



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.RoughRidersHockeyClub.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	BOD
2009-2010	3/13/2009	Updated for 09-10 season	BOD
2009-2010	8/14/2009	Revision for 2009-2010 season	BOD
2012-2013	10/8/2012	Changes noted at the bottom of page	BOD
2013-2014	05/01/2013	Updated for 2013-2014 season	BOD
2014-2015	07/01/2014	Updated for 2014-2015 season	BOD
2014-2015	11/01/2014	Revised business via email policy	BOD
2015-2016	11/01/2015	Updated to allow practice players	BOD
2016-2017	12/01/2016	Practice player and scholarship policy	BOD
2019-2020	07/2019	All policies review for adaptation to new organizational structure, fiscal management, and TeamSnap registration.	Dustin Timm, Director
2020-2021	06/2020	Policies moved to RRHC SafeSport Handbook. Updated - tuition payment plan, grammatical adjustments, advisory board of directors, high school operations committee, and organizational chart.	Dustin Timm, Director
2021-2022	07/2021	Fundraising and refund policy update. Adjustment of birth years in age groups and simplified injury refund policy. Coach approval of contact by registrar.	Dustin Timm, Director
2022-2023	06/2022	Uniform & game day attire policy adjusted. Tournament selection policy added. Coach travel & fundraising policy updated.	Dustin Timm, Director
2023-2024	03/2023	Locker room policy.	Executive Board of Directors
2023-2024	06/2023	Team Community Service Policy adopted, & coach USA Hockey refund policy removed, and coach apparel policy adopted.	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.

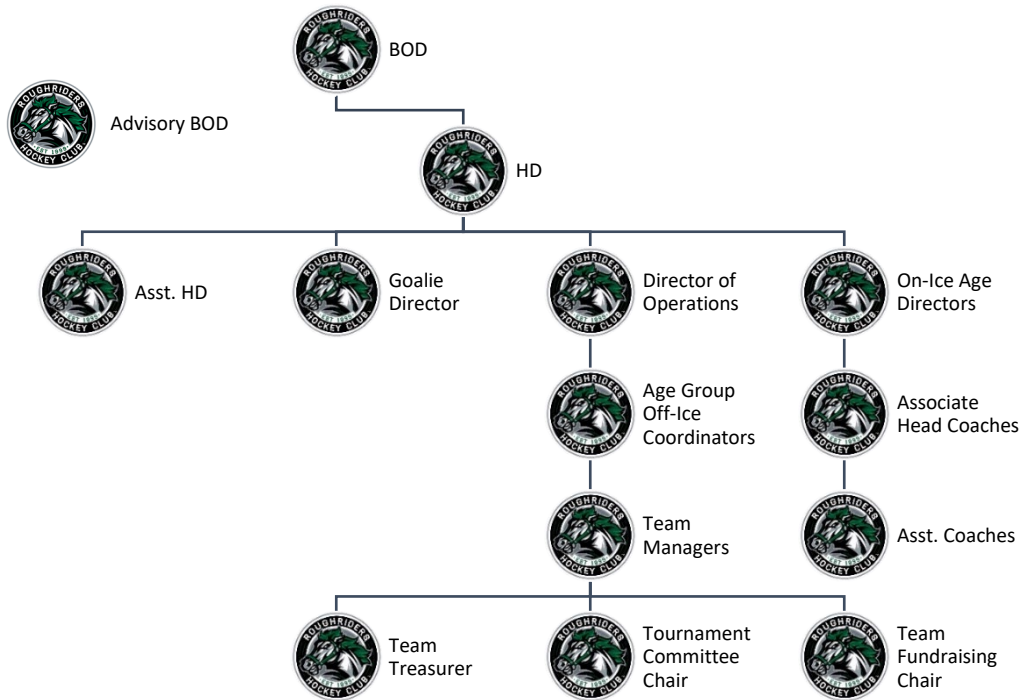
The RRHC Secretary shall be responsible for the archiving and maintenance of RRHC Policies. The RRHC President and Vice President shall assist the Secretary as necessary.

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 Organizational Chart



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 opportunities 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 Midwest 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 consists of seven positions. The RRHC Board appoints an Executive 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.

Advisory Board of Directors

The Advisory Board of Directors will work closely with the Staff in the operations of the day-to-day organizational duties. These positions will consist of the Executive Director, Hockey Director, Assistant Director, all Off-Ice Division Directors, the Registrar, and any others the Board of Directors or Executive Director deem fit.

High School Operations Committee

The High School operations committee will consist of five individuals or more, if necessary. They will manage the day-to-day operations of the High School program.

Coaching Committee

The coaching committee is composed of the Hockey Director, the five on-ice directors, any coaches deemed necessary by the Executive Director 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 Executive Director and approved by the Board of Directors for a 1-season term.

8U – TBA

10U – TBA

12U – TBA

14U – TBA

High School - 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

Comprising 3 individuals (for example, 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 representative.

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 2022-2023 season this would be any player born from 2014 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 2022-2023 season 2012 and 2013 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 2022-2023 season 2010 and 2011 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 2022-2023 season 2008 and 2009 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.

High School (16U & 18U): 15-18 Year Olds

For the 2022-2023 season 2007 and older birth year players are 16U/18U, or any 2008 that will be a freshman in High School. Players born in the later years must play at the high school level; no one can play at a younger age level.

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 be approved for contact with players by the club's registrar.

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 or down 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. High School can have 30 rostered per MWAHA per team. RRHC finds 12-20 players to be the optimal number of players placed at tryouts, but this will vary from age group to age group, 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 coaching staff 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 1-3 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 age group to age group 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 tuition costs can range from \$800 - \$2,000. The increase in cost is usually related to the age level of the Travel hockey team, 8U being at the lower end and High School 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)

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 it would be directed towards the BOD Vice President.
- 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, USAH rules, USAH SafeSport, and/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 consequences. 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.

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 RRHC's goals. RRHC adheres to USA Hockey's SafeSport Program 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, RRHC 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 Imon Ice there are nine locker rooms available for our program's use. Each of the locker rooms shares a restroom and shower area with one adjoining locker room, except for OLY 5, which is designated for Girls only. 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. RRHC 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 Monitoring

RRHC has predictable and limited use of locker rooms and changing areas (e.g., generally 15-20 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

Per USA Hockey Policy, the Head Coach is held responsible for locker room monitoring. If the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. If doors are closed for privacy reasons, frequent checks by the locker room monitor shall be completed.

For Youth RRHC practices, locker room monitor duties will be provided by parents and assigned for each locker room by the Division Off-Ice Director. For Youth RRHC games, team coaches will be present and provide the monitor duties, unless otherwise assigned by Head Coach.

Team personnel will also secure the locker room appropriately during times when the team is on the ice as appropriate.

Parents in Locker Rooms

Except for players at the 8u age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her 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 he or she 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 his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all our players are given consideration and appropriate arrangements made. Where possible, RRHC will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms

are not available, then the players may need to take turns using the locker room to change as coordinated by the coaches. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are NOT PERMITTED to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. USA Hockey does permit the use of a camera/cell phone camera for a short time by a coach or manager to document a pre or post game celebration.

Prohibited Conduct and Reporting

RRHC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in RRHC may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email Dr. Shane Gailushas at safesport@roughridershockey.com or use the "Report Incident Here" link on the homepage at roughridershockeyclub.com.

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 start.
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. It is required, that coaches travel together.

RRHC Club 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 on that team they are coaching will not receive reimbursement.

Process:

- Expense report must be submitted to Executive Director within 14 Days of end of trip
 - Mileage will be accounted for on expense report
 - A rental car can be rented in the instance that more than one coach is traveling together, however, coach can only submit rental car and gas receipt and NOT mileage.
 - When driving personal car, mileage, with accordance to IRS standards will be used. Which includes gas.
 - Coaches are highly encouraged to carpool when able.
 - Hotels room and associated taxes will be reimbursed if not comped. If 2 coaches are traveling to same location, they are required to room together.
 - Hotel receipts must have only applicable room charges, no food, drink, etc...
 - Alcohol is a non-reimbursable item.
 - Non-Parent Coach Travel Per Diem – no receipts are required.
 - Travel day: \$22
 - Full Day at Location: \$59

Coaching Apparel Stipend

RRHC coaches will receive a yearly credit of \$90.00 for ordering apparel options provided by RRHC annually. This credit can't be used for any other reason than apparel, nor can it be transferred for cash value, and can't be rolled over year-to-year.



Expense Reimbursement Sheet

Name: _____
 Team Role: _____
 Team Name: _____

Date
 Submitted: _____
 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	
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		\$ 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. 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 time missed. 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 in Weeks)*(total weeks participated)

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

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 the date paid in full or at the end of season.

Any member seeking a credit must have filed an injury report within 30 days of the 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 the 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 emails) 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.

Game Uniform, Game Day Attire, and Number Policy

All game day attire and uniforms are not included in player’s tuition fees. Players are not required to purchase new apparel or uniforms every year. They will be ordered on an as needed basis (IE have outgrown the apparel/uniforms, normal wear and tear, or in the instance of a uniform design change).

Travel Hockey 8U-14U

RoughRiders Hockey Club (RRHC) travel hockey tuition fees do not include uniforms or game day attire and will be purchased on an as needed basis by the player (IE have outgrown the apparel/uniforms, normal wear and tear, or in the instance of an uniform design change).

On-Ice Game Uniforms

- RRHC jersey and socks
- Black helmet
- Black or RRHC gloves
- Black pants or black breezer covers

**A jersey fitting will be held every year before tryouts.*

Game Day Attire

- RRHC sportswear/tracksuit

RRHC will provide two opportunities for the purchase of game day attire:

- Bimm Ridder locally of Cedar Rapids through USHL Store
- Under Armor online store

Travel Hockey High School – Game Uniform

RoughRiders Hockey Club travel hockey tuition fees do not include uniforms or game day attire and will be purchased on an as needed basis by the player (IE have outgrown the apparel/uniforms, normal wear, and tear, or in the instance of a uniform design change).

On-Ice Game Uniforms

- RRHC jersey and socks

- Black helmet
- Black or RRHC gloves
- RRHC breezer covers

A jersey fitting will be held every year before tryouts.

Game Day Attire

- Home games: shirt and tie, dress pants, dress shoes, dress socks, no hats, and RR jacket.
- Road games: RR tracksuit and RR Shirt.

Travel Hockey Number Selection

Odd birth years will have the option to select an odd number, and even birth years will have the option to select an even number. If two players would like the same number:

- Player with the greatest number of years in travel hockey with RRHC will have first option.
- If both players are first year RRHC travel, a coin flip will occur, if 3 or more players want the same number names will be drawn.

If a player moving from 14U into high school has a duplicate number already then, the player that was in high school has first right to remain the same number. However, once that number becomes available the 14U player will have the first right to take that number.

Example: Johnny is #21 and is going to be a freshman, and Randy (Junior) is already #21 then Randy gets to retain that number and Johnny can select #21 after Randy graduates.

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 fee and tuition is non-refundable if the player is provided a roster spot on a RRHC team. If a player is not selected a partial-refund of \$175 of registration fee and the full paid tuition fee will occur. 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:

High School - TBA during release of registration

14U - TBA during release of registration

12U - TBA during release of registration

10U - TBA during release of registration

RYHL and IP Fees:

As of July 1, 2022 RYHL and IP fees will be based on a \$15/hour on-ice per player and \$15/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. 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.

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 prevention 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 will be online via the RRHC website (www.RoughRidersHockeyClub.com) via TeamSnap. Players and parents must be registered with 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 RRHC 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 RRHC 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 is 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 in season.

Payment plan option for tuition

Will be divided into 4 equal payments that will be automatically collected through TeamSnap. Dates of the payment plan will be provided on the registration landing page of website.

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 submitted in full and current. Collection, accounting and enforcement of this policy are the responsibility of the Executive Director and RRHC Treasurer(s). Any delinquency must be reported to the Board Treasurer at the 7-day mark. The coach will be notified of 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 under injury situations to individual players for their tuition fees. (See injury refund policy for more).

The Executive Board of Directors may elect to give out refunds in special circumstances. For example, a derecho or world pandemic prevents a team(s) from reaching a full budget.

In-season club and individual team fundraising will be refunded at 100% of monies raised (see fundraising policy).

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 the General Manager of ImOn 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.

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 a 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.

Tournament Selection Policy

Process to determine total number of tournaments:

1. Number of total tournaments per age group will be selected by the Executive with approval by the Executive Board of Directors. This will be based on the USAH recommendation number of

games. Total number of tournaments and friendly games will be counted to achieve the recommendation of USAH.

2. Number of home tournaments and travel tournaments will be decided for season by the Executive Director with approval by the Executive Board of Directors.
3. Travel tournament options will be determined by the Executive Director and Assistant Directors.
 - The Director staff can elect to select all the tournaments for a particular age group, based on total number of tournaments allocated.
 - -OR-
 - Provide an age group or team (Head Coach) the option of selecting their own tournaments. This will vary from year to year based on total number of teams in RRHC.
 - -OR-
 - The Directors can select a few tournaments for the age groups and have the Head Coaches select a few.

Factors in the process of tournament selection – not in any order of importance:

1. Level of play provided by the tournament.
2. What region is the tournament in?
 - . Have we already been to this region?
2. Can multiple teams travel together to the tournament?
 - . This provides an opportunity for multiple coaches to travel together, and a director to be at a tournament with multiple teams and staffs.
2. What conflicts are there with the girls' teams?
 - . When feasible, we want to coordinate weekends around the current schedule of both teams.
2. Date – what is the time from previous tournament and to the next one?
 - . Ideally, they are evenly spaced out.
- a. Majority of tournaments need to be in 2nd half of season to allow for maximum growth and team cohesion to be built.
 2. Travel distance – ideally within a 4 hour drive, unless a special circumstance, such as the Fargo International every other year for 10U.

Team Community Service Policy

RRHC values the creation of community inclusion and leaders who give back. It's important that our players learn shared sacrifice and the need to be willing to step up and help those in need. With that said, each year every team will complete 5 hours of community service together. The community service hours must be completed after the announcement of teams and before the final tournament of the season; unless there is a plan and commitment from the team to complete a project after the conclusion of the season. The project must be submitted to the Community Outreach Director and approved by the Executive Director.

The appointed Community Outreach Advisory Board Member will lead and develop connections with local charities within the greater Cedar Rapids community. A list of the available options will be provided to the teams to select from. If a team wishes to choose a community service event/project

that was not listed, then approval must come from the Community Outreach Director and approved by the Executive Director.

Fundraising Policy

All RRHC members will be encouraged to participate in these events. The profits from all fundraising will go to the to the club 100%.

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.

Any club fundraisers held outside the season (after the last day of the season or before the start of tryouts), for example, the golf outing will be 100% contribution to the general fund.

Individual Team Fundraisers

Individual teams will be able to participate in as many fundraising activities as they choose. . All fundraising activities and events must be approved by the Hockey Director and Fundraising Chair. Fundraiser Event Request must be submitted 30 days prior to event start date. All individual team fundraising proceeds go to the club's general fund.

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 acknowledged 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 the Fundraising Chair of the Advisory 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 \$500.00 will be provided a written acknowledgement of receipt upon request—as described by the Internal Revenue Service— issued from RRHC.

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

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/game. If jerseys and socks do not come back following the completion of the season then the team will assessed a fee of \$200 for replacement, shipping, and processing.

All players are responsible for their own game uniforms and game day attire. All of which will be purchased by the individual players on an as needed basis.

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 tuition costs.

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 into 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 fundraising 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. The Scholarship Director will provide funds to the applicant to pay fees.