor participant or the volunteer. Sexual abuse of the minor participant also occurs when a minor participant touches a volunteer for the sexual arousal or gratification of the volunteer or minor participant, if the touching occurs at the request or consent of the volunteer. Neither consent of the participant to the sexual contact, mistake to the age of the minor participant, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon being notified of a violation of this policy, the Board will conduct a thorough initial investigation and may contact the appropriate law enforcement authorities for additional investigation. Upon proof of the violation, the violator will be permanently banned or suspended from all Association sanctioned programs, including its affiliate programs with USA Hockey, CCYHL and CAHA. The requisite level of proof will be based upon a majority vote of the Board or a guilty plea or finding in a court of law. The Association will not need to prove "beyond a reasonable doubt" that sexual contact occurred to enforce this section.

1.9 WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an Association member, volunteer, executive committee member, or Board member who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the Executive Director, Association President and Association Vice President who are responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseline allegation. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.

Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals of their legal rights of defense.

There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Association President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

1.10 RECORD RETENTION POLICY

The Association abides by the USA Hockey and CAHA policy for records retention. This document can be found on the CAHA Website.

1.11 PUBLICATION OF DOCUMENTS

The Association will distribute documents to the Membership throughout the season using both the Association Mailing List and the Littleton Hawks Website.

CHAPTER 2 – MEMBERSHIP AND REGISTRATION

2.1 MEMBERSHIP / EEOC

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

Membership in the Association shall be comprised of the following (collectively, the Members):

Participant Members: Players currently registered with the Association ("Participants"), which in the case of a Participant Member who is not at least eighteen (18) years of age shall include the parent(s) or guardian(s) legally authorized to act on behalf of such minor Participant Member. As stated in the By-laws, a minor Participant Member and his or her parent(s) or other legal guardian(s) shall together be deemed to be a single Participant Member.

Coach Members: Members of the Littleton Hockey Coach's Association, or its successor (the "LHCA"), who are not parent(s) or legal guardian(s) of minor Participant Members. An LHCA membership list shall be provided to the Secretary/Registrar at least annually (or more frequently as may be reasonably requested by the Secretary/Registrar) in order to determine those persons who then qualify as Coach Members.

Other Members: Other persons who are deemed necessary to the operation of the Association's program and who are elected to membership by the Association's Board.

All registrants must complete all forms or provide any documentation required by the Association or USA Hockey to participate in any Association skating activity. Skating activities include tryouts, evaluations, practices, games, clinics, power skating classes, treadmill training sessions and LHA sponsored open hockey.

2.2 RETURNING PLAYER REGISTRATIONS AND DEPOSITS

Returning Player Registration begins in April with the announcement that the Registration Program has opened and concludes in May. Once the Returning Player Registration deadline has passed, the association will begin filling all available slots with players seeking membership in the Association.

Should a returning member not register by the Returning Player Registration deadline, he/she will be placed on a waitlist. If there is room in the Association, the returning player will be notified. A deposit will be paid to confirm the player's position in the program.

To hold a space for the upcoming hockey season, a **NON-REFUNDABLE deposit**, designated by the Board prior to the registration process, will be required with your registration. This deposit affords the Association the ability to assess and organize league schedules, place jersey orders, make coaching determinations, perform other pre-season duties and account for other fixed costs.

Our goal is to have finalized season information and schedules distributed to the membership as early as possible. We can accomplish this when we know the participation status of our membership. **A player is not considered registered until the deposit is received.**

In order to remain a Member of the Association, a returning player must be registered by the registration deadline. If the player is not registered, the player will forfeit their membership in the Association.

The Association provides on-line registration for Littleton Hawks programming through the website: www.littletonhockey.org under the Player Registration tab on the left side of the page.

2.3 NEW PLAYER REGISTRATION

Available player slots will be filled each spring and summer. A **NON-REFUNDABLE deposit** will be assessed once accepted into the Association. New players to the Association must provide a CAHA Financial Release from their previous association prior to completing the registration with the Association, if applicable. Open slots at the Travel, House and U8 level will be filled on a first come, first served basis. New U8 players can register on-line until all age levels are full. Returning U8 Players will have a guaranteed spot until the May deadline, and then they will be accepted only if room is available. All players, coaches, board members and teams must register with USA Hockey.

2.4 REGISTRATION & ASSOCIATION FEES

All players must pay Association Registration fees. This registration fee does not include registration with USA Hockey or CAHA. Each player is responsible for registering with USA Hockey and submitting the confirmation number to the Registrar. Registering with USA Hockey also covers the player's CAHA registration. A fee is assessed for USA Hockey Registration.

Total Travel Registration fees vary from team to team and are determined based on the number of practice hours, game hours, league participation and many other factors. A deposit is due when registering as a Returning Player or when a new player is admitted to the Association. A second deposit is due prior to travel team tryouts. **All players must pay the first and second deposit prior to tryouts.** The third and final deposit is due upon a player's placement on a team following tryouts. The first two payments will be equal amounts. The third payment will vary based on the participant's level of play. Players who are reassigned to a CRHL Team will have the overpayment transferred to their team account.

Please note: Traditionally teams have also incurred additional "ice bills" over the course of the season based upon additional ice touches that will be scheduled. With the current fee structure, the Association is working to eliminate any additional fee assessments for additional ice usage. The Association strongly urges each team to provide an estimated team budget at the start of the season for the parents.

2.5 FINANCIAL REPORTS, ASSESSMENTS AND DUES

Each team will have a team bank account. If, at the end of the season, the team has surpassed the hours paid for by the registration fees, the team will be responsible for the difference at an ice rate determined by the Association.

All fees must be paid in-full before any player is eligible to register for the next season or obtain a release from the Association.

Each team treasurer is responsible for providing a financial report to the members of his/her team and the Association Treasurer and President throughout the season. The Association Treasurer will provide an annual financial report to the Members at the annual Member meeting.

2.6 "NO PAY, NO PLAY" POLICY

If it is determined that a player's registration fee, and/or a pro-rata share of team expenses, has not been made by said player, the "no pay, no play" policy takes effect immediately and the delinquent family will be notified. A player will be deemed delinquent if the initial team fee payment is not paid prior to the team's first tournament. Payment compliance must be made at that time, or the player's coach will be notified. The player will not be allowed to skate until the player is in Good Standing with the Association, as deemed by the Registrar and Executive Director. In addition, per the CCYHL rule, any player who has an outstanding balance with a CAHA team cannot be registered and 'rostered' on another CAHA team until the outstanding balance is paid.

Tier II Team Fees are significantly more than Rec Team Fees. This is due to the amount of travel the Tier II teams do. Please make sure to contact the Executive Director or the Littleton Hawks Hockey Director with any questions prior to tryouts with regard to Tier II vs Rec Team Fees. For clarity, all teams that are National Bound, meaning they can play for a National Championship, are considered Tier II. All other levels are considered Recreational under USA Hockey's definition.

2.7 REFUND POLICY

Generally, all Association fees and deposits are non-refundable and non-transferable. However, in very limited circumstances the Association may refund or transfer registration/program fees with the approval of the Board. Unless noted otherwise below, the following rules apply:

- All refund requests must be made in writing to the Association President, the Association Treasurer and the Association Registrar at least two weeks (14 days) prior to the start of the program.
- The Board has up to 90 days after receiving the refund request to render a judgment. The decision of the Board is final on all requests.
- Approved refunds/transfers will be assessed a \$75.00 administration fee prior to reimbursement.
- The Association will issue an appropriate financial release so player can join another hockey association.

Specific refund circumstances include:

- 1) Player relocates outside of the Denver metro area (60-mile radius).
- 2) Player advances to a Tier I/Boarding school program.
 - a) Prior to tryouts: Members who pay registration fees and then tryout and make a Tier 1 Team or are accepted and move to a Boarding school will be allowed to apply the Association registration fee (via transfer) to that program. The Association will send the fees refunded directly to the Tier 1 Program or Boarding school.
 - b) After tryouts are complete: If a player makes an Association team and subsequently moves to a Tier 1 Team or Boarding school, the Board has the right to evaluate the transfer request. The Board has full discretion to deny the request, or else approve a partial or full transfer.

- 3) Player incurs an injury.
 - a) Entire Season-Ending Injury: Player incurs injury prior to tryouts. A note from the doctor explaining the injury and the expected duration of the injury must be sent to the Association Registrar along with the refund request. A financial release, if requested, will only be granted at the end of the current season impacted.
 - b) Partial-Season Injury: Player may request a refund if player is injured after making an LHA team and that injury results *in at least 2/3rds of the season being missed*. A note from the doctor explaining the injury and the expected duration of the injury must be sent to the Association Registrar along with the refund request. *In this situation, all refund amounts will be adjusted to reflect the fixed expenses that the Association incurs in order to field a registered hockey team*. There will be no financial release in this situation since the player is not requesting to play for another organization.

In all other scenarios a player is not entitled to a refund or fee transfer. If a player gives notice prior to tryouts and does not participate in Association tryouts, the player will have no further financial obligation to the Association beyond fees already paid. However, if a player participates in Association team tryouts and makes an Association travel team, or is reassigned to an Association CRHL Team, and said player later decides to forego his/her commitment to play at the Association, the player is responsible for the *remaining full fee* for the team/level the player makes. In addition, the player will not receive a financial release from the Association in order to play for another hockey association/independent team, until said player has completed his/her financial obligation to the Association.

2.8 RECOVERY OF LEGAL FEES

Should any civil action be instigated under the Registration Agreement in regard to any alleged negligent acts, or dispute of non-refundable fees, the Association shall be entitled to recover reasonable attorney fees and costs incurred as a result of that civil action.

2.9 SHARING OF INFORMATION / MEDIA RELEASE

The Association reserves the right to disclose player information to other youth hockey associations with respect to the player's financial standing with the Association as well as the player's standing with respect to the player's Code of Conduct.

Additionally, by signing all Association registration paperwork, said parents and players give the Association and its approved Members or business associates permission to use their likeness (photo, video, digital image) in any Association approved hockey related production for the purpose of promoting the Association, its teams and/or its players.

2.10 USA HOCKEY INSURANCE

Association Members are responsible for their own USA Hockey registration. Members can access the form by visiting www.usahockey.com and clicking "on-line registration". Registrations are effective for one year from May 1 to April 30. Upon registering, Members will then need to provide a copy of their USA Hockey confirmation to the Association Registrar as part of their registration paperwork for the upcoming season. USA Hockey registration is a requirement for participation in Association Programs.

Once registered, this program provides Accident Insurance for covered medical expenses of Members in excess of their personal or group medical insurance. Please be sure to report all hockey related injuries that require outside

medical attention to the Executive Director, the Littleton Hawks Hockey Director or the USA Hockey Risk Manager Liaison. The Association must be kept informed of all serious injuries.

USA Hockey Registration fees include **EXCESS** insurance coverage through USA Hockey.

2.11 PLAYER RELEASE

Approved releases must be signed by the Executive Director.

Any Association Player will have to request a player release before participating with another program. Past and present financial obligations must be paid in full before a release will be granted.

Players requesting releases will relinquish their position with the Association. Released players, seeking to return to the Association, will not be considered for membership for a period of two full hockey seasons after leaving the Association. This two-year period does not apply to Tier I teams, prep school, or Junior program releases.

Based upon the Association's mission statement, we believe in the promotion of our players to the highest level of competition available. To that end, we will grant a release to a player in order to play at a USA Hockey sanctioned Tier I team or Junior level without relinquishing their protected position at the Association or sitting out the two-year period.

2.12 SCHOLARSHIPS

The Association maintains a limited financial scholarship fund to aid applicants with legitimate hardships. Financial assistance is offered in good faith and Members are reminded that their Association financial obligations are a condition for their child's or children's participation. For further information on an Association Scholarship, contact the Executive Director or the Littleton Hawks Hockey Director.

These guidelines address funding for two types of scholarships: (1) needs based financial assistance and (2) trade-based scholarships

Each year the scholarship committee will propose to the board for approval a financial assistance scholarship amount to be awarded to needs-based Members. The budget to support funding these scholarships will be derived from the following sources:

- 1) YSPN revenue sharing agreement proceeds from previous year
- 2) Apparel sales revenue sharing agreements proceeds from previous year
- 3) Other fundraising and contributions specifically designated for scholarships

If this budget is insufficient to support the scholarship committee's proposal, the Board may authorize additional funding up to 1% of all registration fees for the current year's fall season. Any scholarship budgeted funds not allocated to scholarships will be rolled back into the Association general operating account.

2.13 FUNDRAISING

There are multiple opportunities to participate in Association-wide or team-specific fundraising activities throughout the season. All fundraising activities must align with the overall mission statement of the Association and therefore must go through an approval process. Please reference the [Fundraising Page](#) for more details. One benefit of team fundraising activities is that it helps to offset team expenses and while participation is encouraged it is not required.

All team fundraising proceeds must be deposited into the main Association bank account for adherence to non-profit tax status. The Association will retain 15% on all team fundraising proceeds, distributing the remaining 85% to the team account. Those net proceeds will be distributed equally among the players on that team regardless of level of participation in the fundraising activity (except for the Colorado Avalanche Season Ticket Holder Rebate).

The net 15% retained by the Association supports the Association scholarship fund as well as other supportive activities to the organization. Fundraising activities that are included in this includes (but is not limited to): King Soopers fundraising, restaurant events, fundraising product sales, Avalanche program sales and season ticket rebates, as well as any other fundraising activity approved by the Association.

2.14 SUBSTANCE ABUSE POLICY

The Association has adopted a “Zero Tolerance” policy with respect to substance abuse.

Players shall be prohibited from engaging in the unauthorized or unlawful use, possession, manufacture, distribution, dispensation and/or possession of alcohol, marijuana, tobacco, nicotine, vaping and/or illicit drugs of any type during any Association sanctioned or sponsored event, or on any property being used for any Association sanctioned or sponsored event.

Such prohibition shall apply to (i) Association sanctioned or sponsored events occurring at or around hockey rinks and arenas, including but not limited to ice surfaces, parking lots, lobbies, locker rooms, restrooms, and other rink facilities, as well as (ii) Association sanctioned or sponsored events occurring outside or away from hockey rinks or arenas, including but not limited to team trips, team meals, team hotels, team flights, team parties, dryland and other off-ice workout facilities, and all other off-ice team activities of any kind.

In the event a Player is determined to be in violation of such prohibition, the Player’s parent or legal guardian will immediately be contacted by the Association, and the Player shall be subject to the following progression of discipline:

- First Offense: Suspension from all Association events and activities for a period of one (1) week (the “Week of Suspension”), with no limitation on the number of practices otherwise missed during the Week of Suspension. In addition, the Player will be Suspended from the next two (2) Association games, regardless of whether either or both such games are played during the Week of Suspension. Further, the Player will be required to conduct fifteen (15) hours of community service, to be served at the direction of the Association.
- Second Offense: Suspension from all Association events and activities for a period of one (1) month (the “Month of Suspension”), with no limitation on the number of practices, games, or other team functions otherwise missed during the Month of Suspension. In addition, the Player will be Suspended from the next eight (8) Association games, regardless of whether such games are played during the Month of Suspension. Further, the Player will be required to conduct an additional twenty five (25) hours of community service, to be served at the direction of the Association.
- Third Offense: Indefinite Suspension from all future Association events and activities, and expulsion from the Association with no refund.

For all violations, a disciplinary hearing will be held with the Littleton Hawks Disciplinary Committee in accordance with the provisions of Section 3.2. Parents and/or legal guardians are encouraged to attend any such disciplinary hearing with their Player.

2.15

ASSOCIATION AND CAHA POLICIES

At registration, parents are expected to read and agree to follow the Association's Parent Code of Conduct and other Policy documents. One parent from each family is also required to register with the CAHA/AVS Cares Program each season.

CHAPTER 3 - HOCKEY OPERATIONS

3.1 LITTLETON HAWKS HOCKEY OPERATIONS COMMITTEE

The Littleton Hawks Hockey Operations Committee (the "Littleton Hawks HOC") will be made up of a minimum of seven members. These positions include the Littleton Hawks Hockey Director, the Association Director of Player and Coaching Development, a Littleton Hawks Midget Representative, a Littleton Hawks Bantam Representative, a Littleton Hawks Peewee Representative, a Littleton Hawks Squirt Representative, a Littleton Hawks CRHL Representative and a Littleton Hawks U8 Representative. The Executive Director shall be an ex-officio non-voting member of the Littleton Hawks HOC. The organization of programs and divisions, specification of formats and local playing rules, screening of coaches, and evaluation and placement of players are the responsibilities of the Littleton Hawks HOC.

The Littleton Hawks HOC Representatives are selected and/or appointed by the Littleton Hawks Hockey Director and Director of Player and Coaching Development. No Littleton Hawks HOC Member can represent the level of hockey in which his/her son/daughter is a member of.

The Littleton Hawks HOC facilitates all Littleton Hawks hockey programs: Littleton Hawks U8 Program, Littleton Hawks Recreation Program and Littleton Hawks Competitive Travel Program. The recreational format emphasizes instruction, enjoyment, equal participation and balanced competition. The Travel format organizes teams on a voluntary, select basis where the emphasis is more on continuing development, higher levels of competition and giving Littleton Hawks representation in league play and tournament play.

The Association U8 Director and the Association Director of Goaltending and/or other Directors or individuals will advise the Littleton Hawks HOC during the tryout process and throughout the season.

The operation of Colorado 14ers hockey programming shall be independently governed by the Colorado 14ers Hockey Operations Committee. The Littleton Hawks HOC shall have no authority over Colorado 14ers hockey programming.

3.2 LITTLETON HAWKS DISCIPLINARY COMMITTEE

The function of the Littleton Hawks Disciplinary Committee will be to enforce all USA Hockey rules and Association regulations as they apply to Littleton Hawks players, coaches and parents. The Littleton Hawks Disciplinary Committee will also be informed of all Game and Gross Misconducts, as well as Major and Match penalties, and is responsible for assessing or ensuring that the minimum USA Hockey suspensions are served.

The Littleton Hawks Disciplinary Committee will be made up of the Littleton Hawks HOC along with two Members of the Association, in good standing, appointed by the Board. The Littleton Hawks Disciplinary Committee may assess additional penalties for a Game Misconduct. For all incidents involving a Match Penalty, the state affiliate (CAHA) has jurisdiction. The Match Penalty hearing is held by the CAHA Disciplinary Committee, as described in section 10 of the CAHA Policies. The hearing must be held within 30 days of the penalty. The Association may impose additional suspensions, as deemed necessary by the Littleton Hawks HOC and Littleton Hawks Disciplinary Committee.

The Littleton Hawks Disciplinary Committee also has the power to impose sanctions and / or expulsion from the Association for any rules violations by a Littleton Hawks player, coach or parent.

Discipline matters involving Colorado 14ers players, coaches or parents shall be independently governed by the Colorado 14ers Disciplinary Committee. The Littleton Hawks Disciplinary Committee shall have no authority over Colorado 14ers discipline matters.

Littleton Hawks players receiving discipline other than a Game Misconduct shall be notified in writing of their discipline hearing, when and where the player should appear for the hearing. Decisions by the Littleton Hawks Disciplinary Committee will be made in a timely manner and the player shall be notified in writing of the decision.

COACH / MANAGER REMOVAL

- All Littleton Hawks coaches and team managers will conduct themselves in a manner consistent with the spirit of the Association Mission Statement. Any inappropriate behavior may result in disciplinary action by the Littleton Hawks Disciplinary Committee. This may include removal of the individual from their position.
- The Littleton Hawks Disciplinary Committee can remove a Littleton Hawks coach or manager by a majority vote of the Littleton Hawks Disciplinary Committee. The Executive Director will inform the coach or manager of their dismissal in writing, which will include an explanation for the action and steps available to appeal the decision.
- The Littleton Hawks HOC will select the replacement coach or team manager.

PLAYER REMOVAL POLICY

- All Littleton Hawks players will conduct themselves in a manner consistent with the spirit of the Association Mission Statement. Any inappropriate behavior may result in disciplinary action by the Littleton Hawks Disciplinary Committee. This may include removal of the individual from the team or the Association.
- The Littleton Hawks Disciplinary Committee may dismiss any Littleton Hawks player from any team by a majority vote and then final approval by the Association President. The Executive Director will inform the Player and his/her parents of their dismissal in writing, which will include an explanation for the action and steps available to appeal the decision.

3.3 DISCIPLINE APPEAL PROCESS

Those wishing to appeal a disciplinary decision made by the Littleton Hawks Disciplinary Committee may seek a hearing of the full Board.

To appeal a disciplinary decision, the appeal must be submitted in writing to the Association President. The appeal shall include the Littleton Hawks Disciplinary Committee's ruling, along with the petitioner's case. The appeal will be reviewed by the Association President, who will decide on the merit of the appeal within three business days. If the Association President determines that the appeal warrants further review, it shall be heard by the full Board at their next regularly scheduled meeting. No special meeting will be convened to hear a disciplinary appeal. Should the appeal lack merit, the matter will be considered closed and any discipline handed down by the Littleton Hawks Disciplinary Committee will be served. The Board's decision is final.

Note: Minimum suspensions assessed according to USA Hockey rules are not reviewable.

Any Member or Official who complains, or openly grieves to other Members or individuals outside of this formal process may be in violation of Association policies as they pertain to the prevention of harassment and abuse of Association Members.

3.4 TEAM DISPUTE RESOLUTION

All criticisms within a Littleton Hawks team should first be taken to the Team Manager of that team. Thereafter, meetings should be set up with the Head Coach and/or Manager.

If the issue is not resolved, a letter must be written to the appropriate Littleton HOC Representative for that level. A meeting will be arranged with the Littleton Hawks Hockey Director and the Littleton Hawks HOC Representative. If further review is necessary, a meeting can be arranged with the entire Littleton Hawks HOC.

If the issue is not resolved after meeting with the Littleton Hawks HOC, the dispute can be taken to the Association Board.

3.5 VOLUNTEER COACHES

The Association has over 150 USA Hockey certified coaches with more becoming certified each year. There are seven requirements that each coach must complete to be considered eligible to participate with his/her team.

1. Association Registration (Annual)
2. USA Hockey Registration (Annual)
3. USA Hockey SafeSport Certification (2 season certification)
4. CAHA Background Check (Annual)
5. Concussion Certification (Annual)
6. USA Hockey Age-Specific Online Module
7. USA Hockey Coaches Education Program (CEP) Class (Level 1-5)

Items 1-6 must be completed prior to a coach being placed on any roster or participating at any practice/game. Items 7 must be completed by December 1 of the current year.

All coaches, managers and Board Members must register online with CAHA each season and provide copies of each certification/registration to the association.

It is important to remember that the majority of Association coaches are volunteers. Without their dedication and commitment to the growth and development of our players, we could not operate to the level we currently enjoy. Please take time this year to thank your coaches for their efforts!

3.6 SELECTION OF COACHES / PROCESS

The Littleton Hawks HOC, under the guidance of the Executive Director, the Littleton Hawks Hockey Director and the Director of Coaching and Player Development, after a review of the upcoming season, will announce application dates for new coaches, process applications, conduct interviews and select coaches for the different Littleton Hawks teams.

At the end of each season, to continually improve the quality of coaching at the Association, the Membership will be provided the opportunity to submit a "Coach Evaluations" for their team. All coach-evaluations will be reviewed by the Executive Director and the Littleton Hawks Hockey Director following the survey.

3.7 PLAYER TRAVEL TEAM TRYOUTS

In late August or early September of each year, Association staff will conduct on-ice evaluations of the respective registered players to rate hockey skills and playing ability. These ratings are used to assign players to teams in order to achieve balance throughout the divisions.

MOVE-UP / PLAYING UP

The Association encourages players to only tryout at the specific age group as decided by USA Hockey guidelines. However, any Littleton Hawks player wishing to tryout at a higher age group must:

- Submit the request in writing, to the Littleton Hawks Hockey Director, ten days prior to the start of tryouts.
- Sign a waiver releasing the Association from any claims of injury.
- The Littleton Hawks Hockey Operations Committee must approve the player to move-up by a majority vote.
- The Littleton Hawks player moving up must be an “Impact Player” at the next level and make the top Littleton Hawks team at the next level.
- The Littleton Hawks Hockey Director will notify the player and parent(s) of its decision prior to tryouts, or at the conclusion of the tryouts, should the player not qualify for the top team at the next level of play.

TRAVEL TEAM TRYOUT PROCESS

The Littleton Hawks Hockey Operations Committee will oversee the tryout process for Littleton Hawks teams. The Littleton Hawks website will list the schedules for all tryout dates and times.

- Any player properly registered with the Association and in good standing may try out for the top Littleton Hawks team at their respective age level as determined by USA Hockey guidelines.
- The Littleton Hawks coaches, along with appointed representatives of the Littleton Hawks Hockey Operations Committee, or their designees, will first select the top team for each level of play.
- Littleton Hawks players not making the top team will be reassigned to the next tryout pool for the next level. The same aforementioned process will be followed until all players are assigned to their appropriate Littleton Hawks teams.
- Players will be notified via the Littleton Hawks Website as to team placements and additional tryout dates and times.

NOTE: Any Littleton Hawks parent-coach at any level will not be allowed to participate in the team selection process until approved by the Littleton Hawks Hockey Operations Committee. It is the discretion of the Littleton Hawks Hockey Director and Head Coach to invite a parent on to the coaching staff as an assistant coach. At that time, the assistant coach can participate in the tryout selection process.

3.8 U8 PROGRAM OVERVIEW

The following information will answer many of your questions regarding the U8 Program.

USA Hockey firmly believes that by giving children the opportunity to participate in the U8 Program, which supports cross-ice practicing and playing, that their enjoyment of hockey as well as their hockey skills will be greatly enhanced. To help further understand the benefits of the cross-ice practicing and playing model, some of the advantages are listed below.

- The children have more energy with which they can improve their skills when they are skating 85 feet across the Ice surface as opposed to the 200-foot length of the Ice surface.
- Group sizes become smaller which means learning and teaching will become more effective.
- The close feeling of belonging to a team will motivate a child to participate with even greater enthusiasm.

- Drills designed according to the varying skill level of players within the group are easier to organize.
- More puck contact, resulting in improved puck control skills.
- More repetition/frequency in drills in one ice session, resulting in improved skill development.
- Decision-making skills are enhanced, as more decisions must be made more frequently at a higher tempo.

Who is a U8 Player?

U8 players are ages 8 and under.

CCYHL requires that any U8 player wishing to play at the Squirt level (10-U) must play on the Squirt AA team. At no time shall U8 players play on Squirt A or Squirt B teams at the Association.

Program Philosophy

Fun and player development are the priorities of our program. It is helpful for the player to have some skating experience when starting hockey, but our program is designed to place any U8 beginner in the appropriate setting. In addition to skill development, we want our players to learn good sportsmanship, teamwork, and many other life lessons that are taught through the great sport of hockey.

Season & Pool Placement

The U8 season begins at the beginning of October and runs through the first weekend of March. All U8 players will be evaluated and placed into pools based primarily on skill and age. Placement is based on the following guidelines, with very few exceptions:

- U8 Beginner Pool: typically ages 5-6, mostly 1st and 2nd year players.
- U8 Intermediate Pool: typically age 7, mostly 2nd and 3rd year players.
- U8 Advanced Pool: typically age 8, mostly 3rd and 4th year players.

Practices

All U8 players will average 2-4 practices per week over the course of the entire season.

Practice schedules will come out at the beginning of the season. Schedules will be posted on the Littleton Hawks website. Practices are scheduled on both weekday evenings and weekend days.

U8 Games

Beginner Pool Games:

- Scrimmages (no official score) played on one-third ice.
- Play begins in mid-November.
- Focus is on fun and camaraderie.

Intermediate Pool Games:

- Scrimmages (no official score) played on half ice.
- Play begins in mid-November.

- Focus is on fun and sportsmanship.

Advanced Pool Games:

- Scrimmages (no official score) played on half ice.
- Play begins in mid-November.
- Focus is on fun, sportsmanship, and preparation for Squirts (U9 & U10).

Jamborees:

Jamborees are tournaments with no official scores or standings.

All U8 teams (Advanced, Intermediate, and Beginner) can play in a maximum of three Jamborees.

All U8 scrimmages, games, and jamborees will be held in Colorado, mostly along the Front Range area. No U8 team can travel out of state during the season.

Additional U8 Fees

- The U8 Registration fee covers overhead, ice fees, jerseys and socks.
- Additional team fees may be required to cover the cost of jamborees, parties, and other team activities.
- USA Hockey registration is separate and must be completed on-line at www.usahockey.com.

Uniforms

A jersey and pair of hockey socks will be provided to each player by the Association at the beginning of each season.

3.9 TRAVEL PROGRAM OVERVIEW

The Association offers a Littleton Hawks Travel program for each age division: This program is designed for players who have the desire and ability to play at a challenging level of competition. The tryout process begins in August.

Littleton Hawks teams will be selected at the Squirt through Midget age levels. Currently, all Littleton Hawks AA, A and B teams participate in the Colorado Competitive Youth Hockey League (CCYHL). All Association members are required to complete registration with USA Hockey and CAHA.

The Littleton Hawks Tier II Midget Major U18, Midget Minor U16 and Bantam U14 teams participate in the Central States Developmental Hockey League, in addition to participation in CAHA.

It is fully understood that due to the nature of travel hockey, Association policy does not guarantee equal or fair ice time during travel games. The head coach has full discretion when determining the amount of playing time each player receives.

Travel Team Note:

There are other costs associated with travel participation in addition to the initial registration fees, including but not limited to: transportation, lodging, meals, tournament fees, coaches travel expenses, additional ice time, clothing and miscellaneous costs which are outside the scope of the basic registration fee and are the responsibility of the participant. Tournament fees are shared equally amongst all players on the team regardless of participation.

3.10 COLORADO 14ERS HOCKEY PROGRAMS

The Association is committed to the development of girls hockey programs, and is a proud sponsor of the Colorado 14ers and Team Colorado.

3.11 CRHL PROGRAM OVERVIEW

The Association's CRHL Program is an alternative to the highly competitive Travel Program. USA Hockey and the Association encourage a non-competitive environment, in which the distractions of Travel Hockey are forgotten, and the basic skills of hockey are developed. Players who participate in the Littleton Hawks CRHL Program can expect their fees to be lower than those for the Travel Program, travel less often, and have fewer ice touches.

League

The Littleton Hawks Recreational Program is a member of the Colorado Recreational Hockey League (CRHL). Games will be played against the Member teams of this league.

Levels

The Association fields Littleton Hawks teams at the Squirt through Midget level.

Season

Seasons consist of approximately 24 weeks at The Ice Ranch and The Edge Ice Arena. Teams will have one half-ice or third ice practice during the week with all games on the weekend. Exceptions are made on a case-by-case basis. CRHL teams will receive additional practice ice on the weekend throughout the season, as time permits. Practices begin in September. No league games will occur during Thanksgiving, Christmas, Martin Luther King or Presidents Day weekends, although tournaments may be participated in. League playoffs begin approximately the first weekend of March. Dates are subject to change.

The Association does run a CRHL Tournament over Thanksgiving.

Cost

The fees for the Littleton Hawks CRHL Program will be posted on the Littleton Hawks website: www.littletonhockey.org. Tournament fees are shared equally amongst all players on the team regardless of participation.

3.12 PLAYER ROSTERING

The Association only allows a member to double roster in the following leagues:

- Colorado High School Activities Association (CHSAA)
- High Plains Hockey League (HPLL)

For instance, the Association does NOT allow a player to be on a roster with both a Littleton Hawksteam and any other CCYHL, CRHL, WCHL or independent team or association. If a member is on a roster with an independent association, he/she will be removed from the Littleton Hawks team roster and all funds will be forfeited to the Association. Please contact the Littleton Hawks Hockey Director if you have any questions.

3.13 CAHA Participation

The Association will abide by and act in accordance with Articles of Incorporation, Bylaws, Rules and Regulations, and Playing Rules of CAHA.

CHAPTER 4 - ADMINISTRATION

4.1. HOME FACILITY

The Edge Ice Arena and The Ice Ranch are the home ice rinks for the Association, serving as the primary facilities for all home games and practices.

The Edge Ice Arena

6623 S Ward St

Littleton, Colorado

(303) 409-2222

www.littletonhockey.org

The Ice Ranch

841 Southpark Drive

Littleton, CO 80120

(303) 285-2110

www.theiceranch.com

Additional ice may be obtained at other facilities/arenas throughout the season.

4.2 LHA / ICE ARENA RULES AND REGULATIONS

The game of hockey provides much excitement and enthusiasm at The Edge and The Ice Ranch. Parents and all other spectators are reminded that The Edge and The Ice Ranch are your rinks and should be treated accordingly. The following rules and regulations must be adhered to at all time by Association Members. If you, as a Member, witness a violation, please inform a Member of the Association or rink staff immediately. Your assistance is greatly appreciated.

- **Please dress players in locker rooms or other designated only, not in lobby areas.**
- In an effort to avoid injury to others, we encourage parents of younger players to carry their child's stick through the lobby.
- Do not allow your child to "run wild" throughout the rink. Your child is your responsibility.
- Parents are responsible for any damage to rink grounds or property caused by their child.
- Absolutely **NO** hockey is to be played anywhere on the grounds except on the ice. No wall hockey, lobby hockey, passing, of pucks or balls, knee hockey or street hockey.
- Please keep children out of restrooms unless they are using the facilities. No playing is permitted in or around the restrooms.
- No one is allowed on the bench or bench area except rostered players, coaches and/or game officials. A limit of 4 coaches are allowed on the bench during a game, all of which must be USA Coaching Certified. All players are required to wear helmets on the bench. No others are allowed on the bench at any time.
- Parents are not allowed near player benches during games or practices. The time on the ice with your child belongs to the coaches.
- No players are allowed on the ice until the Zamboni doors are closed and locked. Any player found continually violating this policy will be subject to disciplinary action.
- No players are to go onto the ice surface without a coach present. Players must wait for a coach to enter the bench area or take the ice. Coaches are also required to wear helmets, as outlined with USA Hockey, while conducting any on-ice activities. Sanctions will be imposed upon coaches and teams for violations of the helmet rule.

- Players must leave their helmets on while on the ice or the bench. Removal of helmets is strictly prohibited.
- All players, coaches, managers and parents must treat rink employees, league representatives, coaches and officials with respect. The Association will not tolerate the mistreatment of or disrespect towards anyone involved in the program or the rink staff. Players and children will listen to adults and follow directions when reprimanded.
- Foul language will not be tolerated. Players and coaches are subject to immediate disciplinary action for failure to comply with this rule. We have guests in the rink to watch games. We have small children present on a regular basis. There is no need for foul language at any time. Maintaining the integrity of the Association is everyone's responsibility.
- Alcohol, drugs and chewing tobacco are not allowed. Any player or coach who shows up to an Association practice or game under the influence of alcohol or drugs is subject to disciplinary action, up to and including expulsion from the Association.

4.3 LOCKER ROOM POLICIES

All Association players will treat the locker rooms with respect. Trash, water bottles, tape and miscellaneous garbage will be picked up and vandalism will not be tolerated.

Males and females of all ages will dress in separate locker rooms at The Edge, The Ice Ranch and at all rinks that provide separate dressing facilities.

For coed teams, males and females will be permitted in the same locker room for coach briefs once fully dressed, generally 10 to 15 minutes before and after a practice or game.

- Electronics Policy – Please refer to the Association's SafeSport Handbook.
- A locker room key can be secured from the Front Lobby Window. Keys can only be secured by an adult 18 years of age or older.
- Collateral in the form of car keys or a driver's license must be left with the rink representative.
- **Teams are responsible for the cleanliness of their locker room and the collateral item will be returned only when the locker room has been inspected by a representative of The Edge or The Ice Ranch who confirms the locker room was left in a clean and presentable manner.**
- Locker rooms will be locked 45 minutes after the last ice sessions end each day.
- Any items left in the locker room will be turned into The Edge or Ice Ranch Lost & Found which is located in the Skate Rental / Office area.
- Teams causing damage to the locker room will be assessed the charges to repair the damages. Teams may also lose locker room privileges at either rink should the room not be cleaned following its use.

4.4 MEETING ROOM POLICIES

- Default mode for all The Edge Ice Arena and Ice Ranch meeting rooms will be 'Locked'.
- When booking, please specify the approximate number of people and the number of tables and chairs required.
- Room reservations are first come, first serve with no group receiving preferential treatment over another.
- A birthday party room key can be secured from the Lobby Window or On-Duty Rink Supervisor.
- Keys can only be secured by an adult 18 years of age or older.
- **Groups are responsible for the cleanliness of the meeting room. A cleaning fee will be assessed to any team that leaves the meeting room in any shape other than in a clean and presentable manner**

4.5 CUSTOMER CARE ITEMS

In the event an Association player forgets an equipment item, the Association may be able to help. Please look for a staff Member or go to The Ice Ranch front desk or The Edge front desk, as they may have a 'loaner' item for you.

4.6 VOLUNTEER POSITIONS

For parents wanting to be directly involved, the Association offers numerous positions that require only small increments of time. Those interested in any of the following should contact their respective team Head Coach who will place you in a volunteer position that works for you and the team.

Team Manager - Assist by getting information to and from your team via e-mails, phone calls, flyers, etc. Act as the team representative when dealing with issues involving your team and Hockey Operations. Assure that a qualified Member of your team is available to run the scoreboard or score sheet during games. This position requires some dedication and you will be required to attend at least one meeting at the start of the season. Each team is required to have a team manager. Spouses of the coaching staff are not allowed to be managers and/or treasurers. Manager and treasurer duties cannot be performed by the same individual.

Special Events - The goal is to have a list of 5-10 "on call" individuals who would be willing to work on the production of special events. These include team parties, team fundraising activities, etc.

Team Duties - Willing to serve on a team where your general expertise in a certain area can be utilized. Additionally, volunteer hours will be required for tournaments, games (Sport NGIN & clock), penalty box, treasurer, SafeSport Manager, etc.

4.7 CORRESPONDENCE & WEBSITE

It is important to maintain open lines of communication between the administration and the membership. In an effort to accomplish this goal, the Association will utilize electronic correspondence (e-mail) and telephonic communications to the membership as their primary source of information. It is extremely important that all Members provide the Association with a valid e-mail address to ensure you receive this valuable information. Once you receive these notices, please take the time to read the material to ensure you are up to speed on all Littleton Hawks hockey matters.

Another vital information tool for Association Members is the Littleton Hawks website. Members can access program and league schedules, team rosters, standings, News & Information, and other important issues regarding the Association. The Association requires all members to register online for all levels of play. To view this site, please go to: www.littletonhockey.org

4.8 FINANCIAL GUIDELINES

- The Association prohibits bank accounts outside the control of the Association Treasurer for any team. Such accounts may jeopardize the Association's non-profit status.
- Prior to each season the Board will establish the upcoming season's registration fee and distribute that information to the membership.
- Any player leaving the Association after being assigned to a team is responsible for payment of the entire registration fee, unless they meet the refund guidelines outlined in Chapter 2.
- Expenses incurred by any Association team are team expenses and therefore the responsibility of all team Members.

For all Littleton Hawks teams, a player not participating in a tournament, home or away, is still responsible for the fees associated with the team's participation, i.e., Tournament Registration fee, coaching expenses, etc. This does not include team meals, entertainment, etc..

- Reimbursement is as follows:

Squirt, Peewee, Bantam and Midget Travel Teams

The team is responsible for reimbursement for three non-parent coaches or two parent coaches when traveling outside of league play, including:

- Round-trip airfare if the majority of the team is flying
- Two hotel rooms
- One vehicle rental
- A per diem of \$30.00 per coach per day
- If a team meal is organized, the coaches are included

Tier II Teams

The team is responsible for reimbursement of up to three coaches and manager when the team travels outside of league play, including:

- Round-trip airfare if the majority of the team is flying
- Double-occupancy hotel rooms to accommodate two coaches and manager
- One vehicle rental
- Per Diem of \$30.00 per day per coach
- If a team meal is organized, the coaching staff is included

MANAGERS REIMBURSEMENT

- Managers of Squirt, Peewee, Bantam and Midget travel teams may choose to receive a one-time payment of \$250 to be funded from the team account at the completion of the season. Payment is to be shared equally among all players on the team.
- Managers of Tier II teams do not receive a stipend. Instead, their airfare, hotel and transportation is covered by the team's fees paid to the team account.
- Managers of Rec and U8 Teams do not receive a stipend.

4.9 IRS NON-PROFIT STATUS

The Association shall at all times maintain its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or any successor legislation). There are very stringent guidelines regarding finances and fundraising for the Association and its Members. For guidance in this matter, you may contact the Fundraising Coordinator or the Association Treasurer. Failure to adhere to the guidelines can negatively impact our non-profit status.

4.10 POLICY AND PROCEDURE MANUAL MAINTENANCE

On an annual basis, the Board will review the existing policies of the Association. A Board appointed committee will present their recommendations to the Board for approval of any recommended changes by the annual meeting of each year. Any Member in good standing may request the creation or change of Association policies. Such request must be submitted in writing to the Association President. The Association President shall acknowledge the receipt

of the request, refer the request to the next regularly scheduled Board meeting for action, and notify the requestor of the outcome of the action taken by the Board regarding the proposed policy change.

CHAPTER 5 - HELPFUL INFORMATION

5.1 ELECTRONIC SCORING

Sport Engine is the on-line software tool the Association uses with the Tier II, CCYHL and CRHL Leagues under CAHA to track game scores, tournaments, penalties and suspensions. This program gives instant access to league and program rosters, standings and other important league items.

Please familiarize yourself with all the Sport Engine features, as this program will help keep you informed.

5.2 EQUIPMENT

Equipment is especially important to a hockey player. There are several local retail shops that provide an outstanding selection of hockey equipment, skates, and provides unparalleled equipment repair and skate sharpening services.

As a Littleton Hawks player, please review the following equipment list to ensure you have what you need.

Jerseys - All U8 players are furnished with one jersey and a pair of socks to keep. Travel and Recreational teams will also own their jerseys and socks. If a jersey or socks are lost, the replacement cost is dependent on that season's per unit cost.

Goalie Equipment - Goalies need to have skates, goalie mask, chest protector, blocker, catcher, leg pads, cup, neck/throat protection and a stick. LHA does provide sets of goaltending gear for their U8 Program. U8 Coaches/Team Managers will be responsible for this gear.

Required Player Equipment

HECC Helmet & faceguard (Black helmets are required)

Colored mouth guard (Pee wee, Bantam, Midget)

Shoulder pads and elbow pads

Athletic supporter and cup

Shin guards

Hockey skates

Stick

Hockey pants (breezers)

Gloves

Neck Guard

5.3 HOCKEY 101

For those new to hockey, this section is designed to help you get more familiar with this great sport. Basically, there are two main rules you need to understand. This will explain these rules. By watching the game and using this help sheet, you'll be a hockey expert in no time!

Icing

Very simply, "Icing" is merely shooting the puck the full length of the ice. If the puck sails across both the big center red line and the goal line (the thin red line at the other end of the rink), it's "Icing". Icing does not result in a penalty, it merely results in a face-off back in your own zone, near your goalie, who doesn't like to see face-offs so close to him.

"Icing" is not called:

- If the goalie plays the puck by leaving his net prior to the puck crossing the goal line
- If the puck cuts across part of the goal crease
- When a defending opponent, according to the linesman, could have played the puck before it crossed the thin red line.
- When a team is playing shorthanded because of a penalty.

Offside

Offside is governed by the two blue lines. The easiest way to detect an offside is simply this: if you are on the attack and are skating into your opponent's zone, the first thing that has to go over the blue line is the puck. You can shoot it in and chase in after it, or the puck-carrier can skate in with it, but the puck must enter the zone ahead of any attacking player. If the play is offside, there's a face-off just outside the blue line.

5.4 PENALTIES

Penalties in hockey are more obvious than in any other sport. The problem is the referee simply cannot catch every misdeed on the Ice. Penalties have graphic descriptions, with such labels as "tripping", "hooking", "elbowing", "holding", "slashing", and "interference". These penalties are good for two minutes each if only called as a minor penalty. There are four penalties that carry an additional 10-minute misconduct if called as a minor. These penalties are "charging", "head contact", "boarding" and "check from behind". If these four penalties are called as a major, a 5-minute penalty and game misconduct will automatically be called. There are other Infractions like "spearing", "butt-ending" and "fighting" that warrant a 5-minute penalty, called a "major penalty" and a game misconduct. In most cases, a "major penalty" will also carry a "game misconduct" and the player will be removed from the current game and be suspended from the next scheduled game.

5.5 REFEREES

All sanctioned CAHA, CSDHL, Tier II, CCYHL and CRHL games are refereed by members of the Colorado Ice Hockey Referee's Association (CIHRA). Each referee is USA Hockey certified and has full control of all game officials, coaches and players. While watching a game, it is important to know that only the referee, not the linesman, can call penalties (except in a two-man officiating system). It is also important to know that the referee has full jurisdiction on the ice and all appropriate USA Hockey rulings made by the referee will be supported by LHA.

Although you may not agree with every call the referee may or may not call, it is important to remember that you, as a parent and member, are responsible for conducting yourself in an appropriate manner. Remember, **it's only a game.**

Please see Rink Rules for a complete listing of proper conduct while at The Ice Ranch and The Edge. Maintaining your composure and the integrity of the Association should be the goal of every LHA Member.

5.6 GLOSSARY OF HOCKEY TERMS

POINT / POINTMAN - the defenseman in the attacking zone.

POSITIONAL PLAY - a player's position on the ice for the play or situation.

POWER PLAY - when a team has a one or two man advantage.

PUCK CARRIER - the player in control of the puck.

PUCK CONTROL - possession of the puck in stick handling, passing, pass receiving, shooting, tip-ins and rebounds.

REBOUND - when the puck bounces off the boards or a player. Usually refers to a shot that bounces off a goalie.

RINK - the walled area of the ice where hockey is played.

RINK WIDE - a pass from one side of the rink to the other.

RUSH - quickly advancing up the ice by a player(s).

SAFETY / VALVE - the player positioned at the back of the play to provide assistance if the designed play fails.

SCRAMBLE - a play with no pattern.

SCREEN - the action of blocking the view of someone, usually the goalie.

SHORTHANDED - playing with fewer players than the other team.

SLOT - the area in front of the goal.

STICKHANDLING - the skill of controlling the puck while moving.
















TIP-IN - deflecting a shot into the goal.

TRAILER - the player skating behind, or following the puck carrier.

WIDE - far to one side of an intended target.

ZAMBONI - machine used to "clean" or resurface the ice sheet.

5.7 REFEREE SIGNALS

 <p>BOARDING Forcing a player in to the boards violently. Striking the closed fist of the hand into the open palm of the other hand</p>	 <p>HIGH-STICKING Carrying or using stick above shoulder level. Holding both fists clenched, one immediately above the other, at the side of the head</p>	 <p>ROUGHING Unnecessary roughness on an opponent. Thrusting the right arm straight out to the side</p>
 <p>CHARGING When a player runs, jumps or charges into an opponent. Rotating clenched fists around one another in front of the chest</p>	 <p>HOLDING Holding an opponent with hands or stick. Clapping the wrist of the whistle hand well in front of the chest</p>	 <p>SLASHING Chopping at an opponent with stick blade. One chop of the hand across the straightened forearm of the other hand</p>
 <p>CROSS-CHECKING Hitting opponent two handed with the shaft of the stick. A forward motion with both fists clenched, extending from the chest</p>	 <p>HOOKING Impeding an opponent's progress by hooking with the stick. A tugging motion with both arms, as if pulling something toward the stomach</p>	 <p>SPEARING Spearing or attempted spear on opponent with stick. A single jabbing motion with both hands together, thrust forward in front of the chest, then dropping hands to the side</p>
 <p>DELAYED PENALTY Penalty to follow when offending teams gain control of the puck. The non-whistle hand is extended straight above the head</p>	 <p>INTERFERENCE Impeding the progress of opponent not in possession of the puck. Crossed arms stationary in front of chest with fists closed</p>	 <p>TRIPPING Using stick or any appendage to trip an opponent. Strike the side of the knee and follow through once, keeping the head up and both skates on the ice.</p>
 <p>ELBOWING Using elbow in any way opt foul an opponent. Tapping the elbow with the opposite hand</p>	 <p>MISCONDUCT Continued unsportsmanlike conduct after warning. Placing both hands on hips one time</p>	 <p>WASHOUT Goal is not allowed or no off-sides. Both arms swung laterally across the body at shoulder level with palms down</p>