

Tri - Cities Amateur Hockey Association

Rules & Regulation Handbook

SEASON:

2025-2026

Welcome to TCAHA



RELEASE DATE: 7/15/2025

Message from the Board of Directors

Dear Players, Families, and Supporters,

On behalf of the Tri-Cities Amateur Hockey Association (TCAHA) Board of Directors, we are thrilled to welcome you to another exciting season of youth hockey! Our association is more than just a place to play the game we love—it's a community built on passion, teamwork, and the shared joy of watching our young athletes grow both on and off the ice.

This handbook serves as your guide to the upcoming season, outlining our mission, policies, and expectations to ensure a positive and rewarding experience for everyone involved. This handbook is smaller than years past as we've removed rules and policies meant strictly for the Board, committees and employees into a separate Operating Guidelines document.

At TCAHA, we are committed to fostering a safe, inclusive, and fun environment where players develop their skills, build lifelong friendships, and learn valuable life lessons through the spirit of hockey. "As many as possible, for as long as possible, in the best environment possible" is a guiding principle moving forward.

To our players: Lace up your skates, bring your energy, and embrace every moment; whether it's a hard-fought game, a challenging practice, or a team celebration. To our families and volunteers: Your support and dedication are the backbone of our organization, and we are deeply grateful for your time and commitment.

As we embark on this season, let's work together to uphold our values of sportsmanship, respect, and community. If you have any questions or ideas, please don't hesitate to reach out to any board member—we're here to make this season the best yet!

Here's to a fantastic year of hockey, filled with unforgettable memories and countless reasons to cheer!

Warm regards,

2025-26 TCAHA Board of Directors

Table of Contents

1. TCAHA Mission and Goals.....	3
2. TCAHA Model of Perfection.....	3
3. Codes of Conduct.....	4
4. Chain of Command and Who to Contact.....	6
5. Parent and Coach Relations.....	6
6. Meetings.....	7
7. Governing Body – Officers and Directors.....	7
8. TCAHA Staff and Volunteers.....	8
9. Committees.....	12
10. Policies – General Statement.....	16
11. General Policies.....	16
12. Financial Policies.....	27
13. Player Safety Policies.....	34

Applicability

This Handbook constitutes the local rules and regulations of the Tri-Cities Amateur Hockey Association (TCAHA) and shall be binding for the current season. Future issues of TCAHA rules and regulations will be revised and approved by the July Board meeting each year. If not approved, an evergreen clause is in place that will carry over the Handbook from the previous year to the current year unless changed. After approval each year, the TCAHA Board of Directors at any regular or special meetings of the Board may amend or waive these TCAHA rules and regulations in the best interests of TCAHA, with a majority vote of the TCAHA Board of Directors. TCAHA rules and regulations shall not conflict with the USA Hockey, Pacific District, or the Pacific Northwest Amateur Hockey Association (PNAHA) policies or decisions. Furthermore, the TCAHA Constitution & Bylaws takes precedence over any rules and/or regulations listed in this handbook. These local rules and regulations apply only to TCAHA and are intended to specifically administer TCAHA Hockey Programs in a safe and healthy manner. This Handbook is intended to be one of three guiding internal documents for TCAHA with the Handbook being customer facing and intended for our players, parents/guardians, volunteers and Coaches. The additional two documents are our Constitution & Bylaws, which govern the structure and basic organization of TCAHA and the Operating Guidelines, which are internal operating procedures and business rules for the Board, employees and committees.

Change Log for 2025-2026 Season

Date	Change	Responsible
11 Aug 25	Updated Locker Room policy, Transportation and Lodging Policy and Safety Manager duties	Secretary

1. TCAHA Mission and Goals

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

TCAHA's goal is to work together in promoting and celebrating our mutual love for hockey, highlighting the pride and commitment of players, Coaches, families, volunteers, committee members, and the Board of Directors at TCAHA through both actions and spirit.

Player Development

- To offer guidance and leadership that enhances the athletic potential of every player in a positive and enjoyable environment, fostering personal growth through team development both on and off the ice.

Coaching Development

- To establish a program that showcases Coaches' skills in leadership, youth development, and hockey instruction while ensuring their continuous education through a well-defined and organized framework.

Parent and Guardian Service

- Creating an engaging program that encourages parents to take on essential volunteer roles, fostering positive energy that will elevate and guide the program to new heights.

TCAHA Organizational Focus

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

2. TCAHA Model of Perfection

The TCAHA Model of Perfection for Athletes and Parents is designed to outline the program expectation that helps our players and families understand our tradition of excellence. This involves areas that extend far beyond winning and losing. Athletic success is the direct result of the combination of effort, teamwork, commitment, and sportsmanship. These traits have long been the building blocks of TCAHA's own special brand of athletic success.

A Message to Our Athletes

TCAHA has a long history and tradition of athletic excellence. This tradition was not built overnight. It took years of dedication, commitment, and hard work by many people who love and support the game of hockey. As a Jr. American you must continue to strive to uphold this high standard of excellence. By becoming a member of a team, you have made a choice to uphold certain standards expected of

athletes in our organization. These standards are outlined in the model of perfection. Your participation as a Jr. American is a privilege and should be treated as such. Any time you wear our logo, you are representing yourself, your family, the Tri-Cities Jr. Americans and all those that have worn that crest before you. Your behavior should be above reproach in all areas and at all times.

The rules outlined in this Handbook are designed and intended as a guide to successful participation. Failure to follow the rules is also addressed in this handbook. As a Jr. American, you will be expected to understand and abide by these rules and your team's rules. It is your responsibility to follow them to their fullest.

Responsibilities to Yourself: The most important of these responsibilities is to develop strength of character and positive values and behaviors. You owe it to yourself to get the greatest possible benefit from your hockey experience.

Responsibilities to TCAHA: Another responsibility you assume as a team member is to our organization. You assume a leadership role when you are on a team. Because of this leadership role, you can make positive contributions to our organization and to the Tri-City community. In addition, you are a role model for younger Jr. Americans. These athletes look up to you and dream of being as successful as we hope you to be. Be sure the example you set is a positive one.

Responsibilities to Others: As a team member you also bear a heavy responsibility to your teammates. Jr. Americans live up to all of their commitments - every practice, every game, every day. A strong rapport amongst teammates is a vital factor in the ability to be successful. As such, a bad attitude or lack of respect directed at another Jr. American - in the locker room, on the bench, on the ice, etc., - will not be tolerated. Respect for - and responsibility to - individual teammates is paramount to the success of the team.

3. Codes of Conduct

Why Sportsmanship and Appropriate Conduct is Important

As a Jr. American and as parents, you can help us establish an outstanding reputation for good sportsmanship. We must all work hard in conducting ourselves in a commendable manner. A display of unsportsmanlike conduct can result in sanctions against the offending athlete, parent, and/or organization. Always observe the following guidelines for good sportsmanship:

- The good name of TCAHA is more important than any contest won by unfair play.
- Be supportive of all athletes, Coaches, and officials before, during, and after all contests.
- Accept decisions of officials without dispute. They are seldom responsible for your success or failure, so do not blame them for your circumstances.
- Recognize and show appreciation for the fine play of your opponent.
- Be proud of TCAHA's reputation and work hard to protect it.
- Cheer for your team, not against the opponent.
- Don't allow others' negative sportsmanship to become an excuse to do the same.
- Good sportsmanship teaches athletes to respect their teammates, opponents, Coaches, officials, and fans. Respectful behavior creates a positive environment where everyone feels valued and appreciated.
- When sportsmanship is prioritized, competitions become more enjoyable for everyone involved players, Coaches, officials, and spectators alike. It creates a positive atmosphere where people can focus on the joy of participating in sports rather than negative behavior or conflicts.

Parent's Code of Conduct

Allow your children to choose their sports and support their interests, as their involvement in organized sports should be enjoyable. Make it a fun experience

- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, Coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize competition in the lower age groups.

- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Physical and verbal abuse is not tolerated.
- Recognize the importance of volunteer Coaches. They are important to the development of your child and the sport.
- Communicate with them your player and support them.
- If you enjoy the game, learn all you can about hockey and volunteer.

Spectator's Code of Conduct

- Display good sportsmanship. Always respect players, Coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and Coaches by trusting their judgment and integrity.
- Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, Coaches and officials.
- Be supportive after the game - win or lose. Recognize good effort, teamwork and sportsmanship.

Employees' Code of Conduct

Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced.

- Support programs that train and educate players, Coaches, parents, officials and volunteers.
- Promote and publicize your programs; seek out financial support when possible.
- Communicate with parents by holding parent/player orientation meetings as well as by being available to answer questions and address problems throughout the season.
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including Coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Encourage Coaches and officials to attend USA Hockey clinics and advise your Board members of the necessity for their training sessions.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play.
- Read and be familiar with the contents of the USA Hockey Annual Guide and USA Hockey's official playing rules.
- Develop other employees to advance to positions in your association, perhaps even your own.

Coach's Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and Coach; don't yell at players.
- Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.

- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater.

Player's Code of Conduct

- Play for fun.
- Work hard to improve your skills.
- Be a team player - get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time.
- Learn the rules and play by them. Always be a good sport.
- Respect your Coach, your teammates, your parents, opponents and officials.
- Never argue with an official's decision.

4.Chain of Command and Who to Contact

If You Have a Concern to Discuss with a Coach / Team Manager, Please Follow This Procedure:

There may be times when a meeting between the Coach and the parent and/or player is necessary, and these discussions are encouraged. It is crucial for all parties to understand each other's viewpoints clearly. When such meetings are required, please adhere to the following procedure to help resolve the issue at hand.

Initially, if you have a concern, please discuss it with your Jr. American first. This conversation may provide answers, resolutions, or clarity regarding the situation before escalating to others.

Take the time to fully comprehend your concern before approaching a Coach or Team Manager. It is not advisable to confront a Coach before or after a game or practice, as these moments can be emotionally charged for all. Such discussions are unlikely to lead to a resolution, which is why TCAHA mandates a 24-hour "cooling off" period before scheduling a meeting.

After 24 hours have passed following an event, game, or situation, please call the Team Manager to arrange an appointment.

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

1. Team Manager
2. Coach
3. Age Group Coordinator
4. Executive Hockey Director
5. Board Coaching Liaison (Board member on Coaching Committee)
6. Board of Directors

Finally, the method described above does not restrict any reporting to SafeSport, law enforcement, PNAHA or USA Hockey.

5.Parent and Coach Relations

Parenting and coaching are both challenging roles. By fostering an understanding of each perspective, we can better accept one another's actions and ultimately benefit our Jr. Americans. As parents, when your child joins TCAHA, you have the right to know the expectations set for your athlete, which starts with clear communication from the Coach.

Similarly, it's important for parents to recognize that Coaches are professionals who make decisions based on what they believe is best for both the team and your Jr. American. As mentioned in the previous section, please use the chain of command to address concerns and follow the 24-hour rule. Please also review the lists below outlining topics that can and should be discussed with your athlete's Coach. However, certain matters must remain at the Coach's discretion and will not be open for discussion with parents.

Communication Parents Should Expect from Coaches

- Expectations the Coach has for your son/daughter and the team.
- Locations and times of all practices and contests.
- Medical procedures (and return to play protocols) should your Jr. American become injured during participation.

Communication Coaches Expect from Athletes (Age appropriate, some of this may need to come from parents for our younger players)

- Notification of any schedule conflicts in advance.
- Special concerns regarding a Coach's philosophy and/or expectations.
- Injury or circumstances that may endanger the athlete when participating.

Appropriate Concerns to Discuss with Coaches

- The treatment of your athlete, mentally and physically.
- Ways to help your son/daughter to improve.
- Concerns about your athlete's behavior.

Issues not Appropriate to Discuss with Coaches

- Playing time, team strategy, play calling, and other athletes are not appropriate issues to discuss with Coaches.

6. Meetings

Board of Directors Meetings

The TCAHA Board of Directors typically meets on the second Monday of each month at 6:30 p.m. Dates could change occasionally to accommodate holidays or other conflicts. The meeting location will be confirmed and communicated via email, along with the agenda, during the week leading up to the scheduled meeting. Additional meetings may be arranged as necessary. While attendance at the Board of Directors' meetings is open to all general members, only Board members are eligible to vote. Minutes from each meeting shall be posted on the TCAHA website with a reasonable amount of time following the meeting. The minutes shall reflect the voting record of each voting board member.

Board Meeting Business

Members who wish to have items included on the TCAHA Board of Directors agenda must inform the TCAHA Secretary or President at least 2 days before the scheduled meeting. If a member is interested in adding an agenda item to the meeting it must be submitted with an agenda request in writing to the TCAHA Secretary. TCAHA Board of Directors meetings will be conducted in accordance with Roberts Rules of Order, following the most recent amendments as a guideline.

Please note that not all requests will be added to the agenda. In some cases, a staff or Board member may be able to respond directly to the question or concern, making a full Board discussion unnecessary. Team and individual inquiries should be directed to the staff or Board member best positioned to assist.

Annual Membership Meeting

The Annual meeting of the members shall be held on, or about, January of each year on such date as the Board or Board Designee may designate as prescribed in Article 10.1 of the Constitution & Bylaws.

Annual elections will be held at this annual Membership Meeting. The call for nominations will go out in early November. Members wishing to be placed on the ballot must notify the secretary within 30 days of the call for nominees. Anyone wishing to have their names removed from the ballot must notify the

Secretary, in writing, prior to absentee ballots being released. More detailed election procedures can be found in the TCAHA Operating Guidelines.

7. Governing Body – Officers and Directors

The affairs of this Association shall be managed by a Board of Directors who shall be elected from the active membership of the Association, and shall have all rights, powers, and privileges granted by law, including but not limited to, those powers set forth under RCW 24.03A.490.

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

Specific duties of the 4 Officers are provided in the TCAHA Constitution & Bylaws and repeated in the Operating Guidelines. The 4 Directors' duties are stated in the Operating Guidelines.

8. TCAHA Staff and Volunteers

Executive Hockey Director (EHD)

The Executive Hockey Director (EHD) of TCAHA shall be responsible for the overall leadership, management, and operation of the organization. The EHD shall oversee the day-to-day operations, program development, and strategic initiatives that promote youth participation in hockey.

Strategic Leadership

- Help develop and implement the organization's strategic plan.
- Foster a vision for the organization that aligns with its mission and values.
- Ensure sustainable growth and development of programs.
- Generate short- and long-term goals for hockey program growth and improvement.
- Participate in long-range planning and development of hockey programs.

Program Development and Management

- Oversee the design and execution of youth hockey programs.
- Develop, implement, and evaluate youth hockey programs and activities.
- Ensure programs are safe, engaging, and aligned with the organization's mission.
- Work Closely with Beginners Program, Mites, Mighty Mites through on ice participation and Coach development.
- Serve as the ADM Director, overseeing age-appropriate training methods and ensuring a smooth progression as players graduate from one level to the next.
- Monitor player development and implement strategies to enhance individual and team growth.
- Provide on-site supervision of hockey programs throughout the hockey season. EHD will have Wednesday nights off each week as expectation is he will be at facilities during weekends determined by program need and scheduling.
- Run weekly skills/skating clinics for membership during the regular season.
- Ensure fair and impartial treatment of all players and teams in scheduling and player placement.
- Coordinate association-wide player development plans based on ADM principles. While ADM is preferred, EHD at their discretion may use alternative player development plans.
- Availability to Coach a rep travel team on an as-needed basis. With appropriate notification of need and travel expenses to be covered by team funds. Reimbursements shall be limited to travel (airfare or fuel), hotels, and applicable per diem.
- Perform or delegate the duties of the USA Hockey Resource Coordinator.

Fundraising and Financial Management

- Develop and implement fundraising strategies to secure financial resources.
- Manage the organization's budget and financial planning.

- Cultivate relationships with donors, sponsors, and grant-making organizations.
- Identify grant opportunities and support grant application processes.
- Monitor budget expenditures and ensure financial accountability.

Community Engagement

- Build and maintain partnerships with schools, community organizations, and local businesses.
- Promote the organization within the community to increase participation and support.
- Respond to public inquiries about hockey programs.
- Represent the organization at events, meetings, and in the media.
- Attend all PNAHA meetings as permitted.
- PNAHA responsibilities permitted providing matters with TCAHA are satisfied.

Board Relations

- Work closely with the Board of Directors to ensure effective governance.
- Provide regular updates on organizational performance and challenges.
- Support board development and recruitment efforts.
- Perform duties at the request of the Board of Directors.

Staff and Volunteer Management

- Recruit, train, and supervise staff and volunteers.
- Foster a positive organizational culture that values teamwork and inclusivity.
- Ensure compliance with policies and best practices in youth sports.
- Recruit new Coaches, assist in Rep, and Developmental / House Coach selection.
- Provide input and approval on Assistant Coaches.
- Implement ongoing education and training programs for Coaches.
- Conduct coaching meetings for all Head Coaches.
- Advise Coaches in the development of daily, weekly, and seasonal practice plans and team management.
- Instruct Coaches and players in team systems of play suitable to their age and skill level.
- Provide end-of-season coaching evaluations with the Board of Directors.
- Conduct pre-season parent meeting to discuss philosophies and goals. Team meetings will be the responsibility of the Head Coach and managers. EHD is responsible for ensuring these take place.

Marketing and Communications

- Develop and implement marketing strategies to promote programs and events.
- Oversee and support an active presence on social media and other communication platforms.
- Create promotional materials that reflect the organization's mission and values.
- Create/distribute a monthly newsletter and promotional content to keep families informed.

Administration and Operations

- Manage daily operations, including overseeing schedules, games, and sponsored events.
- EHD will report through the Board President, and communication will flow through the president from the board to the EHD.
- Oversee registration processes, participant communication, and record-keeping.
- Ensure compliance with safety standards and organizational policies.
- Coordinate with various ice facilities for usage / programs but not responsible for building maintenance or management.

Registrar/Webmaster

This position is currently held by the Program Coordinator. Responsibilities include, but not limited to:

- Prepare and submit Tournament Application forms as required by USA Hockey (Tournaments in Canada or other foreign countries).
- Prepare and submit player information to USA Hockey for insurance purposes on a regular basis as defined in the USA Hockey Handbook and PNAHA Rules.
- Prepare team rosters and distribution as outlined in the USA Hockey handbook.
- Assist the Hockey Director at all recreational rate skates and rep team evaluations.
- Responsible for sending & receiving player transfers.
- Creating Rosters for both Developmental / House & Rep teams.

- Managing and updating the website with updates accordingly.
- Updating all links and resources as needed on TCAHA webpage.

SafeSport Coordinator

The association SafeSport Coordinator is the person responsible for handling reports from members in the program. While working with the Affiliate SafeSport Coordinator, help review and/or investigate the allegations and provide final results. Along with handling reports and inquiries from association members and Affiliate/USA Hockey leaders, this individual will help provide guidance to association leadership on how to handle disciplinary matters.

- Take calls and respond to verbal and written reports from members or others regarding allegations of misconduct
- Understand the complaint reporting procedures and structure within USA Hockey
- Provide assistance in handling or investigating reports from USA Hockey or the Affiliate SafeSport Coordinator
- Track and maintain filing system for all SafeSport Reports for: communicate to all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals and final resolutions
- Communicate effectively and efficiently with members and volunteers via telephone and e-mail
- Coordinate, oversee and monitor status of background screening program for Coaches, officials and volunteers
- Work with the Hockey Development Coordinator, Registrar and President to make sure all Coaches, volunteers, officials and association leadership have a completed their SafeSport training or recertification
- Connect with participants and parents on the value of the SafeSport Program

Scheduler

The TCAHA Board of Directors will annually hire a scheduler. The scheduler shall possess strong communication skills and must be generally accessible (email, text) to resolve conflicts throughout the active hockey season. Any contracts provided by TCAHA may include additional provisions, but in general the following responsibilities include (but are not limited to):

- Prior to developing the first schedule, work with the Scheduling Committee to establish a detailed plan and set of scheduling criteria to follow for the upcoming season.
- Work with the coaching staff to receive and incorporate schedule requests. Request for schedule changes must be submitted to the Scheduler ten days in advance of requested change.
- Assist with ice re-allocation when it is determined that a team cannot use their scheduled ice.
- Arrange for officials for all TCAHA scheduled games. Notify officials of game cancellations to avoid expense of officials showing up for cancelled games.
- Assist the TCAHA Bookkeeper and/or Treasurer with invoice reviews as needed
- Assist Age Group Coordinators with end of year reports for ice time used by each division.

Tournament Director

The Executive Hockey Director will act as the Tournament Director, overseeing all aspects of tournament coordination and planning.

- Prepare and propose to the Board a standardized tournament format.
- Recruit a Tournament Planning Committee to create and facilitate the standardized format.
- Establish tournament budgets and contact potential vendors.
- Prepare all solicitation letters for sponsorship and fund raising for tournament use.
- Maintain a tournament notebook that outlines essential items for each tournament.
- Oversee preparation of tournament packets for all participating teams.
- Revise tournament application forms annually.
- Identify a Tournament Coordinator for each tournament event. This person should be the Age Group Coordinator unless not applicable.
- Be the primary point of contact for resolving concerns or disciplinary actions during tournaments.
- Provide all Tournament Coordinators with tournament schedules, outline, coaches packets, score sheets, and all other administrative support that is necessary.
- Provide follow-up at the conclusion of each tournament to ensure that the Treasurer has received all score sheets, raffle money, tournament statistics, etc.

- Tournament Director should be licensed by gambling commission and oversee any fund-raising raffles held at tournaments to ensure the gambling laws are followed.

Association Team Manager (ATM)

This position is currently held by the Program Coordinator. The Association Team Manager serves as the chair of the Team Manager Committee and is responsible for carrying out the following activities associated with the committee.

- Schedule and conduct an initial Team Manager Meeting at the start of the season, requiring attendance from the Treasurer, TCAHA Bookkeeper, Coaches, and all Team Managers. Meeting shall explain team credential book, fundraising activities, securing a team sponsor, TCAHA policies, TCAHA ice schedule, and other related items
- Distribute a list of Team Managers to the Hockey Director, Registrar, Age Group Coordinators, and Board Members
- Organize requests for parent volunteers to participate on select committees
- Assist Team Managers in obtaining team rosters from Association Registrar
- Convey information from Board of Directors to team managers
- Attend all monthly Board Meetings
- Responsible for coordination and execution of initiatives such as hockey swap, Try Hockey for Free, coaches/alumni games, and other TCAHA Association-Building Programs

Age Group Coordinators (AGC)

Each age group will be represented by a member of the Association as assigned by the Board of Directors. This position will receive a credit predetermined annually within the TCAHA operating budget at the fulfillment of the duties each year. Responsibilities include but are not limited to:

- Monthly meetings of all managers within respective division
- Organize Meetings for Division Coaches as needed to manage division activities
- Work with Scheduling Committee on monthly ice schedules to ensure equal times for teams
- Oversee the Administration of Division tryouts, evaluations, and applicable drafts
- Convey information from Board of Directors to team managers
- Attend all monthly Board Meetings and report on respective division
- Responsible for scoresheet stats, set up playoff games with scheduler
- Responsible for all information/paperwork related to photo night, fundraising, Americans voucher program, and home tournaments
- AGCs will act as Tournament Chairperson for the tournament for their divisions.
- AGCs are required when two or more teams exist within an age group and level (for example, 2 Developmental / House Teams at 12U and two Rep Team at 12U – in this case there should be a Developmental / House AGC and a Rep AGC for each level). An AGC may co-serve as an AGC and a Team Manager in the same age group.

Team Managers

Each Head Coach will assign a designee to be named Team Manager. No immediate family members of the Head Coach may serve in the capacity of Team Manager. Responsibilities include but are not limited to:

- Monthly meetings with the Age Group Coordinator
- Convey information from Age Group Coordinator to team, parents, and Coaches
- Responsible for scoresheets being turned over to the Age Group Coordinator
- Responsible for information given to them for distribution to team members, parents, and Coaches
- Responsible for all planning, paperwork, and information for team travel events
- Responsible for team credential book and keeping all information up to date and available
- Coordinate requests for parent volunteers to participate on committees, tournaments, and other TCAHA activities
- Submit team articles or items to appropriate people for webpage and social media
- Collect all team information, create team contact list and distribute accordingly to the team.
- Coordinate locker room monitor assignments for each practice and game

Team Treasurers

The Treasurer is an important member of the team and needs to be someone other than the Team Manager or Coach. No immediate family members of the Head Coach or Manager may serve in the capacity of Team Treasurer. For the team to function, this position is responsible for the team finances and presentation of the budget to the parents/guardians of the team. Responsibilities include but are not limited to:

- With collaboration with the Manager and Head Coach, creates a draft team budget. Head Coach to give season plan on tournaments and how much extra ice to purchase.
- Follow the financial guidelines for team and level issued by TCAHA.
- Keep a very detailed listing of all incoming and outgoing money for the Team Account and list the parent names that paid assessments, donations, sponsorship, etc.
- Deposit all funds raised into the Rep Team bank account or to the TCAHA Treasure/Bookkeeper.
- Provide payments and reimbursements (or assist as needed).
- Maintain monthly reporting.

Team Safety Manager

Keeping participants safe is one of the most important aspects in the game of hockey. The Team Safety Person plays a significant role in assuring that participants are kept safe during all hockey activities by identifying and managing risks, leading injury prevention, and championing a safe environment within the team and organization.

- Particular emphasis on concussion identification. Return to play is between the player, parents/guardians and the coaching staff. Review information at <https://www.usahockey.com/safety-concussions>
- Assist the Head Coach and Team Manager with a risk assessment and appropriate mitigations for all team events.
- Collects and maintains accurate medical information files / consent to treat on all players and team officials, ensuring they are available at all team activities.
- Develops and practices the team's Emergency Action Plan (EAP) with support from other team officials. The EAP covers the team's response to any type of emergency activity (e.g. major injury, building evacuation, etc.).
- Deal with emergent minor injuries (when they occur) according to basic injury management principals and refer to medical professionals when necessary (through parents / guardians – not directly). Defer to parents / guardians if they intend to treat.
- Recognize injuries that require a player to be removed from an activity and referred to medical professionals (through parents / guardians – not directly to medical professionals).
- Ensures a first aid kit is present at all team activities (at rink or other facility). Knows location and how to access.
- Ensure that all players are provided with meaningful opportunities and enjoyable experiences free from physical and/or emotional maltreatment.
- Assist coaching staff in enforcing required equipment is being used and worn properly.
- Throughout these duties, the Safety Manager should not violate medical privacy requirements when it comes to player injuries / illnesses.

9. Committees

Committees are formed to delegate management activities and from the Board of Directors to more focused groups for better management. The TCAHA Constitution & Bylaws lists the required committees. The Operating Guidelines have more detail into the operation of each committee.

Coaching Committee

The Executive Hockey Director has the duty and authority to recruit and select no less than 5 and no more than 7 committee members and to delegate responsibility to any member as deemed necessary. The Coaching Committee must have one member of the TCAHA Board to serve as a liaison to the committee and oversee that policies and standards are being upheld. The Coaching Committee shall be made up of 50% recreational membership. The Coaching Director and his appointed Committee shall serve at the discretion of the Board of Directors. Responsibilities include, but are not limited to:

- The Executive Hockey Director and Committee will recruit and select qualified Rep Coaches using current USA Hockey guidelines. The Coaching Director makes recommendations for the Board of Directors approval not later than April 15th
- The Executive Hockey Director and Committee will recruit and select qualified Developmental / House Coaches using current USA Hockey guidelines. The Executive Hockey Director shall make recommendations for Board of Directors approval not later than the regular September board meeting
- The Executive Hockey Director and Committee shall ensure that Coaches and Assistant Coaches have adequate training and maintain records of Coach's credentials
- The Executive Hockey Director and Committee shall conduct regular meetings of the Coaches throughout the season to regulate play and resolve minor problems
- The Executive Hockey Director and Committee shall assist with the development and implementation of the standard player evaluation process for use prior to each year's Recreational draft and Rep Division evaluations.
- Create a platform for communicating all pertinent information to the Coaching Staff
- The Executive Hockey Director and Committee will have mandatory monthly meetings with all coaching staff to discuss important matters and continued awareness of our sport
- Manage player movement between rep and developmental teams based on recommendations from the coaches and age group Coordinators involved.

Discipline Committee

The Discipline Committee shall consist of the TCAHA Vice President (Committee Chairman), the TCAHA Executive Hockey Director, and a pool of 5 members at large. The Board should approve the committee pool by September 1, prior to the start of the season. The Discipline Committee investigating an alleged violation should consist of the TCAHA Vice President, Executive Hockey Director, and at least one member from committee pool. If no members of the committee pool are available, the President of TCAHA will either participate in the hearing or appoint a current Board member to fill the vacancy. If there is a conflict of interest with any of the discipline committee members, the TCAHA President or board member designee will replace the committee member with the conflict.

The Discipline Committee shall follow procedures as defined under the Disciplinary Policy. The Committee shall have authority to discipline any member for good cause, including without limitation, violation of the bylaws or any regularly established rules of the corporation, including the USA Hockey Safe Sport Program, Codes of Conduct and/or the TCAHA Model of Perfection. Discipline may include suspension from membership, suspension from playing or other such measures as may be appropriate under the circumstances. Any decision of the Committee shall be subject to written appeal to the Board of Directors, provided written notice of appeal is given to a principal officer within 7 days after the action of the Committee is communicated to the person being disciplined.

Any person suspended for 3 or more games, and/or 20 or more days, may appeal the decision to the President of PNAHA, such appeal to be in writing and within 10 days of notification of suspension. Reasonable effort to review the appeal will be made within 10 days of receipt of the appeal but will not exceed 15 days. The President's review and decision rendered will be final. All appeals to the President of PNAHA must be accompanied by a certified check, made payable to PNAHA, in the amount of \$100.00.

The action of the Committee shall remain in effect pending the appeal and shall stand unless overruled by the affirmative vote of a majority of the total TCAHA Board of Directors or the PNAHA Board of Directors (the applicable party to hear the appeal).

Policies & Procedures: Discipline Policy

Purpose: To ensure all TCAHA players, coaches, and spectators conduct themselves, on and off the ice in accordance with the TCAHA Code of Conduct.

Policy: All players, Coaches, and spectators are expected to adhere at all times to the rules of our association, our leagues, our Coaches and USA Hockey, as well as to adhere to the principles of good sportsmanship. Anyone who engages in serious or repeated violations of this policy may result in disciplinary actions, up to dismissal from our association. The Board of Directors, with the assistance from the Discipline Committee, is ultimately responsible for enforcing this policy. All TCAHA Coaches are expected to enforce the policy in the first instance.

Procedures

- The Discipline Committee will address all complaints from game officials or others regarding players, Coaches, and others charged with a match penalty or other violations that require supplemental discipline as outlined by USA Hockey.
- The committee will also handle complaints from Coaches and others concerning behavior during practices, evaluations, or other team activities that would be considered a major penalty or game misconduct if committed during a game.
- Additionally, the committee will investigate other actions, including but not limited to: damage to ice facilities, hotel/motel damage, criminal acts, unethical coaching behavior, and violations of the code of conduct.
- If needed, the Discipline Committee will conduct an investigation with the individual or individuals involved in the incident and report to the Board the results of their investigation. Along with their report, they will submit a recommendation as to whether the matter can be resolved through informal intervention, or whether cause exists for a disciplinary hearing according to USA Hockey Bylaw 10 – Procedure for Suspension and Discipline of Members.
- When a disciplinary hearing is needed, the discipline committee shall abide by Bylaw 10. The committee has the authority to recommend to the Board of Directors the admonishment or suspension of a player, Coach, or other member for reported behavior. They may also recommend expulsion from the Association for infractions deemed severe enough to warrant such action or for patterns of repeated behavior.
- The Association may revoke membership from those who are known disciplinary problems prior to registration without being subject to Bylaw 10 hearings.
- Any decision to dismiss a member will require the affirmative vote of 5 of 7 board members (the 8th board member will be conducting the investigation and will not vote on the decision). The Board's decision is final and not appealable. A player dismissed from the organization is not entitled to any refund without Board approval.

Tournament Committee

The Tournament Committee will be comprised of the Tournament Director (chair) and the Age Group Coordinators as members. responsibilities include but may not be limited to:

- Developing standard templates for tournament programs
- Ordering awards for all tournaments
- Collaborating with the Raffle Manager on all tournament raffles
- Recruiting volunteers and delegating responsibilities during tournaments
- Prepare locker room schedule, locker room assignments, and updating tournament statistics

- Provide full accounting and documentation of all monies raised during tournament in compliance with gambling commission and required by the Tournament Director
- Provide closeouts for each tournament with feedback and financial results

Awards Committee

The Awards Committee is responsible for gathering Academic and Leadership Achievement nominations, selecting the award winners, and overseeing the annual presentation of awards to players. The call for nominations will be issued by February 15th of each season, and award winners will be notified no later than May 15th. The committee will make recommendations to the Board of Directors for the approval and allocation of existing funds. It will consist of the Treasurer and Secretary, along with input from the TCAHA Board of Directors. Awards and Scholarships the Committee are responsible for:

- Leadership and Academic Achievement Award (LAAA) David M. Brown Memorial Trophy
- Volunteer of the year award
- "Spirit of Hockey" player of the year award- Brian Clark Memorial Fund
- "Hockey for Kids" Chuck Mantello Memorial Fund
- TCAHA scholarships-youth programs
- Dru Hammond Hockey Hero Scholarship

Scheduling Committee

The Scheduling Committee shall consist of 4 members

1. Scheduler
2. TCAHA President
3. Executive Hockey Director
4. Association Team Manager

Duties shall include:

- Before the start of season, developing a schedule criterion to be followed throughout the season
- Review schedule prior to distribution to ensure fair allocation of ice time
- Monitor allocation of games and practices to ensure equality between teams in each division and across all divisions
- Assists in resolving minor scheduling issues and problems
- Report any major scheduling problems to the TCAHA Board

Nominating Committee

The Nominating Committee shall be chaired by the Secretary and formed at least 90 days before the scheduled election of Officers and Directors at the annual general membership meeting in January. The Committee shall be responsible for locating and encouraging qualified voting members of the Association to stand for election, and to agree to serve if elected, for those positions to be elected by the voting membership. Every reasonable effort shall be made to secure at least two qualified candidates for each position to be elected. The slate of nominees shall be presented to the Association Secretary at least 30 days prior to the scheduled election meeting. The Secretary shall include the list of nominees with the meeting notice mailing.

Equipment Management Committee

The Equipment Management Committee shall be chaired by a board member and be responsible for the custody, inventory, distribution, maintenance, repair and replacement of all Association owned or controlled equipment, unless otherwise stipulated.

Registration Committee

The Registration Committee shall be chaired by the Association Registrar and be responsible for organizing and conducting pre-registration activities, registering players and teams, obtaining and maintaining proper birth records, medical treatment release forms and player transfer forms. The Registrar shall also obtain and maintain properly signed copies of game score sheets of all games involving Association teams. The Registrar shall also maintain records of individual player achievements toward hat trick, play maker and zero club awards; and prepare the necessary submittal to USA Hockey for receipt of these awards.

Public Relations Committee

The Public Relations Committee shall be chaired by a board member and be responsible for all activities conducted to inform the membership and public of Association activities, plans and programs. Responsibilities shall include the publishing of a monthly newsletter, preparation/issuance of reports, publications and/or other suitable media. The Committee shall also work with other committees as appropriate to prepare and conduct membership recruiting programs; and to provide public recognition of sponsor, donors, etc., through certificates, plaques, letters, pictures, etc.

10. Policies – General Statement

The following policies and procedures have been adopted by the Board of Directors at a Regular Board Meeting held on July 14, 2025. Additional adoption of policies and procedures will be indicated in this document with dates included.

These rules and regulations have been established and adopted by the Tri-Cities Amateur Hockey Association (hereafter referred to as TCAHA) for the purpose of:

- Detailing the responsibilities of all individuals who are members of TCAHA as defined by the TCAHA Constitution & Bylaws Article 7, including but not limited to Coaches, while representing TCAHA in any capacity or taking part in any TCAHA activity.
- Establishing guidelines and procedures as to team and team-related activities.
- Providing requisite continuity and consistency to the total TCAHA program.

Any violations of these rules and TCAHA Constitution & Bylaws could subject members to disciplinary actions including probation, suspension or termination of membership.

Members may also rely on the annual TCAHA programming guides to understand any additional policies, procedures and/or season updates/changes to existing TCAHA Policies/Procedures. These are posted annually on our website at www.tcaha.com.

11. General Policies

General Policy #1 - Roster and Foreign Travel Policy

Team Rosters for state and nationally bound teams need to be set no later than 31 December. In order to play against an outside opponent, TCAHA teams must be on a PNAHA approved USA Hockey Roster that is submitted by the TCAHA Registrar (even scrimmages against other organizations). If rosters are needed or need to be changed, they must be submitted to the registrar two weeks prior to the time of the event to allow for processing (an exception may be made for emergencies, but these should be rare). In addition, all teams playing in foreign countries (i.e. Canada) must get travel permission through USA Hockey. Start this process a month ahead of the event with the TCAHA Registrar.

General Policy #2 - Developmental / House General Policy

The overall objective of Developmental / House team hockey is to field teams of players to compete at a level that will emphasize team play by integrating diverse skill levels of all players. Equal ice time among players, in all game situations (including short-handed, power-play, and limited circumstances requiring double shifting), is a requirement. Equal participation of all positions is encouraged. Utilizing the special skills and talents of each player will be balanced with the requirement to develop collective team skills to advance team potential. Coaches will concentrate on developing individual abilities of all players, on an equal basis, while instilling the virtues of good sportsmanship, honest effort, discipline and respect. Coaches will also focus on promoting knowledge of, and enthusiasm for, the game of hockey while never losing sight of, or de-emphasizing, the fun aspect of the game.

- The three-goal rule (aka. "The Gretzky Rule") applies to the 8U Division and lower: No single player may score more than three goals in one game.
- All 8U games shall be played cross/half ice per USA Hockey.
- Games/tournaments not contemplated in the season budget with teams from outside the association, at home or away, may be played with prior approval of the Executive Hockey Director. All costs incurred from games will be paid strictly by the team.

General Policy #3 - Developmental / House Evaluation Skate and Team Selection Policy

The purpose of the evaluation Skate and the subsequent draft procedure is to give all Coaches in each division the opportunity to evaluate each skater's ability and draft teams that are equal and competitive. Selected Coaches are required to attend the evaluation skate sessions. Head Coaches must name their Assistant Coach (with approval of the Coaching committee) before the rate skate begins or after the draft is completed. The Age Group Coordinator, Executive Hockey Director and his/her committee will oversee the evaluation skate and subsequent draft. Evaluation skate sessions are overseen and directed by the Coaches in that particular age division.

Draft Process:

1. Evaluations will take place after all rep teams have been selected.
2. Coaches will evaluate skaters on a scale of 1 to 5 (with 5 being exceptional). Final ratings must be unanimously agreed upon by all Coaches, and every skater, including goalies (if designated at the SU levels), must receive a rating. In cases where a player is injured or absent due to a pre-scheduled family commitment and cannot attend the Rate Skate, a rating will be assigned if the player is known to the staff. If the player is not known, they will receive a rating of 3.
3. Coaches will discuss any "HAND-CUFF Circumstances" involving players and compile a list of such cases (e.g., ride shares, family situations). "HAND-CUFF Circumstances" must be pre-approved by the TCAHA Executive Hockey Director before the evaluation skate; last-minute requests during the weekend will not be accommodated. Ensure the requests get to the Executive Hockey Director in writing at least three days prior to the Evaluation. Appeal authority for this is in the Chain of Command section of this Handbook. Efforts will be made to fulfill these requests whenever possible, but no adjustments to the selection process will be made solely for convenience.
4. Coaches may protect their own child and one additional child for an Assistant Coach (goalies count as protected players). A maximum of two players can be protected per team, with no exceptions for managers or additional Assistant Coaches. If a Coach has a child/player among those being selected, they must choose either their own child or the other protected player as their first pick if that child is rated a 4.
5. Coaches will determine whether goalies are selected first or last.
6. To establish the draft order, Coaches will draw numbers from a hat (the goalie draft will follow the opposite order of the main draft).
7. The Coach with the #1 pick will make the first selection. If their child is rated in the top group, they must choose their child.
8. The draft will follow a Snake Format, with the order proceeding as follows:
1-2-3-4-5-5-4-3-2-1-1-2-3-4-5, etc.
9. A TCAHA Board liaison to the Coaching committee will be present at all Developmental / House drafts (a Board member cannot participate in the draft if their child is involved).
10. An Age Group Coordinator will oversee and monitor the draft.
11. Each team will be represented by the Head Coach and one Assistant Coach during the draft.
12. After the draft concludes, teams will be organized based on the order of late registration players received. If a team loses a player for the season, the Executive Hockey Director and Age Group Coordinator will determine where to place the next available player.
13. Copies of the rosters will be made immediately following the draft to ensure both the office and the Head Coach have a record.
14. All attendees at the draft will be reminded about the confidentiality of player ratings, special circumstances, and other draft-related matters. All paperwork containing player ratings will be collected at the end of the draft by the Age Group Coordinator or a board member and destroyed.

General Policy #4 - Rep Division Evaluation and Team Selection Policy

The purpose of TCAHA Rep Division hockey is to field teams of players to compete at an advanced skill level and to enhance team play by integrating each player's progressive abilities. Equal ice time for all players is not a requirement; however, the special skills and talents of each player shall be utilized and balanced with the requirement to develop collective team skills to advance team potential. Coaches will also concentrate on further advancing individual abilities and knowledge of the sport of all players, as well as focusing on teaching life lessons through hockey that instill the virtues of good sportsmanship, honest effort, discipline and respect.

TCAHA's Coaching Committee shall evaluate all players to provide a fair and impartial assessment of each player's total hockey skills to ensure that each player has a reasonable opportunity of being selected to a team appropriate to the athlete's skill level. Players are judged on their skating, puck skills, work ethic, game sense, and decision-making during tryouts. Additional considerations are: The player's character (on and off the ice), team needs and chemistry.

All players must check in with TCAHA Registrar prior to the beginning of the evaluation process. TCAHA personnel will ensure that all players are registered, and account fees are collected prior to players being evaluated. TCAHA representatives will be available to meet with any parents and players to explain the selection process, financial requirements, league declarations, expected travel and overall time commitments for the upcoming season.

Evaluations are completed by members of the TCAHA Coaching Committee or other designated and knowledgeable representatives at the direction of the Executive Hockey Director. The Coaching Committee shall be composed of 5-8 evaluators with hockey knowledge and experience. 2-3 of the evaluators should have little to no background information on the players and 2-3 of the evaluators should have some background and experience with as many of the players as possible. The spirit of this is to provide an unbiased opinion of the players' hockey skill level as well as some background information about player character. Evaluations for both 'A' and 'B' Rep teams may take place concurrently if Coaches for both teams have been selected. Once the 'A' team is selected, a 'B' team may be considered if enough players and talent exist. If a 'B' team Coach has not been selected there will be a second tryout for the 'B' team if there is enough interest. Selecting and announcing the Coaches ahead of evaluations provides members with the most clarity into the upcoming Rep Season.

Any player that is not selected for the 'A' or 'B' Rep teams will be assigned to their respective Developmental / House League Divisions. Players not selected will be eligible to participate in their Developmental / House Division's evaluation skate and League Draft. Players must be registered in SportsEngine before the evaluation skate to be selected for a Rep team; there is no minimum amount of evaluation skates a player must perform in to be considered. Players unable to participate in the evaluation process due to injury or other extenuating circumstances must inform the Executive Hockey Director, in writing, within 48 hours of the first scheduled tryout date. The Executive Hockey Director may excuse any player from the evaluation process upon proper notification. TCAHA will notify all players who receive a roster spot on a Rep Team. Roster spots may be declined by immediately contacting the Executive Hockey Director. No action is necessary to accept a roster position. Final rosters will be posted on the TCAHA website, and a non-refundable payment must be made to secure each player's accepted roster position. Posted rosters are final with the exception that the TCAHA Coaching Committee reserves the right to continue evaluating players as deemed necessary. Roster spots created by resignation, dismissal or extended injury (greater than 60 days) can be permanently filled, prior to December 31. A Development / House Division player may be asked to fill a permanent vacancy on a Rep Team to replace a player permanently lost due to injury, resignation or dismissal, only after the Executive Hockey Director has been notified in writing of such intent and has given approval. The player receiving the offer has the exclusive option to refuse and remain on their current team. Any player who resigns or is dismissed, with permission from the Executive Hockey Director, may be eligible to play for another team only if available to be selected and rostered by that team's Coach, no later than the applicable TCAHA and/or USA Hockey roster deadline. No player shall displace an existing 'B' player. Rep Division rosters will consist of a minimum of 13 rostered players and a maximum of 20 rostered players. The final number of players on the team will be decided by the Executive Hockey Director and Head Coach with assistance from the Treasurer or Bookkeeper & Registrar.

General Policy #5 - Play Up Policy

TCAHA seeks to provide each player the highest-level of competition while ensuring that player athletes continue to safely develop.

- Any player seeking higher age level playing status must inform the Executive Hockey Director no later than five (5) days prior to the first scheduled Rep Team Evaluation.
- The Executive Hockey Director will present this information to the Board of Directors for consideration.
- Each player's intent will be forwarded to the 'A' Coach of the higher-level team and the 'A' Coach of the age-appropriate team.
- There must be an argument to be made by the Coaching Committee that the player applying to move up is a top five (5) player on the higher-level team in skill and ability or the top goaltender.
- The Coaching Committee shall include the Head Coach of the higher aged team and the Executive Hockey Director.
- Player movement will only be considered at the high age 'A' team. Player movement to the upper level 'B' team is at the discretion of the Executive Hockey Director, with the approval from the Head Coaches.
- Upon the completion of the evaluation process, the higher-level 'A' Coach, the Executive Hockey Director, the player and the player's parents, will meet to hear all discussions and comments.
- The discussions shall be brought to the Board of Directors for secret ballot vote. All decisions of the Board are final.
- Upon approval a Player Movement Consent Form shall be signed by all involved parties.
- The nature of the Player Movement Consent Form shall be to document that the procedure has been followed, and all parties agree to the player moving to the higher division with the knowledge of the expectations put upon the player in the higher age division.
- A lower age level division goaltender or a 'B' level goaltender may be suited for an 'A' level practice in addition to the rostered goaltender.
- A lower-level goaltender may be rostered in accordance with PNAHA and USA rostering deadline to replace an injured or goaltender unable to compete.
- All movement requires approval from the Executive Hockey Director and must be agreed upon by both the Coach of the lower age division and the upper age division.
- Upon approval by all parties, a Player Movement Consent Form shall be signed by all involved parties and presented to the Board of Directors for final approval.

For instances where there is a compelling reason for a House / Development player to play up an age division this request should be submitted in writing to the Executive Hockey Director at least five days prior to the request to begin this play up. There must be appropriate justification for this request. The appeal authority for this listed in the chain of command section.

General Policy #6 - Play Down Policy – Developmental / House Division

Novice/beginner players in the 10U and/or 12U Developmental / House divisions may be allowed to play down an age group on a case-by-case basis, as recommended by the Coaching Committee, with the concurrence of a majority of the Coaches in the age group to which the player is moving and approved by the Board. Players allowed to play down are not permitted to play in PNAHA tournaments. When playing on a regular Developmental / House team, girls may play down one age classification according to the parameters established for boys under the PNAHA and/or USA Hockey rules. Only in Female Only situations are girls allowed to follow the separate age classifications established by USA Hockey guidelines. TCAHA may allow girls to participate on teams in both the youth and girls' programs. Added costs will be required for girls to elect to participate in both programs.

General Policy #7 - Volunteers at Practice Policy

TCAHA encourages volunteer participation in all of its activities. On- and off-ice volunteers during practice must report to the Head Coach who will be responsible for their performance and assignment during that practice. All volunteers must be screened and certified in accordance with USA Hockey and PNAHA Background Check Policies and Procedures and have completed all USA Hockey insurance and USA Hockey and TCAHA registration forms prior to participating on the bench or in any on-ice activities. Volunteers who are under the age of 18 years of age shall be utilized as productive help or shall be asked to leave the ice. TCAHA encourages the use of older players for skill development of its

younger players. Players who wish to help at practices are encouraged to do so but must remember that it is not play time and should act in a productive and responsible manner.

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

- Limited to highly experienced players and trainers providing specialized instruction such as power skating, goaltending, stickhandling, etc.
- Age 21 years or older
- Current USA Hockey and TCAHA registration
- Current background check per USA Hockey
- Participation is requested by the team Head Coach and approved by the Executive Hockey Director.
- Cannot hold the title of Head or Assistant Coach
- Cannot be on bench during games
- Participation in practices must be under the supervision of a TCAHA-approved Coach

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

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

General Policy #8 - Discipline Policy

To ensure all TCAHA players, Coaches and spectators conduct themselves, on and off the ice in accordance with the TCAHA code of conduct.

All players, Coaches and spectators are expected to adhere at all times to the rules of our association, our leagues, our Coaches and USA Hockey, as well as to adhere to the principles of good sportsmanship. Anyone who engages in serious or repeated violations of this policy may result in disciplinary actions, up to dismissal from our association. The Board of Directors, with the assistance from the Disciplinary Committee, is ultimately responsible for enforcing this policy. All TCAHA Coaches are expected to enforce the policy in the first instance.

All infractions (including those involving the Coach) should be reported to the Coach for informal resolution. Any incident which results in a player, Coach or spectator being ejected from a game or being suspended for a subsequent game shall be a violation of this policy. If the infractions persist, they should be reported to the Discipline Committee through written submission of an Incident Report to the Vice President of the Board of Directors. Any incident which results in a player, Coach or spectator being ejected from a game or being suspended for a subsequent game shall be reported to the Discipline Committee. The Head Coach is responsible for reporting the incident within 48 hours of the game in which it occurs. If needed, the Discipline Committee will investigate with the individual or individuals involved in the incident and report to the Board the results of their investigation. Along with their report, they will submit a recommendation as to whether the matter can be resolved through informal intervention, or whether cause exists for a disciplinary hearing according to Constitution & Bylaw 10. When a disciplinary hearing is needed, the Discipline Committee shall abide by Constitution & Bylaw 10. The Committee and the Board may issue whatever disciplinary decision it deems just and in the best interests of the organization and its youth members. Discipline actions may vary in severity from verbal warning to dismissal from the organization. The Association may revoke membership from those who are known disciplinary problems prior to registration without being subject to Constitution & Bylaw 10 Hearings. Any decision to dismiss a member will require the affirmative vote of five of eight Board Members (the ninth Board Member will be conducting the investigation and will not vote on the decision). The Board's decision is final and not appealable. A player dismissed from the organization is not entitled to any refund without Board approval.

Each member organization shall have the power to suspend any member for conduct detrimental to hockey, either on or off the ice. This shall include abuse or threatening words or actions towards any Officer or Game Official of the Association and/or PNAHA. (PNAHA Rules and Regulations).

Any team that leaves the ice during a game: the team, Coach and/or team official may be suspended for a period of one (1) year and shall be suspended for a minimum of thirty (30) days. (PNAHA Rules and Regulations). A Coach and/or team official who knowingly allows the participation of an ineligible team

member in any game shall be suspended for a minimum of thirty (30) days. (PNAHA Rules and Regulations).

All penalties dealing with suspensions must be reported by the referee to the member organization Director/President within twenty-four (24) hours. The Director/President will, in turn, immediately notify the President of PNAHA. (PNAHA Rules and Regulations).

General Policy #9 - Ice Cancellation Policy

After the initial acceptance of TCAHA's ice schedule all Practices/Games cancellation requests must be submitted no later than 30 days prior to the scheduled ice time to be considered by the TCAHA Scheduler. The full cost of scheduled ice will be charged to the canceling team unless the scheduled team can find an acceptable replacement or there has been an emergency that has caused the cancellation. Referee costs for games cancelled less than 7 days from the scheduled ice time will be passed on to the team unless the referee association agrees to the cancellation without charge. Notification of ice cancellations, as well as additional ice requests must be made via e-mail to the appropriate Age Group Coordinator and the TCAHA Scheduler at Scheduler@TCAHA.com phone requests will not be permitted. In the event that there are any conflicts in ice scheduling throughout the season or a facility does not show up at one (1) hour prior to scheduled games or thirty (30) minutes prior to scheduled practices, contact either the TCAHA President or Vice President..

Age Group Coordinators are expected to notify the scheduler as soon as possible if scheduled ice will not be used to allow the scheduler the opportunity to find others to fill the slot. Coaches are allowed to trade practice ice times between themselves but are not allowed to trade games without approval of the scheduler.

General Policy #10 - Parent Participation Policy

The Parent Participation Policy is designed to foster a strong sense of community and shared responsibility within the Tri-Cities Amateur Hockey Association (TCAHA) a registered 501.c.3 (non-profit). By engaging parents and guardians in volunteer activities, we aim to create a positive environment that supports the development and success of our players, the growth of our association, and to keep registration fees down. This policy balances the need for volunteer support with the flexibility to accommodate families' varying levels of availability and interest.

Applicability: This policy applies to all responsible parties (RPs) who are registered with TCAHA and have an active player in the organization (Development / House and Rep). Each RP is expected to contribute to the association's activities, ensuring that all events and commitments are successfully executed. Duties completed for compensated positions (i.e. Employees, Association Team Manager and Age Group Coordinator) do not count for volunteer time.

Team Specific Volunteer Activities: Each RP is required to volunteer time and services directly associated with the player's assigned team. Volunteer opportunities include but are not limited to:

- Becoming the Team Manager
- Running the time clock
- Running the scoreboard
- Running the penalty box

It is essential for RPs to share responsibilities for home and away games to ensure everyone can watch their participant play. If volunteer shortages occur, the Team Manager may assign specific tasks to any RP. Utilizing team-specific volunteers for game operations helps lower registration fees, reduce costs,

and enhance the organization's financial stability. Note that these volunteer hours do not count toward the required minimum volunteer hours.

TCAHA General Volunteer Activities: Each RP must contribute a minimum of ten (10) hours of volunteer time for a single player household or twenty (20) hours for a multiple player household to the general TCAHA organization during the hockey season, or pay a fee at registration to opt out, or for any unmet minimum hours. This is in addition to team-specific volunteering and is not interchangeable.

Volunteer opportunities include but are not limited to:

- Serving on a committee (refer to TCAHA Committee section for available opportunities).
- Volunteering at TCAHA hosted tournaments.
- Recruiting primary and secondary sponsorships for Developmental / House and Rep teams, and acquiring donations that go toward the TCAHA general fund.
- Participating in TCAHA fundraisers (organizing raffle baskets, running booths, collecting raffle items etc.).
- Assisting with community service campaigns.
- Acting as a scorekeeper, statistician, timekeeper, or penalty box attendant for TCAHA home games that your participant is NOT participating in. (See team-specific volunteerism).
- Coaching, managing, or assisting on-ice.
- Becoming a Board Member.

Volunteer Opt-Out Option: Families may choose to opt out of TCAHA General Volunteering by paying a designated fee of twenty-five dollars per hour (\$25/per hour) for a total of \$250 for a single player household or \$500 for a multiple player household to cover the mandatory 10-20 hour minimum at the time of registration. This fee will contribute to a general volunteer fund used to compensate for any lack of volunteers. If a RP completes only part of their required hours, any unmet hours will be billed at the same rate as established during registration and charged using the RPs card on file at registration. In exchange for opting out of the general volunteering requirement, the RP will be removed from any email communication requesting/requiring TCAHA General Volunteer Activities.

Tracking and Accountability

- **Recording Volunteer Hours:** Team-Specific and TCAHA General Volunteer Hours will be tracked by individual Team Managers. RPs are responsible for ensuring their volunteer hours are met and accurately recorded.
- **Gifting Hours:** If the required volunteer hours cannot be met before the end of the season, hours may be gifted to other RPs. This must be documented and approved by the Team's Manager.
- **Household vs. Player:** The mandatory General TCAHA Volunteer Hours are designed to consider single player vs multiplayer (2 or more) households.
- **Penalties for Non-Compliance:** Families who do not meet the volunteer hour requirement and have not opted out will be fined. The fine will be calculated based on the unmet hours and billed to the RPs credit card on file at the end of the season. Non-compliance may result in further action, including the suspension of participation privileges for the following season.

Creating a Positive Volunteer Culture:

- **Acknowledgment of Participation:** TCAHA will recognize and reward RPs who exceed their volunteer hour requirements. Special gifts, certificates, or public acknowledgment may be provided to those who contribute significantly to the association.
- **Matching Skills with Needs:** TCAHA encourages RPs to volunteer in areas that align with their skills, interests, and availability. By doing so, we hope to create a more effective and fulfilling volunteer experience for all.

Waiver and Acknowledgment: Each family will be required to sign a waiver acknowledging their understanding of this policy during registration. This waiver will include an option to opt-out of volunteering, with the associated fees clearly stated.

Steps to becoming a volunteer:

1. **USA HOCKEY REGISTRATION:** THIS IS FREE FOR VOLUNTEERS AND MUST BE DONE EACH YEAR. This can be done at: <https://membership.usahockey.com/>
2. **SAFE SPORT TRAINING:** THIS IS FREE FOR VOLUNTEERS AND MUST BE COMPLETED EACH YEAR.

This can be done at <https://www.usahockey.com/safesporttraining>

3. USA HOCKEY BACKGROUND CHECK: In compliance with requirements from the United States Olympic & Paralympic Committee (USOPC), USA Hockey has implemented a national level background screening policy using NCSI which is the only background check accepted by USA Hockey. A background screening is valid for 2 years and is reimbursed by TCAHA by sending your receipt to REGISTRATION@TCAHA.com. This can be done at: <https://www.usahockey.com/backgroundscreen> Once all requirements are completed, please send only your USA Hockey confirmation number to REGISTRATION@TCAHA.COM. This confirmation number is found on your USA Hockey registration receipt. The confirmation numbers are 9 digits and 5 letters (example: 123456789XXSAY).

Acknowledgement at Registration. This policy will be acknowledged at registration with the following language: I understand the volunteer requirements for the upcoming season. I also understand that if the volunteer requirements are not met, I will be charged a fee for those hours, and that in order to remain in Good Standing with the organization, any fees or unfulfilled hours will need to be paid or completed by March 31.

General Policy #11 - Jersey Number Standardization Policy

USA Hockey rules do not permit multiple players on the same team to have the same number. To prevent this from happening, players born in even numbered years will provide three (3) even numbers to be submitted at registration as choices for jersey numbers. If all three (3) numbers have been assigned to other players within the group of potential teammates, typically the year of, the year before and the year after the player's birth year, then the Registrar has the right to assign an even number not in use. For players born in odd numbered years, three (3) odd numbers shall be submitted at registration as choices for jersey numbers. If all three (3) numbers have been assigned to other players within the group of potential teammates, then the Registrar has the right to assign an odd number not in use. Players will maintain their numbers year to year, unless they request a change to the Registrar in writing. Beginning with the 2017 birth year, there are no exceptions to the even/odd birth year requirements except as indicated below.

Jersey Numbers Exceptions & General Rules:

- The Board will allow the use of a sibling jersey number outside of the birth year rules if it does not create a conflict with other players within the group of potential teammates.
- Once a player has been assigned a jersey number for any team within TCAHA Hockey, that number will no longer be available for any other players born in the same year, the year before, or the year after the player who has that number.
- Once a player has been assigned a number, they will be able to keep that number if they remain registered with TCAHA.
- Players may elect to give up their current jersey number in order to select a new number within the birth year requirements outlined above and with the approval of the Registrar.
- TCAHA will have jerseys for loan at the 8U and below level. No number preference is guaranteed, but officials may do their best for players with a love for a certain number.
- This jersey numbering policy begins at the 10U level.
- All players must follow TCAHA equipment standardization standard beginning 2025-2026 season.

Jersey Numbers Conflicts:

- When there is a jersey number conflict with another player, priority is given to the returning player with unchanged numbers, who are following the even/odd birth year requirements
- If a conflict remains, and both players wish to retain the number, the priority will go to the player with the most tenure in TCAHA programming
- If players leave the Association, they lose their tenure
- If a tiebreaker is still needed, priority will then fall to the player who is older within their birth year
- The player with the younger birthdate will be asked to change jersey numbers at their expense

General Policy #12 - Whistleblower Policy

TCAHA encourages Board members, staff, and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of TCAHA. This policy specifies that TCAHA will protect the person from retaliation and identifies where such information can be reported.

Procedure for Reporting

TCAHA encourages complaints, reports, or inquiries (henceforth referred to as "reports") about illegal practices or serious violations of TCAHA's policies, including illegal or improper conduct by TCAHA itself, by TCAHA's leadership, or by others on TCAHA's behalf. Appropriate subjects to raise under this policy include financial improprieties, accounting or audit matters, ethical violations or other similar illegal or improper practices or policies. Other subjects on which TCAHA has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Protection from Retaliation

TCAHA prohibits retaliation by or on behalf of TCAHA against Board members, staff, or volunteers for making good faith reports under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. TCAHA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious reports or who otherwise abuse this policy. 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 with their legal right of defense.

Where to Report

Reports may be made under this policy on a confidential or anonymous basis. Each report should describe in detail the specific facts demonstrating the basis of report. The report should be directed to the TCAHA President or TCAHA Treasurer immediately; if both of those persons are implicated, the report should be directed to the TCAHA Secretary. TCAHA will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that TCAHA may be unable to fully evaluate a vague or general report made anonymously.

General Policy #13 - Prohibited Substances Policy

The possession, use, consumption, distribution, purchase, sale, or any other unlawful involvement with illegal drugs, controlled substances, alcohol, anabolic or androgenic steroids, tobacco, E-Cigarettes, Vapor Pens, "look-alike" drugs, drug paraphernalia, or any substances that mask or tamper with these is strictly prohibited.

Additionally, the distribution, abuse, or misuse of over-the-counter medications, prescription drugs, or other chemicals is also forbidden.

A Jr. American must not attend any party or gathering where these substances or any mood-altering chemicals are present, including gatherings in homes, outdoors, or while in a vehicle. Failure to leave such situations immediately and safely will be considered a violation of the Model of Perfection.

If a Jr. American cannot safely exit a situation involving prohibited substances, they must report the incident to a Coach or administrator immediately. Verification of the circumstances will result in no disciplinary action.

General Policy #14 - Dress Code Policy

Dress codes support team members feeling part of a group and lends itself to a feeling of all working toward one purpose. Whether intentional or not, how we dress sends a message. Therefore, every Jr. American will adhere to a dress code to signal by their appropriate appearance that they represent TCAHA with the utmost respect and pride. Where communicated by the team's Coach, the dress code is required for all Jr. Americans when entering the rink, exiting the locker room and/or appearing in a public area during home games, showcase games, all-star games, etc. The dress code is also to be worn if a team participates in any volunteer Teams may choose from the approved dress code options in the TCAHA rink. Equipment Standardization (teams are further encouraged to find sponsors to assist with the purchase of the team Jr. Americans attire): No jewelry of any kind is to be worn during on-ice activities as doing so may pose a safety risk.

General Policy #15 - Public Relations Policy

Recommendations for any sort of media engagement or placement on the TCAHA website should requested via email to the following:

1. For Board of Directors decision, action and communication please send to the TCAHA Secretary. The Secretary will channel this to the appropriate venue for decision and action and if correspondence or other media is needed to communicate the finalization the Secretary will coordinate those efforts.
2. For standard Facebook, Instagram and Website updates please send to the TCAHA Webmaster (Program Coordinator) and the PR Director on the Board.

General Policy #16 - TCAHA Logo Policy

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

General Policy #17 - Conflict of Interest Policy

It is in the best interest of the TCAHA to be aware of and properly manage all conflicts of interest. This Conflict of Interest Policy is designed to help board members, staff and volunteers of the TCAHA identify situations that present possible conflicts of interest and to provide the TCAHA with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1. Conflicts of Interest Defined. In this Policy, a person with a conflict of interest is referred to as an "Interested Person." For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, officer, employee or volunteer, including a Board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the TCAHA for goods or services.
- b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the TCAHA and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the TCAHA.
- d. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has an interest in the outcome of a disciplinary matter or investigation with the TCAHA.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the TCAHA. All such circumstances should be disclosed to the Board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the TCAHA are not compromised by the personal interests of stakeholders in the organization.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the TCAHA.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

b. An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the TCAHA or a major donor to the TCAHA or anyone else who is in a position of control over the TCAHA who has a personal interest that is in conflict with the interests of the TCAHA.

c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.

d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the TCAHA is not a Contract or Transaction.

3. Procedures.

a. Prior to Board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If Board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the Board member or by the interested person him/herself if invited to the Board meeting as a guest for purposes of disclosure.

b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the Board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the TCAHA has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

f. Interested Persons who are not members of the Board of Directors of the TCAHA, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the TCAHA participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full Board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality. Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential

conflicts, which might be adverse to the interests of [Name of Nonprofit]. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of [Name of Nonprofit] for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. Administration of Policy. Each Board member, staff and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

a. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.

b. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers

12. Financial Policies

In order to protect the financial integrity of each team's "team fund," TCAHA has developed a financial accounting policy. This policy is designed to protect the interests of all parties in maintaining financial accountability to the association as a whole, to the State of Washington Department of Revenue, and the United States Internal Revenue Service. The TCAHA financial accounting policy must be adhered to by each team registered with TCAHA, and failure to do so may result in individual and/or team repercussions as indicated in the appropriate section below.

Developmental / House and Rep Team Financial Accountability - Each team shall have a team Treasurer working directly with the Team Manager. Registrations and Dues must be kept current. Players delinquent on payments or accounts will be suspended from association activities until account is current. To ensure compliance, all team and player sponsorship and fundraising activities must be pre-approved by the TCAHA Treasurer. Under no circumstances is money to go directly into any player/parent/other personal bank account. Any article given to a team or individual as a donation must be accounted for as a fundraising or sponsorship donation. This will be accomplished by completion of a Sponsorship Form that includes all information relating to the donor and the donation. This sponsorship form must be the approved form available on the TCAHA website (www.tcaha.com).

The TCAHA Financial Obligation and Refund Policy aims to protect TCAHA's continuing business operations while setting expectations for our player's ongoing financial commitments to the Association. This policy provides guidelines around what types of situations may constitute a reason for a refund (partial or full), or release of further financial obligation, if a player will no longer be participating in the TCAHA programming for which he/she is currently enrolled.

Financial Policy #1 - Financial Obligation Policy

All TCAHA participants and his/her parents or guardians will keep their attendance, transportation, equipment commitments and their financial obligations current. Such commitments are obligations to be met even if the player is injured or suspended, unless waived by the TCAHA Board of Directors. Players who are delinquent on payments will be charged a \$25 fee+ 2% of the unpaid amount per month until the delinquency is paid and will not be allowed on the ice until delinquent amounts are paid and the account is brought current. A player will not be allowed to register or participate in any TCAHA activity until this delinquent bill or other outstanding fee or cost is paid in full. TCAHA reserves the right to enforce liability for the financial obligation and, if necessary, have players deemed ineligible to play for non-payment throughout our affiliate association (PNAHA).

Financial Policy #2 - Refund Policy

The TCAHA Refund Policy consists of programming fees, which include the season's ice fees (practices and games). Non-refundable programming fees include administrative costs, fund raising

fees and uniform costs. If program fees are refunded, they will be prorated accordingly. The Board of Directors retains the right to review and have the final approval over all refunds. This policy consists of detailed procedures for Developmental / House and Rep programming.

Developmental / House Program Procedures: "Refund Date" is the date the Hockey Director is notified in writing of the player's inability to continue participating in the current TCAHA programming for which he/she is registered. If the request for a refund is approved, the player will be ineligible to return to play for a minimum of 60 days from the Refund Date. A player's "release" may be included as part of the refund request. A player may continue to be listed on the official TCAHA team roster without further costs to the player to retain the player's position on the team in the event that the player is able to return to play later in that season. If the player wishes to return to play after 60 days a written medical release from a physician must be supplied to TCAHA. In such cases, the player will be granted 2 ice sessions to determine if he/she is able to participate.

If unable to continue with participation, the player will not be billed for the 2 ice sessions and will not be permitted to play until the following season (or next available TCAHA registration period...i.e. spring or summer programming). If after the 2 ice sessions the player is determined to be able (and willing) to participate. The player will be billed for ice-fees for the balance of the remainder of the season (not including the 2 initial ice sessions used to determine ability to participate). The billed amount will be non-refundable regardless of further injury or inability to participate. The TCAHA Treasurer or bookkeeper may adjust the amount the player is billed to fit the situation as needed.

Refunds shall only occur once per season per player.

Rep Program Procedures: A player who vacates their place on a Rep team (e.g. "roster spot") must request in writing a refund or release of further financial obligation. The TCAHA Board of Directors will work with the TCAHA Business Manager or Bookkeeper and Hockey Director to review each request. TCAHA will work to keep rosters "full" and fill vacated roster spots if /when possible. When filling vacated roster spots TCAHA will take into consideration such factors as the downstream impact that moving players between teams will have across the association, team budgets, date which rosters are to be finalized (National Tournament Bound teams). If TCAHA is able to fill the vacated roster spot, the player (parent) will be held financially responsible for the ice fees used to date (calculated in the number of weeks of eligible participation) divided by the total number of weeks in the season (typically around 25 weeks)+ the fixed costs (e.g. "Non-Refundable Fees") outlined in the Association Refund Policy section listed above. If TCAHA is unable to fill the vacated roster spot, the player (parent) will be financially responsible for an amount as calculated below. If the request for refund/release is made on or before November 30, the player/parent's will be held financial responsibility for 50% of the seasons Program Fees as outlined in the Association Refund Policy section listed above. If the request for refund/release is made after November 30, the player/parent will be held financially responsible for 100% of the season's ice fees+ the fixed costs outlined in the Association Refund Policy section found above.

Examples of refunds				
	House Player 1	House Player 2	Rep Player 1	Rep Player 2
Roster Vacated Date # of Weeks Used (based on total season weeks)	\$850.00	\$850.00	\$1,000.00	\$1,000.00
% of Ice Fees Used	36%	84%	24%	74%
Roster Spot Filled	N/A	N/A	Yes/No	Yes/No
% to be Used for total amount	36%	84%	24%/50%	74%/100%
Initial Financial Responsibility (Example Only - Subject to Change)				
Ice Fees	\$600.00	\$600.00	\$850.00	\$850.00
Non-Refundable Fees	\$250.00	\$250.00	\$250.00	\$250.00
Initial Responsibility	\$850.00	\$850.00	\$1,100.00	\$1,100.00
Revised Financial Responsibility Post Refund Decision (Example Only - Subject to Change)				
Ice Fees	\$216.00	\$504.00	\$240.00	\$740.00
Non-Refundable Fees	\$250.00	\$250.00	\$250.00	\$250.00
Revised Reesponsibility	\$466.00	\$754	\$790.00	\$990.00

Financial Policy #3 - Registration Policy

All players wishing to participate in TCAHA programming must register and pay fee(s) using TCAHA's online registration program. All participants must be registered with USA Hockey and PNAHA prior to registering with TCAHA. If a player is transferring from another Association, he/she must provide a release from their current association. Registration will not be considered complete until all forms and fees have been paid. No one will be allowed on the ice (Coach, player, helper) if all registration fees and forms are not completed. Failure to complete any signed document, including paying of ice fees, will result in Disciplinary Review. A "season" includes the moment that the athlete registers his/her intent to be evaluated for a Rep Division team or registers for the developmental Division season through 12:00 midnight on the date of the last team activity that is conducted for the season. The TCAHA Board of Directors will establish registration fees for the upcoming season prior to the opening of registration. Registration information will be available online through the website (www.TCAHA.com), through social media and other available means.

Registration Periods - TCAHA aims to have two (3) open registration periods (1) at the beginning of season (FALL), (2) mid-season (WINTER), AND (3) END OF PNAHA SEASON (SPRING). Fees for a player registering during the second registration window will include: Full Administration and Fundraising Fees+ 50% of Program Fees. The second registration period will be established by the Board on an annual basis. Learn to Play and Beginner Program participants may be offered reduced registration fees as situations dictate.

Membership Revocation - Membership is open to any youth within the ages specified under current USA Hockey Rules and Regulations for the divisions included in the organizations that year. In the Developmental / House Division, acceptance shall be on a first paid, first-served basis, with regard to registration fee deposit, but without regard for player ability, skill, race, sex, or national origin. In the Rep Division, acceptance will be based on ability after evaluation and without regard to player race, creed, sex, or national origin.

Membership shall be limited to a number specified by the Board for each divisional age group. That number shall be based on the number of teams being formed in the division multiplied by a practical number of players per team. The Association reserves the right to revoke any membership, if during the season a player persists in fighting, displays deliberate attempt to injure another player, or officer of the league, or persists in refusal to follow rules, regulations and Association expectations, and for

non-payment of registration fees. Membership may also be revoked if a parent or guardian's behavior is deemed detrimental or disruptive to the program. Revocation of membership shall be attained by a majority vote of the Board of Directors. Non-refundable season deposits will be forfeited by players leaving the association and will go into the TCAHA General Fund.

Financial Policy #4 - Sponsorship Policy

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

Designated Scholarship Funds - These funds are designated by the donor for the use of offsetting the costs of TCAHA player participation. Funds designated for this use can only be used for scholarship purposes. The funds are specifically intended to help players who could not otherwise afford to participate in TCAHA hockey. Rep players will not be considered for scholarship assistance.

Non-Designated Funds - These funds are not designated by the donor for any particular use by TCAHA. These funds may be placed in the scholarship fund, the equipment fund, or in the general fund based on board action to accept the donation and designate usage. The Board of Directors may change the designation of these funds at any time. The TCAHA Board of Directors must vote to accept all donations and may vote not accept donations with stipulations or conditions that are unacceptable or contrary to the TCAHA objectives. Identities of donors will be kept confidential if requested by the donor. The Board of Directors will appropriately acknowledge donations.

Management of Donated Funds - Sponsor, donor and fund-raising funds, whether placed in general or team accounts, will be accounted for and maintained in compliance with current regulation of the US Internal Revenue Service and the State of Washington Department of Revenue.

Team Sponsorship - It is the goal of TCAHA that each developmental team has an association recognized primary sponsor. Primary team sponsors, approved by the Board of Directors, shall be given priority recognition for their sponsorship support. Each TCAHA team will have a primary sponsor before any team only sponsorship is permitted. It is the responsibility of all Association members to help identify and recruit primary team sponsors. It is the role and responsibility of the Age Group Coordinator to assist teams with sponsorship acquisition. Any team without a primary team sponsor will not be penalized and will receive their jerseys and socks from the association's general budget. All TCAHA primary sponsors that do not request a specific team will be placed in a pool and assigned on a lottery basis to non-sponsored teams. Lottery and team assignments will be carried out prior to the first board meeting in November.

Bank Accounts - Additional bank accounts will be set up for charitable giving and for fund raising and sponsorships.

Financial Policy #5 - Developmental / House Division Tournament Payment Policy

Home Tournament registrations are included in Developmental / House Division season fees, but any Away Tournaments that are identified, reviewed and registered for on behalf of the team will be an extra cost per player who is attending. Note that while these are not required team events, team members are depending on the majority of players to attend the tournament/s - not only so that the team can be competitive on the ice, but because these weekends are a great way to bond as a team!

Expenses will be reimbursed to TCAHA when they are incurred (i.e., when we register the team). The registration is submitted by the Team Manager/Coach, with a list of players who are attending the tournament.

Upon registration, the total expense is sent to the Team Manager with each player's pro rata share. Once the Team Manager has confirmed that they have communicated the cost to the team, the Team Manager will advise the TCAHA Registrar to initiate payment invoices through TCAHA registration system. Any credits on player accounts will be utilized first to fulfill this payment; otherwise, the

credit card on file with the association will be utilized to make this payment.

Frequently Asked Questions:

Why do I need to pay now if the tournament isn't happening for a while? TCAHA has agreed to help out Team Managers and Coaches to ensure that they are not out of pocket large sums of money for these extra events for your team. We have also found that, in the past, it's been difficult to collect from team members. So, while TCAHA is happy to help with these registrations and the collection, it is important that we do so in a timely manner (within 10 days of the registration).

What if I don't end up attending the tournament? Where possible, and with the permission of both Coaches and the Developmental / House Coaching Directors, your team can identify another player from another team who can attend in your place. They will then pay you directly for the tournament cost. If no other player is available, your registration fee will not be refunded or reimbursed if you cannot attend.

What if we add more players to the roster? Do I get a refund? All players will pay the same amount to attend the tournament. So, if the initial cost is billed out at \$50 per player, any added players will also pay \$50. This extra income can be utilized for a team pizza party at the tournament, or can be kept in the team account for a refund at the end of the season (combined with any home tournament fundraising that is earned by the team).

What about sponsorships? Can we find someone else to pay for the tournament? YES! We love working with sponsors! If you find a team sponsor, that money can be utilized for this tournament expense. If your team members have already paid their individual share for the tournament registration and the team finds a sponsor who would like to pay for the tournament after we have collected, TCAHA will issue refunds and/or credits to player accounts up to the amount of the sponsorship. Find out more about sponsorships with this link: [TCAHA Sponsorship Information](#)

Financial Policy #6 - Non-Parent Coach Stipend Policy

This policy establishes the guidelines for compensating non-parent Coaches who volunteer their time and expertise to Coach teams within the TCAHA. Non-parent Coaches are defined as individuals who do not have a child currently enrolled on the team they are Coaching. Coaches must be nominated by the Executive Hockey Director and approved by the TCAHA Board of Directors and meet all required certification requirements before the season begins. Only Head Coaches and Assistant Coaches designated by the Board are eligible for payment. Non-parent Head Coaches are capped at a \$5000 per season stipend paid out monthly between September and March (7 months). Payments are contingent on fulfilling Coaching duties, including attending at least 90% of practices and games unless excused by the Executive Hockey Director. Non-parent Coach stipends shall be funded by all members of the team up to the amount listed above and with a payment schedule outlined in the Coach's contract for the season.

Financial Policy #7 - Non-Parent Coach Reimbursement Policy

The TCAHA Board of Directors realize that there is a financial impact with volunteering to Coach, therefore, TCAHA commits to budget monies in an attempt to cover certain expenses incurred by a non-parent Coach to minimize this financial impact. A non-parent Coach is defined as a Coach whose child is not on the team they are coaching. A Coach could have a child on a different team, but they are still considered a non-parent Coach if they are not coaching their own child. Parent Coaches are not eligible for reimbursements.

It will be the responsibility of Executive Hockey Director to provide the Board of Directors all the names of the non-parent coaches prior to an approved budget to ensure that monies are allocated appropriately. TCAHA authorizes the Registrar or Bookkeeper to work with the Treasurer to review all reimbursement requests prior to payment. Unless authorized by the Board prior to the start of a season, non-parent Coaches' reimbursement scale will be as follows:

Developmental / House Coaches \$200

Select Coaches \$500

10/12U Rep (A) Coaches \$3,000

14/16/18U Tier 2 Coaches \$4,500

In order for a non-parent Coach to receive reimbursement, all receipts and itemized expense reports must be turned into the Bookkeeper within 5 business days after the end of travel. No expense reports will be accepted after this weekly deadline. Any expenses in excess of the amounts above will require funding authorization from the Board. Hotel, food and transportation expenses are the only reimbursable expenses for non-parent Coaches. All other expenses will be denied, including any purchases of alcoholic beverages. Non-Parent Coach Reimbursements shall be funded by all members of the team up to the amount listed above.

Financial Policy #8 - TCAHA Team Funding Accountability Policy

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

Financial Commitment Agreement - Each TCAHA Rep team must have a financial commitment agreement that has been approved by the Board of Directors and each parent or guardian of any player on that team must sign said agreement. Each TCAHA Rep Team must produce an individual "Player Dues" financial commitment to be signed by each parent or guardian of any player on that team. Team Treasurer will keep record of Player Dues which are to be collected in-full by December 31 of any season. Players who have not paid in full will be removed from the ice until financial agreement is fulfilled.

Monthly Reporting - The Team Treasurer will provide a monthly accounting of team income and expenses by using the Team Financial Accounting Template provided by the TCAHA Treasurer. The Team Treasurer shall submit to Team Manager for review. After approved review the Team Treasurer will submit to TCAHA Treasurer. At the time of reporting the Team (Treasurer) must submit to the TCAHA Treasurer, all receipts, invoices, etc. pertaining to the team's accounting activity. Checks written for tournaments do not require a receipt from other associations; cancelled copies can assume participation.

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

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

TCAHA Rep Team Checking Accounts - Each Rep team must have a Team Manager and a Team Treasurer to be designated by the Head Coach. The Head Coach should consider availability of emailing capabilities when consideration is given to appointment of a Team Manager and Team

Treasurer so that information can be passed between those individuals and the TCAHA Treasurer in a timely manner. Once a Team Manager and Team Treasurer are appointed the names and contact information shall be given to the TCAHA Treasurer or designated Association Bookkeeper.

TCAHA Rep team shall manage team checking accounts as defined in this section. TCAHA has accounts established for all Rep/Tournament teams. At the beginning of the regular season, the names of the responsible parties must be changed. All team accounts must conform to the following:

- One non-interest-bearing account for all team funds, inclusive of parental contributions, fundraising, sponsorship and donations (checking only) is to be opened at the designated TCAHA financial institution by the TCAHA Treasurer at the request of the team if one does not already exist.
- All team bank accounts must be in the name of the team, not an individual or any other name (i.e. booster club).
- All team bank accounts must be set up the original statement mailed by the bank to the TCAHA Treasurer at P.O. Box 7139, Kennewick, WA 99336, with online viewing access granted to the team treasurer.
- Bank accounts may carryover on the team from year to year, but funds must be spent / removed before the start of the new year. Only \$1000 is allowed to be in the account to start the new year as carryover to keep the account open. The account will end the year with a \$1000 balance.
- Signature authority for the account will be held by both the Head Coach and Team Manager, unless these individuals are related; if they are related, another individual must be assigned in place of the Head Coach. Thus, two unrelated individuals from the team will have signing rights to the account. Additionally, the TCAHA Treasurer and/or other designated Board members must be listed on the accounts. For accountability purposes, only the designated signatures will be allowed on each account. Any check written to a signer on the account will not be signed by these same people (i.e. a check written to the team manager must be signed by the Head Coach and TCAHA treasurer or other signatory.)
- Before taking possession of a team account, the signature cards must be signed by the authorized individuals at the designated financial institution. The TCAHA Treasurer will verify that the signature cards are complete before turning over a checkbook to the team treasurer.
- All checkbooks and team financial records must be turned over to the TCAHA Treasurer by April 15th or sooner to be reviewed by the Finance Committee.
- Checks will NOT be written out to CASH, under any circumstance.

TCAHA Developmental / House Team Accounting - Each Developmental / House team must have a Team Manager and a Team Treasurer to be designated by the Head Coach. Once a Team Manager and Team Treasurer are appointed the names and contact information shall be given to the TCAHA Treasurer.

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

Each TCAHA Developmental / House Team must produce an individual "Player Dues" financial commitment to be signed by each parent or guardian of any player on that team. Team Treasurer will keep record of Player Dues which are to be collected in-full by December 31 of any season. Players who have not paid in full will be removed from the ice until financial agreement is fulfilled.

Team Fundraising, Donations, Sponsorships & Raffles

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

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

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

Each Developmental / House TCAHA team will have primary Association sponsor funding of \$1000 before team only sponsorship is permitted. Rep is not required to do this as the \$1000 is recovered in the rep fees paid by the team each year to TCAHA. It is the responsibility of all Association members to facilitate identification and recruitment of primary Association team sponsors. TCAHA primary team sponsors will be documented with the Finance Committee and Board of Directors. It is the role and responsibility of the Finance Committee to assist teams with sponsorship acquisition. All TCAHA primary sponsors that do not request a specific team will be placed in a pool and assigned on a lottery basis to non-sponsored teams. Lottery and team assignment will be carried out at an open monthly board meeting.

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

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

13. Player Safety Policies

USA Hockey and TCAHA are both committed to creating a safe and positive environment for its participants' physical, emotional and social development and ensuring it promotes and environment free from abuse and misconduct. As part of this program, USA Hockey and TCAHA have implemented Safe Sport policies (outlined in the USA Hockey Safe Sport Handbook) addressing certain types of abuse and misconduct, certain policies intended to reduce potential misconduct, to monitor and govern the areas where potential abuse and misconduct might occur, and certain policies pertaining to the procedures and interactions with the United States Center for SafeSport (USCSS).

The policies below address the following types of abuse and misconduct and set forth boundaries for appropriate and inappropriate conduct:

- Sexual Misconduct and Child Abuse.
- Physical Misconduct.
- Emotional Misconduct.
- Bullying.
- Threats.
- Harassment.
- Hazing.

The SafeSport policies below are implemented by TCAHA To incorporate protections to reduce the risks of potential abuse:

- One on One Interactions Policy.
- Locker Room Policy.
- Off Ice Physical Contact Policy
- Social Media and Electronic Communications Policy
- Transportation and Lodging Policy
- Billeting Policy

Strict adherence to all SafeSport policies is required by every athlete, Coach and/or participant in our programming. All USA Hockey and TCAHA participants shall familiarize themselves with each form of misconduct and the policies in the Safe Sport Handbook and in the USCSS Code, and shall refrain from engaging in misconduct and/or violation of any of these policies. At times, TCAHA Safe Sport policies will be more strictly applied than the USA Hockey policies. In the event of any internal inconsistency between the two policies, the stricter interpretation will prevail.

Prohibited Conduct and Reporting - USA Hockey and TCAHA are committed to creating the safest possible environment for participation in hockey. Questions about the USA Hockey Safe Sport Program, or reports concerning possible violations of the Safe Sport Program Policies, may be directed to USA Hockey's Safe Sport Compliance Team by emailing SafeSport@usahockey.org, or calling 800-888-4656. Reports can also be emailed to PNAHA's Safe Sport Coordinator by emailing SafeSport@PNAHA.com. Reports can also be emailed to TCAHA'S Safe Sport Director by emailing safesport@TCAHA.com.

Player Safety Policy #1 - One on One Policy

Purpose: The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. USA Hockey requires that Adult Participants shall not engage in any prohibited one-on-one interactions with any Minor Athletes. By reducing such interactions between minors and adults, USA Hockey seeks to reduce the risk of child sexual abuse in its programs.

Observable and Interruptible. Unless an exception applies (see below), one-on-one In-Program Contact between a Minor Athlete and an Adult Participant, including meetings and individual training sessions, are permitted only if they occur at an Observable and Interruptible distance by another adult and the other adult is made aware of the interaction.

- If a one-on-one In-Program meeting takes place in an office, along with being Observable and Interruptible, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- Written consent for individual training sessions between an Adult Participant and a Minor Athlete must be obtained from the Minor Athlete's parent or guardian at least prior to the first training session and annually thereafter. Parents, guardians, and/or other caretakers must be allowed to observe the training session, and consent can be withdrawn at any time.

Out-of Program contacts.

- Coaches are prohibited from interacting one-on-one with unrelated Minor Athletes in settings outside of the program that are not Observable and Interruptible (including, but not limited to, one's home and individual transportation).
- All other Adult Participants (other than Coaches) may interact one-on-one with unrelated Minor Athletes in settings outside of the program that are not Observable and Interruptible (including, but not limited to, one's home and individual transportation) only if parent/legal guardian consent is provided in advance. Nonetheless, such arrangements may raise risks of actual or perceived misconduct and are strongly discouraged.

Exceptions. The prohibitions on one-on-one interactions between an Adult Participant and a minor Athlete do not restrict such actions if any of the following exceptions apply:

- Circumstances where a one-on-one interaction is due to an emergency (such emergency

circumstances should be documented and kept with the Member Program).

- Parent/guardian consent as described above;
- A Dual Relationship exists;
- The Close-in-Age exception applies;
- The Minor Athlete needs an Adult Personal Care Assistant who has the parent's written consent and has met the requirements of the SafeSport Training and Background Check policies; and/ or
- If a licensed mental health care professional or licensed health care provider (other than athletic trainers) meets one-on-one with a Minor Athlete at a sanctioned event, the meeting must be observable and interruptible except (1) if the door remains unlocked; (2) another adult is present at the facility and notified that a meeting is occurring (although the Minor Athlete's identity need not be disclosed); (3) the Member Program is notified that the provider will be meeting with a Minor Athlete; and (4) the provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

Player Safety Policy #2 - Locker Room Policy

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

At Hapo Arena there are four locker rooms available for our program's use. Each of the locker rooms are set up with only a locker room. There are no showers or restroom areas attached to the locker rooms at this facility. The restrooms and showers are located in the separate bathrooms at the facility. At Toyota Arena, there are also four locker rooms, each of these locker rooms do have their own restroom and shower area. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. The TCAHA team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress and shower if desired.

Locker Room Supervision

TCAHA has predictable and limited use of locker rooms and changing areas. Identified locker room monitors should be present at the locker rooms 30 minutes prior to the start of the practice/game or when the coach tells the athletes to be at the rink for game/practice. They should also be present until the last athlete leaves the locker room (typically 30 minutes after practice). This allows for direct and regular monitoring of locker room areas.

It is the policy of TCAHA and USA Hockey that each team must have at least one responsible screened and trained adult (which may include coaches, managers or other volunteers) present at all times and monitoring the locker room during all team events to assure that only Participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. While it is not always possible, two locker room monitors are preferable.

Preferred locker room monitoring includes having locker room monitors inside the locker room while participants are in the locker room; at a minimum, locker room monitors must be in the immediate vicinity outside the locker room who also regularly and frequently enter the locker room to monitor activity inside. TCAHA will work with our teams and coaches to adequately

ensure that locker room monitors are in place at all appropriate times.

Further, trained Adult Participants must ensure that the locker room is safe for the athletes when they return after being on the ice. Prior to youth entering the locker room a locker room monitor will complete a walk-through of the locker room prior to athletes entering to ensure there is no unauthorized person present. TCAHA is not responsible for items left in locker rooms and individuals should not bring valuables into locker rooms. If a Minor Athlete goes to a locker room during practice or a game, and does not return in a timely fashion, then an Adult Participant (or if possible two) should check on the Minor Athlete's whereabouts.

For parents of athletes in age groups 10U and above, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with their uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that they will be helping the player.

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

Locker Room Use and Rules

All interactions between an Adult Participant and a Minor Athlete within any locker rooms or changing areas must adhere to the One-On-One Interactions Policy, provided that exceptions apply (i) for teammates that meet the Close-in-Age exception, (ii) when a Dual Relationship exists, (iii) when a Minor Athlete needs an Adult Personal Care Assistant, or (iv) in the case of emergency. Minor Athletes that are teammates with an Adult Participant that is more than four years older than the Minor Athlete, may share a locker room, but must not be alone in the locker room unless the interaction is Observable and Interruptible.

Notwithstanding the above, Adult Participants may shower with Minor Athlete(s) only if they are teammates and the Close-in-Age exception applies. If a parent/guardian requests that their Minor Athlete not change and/or shower with an Adult Participant during In-Program Contact, that request must be adhered to by TCAHA. Additionally, a private or semi-private area (such as a bathroom stall or separate bathroom) must be available for Minor Athletes to change clothes or undress. At Hapo and Toyota Arena there are public restrooms that would provide this private area.

Cell phones and other mobile devices with recording capabilities, which include voice recording, still cameras and video cameras, increase the risk for some forms of abuse or misconduct. As a result, the use of a device with recording capabilities in the locker rooms, changing areas, or similar spaces is prohibited.

Notwithstanding the foregoing, exceptions may be made for media and championship celebrations, provided that such exceptions are approved by TCAHA, parent/guardian consent is obtained for all involved Minor Athletes, two or more Adult Participants are present, and where all persons in the locker room are fully clothed (and have been advised that photographs or recordings are being taken).

Coaches sometimes may need to use the team locker room to get dressed before or after practice. Coaches must always have at least a base layer of clothing while changing or must use a private area to change into acceptable clothing. An Adult Participant (other than for teammates to whom the Close-in-Age exception applies) shall not intentionally or recklessly expose his or her breasts, buttocks, groin, or genitals to a Minor Athlete.

Any Adult Personal Care Assistant helping a Minor Athlete in the locker room must have the parent's written consent and have met the requirements of the SafeSport Training and Background Check policies.

Co-Ed Locker Rooms

As a team sport in which youth teams can often include players of different genders, special circumstances may exist that can increase the chance of abuse or misconduct. If the team consists of players of different genders, the privacy rights of all players must be given consideration and appropriate arrangements made. It is not acceptable under USA Hockey's Sexual Misconduct Policy for persons to be observing the opposite gender while they dress or undress.

Minimum Attire - To facilitate this, a minimum attire policy is established for shared locker rooms. All players should arrive at the rink wearing their hockey base layers or appropriate shorts and T-shirts under their street clothes (in good condition - no holes or tears). All team members must have this minimum attire before entering a co-ed locker room to prevent any player from seeing members of the opposite gender in a state of undress. If a player is not wearing the required attire, they should be directed to a restroom or private area to change before entering the locker room. For the purposes of this policy, sports bras and/or underwear are not considered base layers. When players of different genders are in the locker room, there should be at least two adults present who have completed SafeSport Training and been properly screened in compliance with USA Hockey Screening Policy. USA Hockey would consider it acceptable to have one locker room monitor immediately outside the locker room and regularly checking in on the locker room, but two locker room monitors are always preferable. If there are two monitors, then they can monitor from inside the locker room. Having only one monitor inside a locker room can expose that person to allegations or possible violations of the One-on-One Interactions Policy, so a second person can help protect one another from allegations. TCAHA locker rooms and visiting teams will always adhere to a Base Layer policy.

Player Safety Policy #3 - Off Ice Physical Contact Policy:

Due to the nature of the contact between an athlete and a person performing a massage, rubdown, taping or other athletic training modalities, the potential for abuse or misconduct can occur. This Policy must be adopted by every USA Hockey Member Program where any massage, rubdown, taping or other athletic training modalities are permitted on a Minor Athlete.

Policy and Procedures - Any massage or rubdown, taping or other athletic training modality must be Observable and Interruptible, at least one other Adult Participant must be present, and the Minor Athlete must be fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered.

Prior to any massage or rubdown of a Minor Athlete, and on an annual basis, the person performing the massage or rubdown shall obtain the written consent of the Minor Athlete's legal guardian. The consent must specify if it is for a specific treatment or for ongoing treatments over a period of time, and the nature of the treatment. Parent or guardian consent can be withdrawn at any time. If requested, parents must be permitted to be in the room as an observer (except for events or facilities that limit credentialing).

As a best practice, any person performing a massage, rubdown, taping, or other athletic training modality should be in a position to explain what is being performed and the purpose behind it while the modality is being performed.

Player Safety Policy #4 - Social Media and Electronic Communications

As part of USA Hockey's emphasis on safety, communications involving any Participant, and especially Minor Athletes, should be appropriate, productive, and transparent. Effective communication

concerning travel, practice or game schedules, and administrative issues among Coaches, administrators, players and their families is crucial. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to Minor Athletes. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Social Media & Electronic Communications Policy helps reduce these risks.

Policy and Procedures - All electronic communication originating from Adult Participants to Minor Athletes must be Open and Transparent and professional in nature. Unless an exception exists (see below), if an Adult Participant communicates directly with a single Minor Athlete via electronic communications (including email, phone, text, or any social media), the Minor's legal guardian, another family member, or another adult Participant must be copied. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant should respond to the Minor Athlete with a copy to another Adult Participant, the minor's legal guardian, or another adult family member of the Minor Athlete. When an Adult Participant communicates electronically to more than one Minor Athlete (or the team), said Adult Participant must copy another Adult Participant or at least one parent/guardian of each Minor Athlete.

Pursuant to these requirements, all electronic communication between Coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between Coaches and players should be Open and Transparent and readily available to share with the public or families of the player or Coach.

Exceptions - The prohibitions on social media or electronic communications between an Adult Participant and a Minor Athlete do not restrict such communications if any of the following exceptions apply:

- A Dual Relationship exists;
- The Close-in-Age exception applies;
- The Minor Athlete needs a Primary Care Assistant; or
- in emergency situations.

Social Media - social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where Minor Athletes are involved. Coaches are prohibited from having Minor Athletes joined to or connected through their personal Facebook page, Instagram or any other similar social media application, unless an exception exists. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and Coaches can communicate to the team through that site.

Web-Based Conferencing and Similar Communications - Coaches, team managers, and others may use web-based conferencing software (i.e. Zoom, Google Hangouts, Microsoft Teams) to meet with, train, or otherwise communicate with Minor Athletes. All web-based conferencing of any kind between a Coach (or any Adult Participant) and a Minor Athlete(s) must be non-personal in nature and be for the purpose of training, communicating information about team activities or for team-oriented motivational purposes. Any invitation to such communication to any Minor Athlete must include the player's parents or legal guardians and must adhere to all of the requirements found elsewhere in this Handbook as if the virtual meeting were being held in person, including the One-on-One Interactions Policy and the minimum attire policy (found within the Locker Room Policy). Virtual lessons or live stream videos should be Observable and Interruptible. Coaches, team managers, and players may send pre-recorded technique or training videos, but must copy at least one other Adult Participant. Best practices for web-based conferencing with a team should include use of passwords for entry and/or other security precautions.

Social Media and Group Chats Among Players - Minor Athletes often create group chats through texting or other social media applications. Such group chats are concerning because Minors may engage in bullying behavior, sexual misconduct, harassment, threats, discriminatory and other

inappropriate conduct that may violate policies of USA Hockey. Group chats among Minor Athletes should be supervised by an adult to mitigate these risks.

Request to Discontinue All Electronic Communications or Imagery with Athlete -Following receipt of a written request by the parents of a Minor Athlete that their child not be contacted through any form of electronic communication by Coaches or other adults in the program, the Member Program, team, Coaches and administrators must immediately comply with such request without any repercussions for such request.

Abuse and Misconduct - social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other Participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's Safe Sport Program.

A USA Hockey Participant who violates this social media & Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

Player Safety Policy #5 - Transportation and Lodging

Minor Athletes may be vulnerable to abuse or misconduct during travel, including during transportation for local travel or away from the home area. A transportation policy provides guidelines to minimize one-on-one interactions between Minor Athletes and adults while traveling. Adherence to the Transportation Policy helps to reduce the opportunities for misconduct.

This Transportation Policy addresses both “Local Travel” which is generally transportation and travel to and from local practices, games and events, and “Organization/Team Travel,” which generally includes travel away from the home area.

For many hockey teams, a significant portion of USA Hockey participation involves overnight travel to games and tournaments. Minor Athletes are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of misconduct between or among Minor Athletes. During travel, players may be away from their families and support networks, and the setting – unfamiliar locker rooms, automobiles, and hotel rooms – is less structured and less familiar. A lodging policy provides guidelines so that care is taken to minimize one-on- one interactions between minors and adults while traveling. Adherence to the Lodging Policy helps to reduce the opportunities for misconduct.

Our program/teams will obtain a signature each year by each adult (including parents) acknowledging receipt of and agreeing to this Transportation and Lodging Policy.

Definitions.

As used in this Transportation and Lodging Policy, the following definitions apply:

“Adult” or “adult” shall mean and refer to an individual 18 years of age or older.

“Close-in-Age Exception” means an exception applicable to certain policies when an Adult Participant does not have authority over a Minor Athlete and is not more than four years older than the Minor Athlete (e.g. a 19-year-old and a 15-year-old) based on the birth year of each individual.

“Dual Relationship” means an exception applicable to certain policies when an Adult Participant has a dual role or relationship with a Minor Athlete outside of hockey and the minor Athlete’s parent/guardian has provided written consent at least annually authorizing the exception from the applicable policy.

“Minor Athlete” is used with reference to the following policies: Background Screening Policy; One-on-One Interactions Policy; Locker Room Policy; Athletic Training Modalities Policy; Social Media & Electronic Communications Policy; Transportation/Lodging Policy; and Billeting Policy; and in each such case refers to an amateur athlete (including hockey players, coaches and officials) under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of USA Hockey or a Member Program.

“Parent” and “legal guardian” shall each mean and refer to a parent and/or legal guardian, as appropriate.

“Participant” or “participant” means and includes, with respect to USA Hockey, any person who is seeking to be, currently is, or was at the time of an alleged violation:

- Registered with USA Hockey as a Registered Participant Member (players and coaches), Referee, or in the Manager/Volunteer category;
- Serving as a member of USA Hockey’s Board of Directors, on a national level council, committee or section, or in any other similar positions appointed by USA Hockey;
- Within the governance or disciplinary jurisdiction of USA Hockey;
- A coach, official or staff person (e.g., trainers, physicians, equipment managers) for any USA Hockey team, camp or national level program;
- An employee of USA Hockey, a USA Hockey Affiliate or Member Program; and/or
- Authorized, elected or appointed by USA Hockey, a USA Hockey Affiliate or Member Program including board members of an Affiliate or local program to a position of authority over Minor athletes or to have regular contact with Minor athletes (even if not registered with USA Hockey).

“Personal Care Assistant” is an individual who assists an athlete requiring help with the activities of daily living and preparation for participation in hockey. Any Adult Personal Care Assistant for a Minor Athlete must (i) have the written consent of a Minor Athlete’s parent/guardian to work with the Minor Athlete, (ii) comply with the SafeSport Training requirements in Section II of the USAH Safe Sport Handbook, and (iii) comply with the USA Hockey Screening Policy in Section III of the USAH Safe Sport Handbook.

Local Travel.

- TCAHA, teams and their administrators should avoid sponsoring, coordinating, or arranging for local travel, and the parents of a Minor Athlete should be responsible for making all local travel arrangements.
- Coaches who do not have a Dual Relationship shall not ride in a vehicle alone with a Minor Athlete, absent emergency circumstances, and must have at least two Minor Athletes or another adult present at all times.
- All other Adult Participants shall not ride in a vehicle alone with a Minor Athlete, and must have at least two Minor Athletes or another adult present at all times unless (i) the Adult Participant has a Dual Relationship with the Minor Athlete, (ii) the Close-in-Age exception applies, (iii) the parent/ guardian of the Minor Athlete has provided written consent on an annual basis, (iv) the Adult Participant is a Personal Care Assistant, or (v) emergency circumstances exist. A parent/guardian may withdraw consent at any time.

- Where an Adult Participant is involved in an unrelated Minor Athlete's local travel (even with written consent), efforts should be made to ensure that the Adult Participant is not alone with the unrelated player, by, for example, picking up or dropping off the players in groups.
- Adult Participants who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their own player first and drop off their own player last.
- It is recognized that in some limited instances an emergency will make it unavoidable for an employee, coach or volunteer to drive alone with an unrelated Minor Athlete. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Organizational/Team Travel.

- Because of the greater distances involved in team travel, coaches, staff, volunteers, and chaperones will often travel with the players. No Participant will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, vehicle in safe working order and compliance with all state laws. All chaperones and drivers shall complete applicable SafeSport Training and shall have been screened in compliance with the USA Hockey Screening Policy.
- In all instances where team travel includes multiple players traveling by bus or van absent parents or guardians, each bus or van must include at least one Adult Participant who has met the USA Hockey requirements regarding a background screen and has taken all applicable SafeSport training prior to travel. That Adult Participant must adhere to all Safe Sport Program policies, including the One- on-One Interactions Policy, as well as all other USA Hockey policies.

Lodging.

- All interactions and In-Program Contact between an Adult Participant and a single Minor Athlete must be Observable and Interruptible unless the Dual Relationship or Close-in-Age exceptions apply, or if the Minor Athlete is accompanied by an Adult Personal Care Assistant, who has the parent's written consent and has met the requirements of the SafeSport Training and Background Check policies.
- Regardless of gender, Coaches shall not share a hotel room or other sleeping arrangement with a Minor Athlete unless the Coach is the parent, guardian or sibling of, or is otherwise related to the Minor Athlete and written consent is obtained, when necessary.
- Regardless of gender, all Adult Participants (other than Coaches) shall not share a hotel room or other sleeping arrangement with a Minor Athlete unless (i) the Adult Participant is the parent, guardian or sibling of the Minor Athlete, (ii) they are teammates and the Close-in-Age exception applies, or (iii) the Dual Relationship exception applies and the Minor Athlete's parent(s) provides written consent to such an arrangement describing the overnight trips to which the consent applies.
- The Member Program or team shall provide adequate supervision through coaches and other adult chaperones (for example, a recommended number would include at least one coach or adult chaperone for every five to eight players). If a team is composed of both male and female players, then it is recommended that chaperones are arranged of the same gender.

- Minor Athletes should share rooms with other Minor Athletes of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- Regular monitoring and curfew checks should be made of each room by at least two SafeSport Trained and properly screened adults. All Adult Participants, including coaches, staff, volunteers and chaperones, traveling with a team must (i) comply with the SafeSport Training policy, (ii) sign the Member Program's lodging policy at least annually, and (iii) be familiar with the Safe Sport Program Handbook to monitor compliance with all Safe Sport Policies.
- The team personnel shall ask hotels to block adult pay per view channels.
- Meetings shall be conducted consistent with USA Hockey's One-on-One Interactions Policy (i.e., any such meeting shall be Observable and Interruptible). Individual meetings between a player and coach may not occur in hotel sleeping rooms.
- All players shall be permitted to make regular check in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel shall be permitted and encouraged to do so.
- The team shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all team personnel and chaperones.
- If disciplinary action against a player is required while the player is traveling without his/her parents, reasonable attempts to notify the player's parents will be made before any action is taken.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel for youth hockey programs, parents have the right to transport their Minor Athlete and have the Minor Athlete stay in their hotel room.