



## Charleston Wolverines Operating Rules/Policies

### COACHING

1. All Coaches are to be certified at the appropriate level per USA Hockey Certification Guidelines.
2. All Coaches will have on file a CAHA / USAH Background Disclosure Authorization.
3. No Charleston Wolverine Head Coach or Assistant Coach will be allowed to participate on any other Tier I or Tier II team during our season.
4. Charleston Wolverine Coaches will not recruit or tamper with other team's players per CAHA policies. ***THIS WILL BE STRICTLY ENFORCED.***
5. Coaches will have to sign a USA Hockey Code of Conduct.
6. CYHA has a ZERO TOLERANCE policy on drug & alcohol use during the actual Charleston Wolverine functions whether it is games or practices. Any violation will lead to disciplinary action up to and including dismissal.
7. Coaches will follow prescribed administration timelines set by CYHA such as, but not limited to: tryouts, practices, and naming of final selections.
8. Coaches will not arrange or condone any behavior on or off the ice that would be deemed inappropriate or tarnish the image of the Charleston Wolverine program.
9. The President or Vice President can recommend the removal of a Coach at anytime due to issues that are deemed to be negative for the program to the CYHA Board for majority vote.
10. Coaches will understand the Coach Expense Policy and acknowledge the expense budgets set up by each team. Amounts over budget will be subject to fee assessments to their parent group.

## PLAYERS

1. All players selected to play for Charleston Wolverines will sign a Code of Conduct.
2. All players selected will also sign a Charleston Wolverine Player Contract.
3. CYHA has a ZERO TOLERANCE on drug & alcohol use, under the influence of drugs or alcohol, and possession of ANY amount of the mentioned. Violation will result in immediate dismissal with no refunding of fees paid to date.
4. The use of any type of tobacco will not be condoned.
5. Any player suspended will have the right to a hearing by the CYHA Discipline Committee, which will consist of the President or Vice President and up to three outside people if decided needed by the President or Vice President.
6. No Charleston Wolverine player may be rostered or participate on any other Tier I or Tier II team during the same active season. Players may participate on a local house, high school, or adult league team or a Recreational Team put together for tournament purposes only as long as it does not come in to conflict with Charleston Wolverine obligations, which would be practices, games, or any other team function.
7. The Charleston Wolverines will only have one type of dress at Charleston Wolverine functions. All Charleston Wolverine players will dress in the following prescribed apparel:
  - Home Games: Khaki Pants, Belt, White Shirt & Tie, Casual Shoes (Brown or Black)
  - Away Games: Khaki Pants, Belt, Team Polo, casual Shoes (Brown or Black)
  - No hats are permitted during team functions (Home or Away) unless traveling in colder climates where appropriate head wear (i.e. Beanies, Ski Caps, etc.) is necessary.

Individual teams will not go out and decide independently what this will be.

## **CHARLESTON WOLVERINES FEE POLICIES**

1. All base fees will be subject to change based on team expenses. In the event of such a situation, an assessment fee will be added by the CYHA Business Manager and communicated out to the teams affected as soon as possible.
2. All fee installments are expected to be paid on time. If an emergency situation exists that a family needs extended time, a formal request to the CYHA Business Manager can be made with a commitment of when payments can be made.
3. All parents will sign a financial responsibility document upon the Player's selection to the team, which is part of the Charleston Wolverine Player Contract.
4. All fee balances must be paid in full by December 1<sup>st</sup> of each year. No player will be allowed to participate after December 1<sup>st</sup> unless fees are paid in full.
5. The CYHA Business Manager reserves the right to notify a Team Manager or Coach at anytime to suspend a player from participation because of past due fees.

## **TEAM MANAGER RESPONSIBILITY**

1. Each Charleston Wolverine team must have a Team Manager
2. Team Managers will have the following responsibilities:
  - Assemble and carries all records on players to all games
  - Communication point to parents on all Charleston Wolverine information.
  - Coordinates communication on practices, games and tournaments.
  - Sets up hotel rooms for travel weekends – games & tournaments.
  - Uses the team site on the [www.charlestonwolverines.org](http://www.charlestonwolverines.org) site to post timely information including but not limited to team practice and game schedules, team statistics.
  - Communicates fee updates to parents individually as information is received from the CYHA Business Manager.
  - Coordination of team apparel at the beginning of the year with the Coach.
  - Communication with the CYHA Registrar on all rosters and credential requirements.
  - Keeps all team records required for credentialing the team for postseason play, including copies of ALL score sheets for games played.
3. Coordinates any individual team fundraising efforts.
4. **UNDER NO CIRCUMSTANCES WILL TEAMS OPERATE UNDER ANY BANK ACCOUNTS OPENED PRIVATELY ON THEIR OWN THAT USE ANY REFERENCE TO THE CHARLESTON WOLVERINES OR CYHA. ANY FUNDRAISING REVENUE THAT A TEAM WANTS APPLIED MUST BE PROCESSED THROUGH THE CYHA BUSINESS MANAGER.**

## **PARENTS**

1. Supportive and active, Charleston Wolverine parents and family members, are a vital part of our youth hockey program and teams. Parents and other family members will behave in a way that represents the program in a positive manner and encourages good sportsmanship.
2. Parents will not disrespect players, coaches, officials, program staff, or other parents with inappropriate language, emails, or other means of communication. All means of communication will be constructive and appropriate.
3. Parents and family members will refrain from inappropriate yelling, use of profanity, or “coaching” or “officiating” from the stands during games or practices. This includes discussing game situations with coaches within 24 hours of a game. Any type of abuse of officials, coaching staff, players, or other parents/family members will not be tolerated and may result in being restricted from the arena.
4. Any behavior that is unbecoming for a Charleston Wolverine parent will be dealt with by the Coach as deemed appropriate and elevated to the Disciplinary Committee of the Board of Directors as needed. A player’s status on the team and/or playing time may be negatively affected by inappropriate or behavior unbecoming a Charleston Wolverine parent or family member.