

SAN DIEGO HEARTBREAKERS



GUIDEBOOK
2023-2025

(Updated 2/2023)

This guidebook is intended to combine the USA Hockey Annual Guide, the Pacific District Guidebook, and the California Amateur Hockey Association (CAHA) Guidebook into one reference point that is of relevance to all members of the San Diego Heartbreakers.

The USA Hockey Annual guide is the official rule book of amateur hockey in the United States. If any clarifications are needed, please refer to the USA Hockey Annual Guide.

SDHB President

SDHB 1st Vice President

SDHB 2nd Vice President

SDHB Treasurer

SDHB Secretary

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SAN DIEGO HEARTBREAKERS BOARD OF DIRECTORS

OFFICE LOCATION:	Undisclosed
PRESIDENT:	DJ Horenburg Undisclosed E-Mail: sandiegoheartbreakers@verizon.net
1ST VICE PRESIDENT: Player Relations and Coaches	Jeffra Becknell Undisclosed E-Mail: jbecknell@cox.net
2ND VICE PRESIDENT: Sponsorships & Fundraising	Jerri Wortman Undisclosed E-Mail: jwortman22@gmail.com
SECRETARY:	Audrey Sosbe Undisclosed E-Mail: audhan1@msn.com
TREASURER:	VACANT

SAN DIEGO HEARTBREAKERS EXECUTIVE COMMITTEES

DISCIPLINARY/DISPUTE RESOLUTION COMMITTEE:	CHAIR: Jeffra Becknell OPEN OPEN
FUNDRAISING/SPONSORSHIP COMMITTEE:	CHAIR: Jacky Klimek Jerri Wortman VACANT
TOURNAMENT COMMITTEE:	CHAIR: OPEN
EQUIPMENT COMMITTEE:	CHAIR: Audrey Sosbe OPEN OPEN
LEGAL COUNCIL COMMITTEE:	CHAIR: Jacky Klimek Sylvana Miyajima Jeffra Becknell
WOMEN'S LEAGUE DIRECTOR:	Danica Easter

CALIFORNIA AMATEUR HOCKEY ASSOCIATION
OFFICERS FOR 2023 - 2024 SEASON

CAHA OFFICE LOCATION:	1187 N. Willow Ave. Suite 103-708 Clovis, CA 93611 Phone: 559-217-5577
PRESIDENT:	TOM HANCOCK 1187 N. Willow Ave. Suite 103-708 Clovis, CA 93611 Phone: 559-217-5577 E-Mail: president@caha.com
1ST VICE PRESIDENT: Disputes and Resolution Committee	ROSEMARY VOULELIKAS 533 Concord Street El Segundo, CA 90245 Work: 310-322-1465 E-Mail: rvouleliks@gmail.com
2ND VICE PRESIDENT: Youth Committee	CHRIS HATHAWAY 10123 N. Wolfe Rd. Cupertino, CA 95014 Phone: 650-465-0832 E-Mail: christopher.hathaway@att.net
3RD VICE PRESIDENT: Adult Committee	RICK HUTCHINSON 888 Ridge Valley Irvine, CA 92618 Phone: 949-774-1646 E-Mail: RHuthchinson@therinks.com
4TH VICE PRESIDENT: Girls and Women's Committee	BRIDGET HOPKINSON Phone: 714-822-6077 E-Mail: cahabridget@gmail.com
TREASURER:	CHRISTOPHER HAYS 2117 Fourth Street Livermore, CA 94550 Work: 925-447-2010 Email: chays@kcpag.com
SECRETARY:	TERESA ATTEBERY 250 Berryessa Road #255 San Jose, CA 95132 Phone: 408-340-3245 E-Mail: secretary@caha.com
DIRECTOR of MEMBER SERVICES:	KAREN HACKETT Phone: 650-495-2349 E-mail: cahakarenh@gmail.com
PD REGISTRAR & TOURNAMENT COMMITTEE	WENDY GOLDSTEIN 20 Entrada West Irvine CA, 92620 Phone: 714-496-3893 Email: wendy.pdreg@gmail.com

USA HOCKEY PACIFIC DISTRICT DIRECTORS

PACIFIC DISTRICT DIRECTOR	JOHN BEAULIEU	Phone: 408-219-4888 E-Mail: john@john-doris.org
PACIFIC DISTRICT DIRECTOR	WAYNE SAWCHUK	Phone: 907-322-5978 Email: wsawchuk@me.com
PACIFIC DISTRICT DIRECTOR	BENJAMIN FRANK	Phone: 714-501-6627 Email: ben@jreign.com
PACIFIC DISTRICT TOURNAMENT DIRECTOR /GIRLS-WOMENS REP	TBD	Phone: Email:
PACIFIC DISTRICT REGISTRAR	WENDY GOLDSTEIN	Phone: 714-496-3893 Email: wendy.pdreg@gmail.com
PACIFIC DISTRICT ASSOCIATE REGISTRAR – Southern CA	NANCY HODGE	Phone: 909-923-0067 Email: dux8fan@aol.com
PACIFIC DISTRICT ASSOCIATE REGISTRAR – Northern CA	TERESA ATTEBERY	Phone: 408-340-3245 E-Mail: attebery@sbcglobal.net
PACIFIC DISTRICT REFEREE-IN-CHIEF	DAN ELLISON	Phone: 619-701-6491 Email: phhockey7@gmail.com
PACIFIC DISTRICT RISK MANAGER	JOHN SILBERSTEIN	Phone: 714-350-5364 E-Mail: usahpdrm@gmail.com
PACIFIC DISTRICT GIRLS AND WOMEN'S SECTION REPRESENTATIVE	TBD	Phone: Email:



SAN DIEGO HEARTBREAKERS GENERAL INFORMATION



1.0 INTRODUCTION

- 1.1 **THIS IS SAN DIEGO HEARTBREAKERS:** The San Diego Heartbreakers' primary emphasis is the growth, support, and development of women's hockey in the County of San Diego, California. The San Diego Heartbreakers provide an opportunity to female players of all skill levels and abilities.
- 1.2 **USA HOCKEY:** USA Hockey is the governing body of amateur hockey throughout the United States.
- 1.3 **USA HOCKEY CORE VALUES:** The following core values of USA Hockey are adopted by San Diego Heartbreakers to guide members in their planning, programming, and play, both now and in the future.
 - Sportsmanship** – Foremost of all values is to learn a sense of fair play. Be humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
 - Respect for the Individual** – Treat all others as you expect to be treated.
 - Integrity** – We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
 - Pursuit of Excellence at the Individual, Team, and Organizational Levels** – Each member of the organization, whether player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
 - Enjoyment** – It is important for the hockey experience to be fun, satisfying and rewarding for all participants.
 - Loyalty** – We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
 - Teamwork** – We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.
- 1.4 **PACIFIC DISTRICT:** The Pacific District is one of twelve (12) Districts established by USA Hockey and is composed of five (5) Affiliates which represent the States of Alaska, California, Nevada, Oregon, and Washington; and one non-affiliated State: Hawaii.
- 1.5 **AFFILIATE:** California Amateur Hockey Association (CAHA) is the Affiliate that governs amateur hockey within the state of California.
- 1.6 **MEMBER ASSOCIATION:** The San Diego Heartbreakers is a Member Association of CAHA and is in good standing with both USA Hockey and CAHA.
- 1.7 **MEMBER TEAMS:** The San Diego Heartbreakers have Member Teams which are comprised of Registered Participant Members that participate in games and tournaments throughout the United States and Canada.
 - a) Any Registered Participant Member that is in good standing may participate on any of the member teams.
- 1.8 **ASSOCIATE REGISTRAR:** The Associate Registrar is responsible for claiming USA Hockey registrations through the use of the Cyber Sport online program.
 - a) The San Diego Heartbreakers Associate Registrar will default to the President unless the Board of Director's has delegated the duties to another individual.

2.0 REGISTERED PARTICIPANT MEMBERS

- 2.1 All participants (player, coach, or team manager) that registered with USA Hockey, CAHA and San Diego Heartbreakers and are in good standing with USA Hockey, CAHA, and San Diego Heartbreakers, will be a registered participant member of the San Diego Heartbreakers.
- 2.2 All Registered Participant Members that are in good standing are allowed to play on any member team and are allowed to participate in all San Diego Heartbreakers activities/events.
- 2.3 All Registered Participant Members will have certain voting rights. See the By-Laws in Section 54.
- 2.4 After two (2) years of being a member in good standing, you may elect to run for a board member position. You may also elect to become an Executive Committee member after being with the San Diego Heartbreakers for one (1) year.

3.0 COACHES

- 3.1 All coaches must have the required certification level by January 1st of the current season. Since the San Diego Heartbreakers are adult teams, no coaching level certification is required, but recommended. A coach may attend only one (1) certification clinic per year (not including age-specific requirements). Coaches may complete more than one age-specific component in any given season. Attending a clinic or workshop is no longer valid for recertifying any certification level. Coaches must complete the online recertification program in order to recertify their Level 3 certifications.
 - a) All USA Hockey coaches will possess a USA Hockey Coaching Education Program card with valid certification stickers (if certification was received prior to September 1, 2011), or a printout from the USA Hockey online certification list (if certification was received after September 1, 2011).
- 3.2 **COACHING ETHICS CODE:** All coaches (head, assistant and instructors) must abide by the USA Hockey Coaching Ethics Code, and understand that violations may result in full or partial forfeiture of coaching privileges in programs, at sites or events under USA Hockey's governance. All coaches have an obligation to be familiar with USA Hockey's Coaching Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct. The USA Hockey Coaching Ethics Code can be found online at usahockey.com under coaches.
 - a) All registered USA Hockey ice hockey coaches and instructors of USA Hockey programs must sign the coaching ethics code agreement in order to be eligible to coach or instruct in any regular-season activities (practices, clinics, games, tournaments, tryouts, etc.), state, district, regional playoff, national championships or in the USA Hockey Player Development Program.

4.0 TEAM MANAGERS

- 4.1 Each team within the San Diego Heartbreakers will have an assigned team manager. All women's national championship bound teams are required to have a team manager. A coach who also serves as team manager would register only as a coach. Managers are covered under USA Hockey insurance policies. A team manager who is not registered as a coach or player may not participate in on-ice activities or be on the bench during games.
- 4.2 The team manager shall be the custodian of all documents necessary for credential review for the national bound team prior to participation in invitational tournaments and district, regional and national championships.
- 4.3 The team manager will be the team captain by default unless another individual has been selected to perform these duties by the Board of Directors.
- 4.4 The team manager shall have the final decision on matters relating to each member team. When a decision cannot be made by the team manager, then the Board of Directors shall have the final decision.

5.0 INSURANCE

- 5.1 **INSURANCE CLAIMS:** Claims for reimbursement of medical expenses incurred for injuries should be initiated by calling the USA Hockey Excess Accident carrier. The current phone number is located on the back of your current USAH membership card or by calling the current Pacific District Risk Manager.
- a) In the case of severe, life threatening, or injury claims that may exceed \$25,000, call or e-mail the Pacific District Risk Manager immediately. It is critical that any unusual events, which cause, or may cause, increased liability exposure to USA Hockey be reported immediately to the District Risk Manager.

6.0 LOGOS

- 6.1 The official logos of San Diego Heartbreakers are registered copyrights. All rights reserved. It is unlawful to use or reproduce these logos and designs in any manner without the expressed written permission of the San Diego Heartbreakers Board of Directors.
- 6.2 **APPROVAL PROCESS:** Any registered participant member requesting permission to use an official San Diego Heartbreakers logo, must provide the following in advance: identification of the desired logo, a description of the desired use; name and location of the company that would produce the merchandise or other material on which the logo is proposed to be placed; a copy of proposed design; and a comparable sample of each item of merchandise or other material under consideration, when requested.
- a) Permission to use the official San Diego Heartbreakers logos must be requested in writing to the Board of Directors prior to usage and permission shall be granted only to current registered participant members
- b) All requests must be submitted in writing via mail, fax, or email.

6.3 **PRIMARY LOGO:**





SAN DIEGO HEARTBREAKERS REGISTRATION INFORMATION AND PROCEDURES



7.0 INDIVIDUAL REGISTRATION

- 7.1 All participants (players, coaches, and managers) must be registered with USA Hockey and CAHA by completion of the online individual member registration process at usahockey.com. Once completed, everyone must submit their individual member registration form to the San Diego Heartbreakers President so the online registration can be completed. You will also be required to fill out the San Diego Heartbreakers confidential registration form (see Exhibit 2).
- 7.2 For all Participants (players, coaches, and managers), USA Hockey registration shall be completed prior to participation in any USA Hockey, CAHA or San Diego Heartbreakers sanctioned event.
- 7.3 All members of the San Diego Heartbreakers must be at least 18 years of age and claimed through USA Hockey's cyber sport program for registration to be complete and to become a registered participant member of the San Diego Heartbreakers. This will also ensure that you are covered by USA Hockey's Insurance if you are injured while playing with one of the member teams.
- a) Ages shall be determined as of January 1st preceding the start of the season.
- 7.4 **PLAYER'S:** All players new to the San Diego Heartbreakers must submit a government issued birth certificate, verification of birth or a copy of a passport identification page to the San Diego Heartbreakers President prior to being placed on a roster.
- a) Baptismal certificates and hospital certificates are **NOT** acceptable forms of birth verification.
 - b) All players submitting foreign birth certificates are required to provide proof of legal residency such as Alien Registration card, current I-94 or Student Visa. Both the government issued birth certificate and proof of legal residency must be submitted at the time of registration. A notarized translation may also be required. See USA Hockey Written Transfer form for list of acceptable Visa stamps.
 - c) Non-U.S. citizens must have an **approved** USA Hockey Written Transfer form on file prior to being rostered.
- 7.5 **COACHES:** Coaches must register with USA Hockey and send a copy to the San Diego Heartbreakers President. Coaches who also play on a USA Hockey registered team are required to pay this registration fee only once per year. Coaches may register as participants.
- a) All ice hockey coaches as well as instructors of San Diego Heartbreakers shall be registered for the current season (before the start of the season) in order to be eligible to coach/instruct in any regular-season activities (practices, clinics, games, tournaments, try-outs, etc.), state, district, regional playoff, or national championships.
- 7.6 **TEAM MANAGERS:** Managers need to register with USA Hockey, but there is no fee for registration. Once the online registration is complete, submit the USA Hockey registration to the San Diego Heartbreakers President so registration can be completed. All managers should be added to each team's roster, through the USA Hockey cyber sport program.

8.0 TEAM REGISTRATION

- 8.1 All teams of USA Hockey member programs must register with USA Hockey in a manner prescribed by the appropriate district registrar.
- 8.2 The San Diego Heartbreakers Associate Registrar is responsible for the roster of each team through the use of the Cyber Sport online program.

- 8.3 A limit of twenty (20) players at any one time may be registered per team except for adult and women's teams who may roster 25 players and may dress 20 players. A player may be registered in only one (1) national ice hockey federation.
- 8.4 A team must register in the USA Hockey affiliate or district in which 80% or more of its players reside; otherwise, if 80% of the players do not reside in a single affiliate/district, it must register in the affiliate or district where it plays the highest percentage of its home games.

9.0 MEMBER ASSOCIATION REGISTRATION

- 9.1 Teams must belong to a Member Association of CAHA in order to be eligible to participate in State, District or National Championships.
- 9.2 New and renewal applications for Member Association status shall be submitted to the current CAHA Director of Member Services no later than September 15th of the current playing season. Failure to submit applications with fees and/or supporting documentation by the specified deadline will result in a \$250 fine and possible club suspension as directed by the CAHA Board of Directors.

10.0 CAHA AND USA HOCKEY ANNUAL FEES

CATEGORY	AMOUNT	PAYABLE TO	RENEWAL
Individual Adult Players/Coaches	\$ 46.00	USA Hockey (plus CAHA Fee)	August 31st
CAHA Member Association Renewal Fee	\$ 25.00	CAHA	September 15th
CAHA Member Association New Member Fee	\$ 50.00	CAHA	September 15th
CAHA Member Association A/B Registration Team Fee	\$30.00/team	CAHA	



SAN DIEGO HEARTBREAKERS RULES AND REGULATIONS



11.0 OVERVIEW

- 11.1 **USA Hockey Overview:** All USA Hockey participants are governed by the USA Hockey Rules and Regulations. There may be other applicable rules. Rules shall take precedence in this order:
1. USA Hockey
 2. District*
 3. Affiliate
 4. League if applicable
 5. USA Hockey Member Program
- * A District may not impose Rules and Regulations that infringe upon the Affiliate's jurisdiction as granted in the Affiliate agreement with USA Hockey.*
- 11.2 **CAHA Overview:** The Girls/Women Committee of CAHA is responsible for recommending rules that define and regulate Women's hockey teams in the State of California. All members of the San Diego Heartbreakers will follow all rules and regulations as set forth by USA Hockey, CAHA, and San Diego Heartbreakers.
- 11.3 **Rules Adherence:** It is responsibility of all coaches and managers to personally adhere to all rules, regulations, policies, and guidelines as set forth by San Diego Heartbreakers, CAHA, and USA Hockey. Any violations of said rules, regulations, policies, and guidelines will subject all coaches and/or managers to disciplinary action as determined by San Diego Heartbreakers and/or CAHA. The designated team manager for any San Diego Heartbreakers team is ultimately responsible to ensure that the team adheres to all San Diego Heartbreakers, CAHA, and USA Hockey requirements.
- 11.4 **Zero Tolerance:** The San Diego Heartbreakers expressly adopts USA Hockey's policy on zero tolerance, sexual abuse, physical abuse screening, hazing, and consumption/use/abuse of mood-altering substances and codes of conduct as set forth in the USA Hockey guidebook.
- 11.5 **Financial Responsibility:** The San Diego Heartbreakers shall supply a master list of all players with outstanding financial obligations and/or equipment obligations to the CAHA director of member services prior to May 1st. Players whose names appear on this list will not be permitted to participate with any Club until their obligations are satisfied. A player with an outstanding obligation who is permitted to tryout with any club may not hereafter play for that club during the relevant season.

12.0 PENALTIES

- 12.1 **Penalty Notification:** All team managers are required to promptly notify the San Diego Heartbreakers 1st Vice President or designee, of any match penalties, any incident involving assault on referees or officials, or any incident involving spectators that occur during a game in which the team participates, whether such game occurs within CAHA jurisdiction or not. Such notification shall be in writing and must be submitted by the team within ten (10) hours after each incident.
- a) Notification shall be given to the CAHA 1st Vice President and the CAHA Girls/Women's chair within forty-eight (48) hours after each incident in writing.
- 12.2 **Racial Slur:** Any player or coach who is given a penalty as a result of using a racial slur will be assessed a match penalty. The racial slur must be documented on the score sheet or in the referee's report.
- 12.3 **Player Suspension:** Any player or coach who leaves the game bench or penalty box during an altercation shall result in the team's head coach being suspended for 30 days or until a hearing is held. Players involved will be subject to supplementary discipline action as allowed under USA Hockey Rule 4.10(a).

12.4 **Game Misconducts:** Game misconduct penalties must be served in the next pre-scheduled game with that team.

- a) Any player or coach upon receiving a 3rd Game misconduct in the current playing season will be referred to the San Diego Heartbreakers 1st Vice President for possible supplemental discipline. Any team or player displaying a pattern of excessive penalty minutes may be referred to the CAHA 1st V.P. for possible supplemental discipline.

12.5 **Canadian Penalties:** Canadian Penalties shall be recognized and enforced as follows:

- a) A player or coach receiving a game misconduct in Canada (no matter when it occurs in the game) must sit the next scheduled game whether the game is in Canada or the United States.
- b) A player receiving five (5) penalties in a game must sit the next scheduled game whether the game is in Canada or the United States.
- c) Any coach whose team receives fifteen (15) team penalties during a game must sit the next scheduled game whether the game is in Canada or the United States.
- d) In cases of match penalties, the player or coach must sit for 30 days or until a formal hearing is held, either at the tournament, or at home. If the tournament committee reviews the penalty during the tournament and changes it, it must be written on the score sheet and a copy provided to the CAHA Youth and Disputes Committees within 48 hours of returning home.
- e) If the Canadian rule is more stringent in Canada, the team must abide by those rules as well as the rules in this section.
- f) Coaches have the responsibility to see that all Canadian penalties are served properly.

13.0 PLAYERS and TEAMS

13.1 **Recruitment:** Recruitment is defined as the open solicitation and/or direct contact by coaches, team officials, association officials, or players, by mail, email, and/or telephone, of players currently registered with another association except as explicitly allowed by USA Hockey.

- a) CAHA prohibits anyone from offering or providing financial incentives to any player as an inducement to join any team that is not offered to all players.

13.2 **Dual Participation for Women's Teams:** Dual participation is allowed by CAHA for all women's players wishing to play men's adult/senior and college ONLY. A player may only play on one women's team competing for a District and/or National Championship.

13.3 **Invitational Tournaments:** All teams participating in invitational tournaments must provide a tournament roster to the appropriate USA Hockey Associate Registrar 14 days prior to the start of the tournament.

13.4 **Ineligible Players:** Any team that allows an ineligible player to participate in a game may forfeit the game following a hearing. A forfeited game shall be recorded as a 1-0 win for the opposing team.

- a) Following a hearing, any coach who is found to have knowingly played an ineligible player shall be suspended from coaching.

13.5 **Travel Permits:** USA Hockey ice hockey teams traveling to Canada to play games against Hockey Canada teams must obtain a Canadian/USA Hockey Travel Permit. This permit is available from your appropriate registrar or his/her designee.

14.0 CODE OF CONDUCT

- 14.1 **Player’s Code of Conduct:** Play for fun. Work hard to improve your skills. Be a team player – get along with your teammates. Learn teamwork, sportsmanship, and discipline. Be on time. Learn the rules and play by them. Always be a good sport. Respect your coach, your teammates, opponents, and officials. Never argue with an official’s decision.
- 14.2 **Coach’s Code of Conduct:** Winning is a consideration, but not the only one, nor the most important one. Care more about the player than winning the game. Remember, players are involved in hockey for fun and enjoyment. Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players. Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don’t yell at players. Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey; encourage all your players to be team players. Maintain an open line of communication with your players. Explain the goals and objectives of your association. Be concerned with the overall development of your players. Stress good health habits and clean living. To play the game is great but to love the game is greater.
- 14.3 **Administrator’s Code of Conduct:** Follow the rules and regulations of USA Hockey and your association to ensure that the association’s philosophy and objectives are enhanced. Support programs that train and educate players, coaches, officials, and volunteers. Promote and publicize your programs; seek out financial support when possible. Communicate with players by holding player orientation meetings as well as by being available to answer questions and address problems throughout the season. Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship. Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models. Encourage coaches and officials to attend USA Hockey clinics and advise your board members of the necessity for their training sessions. Make every possible attempt to provide everyone, at all skill levels, with a place to play. Read and be familiar with the contents of the USA Hockey Annual Guide and USA Hockey’s official playing rules. Develop other administrators to advance to positions in your association, perhaps even your own.

15.0 CONFLICT OF INTEREST POLICY

- 15.1 It is in the best interest of San Diego Heartbreakers to be aware of and properly manage all conflicts of interest. This **Conflict-of-Interest Policy** is designed to help board members, staff and volunteers of the San Diego heartbreakers identify situations that present possible conflicts of interest and to provide the San Diego Heartbreakers with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
- 15.2 1. **Conflicts of Interest Defined.** In this Policy, a person with a conflict of interest is referred to as an “Interested Person.” For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:
- a) A director, officer, staff, or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the San Diego Heartbreakers for goods or services.
 - b) A director, officer, staff, or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the San Diego Heartbreakers and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - c) A director, officer, employee, or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the San Diego Heartbreakers.

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

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

15.3 2. **Definitions.**

- a) A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b) An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the San Diego Heartbreakers or a major donor to the San Diego Heartbreakers or anyone else who is in a position of control over the San Diego Heartbreakers who has a personal interest that conflicts with the interests of the San Diego Heartbreakers.

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

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

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

15.4 3. **Procedures.**

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

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

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

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

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

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

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

15.5 **Confidentiality.**

Each director, officer, employee, and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be averse to the interests of the San Diego Heartbreakers. Furthermore, directors, officers, employees, and volunteers shall not disclose or use information relating to the business of the San Diego Heartbreakers for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

15.6 **Administration of Policy.**

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

- a) Annually each director, officer, employee, and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.
- b) This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.

15.7 **Acknowledgement of Conflict-of-Interest Policy.**

The undersigned hereby acknowledges that he or she has read the Pacific District Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.

15.8 **Adopted:** May 20, 2013



SAN DIEGO HEARTBREAKERS TRAVEL TEAM INFORMATION and DIVISION CLASSIFICATION



16.0 OVERVIEW

- 16.1 The regular season as defined by USA Hockey is September 1st through August 31st of each year.
- 16.2 The member teams of the San Diego Heartbreakers travel across the U.S.A. and Canada to compete at different tournaments.
- 16.3 For any member team that the San Diego Heartbreakers forms to participate in a tournament, exhibition game or scrimmage (other than a national bound team), the San Diego Heartbreakers will accept any registered participant member that is in good standing, no matter the skill level of such player.
- 16.4 **Members Meeting:** August is usually the month that the registered participant members meeting takes place. At this meeting, a decision will be made as to whether or not a national bound team will be formed to compete for a national title.
- 16.5 **Team Manager:** Each member team shall have a designated team manager. The team captain(s) will serve as the team manager unless another individual has been appointed by the Board of Directors.
- 16.6 **Coaches:** The head coach will be responsible for all on-ice activities. If there is no coach for any member team of the San Diego Heartbreakers, then the team captain, with the help of the assistant captains, will act as the head coach.
- a) All coaches for a national bound team will read, date, and sign the “Coach Agreement”, see exhibit 4.
- 16.7 **Score Sheets:** The head coach and/or team manager is responsible for the accuracy of the score sheet. Inaccurate or unsigned score sheets may result in suspension, fines, and/or forfeitures.
- a) Players not in attendance or not able to participate in any game shall be crossed off from the list of players on all copies of the game score sheet.

17.0 RECREATIONAL TRAVEL TEAM

- 17.1 This member team consists of registered participant members who want to travel and play at a recreational and/or competitive level to a few select tournaments but who do not want to commit to a full season.
- a) This team shall be referred to as “Team 2”
- 17.2 The recreational team will usually be filled on a first come, first serve basis, unless there are more than 14 interested players, then try-outs may be held at the discretion of the team manager. In instances where there is a large number of interested players, the team manager will elect to do one or more of the following:
1. Roster players who showed interest and paid first.
 2. Hold try-outs.
 3. Examine the option of having two (2) teams compete at the tournament, in different divisions.
 4. Exhibition games/scrimmages: may elect to choose the appropriate skilled level players to play in such game.
- 17.3 **Rosters:** The roster will be completed with player names once each player’s **FULL** payment has been received, by the set deadline from the team manager. If a player commits to a team, then backs out, this may cause future forfeitures for that player.
- a) The number of players rostered will be based on each tournament, exhibition game or scrimmage minimum requirements and costs.

- b) This team has a pay as you play standard. There is no set roster for the season and no monthly dues required to participate.

18.0 NATIONAL BOUND TRAVEL TEAM

18.1 This member team consists of registered participant members who want to compete for a national title and play as a team for the duration of the season.

- a) This team shall be referred to as “Team 1” unless more than one (1) national bound team is formed.

18.2 After a consensus from the registered Participant members of the San Diego Heartbreakers, the Board of Directors may elect to have a member team participate towards a national championship title.

- a) Only if there are a minimum of fourteen (14) registered participant members willing to make the season long commitment (committed players) and there are at least three (3) to six (6) additional registered participant members willing to fill in when needed (alternate players).
- b) The fourteen (14) committed players will be considered the “core” of the team and all practices will be based around them.

18.3 If there are more than twenty (20) registered participant members interested in competing for a national title, then try-outs may be held and a decision from the Board of Directors will be made as to the formation of a second national bound team.

- a) Each team will be declared in different divisions.
- b) Alternates may be considered for use if two (2) teams are formed.

18.4 **Former NCAA College Players:** For each team that competes in the women’s senior “C” division, each team is allowed up to four (4) former NCAA college players. Waivers are no longer required. Women’s Senior “A” and “B” have no restrictions regarding former NCAA college players.

- a) If more than four (4) former college players want to participate on a women’s senior “C” team, the team manager and/or the Board of Directors will consider the following and decide which four (4) players will be rostered:
 1. Tenure – Which players have been with this member association the longest.
 2. Returning rights – played with the San Diego Heartbreakers national team in the past.
 3. Previously played with a national bound team.
 4. Former division 1 players may have priority over former division 3 players.
 5. Move the team up as a whole to senior “B”.
 6. Other considerations as agreed to by the Board of Directors

18.5 **Rosters:** All players (committed and alternate) will be listed on the USA Hockey official team roster. No changes will be made to the roster(s) once approved by the USA Hockey Associate Registrar.

- a) Each roster will have a maximum of 18 skaters and 2 goalies.
- b) The roster will be “locked” once players have been chosen.

18.6 **All Rostered Players:**

- a) Must play in at least ten (10) of the team’s games during the season to qualify for district and/or national playoffs.
- b) Are required to make every attempt to be at all practices.

- c) Are required to be at all games one (1) hour prior to game start time.
- 18.7 **Committed Player Requirements:** All committed players shall enter into a written agreement with the San Diego Heartbreakers for the duration of the playing season (for the date of the agreement), see Exhibit 3.
- a) Each player must pay a \$300 non-refundable deposit due by the date shown in the player agreement.
 - b) Each player must pay monthly dues as determined by the team manager and as stated in the player agreement.
 - * This will cover tournament fees, exhibition games, scrimmages, practices and any coach's expenses that may occur. Monthly dues do not cover air flight, hotel, car rental or any other travel arrangements.
 - * If a player gets a month or more behind in payments, that player may be subject to suspension by the team manager until their financial obligations have been met.
 - * The team manager will notify the 1st Vice President of any suspension to players due to the lack of payments.
- 18.8 **Alternate Player Requirements:** Alternate players are used as a "fill in" player when a committed player is unable to participate in a tournament, exhibition game or scrimmage.
- a) Each player will pay for their portion of tournament, exhibition game, scrimmage, and practice ice costs as they participate in. Payments will be due by the date set by the team manager.
 - b) Alternate players may play with other teams, as long as the other team is not a national bound team. Alternates must check with the team manager first to ensure roster eligibility.

19.0 JERSEYS and SOCKS

- 19.1 San Diego Heartbreakers current jerseys are of the old Buffalo Sabre's home and away black, white and red with the Heartbreakers logo on the front. The socks are also the old Buffalo Sabre's black, white and red.
- 19.2 **LOANER JERSEYS:** The San Diego Heartbreakers have loaner jerseys (both home and away) for new members to borrow for tournaments or during a season. You will sign the San Diego Heartbreakers Loaner Jersey Agreement (Exhibit 6) prior to being issued a set of jerseys.
- 19.3 **NEW JERSEYS:** After your second season of competing with the San Diego Heartbreakers, you will be required to purchase your own set of jerseys (both home and away) with matching numbers.
- a) You may purchase your own set of jerseys at any time through the San Diego Heartbreakers Secretary. Request and fill out a Jersey Order form (Exhibit 5).
 - b) Jersey numbers will NOT be duplicated with other current members.
 - c) After three (3) years of no participation within the San Diego Heartbreakers, you will forfeit your jersey number to another player that may wish to have said number.
 - d) The San Diego Heartbreakers have retired jersey #11, it will never be worn by another member of this member association.
- 19.4 **SOCKS:** All participants that play on one of the San Diego Heartbreakers teams are required to purchase socks. San Diego Heartbreakers DO NOT loan socks out. The organization does currently have socks for players to purchase. Send an email to the San Diego Heartbreakers Secretary and/or President to request to purchase a pair. Only one (1) pair is required to be purchase as the team wears white on the right leg and black on the left leg. The sock sets are pre-sorted.

20.0 WOMENS DIVISION AS DEFINED UNDER YOUTH CLASSIFICATION

20.1 **WOMEN:** Divided into A, B and C classifications (additional recreational classifications of Adult Women 30 and Over, 40 and Over, and 50 and Over, will be organized under the Adult Council). All players must be 18 years of age or older.

- * **Women's Senior A:** This category is for elite teams and players. Restricted to legal U.S. residents
- * **Women's Senior B:** This category is for established teams and skilled players. Restricted to legal U.S. residents.
- * **Women's Senior C:** This category is for established teams. In the case of national tournament-bound teams, players may not be current or past Olympic or National Team players. Teams are allowed to roster up to four (4) former NCAA college players. Restricted to legal U.S. residents.

21.0 WOMENS DIVISIONS AS DEFINED UNDER ADULT CLASSIFICATION

21.1 **Adult Women's Recreational (30 & Over):** Restricted to U.S. residents. Unrestricted as to citizenship. All players shall be 30 years of age or older by December 31 of the playing season; Exception: Goalkeepers may be 25 years of age or older by December 31 of the playing season. Under direction of the Adult Council, these requirements may be modified for a specific year. International/Canadian transfer forms or resident documentation is not required for this classification.

21.2 **Adult Women's Recreational (40 & Over):** Restricted to U.S. residents. Unrestricted as to citizenship. All players shall be 40 years of age or older by December 31 of the playing season; Exception: Goalkeepers may be 35 years of age or older by December 31 of the playing season. Under direction of the Adult Council, these requirements may be modified for a specific year. International/Canadian transfer forms or resident documentation is not required for this classification.

21.3 **Adult Women's Recreational (50 & Over):** Restricted to U.S. residents. Unrestricted as to citizenship. All players shall be 50 years of age or older by December 31 of the playing season; Exception: Goalkeepers may be 45 years of age or older by December 31 of the playing season. Under direction of the Adult Council, these requirements may be modified for a specific year. International/Canadian transfer forms or resident documentation is not required for this classification



SAN DIEGO HEARTBREAKERS DISTRICT / NATIONAL DECLARATION



22.0 **GENERAL INFORMATION**

- 22.1 Teams must belong to a Member Association of CAHA in order to be eligible to participate in State, District or National Championships.
- 22.2 **Team Contacts:** By September 1st of each season, all teams must submit contact information, including name, address, e-mail address, telephone number, fax number of the Head Coach and Team Manager of each team to the CAHA chair of the Girls'/Women's committee. Failure to submit required information by this deadline may result in disqualification of the team from post-season participation.
- 22.3 All women's teams planning to participate in the District and National Tournaments shall indicate their intention **no later than October 1st** of the current playing season. The declaration form must be requested from the Pacific District Girls and Women's Representative. Any changes required after that date shall be granted only upon a written showing of good cause, and with the permission of the Pacific District Board of Directors.
- a) The form once completed, is emailed to Pacific District Girls and Women's Representative and a hard copy is sent to the CAHA chair of the Girls'/Women's committee along with the team deposit check.
 - b) For purposes of CAHA, Pacific District and USA Hockey Championships, a Women's Senior B team may not drop to Women's C after December 1 of the current playing.
- 22.4 **Deposit:** A one-thousand-dollar (\$1,000.00) deposit or such higher amount that may be required by the Pacific District must also be submitted with the USA Hockey team roster (Form 1-T) prior to October 1 of the current playing season. This deposit shall be applied toward any California State or USA Hockey Pacific District Women's B or C tournament fees. If a team subsequently drops from the Senior B, or C classification after December 1, the deposit shall be forfeited. Please note, if you are the only team in your division from the district, you will not be eligible to drop without facing serious sanctions and fines for both the team/club/state affiliate and the district.
- a) Make check payable to CAHA and send to the CAHA Girls'/Women's Chair.
- 22.5 In order to be eligible for CAHA, Pacific District or National playoffs, all Member Associations must register Women's Senior A, B or C teams with CAHA and USA Hockey through the USA Hockey Associate registrar by December 1st of the current playing season. The USA Hockey Roster (Form 1-T) is to be submitted with complete coaching and bench personnel information.
- a) Teams formed and certified prior to the September 1 season start may have games played in August counted toward fulfilling the 14/10 women's requirement, with approval of the district registrar.
- 22.6 **Tryout Dates:** Tryouts may begin no earlier than May 15th per CAHA rule 7.14

23.0 **TEAM ROSTER REGISTRATION**

- 23.1 All individual players, coaches and managers must be listed on the Official Team Registration/Roster (USA Form 1-T). Additions and deletions shall be submitted on supplemental rosters.
- 23.2 **PLAYERS:** All names (player, coach, and manager) must be complete names; the use of nicknames or initials is not allowed.
- a) Player's names on the roster should match the name on the player's birth certificate.
 - b) Player's whose names do not match their birth certificate must provide documentation of a legal name change with the birth certificate (such as a marriage license).

- 23.3 **COACHES:** All coaches allowed on the bench during games shall appear on the team's roster as follows:
- a) A single coach must be designated as "Head Coach" on the roster. No other person may be designated as Head Coach if the rostered Head Coach is present on the bench.
 - b) All other coaches shall be marked as Assistant Coach on the roster.

23.4 **MANAGERS:** A manager is required for all rosters.

23.5 **FOREIGN PLAYER REGISTRATION:** Any player who is not a US citizen is required to comply strictly with the Rules and Regulations set out in the USA Hockey Guidebook with regard to the eligibility of non-citizens. (AS A GUIDELINE ONLY, a non-US Citizen is eligible to participate on a team playing for the National Championship if she is a legal resident of this country as determined by the Rules and Regulations of the US Immigration and Naturalization Service. This eligibility must be in place by December 31 of the playing season).

24.0 PRELIMINARY ROSTERS

24.1 **Preliminary Rosters:** All women's rosters must be submitted to the Pacific District Associate Registrar prior to participation in any sanctioned game, scrimmage, practice, or other on-ice event. These rosters shall be submitted no later than September 15th of the current playing season. Copies of these rosters must also be submitted to the CAHA Girls'/Women's Chair. Additions and deletions shall be submitted on supplemental rosters.

- a) For score sheets to count in meeting the 14/10 Rule for Women, that team's certified Team Membership Application form (2-T) and Player Roster form (1-T) must be certified by the Pacific District Associate Registrar or his/her appointee prior to that game being played.
- b) The addition of players to a roster after any games have been played will cause a forfeiture of those games and they will not count towards meeting the 14/10 rule. Players can be dropped at any time with no consequence.

24.2 **Minimum National Bound Team Rosters:** All registered teams must have a beginning roster of at least fifteen (15) skaters including goalies by September 15 of each season to retain eligibility for California, Pacific District and USA Hockey playoffs.

- a) A maximum of twenty (20) players, including goalkeepers, shall be permitted to play in a game. The maximum number of players, excluding goalkeepers, shall not exceed eighteen (18). It is highly recommended that all teams arrive at the district and national championship with two (2) goalkeepers qualified under the rules.
- b) If a team loses its minimum player roster of fifteen skaters after September 15th, the team will not lose its eligibility for California, Pacific District and USA Hockey playoffs.

25.0 FINAL ROSTERS

25.1 Final rosters are required for all women's teams participating towards a State, District or National Championship. The certification of final rosters is necessary for playoff eligibility. Final rosters are signed in BLUE ink as follows:

- a) All coaches initial in box before phone number.
- b) Managers initial in box before phone number.
- c) Players sign in signature column

25.2 Players may not be added to or deleted from a team roster after December 31st. A coach or manager can be added or dropped at any time.

25.3 Final rosters are sent to the Pacific District Associate Registrar and a copy goes to CAHA Girls'/Women Chair.

The team shall be certified by the Pacific District Associate Registrar (form 2-C, team roster registration certification) to have complied with all eligibility requirements, which include:

- a) A verification and affirmation that a review of each player's birth certificate has been completed.
- b) Each player has met the minimum number of games played for qualifying.

26.0 OTHER REQUIREMENTS

- 26.1 The team and each rostered member must be eligible to participate in the district championships in order to participate in the national championships
- 26.2 **Number of Games Eligibility:** Each team (except Sr. A teams) must have competed as a team unit for at least fourteen (14) game and each player must have played at least ten (10) games during the season. Completions of these games must be completed no later than the first week of February of each season.
 - a) The team's certified roster must have prior approval of the district registrar (or designee) for the score sheets to count toward the 14/10 rule.
 - b) It is strongly suggested that participating teams provide more than the required number of score sheets in the event that any score sheet shall be disallowed or found to be invalid.
- 26.3 **Game Schedule:** The team manager shall be responsible for providing to the CAHA Girls'/Women's Chair a complete game schedule and any updates throughout the season.
- 26.4 **Score Sheets:** The team manager will submit copies of all score sheets to the CAHA Girls'/Women's Chair within 48 hours after the games have been played, whether within the State of California or out of State.
 - a) Coaches are required to sign game score sheets for the game to count towards meeting the players' minimum number of games to participate in State, District or National playoffs.
 - b) The coach and/or team manager must also ensure that the referee's sign the score sheet at the conclusion of each game and retain a copy of all score sheets.
- 26.5 **Ineligible Coach(s)/Player(s):** Any coach of a team that knowingly plays an ineligible player(s) shall be suspended from coaching in any games that lead to a district or national championship in the current hockey season.
- 26.6 **Uniforms:** All teams must be properly uniformed. Unless otherwise agreed by the teams and the tournament director, the home team shall wear light/white jerseys and the visiting team shall wear dark/colored jerseys in all games.
- 26.7 **Hotel:** All team members and staff that require hotel accommodations are required to stay in the HOST hotel(s). There will be financial penalties for teams that do not stay in the host hotel(s). The penalty will be the full price of the rooms for the entire tournament.
- 26.8 **Coaches/Managers Meeting:** An opening meeting for all teams participating in the tournament shall be held prior to the start of play at a time and place to be set by the tournament director. All participating teams shall have a representative (coach and/or manager) present at such meeting.
 - a) No one person may represent more than one team at this meeting unless prior approval is granted by the tournament director.
 - b) Failure of a team to have its team representative present shall result in the suspension of the head coach, from that team's first game of the tournament.
- 26.9 **Locker Room:** Only players and coaches are allowed in the locker room.

27.0 CREDENTIAL REQUIREMENTS

- 27.1 It is the responsibility of the team manager to ensure that the team credentials book must be present at all of the team's USA Hockey sanctioned events, (i.e. league and exhibition games, off-ice conditioning, tournaments, etc.). CAHA reserves the right to verify a team's credential book at any time throughout the season and to impose sanctions against the team and/or club for non-compliance.
- 27.2 The Pacific District Associate Registrar or his/her designee shall verify each team's eligibility for district and national championships.
- a) A verification and affirmation that a review of each player's birth certificate has been completed.
 - b) For purposes of the 10-14 rule, no game will be disqualified due to lack of certification by a coach.
- 27.3 Team credentials must be submitted at least ten (10) days prior to the start of national championships. The appropriate district registrar shall determine the deadline for receipt of team credentials for district tournaments. The team credential book shall be submitted to the Pacific District Associate Registrar.
- 27.4 **Credentials Book:** All material must be in a three-ring binder with plastic cover on the front and along the left spine. The team's name shall be displayed both on the front and along the left spine. Each item should be placed inside a sheet protector. A divider tab should identify each section with the title of the section. Each individual appearing on the roster should have an individual name tab by last name (and in the case of two individuals with the same last name, the first initial) The credentials book for each team shall include the following items, in order:
- a) **Team Information (in order of presentation):**
 - * A BLANK Player Credentials Verification Form (form 1-C) and a USA Hockey Certified Roster Form (form 1-T) and any supplemental rosters.
 - * Sanctioned game score sheets to verify compliance with 14/10 women's minimum number of games for eligibility rule for each team and rostered player. They should be arranged chronologically from last game played to the first game played.
 - b) **Coaches' information (in order of presentation):**
 - * Signed USA Hockey Consent to Treat form.
 - * Signed USA Hockey Code of Conduct.
 - * Coaching education credential for each coach at the level mandated by USA Hockey as shown on the official roster.
 - c) **Managers' information (in order of presentation):**
 - * Signed USA Hockey Consent to Treat form.
 - * Signed USA Hockey Code of Conduct.
 - d) **Players' information (in order of presentation):**
 - * Signed USA Hockey Consent to Treat form.
 - * Signed USA Hockey Code of Conduct.
 - * Appropriate documentation for any player not born in the United States (I-94, Permanent Resident Card, etc.) and written USA Hockey Transfer form, if needed.

28.0 NATIONAL TOURNAMENT

- 28.1 All players participating in the national championships must properly sew his/her nationals' patch(s) on his/her jersey(s) in the designated area. The head coach will not be allowed to coach until his/her players have complied with this rule and are considered properly uniformed.
- 28.2 **Entry Fee:** \$500 maximum per entry.

- 28.3 A Women's Senior B or C team must move up from its present classification if it has won a women's senior national championship in any of the last three (3) years and placed first or second in either of the two (2) other years. This includes teams of different program registration when a majority of the same players are composed of the same entity.
- 28.4 When a women's senior team has qualified to move to the next highest classification in the next national championship and participated, the Girls'/Women's Section will review their ability to be competitive with the higher classification teams and make a recommendation to either remain or move down a classification.

29.0 SENIOR "A" TEAMS

- 29.1 Women's Senior A has different requirements which should be noted and teams in this category must refer to the USA Hockey guidebook.
- 29.2 National Bound female players can only register on one USA Hockey female National Bound team. Members of National Bound teams (Girls 18 and over & Women's Senior Teams) other than Senior "A" teams can be added to a Senior "A" roster once their team has been eliminated from advancing to a USA Hockey National Championship. e.g., a Senior "B" or 19U "AAA" player of proper age whose team does not advance to Nationals after Districts can be added to the final roster of a Senior "A" prior to the 3rd Monday of March.
- 29.3 Women's Senior A players must have played in ten (10) games prior to the third Monday in March. Women's Senior A district all-star teams are allowed and may be composed of players having played in ten (10) games for a district team prior to the third Monday in March. This team will not be required to have played as a team prior to nationals.

30.0 WOMEN'S TIMELINE

See the women's timeline (exhibit 1) for a list of deadlines and requirements.



SAN DIEGO HEARTBREAKERS HOSTING DISTRICT / NATIONAL TOURNAMENT



31.0 GENERAL INFORMATION

- 31.1 The tournament host association must agree to the rules and regulations for hosting a District/National tournament as set forth in the USA Hockey Guidebook.
- 31.2 The tournament host association must be fully acquainted with USA Hockey Tournament Rules and Regulations as set forth in the USA Hockey and Pacific District Guidebooks.
- 31.3 Any Association that desires to host a District/National tournament must apply in writing to the District Registrar. The application must be approved by CAHA prior to being submitted to the Pacific District Registrar. Notification of intent to submit a bid may be by letter, fax, or e-mail prior to the Mid-Annual District meeting. A more detailed packet containing information concerning the ability to host such a tournament must also be submitted prior to the meeting or presented in person at the meeting.
- a) Application to host a District/National tournament shall be submitted on the official application form with the accompanying fee to the appropriate registrar.
- 31.4 In order to be eligible to be awarded USA Hockey District/National tournament, the host facility must be a STAR member and register all of its ice hockey programs/leagues with USA Hockey. Exceptions can be granted with the approval of the appropriate council.
- a) The Host Association must arrange for a rink evaluation at least two weeks prior to the start of the tournament. The appropriate Associate District Risk Manager shall be contacted to perform this evaluation using the USA Hockey Rink Evaluation Guide/Checklist. The Rink Manager should be included in the inspection efforts leading to completion of the form, and he/she is to be made aware of any discrepancies or shortcomings.
- 31.5 The Host Association shall provide a meeting room for the tournament officials to conduct the affairs of the tournament separate and apart from participants, spectators, and other personnel.
- a) All hosts are required to provide the necessary on-site web support to upload game results/statistics immediately following the conclusion of each game.
- 31.6 **Coaches/Managers Meeting:** A meeting of all coaches participating in the tournament shall be held prior to the start of play at a time and place to be set by the Tournament Director.
- 31.7 Any Association wishing to host a tournament shall have two sheets of ice available for the tournament. Ice time shall be available for the tournament from 7:00 a.m. to 11:00 p.m. Thursday through Saturday, and on Sunday from 8:00 a.m. through 5:00 p.m. to permit a maximum number of games.
- a) The USA Hockey National Tournament Director may grant a waiver of this provision upon a showing of good cause.
- 31.8 **Discipline Committee:** The Discipline Committee shall be composed of three (3) people and be appointed prior to the first game by the tournament director. Its members shall not come from the same community. The tournament Director shall also serve as the Discipline Chairperson
- a) The Referee-In-Chief shall not be eligible to serve on this committee.
 - b) The Committee shall be responsible for deciding any action, suspensions, or other action, to be taken against a player or team official receiving a game misconduct or match penalty.

- 31.9 **Hotel:** Accommodations for each team shall be arranged at a minimum of two hotels, one Four Star and one Two Star rated facilities, approved by the Tournament Director and at the best possible rate within a 20-minute drive of the Host Rinks.
- a) The Host shall ensure that room accommodations are adequate to house twenty-five (25) people per team with a minimum of two persons per room.
 - b) They shall make certain that there are adequate food facilities open during the hours that will be needed by the teams.
 - c) The Host Association shall reserve separate rooms for the lodging of the USA Hockey Tournament Directors and USA Hockey Registrar, as well as for the Girls'/Women's Representative at the Girls'/Women's Tournaments. The Host Association shall reserve and pay for rooms for game officials and the Referee-in-chief. Accommodations for these officials shall be provided at a suitable facility separate and apart from the participation teams. The Host Association shall also provide or pay for local transportation for game officials.
- 31.10 The host will provide teams with a list of agencies where rental vehicles may be obtained.

32.0 GAME REQUIREMENTS

- 32.1 **Ice Time:** Enough ice time shall be provided to comply with the regulations which permit a maximum number of games per day per team.
- 32.2 **Time of Game Periods:** Women's divisions will have three (3) 15- minute stop time periods.
- a) Ice shall be cleaned at least every two periods and before each game unless approved by tournament director.
 - b) Round robin games will utilize one (1) 5-minute overtime period then proceed to a shootout if a winner has not been determined. Quarter-final, Semi-final and Final games will utilize 10- minute overtime periods until a winner is determined.
- 32.3 **Officials:** The three-person system shall be used. All referees and linesmen shall be assigned by the referee-in-chief, or his/her appointee, of the district holding the tournaments.
- 32.4 **Cancellation of Games:** Scheduled games in which neither team can advance in the tournament or in which the result of the game can in no way affect the status of other teams advancing may be canceled by the Tournament Director on appropriate notice to both teams.
- 32.5 There shall be in attendance at all games a certified athletic trainer, emergency medical technician (EMT), paramedic, registered nurse or osteopathic physician and any additional persons who have successfully completed and maintained certification for programs conducted by the American Red Cross or the American Heart Association, specifically AFA (advanced first aid), CPR (cardiopulmonary resuscitation) and BLS (basic life support).
- a) The Host Association must be able to direct any medical emergencies to the appropriate emergency facility in the area.

33.0 DISTRICT TOURNAMENT REQUIREMENTS

- 33.1 **Host Team:** The host shall be allowed an entry at districts, if permitted by the district or affiliate.
- a) The host team must still follow all qualification requirements to play in the District/National tournament.
- 33.2 **Championship Director:** A Pacific District Director will serve as Tournament Director and be responsible for the scheduling of the Tournament.

- 33.3 **Awards:** The host shall supply championship and runner-up trophy, as well as individual awards for each member of both teams. The design shall be submitted to and approved by the District Tournament Directors no later than 14 days prior to commencement of the tournament.
- 33.4 **Tournament Packet:** The Host Association shall provide a tournament packet to the District Tournament Director on or before January 1st of the Tournament year.
- a) The coaches meeting date and time shall be the first item listed on the schedule and shall be included in the tournament packet.
 - b) A list of tournament hotels with rates shall be included with the tournament packet, and the Host shall advise each team in the tournament packet of its requirements, if any, to stay at a designated Host hotel.
- 33.5 **Game Format:** The tournament format and schedule of games, including home and visiting team designations, shall be set by the District Tournament Committee, and approved by the national championship director no less than thirty (30) days prior to the first game of the district tournament.
- a) The schedule of games shall be sent to all qualified teams by registered mail, courier mail, email, or fax no less than ten (10) days in advance of the first game.
 - b) **Time Between Games:** It is recommended that no team shall be required to play a second game in one day against a team playing its first game on that day, except with specific prior written approval of the national championship director. It is recommended that there shall be a minimum of four (4) hours between games played on the same day and twelve (12) hours on games played on consecutive days.
- 33.6 **Referee Fees:** Total Game Fee for Women's Senior C/B/A is \$100 per game. In addition, each official who does not reside in the area in which the tournament is being held shall receive a stipend of \$38 per day to cover meal expenses which shall be paid to the Tournament Supervisor of Officials at the Coaches' meeting.
- 33.7 **Completion Dates:** All district tournaments must be completed not less than fourteen (14) days prior to the first day of the national championships.

34.0 NATIONAL TOURNAMENT REQUIREMENTS

- 34.1 **Host Team:** Any team selected to host a National Championship Tournament shall not be allowed or permitted to participate in the District Tournament.
- 34.2 **Championship Director:** The championship director will be appointed by the Youth Council chairperson.
- 34.3 One representative from each district, plus a host team, shall be qualified to participate in the national championships. The host shall be allowed no more than two (2) entries and may be permitted to have more than one entry (the host team and one other) who are eligible to win the championship.
- a) If, for any reason, there are less than twelve (12) teams qualified, the national championship director may select a team or teams in order to operate the tournament successfully.
- 34.4 **Awards:** USA Hockey shall supply championship and runner-up trophies and awards. USA Hockey shall supply patches suitable for wearing on a jersey for each team participating in the women's championships.
- 34.5 **Game Format:** The schedule of games to be played during the national championships, including home, and visiting team designations, shall be forwarded to the national championship director, in writing, on or before December 1 preceding the tournament by the host. The tournament director will return the approved game schedule and times of games to the host by February 1 preceding the tournament.
- a) The Youth Council will provide the approved game schedule and times of games to the national championship director. The game schedule format may be played Wednesday through Sunday.

- b) **Time Between Games:** No team shall be required to play more than two (2) games per day, and no team shall be required to play a second game in one day against a team playing its first game on that day, except with specific written prior approval of the Youth Council. It is recommended that there be a minimum of four (4) hours between games on the same day and twelve (12) hours between games played on consecutive days.
- 34.6 For every twelve teams participating in national championships, the host will pay USA Hockey a flat fee of \$4,000. This assumes there will be a hospitality room at the rink site(s) which game officials would be eligible to use at no cost.
- a) For national tournaments with fewer than twelve teams or grouping not divisible by twelve, the flat fee would be \$160 per game.
 - b) Upon paying the flat fee, the host has no further responsibility with respect to officiating. The officiating program will take control of game fees, hotel accommodations, transportation to the event site(s), shuttle service between hotel and rink site(s) and per diem expenses.



SAN DIEGO HEARTBREAKERS
FUNDRAISING / SPONSORS / MERCHANDISE / WEBSITE



35.0 FUNDRAISING

- 35.1 Fundraising is used to help all current registered participant members of the San Diego Heartbreakers.
- a) No one person shall personally gain from any fundraising event.
- 35.2 All fundraising ideas shall be submitted to the 2nd Vice President for review. Approval is required from the Board of Directors prior to any activity/event to occur.
- a) All registered participant members are encouraged to participate in all San Diego Heartbreakers events.
 - b) Any event that involves any type of alcoholic establishment, all members must be at least 21 years of age to participate.
- 35.3 A donation page is established on the San Diego Heartbreakers website, using PayPal.
- 35.4 Money raised/donated may be used towards the following:
- * Annual operating costs
 - * Coach's expenses
 - * Reduce ice costs.
 - * Purchase of needed equipment
 - * Purchase of merchandise

36.0 SPONSORSHIPS

- 36.1 Any solicitation of sponsors shall be done under the direction of San Diego Heartbreakers 2nd Vice President.
- 36.2 The San Diego Heartbreakers Board of Directors has a pre-approved sponsor packet that should be used by registered participant members.
- 36.3 Obtaining an individual sponsorship is acceptable, as long as there is prior approval from the Board of Directors.
- a) Any registered participant member needing individual sponsorship shall submit a request, in writing via email to the 2nd Vice President and the President.
 - b) Guidelines for obtaining an individual sponsorship shall be determined on a case-by-case basis from the Board of Directors.
- 36.4 Donations can be cash or items and the level of donation will be calculated based on the monetary value of the item(s).
- 36.5 The Board of Directors have specified six (6) sponsorship levels:
- a) Corporate Level (donations of \$1,000 or more, or items equal to or greater than \$1,000)
 - b) Platinum Level (donations of \$500 - \$999)
 - c) Gold Level (donations of \$250 - \$499)
 - d) Silver Level (donations of \$100 - \$249)
 - e) Bronze Level (donations of \$50 - \$99)
 - f) Friends of Heartbreakers (donations of \$5 - \$49)

37.0 MERCHANDISE

- 37.1 Any merchandise that displays the San Diego Heartbreakers logo shall be expressly sold by approved registered participant members of San Diego Heartbreakers only.
- a) No 3rd party person may sell any San Diego Heartbreakers merchandise without the express written permission from the San Diego Heartbreakers Board of Directors.

38.0 WEBSITE

- 39.1 The official website of the San Diego Heartbreakers is located at www.sdheartbreakers.org.
- 39.2 The website is owned and operated by the Board of Directors and all materials must have prior approval before any material is added to the website.
- 39.3 Any registered participant member that is in good standing may submit photos, news, and information to be placed on the website. Approval of such photos and documents must go through the Board of Director's for approval prior to being placed on the website.
- a) All registered participant member is encouraged to submit photos.
 - b) Inappropriate material will NOT be allowed onto the website.
- 39.4 The webmaster for the website is outsourced to IceFyr Designs. IceFyr Designs keeps the website up to date at no additional costs to the San Diego Heartbreakers.
- 39.5 Cost of posting the website online shall include the following as a minimum:
- a) .org Domain Name
 - b) Private Registration
 - c) Business Registration
 - d) Certified Domain



**SAN DIEGO HEARTBREAKERS
WOMEN'S LEAGUE**



THIS SECTION IS UNDER CONSTRUCTION



SAN DIEGO HEARTBREAKERS EXHIBIT FORM EXAMPLES



40.0 EXHIBIT 1 Women's Timeline

DUE DATE	EVENT	INDIVIDUAL	X
May 15 th	Try-Outs may begin		<input type="checkbox"/>
July	Board of Director's Meeting		<input type="checkbox"/>
August	Registered Participant Members meeting. * Bring list of tournaments. * Figure out tentative monthly dues. * Schedule more than 14 games!!! * Code of Conduct and Consent to Treat forms signed		<input type="checkbox"/>
September 1 st	Individual USA Hockey Registration forms completed and submitted through the cybersport online program. Collect birth certificates for roster verification.	SDHB President	<input type="checkbox"/>
September 1 st	Team contact information is sent to: Name, address, email, phone#, and fax# of head coach and team manager	Bridget Hopkinson	<input type="checkbox"/>
September 15 th	Preliminary Rosters (form 1-T) must be submitted for approval PRIOR to any games being played and all supplemental rosters Complete game schedule and any updates throughout the season (before 1 st game is played) A hard copy of each score sheet needs to be submitted within 48 hours to:	Wendy Goldstein Bridget Hopkinson Bridget Hopkinson Bridget Hopkinson	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
September 30 th	Teams \$1000 deposit (checks made out to CAHA) is due along with copy of official (preliminary) roster (form 1-T)	Bridget Hopkinson	<input type="checkbox"/>
October 1 st	Team Declaration Form Due Email to Hard copy to	Margo Dreyer Bridget Hopkinson	<input type="checkbox"/>
November 30 th	Last chance to drop from competition and get \$1000 deposit back	Bridget Hopkinson	<input type="checkbox"/>
December 1 st	Final Rosters (forms 2-T and 1-T) must be in place (except Senior "A") and signed in blue ink (2 copies, submit one, keep one) Original to Copy to	Wendy Goldstein Bridget Hopkinson	<input type="checkbox"/>
December 1 st	Last chance to move divisions	Margo Dreyer	<input type="checkbox"/>
February 1 st	Last chance to play qualifying games before credential book is due		<input type="checkbox"/>
February 7 th	Credential Book is due to the Pacific District Associate Registrar with a blank 2-C form	Wendy Goldstein	<input type="checkbox"/>
March	District Tournament		<input type="checkbox"/>
April	National Tournament		<input type="checkbox"/>

41.0 EXHIBIT 2 Confidential Registration Form

Provide this form to the San Diego Heartbreakers President. This form will be stored in a secure area and will only be used if a major injury occurs to you while playing with the Heartbreakers. Only medical professionals will be given this information. The San Diego Heartbreakers will conform to all U.S. Department of Health and Human Services regulations as set out under Health Insurance Portability and Accountability Act (H.I.P.A.A.).

NAME	
First Name	
Last Name	

MAILING ADDRESS	
Street Address	
City	
State	California
Zip Code	

OTHER INFORMATION	
Email Address	
Home Phone #	
Cell Phone #	
Date of Birth	Age
Heartbreaker Jersey #	

MEDICAL INFORMATION	
Medical History	
Medications	
Allergies to Medications	
Emergency Contact Name	
Emergency Contact Phone #	

Signature _____

Date: _____

42.0 EXHIBIT 3 Player Agreement

EFFECTIVE DATE: SEPTEMBER 1ST, 2012
 SEASON: 2012-1213

END DATE: APRIL 30TH, 2013

This Player Agreement (the "Agreement" herein) is between the San Diego Heartbreakers Board of Directors and _____ print name _____. By signing this Agreement, you understand and agree to commit to the San Diego Heartbreakers for the season listed above and all of the provisions below.

1.0 – Season Commitment

The San Diego Heartbreakers are an all women’s national bound tournament travel team. The team competes on a yearly basis with Committed Players throughout the season.

- 1.1 The season commitment to the team is from at least September 1st thru April 1st of each playing season. Actual commitment dates are listed above for this season (the "Effective Term" herein).
- 1.2 You are committing to the 13 other Committed Players on this team.
- 1.3 You must play in at least 10 games to qualify for Districts/Nationals. The team as a whole must play in a minimum of 14 games to qualify. All games must be completed by the 1st week in February of each season.

2.0 – Financials

Finances are a major commitment as Hockey is one of the most expensive sports to play. Tournaments, practices and other ice spots costs are calculated by the 14 Committed Players. The San Diego Heartbreakers’ financial obligations are at their highest during the months of October thru January of each season.

- 2.1 A \$300 non-refundable deposit is due by no later than September 15th of each playing season.
- 2.2 I have chosen the Option Payment below for coverage of monthly Dues:

	OPTION 1: \$300 Deposit due September 15 th plus an additional \$500 due by October 8 th
	OPTION 2: \$300 Deposit due September 15 th 1 st Installment of \$275 due October 8 th . 2 nd Installment of \$275 due November 12 th .
	OPTION 3: \$300 Deposit due September 15 th Monthly dues of \$ 140 will be due by the 3 rd of each month starting with October 3 rd and ending with the last payment on January 3 rd , 2013.
- 2.3 The deposit, dues and/or fees collected cover tournament fees, exhibition games, practice ice spots and coaches’ expenses.
- 2.4 Monthly dues, fees or deposit do NOT cover individual travel arrangement expenses such as air flight, hotel or rental car.
- 2.5 If you quit before the end of the current season, you forfeit the \$300 deposit and all other funds given to the San Diego Heartbreakers.
- 2.6 You will still be financially responsible for your share of other costs that the team occurs, even after you quit. Why should the rest of the team pay for you quitting?
- 2.7 The only way you will not be financially responsible for the remainder of the season is if another player on the roster (an alternate, if applicable) chooses to take your spot.

3.0 – Participation

Full team participation is a key element for a successful season. All Committed Players are expected to participate in all scheduled events.

- 3.1 Scheduled Events: Practices, games and tournaments are mandatory. You will be financially obligated to pay whether you participate or not.
- 3.2 Absences: If you cannot make a scheduled game, you must notify the Team Manager immediately to allow the Team Manager time to fill the spot.
- 3.3 Arrival at Games: You are required to arrive 45 minutes early to all games. This allows you time to get ready and for the coach to come in and talk to the team prior to the start of the game.
- 3.4 Team Meetings: Team Meetings are an important factor within the San Diego Heartbreakers. Your participation is required. This is the time and place to express concerns and/or ideas, NOT on the ice.
- 3.5 Fundraisers: Participation in team fundraisers are not required, but strongly recommended. The more money the team raises together, the less everyone will have to pay individually out of pocket.
- 3.6 Communication: The Team Manager communicates regularly with the players and coaches via email. You are responsible for providing the Team Manager with a valid email address you can be reached at during the Effective Term of this Agreement and you agree to respond to emails from the Team Manager within 72 hours of receipt.

4.0 – Code of Conduct

You agree to respect all members of the San Diego Heartbreakers, including coaches. You also agree to abide by all rules and regulations set forth by the San Diego Heartbreakers, USA Hockey and CAHA (California Amateur Hockey Association).

PLAYER SIGNATURE	DATE	PRESIDENT SIGNATURE	DATE
Player Telephone Contact	Player Email Address		

43.0 EXHIBIT 4 Coach Agreement

EFFECTIVE DATE: SEPTEMBER 1ST, 2012
SEASON: 2012-2013

END DATE: APRIL 30th, 2012

This Coach Agreement (the "Agreement" herein) is between the San Diego Heartbreakers Board of Directors and _____ print name _____. By signing this Agreement, you understand and agree to commit to coaching Team 1 of the San Diego Heartbreakers for the season listed above and to follow all of the provisions below.

Your Commitment

1. The San Diego Heartbreakers expect you to conduct yourself in a professional manner and abide by all rules and regulations set forth by USA Hockey, CAHA (California Amateur Hockey Association) and San Diego Heartbreakers.
2. You must abide by the USA Hockey Coaching Ethics Code and understand that violations may result in full or partial forfeiture of your coaching privileges.
3. You will hold a position on the Discipline Committee, under the San Diego Heartbreakers Board of Directors 1st Vice President.
4. You have the right to call team meetings; however, they need to be coordinated through the Team Manager. Decisions that are not towards coaching (off-ice), also needs to be coordinated through the Team Manager. The Team Manager is in charge of the overall decisions of the San Diego Heartbreakers with help from the Board of Directors.
5. You must come to all practices, games and tournaments on time and prepared to coach. If you must miss a practice, you will send the Team Manager and team captains a list of drill instructions for practice.
6. If you must miss a game or tournament, you will send the Team Manager an email stating all the lines, which includes power play lines and penalty kill lines. You should also send any other special instructions.
7. You will provide order on the bench. You are the Coach, and you are "in charge". Any player that is beyond your control will be handled by the discipline committee and/or the Board of Directors.
8. During game play, you will provide consistency throughout the game. This includes constantly communicating to the team which players are due to go out on the ice next.
9. Remember players are involved in hockey for fun and enjoyment.

San Diego Heartbreakers Commitment to You

The San Diego Heartbreaker players understand that you are volunteering your time and effort to help lead the team towards a National Title. The San Diego Heartbreakers agree that all players will come to tournaments, games and practices on time and ready to skate.

The team also agrees that your travel expenses will be reimbursed. Below is a list of those reimbursements:

- Airline ticket (actually cost).
- Hotel costs (divided by actual number of individuals in room).
- Car Rental (total cost including gas, divided by 4).
- Gasoline (divided by 4).
- Meals (\$30 per day that the team is out of town or \$10 per meal).

*All of the following but meals require you to submit a receipt to the Board of Directors Treasurer for reimbursement.

Any breach of this Agreement may result in the forfeiture of your funding from the San Diego Heartbreakers.

To resign as Coach and void this Agreement, you must submit an email to the Team Manager and the San Diego Heartbreakers Board of Directors, explaining the circumstances of your resignation.

HEAD COACH SIGNATURE

DATE

PRESIDENT SIGNATURE

DATE

Coach Telephone Contact

Coach Email Address

44.0 EXHIBIT 5 Jersey Order Form

Please indicate your first, second, and third choice for a jersey number.
 Numbers will be assigned by a first come, first serve basis.

Last Name:
First Name:

JERSEYS

(Prices vary depends on vendor)

White Jersey and/or Black Jersey?			
Size (M, L, XL):			
Jersey Number (First Choice):			
Jersey Number (Second Choice):			
Jersey Number (Third Choice):			
SOCKS			
YES/NO (\$12 pair)	SIZE (youth, senior)		
Home/Away			

TEAM HAT

YES/NO (\$20 ea)	White or Black

TEAM BRACELET

YES/NO (\$3 ea)

Official Use Only		
Date:	Cost:	Amt PD:
J#	Approved By:	Delivered on:

45.0 EXHIBIT 6 Loaner Jersey Agreement

I _____ agree to take responsibility for the following San Diego Heartbreakers jersey(s). I further agree that I will return the jersey(s) to the individual listed below (or designee) or I will be charged the full price of \$125 for each jersey lost. I will also be charged \$125 per jersey if returned severely damaged.

Upon return of the jersey(s) and after inspection, this form will be signed off and filed as appropriate.

signature

date

JERSEY INFORMATION

HOME # _____

AWAY # _____

ISSUED BY: _____

PRINT NAME

SIGNATURE

EXAMPLE

Official Use Only

Returned on: _____

Inspected: _____

Inspected by: _____