



GLACIER HOCKEY ASSOCIATION POLICY MANUAL

GLACIER AVALANCHE YOUTH HOCKEY ASSOCIATION (GHA) is a federally recognized 501c3 non-profit, youth hockey organization 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 the 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.

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GLACIER HOCKEY ASSOCIATION MISSION STATEMENT

Glacier Hockey Association is a non-profit community youth hockey organization that provides an instructional hockey experience for youth ages 4-18 in a safe and supportive environment. Glacier Hockey Association strives to promote an enriching environment in a community setting while providing foundational skills, in accordance with USA Hockey's American Development Model program to foster youth development and encouraging a lifelong love of hockey and team sports. GHA endeavors to impart the hockey values of character, hard work, teamwork, sportsmanship, and respect that lead to player success both on and off the ice.

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.

Annual General Meeting

GHA's Annual General Meeting, hereafter referred as AGM, will be held no less than once a year to discuss policy manual updates, bylaw modifications, mission statement alignment, approval of budgets, board of director's seat vacancies and appointments, professional service agreements/contracts, or any major programming news. GHA's AGM will be held in May and will be open to all members of GHA.

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 multiseason 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 participate in GHA's current season with outstanding debts 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 sponsorship activities are intended to underwrite GHA costs, including programs, Director and coaching salaries, uniforms, equipment, referee expenses, etc. Fundraising conducted

by specific teams shall be 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 Hockey Director and/or the Vice President of Administration/Registrar, shall be responsible for the scheduling of all referees for home games 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 and the Hockey Director. The committee shall consist of the Treasurer, a second Board of Director, and a member at large. This 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 ensure 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.

Regular season practices in team play for league participation in the EKL and MAHA (Treasure State League) begins in October and ends in March of the following year.

REGISTRATION FEE PAYMENT

Annual registration shall open on or around 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. Deposit will be credited back to the account used at registration upon the players returned jersey as long as 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.

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 and refunded directly from the registration site upon completion of the volunteer hours mandate. Deposits will be kept by GHA 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

Learn to Play Hockey (L2PH)

- 6U/8U (Mites/Novice)
- 10U (Squirts/Atom)
- 12U (Peewee)
- 12U Girls
- 14U (Bantam)
- 14U Girls
- High school Varsity/Junior Varsity/Midget (16U/18U)
- 19U Girls

Each team is limited to 18 players and 2 goalies (High School Varsity/JV is the exception). 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 an affiliate of USA Hockey, all player and team classifications follow their rules and regulations. Final season rosters must be confirmed by December 31st of each season and must be certified by USA Hockey's Northern Plains District Registrar.

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 funds used 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.

DUAL OR DOUBLE ROSTERING

At times, it may be beneficial to roster a player at different levels/teams to ensure adequate numbers to make a team roster for league play. Such may be the case for instances that warrant a need to fulfill league play requirements, specifically to cover injured or sick players and/or suspended players. The tool of dual/double rostering is applicable only to those GHA members who are registered for the season as travel league players. This will not apply to those registered as “practice players” or to players committed to other leagues outside of EKL and TSL.

PLAYER EVALUATION POLICY

GHA EVALUATION/TRYOUT Process

Glacier Hockey Association (GHA) is committed to providing a fair and unbiased comprehensive assessment process in an effort to place players at appropriate levels that will maximize their skill development. It is GHA's goal to provide all youth players with an impartial assessment and rating system that is conducted by knowledgeable, trained, and unbiased evaluators. Our goal is to conduct a consistent and comprehensive player evaluation process that the player can use in order to improve upon their development trajectory. Over time, this 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. GHA adheres to USA Hockey's American Development Model (ADM) to reinforce the tenets to youth hockey development

Evaluations and tryouts will typically take place during the first 2-3 weeks of regular season practice times in October. GHA will try to minimize conflicts with other sports and activities during the fall season and will allow an extension to the process in an effort to create inclusion of all players in the formation of rostering teams. Any player that can not participate in the scheduled evaluations will be placed on a team at the discretion of the GHA Hockey Director and Board of Directors, usually at the lowest skill level within a particular age group. Evaluation sessions will be an array of drills and scrimmages designed to test individual and teamwork skills. It is GHA's intention to evaluate all players that play in this organization to best develop their potential and to grow the organization at the same time.

Hockey components being evaluated

- Individual skills level
- Team skill level
- Goalie skills
- Mental Fortitude
- Physical Strength and Stamina
- Emotional maturity
- Coachability
- Work ethic

Some components being evaluated within Individual and Team Skill Levels above may include: Hockey skills: Skating, puck control, passing and receiving, goaltender positioning, shooting, team play, play making, leadership, positional play, competitiveness, hockey sense, attitude, etc.

Other components to evaluate: physicality, fitness level, discipline, determination, interactions with team members, etc.

In addition, Goaltenders will also be evaluated based on their skill in making saves and controlling rebounds. Players will also be evaluated in scrimmage or game situations to determine positional play and competitiveness.

Each evaluation will be developed by the Hockey Director and approved by the Board of Directors. On-ice evaluations will be administered by the head coach and assistants (minimum of 3 on-ice coaches). The role of the coaching staff is to implement the on-ice testing, the role of the evaluators is to be the observers and assessors.

The evaluation practice weighted percentages will look like the following:

<u>Age Level</u>	<u>Weight of Technical Skills</u>	<u>Weight of Tactical Skills</u>	<u>Weight of Scrimmage</u>
Squirt/Atom	60%	N/A	40%
Peewee	50%	N/A	50%
Bantam	15%	25%	60%
Midget/HS/JV	10%	20%	70%

Practice plans will be provided and explained by the coaching staff to all players attending the evaluation/tryout prior to going on the ice. This process will benefit the implementation of the drills and keep it succinct to the scheduling. It also empowers the player to have an awareness of the drill to be performed and to mentally prepare for the testing.

Evaluators will be selected by the Hockey Director and will hold no bias towards the players that are performing the tests on the ice. Evaluators will be given the practice plans prior to on-ice sessions and will be consulted about what is expected of their role. Players will be assigned numbers to maintain anonymity. Birth year and player position (dependent on need for specialized positions, found at older age groups; Bantam and higher) may also weigh in as pertinent information to provide to the evaluator. Evaluator's will be assigned a block of numbers/players to evaluate.

All criteria on evaluations will be based on a 1-5 ranking scale to provide a scale that would be broad enough to be able to formulate results qualitatively to assist in the placement of players onto the best fit team and to take into account the personal development of each player. Scores will be enumerated and players will be ranked according to their overall score. Only whole numbers can be used in the evaluation form (no half or quarter values will be permitted). This scale also gives the evaluator more choice in differentiating players overall scores and ranking them according to skill level. Top player in each category would be assessed as a 5, bottom player in each category would be assessed a 1. Each session would be assessed on its own terms and merit, independently. Comments section will be used and discussed when the

tryout/evaluation period has concluded at the evaluator's meeting. Each player will be thoroughly reviewed and discussed among the evaluators. Those attending the evaluators meeting will include all evaluators involved, all coaches of the team and the hockey director. After the evaluators have finished the review, coaches will discuss with the Hockey Director to rank each player, then reevaluate with the coaching staff to assign players to teams, taking into account the team needs, the players development schedule and the current coaching philosophy.

Feedback of the evaluation process will be available to each participant upon request and will include their ranking scores and development schedule. Parents are directed to contact the Hockey Director to ask questions and file complaints. It is GHA's goal to provide the fairest and most impartial evaluation process possible and to maintain transparency and communication with everyone involved. The evaluation process is a key component in developing the organization and its players to the highest possible outcome.

PLAYER MOVE-UP 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 6U/8U (Mite/Novice) or 10U (Squirt/Atom) 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 Hockey Director by the player's parent(s) or legal guardian.
- 3) Hockey Director would need to receive approval from players' current (age appropriate) head coach, next level head coach, as well as the GHA Hockey 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. Subject to Dual/Double Rostering position stated above.

From USA Hockey: Playing Up

Hockey rules permit a player to 'play up', but players should not generally 'play up' more than one age classification. For example, an 8 year old player may 'play up' one age group, so he/she could play for the "10 and under" team, if the coach and the association will allow it to occur. In some cases, based on the skill or size of a player, it may be desirable to utilize this option; in other cases, it may be best for the player to remain in the lower age group, even though the child or his/her parents want them to 'play up.'

Nothing in USA Hockey's rules requires an association to allow any player(s) to 'play up.'

All such requests should be made in writing to the local association, by the parents or guardian, to help document any such requests and the parents/guardian's desire to have it granted. The written document can become important if the player becomes injured, as a result of the 'play up' request. An impartial evaluation of the player's skills {compared to others at the level requested} by a panel of neutral coaches, should be made before a decision is made on a 'play up' request.

Refer to the Summary of Insurance Coverages for Members, FAQ.

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 blue 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:

Rule 304 | Protective Equipment

(Note) Not all protective equipment is mandatory in all age classifications. However, if not mandated by rule, USA Hockey strongly recommends that all skaters and goalkeepers in all age classifications properly wear an internal mouthpiece, a HECC approved helmet and a HECC approved full facemask for all games and practices.

(a) Each player is personally responsible to wear protective equipment for all games, warm-ups and practices. Such equipment should include gloves, shin pads, shoulder pads, elbow pads, hip pads or padded hockey pants, protective cup, tendon pads plus all head protective equipment as required by USA Hockey rules. It is recommended that all protective equipment be designed specifically for ice hockey.

(b) All protective equipment, except gloves, padded hockey pants, helmet/facemask and goalkeeper's leg guards, must be worn under the uniform.

(Note) Players, including goalkeepers, violating this rule shall not be permitted to participate in the game until such equipment has been corrected or removed.

(c) All players, including goalkeepers, in all age classifications except Adults, are required to properly wear a HECC approved helmet as designed by the manufacturer and with no alterations and chin strap properly fastened.

(Note) HECC certification includes an expiration date on the sticker and a helmet that has an expiration date that has expired is no longer considered certified. The player may not wear a helmet that does not have a valid and current certification sticker.

All players on the players' and the penalty bench must wear the protective helmet/facemask while in the bench area. For a violation of this rule, after a warning by the Referee, a misconduct penalty for an equipment violation shall be assessed to the offending player.

(d) All players, including goalkeepers, in all age classifications below Adults, are required to wear a facemask certified by HECC, plus any chin protection that accompanies the facemask.

(Note) Any helmet or facemask that is altered except as permitted in Rule 304(c) shall be deemed to be illegal equipment and shall not be allowed to be used in a game. The player, or such equipment, shall be removed from the game until corrected. (This shall include helmets from which a part has been cut or removed, facemasks from which the chin-cup has been removed or any other such alterations from the original manufacturing specifications.)

(e) In all classifications, including Adults, if a skater's helmet/facemask comes off during play, the officials shall stop play immediately. The skater shall be ruled off the ice and may not participate in the game until completion of the ensuing face-off.

In all classifications, if the goalkeeper's helmet/facemask comes off during play, the officials shall stop play immediately. However, the goalkeeper shall not be ruled off the ice prior to the face-off.

A minor penalty for delay of game shall be assessed to a goalkeeper or skater who causes a stoppage of play by deliberately removing their helmet/facemask during play.

(f) All players, including goalkeepers, in the 12 & under (Youth and Girls') through Youth 18 & under (including High School) and Girls' 19 & under age classifications are required to wear a colored (non-clear) internal mouthpiece that covers all the remaining teeth of one jaw, customarily the upper. It is strongly recommended, in all classifications, that all players wear a mouthpiece form fitted by a dentist.

For the first violation of this rule, the team shall be issued a warning. A misconduct penalty for an equipment violation shall be assessed to any player or goalkeeper of that team for a subsequent violation during that game.

(g) USA Hockey recommends that players wear a neck laceration protector, choosing a design that covers as much of the neck area as possible.

(h) All players who wear the required, or recommended, protective equipment must wear it in the manner for which it is designed.

For violation of this rule, following a team warning, a misconduct penalty for an equipment violation shall be imposed.

EQUIPMENT RENTAL AND SWAP

GHA owns hockey equipment and it is available to all players at no cost. For players who wish to use GHA equipment, a \$100.00 equipment deposit will be collected at the time of registration in the form of a separate check that is held by the GHA Uniforms and Equipment Manager/Hockey Director. Each check will be returned or destroyed when all equipment is returned in good order to the association.

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 to 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' parents(s) or guardian and a copy of birth certificate/passport to facilitate Canadian and United States border crossing.

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/practice and for a short time after the game/practice 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/practice 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 others 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 the Hockey Director, 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/EKL 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:

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

Three minor violations by the same member will be considered a First Offense Major Violation.

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 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.

Any violation, minor or major offense, is subject to appropriate action deemed justifiable by the Hockey Director, Board of Directors and subsequent

Disciplinary Committees outside of the aforementioned protocol set forth above as deemed necessary to address.

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 an 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 the 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 or Hockey Director 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 to 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 are available from any member of the Board of Directors or Team Managers upon request. A copy is downloadable on the GHA website or 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.

COACHES 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 ITS ENTIRETY.

Signature_____Date_____

PARENT 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:

I will not force my child to participate in hockey. I will try to make it FUN!

I will encourage my child to play by the rules and to resolve conflict without resorting to hostility and violence.

I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.

I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn by example. I will applaud good plays and performances by both my child's team and opponents.

I will never question the official's judgment or honesty in public. I recognize officials are being developed the same way as players.

I will never yell, taunt, threaten, or inflict physical violence on any player, coach, official, spectator, other parent, or volunteer at any youth hockey function.

I will leave the coaching to the coaching staff, and I will communicate with them and support them.

I will not condone the athletic use of alcohol, drugs, or tobacco.

I will not be intoxicated at GHA activities, including games and practices.,

I will remember that my child plays hockey for their enjoyment, not mine.

I have read and understand the above Code of Conduct and agree to abide by its 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 CODE OF CONDUCT

I will play for FUN and love of the game.

I will strive to do my best in school.

I will work hard to improve my skills.

I will be a team player and get along with my teammates.

I will strive to learn teamwork, sportsmanship and discipline.

I will be on time for practices and games.

I will learn the rules and play by them, and always be a good sport.

I will respect my coach, teammates, parents, opponents and officials.

I will never argue with an official's decision.

Signature _____ Date _____

Permission for Unaccompanied Travel and Emergency Care Form

To Whom It May Concern:

I/We,

(Full Name(s) of Custodial and/or Non-Custodial Parent(s)/Legal Guardian(s))

am/are the lawful custodial parent and/or non-custodial parent(s) or legal guardian(s) of:
Child's full
name: _____

Date of
Birth: _____

Place of
Birth: _____

_____, (Child's Full Name) has my/our consent to
travel with:

Full name of accompanying person:

to travel to _____ during the period of
_____.

Parent(s) or Legal Guardian(s):

Full Name: _____

Signature: _____

Date: _____



Glacier Avalanche Youth Hockey Association
Whitefish, Montana

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:

Signature of Coach/Official/Witness:

Date: _____

Submit this completed form to: glacierhockeywf@gmail.com

Addendum A

Procedures for Suspension and Discipline of Members USA Hockey Bylaw 10: Dispute Resolution, Discipline, Arbitration

Hearings shall be conducted according to the rules of USA Hockey and as set out in its Annual Guide. A summary of the USA Hockey Bylaw 10 Procedures for Suspension and Discipline of Members follows. This is a summary only, and specific reference should be made to Bylaw 10 of the USA Hockey Annual Guide for any specific information.

Main Principles of USA Hockey Disciplinary Procedures

A. Hearings

In nearly all cases a suspension should not be imposed until after a party has been afforded a right to a hearing pursuant to Bylaw 10.c.

Hearings under Bylaw 10.C have certain requirements:

1. **Hearing Committee:** The hearing committee must be at least 3 reasonably disinterested and impartial persons;
2. **Offer of Hearing:** The hearing committee must offer to hold a hearing within 30 days of (i) the demand for hearing or (ii) notification of completion of an appropriate investigation into the facts giving rise to the suspension (but should not be longer than 60 days after receipt of demand for a hearing);
3. **Notice of Hearing:** The hearing committee must provide at least 7 days' notice of the Hearing;
4. **Suspension Remains in Effect:** Any existing suspension remains in effect until the decision of the hearing committee is rendered;
5. **Location:** The hearing must be in a location that is accessible to the suspended party and the parties proposing the suspension;
6. **Hearing Requirements:** A fair hearing is required, including:
 - a) Reasonable notice of the grounds for the proposed suspension, but any grounds supported by the evidence presented may be considered in reaching a decision;
 - b) Notice of the possible consequences of an adverse finding;
 - c) A reasonable opportunity to present their case and argument;
 - d) The ability to have counsel present (provided that, the hearing committee may set the rules for such participation); and
 - e) The appeal procedure when a decision is rendered;
7. **Hearing Rules:** The hearing committee may decide the level of formality for the hearing, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other hearing rules so long as each party is treated substantially equal.
8. **Burden of Proof:** The party proposing the suspension must establish the facts and the violation of rules or bylaws by a preponderance of evidence (i.e., more likely true than not true).

9. Decision Deadlines: The hearing committee must use reasonable efforts to render a decision within 5 business days of the hearing, and prepare and deliver a written decision within 15 business days of the hearing.

10. Decision Contents: The written decision must contain (i) findings of material facts (i.e., the committee finds that the following occurred), (ii) conclusions (i.e., based upon the facts above, the committee concludes that the person violated Bylaw **), and (iii) the order of the committee (based upon the conclusions above, the committee hereby orders the following suspension . . .).

B. Suspension Prior to Hearing.

1. There are very few situations that allow USA Hockey, or any Affiliate, local league or organization, Council, Committee or Section, to suspend a Member without providing a hearing prior to the suspension.

2. The limited circumstances where a suspension may be imposed prior to a hearing are:

a) Playing Rules Suspensions (suspensions where a playing rule expressly permits the suspension – if the suspension is a result of a Match Penalty, a playing rule hearing is required pursuant to Bylaw 10.D);

b) Officiating Suspensions (a state association or USA Hockey league or local supervisor may suspend a referee for up to 10 days, and a state association or Affiliate may suspend a referee pursuant to the summary suspension procedures below);

c) Assault of a Game Official (an immediate suspension occurs if a match penalty is assessed under Rule 601(g)1 or 601(j)1, with a playing rule hearing under Bylaw 10.D); and

d) Summary Suspensions (are permitted “ . . . only in those cases where a participant has been assaulted, or subject to physical or sexual abuse as described in the policies of USA Hockey, or other violations of USA Hockey policies as set out in the Annual Guide, or the affiliates’ comparable policies, that have been reviewed, and approved by USA Hockey . . .”).

1. Although the language allowing Summary Suspensions for “violations of USA Hockey policies as set out in the Annual Guide, or the affiliates’ comparable policies”, may be interpreted broadly, it is intended that situations calling for suspension prior to a hearing are the exception rather than the rule and hence they should not be overused.

2. An Affiliate or local league or organization may not issue a Summary Suspension unless the Affiliate’s bylaws, rules or regulations provide for such a suspension.

3. USA Hockey Bylaw 10.C (2) (d) requires only 7 days’ notice prior to a hearing. Only extreme cases should rise to the level where a suspension cannot wait for 7 days to conduct a hearing. Although a party may try to delay a hearing, a suspending party would be within their authority to impose a suspension if the notified party did not appear at a properly called hearing (they would then have a right to appeal).

4. If a Summary Suspension is imposed, the suspended party must be provided a written notice of their right to request a hearing. If the party requests a hearing in writing within 7 days of the notice, they must be provided a hearing pursuant to the provisions of Bylaw 10.C.

C. Appeals

1. Any person suspended may appeal that suspension after the hearing or failure to have a hearing.
2. The Appeal Authority for Playing Rules Suspensions and suspensions for violations of Bylaws or rules of local, league, affiliate or district organizations is either
 - (a) the entire Board of a state association,
 - (b) the entire Board of an Affiliate, or
 - (c) a designated committee of a state association or Affiliate.
3. The Appeal Authority for suspensions of referees by a state association or local supervisor is the Affiliate, and the Appeal Authority for suspensions of a referee by an Affiliate is a committee comprised of the District RIC, the Affiliate President and a third person named by those two people.
4. The Appeal Authority for Council decisions is the USA Hockey Executive Committee.
5. The Appeal Authority for suspensions involving Juniors is the Junior Council.
6. The Executive Committee of USA Hockey may allow an appeal of a suspension if there is shown to be a gross abuse of discretion.
7. Any suspension shall be in force and effect until it expires or the Appeal Authority modifies it.
8. Appeals must be handled pursuant to certain procedures:
 - a) The Appealing Party must provide a written Notice of Appeal to the suspending Authority and Appeal Authority within 10 days from receipt of the decision from the hearing body or the date of the failure to have a hearing, and if the Notice of Appeal is not delivered within the ten (10) day period, the suspension is final;
 - b) The Appealing Party must submit a Statement of Appeal, describing why the suspension should be overruled or reversed, within 30 days of the date of the decision appealed from. The Suspending Authority shall have 20 days from receipt of the Statement of Appeal to respond;
 - c) The Appeal Authority may hold a hearing or may choose to consider the appeal on the written submissions of the parties. The Appeal Authority may establish other hearing rules so long as each party is treated substantially equal.
 - d) Only the evidence and theories explicitly presented to the Suspending Authority may be presented or considered in appeal;
 - e) The Appeal Authority must use every reasonable effort to decide the appeal within 10 days from the submissions to it, but not to exceed 15 days; and
 - f) The Appeal Authority may affirm, reverse or modify (including increase or decrease) any decision as it deems proper under the circumstances.

State associations must abide by the procedures set forth in Bylaw 10 when imposing suspensions or other discipline. The association should have a committee, or persons that could be named to serve on a committee, in order to ensure that there are at least 3 reasonably disinterested and impartial persons hearing each matter.

