



RoughRiders Hockey Club Cedar Rapids

Policy Handbook

RoughRiders Hockey Club is dedicated to providing Cedar Rapids area youth with a positive atmosphere that supports a fair and competitive environment. Ice hockey is used as the vehicle to promote sportsmanship, integrity, self-esteem, dedication and commitment as a foundation for growth, both as an individual and as a member of the community.

Emphasis will always be placed upon family, education, personal development, community, diversity, teamwork and sportsmanship. The proper and positive conduct of board members, coaches, volunteers, players and parents will be maintained to ensure a positive culture and a dignified organization of which we can all be proud.

Above all ... it's all about the kids.

Cedar Rapids Hockey Association
1100 Rockford Road SW Cedar Rapids, IA 52404

<http://www.juniorroughriders.com>

<http://www.facebook.com/JrRoughRiders>

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Revision History

<u>Season</u>	<u>Date Approved</u>	<u>Change Summary</u>	<u>Contributors & Title</u>
2007-2008	7/26/2007	New Release	N/A
2009-2010	3/13/2009	Updated for 09-10 season	N/A
2009-2010	8/14/2009	Revision for 2009-2010 season	N/A
2012-2013	10/8/2012	Changes noted at the bottom of page	N/A
2013-2014	05/01/2013	Updated for 2013-2014 season	N/A
2014-2015	07/01/2014	Updated for 2014-2015 season	N/A
2014-2015	11/01/2014	Revised business via email policy	N/A
2015-2016	11/01/2015	Updated to allow practice players	N/A
2016-2017	12/01/2016	Practice player and scholarship policy	N/A
2019-2020	07/2019	All policies review for adaptation to new organizational structure, fiscal management, and TeamSnap registration.	Dustin Timm, Director

RRHC Policy Management

The RRHC Board of Directors shall ensure that the organization defines and documents policies necessary for the efficient operation of the organization.

The RRHC Secretary shall be responsible for the archiving and maintenance of RRHC Policies. The RRHC President and Vice President shall assist the Secretary as necessary.

The RRHC Secretary shall perform the following:

1. Post all current policies to the RRHC Web Site in pdf format.
2. Out-dated copies are to be kept on file for future reference.
3. Ensure revision date is noted on all Policies
4. Provide paper copies of policies, on request, to organization membership.

RRHC Policies, and revisions to such, shall be approved by the Board of Directors; by a majority vote in accordance with the Organization's By-Laws.

RRHC Core Values

Community Inclusion

We accept and invite every player regardless of their ability or family situation. It is our goal to have every participant enjoy hockey while removing barriers such as talent ability and socioeconomic status. From our most skilled athletes, down to our beginners who are experiencing the game for the first time, we believe that our diversity makes us all better by providing opportunity to develop our skills as well as our leadership, compassion, and tolerance.

Retention

We want to create an environment that every player, family, coach, and volunteer wants to take part in. A driving force of growth is our ability to retain every person in pursuit of becoming a model association. This includes proper skill development, a strong family balance, and maintaining our volunteers on our coaching and operations staff through effective communication and teaching.

Long Term Athlete Development

It is our goal to not only create good players today, but to create players and athletes for tomorrow. We provide structured, progressive practice planning, and coach training for every level in our program so that each child's experience is valuable and consistent. We are committed to providing all kids with a strong, fundamental set of skills and strategies that will prepare them with the ability and confidence to pursue hockey competitively, or recreationally, as they choose.

Creating Leaders Today, for Tomorrow

There is an opportunity to raise humble and good athletes within this association and the game of hockey. We want to strive every day to give our players opportunities to learn and be a leader by teaching them the importance of respect, passion, desire, sportsmanship, commitment, and integrity.

Membership Review and Acceptance Policy

Coaches, Players and Families acknowledge their review and acceptance of RRHC, Midwest League and USA Hockey Policies upon receipt of acceptance as a member and participant in RRHC.

ORGANIZATION & TEAM STRUCTURE

RoughRiders Hockey Club Cedar Rapids (RRHC) consists of teams that are associated with USA Hockey and the Mid-West Amateur Hockey Association (MWAHA). All teams are governed by MWAHA, which in turn is governed nationally by USA Hockey. RRHC is a youth hockey association that requires all members (including parents and players) who participates to abide by and act in accordance with our Bylaws, Policies, Rules and Regulations, the Playing Rules of USA Hockey and MWAHA.

Board of Directors

RRHC is governed by a Board of Directors that is comprised of seven members. The RRHC Board appoints a Hockey Director to oversee all hockey related activities. In addition, RRHC is a volunteer organization and as a result we ask parents to become actively involved by positively supporting the club.

Coaching Committee

The coaching committee is comprised of the Hockey Director, the four on-ice directors, and a Board of Director representative.

On-Ice Age Directors

The on-ice age directors are responsible for leading all head coaches, associate head coaches, and assistant coaches in the skill development of the specific age group. Appointed by the Board of Directors for a 1-season term.

8U – TBA

10U – TBA

12U – TBA

14U – TBA

Off-Ice Directors

Manage all volunteers within the age group, coordinate communications between families and On-Ice Director, Hockey Director, and Board of Directors. Appointed by the Board of Directors for a 1-season term.

Disciplinary Committee

Comprised of 3 individuals (Hockey Director, Assistant Director, and RRHC SafeSport Coordinator) and if any of the aforementioned individuals are involved in a grievance they would be replaced with appropriate selection of a person.

Age Groups for Hockey

Travel hockey in MWAHA is AA, A, B, and C level hockey.

What Are the Ages of Youth or Minor Hockey Players?

Listed below are the ages and levels that players must compete at, governed by USA Hockey and enforced by MWAHA. All RRHC teams, members & coaches must be registered with USA Hockey.

8U: 8 Year Olds and Under

Players under the age of 8 play at the 8 & Under level. For the 2019-2020 season this would be any player born from 2011 or younger. All Mite aged players must play in the 8 and Under Program unless approved by the Hockey Director and Coaching Committee. Normally, RRHC does not allow anyone under the age of four to partake in Mite hockey. Any exceptions must be approved by the Coaching Committee.

10U: 9-10 Year Olds

For the 2019-2020 season 2009 and 2010 birth year players are 10U. This is non-check hockey. Players born in these two years must play at the 10U level; no one can play at a younger age level. Anyone wanting to play at an older age level must have approval of the Hockey Director and Coaching Committee and be able to compete at the highest 12U level. This is a rare exception and normally disallowed.

12U: 11-12 Year Olds

For the 2019-2020 season 2008 and 2007 birth year players are 12U. This is non-check hockey. Players born in these two years must play at the 12U level; no one can play at a younger age level.

Anyone wanting to play at an older age level must have approval of the Hockey Director and Coaching Committee and be able to compete at the highest 14U level. This is a rare exception and normally disallowed.

14U: 13-14 Year Olds

For the 2019-2020 season 2006 and 2005 birth year players are 14U. This is check hockey. Players born in these two years must play at the 14U level; no one can play at a younger age level. Anyone wanting to play at an older age level must have approval of the Hockey Director and Coaching Committee and be able to compete at the highest High School level. This is a rare exception and normally disallowed.

RRHC Travel Hockey (AA, A, B, and C)

Coaches

Travel hockey (AA, A, B, C levels) requires an extremely large commitment from coaches. The Head coach will be recommended by the Hockey Director and Board of Directors who will ratify an individual they believe is best suited for the current team. The head coach is expected to attend all practices, games and team events punctually. This is usually a commitment of 3-5 times per week. If he/she cannot attend, he/she is expected to give the team proper notice and make sure all events are covered properly in his/her absence. The head coach is expected to have a minimum of one assistant coach; he/she must be approved by the Hockey Director and Board of Directors. The entire coaching staff is expected to have the proper coaching certification required by USA Hockey before engaging in any team activities. The entire coaching staff is required to attend all coaching clinics run by RRHC and the Coaching Committee.

Each Head Coach, Assistant Coach, and Manager, and any person who has contact with players must register online and complete USA Hockey SafeSport training. They must provide a confirmation of completion to their Team Manager.

Players

All players are required to understand the commitments of Travel hockey at RRHC before trying out. Any player rostered on a Travel team will remain on that team unless there is a disciplinary issue or financial issue. Any rostered player may be moved up before December 31st of the current season. This must be approved by the Hockey Director and the coaching committee. All Travel teams may have a maximum of 20 players rostered, this is governed by USA Hockey. RRHC finds 12-20 players to be the optimal number of players placed at tryouts, but this will vary from team to team and year to year. This leaves room for players to move up from lower levels or to add a player who may have missed tryouts for any number of reasons. Any player added after tryouts must be approved by the Hockey Director and the Coaching Committee.

Players on Travel teams are expected to attend all team events in a punctual manner. Hockey is the player's number one extracurricular activity unless openly discussed with the Head Coach, Coaching Committee, and/or Hockey Director beforehand. Only family, school, and religion come ahead of the team's activities. However, RRHC coaches will work with younger players' fall sport commitments to

support multi-sport athletes. Players must attend all in state and out of state tournaments that are selected by the Head Coach unless pre-approved by the current coaching staff and Hockey Director. Failure to do so will be viewed as a disciplinary issue. Players are expected to attend and participate in all off-ice training.

Below is an abbreviated table of the weekly, monthly, and seasonal commitment of a RRHC travel hockey player.

- 3-5 days a week of on-ice and 1-2 off-ice training.
- Commitment to team fundraising.
- Availability for team scrimmages or events within a 24 hour notice.
- 2-6 tournaments (will vary from year to year, team to team and level to level and may be more or less depending on the season).

This commitment runs from mid-September to mid-March. There are no national championships for Travel teams.

Travel costs can range from \$800 - \$2,000. Included in the cost is: registration, ice fees, team fees, association fees, and tournament fees. The increase in cost is usually related to the age level of the Travel hockey team, 8U being at the lower end and 14U at the higher end. Please understand that every year the costs vary from team to team and may cost more or less than stated above.

RRHC – RYHL (In-House) PROGRAM

Philosophy

The RYHL is a youth hockey league that emphasizes skills development with a recreational component. The goal of the RYHL is to encourage a FUN environment in a recreational skill development setting that gives all players an opportunity to play games. The RYHL is a non-checking league.

Represented Age Divisions

- 8U – cross or half ice - non-checking
- 10U through 14U - non-checking – Platinum and Gold Divisions (if necessary)

RRHC 8U Academy PROGRAM

Philosophy

RRHC's goal is to provide a fun, safe, and enjoyable atmosphere to teach sound hockey fundamentals, foster team experiences, and offer an appropriate level of competition for each player.

The purpose of the 8 & Under Program is to develop the four basic individual skills that all players must acquire to play hockey: skating, stick handling, passing, and shooting. RRHC follows the USA Hockey American Development Model (ADM) program for development at this level. This gives players more puck touches and a great chance to develop the players skills.

Season and Pool Placement

- The 8U Academy season officially begins in October.

- The players will be divided into 3 groups, **Beginners** - first year players, regardless of age, **Intermediate**, and **Advanced**. Tournaments and games will start mid-November and continue until early March.
- 8U players are rostered under RRHC and can be moved from team to team allowing for an ideal player development environment if warranted.
- All games will be cross-ice or half-ice. There will be no full ice games at the 8U Level and no scoreboards will be used. Teams will have 1-3 practices/games a week.

Practices

All 8U will average 1 to 3 practices per week between Instructional and the Academy.

RYHL

All 8U players will be encouraged to play RYHL.

GRIEVANCE POLICY

- All on-ice associated grievances will be communicated to the Head or Assistant Coach as appropriate. On-ice related grievances may not be communicated during a game or practice, within 24 hours before or after a game or practice, or in the presence of any minor.
- If the grievance is about a Head Coach the communication would be directed to the age group director. If the grievance is about the age group director communication would be directed to the Hockey Director. If the grievance is about the Hockey Director is would directed towards the BOD.
- In the event a member is not satisfied with the response or solution, the member will then communicate the grievance to the age group director, hockey director, or the BOD.
- All grievances will be reported to the disciplinary committee regardless of the situation. If the situation causes for a discipline hearing it would be conducted 7 days after hearing request letters are sent to all involved parties.
- The disciplinary committee has a designated amount of time to report its findings.
- If an appeal to the Disciplinary Committee actions or decision is requested, the appeal needs to be presented to the Board of Directors in writing within ten (10) calendar days after the decision of the Disciplinary Committee, and a Board review of the issue will occur.
- All non-ice associated grievances other than disciplinary actions will be communicated to the team managers, then age directors, who will then inform the Hockey Director, who then reserves the right to set up a hearing with the Disciplinary Committee.
- In all cases, coaches shall be informed of all grievances whether his involvement is needed, or that of the full Committee, or the Board of Directors for resolution.
- All incidents must be reported via the [RRHC Incident/Injury Form](#).

WHISTLEBLOWER AND NON-RETALIATION POLICY

General

RRHC Unified Code of Conduct requires directors, officers, employees, members and volunteers to observe high standards of business and personal ethics in the conduct of their duties and

responsibilities. As representatives of RRHC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, employees, and volunteers to comply with and to report violations or suspected violations of the Unified Code of Conduct, RRHC policies, or laws in accordance with this policy.

No Retaliation

No director, officer, employee, volunteer, or member who in good faith reports a violation of the Code, RRHC policies, or law shall suffer harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from volunteer duties.

Reporting Violations

Directors, officers, employees, members and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly.

Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code, RRHC policy, or law.

Confidentiality

Upon the request of the complainant, RRHC will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Coach Selection and Responsibilities Policy

The Hockey Director will be responsible for nominating head coaches for the RRHC travel teams at each level and ratified by the Board of Directors. When possible, qualified non-parent head coaches will be chosen. Coaches selected by the Hockey Director and approved by the RRHC Board will reflect the RRHC core values. Coaches are selected for a one-year commitment. Having continuity from season to season is a significant strength to the overall program.

The Hockey Director is expected to:

1. Recruit potential new coaches for confirmation by the RRHC Board.
2. Lead the coaching selection meetings for the RRHC Board.
3. Ensure coaches have, or obtain, the appropriate certification in line with USA Hockey rules.
4. Define the Coaching System and communicate expectations to the coaches.
5. Oversee implementation of the Coaching System.
6. Act as the primary communication point between coaches and the RRHC Board.
7. Ensure coaches follow all USA Hockey rules.
8. Ensure coach background check forms are completed and turned in before practices starts.
9. Create weekly ADM practice plans.

Coach Selection

The RRHC is committed to selecting well-qualified coaches for all of its teams. The RRHC's preference is to select non-parent head coaches for all teams. However, that may not always be possible due the availability of well-qualified individuals.

The RRHC Hockey Director will recommend to the RRHC Board, for approval, the head coaching selections.

The following guidelines will contribute to making coaching decisions; final approval of coaches lies with the RRHC Board;

- The RRHC would prefer qualified non-parent head coaches
- The RRHC Board will approve the selection determination
- Follow appropriate USA Hockey and MWAHA guidelines regarding all coach selection and requirements
- Interview coaching candidates for both technical and leadership skills
- Previous coaching experience, USAH coaching level attainment, and feedback from assistant coaches with regards to preparedness, attitude, knowledge and instruction will all be taken into consideration in the evaluation process.
- Assistant coaches may be named by the head coach with concurrence from the RRHC Coaching Committee.

Coaches

RRHC coaches are required to:

1. Support the RRHC mission statement and core values.
2. Follow the RRHC Coaching System.
3. Demonstrate a positive attitude to players, coaches and officials. Being a role model, the coach needs to uphold the authority of the officials.
4. Be prepared and provide practice plans to Assistant Coaches/Parents prior to all practices.
5. Make every effort to be present at all practices and games. Decide for assistant coaches to run practices when unable to attend.
6. Treat players fairly and be a positive role model.
7. Strive to provide each player with positive and constructive feedback.
8. Meet with the Hockey Director regularly to ensure consistency in coaching.

9. Attend mandatory USA Hockey coaching clinics.
10. Instill good sportsmanship in the team and pride in the organization.

Two Assistants are recommended per team. Assistant Coaches will be selected by the Head Coach. Assistant Coaches may be parents or non-parents. All Assistant Coaches will have to be approved by the RRHC Hockey Director for final approval. All Assistant Coaches must meet the guidelines set forth by USA Hockey and MWAHA.

Coaching Reimbursement Policy

RRHC has a fiscal obligation to ensure its members money is spent wisely and appropriately.

RRHC Team(s) will reimburse coaches for USAH fees to obtain coaching certification up to and including Level 3. Level 4 certification will be reimbursed up to a maximum of \$500 with prior approval from the RRHC Board.

RRHC Team(s) will reimburse Non-Parent Coaches for expenses for the season. Receipts are required for all reimbursements. Head Coaches and Assistant Coaches with a child playing in RRHC will not receive reimbursement.

Qualified expenses include reimbursement for out of town mileage based on IRS non-profit guidelines, food up to \$50 per day, and lodging when coaches room is not available free of charge. Alcohol is not reimbursable. Travel days to tournaments – depending on time of first game – is considered a half day of work based upon IRS guidelines.

Incurred expenses will not be reimbursed unless advanced Board approval is obtained.

An expense report must be submitted the Hockey Director and RRHC Treasurer within 96 hours of conclusion of the event/trip. All receipts must be supplied with the expense report.



Expense Reimbursement Sheet

Name: _____

Date

Team Role: _____

Submitted: _____

Team Name: _____

Issued: _____

Event: _____

<u>Date</u>	<u>Description</u>	<u>Cash CC Miles</u> <u>(circle)</u>	<u>Amount</u>
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
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		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		\$ CC Miles	
		Total	Miles
		Total	\$

Employee/Volunteer Signature

Date

Director Signature

Date

RRHC Treasurer Signature

Date

Injury Management Policy

RRHC – Prorated Fees Due to Injury

Injuries are part of hockey just as in any other sport or youth activity. The season fees are set based on a certain number of team members sharing the cost of coaching, ice time, administrative fees and league fees at a breakeven level. If a credit is given to a player, due to an injury, the club is short that amount to cover these costs. The player assumes this inherent risk. In an effort to be sensitive to its members, RoughRiders Hockey Club has developed the below policy as it relates to significant time lost due to injury at a RRHC related activity:

If a player is injured at a team related activity (tryout, game, practice, dryland training) that results in missing more than 6 consecutive weeks of activity the club will prorate the fees for the amount of time missed after 6 weeks. This amount is calculated based on total fees less the registration fee, as the registration fee is never refundable. An example illustrates below:

of weeks missed because of injury = 12

of weeks player played = 14

of weeks in specific teams season = 26

Total team fee = \$2,400

Registration fee = \$650

Credit = ((Total Fees – Registration Fee)/Season Length)*(Weeks missed with injury – 6 weeks assumed risk)

$((\$2,400 - \$650)/26)*(12-6) = \$403.85$

As a result, the total fees owed is $\$2,400 - \$403.85 = \$1,996.15$

If the total fees, as calculated, are paid in full a financial release will be given to the player, if requested, **once the season has ended**. If the amount is not paid a financial release will not be given until the later of date paid in full or end of season.

Any member seeking a credit must have filed an injury report within 30 days of accident with the club and provide medical verification of the injury to the Hockey Director. Any other injury request for refunds must be approved by Board of Directors.

RRHC Incident & Injury Reports:

All injuries and incidents MUST be reported regardless of size of incident or injury.

- [RRHC Injury Report](#) will be submitted by Team Manager or Coach every time a player is injured:
 - Any time a player receives medical attention for a hockey related injury, the family should notify the coach as soon as possible.
 - Any time a child is hurt, even without lasting pain, or has a severe behavioral issue occur, or is removed from a team activity by a Coach, at least one parent must be informed as soon as possible.

- Any time a player is injured to any degree during a team activity and then goes to the doctor due to the injury, regardless of the extent, the player is not allowed to then participate in any subsequent physical activity of the team without a written note from the doctor (no e-mails) stating he/she is “cleared to participate in ice hockey”, no exceptions. This is a large liability for the Club if not followed thoroughly, aside from the more important fact of possible further injury for the player.
- [RRHC Incident Report](#) will be submitted by Team Manager or Coach every time an incident requiring the attention of the Head Coach, Age Group Director, Division Director, or Executive Director occurs. Submitting reports benefits everyone and assists in maintaining safety and communication.

USA SafeSport & Background Check

Every person associated with RRHC in any capacity must be SafeSport certified and have a MWAHA background check.

Locker Room Monitor Policy

RRHC adheres to USA Hockey for requirement of having 2 locker room monitors at all times when players are present in the locker rooms.

Every family will be responsible for assisting in monitoring of locker rooms. They must have all USA Hockey Safesport, RRHC Safesport Handbook, & MWAHA background check completed before being assigned.

Number of locker room assignments per player formula:

$(\# \text{ of team practices} / \# \text{ of players}) * 2 = \# \text{ of locker room practice assignments}$

Locker room monitors must be within ear shot of the locker room at all times and must make their presence felt. If an issue arises in the locker room it must be reported according to RRHC Policies.

Registration and Tuition Costs

What Can You Expect for Our Fees at RRHC?

- USA Hockey certified coaches.
- On and off ice training.
- A better understanding of team play and improved development in the individual skills required to play hockey.
- An end of the season written evaluation can be requested and will be granted.
- Most importantly an opportunity to gain life experiences in a competitive environment and develop friendships that can last a lifetime.
- An appropriate amount of practices/games and ice touches recommended by USA Hockey for long-term athlete development.

RRHC Official Team Policies & Requirements

Each player is responsible for reading and following the stated association/team policies. The coaching staff and management reserve the right to add to or amend these policies at any given time. These rules have been developed by the Hockey Director and Board of Directors with assistance from Boulder Hockey Club and Rocky Mountain RoughRiders of Colorado. These policies will be strictly enforced. Consequences vary from rule to rule; however, the maximum penalty could include dismissal from the team and other consequences to be determined by the disciplinary committee, coaching staff, coaching committee, or Hockey Director.

Blatant, flagrant, and persistent violation of these policies will result in dismissal from the team and/or club.

Player Academic Eligibility

Players must always maintain a grade level set by their own parents. Players failing to meet these minimum academic requirements will be prohibited from participation until their academic progress is in accordance with parental standards.

Player Registration and Tuition Fees

A player can only attend RRHC tryouts if they have paid the registration fees in full and are in good financial standing from past seasons. The season registration is non-refundable if the player is provided a roster spot on a RRHC team. Families will be held responsible for the season's tuition if a player registers with RRHC and is assigned a team following tryouts. RRHC offers many different levels of play to accommodate all ability levels.

Players who make the team are responsible for paying their player tuition fees. No Exceptions. Players who have not paid their tuition fees by the due date will be ineligible to participate in practices or games until their outstanding balance has been paid in full.

Season Registration and Tuition Fees

Registration fees - \$250 due upon registering for tryouts.

There will be an early bird, regular, and late registration fee.

Travel Tuition fees for the season:

14U – TBA before release of registration

12U – TBA before release of registration

10U – TBA before release of registration

RYHL and IP Fees:

As of July 1, 2019 RYHL and IP fees will be based on a \$11/hour on-ice per player and \$12/hour for drop-ins.

Practices

Practices are of vital importance to our ability to play as a team. Players must attend practices. Health, family, religion, and school are valid excuses for missing practice. Any other reason must be discussed

with the coaching staff. Players who miss a practice may face disciplinary action. This includes all dryland training, team meetings, and pre-game preparations. You may not miss a practice in order to complete homework assignments or study for exams (which should be accomplished before practice). Players not able to practice due to illness or injury are required to contact a member of the coaching staff before the scheduled practice. Players must be in the rink at least thirty (30) minutes prior to the start of practice. You are required to be on the ice at the scheduled time. You are required to be on the ice for the entire duration of the practice. If a player leaves the ice before the end of the scheduled practice, without the knowledge of the coaching staff, that player may be disciplined by the coaching staff.

Conduct and Dress Code for Games

During all team events it is required to practice considerate and appropriate behavior reflecting positively on RRHC. RRHC members are official representatives of the club and are expected to conduct themselves appropriately. Game day attire is decided by the coaching staff of each individual team. All RRHC players who play for travel, must wear RRHC game and practice uniforms (socks and jerseys).

Parents

Each player must have a guardian/parent read and agree with the RRHC Policy Handbook and SafeSport document. RRHC is committed to improving the skill development, safety and welfare of its athletes. The SafeSport Program is designed to provide clear guidelines and expectations for all players, coaches and organizations member's on:

- a) Abuse or misconduct preventions strategies.
- b) Appropriate behavior.
- c) Effective response to concerns.

As part of the membership with RRHC, MWAHA, and USA Hockey parents are subject to fines and/or suspensions for violations of RRHC, USA Hockey, and/or MWAHA Policies

Registration Policy

Registration as a member of RRHC will be automatic with completed registration for tryouts. Registration fees will consist of \$250 (early bird) and \$300 (regular registration).

Registration will be online via the RRHC website (www.juniorroughriders.com) via TeamSnap. Players must be registered with 2019-2020 USA Hockey prior to trying out with the RRHC.

Exceptions will be granted for RRHC registered players that have been asked to play on a secondary team for a specific event.

All registrants will be required to agree with RRHC governing documents during the registration process. These documents will be available on the RRHC website at the time of the registration period and in TeamSnap.

Players registering for Jr. RoughRiders tryouts automatically consent to have their photograph taken both as an individual or part of a group during play on the ice, around the arena, or other public place for use

in RRHC marketing and promotional activities. Photos may be used indefinitely on the Jr. RoughRider website, Facebook page, flyer, press release, or other communications channel/tactic. No compensation will be given to players or parents in exchange for the photographs.

The RoughRiders Hockey Club are registered under the umbrella of the Cedar Rapids Hockey Association. All entities and teams (RYHL, IP, RRHA, and CRHS) function under the direction of the RRHC Board of Directors with coordination with the specific program BOD. RRHC is however responsible for registering teams, ensuring coaches are certified, and that Safe Sport and USA Hockey rules are being adhered to by all entities.

Payment Policy

Tuition fees are calculated on an estimated association growth, previous costs, and forecasted costs. The tuition fees, under extreme circumstances, could be raised.

Payment plan option for tuition

September 1, 2019 – 25% of total tuition

October 1, 2019 – 25% of total tuition

November 1, 2019 – 25% of total tuition

December 1, 2019 – 25% of tuition

RRHC will announce the estimated tuition before registration opens for tryouts. A player's tuition is expected to be paid by the established due dates for the player to remain in good standing.

Player's tuition will be paid automatically through TeamSnap on the dates provided above. The credit card used for registration will be the one billed. One can login to TeamSnap from a computer and change the Credit Card on file at any time.

A player whose tuition is not collected within 7 days of the due date is in poor standing and thus ineligible for participation. Such a player should not be allowed to skate with the team (Skills Nights, practices or games) until tuition is brought current. Collection, accounting and enforcement of this policy are the responsibility of the Team Manager. Any delinquency must be reported to the Board Treasurer at the 7 day mark. The coach will be notified on ineligible players by the Board Treasurer.

Payments may be made by cash or check or credit card any time prior to the due date.

Refund Policy

Refunds will only be given to individuals if the full tournament budgeted per team amount is not used.

Discipline

RRHC will not give refunds for withdrawal or removal from a team/club for any discipline reasons. **NO**

EXCEPTIONS.

Inclement Weather Policy

RRHC reserves the right to cancel practices, games, and tournaments for inclement weather. The decision making process is as follows:

1. Discussion with General Manager of Cedar Rapids Ice Arena about weather conditions and if the rink will remain open.
2. Discussion with BOD members about the current condition of roads, current and future radar predictions, and the liability of holding practices, games, and/or tournaments.
3. Final decision to hold a practice, game, and/or tournament is up to the discretion of the Director of Hockey based upon aforementioned discussions.

Notice of cancellation will be sent via the RRHC email list, social media posts, and when available via TeamSnap chat to specific teams.

Team Tryout Policy

The RRHC shall establish a consistent process for conducting team tryouts. The objective of the tryout process is to ensure that each player is given a fair evaluation and that all players are placed at the most appropriate level for their abilities within their age bracket.

The Tryout Process can be found in the “RRHC Tryout Process” document posted on the RRHC website. This document will be made available prior to the tryout period.

Any player wishing to join a RRHC team after tryouts have concluded will be given one week of practice with the given age group then placed. Said players must complete the USA Hockey and RRHC registrations fees prior to entering the ice. If player is placed on a team then they are held to the same standard of pay of tuition as a player that attended the regular tryout session.

The player will be evaluated by the Head Coach(s), age group director and hockey director then compared to the other players. The new player will be added to the second team unless the player’s skill level proves to be within the top teams’ top five players’ abilities.

Team Level of Play Policy

The RRHC will promote a philosophy of having each team play at the highest level of play appropriate for the skills of those players making up that team. Thus, RRHC may have MWAHA AA, A, B, or C levels teams at any given age division.

Level of play will be determined by the Head Coach and the Coaching Committee in compliance with this policy.

If there is one team at an age division then the team will register at the appropriate level based upon the Head Coach and Coaching Committee decision.

The “move-up” policy has been incorporated into the “RRHC Tryout Process” document posted on the RRHC website.

Fundraising Policy

There will be three organizational wide fundraising events each year to support the entire organization. All RRHC membership will be encouraged to participate in these events. The profits from these events will be a 90/10 split between the teams and association. 90% of the total will be given back to the team to evenly distributed to all players of the team following the conclusion of the season.

The Internal Revenue Service (IRS) has indicated that individual accounts may not be used by a tax-exempt organization. Raising money and placing it into **individual member accounts** violates federal law and will not be practiced.

Individual Team Fundraisers

Individual teams will be able to participate in as many fundraising activities as they choose. Monies raised in these events will still be a 90/10 split between the team(s) and general fund of RRHC. All fundraising activities and events must be approved by the Hockey Director and Fundraising Chair on the Board of Directors. Fundraiser Event Request must be submitted 30 days prior to event start date.

Individual teams can decide to use their funds for their team expenses with approval from the Hockey Director and Fundraising Chair of the Board of Directors. Request form must be submitted 7 days prior to spending of said funds.

RRHC Teams **will not provide funds for individual team members** for any reason.

Corporate Sponsorships

All corporate sponsorships will be deposited in the RRHC general funds. A corporate sponsorship will be acknowledge based upon the amount received in conjunction with RRHC Sponsorship and Donor guidelines.

Organizations and corporations should not be solicited for contributions by individual teams unless directed by Fundraising Chair of the Board of Directors.

Generally, an **UNSOLICITED CONTRIBUTION** of money, goods, or services designated for a specific team by a private individual or a company is acceptable. However, a designated contribution from an individual or a company to a private individual on a team is an infringement of the Private Benefit and Inurement Section of requirement rules of a non-profit organization and is not acceptable.

Unsolicited contributions to a specific team will be acknowledged by the recipient team.

Contributors of money or goods valued at or over \$250.00 will be provided a written acknowledgement of receipt upon request—as described by the Internal Revenue Service— issued from RRHC.



RRHC – Request to Use Fundraised Money

Name: _____

Date Submitted: _____

Role: _____

Date Approved: _____

Team: _____

Event Description (What, when, and why): _____

Item Description	\$ Amount
Total Amount	\$

Requestee Signature _____ Date _____

Hockey Director Signature _____ Date _____

Fundraiser Chair Signature _____ Date _____



RRHC – Fundraiser Event Request Form

Name: _____

Date Submitted: _____

Role: _____

Date Approved: _____

Team: _____

Event Description (What, when, and how): _____

(attach extra page if necessary)

All fundraised monies will be distributed equally amongst all team players regardless of individual participation levels

10% of all monies raised will go to RRHC General Fund

_____ Requestee Signature	_____ Date
_____ Hockey Director Signature	_____ Date
_____ Fundraiser Chair Signature	_____ Date

Equipment Management Policy

RRHC Travel Practice Jerseys

At the beginning of the hockey season, the RRHC Equipment Coordinator will give each Head Coach or Team Manager a set of practice jerseys for their team. The players are to wear the practice jerseys only during team practices for that season. At the end of the RRHC Travel season players may keep their practice jerseys.

RRHC Travel Game Jerseys

The RRHC Equipment Coordinator will give each Head Coach or Team Manager an extra set of jerseys and socks in the event a jersey is ruined during a tournament. If jerseys and socks do not come back following the completion of the season then the team will be assessed a fee of \$200 for replacement, shipping, and processing.

Discipline and Conduct Policy

See RRHC SafeSport Handbook for more information.

Scholarship Policy

The RRHC Board of Directors administers a scholarship program as required by the RRHC By-Laws and funded by the General Fund.

The purpose of the scholarship program is to ensure a child is not denied the opportunity to participate in hockey solely due to financial inability.

The scholarship program covers RRHC Travel Hockey Fees.

Scholarships are available to any player selected for a RRHC Travel Team. Scholarship awards are based on financial need, not on level of play or skill.

Applications for scholarship, awards, and all related financial information is confidential.

Roles and Responsibilities

Applicant - The applicant is the parent or legal guardian of the youth player(s). The applicant is responsible for providing the information required on the scholarship application.

Scholarship Director - The Scholarship Director is the RRHC Board Vice President. The Scholarship Director administers the scholarship process and makes determinations of need and award. The Scholarship Director works with the RRHC Treasurer to ensure funding is available and that awards are made. The Scholarship Director will notify the applicant of the amount of the scholarship.

Treasurer - The RRHC Treasurer manages the scholarship budget. Also, the Treasurer coordinates with the applicant to ensure that scholarship award amounts are correctly accounted for in the RRHC budgets.

Evaluation Criteria and Award Levels

Scholarship awards are made based on financial need and financial circumstances that, if not mitigated, would deny a child from participating in the sport.

Scholarship Awards are limited to RRHC fees. Equipment and travel expenses are not covered by the scholarship program.

RRHC scholarship awards are made based on an analysis of the applicant's financial situation and exceptional circumstances. As a general guideline, the US Federal Poverty data (<http://aspe.hhs.gov/poverty/06poverty.shtml>) from the Department of Health and Human Services is used as a basis for the scholarship determination. Also, the determination takes in to account unusual circumstances such as fires, serious illness, and wage earner disability.

Scholarship Recipient Expectations

RRHC is a non-profit organization supported by local businesses and fees paid by members. As such, funding each year is limited and the RRHC Board must ensure that the funding is budgeted in a manner that provides the most benefit to all its members.

Recipients of scholarships are expected to assume certain responsibilities and obligations as outlined below.

Scholarships are awarded on a confidential basis. Recipients are required to keep scholarship awards confidential and limit discussions to the Scholarship Director and RRHC Treasurer.

Recipients are required to participate in fund raising events sponsored by RRHC.

Recipients are expected to participate in planning and hosting tournament events by RRHC.

Application Schedule

All requests for scholarships must be made by the applicant family using the appropriate application form.

Requests must be submitted ten (10) calendar days after announcement of team rosters.

Requests, with a completed application, must be made to the Scholarship Director (RRHC Vice President)

Determinations of scholarship award will be made by the Scholarship Director within 30 calendar days of receipt of all the applications and after the announcement of the team rosters.

Process

1. Applicant family completes and submits the scholarship application form.
2. Scholarship Director evaluates the scholarship application, including meeting with the applicants when necessary, to obtain all necessary information.
3. Scholarship Director notifies the applicant of the award decision.
4. Scholarship Director notifies the Treasurer if there is a determination to award a scholarship.
5. Scholarship Director will provide funds to the applicant to pay fees.

