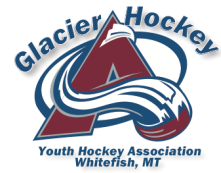

GLACIER HOCKEY ASSOCIATION

POLICY MANUAL



GLACIER AVALANCHE YOUTH HOCKEY ASSOCIATION (GHA) is a non-profit, youth hockey program dedicated to providing a fun, safe, and rewarding learning environment to enhance the growth and development of young athletes through high-quality hockey programs. GHA strives to ensure that it accomplishes this mission by promoting each player's love of the sport through hockey instruction that emphasizes team and individual skill development. Our goal is to continue to develop and strengthen our programs and organization and give our players the opportunity to participate to the best of their ability and develop as young athletes, while making the costs of our programs affordable to all families.

GHA conducts its hockey programs at the Stumptown Ice Arena in Whitefish, Montana. All youth hockey players and teams are registered with GHA and USA Hockey. GHA members benefit from affiliation agreements with the Montana Amateur Hockey Association (MAHA), East Kootenay Hockey League (EKL), and USA Hockey. GHA follows USA Hockey's policies (see Bylaws section of the USA Hockey Annual Guide), including the American Development Model (ADM), which provides hockey associations with a proven plan for age-appropriate athlete development.

GHA develops, promotes and administers its youth hockey programs for players residing in the greater Flathead Valley Area on behalf of teams, players, coaches, referees, parents, and administrators consistent with the bylaws, policies, and procedures of the MAHA and USA HOCKEY. This document serves as the Policy Manual for GHA to carry out its mission.

TABLE OF CONTENTS

- GHA Mission Statement
- GHA Board of Directors and Meetings
- GHA Financial Policy
- Travel Expenses for League Meetings
- Travel Expenses for Coaches
- Referee Scheduling and Payment
- Player Scholarships
- Season Duration
- Registration Fee Payment
- Family Volunteer Agreement
- Teams/Divisions
- Team Sponsorship Fees
- Game/Tournament Play
- Player Evaluation Policy
- Player Move-Up/Move-down Policy
- Uniform Colors/Logo
- Equipment Rental and Swap Policy
- Permission for Unaccompanied Travel & Emergency Care
- Concussion protocol
- SafeSport and Locker Room Policy
- Standards of Conduct
- Incident Reporting
- Coach's Code of Conduct
- Parent's Code of Conduct
- Player's Code of Conduct
- Forms: Permission for Unaccompanied Travel and Emergency Care Form, Standards of Conduct Form, Player Suspension Form, Incident and Injury Reporting Form

GLACIER HOCKEY ASSOCIATION MISSION STATEMENT

Glacier Hockey Association (GHA) is a non-profit, youth hockey program dedicated to providing a fun, safe, and structured environment to enhance the growth and development of young athletes through high-quality hockey programs.

GHA BOARD OF DIRECTORS AND MEETINGS

All authority of GHA is vested in a Board of Directors as specified in GHA's bylaws. The Board of Directors is responsible for developing and enforcing the bylaws, policies, and activities of GHA.

The frequency, place, and time of meetings of the GHA Board of Directors shall be

determined pursuant to the GHA Bylaws and on an as needed basis as determined by the Board. The GHA Board shall hold regular meetings at 1 time per month and no less than 9 times per calendar year. General members are encouraged to attend the Board of Director meetings and have an opportunity to comment during the “public comment period” at the beginning of each meeting. Minutes of the meetings of the Board of Directors will be recorded by the Secretary and shall be available to all GHA members upon approval by the Board of Directors.

GHA FINANCIAL POLICY

GHA's financial dealings, including expenditures and revenue collection, capital projects, service contracts, grants, and awards, shall be the sole domain of the standing Board of Directors. The GHA Board of Directors shall ensure the sound financial operation of GHA. This includes not overextending one season's obligations to adversely influence or debit the following season. Decisions on multi-season financial dealings in excess of 30% of the annual budget require a vote or poll of the general membership. No financial dealings shall be allowed that compromise the non-profit status of the association or the integrity of the association and/or its members.

GHA's annual fiscal (financial) year shall be July 1 through June 30. Record, bookkeeping, and operational processes shall be maintained in order to keep GHA compliant with that fiscal year and with the IRS codes governing the association's non-profit status, including annual filings. As necessary, the GHA Board of Directors may hire a bookkeeper or accountant to help the Treasurer track and maintain financial records and accounts.

Annual dues and fees are payable by GHA members as declared by the GHA Board of Directors. No player/family may register for or participant in GHA's current season with outstanding debits or costs to GHA from the previous season.

Fundraising will be conducted for the general good of the order including the active support of scholarship and/or specific assistance programs. GHA's fundraising and sponsorship activities are developed, administered, and implemented by the Fundraising Committee, which consists of the Hockey Director, Fundraising Director (Board member), and at least one Board member at large. Fundraising and sponsorships activities are intended to underwrite GHA costs, including programs, Director and coaching salaries, uniforms equipment, referee expenses etc. Fundraising conducted by specific teams shall pre-approved by the Board of Directors who may ask for an accounting of the funds raised and request control of the funds distribution.

TRAVEL EXPENSES FOR LEAGUE MEETINGS

The Board of Directors approves payment for gasoline, food, and lodging expenses incurred by the Hockey Director, members of the Board of Directors, or GHA

representatives (approved by the GHA Board of Directors) incident to their attending meetings of leagues in which GHA participates.

TRAVEL EXPENSES FOR COACHES

The Board of Directors recognizes the exceptional expenses associated with league game and tournament travel by volunteer coaches. As such, the Board supports teams to individually establish a "coach's fund" to assist with the travel expenses of coaches who do not have a child on the team they are coaching. The intent is to help defray travel costs during the regular season.

REFEREE SCHEDULING AND REIMBURSEMENT

The Referee Coordinator, typically the Director and/or the Vice President of Administration, shall be responsible for scheduling of referees and linesmen and their subsequent reimbursement. The Referee Coordinator shall review the fee schedule for referees and linesmen on an annual basis prior to the beginning of the season and submit the schedule for approval by the Board of Directors. Adjustments in the payment schedule can be affected at the time, or on an as needed basis as determined by the Board of Directors.

PLAYER SCHOLARSHIPS

GHA shall award full and/or partial scholarships for seasonal ice time fees on an annual basis for players and families that apply for scholarship or assistance and demonstrate financial and/or hardship needs. Assistance may also include the loan or purchase of hockey equipment for a player's needs on a seasonal basis. If a request for equipment usage is granted, the equipment must be signed for and returned at season's end.

Confidential scholarship inquiries will be handled by officers on the GHA Board of Directors. The committee shall consist of the Treasurer, a second Board of Director, and a member at large. Those committee shall gather and document necessary information from the applicants to insure need and make their recommendations to the full Board of Directors for scholarship and/or assistance awards. The GHA Board of Directors will vote to approve/reject each scholarship application.

A preference will be shown to returning GHA players who show ongoing need of financial assistance and merit. No more than 20% of GHA's annual ice fees budget may be awarded in seasonal scholarships. In awarding scholarships, the GHA Board of Directors shall take steps to insure scholarships are awarded equitably across all age brackets and in a non-discriminatory manner.

On a discretionary basis, the GHA Board of Directors may prudently award scholarship and/or assistance for pre and post season programs and player

advancement.

Scholarship and assistance programs may be rescinded by the GHA Board of Directors based on the awarded player's behavior or lack of merit.

On an as need basis only, an annual monthly payment plan will stand pre-approved as equal monthly payments of that season's ice fees with the first installment due before the first day of the team's normal season practice and the final installment due before the last day of the team's normal season practice.

Strict confidentiality shall be maintained by the GHA Board of Directors in the area of scholarships and assistance.

SEASON DURATION

The seasonal playing year of GHA shall begin on the first day of September in each year and end on the last day of August in the following year.

REGISTRATION FEE PAYMENT

Annual registration shall open July 1st for the upcoming hockey season. First payment is due at the time of registration. Payment plans are as follows:

1. Monthly – First payment is due at time of registration followed by equal monthly installments with the last payment due by December 31st.
2. Two equal payments – Fifty-percent (50%) of the annual registration is due at the time of registration and the remaining 50% by December 31st.
3. Full payment – Full payment is due at the time of registration.

No player will be allowed on the ice until he/she has registered with GHA and has a valid USA Player Membership for the current hockey season.

A \$150.00 jersey deposit will be collected at the time of registration in the form of separate check that is held by the GHA Uniforms and Equipment Manager. Each check will be returned when the jersey is returned in good order to the association.

Refund of ice fees for players unable to continue due to medical reasons shall be issued as follows: 75% for withdrawal before December 1st; 50% before January 1st; and 25% before February 1st.

Each player must participate in the annual GHA player fundraising activity or pay a buyout fee of \$25.

FAMILY VOLUNTEER AGREEMENT

All families with a registered GHA player must complete ten (10) hours of volunteer

service to support GHA activities during each hockey season. A \$150.00 volunteer deposit will be collected at the time of registration in the form of a separate check that is held by the GHA Vice President of Administration. Each check will be returned at the end of the hockey season when all volunteer hours are completed. Checks will be cashed if families fail to complete the required 10 hours of volunteer service by the end of the hockey season.

TEAMS/DIVISIONS

Player classifications are birth-year specific and determined pursuant to the rules of USA Hockey, MAHA, and EKL:

- Hot-shots
- Mites/Novice
- Squirts/Atom
- Pee Wee
- Bantam
- High school/Midget

Each team is limited to 18 players and 2 goalies. Ideally, team sizes should follow USA Hockey's ADM recommendations to maximize individual player and team development. Because GHA is a member of MAHA and affiliate of USA Hockey, all player and team classifications follow their rules and regulations.

TEAM SPONSOR FEES

A sponsorship program will be administered by a Sponsorship Coordinator approved by the Board of Directors. Team sponsorship in excess of five hundred dollars (\$500) must be approved by the Board of Directors. Of those funds collected, twenty-percent (20%) must be committed to the GHA general fund. The remaining eighty percent (80%) may be used by the individual team for expenses incurred during the season the funds were obtained. Any funds remaining at the end of the GHA season will be absorbed into the GHA general fund. A full accounting of the fund use by an individual team must be submitted to the GHA Board of Directors at the end of the GHA season.

GAME/TOURNAMENT PLAY

All players are expected to participate in League games and League playoffs.

While encouraged, participation in non-League games and tournaments on the road is not mandated by this commitment. In instances of non-League games and tournaments, the Team Manager is responsible for assuring that a sufficient number of players are willing and able to participate in a non-League game or tournament prior to committing the team to that function.

The Board of Directors expects each player within the Association to honor all league game commitments with his/her Glacier Hockey team.

Every effort will be made to prevent conflicts between Montana development programs and league commitments. Due to the unique opportunity of higher-level development programs, if conflicts arise, the Board of Directors encourages participation in league commitments but realizes the decision on participation will be left to the discretion of the player and his/her parents.

PLAYER EVALUATION POLICY

GHA is committed to providing a fair and comprehensive assessment process to place players at appropriate levels that maximize development and challenge them to the fullest extent possible. It is GHA's policy to provide all youth players with an impartial assessment and rating system that is conducted by knowledgeable, trained, and unbiased evaluators. The goal is to conduct a consistent and comprehensive player evaluation process over time that will benefit the organization's development of players, coaches and parents alike by setting expectations and benchmarks across all levels of our youth hockey program.

Player assessments will be completed by team coaches at the end of the regular hockey season to establish a baseline for improvement and evaluation at the beginning of the next hockey season. At the beginning of each hockey season (usually during the first 2-3 weeks of October), on-ice evaluations will be conducted for each player to determine team rosters. Evaluations will be conducted by the head coach, coaching assistants (minimum of 3 on-ice coaches), as well as trained (off-ice) evaluators. Each evaluation will be developed and administered by the Hockey Director and approved by the Board of Directors. The role of the coaching staff is to implement the on-ice testing, whereas the role of the evaluation staff is to observe and assess. At each level, the evaluation process will focus on specific criteria including, but not limited to, skating, puck control, passing and receiving, goaltender skills, shooting, team play, play making, leadership, coachability, positional play, competitiveness, hockey sense, attitude, physicality, fitness level, discipline, work ethic/determination, interactions with team members, etc. Players will also be evaluated in scrimmage or game situations to determine general hockey awareness, positional play, and competitiveness.

Player evaluations are not optional. Any player that does not attend evaluations will be placed on a team at the discretion of the GHA Hockey Director and Head Coach(es).

PLAYER MOVE-UP/MOVE-DOWN POLICY

The GHA philosophy of player development is that it is best for all players to play within their respective age group; often referred to as an age appropriate athlete development. This philosophy is strongly encouraged by GHA and USA Hockey (e.g., ADM).

However, in certain circumstances players and teams may benefit from player move-ups

to the next age group. For example, teams may have insufficient numbers, requiring additional players to form a functional team that consists of players at commensurate skill levels. In exceptional cases, an advanced player may benefit from playing in the next older age group to ensure individual growth and development. In order for a player to participate in a higher age group, the following criteria need to be met:

- 1) Only a Mite/U8 or Squirt/U10 player who played on the most advanced team in the previous season and is returning to that same age level would be eligible to move up.
- 2) A letter of request to move up must be submitted to the GHA Director by the player's parent(s) or legal guardian.
- 3) Director would need to receive approval from players' current (age appropriate) head coach, next level head coach, as well as the GHA Director.
- 4) The final decision to approve or disapprove the request will be made by the Board of Directors.
- 5) Players, at the discretion of the head coach and hockey director, may be invited to participate in a different division as long as the movement does NOT conflict with the schedule of the primary division to which the player is committed and does not violate any association rules and regulations.

PLAYER MOVE-DOWN POLICY:

The GHA philosophy of player development is that it is best for all players to play within their respective age group(s). This philosophy is strongly encouraged by GHA, MAHA and USA Hockey. Furthermore, it is also important that each athlete is provided the opportunity to develop as a player in a FUN, SAFE and REWARDING learning environment.

In certain circumstances, an athlete who is new(er) to the game may be best suited to 'Play-down' for a part of or all of a hockey season. In order for a player to participate in a younger/lower age group, the following criteria need to be met:

- 1) a letter of request to move down must be submitted to the GHA Director by the player's parent or legal guardian;
- 2) the hockey director will require approval from players' current (age appropriate) head coach, next (lower) level head coach, as well as the GHA Director;
- 3) the final decision to approve or disapprove the request will be made by the GHA Board of Directors; and
- 4) league approval from EKL and or MAHA would also be required.

UNIFORM COLORS – LOGO

The Board of Directors has adopted the uniform colors Maroon, Blue and White for

the Glacier Hockey Association. It is recommended by the Board of Directors that the members of GHA purchase and wear black pants and helmet. The Board of Directors of GHA has approved the logo that appears on the cover of this Policy Manual.

EQUIPMENT

The Board of Directors has adopted a policy mandating the use of all standard hockey safety equipment as required by USA Hockey. In addition, the use of neck guards and mouth guards will be mandatory by all players in the program.

EQUIPMENT RENTAL AND SWAP

GHA owns hockey equipment and is available to all players at no cost. For players who wish to use GHA equipment, a \$150.00 equipment deposit will be collected at the time of registration in the form of separate check that is held by the GHA Uniforms and Equipment Manager. Each check will be returned when all equipment is returned in good order to the association.

GHA holds an equipment swap in late September or early October at the Stumptown Ice Den. All players are encouraged to participate. All items consigned to the GHA Equipment Swap shall be charged a handling fee of 20%.

PERMISSION FOR UNACCOMPANIED TRAVEL AND EMERGENCY MEDICAL CARE

When a player travels to an away game or tournament and is unaccompanied by his/her parent(s) or guardian, he/she must possess a written permission from his parents to travel. This permission must include the destination and must name the responsible adult who will accompany and transport the player.

All players, including those of driving age, must travel to away games or tournaments with an adult parent or guardian who accepts responsibility for said player.

A medical release must be signed by a player's parent(s) or guardian, in which emergency medical care is authorized, before a player is allowed to participate in games or tournaments away from home. The permission will be given the Team Manager or other responsible adult who will accompany the team. The permission shall contain appropriate health insurance information. The medical release is part of the required registration paperwork process.

Travel to Canada requires permission from unaccompanied players parent(s) or guardian and a copy of birth certificate to facilitate Canadian and United States border crossing.

CONCUSSION PROTOCOL

GHA follows USA Hockey's Concussion Management Protocol:

www.usahockey.com/safety-concussions

The standard of care for current medical practice and the law in most states requires that any athlete with a suspected Sports Related Concussion (SRC) is immediately removed from play.

- A Sports Related Concussion is a traumatic brain injury - *there is no such thing as a minor brain injury*.
- A player does not have to be "knocked-out" to have a SRC - *less than 10% of players actually lose consciousness*.
- A SRC can result from a blow to head, neck or body.
- SRCs often occur to players who don't have or just released the puck, from open-ice hits, unanticipated hits and illegal collisions.
- The youth hockey player's brain is *more susceptible* to SRC.
- In addition, the SRC in a young athlete may be *harder* to diagnosis, takes *longer* to recover, is *more likely* to have a recurrence, which can be associated with serious long-term effects.
- The strongest predictor of slower recovery from a concussion is the severity of a person's initial symptoms *in the first day or 2* after the injury.
- Treatment is individualized and it is impossible to predict when the athlete will be allowed to return to play- *there is no standard timetable*.
- Baseline or pre-season neuropsychological testing is not mandatory but may be helpful for return-to-plan decision making when an athlete feels normal.
- The use of helmet-based or other sensor systems to diagnose or assess SRC cannot be supported at this time.

A player with *any* symptoms/signs or a *worrisome* mechanism of injury has a SRC until proven otherwise:

"When in doubt, sit them out"

Remember these steps:

1. Remove immediately from play (training, practice or game)
2. Inform the player's coach/parents
3. Refer the athlete to a qualified health-care professional
4. Initial treatment requires physical and cognitive rest
5. The athlete begins a graded exertion and schoolwork protocol.
6. Medical clearance is required for return to play

Diagnosis

Players, coaches, officials, parents and health care providers should be able to recognize the symptoms and signs of a sport related concussion.

Symptoms

- Headache
- Nausea
- Poor balance
- Dizziness
- Double vision
- Blurred vision
- Poor concentration
- Impaired memory
- Light Sensitivity
- Noise Sensitivity
- Sluggish
- Foggy
- Groggy
- Confusion

Signs

- Appears dazed or stunned
- Confused about assignment
- Moves clumsily
- Answers slowly
- Behavior or personality changes
- Unsure of score or opponent
- Can't recall events after the injury
- Can't recall events before the injury

Management Protocol

1. If the player is unresponsive - call for help & dial 911
2. If the athlete is *not breathing*: start CPR
 - ✓ DO NOT move the athlete
 - ✓ DO NOT remove the helmet
 - ✓ DO NOT rush the evaluation
3. Assume a neck injury *until proven otherwise*
 - ✓ DO NOT have the athlete sit up or skate off until you have determined:
 - no neck pain
 - no pain, numbness or tingling
 - no midline neck tenderness
 - normal muscle strength
 - normal sensation to light touch

4. If the athlete is conscious & responsive without symptoms or signs of a neck injury
 - help the player off the ice to the locker room
 - perform an evaluation
 - do not leave them alone

5. Evaluate the player in the locker room: **SCAT5** or other sideline assessment tools
 - Ask about concussion **symptoms** (How do you feel?)
 - Examine for **signs**
 - Verify **orientation** (e.g., What day is it?; What is the score?; Who are we playing?)
 - Check **immediate memory** (Repeat a list of 5 words)
 - Test **concentration** (List the months in reverse order)
 - Test **balance** (have the players stand on both legs, one leg and one foot in front of the other with their eyes closed for 20 seconds)
 - Check **delayed recall** (repeat the previous 5 words after 5-10 minutes)
 - If a healthcare provider is not available, the player should be safely removed from practice or play and urgent referral to a physician arranged.

6. A player with any symptoms or signs, disorientation, impaired memory, concentration, balance or recall has a SRC and should not be allowed to return to play on the day of injury.

7. The player should not be left alone after the injury, and serial monitoring for deterioration is essential over the initial few hours after injury. If any of the signs or symptoms listed below develop or worsen: go to the **hospital emergency department** or dial **911**.
 - Severe throbbing headache
 - Dizziness or loss of coordination
 - Ringing in the ears (tinnitus)
 - Blurred or double vision
 - Unequal pupil size
 - No pupil reaction to light
 - Nausea and/or vomiting
 - Slurred speech
 - Convulsions or tremors
 - Sleepiness or grogginess
 - Clear fluid running from the nose and/or ears
 - Numbness or paralysis (partial or complete)
 - Difficulty in being aroused

8. An athlete who is *symptomatic* after a concussion initially requires **physical** and **cognitive rest**.

- A concussed athlete ***should not*** participate in physical activity, return to school, play video games or text message if he or she is having symptoms at rest.
 - Concussion symptoms & signs *evolve over time*- the severity of the injury and estimated time to return to play are unpredictable.
9. A qualified health care provider guides the athlete through **Graduated Return-to-School** and **Graduated Return-to-Sport** strategies

GHA Concussion Management Program Educational Materials

On May 4, 2017, Montana Governor Bullock signed into law legislation addressing sports-related concussions and required protocols for certain youth organizations. Montana House Bill 487 law, which went in effect on October 1, 2017, requires that all youth sports coaches, employees and volunteers participate in the concussion awareness program, as well as provide the educational materials to athletes.

To comply with these regulations, on October 29, 2018, GHA, along with MAHA, adopted the USA Hockey Concussion Management Program ***and associated educational materials as its concussion management program***. These educational materials include the Concussion Management Program handout, USA Hockey Concussion Poster and some other concussion related information. Following MAHA's and USA Hockey's recommendations, GHA requires all parents and guardians to download the materials and review them with their player. These materials can be found at www.mthockey.com under the Safety tab, then Concussions.

Each season, GHA players and parents are required to acknowledge that they have received and reviewed these materials prior to the start of the season. Players and parents, and coaches are required to submit signed forms and certificates of completion to the GHA Hockey Director who passes along copies to team managers, officials etc. and will keep them on file for one year. Copies are also emailed to the MAHA Risk Manager for state filing.

Another part of the new legislation requires that coaches remove any youth athlete suspected of having sustained a concussion from all hockey activities immediately. The athlete may only return to practice or competition when GHA receives written authorization from a licensed healthcare provider. GHA must retain the release for the entire time the athlete is registered with GHA, or until the athlete reaches 18. GHA coaches and administrators each have a responsibility in dealing with, reporting and retaining records of players with concussion symptoms.

SAFESPORT AND LOCKER ROOM POLICY

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to GHA's goals. GHA

adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing.

To help prevent abuse or misconduct from occurring in our locker rooms, GHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. At the Stumptown Ice Den there are six locker rooms available for our program's use. Four of the locker rooms have their own shower area and four share a restroom with one or more locker rooms. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. GHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At unfamiliar arenas, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

LOCKER ROOM MONITORING: GHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas is the most effective way to prevent problems, this is likely to make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. Therefore, a sweep of the locker rooms and changing areas is required before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors will be posted directly outside of the locker rooms and changing areas during periods of use. Locker room doors are to remain open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Each coach, parent, or volunteer locker room monitor must be SafeSport certified before being allowed into locker rooms for GHA run activities. SafeSport certified team personnel will also secure the locker room appropriately during times when the team is on the ice. For more details, please visit the SafeSport and the certification procedure: <http://www.usahockey.com/page/show/2696932-training-registration-faq-and-directions>.

PARENTS IN LOCKER ROOMS: Except for players at the younger age groups (10U/squirts and below), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then it is recommended that parents let the coach know beforehand that he or she will be helping the player. Naturally, it is necessary for parents to assist the players getting dressed with our youngest age groups. It is recommended that parents teach their players as young as possible how to get dressed so they learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

MIXED GENDER TEAMS: Some GHA teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. GHA requires that male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change.

CELL PHONES AND OTHER MOBILE RECORDING DEVICES: Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. (it may be permissible to have team manager collect phones)

PROHIBITED CONDUCT AND REPORTING: GHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in GHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations, please immediately contact a GHA representative or contact USA Hockey (SafeSport@usahockey.org, 1-800-888-4656).

STANDARDS OF CONDUCT

The goals of GHA include:

- Providing a wholesome and positive experience for Flathead Valley youth through an organized ice hockey program.
- Developing athletic skills through adequately coached practice and game experience.
- Promoting the development of team spirit, leadership, and fair play through practice and competition.

DEFINITIONS: When used in these Standards of Conduct, the following terms have their generally accepted definitions, and in addition are specifically defined to mean:

- "at home"- this term includes the period of time from when a player first enters the Arena for either practices or games, until he/she leaves.
- "on the road"-the term includes the period of time from when the player

first enters the Arena for either practices or games, until he/she leaves.

- "property damage" - this term means either intentional or negligent damage to any type of personal or real property.
- "possession or use" - this term includes mere possession whether or not accompanied by intent to use.

EXPECTED CONDUCT: In support of the above stated goals, every player, parent, coach, Board Member, Team Manager, and other associated with GHA are expected to conduct themselves at home and on the road in a manner that reflects favorably on the Association. Relatives and friends of players, parents, and coaches are expected to conduct themselves in a manner that reflects well on the players and the Association.

PROHIBITED CONDUCT: The Board of Directors has determined that there will be two classifications of prohibited conduct, MINOR VIOLATIONS and MAJOR VIOLATIONS. Other instances of misconduct will be determined and judged by a coach, Team Manager, or Board Member with knowledge of the incident, as the need arises. A formal hearing will be held if needed by GHA and MAHA if necessary. Prohibited conduct shall include, but not be limited to, the following.

MINOR VIOLATIONS: Prohibited conduct in this classification includes:

- Swearing: This includes the inappropriate use of profanity, vulgarity, or ethnic slurs.
- Unnecessary roughness: This includes inappropriate and intentional use of physical force between players, coaches, or parents, and another person or persons during practice, play, or tournaments, with the "at home" and "on the road" concepts applying.
- Arguing with officials or coaches: This includes inappropriate verbal disagreement with coaches or officials by players, coaches, parents, relatives, or friends.
- Disruptive Behavior: This includes any inappropriate rough housing, skylarking, game playing, or other activity considered disruptive to others while at home or on the road. It also includes practice and game situations

MAJOR VIOLATIONS: Prohibited conduct in this classification includes the following and is applicable while at home or on the road:

- Property damage.

- Possession or use of alcohol, tobacco, or drugs by players.
- Theft.
- Fighting with intent to injure. This includes belligerent physical contact with another person while at home or on the road, except players during a game situation where appropriate penalties will apply.
- Verbal abuse. Verbal abuse, harassment, or intimidation of players, coaches, referees, team managers, Board members, or other officials of the Association, by a player, his parents, relatives, friends, or coaches, or officials of the Association, will be considered unacceptable behavior.
- Physical Abuse/Assault. Physical abuse of players, coaches, referees, team managers, Board members, or other officials of the Association, will be considered unacceptable behavior of the highest order.

DISCIPLINARY ACTION: The Board of Directors has determined that the following disciplinary procedures will apply in cases of minor or major violations. These procedures are intended for the protection and enhancement of the Association, players and others involved in Youth Hockey.

MINOR VIOLATIONS:

A player who commits a minor violation shall be disciplined by his/her coach or possibly the hockey director. Disciplinary measures include counseling, suspension from the remainder of the practice or game event, or suspension from the following practice or game. Further infractions can lead to more severe disciplinary action to include suspension from GHA activities for a longer period of time. The hockey director may enact a suspension of up to one week without formal GHA board approval. The hockey director may, in the case of repetitive behavior or any special circumstances, recommend disciplinary action to the board to include suspension for periods longer than one week, or expulsion from GHA.

All disciplinary action imposed by the coach shall be communicated to the player's parent/guardian. Any disciplinary action that entails suspension from GHA activities shall be reported to the hockey director.

In cases when minor violations are committed by adults, including coaches and parents, the violation shall be communicated to the hockey director or the GHA president. Disciplinary action may entail counseling, formal reprimand, and/or suspension from GHA activities for a period of time deemed appropriate by the GHA board of representatives.

MAJOR VIOLATIONS:

All major violations, whether committed by a player or an adult, shall be reported to the hockey director or GHA president. For player violations, the hockey director may enact a suspension of up to one week without approval from the GHA board. All major violations committed by an adult are to be reported to the GHA board of directors. If the hockey director feels that more than a one-week suspension is warranted for a player, then the hockey director will present the violation for formal discussion by the GHA board. Any disciplinary action will be commensurate to the violation and may include formal letter of reprimand, a period of suspension from GHA activities for up to one year, or expulsion from GHA indefinitely.

If a parent or coach is suspended from GHA activities, then they are not to enter the Stumptown Ice Den or other venues during GHA activities. Failing to comply with the period of suspension will lead to further disciplinary action to include possible expulsion from GHA.

SPECIAL PROCEDURES: The following procedures will be adhered to in the case of the suspension or termination of players, coaches, or referees.

In the case of a violation for which termination of a player is mandated above, a review of the circumstances and confirmation of the disciplinary action shall be made by the Board of Directors. Proper procedure for a hearing will be afforded as indicated. The decision of the Board of Directors is final.

In the case of a suspension or termination of a player, no return of fees will be made. In instances where full payment of fees has not been made, the fees must be paid prior to accepting the suspended or terminated player for continued participation in the hockey program.

A player on probation will be considered to have committed a second Major Violation.

INCIDENT REPORTING

Incidents of consequence or personal injury potentially involving the Glacier Hockey Association shall be documented by generating a written record at the time of the occurrence to minimize subsequent confusion, omission or misinterpretation of facts of circumstances. This record will minimize and simplify later evaluation of the situation. Concerned parties can be more effectively protected or dealt with on this basis.

The Board of Directors has approved an Incident Report Form, a copy of which is attached. The Board has established the following guidelines for reporting and incident:

Confidential use of the incident report form: All members of the Glacier Hockey Association are encouraged to avail themselves of the opportunity to report on a contemporary basis, their knowledge of any incident of consequence that may

conceivably involve the Association or any of its members in any way. It is recommended that, at the earliest possible moment, a person having knowledge of an incident record that knowledge on the Confidential Report of Incident Form. This Form has been developed in a general fashion on purpose, recognizing that there is a virtually infinite variety of circumstances and happenings that might appropriately be reported. It is not meant to be all-inclusive, and should circumstances warrant, the person completing the Incident Report is encouraged to amplify their knowledge of incident as necessary.

Channeling of incident report: As a report of Incident may be a sensitive issue for both the reported and those directly involved in the incident itself, the Board of Directors recognizes the need to protect the confidentiality of this information. The following procedures will therefore apply.

The person completing the Report of Incident shall first enclose it in a sealed envelope and then forward it to the President of Glacier Hockey Association for discussion by the Board of Directors. The Secretary of the Association thereof, will maintain the report and copies in a closed file. While being channeled as directed above, the confidential nature of the report will be respected by all those involved. The first analysis and subsequent distribution will be the responsibility of the President of the Association. The importance of respecting the privileged nature of this communication and its confidentiality will be respected by all those involved in the initiation, transmission, and evaluation of the document.

Circumstances may justify the person initiating the Report to pass it directly the Vice-President rather than the President to initiate review by the Board of Directors being maintained in a closed file by the Secretary.

Availability: The Board of Directors has determined that the blank Incident Report Forms and envelopes be available from any member of the Board of Directors or Team Managers upon request. A copy may also be made from this publication.

Summary: The Board of Directors has recognized the need for availability and use of an Incident Report Form for the protection of the Association and its members as well as for the benefit of other involved parties such as insurance carriers and legal counsel. A non-restrictive Form has been developed and will be available for use by members of the Association who may have first-hand knowledge of an incident or significance. The method for transmitting the communication of the Incident Report has been delineated. The confidential nature of an Incident Report is acknowledged by the Board of Directors and will be respected in the interest of all parties concerned, especially the person completing the Report. The understanding and cooperation of members of the Association is solicited and appreciated.

COACH'S CODE OF CONDUCT

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child 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 or swear 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 them 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' parents. 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, to love the game is greater.

I HAVE READ AND UNDERSTAND THE ABOVE CODE OF CONDUCT AND AGREE TO ABIDE BY IT IN IT'S ENTIRETY.

Signature _____ Date _____

PARENT’S CODE OF CONDUCT

It is the intention of this contract to promote fair play and respect for all participants within GHA. It is expected that parents sign this pledge and must continue to uphold this Code throughout the year.

- Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it FUN.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat and enforce the positive points of the game.
- Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Never yell, taunt, threaten, or inflict physical violence on any player, coach, official, spectator, other parent, or volunteer at any youth hockey function.
- Do not condone the athletic use of alcohol, drugs, or tobacco, and never be intoxicated at GHA activities, including games and practices.
- Recognize the importance of volunteer coaches. Leave the coaching to the coaching staff and communicate with them and support them. They are important to the development of your child and the sport.
- If you enjoy the game, learn all you can about hockey – and volunteer.

I HAVE READ AND UNDERSTAND THE ABOVE CODE OF CONDUCT AND AGREE TO ABIDE BY IT’S GUIDELINES. I UNDERSTAND THAT IF I DO NOT FOLLOW THIS CODE OF CONDUCT, I MAY BE ASKED TO LEAVE THE GAME OR PRACTICE, OR BE SUSPENDED FROM ALL GHA ACTIVITIES.

Signature _____ Date _____

Signature _____ Date _____

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, your parents, opponents and officials.
- Never argue with an official's decision.

Signature _____ Date _____

**GLACIER HOCKEY ASSOCIATION
PERMISSION FOR TRAVEL EMERGENCY
MEDICAL CARE FORM**

Date: _____

I/We give permission for _____ to transport our child

_____ to _____
(child's name) (location)

to participate in hockey games/tournaments for the following date(s):

I/We further give permission for the above named to seek emergency medical treatment for my child, should it be necessary.

My child has the following allergies and special needs:

Signed: _____

(Parent signature)

Signed: _____

(Parent signature)

(Send child's birth certificate and any medical/insurance information needed)

Glacier Hockey Association Standards of Conduct Form

The goals of GHA include:

- Providing a wholesome and positive experience for Flathead Valley youth through an organized ice hockey program.
- Developing athletic skills through adequately coached practice and game experience.
- Promoting the development of team spirit, leadership, and fair play through practice and competition.

DEFINITIONS: When used in these Standards of Conduct, the following terms have their generally accepted definitions, and in addition are specifically defined to mean:

- "at home"- this term includes the period of time from when a player first enters the Arena for either practices or games, until he/she leaves.
- "on the road"-the term includes the period of time from when the player first enters the Arena for either practices or games, until he/she leaves.
- "property damage"- this term means either intentional or negligent damage to any type of personal or real property.
- "possession or use"- this term includes mere possession whether or not accompanied by intent to use.

EXPECTED CONDUCT: In support of the above stated goals, every player, parent, coach, Board Member, Team Manager, and other associated with GHA are expected to conduct themselves at home and on the road in a manner that reflects favorably on the Association. Relatives and friends of players, parents, and coaches are expected to conduct themselves in a manner that reflects well on the players and the Association.

PROHIBITED CONDUCT: The Board of Directors has determined that there will be two classifications of prohibited conduct, **MINOR VIOLATIONS** and **MAJOR VIOLATIONS**. These classes are as follows:

MINOR VIOLATIONS: Prohibited conduct in this classification includes:

- Swearing.
- Unnecessary roughness.
- Arguing with officials or coaches.
- Disruptive Behavior

MAJOR VIOLATIONS: Prohibited conduct in this classification includes the following and is applicable while at home or on the road:

- Property damage.
- Possession or use of alcohol, tobacco, or drugs by players.
- Theft.
- Fighting with intent to injure.
- Verbal abuse.
- Physical Abuse/Assault.

DISCIPLINARY ACTION: The Board of Directors has determined that the following disciplinary procedures will apply in cases of minor or major violations. These procedures are intended for the protection and enhancement of the Association, players and others involved in Youth Hockey.

MINOR VIOLATIONS:

- First offense: When an act prohibited as a Minor Violation is committed, the involved player will be immediately suspended from that practice or game session during which the violation occurred. He/she is required to leave the ice or arena immediately. If the act occurs after a practice or game session, the involved player will be suspended from the next practice session or game.
- Second offense: A second offense under Minor Violations classifications will result in the involved player being suspended from practice and play for a period of seven (7) days from the date of the violation to include the next full game.
- Third offense: A third offense under the Minor Violations classification will result in the involved player being suspended from practice for a period of thirty (30) days from the date of the offense.

MAJOR VIOLATIONS

- First offense: In cases of Major Violations, the involved player will be immediately suspended from practice or play for a period of two (2) weeks from the date of the violation. Additionally, the player shall be prohibited from participating in the next two games.
- Second offense: In the case of a second violation, the involved player will be immediately terminated from practice or play for the remainder of the season. A player wishing to participate in ice hockey the following a termination will be on probation for a period of (60) days.
- Special discipline: The physical abuse of a player, coach, referee, parent, team manager, Board member or other official of the Association, will result

in immediate termination of the involved player for the remainder of the season. In instances where a coach, referee, or official of the Association is involved, that member's position and duties will be terminated for the remainder of the season. A sixty (60) day probationary period will apply for the following season.

PROCEDURE: The following procedures will be adhered to in all suspensions and terminations:

The coaches will immediately suspend any player involved in any conduct defined in the above guidelines. The coach will determine the duration of the suspension based on the above guidelines.

Any termination will be made by the Board of Directors

The Board of Directors at the request of the player or his parents will review any suspension decision made by the coach. All decisions of the Board of Directors are final.

I CERTIFY THAT I HAVE READ AND AGREE TO THESE STANDARDS OF CONDUCT

Player: _____

Parent: _____

Coach/Witness: _____ Date: _____

Glacier Hockey Association Suspension Form

The following form has been approved by the GHA Board of Directors for use in cases of player suspensions.

Date: _____

Players name: _____

Reason for Suspension:

Length of Suspension: _____

Number of Games: _____

I have read and understand the reason and length of the suspension. Player must take this Form home to be signed by a parent or guardian, as well as the player, and returned to his/her Coach. This Form must be returned to the Coach before the player is allowed back on the ice.

Signature of GHA President

Date

Coach's Signature

Date

Player's Signature

Date

Parent or Guardian's Signature

Date

Injury/Incident Report Form

Date of Incident: _____ Time of Incident: _____

Site/Facility of Incident: _____

Name of injured person: _____

Role of injured person (circle one): Athlete Coach Official Spectator Volunteer

Date of birth: _____ Telephone Number: _____

Address: _____

Guardian/Parent (If injured person is a minor): _____

Name: _____

Address: _____

Telephone number: _____

Was the parent/guardian contacted about the incident? Yes No Time: _____

When did the incident take place? (circle one): Practice Game Other: _____

Name of team: _____ Name of coach: _____

Name of official: _____ Telephone number: _____

Name of witness: _____ Telephone number: _____

Name of witness: _____ Telephone number: _____

Describe the incident and how it occurred (Use additional pages as needed):

Was any rule violated which contributed to the injury?: Yes No

Describe the type of injury and the part of the body injured:

Describe the treatment or actions taken:

