

Chelmsford Hockey Association Policy CHA-03



Policy Title: Teams and Coaches

Document Revision History

Revision	Reason for Change	Date Approved by BOD:
-	Initial release	9 14 11
A	Updated to add Alternate Player policy	2 8 12
B	Update to Sections 3 and 4	11 7 13
C	Update to Alternate Player Policy	3/9/2016

Purpose:

To define the policies pertaining to Chelmsford Hockey Association (CHA) Teams and Coaches

References:

The “Chelmsford Hockey Association Player Evaluation & Placement Process” is a detailed guideline for player evaluation and placement and is located on the CHA Website. That guideline will compliment, but will not take precedence over this Policy.

Policy:

1. Certifications and Background Checks
 - 1.1. CHA Coaches, Team Managers and on-ice practice volunteers will have a CORI background check in accordance with Mass Hockey Requirements
 - 1.2. All rostered CHA Coaches will complete training and obtain certification for their respective positions in accordance with Mass

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Hockey requirements

2. Code of Conduct

2.1. Code of Conduct pledges will be signed annually by the following and will be collected by the Head Coach and Director of Coaching

2.1.1. All CHA coaches

2.1.2. All travel team Players

2.1.3. At least one parent of each travel team player

3. Coaching

3.1. All CHA Coaches shall be USA Hockey Registered

3.2. All CHA Coaches shall be certified and CORI background checked in accordance with Section 1.1

3.3. All rostered CHA Head Coaches and Assistant Coaches will be recommended by the Coaching Director and approved by the BOD prior to the beginning of the season

3.4. On-ice practice helpers may be utilized by the travel team coaches provided that they are USA Hockey Registered

3.5. Clinic on-ice helpers need not be USA Hockey registered, however, the following requirements are stipulated

3.5.1. Clinic on-ice helpers must wear helmets in accordance with USA Hockey policy

3.5.2. Clinic on-ice helpers must be under continuous oversight and direction by designated Clinic Coaches that are USA Hockey registered

4. Team Roster Formation and Limits

4.1. Roster sizes and composition for travel teams are defined and limited by USA and Mass Hockey

4.2. Mite team formation must take into consideration that Mite aged players 6 and under are not permitted by USA Hockey to play full ice games

4.3. Alternate Player Policy

4.3.1. The use of Alternate Players will be evaluated by the BOD on an annual basis

4.3.1.1 The BOD will be responsible for approving all requests for Alternate Player status

4.3.2. When authorized by the BOD, alternate players will be allowed to play on CHA Travel Teams under the following conditions:

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- 4.3.2.1. Requests for alternate player status must be submitted in writing by a parent or guardian to CHA President or a Coaching Director by no later than 4/1 prior to the upcoming season
 - 4.3.2.2. Alternate player placement will be considered following that of full-time players.
 - 4.3.2.3. Players whose registration request is approved will be added to the Team roster and will be offered the following consideration
 - 4.3.2.3.1. Alternate players will commit to paying 60% of the Team's prescribed dues for the season and payment will follow the same terms and conditions of full time players
 - 4.3.2.3.2. Alternate players will be eligible to attend all of the Team's scheduled practices and invited to participate in games at the Coach's discretion with the restrictions set forth in section 4.3.2.3.3
 - 4.3.2.3.3. Alternate players are not guaranteed gameplay and will be capped to a maximum of 50% of games. Deviations to this requirement must be approved by the Coaching Director
 - 4.3.2.4. An alternate player that wishes to play full time, may do so at anytime during the season provided that there is room on the roster (less than 15 skaters) and the request is submitted prior to the roster deadline
 - 4.3.2.5. In the event that an alternate player moves to full time status, roster adjustments may be considered per 5.2.4
 - 4.3.2.6. Alternate players that are approved to move to full time status will be billed for the full dues
- 4.4.Registration and Placement of Players in Alternate Age Brackets
- 4.4.1. The BOD may consider players for placement and registration in an age bracket that is one higher than that prescribed by USA Hockey on an exception basis and based on the following criteria
 - 4.4.1.1. Players will be evaluated at tryouts based on their designated USA Hockey level and birth year
 - 4.4.1.2. Either the parents of the player or the Coaching Director will submit to the BOD in writing in advance of team placements the request for a player to play at a higher age bracket along with the associated rationale
 - 4.4.1.3. Players will not be allowed to play at an alternate age bracket solely based on the perception of the player's hockey

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skills

4.4.1.4. Mite aged players are not permitted to play at Squirt Level based on Mass Hockey policy

4.5. Roster sizes for In House Teams will be managed by the Clinic Program Director

4.6. Target sizes for travel Teams will be established by the BOD factoring both player/team management and financial considerations. Optimal team size is defined as between 13 and 15 skaters and 2 goalies. Goalies may be full time or part time.

4.7. Players will not be added to existing or proposed CHA Travel Team rosters unless there are less than 15 skaters and less than 2 goalies

4.8. Non-Chelmsford resident players shall not be added to an existing or proposed roster unless all of the following items are satisfied:

4.8.1. There is available space per section 4.7

4.8.2. A signed waiver from the previous Program is received indicating that there are no outstanding financial obligations

4.8.3. In accordance with Mass Hockey rules, there are no more than two other non-Chelmsford resident players on the existing or proposed roster. An exemption may be granted by Mass Hockey provided that a roster exemption form is filed and approved by the programs in the district.

5. Player Evaluation and Team Formation

5.1. Player Evaluation

5.1.1. The President will appoint a BOD Evaluation Subcommittee that will oversee, govern and approve all aspects of Player Evaluation and Team formation.

5.1.2. Coaches Evaluations will be completed by the current year Coach/ Coaches for CHA players

5.1.2.1. All travel team players will be evaluated

5.1.2.2. All In House players will be evaluated

5.1.2.3. Learn to Skate and Learn to Play Hockey players will not be evaluated

5.1.3. Players will be evaluated at tryouts as determined by the Coaching Director and the BOD Evaluation Subcommittee.

5.1.3.1. No player may tryout unless all of the following conditions are satisfied:

5.1.3.1.1. A signed registration form has been completed and the tryout fee has been satisfied

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- 5.1.3.1.2. The player is USA Hockey registered/ insured or a USA Hockey insurance form (IMR) is completed
- 5.1.3.1.3. The players dues are fully paid or there is a signed and approved player payment agreement on file
- 5.1.3.2. All players who intend to play on a travel team must attend the respective tryout. Inability to tryout for any reason including sickness or injury must be communicated to the Coaching Director or Evaluation Team Lead and approved in advance in order for the absence to be considered excused
 - 5.1.3.2.1. Current CHA players that miss tryouts with an excused absence will be placed based on Coaches Evaluation data from the current year
 - 5.1.3.2.2. Current CHA players that miss tryouts with an unexcused absence will be referred to the BOD Evaluation Subcommittee to determine next steps
- 5.1.3.3. Tryouts will typically have both a skills and a scrimmage session
- 5.1.3.4. The Evaluation Team or the Coaching Director may tailor the tryout sessions for the particular age group and level

5.2. Formation of Teams

- 5.2.1. The Coaching Director and BOD Evaluation Subcommittee will appoint Evaluation Teams for each age level that will be responsible for running tryouts, assembling evaluation data and recommending teams for the upcoming season
- 5.2.2. The BOD Evaluation Subcommittee will review and approve the teams
- 5.2.3. The BOD will provide final approval of teams and team roll-out
- 5.2.4. Roster adjustments may be made at the beginning of the season to balance player numbers across teams at a given level
 - 5.2.4.1. During initial team formation, the Coaching Director will establish preliminary team sizes based on the number of applicants for the coming year. If there is more than one team at a given level, the lower level teams will typically be staffed with a higher number of players than the higher level teams to facilitate potential early season roster adjustments
 - 5.2.4.2. At the beginning of the season, the Coaching Director will reset team sizes based on player registration changes that have occurred

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5.2.4.2.1. Roster adjustments of players to a higher level team will be accomplished by the Coaching Director recommending eligible players from the Evaluation Team data to the Coach for consideration. The Coach may evaluate eligible players and will choose the player(s) for placement on the team.

5.2.4.2.2. Roster adjustments of players to lower level teams will be avoided to the extent possible. If required, the Coaching Director will select the next eligible player(s) from the Evaluation Team data

5.2.4.2.3. The BOD will approve all roster changes

5.3. Addition of Players to Travel Team Rosters

5.3.1. Players may be added to travel teams at the discretion of the BOD and in accordance with Section 4.

5.3.2. Players for whom there is no evaluation data from the current season per Section 5.1, and for whom the BOD has accepted the registration of that player, will be evaluated for placement as follows

5.3.2.1. The Coaching Director and at least two other CHA Coaches or BOD Members will observe the player(s) at a minimum of one practice or scrimmage game

5.3.2.2. The Coaching Director will match the new player(s) to a comparable player(s) on the current rosters and will recommend team assignment to the BOD Evaluation Subcommittee

5.3.2.3. The BOD Evaluation Subcommittee and the BOD will approve the team placement

5.3.2.4. Any additional required roster moves as a result of the placement will be handled in accordance with Section 5.2.4.2

6. Team Management

6.1. The Head Coach is responsible for managing all aspects of the travel team

6.2. The Head Coach or the Assistant Coach in the absence of the Head Coach, is responsible for filing incident reports to the Coaching Director or Vice President within 24 hours of any of the following;

6.2.1. Non-routine violations of the Coaches, Player or Parent Code of Conduct

6.2.2. Major injury of a CHA player

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- 6.2.3. Match Penalties
- 6.2.4. Behavioral issues with other teams, coaches or parents
- 6.3. The Head Coach or Assistant Coach in the absence of the Head Coach may ask players from lower level Team(s) in accordance with league or Mass Hockey policy to temporarily replace players that are sick or injured and shall add those replacement player(s) to the game sheet. The Coach from the “sending” team must be notified in advance
- 6.4. The Head Coach or Assistant Coach in the absence of the Head Coach, in conjunction with the players parents or guardians, is responsible for managing/ coordinating conflicts that arise with players who participate in other non-CHA sports and activities.
- 6.5. A Team Parent or Team Manager will be selected by the Head Coach to assist in administrative duties
- 6.6. Game Rescheduling
 - 6.6.1. Every effort must be made to play games at their regular scheduled times
 - 6.6.2. The Head Coach shall notify the League Director and Coaching Director in advance of the league game schedule release for dates that need to be kept off of the league game schedule including dates for tournaments
 - 6.6.3. If a game re schedule is required, it is the responsibility of the Head Coach and / or Team Manager to execute the following process:
 - 6.6.3.1. Attempt to swap games with other teams on the schedule as the first path to resolution and if this is possible, coordinate the game swap with the opposing coach(s), the league and the League Director.
 - 6.6.3.2. Obtain concurrence from the BOD League Director or Coaching Director that a game reschedule is necessary
 - 6.6.3.3. Notify the league and the opposing Coach that the game is to be rescheduled
 - 6.6.3.4. Obtain a 60 minute ice sheet from the Ice Scheduling Director
 - 6.6.3.5. Work with the League Director to obtain referees and scorekeeper
 - 6.6.3.6. The Team is responsible for referee and scorekeeper cost unless the conflict was the result of a District Playdown or State Championship game conflict.

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