

GRAND VALLEY YOUTH HOCKEY ASSOCIATION



PLAYER AND PARENT MEMBERSHIP HANDBOOK 2009-2010

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A. General and Administrative Information

Member Handbook and Membership Responsibility

This handbook is published for the members of the Grand Valley Youth Hockey Association (GVYHA) to provide as a reference to various aspects of the association and its operation. It informs the membership of necessary communications and serves as a source for the association's policies and procedures. The handbook and its contents, policies and procedures, are developed and approved by the GVVHA Board of Directors. Any changes or modifications require GVVHA Board of Directors approval. Parents, players and coaches must be fully aware and engage the handbook for reference purposes as a membership responsibility. The Board of Directors, coaches, and other volunteers of ISI /GVVHA are not responsible to cover the contents of this handbook with its membership base. It is the full responsibility of individual members to hold knowledge of the contents of this handbook and our policy and procedures. This handbook is intended to provide general information and is not an absolute set of rules; but rather guidelines that the board uses to help administer the program.

Philosophy Statement

It is the mission of the Grand Valley Youth Hockey Association to provide, promote, teach, and regulate all ice hockey activities directed at developing and improving the skills and capabilities of our youth, which will result in an enjoyable and positive impact of their lives. This program will promote sportsmanship and team play, and will work to build self-esteem and character.

Goals

- To experience enjoyment, satisfaction, and confidence from both personal and team achievements
- To learn, develop and refine the fundamental skills of hockey as appropriate for the skater's level
- To blend individuals and their skills into successful team play
- To demonstrate good sportsmanship in victory and defeat
- To encourage good effort, team spirit and responsible behavior
- To support the GVVHA by developing a winning tradition

GVVHA Board of Directors

The Board of Directors administers the Grand Valley Youth Hockey Association ("GVVHA") operations. The GVVHA board meets at least once a month. A member may request to be placed on the agenda under "open form" by contacting the GVVHA President at least one week in advance of the meeting.

Meeting minutes of all board meetings will be made available on the web site with the exception of executive meetings that include parent/player/coaching grievance meetings that will remain party specific and confidential to those involved.

We are always seeking volunteers to keep the club moving forward, please volunteer by contacting one of the board of directors.

Director's Responsibilities

The administration and management of all GVVHA programs, procedures and activities is the responsibility of the GVVHA Board of Directors. If you have accepted one of these volunteer positions, it is important that you fulfill your duties with the following considerations:

- Serve the entire GVVHA membership fairly and without prejudice for your own children or friends.
- Take the initiative when accepting a director position to fully understand your responsibilities and the time frames in which your work needs to be done.
- Understand which decisions other directors make that will impact you and which of your decisions impact others.
- Attend GVVHA Board meetings.
- Be prepared with your committee updates, when necessary, for each Board meeting.

- Few decisions made on behalf of the association are made in a unilateral manner.
- Be supportive of other board members and board decisions.
- GUYHA board members are subject to formal background checks.

GVYHA Board of Directors

	Name	Phone Number	Email
President	Joe O'Connor	970-256-0434	joe@amsoutsourcing.com
Vice President/Director of Hockey	Brian Baldwin	970-270-9249	baldwin00@gmail.com
Secretary	Kris Calvin	612-741-1586	kriscalvin1@gmail.com
Treasurer	Melanie Brown	970-261-2363	lakepowellmm@yahoo.com
Directors			
Director of Fundraising	Julie Marsh	970-201-6834	jnrmarsh@yahoo.com
Director of Girl's Hockey	Betsy Johnson	970-250-6155	Betscjohn@aol.com
Director of Officials	Ray Johnson	970-523-7105	rayjiceman@gmail.com
Director of Registration	Valerie Wiedman	970-261-1097	c.wiedman@bresnan.net
Director of Scorekeeping	Paul Hicks	970-250-5062	jctbuff@yahoo.com

Committees/Other Positions

Team Manager

Each team must have a team manger. The team manger will be chosen by the head coach. The team manager is the liaison between the Director of Hockey and the GUYHA Board and the team. The manager will support the coaching philosophy of the team in order to foster good communications among all participants and will generally manage the business of the team along with other responsibilities the coach may assign. The manager will be responsible for the following preseason and season start up needs.

1. Distribute jerseys/socks at the start of the season and collect them at the end.
2. Compile the team roster. Include the players and parents' names, addresses, email addresses, and phone numbers; distribute only to parents.
3. Collect and verify that forms needed by the Director of Registration are complete, signed, and turned in by the required due date.
4. Ensure that information regarding all scheduled games locations and times, tournament dates, locations,

times and lodging, if required, is communicated to parents in advance.

5. Communication is the team manager's principle responsibility. Ensuring that coaches, players, and parents know what is going on well in advance can make the difference between having an enjoyable winter with hockey and not. When in doubt, communicate!
6. Team manager must be fully aware of all content and codes of conduct within the association handbook and the coaches' handbook, as well as adopt these as guidelines to follow while associated with GUYHA
7. Team managers must directly assist their coaches and assistant coaches as the liaison between parents, Director of Hockey, GUYHA board and governing league communications, needs and rules.
8. Team managers must assist as a third party, witness, or other, in grievances, association members codes of conducts, basic coaches needs with grievances, or avoiding grievances as a third party liaison between coaches, players and parents.
9. Keep the coaches informed on parent, player and association communication.
10. Distribution of parent communication from the board and coaches.
11. Communicate, instruct and operate all tournament needs at the designated level of volunteering. Work directly with tournament committee and coaches at the designated level to ensure all needs are met.
12. Organize and keep current the team files / binder with all current needed and required information (players / parents / coaches code of conduct acknowledgement forms / registrations forms / team roster and contact information / birth certificate copies / player emergency contact information / medical history / releases / other specified needs.)
13. Recruitment and assignment of game penalty box.
14. Distribution of score sheets, accurate reporting, reviewing and officiating of score sheets prior to distribution to game officials. Team managers must have rosters accurately listed on all score sheets prior to game starts. Ensure that scores are properly recorded and forwarded to the Director of Scorekeeping as to be recorded with the district and Point Streak following league games.
15. Arrange snack schedule for players for games and parent participation.
16. Assist coach in parent meeting.
17. Assist or designate parent to assist in away game needs, and communicate this information to the parents, coaches and other (hotel needs on overnight stays, team designated meals, coaches rules for curfew, arrival times and arena directions). The Director of Hockey will also assist in this matter.
18. Assist the Director of Hockey in communication from CAHA / RMYHL to coaches.
19. Ensure parents have registered with CAHA and are educated on USA Hockey parents code of conduct, heads up hockey and other association requirements.
20. Assist coach in arrangements of additional scheduling of games outside of the regular season, such as scrimmages, tournaments, other.
21. Assist coaches on locker room needs, policy and overall conduct of players where required.
22. Coaches may have direct requests of team managers and additional requests that may come up during the regular season of play. Coaches will communicate these on an individual basis to the team managers.
23. Team managers will participate within the guidelines of USA Hockey, GUYHA, CAHA and RMYHL rules and codes of conduct, while keeping the best interest of our players in mind.

GUYHA By-Laws

The GUYHA has a formal set of By-Laws and is recognized under ISI as a non-profit organization registered with the State of Colorado. The By-Laws specify the structure of our Board of Directors, monthly meeting requirements, and election procedures. Amendments to these by-laws may be made by majority vote of the Board of Directors at a regularly scheduled board meeting, with email notice going to all voting members of the association five days prior to the membership meeting indicating the change or amendment (see formal by-laws at the end of this document).

Sponsors / Affiliates / Insurance

Support Our Sponsors

The GVYHA relies on its team sponsors to provide a source of income to our hockey program. These sponsors provide support and income that reduces your registration fee. It is imperative that we recognize these sponsors for their contribution to our youth and the GVYHA program. Please acknowledge them by patronizing their business, and let them know that you appreciate their support.

GVYHA Affiliates

The GVYHA is formally affiliated and holds a franchise agreement with the Colorado Amateur Hockey Association (CAHA). CAHA is the recognized state affiliate of USA Hockey, which governs all amateur hockey in the United States. Many of the rules that we enforce, such as age classifications, playing rules, level classifications, etc. are established by either USA Hockey or CAHA. GVYHA plays association teams and league games within the Rocky Mountain Youth Hockey League (RMYHL), and GVYHA acknowledges and embraces the policies and rules of these affiliates. We encourage all members of GVYHA to reference these affiliate's web sites and understand the rules and policies of these affiliates, which are engaged and followed by GVYHA.

USA HOCKEY (www.usahockey.com)

CAHA (<http://caha.pucksystems2.com/>)

RMYHL

Insurance

It is mandatory that every coach and player register for USA Hockey Insurance Coverage. This insurance is the major component of the approximately \$47 per person registration fee charged by USA Hockey and CAHA. Once registered, you must print and include your registration page with the registration packet. You will not be allowed to participate in any on ice activity until this is completed.

This coverage is for injury during hockey activities and "kicks in" after a significant deductible, as prescribed by the USA Hockey insurance policy, has been expended.

Specific and detailed information on USA Hockey Insurance coverage and registration can be found at the USA Hockey web site: http://www.usahockey.com//Template_Usahockey.aspx?NAV=AU_06&ID=28832

Volunteers / Memberships

Volunteers

As with most youth programs, the adults that manage the program, assist with occasional activities, coach or act as team managers are all volunteers. The GVYHA is no different. Volunteers are extremely important to us. We should be very grateful of the time and energy these volunteers provide. Without these volunteers, there would be no GVYHA! If you desire to volunteer or assist GVYHA, please contact any of the board members to start the process, as we are always looking for additional assistance within our program.

Membership

According to the GVYHA by-laws, membership is granted when a parent or legal guardian registers a child with the GVYHA for the upcoming hockey season. Adults without a registered child in the program may be granted membership with approval of the Board of Directors. For example, this is done for our non-parent coaches. As a member, you have the right to attend monthly board meetings, speak during open forum sessions at board meetings, be elected into a board position, and vote at the board election held each year. You are also expected to stay current with your financial obligation to the GVYHA and to participate in all required fundraising activities. You are expected to abide by the rules of the GVYHA, RMYHL, CAHA, and USA Hockey.

Financial Information

Registration Fees and Payment Schedule

The fees for the GVVHA season are detailed within the registration documents that will be issued at registration. These fees are age specific and reflect the operational costs and association fees. All registration details are outlined within the registration packet and forms.

It is the full responsibility of the parent / player to have their association fees paid by the established date within the registration forms, and GVVHA reserves the right to remove a player from league play if these fees are not paid in full by the established date. These fees include all ice time fees (practice/game) base league fees, official and score keeper fees and jersey fees, if necessary.

Equipment Credit for Goalies

Goalie specific players at the Pee Wee level and above are expected to purchase their own goalie gear (leg pads/chest protector/blocker glove/catcher glove, helmet). With these additional costs, GVVHA has reduced the individual costs at each specific level, based on additional costs at this position. This consideration is subject to change season to season and will help defray the cost of goalie equipment to the members choosing to play at these specific positions. To receive these credits, all goalies must sign up and participate as goalies. The ISI Board will supply goalie gear (leg pads/chest protector / blocker glove/catcher glove) to players interested in the goalie position at the Squirt level only. Goalies or any other players needing gear can go to ISI.

Refund Policy

The GVVHA adopted a formal refund policy that will be applied in all cases when a registered participant wishes to withdraw or is dismissed from the program. This policy will be applied equitably across all cases of withdrawal or dismissal from the GVVHA at all levels. This policy was adopted with consideration that the GVVHA incurs costs almost immediately after a child is registered. Many of these costs are not refundable to the GVVHA by the Glacier Ice Arena, CAHA or USA Hockey, and as such, we cannot refund them to the participant. Once a decision is made to withdraw, it is the member's responsibility to immediately notify the Director of Hockey and follow that up with a written request for a refund if they feel one is due. The Director of Hockey, GVVHA President, GVVHA Vice President, GVVHA Registrar and GVVHA Treasurer will review the written policy and determine what, if any, refund will be allowed.

Injuries, although rare, are part of the game of hockey and generally are not allowable reasons for withdrawing from the program and requesting a refund. If a player incurs a season ending injury, the parent of the player may approach the Director of Hockey Operations who will present the issue to the board to determine the most appropriate course of action.

If a player/family is moving or transferring out of the Grand Valley area, the parent or player may approach the Director of Hockey Operations who will present the issue to the GVVHA board to determine the most appropriate course of action.

Personal issues with the GVVHA, any coaches, team parents, participating players, parents or guardians, generally are not allowable reasons for withdrawing from the program and requesting a refund.

Requests for refunds will not be considered when suspensions or dismissals have been issued for any length of time due to on ice activity violations, alcohol, tobacco, or narcotics violations, or any criminal activity violations whether within or outside the GVVHA.

Family Catastrophe

The GVVHA Board of Directors reserves the right to suspend all of the above requirements to the fees of any member in the event that a catastrophe befalls a person or persons, (i.e. loss of life within the family, loss of property, loss of income due to illness, etc.) during the course of the season. Again, the Director of Hockey Operations will present the issue to the GVVHA board to determine the appropriate course of action.

Fundraising / Volunteering

Fundraising is a topic that generates a great deal of discussion each year. It is, however, a fact for almost all youth groups, whether they are athletic associations or educational, service or church related groups, to raise funds for their respective groups to remain in existence. In the past, the membership has raised funds to reduce the cost of ice sports. Registration fees cover only a portion of the expenses incurred over the course of the season. These expenses include, but may not be limited to membership fees to USA Hockey, the Colorado Amateur Hockey Association, and to Rocky Mountain Youth Hockey League. We also pay for team jerseys, repairs, officials/score keepers; practice and game ice time, locker rooms, rink personnel, tournament fees, coaches travel expenses, training and certification of our coaching staff, and uniforms. We are required to purchase USA Hockey insurance for coaches and the board. We will continue to do fundraising in the coming years. The main objectives of the fundraising efforts are to help defray ice time costs. The GVVHA Board continuously studies the best ways to utilize fundraising dollars. As a registered member of the GVVHA, you are expected to participate in all required fund raising activities! Some of these activities are per family, per player, as well as team specific, with funds being used by individual's teams as well as overall association financial needs.

As a means to give everyone an opportunity to keep out-of-pocket expenses as low as possible, we are continually looking for fundraising activities. As we begin our third season of competitive hockey, teams in the girls, squirt, peewee, bantam, and midget divisions are expected to participate. To offset some of the costs, the GVVHA will be seeking sponsors to support us in our third year of operations. The Board of Directors has approved a program that is available for sponsors immediately. If you would like more information or have contacts that would be interested in this program, please contact the Director of Fundraising.

If you have fund raising ideas and would like to volunteer for the fundraising committee please contact the Director of Fundraising.

A family is required to volunteer for eight hours throughout the season. You may sign up to work at any of the following GVVHA events.

- Registration
- Try outs
- Penalty Box / Score keeping
- GVVHA Golf Tournament
- Tournaments
- Dry land Training
- End of year party
- Any fund raising activity

A volunteer fee of \$100.00 is required at registration. GVVHA will **refund** you \$100.00 if you complete the eight hours of volunteer time. You must sign up and complete the eight hours at one of the above GVVHA events. Once you have committed to a specific date you will be expected to work those hours. If you cannot work the hours you have signed up for, **you** must find a replacement. If you cannot find a replacement, the GVVHA volunteer coordinator may remove you from the schedule. This will be decided on a case-by-case basis. If you fail to show up for your scheduled event, your refund will be reduced by \$25.00 per time.

B. Player Move-up Policy

Player Move-up Policy

Move-Up Policy

It is GVVHA policy that players should play on teams as defined by USA Hockey age groups and classifications. While some players may be more advanced at a particular age than others may, the GVVHA agrees with USA Hockey that overall development of the player emotionally and physically is best served by having him or her progress normally through the age levels and classifications. The GVVHA does recognize situations could arise beyond the normal scope of this policy. The following are the situations in which a player move-up would be considered.

NOTE: In all situations listed below, GVVHA reserves the right to regulate the number of players and teams at all levels and oversees the movement of players.

A. Players are needed at an older level to fill teams.

The following guidelines will apply:

1. There must be room at the level to accommodate a player move-up.
2. Players from the lower level evaluations will be offered the opportunity by the Director of Hockey and the coaching staff. Only second year players will be chosen from the lower level.
3. The number of players needed to be moved up to fill teams will be determined by the Director of Hockey after evaluations are completed.

B. The player wishes to play with her/his grade level.

The following guidelines will apply:

1. The player must have the ability to play at the next level.
2. The player will be evaluated through on-ice practice with his/her current age level by the Director of Hockey and the coaching staff of the move-up level. The Director of Hockey reserves the right to allow the move-up candidate to practice with the move-up team for evaluation purposes.

C. Player is extremely talented and the present age level may hinder the player's development.

The following guidelines will apply:

1. The player must be playing at the highest level he/she is registered in or he/she will continue to play at the appropriate age level.
2. The player must rank in the top 50% of the coaches depth chart at the move-up level to which the player is trying out for.
3. The player must have the physical skills and maturity to play at the next level.
4. The Director of Hockey will obtain recommendations from the player's most recent GVVHA coaching staff and/or other association coaches in the case of a player move-up.

Move-Up Procedure

If as a parent of a GVVHA player, you wish to request a review of your child's level of play, you may request that they be moved to a higher level. Listed below are the steps that will be followed in such a situation.

1. Parent or guardian of the player must complete the GVVHA Player Move-Up Request form at or before registration. These forms may be obtained from the Director of Hockey or on the website.
2. The Director of Hockey will contact the player's most recent GVVHA coaching staff to see if the player should be considered for move-up.
3. The Director of Hockey may request a "tryout" to consider the request.
4. The Director of Hockey will then request a meeting with the parent or guardian of the player and review the move-up request and the decision.

NOTE: The Director of Hockey, coaching staff along with all qualified board members, will consider all requests with the player's physical safety and emotional well being first and foremost. The integrity of the GVVHA will not be compromised by any player move-up.

C. Code of Conduct Information

GVVHA has adopted the following codes of conduct for Players / Parents / Coaches and Board Members. These codes of conduct are in line with USA Hockey, CAHA, and RMYHL codes of conduct.

It is the full responsibility of members at all levels to fully understand and embrace these codes of conduct. The volunteers within the GVVHA are not responsible to cover these codes of conduct in detail with members of the association, yet it is the responsibility of players and parents and volunteers to fully understand and embrace these codes of conduct as members of the association. We also encourage parents and players to take the time to cover these codes of conduct with each other, in an effort to additionally avoid any infractions of these codes of conduct within the association. These codes of conduct are subject to change and or adjustments during any given season of play and will be updated in line with USA hockey rules and regulations of codes of conduct.

Player's Code of Conduct (GVYHA)

1. There will be no use or possession of tobacco, alcohol or drugs by any hockey player. Penalties are enforced per LOCAL LAW ENFORCEMENT through GUYHA reporting.
2. Players will personally contact team manager or coach if they are going to miss a practice or a game. Unexcused absences will result in disciplinary action from the coaching staff.
3. Swearing, using foul language, or being disrespectful to anyone during a game or practice will result in disciplinary action as required by CAHA and USA Hockey rules.
4. Fighting during practice or during a game will result in disciplinary action as required by CAHA and USA Hockey rules.
5. Players that have problems or questions about a coach will speak to a coach directly in a scheduled time set by the Director of Hockey with the team manager or other GUYHA board members present. If the problem cannot be resolved within this set meeting, the player may engage in a Grievance Meeting with the Director of Hockey and the GUYHA board and not the coaches themselves. If a player or player, parent or guardian, attempts to cause additional awareness to a situation with a coach, by speaking of this outside of the involved or needed personnel, the association may take action with the player, player parent or guardian as far as possible suspension and or removal from the association.
6. Players will wear full equipment at every practice, as specified with GUYHA and USA Hockey guidelines.
7. When the whistle is blown during practice, play stops immediately and attention is directed toward the coach. Players do not take "one more shot" as this wastes time for the entire team. All conversation is to stop and the full attention is to be focused on the coaching staff for the next instruction.
8. The coaches do all of the coaching. Players discuss respectfully with but they never argue with the coach.
9. Players are to leave the ice immediately after practice, change quickly and remove all their equipment from the locker rooms. Respect for the facility in which we practice and play games is a key factor to our associations reputation, vandalism is to be reported immediately to any GUYHA member to stop and assist in correction of such activity.
10. The team locker rooms are for the use of the team on the ice. All others are to keep out. The locker rooms are to be left clean.
11. Stealing will not be tolerated. Stealing will result in suspension from the team.
12. Players will at all times demonstrate good sportsmanship, win or lose.
13. Action for these offenses will be regulated according to the guidelines established by GUYHA, RMYHL, CAHA and USA HOCKEY.

These are the minimum requirements. Individual coaches may wish to enforce stricter rules of conduct, which will be issued to players and parents at a parent/coaches meeting which may be requested at any time during the season. All additional rules and meetings will be reviewed by the Director of Hockey and these rules and meetings will be made aware of at the board level.

GVYHA Player's Additional Rules and Regulations

The following is a copy of the agreement that each GUYHA Player has with this association. Players are expected to acknowledge acceptance of this code of conduct at the beginning of the season.

Rules for Players:

1. All players are expected to attend all scheduled games and practices unless they have notified the head coach. If not properly notified, the coach may impose penalties.
2. Only rostered players are allowed on the bench during scrimmages and games.
3. Players are not allowed to verbally, physically or psychologically abuse any other player, coach, parent, game official or director. All players will treat each other, parents, coaches and officials with respect and dignity, regarding language, attitude, behavior and mannerisms. Violations of this rule are disciplined according to the GUYHA Discipline Policy.
4. No player under the age of 18 will be on any GUYHA paid or participated ice without full USA Hockey required equipment.
5. All players on the players' bench and penalty bench must wear helmet and face mask while in those bench areas.
6. All players will respect the property and equipment used at any sports facility, both home and away.
7. All players will encourage good sportsmanship through their actions by demonstrating positive support for all players, parents, coaches and officials at every game and practice.

8. All players will treat other players, coaches, officials, parents and spectators with respect, regardless of race, color, creed, sex or ability.
9. All players will refrain from any form of "hazing" or the "initiation" of other players regardless of how insignificant it may seem.
10. All players will maintain a 2.7 grade point average, which is consistent with District 51's policies.
11. All players will agree to abide by the grievance policy set forth by the GVVHA for items of concern.
12. Players should play clean hockey only and follow all USA Hockey, RMYHL, CAHA and GVVHA rules and regulations of game play, players are responsible for staying current on rule changes within the league of play.
13. Players should be at the arena 30 minutes before practice and 60 minutes before games and scrimmages. (This may be amended per individual head coach.) Players should come to each game or practice ready to play and should give their complete attention to the coach
14. All players will agree to abide by the ZERO TOLERANCE policy set forth by the GVVHA for items of concern.

Substance Abuse:

GVVHA enforces the same policy as CAHA and/or USA HOCKEY regarding the use and possession of mood altering chemicals by players. Mood altering chemicals includes tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug. (Except by prescription by a physician.)

Consequences for Players:

1. Verbal warning / Parent and Local law enforcement notification
2. Written warning / Parent and Local law enforcement notification
3. Game suspensions / Parent and Local law enforcement notification
4. Removal from association / Parent and Local law enforcement notification

Reporting:

1. Team Head Coach
2. Director of Hockey
3. GVVHA Board

Parents Code of Conduct (GVVHA)

The following is a copy of the agreement that each GVVHA parent has with this association. Parents are expected to acknowledge this code of conduct by signing a similar form at the beginning of the season. Parents must attend the Parent / Coaches meeting prior to the start of the season or their child will not be allowed to continue in seasonal games. If you cannot make the scheduled parent / coaches meeting you must arrange to meet with the coach and become informed on his / her expectations during the season ahead.

1. We encourage all parents to wait 24 hours prior to speaking to a coach about questions or concerns that you may have with actions of a coach, during practice or games. After that 24-hour period has past, we ask you set a meeting with the coach, team manager and the Director of Hockey to discuss the incident at hand.
2. If problems cannot be handled by the parent / coach meeting then an official Coaching / Grievance meeting can be set up with the GVVHA board. The Board, Director of Hockey all coaches with player and parents involved, will handle the problem with coaches. (Please follow grievance process outlined in the handbook.)
3. Always respect the 24-hour cool down rule before you act on anything.
4. Parents are not to approach the rink area behind the player's benches, during games, practices, or scrimmages. This is a complete distraction not only to your player, but also to the entire team, this is a zero tolerance policy.
5. Parents are not to engage players through or over the glass, once a player is on the ice, during games, scrimmages, or practices. They are the responsibility of the coaching staff and your interaction of additional coaching, or discipline should stop. This behavior is distracting not only to your player, but also to the entire team, and can become a point of embarrassment to your player. Coaches will file grievances through the board if parents are not following this procedure. There are circumstances where a coach may engage your assistance in a situation of injury, or need of clarification on subjects, coaches will initiate this interaction. As well, this does not oversee the parent's positive encouragement of the player and his/her teammates, as we encourage positive cheering and reinforcement of fair play.

6. Parents are to encourage and to support good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other events.
7. Parents are to place the emotional and physical well being of their child ahead of any personal desire to win.
8. Parents are to provide support for coaches and officials working with your child to provide a positive, enjoyable experience for all.
9. Parents will cover the player's code of conduct with their players and will ask their child to treat other players, coaches, fans and officials with respect, regardless of race, sex, or creed, or ability.
10. Retaliation, reprisal, or any harassing behaviors directed at Coaches or Referees and/or any of his family members is prohibited. Such retaliation shall be considered a serious violation of Board policy and will result in immediate revocation of privileges to participate in the GYVHA activities for any of your family members. Encouraging others to retaliate also violates this policy.
11. No parents are allowed in the locker room at any time prior or after a game. Coaches and team managers will acknowledge your admittance to locker rooms, for the purpose of dressing your player at the Squirt and below level. Locker room time for preparation prior to games with the coaching staff and reflection on a games following play. Coaches have the support of the board to enforce this respectable time periods prior and following games. USA Hockey enforces the CBI background check for all staff in locker rooms and we must comply.
12. Parents should make sure that all fees and assessments are paid on time as dictated by their players' team manager and/or GYVHA board.
13. Parents must turn in all necessary forms (i.e. birth certificates) promptly with registration.
14. Parents must equip their player properly so they can participate in all practices, scrimmages and games.
15. Parents should keep abreast of all information pertinent to their player's team and ask questions of team managers, not coaches directly.
16. Parents should notify the head coach or team manager in advance when their player cannot make a scrimmage or game, stating the reason.
17. Parents will encourage good sportsmanship through their actions, by demonstrating positive support for all players, parents, coaches and officials, at every game and practice.
18. Parents will promote the emotional and physical well being of all the skaters, ahead of any personal desire to win, or any personal reflected glory. This includes, but is not limited to, providing support for coaches, officials and all others, to provide a positive experience.
19. Parents need to remember that the game is for the players and not for the parents and win or lose, will appreciate the efforts of all players and coaching staff.
20. Parents will treat all other parents; players, coaches and officials with respect, regarding attitude, language and mannerisms.
21. Parents will inform the coach of any physical or medical ailment that may affect the safety of their player or any other player.
22. Parents will agree to abide by the grievance policy set forth by the GYVHA for items of concern, and will engage the 24-hour wait clause prior to engaging coaches or team managers.
23. Parents are not allowed to physically, emotionally or psychologically abuse any other parent, player, coach, game official or directors. Violations of this rule are disciplined according to the GYVHA Discipline Policy.
24. All parents will agree to abide by the ZERO TOLERANCE and GREIVANCE policy set forth by the GYVHA for items of concern.
25. Parents will abide by the RMYHL concussion protocol.
26. Parents will be responsible for child supervision at all times while associated with hockey operations.

Guidelines for Parents:

1. Parents should get their player to practices, games and scrimmages at prescribed times.
2. Parents should be understanding and supportive of the times and numbers of practices scrimmages and games.
3. Parents should be encouraging, not critical of their player, coach and team.
4. Parents should try, as much as possible, to be available to assist in the association and team functions as requested.

Consequences for Parents:

1. Verbal warning
2. Written warning
3. Games suspensions
4. Removal

Coach's Code of Conduct (GVYHA)

All coaches within GYVHA will embrace all rules and regulations within USA Hockey, CAHA, and RMYHL. As well, coaches will be responsible for keeping up with rule changes, policy changes and USA Hockey regulations in order to communicate these to their players. Also, see the coach's handbook for GYVHA for all additional policy and guidelines for your position as a volunteer coach.

1. All coaches will uniformly impose proper action to players as established in the USA Hockey rules.
2. Notify The Director of Hockey, GYVHA Board, team managers and Assistant Coaches of any actions or suspension, or incidents within their level of responsibility.
3. Never show favoritism or prejudice. Give each player an adequate amount of your attention rather than an exclusive few.
4. Never be vulgar or use profanity keep control of your emotions. The team reacts and learns from your behavior, never "put down" a player, a position, another coach, or an opposing team. Teach respect for the opposition. Avoid yelling, hollering and screaming. You are the coach, not a nagger or drill sergeant.
5. The GYVHA Board looks at the following levels as participation levels and development of the GYVHA overall, and will consider House Development levels as recreational hockey. Once a player reaches the travel Girls, Squirt, Pee Wee, Bantam, or the Midget level, it will be considered a competitive sport. Playing time is earned according to ability, attendance and enthusiasm. At these competitive levels, playing time is at the discretion of the coaching staff.

House Development and Recreational Levels

Mighty Mite, Mite, Squirt, Pee Wee, Bantam, Midget and Girls Hockey

Travel and Competitive Levels

Squirt, Peewee, Bantam, Midget, and Girl's Hockey

This does not bind the hands of our coaching staff to not place our best foot forward while in games where we are facing close scores or needs for the team. Coaches have the right to move players into positions where the coach feels the needs of the team will be met. This also does not mean that coaches will not enforce disciplinary action within games if players are not adhering to the coaches' instructions or are not following the player's code of conduct during games or practices. Coaches will develop defensive and offensive lines within games to best meet the programs level of play. Coaches will instruct all players on penalty plays (offensive and defensive tactics) and play these lines which best meet the immediate needs of the program.

6. Insist on good sportsmanship and team unity.
7. Better players have the capacity to learn faster. Use them to help the others improve their skills.
8. When you are coaching you are not a player, you are a teacher. Do not fool around.
9. When problems arise, take them to the team managers or to the Director of Hockey. Do not discuss a team related difficulty with anyone except thus directly involved. Never argue or fight. Keep Cool.
10. The Director of Hockey is in charge of scheduling and making practice and game arrangements and cancellations. Work with the Director of Hockey.
11. All coaches will refrain from using liquor, beer, tobacco or narcotics in any player atmosphere.
12. The team manager, not the coaches, should handle parental problems, setting the stage for formal meetings with coaches only at the coach's agreement.
13. Rooms will be reserved for up to two coaches per team on out-of-town trips. The Director of Hockey will deal with exceptions.
14. Coaches must ensure a team manager is present or will be present themselves to supervise while the players are dressing in the locker room. One of the team managers, assistant coaches or coach must be present at the pre-set time that the players are required to dress. Coaches are responsible for control and discipline of players and to go over schedules and game plans before going on the ice and following the game play.

ALL LOCKER ROOMS, REGARDLESS IF THEY ARE PRACTICES OR GAMES, WILL BE SUPERVISED WHEN PLAYERS ARE PRESENT!

15. The head coach from each level will be required to submit a list of rules for their team to the Director of Hockey prior to the first practice. The rules are to be within the coaching guidelines and are with GYVHA Board approval. Each player will receive a copy at the first practice. All coaches must conduct a player / Parent / Coaches meeting at the start of the season and inform all parents and players the policy and rules for their individual level of play for the season ahead. It will be the responsibility of every coach to ensure parents are fully aware of all policies if they miss the meeting, this must be conducted one on one.
16. Coaches must be at all games and practices or arrange for a proper substitute, that holds the appropriate coaching certification.
17. Coaches cannot use any tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug in the locker room or on the bench. (Except as prescribed by a physician).
18. Only registered coaches of participating teams are allowed on the participant's bench during the game. Coaches must enforce this rule. The maximum number of managers/coaches allowed on the bench is three.
19. Only rostered team members, coaches or assistant coaches, or helpers whom hold USA Hockey Certification of the appropriate level will be allowed on the ice during games, scrimmages and practices unless other arrangements have been made with the Director of Hockey.
20. The Coach and/or assistant coach are required to be in the locker room with his/her team until the last participant has left the locker room ensured there is no damage or trash left behind.
21. Coaches are required to maintain a minimum USA Hockey coaching degree:

Mite	-	Level 1 certification	Girls	-	8 & Under Level 1 certification
Squirt	-	Level 2 certification	Girls	-	10 & Under Level 1 certification
Peewee	-	Level 3 certification	Girls	-	12 & Under Level 2 certification
Bantam	-	Level 3 certification	Girls	-	14 & Under Level 3 certification
Midget	-	Level 3 certification	Girls	-	16 & Under Level 3 certification
			Girls	-	19 & Under Level 3 certification
22. These are the requirements of certification per level as issued by USA Hockey and will not be compromised within GYVHA, or by our coaching staff.
23. The cost of the certification clinics will be reimbursed by the GYVHA. The coach will need to provide copies of the coaching card with a current level sticker and a receipt from the clinic prior to the start of every season.
24. Coaches should show good sportsmanship at all times.
25. Coach's main objective should be to teach hockey and follow the guidelines within the GYVHA Coaching handbook.
26. Coaches should use discretion to keep practices and games in good proportion.
27. Coaches need to use scheduled ice time for practice only! Plan and arrive early when necessary.
28. Coaches are required to play all players as equitably as possible.
29. Coaches are encouraged to develop several power play and penalty kill lines not limiting to one line of either kill.
30. GYVHA Coaches are subject to background checks per USA Hockey Regulations.
31. Coaches are to follow the same grievance policy as parents and players within GYVHA for resolving player / parent and other issues, as well as informing the Director of Hockey and the GYVHA board immediately of issues.
32. Coaches will abide by the RMYHL concussion protocol.

Consequences for Coaches:

1. Verbal warning
2. Written warning

3. Game suspensions
4. Removal from coaching and/or the Association and reported to CAHA and USA Hockey coaching board

D. Additional Information

Equipment

Equipment Rules

Keeping the cost of hockey in check includes being responsible for your team issued GYVHA hockey equipment. GYVHA provides all players with home and away jerseys and socks. The "Junior Maverick" jerseys and socks will be worn during scheduled games only. Players are responsible for providing their own practice jerseys and socks. **NO GAME JERSEYS AND SOCKS WILL BE ALLOWED DURING PRACTICES.** All players are responsible for this equipment. The following guidelines are to be observed:

1. Parents will be responsible for washing, minor repairs and upkeep of the game uniform.
2. The Junior Maverick game jerseys will be worn for all games only or as specified by the coach.
3. Game socks will be worn for games only.
4. Name placards will be provided by the GYVHA on both home and away jersey.
5. Players or team parents are required to transport/carry their Junior Maverick team game jerseys on a hanger, **not** stuffed in hockey bags, in order to minimize wear and tear.
6. Jerseys and team equipment (i.e. pucks, medical kits, water bottles, etc) will be distributed and collected by the team manager.

Use and Care of Team Jerseys

1. Turn jersey inside out and wash with cold water only.
2. Do not place jersey in dryer; hang to dry.
3. Team jersey must be stored on hanger when not in use – not in player's bag.
4. If a jersey is cut during a game, the team manager must be advised immediately so that the player will not be charged.

Required Participant Equipment

The required equipment to be worn at all GYVHA ice times is as follows:

1. League and USA Hockey approved helmet, with facemask, chin and mask straps.
2. Mouth guards
3. Shoulder pads
4. Elbow pads
5. Shin guards
6. Gloves
7. Breezers (pants)
8. Skates
9. Athletic supporter with cup

Required Goalie Equipment

All goalies are required to wear the following equipment at all GYVHA ice times:

1. League and USA Hockey approved helmet, with face mask, chin and mask straps or goalie helmet with neck deflector
2. Mouth guards
3. Chest protector
4. Neck protector (optional)
5. Catch glove
6. Goalie stick
7. Blocker glove
8. Athletic supporter/pelvic protector
9. Leg pads
10. Breezers (Pants)
11. Skates (Goalie Skates Preferred)

Player equipment and goalie equipment (leg pads/chest protector/catch glove/blocker glove) will be made available to players that otherwise have not purchased their own equipment. Check with the Director of Hockey for this

information.

Player equipment and goalie equipment may be checked out to an individual GVVHA player. All players checking out equipment will be required to pay the established rental fee and adhere to all conditions of the ISI Rental Program. All ISI rental gear must be returned at the end of each season. All players may use ISI rental equipment for clinics, camps, etc.

Colors

GVVHA colors are maroon, white and black.

Age Levels within GVVHA and Coaching

GVVHA believes that all players and coaches who aspire to have a successful experience in hockey should have personal goals to acquire each set of skills at each level of participation within GVVHA.

Our purpose in collecting and listing these specific skill progressions is to help players and coaches understand the scope of skills and abilities that are required in hockey. The list for players has been divided by age classifications:

- 8-and-Under (Mite)
- 10-and-Under (Squirt)
- 12-and-Under (Pee Wee)
- 14-and-Under (Bantam)
- 18-and-Under (Midget)
- Girl's Hockey

GVVHA Board of Directors, coaches of the in-house recreational and competitive hockey, GVVHA player/coach philosophy will be:

Equitable time at the house recreational level, which includes mini-mite, mite, squirt, pee wee, bantam, girls, and midget levels. The GVVHA Board looks at these levels as participation levels and development of the association overall, and will consider these levels as recreational hockey. Once a player reaches the travel squirt, pee wee, bantam, girls, and midget level, it will be considered a competitive sport. As levels progress, playing time is earned according to ability, attendance and enthusiasm. At these competitive levels, playing time is at the discretion of the coaching staff. This philosophy may change with the growth of GVVHA and the additions of A, B, C levels, and in house leagues. Skill and safety of the players at a competitive level will be the key in coaches and board decisions on competitive play.

Development and Recreational Levels - Mighty Mite, Mite, House Squirt, House Pee Wee, House Bantam, House Midget, House Girls

Established and Competitive Levels - Squirt, Peewee, Bantam, Midget, and Girl's Hockey.

This does not bind the hands of our coaching staff to not place our best foot forward while in games where we are facing close scores or needs for the team. Coaches have the right to move players into positions where the coach feels the needs of the team will be met. This also does not mean that coaches will not enforce disciplinary action within games if players are not adhering to the coaches' instructions or are not following the player's code of conduct during games or practices. Coaches will develop defensive and offensive lines within games to best meet the programs level of play. Coaches will instruct all players on penalty plays (offensive and defensive tactics) and play these lines, which best meet, the immediate needs of the program.

USA Hockey References

Parents and players are encouraged to use the USA hockey web site to become better hockey parents, players and fans of the game. We expect our coaches, players, parents and volunteer staff to stay current with all USA Hockey mandates and other affiliates that govern our sport. The following are mandatory resources for all members of GVVHA and all are USA Hockey recommended. The following are all available on USA Hockey web site, under youth players and coaches' library, please take the time to review and educate yourself and your players.

1. New Standard of Play rules / explanations and video
2. Now HEAR this

3. Parent Education PowerPoint Presentation
4. Relax, It's Just A Game
5. Heads Up Hockey

E. Grievance Procedures

It is possible that conditions will arise where a member feels unfairly or unjustly treated. This situation may be with a particular coach, team or the association in general.

If your concern is with a team-related situation, you should first attempt to resolve the issue informally by speaking with the head coach. It is recommended that this be done after you have considered the situation and your perspective for at least 24 hours. If however this informal discussion does not resolve the matter, you then have the option to follow the formal grievance process as outlined below.

1. Initial contact should/must be with the player's head coach. In the event that a coach cannot resolve the situation with the parent(s) and/or players, the coach will involve the Director of Hockey and/or the board.
2. If your grievance is with the association, coaches, players, or teams you should approach the Director of Hockey to start the grievance process. We would ask that any grievance taken beyond the coaching level be submitted in written form to the Director of Hockey. The grievance will then be taken in front of the GVYHA Board of Directors.

The GVYHA Board

The GVYHA Board will serve as a way for parents and players to have their grievance heard. At a grievance meeting, individuals on both sides of a grievance will have 10 minutes each to state their side of the situation with an additional 5 minutes to respond. The GVYHA Board will consider the information presented and resolve the issue. The grievance meeting will consist of the following: GVYHA Board President, Vice-President, Director of Hockey, a coach, and at least one neutral board member.

If the matter is still not resolved to your satisfaction, you do have the right to escalate your grievance to the District, CAHA and finally the USA Hockey levels, in that specific order.

Note: All grievance items are confidential and are not to be discussed outside of the committee/board. Violations of this will be subject to discipline and removal from said committee/board.

Zero Tolerance Rules for Players and Parents

1. At all levels there will be ZERO tolerance of verbal abuse, obscene or vulgar language and gestures, harassment, misconduct, or other behavior deemed to be abusive directed at the coach, assistant coach, team manager, referees, officials, teammates, opponents, fans or association officials. This behavior will not be tolerated and the player or parent will be required to meet with the GVYHA Board at the Board's earliest opportunity. If the Board finds just cause, a three game suspension may be invoked. Any offense deemed serious enough by the Board, may result in further suspension or expulsion.
2. Parents are responsible for their child's behavior at all tournaments and team activities regardless of their child's age.
3. Any player or parent misconduct not specifically alluded to above, will be dealt with on an individual basis by the GVYHA Board.

Grievance Process/Zero Tolerance Hearings

Board handling of zero tolerance violations and grievances will be handled according to the following general guidelines:

1. Parties will be notified of a grievance or zero tolerance hearing that concerns them by phone and will be mailed a written notification to the same effect. When the issue involves a player, notification will be to one of the parents involved. A special meeting may be called and all members notified to handle matters between board meetings. A minimum of five board members must be present to conduct a meeting. Ideally, the meeting should take place within seven days of notification to the involved parties.

2. Concerned parties may provide brief statements and answer brief questions from the board members at the meeting. Concerned parties may also submit written statements to the board about any incidents that are *directly involved* with the hearing.
3. After reading statements and or hearing all parties in attendance, the board will make a decision about possible outcomes by majority vote of board members present.
4. Directly involved parties will receive a phone message from the president of the board (or his/her designee) regarding the outcome of the hearing within 48 hours. A written letter confirming the phone message will be sent within one week. If the involved person is a player, one of the parents will be notified.
5. Minutes from the grievance and or zero tolerance hearings will be kept by the secretary (or his/her designee). Record that a hearing occurred will be made in the general minutes, and visitors may be recorded as attendees to the usual monthly meeting, however details will be recorded in separate record for the privacy of those involved and will not be published with the regular minutes.
6. All decisions of the GVYHA board are final. There are no appeals.

F. Substance Abuse Policy

Philosophy and Purpose

GVYHA recognizes the use of mood altering chemicals as a significant health problem, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood altering chemicals by adolescents affects the development of related skills. Others are affected by misuse and abuse of family, team members or other significant persons in their lives.

Policy

During the hockey season, regardless of quantity, a player shall not:

1. Use a beverage containing alcohol.
2. Use tobacco, to include chew.
3. Use or consume, have in possession, buy, sell or give away any other controlled substance.

This rule applies the entire season (from sign-up date to completion of the teams' season).

It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor.

Penalties

1. First Violation: After confirmation of the first violation, the player loses eligibility for the next two weeks. No exception is permitted for a player who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the player loses eligibility for the next six weeks. Again, no exception for a player who becomes a participant in a treatment program.
3. Third & Subsequent Violations: After confirmation of the third violation, the player shall lose eligibility for the remainder of the season. No refund of paid fees will be returned. The player will be reinstated for the next season with two violations already in place.
4. Penalties shall be cumulative beginning with and throughout the player's participation in the GVYHA. Penalties will carry-over from season to season; numbers of violations are cumulative from year to year.
5. A player that is believed to be under the influence of mood altering chemicals (MAC) before a game or practice will be prevented from participating by the head coach.
6. Any violation can be considered in a case by case basis.

G. By-Laws

GRAND VALLEY YOUTH HOCKEY ASSOCIATION



BY-LAWS

(Adopted 5/5/09)

ARTICLE I THE ASSOCIATION

Section 1.1 **Name** - This organization shall be known and do business as the Grand Valley Youth Hockey Association, (GVYHA), a non-profit tax exempt corporation incorporated and operated under the laws of the State of Colorado.

ARTICLE II PURPOSE AND LIMITATIONS

Section 2.1 **Purpose** - This hockey program is established for the children.

- To teach skating to all of the participants.
- To teach hockey skills to all of the participants.
- To emphasize sportsmanship, fair play and teamwork.
- To provide an opportunity for every youth player to develop his or her skills to their maximum potential.
- To have a program which allows players to play at a skill level compatible with their needs and abilities.
- To teach youth players respect for coaches, officials, teammates, and opposing players.
- To promote education and development of coaches and officials to work with the association and its members.
- To abide by and promote the fundamentals and goals of GVVHA, RMYHL, CAHA and USA Hockey.

Section 2.2 **Resolved** - Children and family members of GVVHA officials, including board members and coaches, shall not receive any preferential treatment in any aspect of GVVHA activities. This includes, but is not limited to placement evaluation, playing time in games or practices, selection for coaching, officiating, etc.

Section 2.3 **Limitations** - All policies and activities of the GVVHA shall be consistent with all applicable federal, state, local and trade regulation, and with all other legal requirements. No GVVHA earnings shall inure to the benefit of a private individual.

ARTICLE III MEMBERSHIP

Section 3.1 **Association Membership** - the GVVHA is open to all parents, legal guardians, players, board of directors, and GVVHA volunteers with children in the league. For the purposes of these bylaws, each voting member shall have only one vote in any given election or membership vote even if they satisfy more than one of the above criteria. The GVVHA does not discriminate on the basis of sex, race, color, nationality, ethnic origin, or sexual orientation in the administration of its by-laws and policies and procedures.

Section 3.2 **Types of Association Membership**

- The officers shall consist of President, Vice President, Treasurer and Secretary.
- The Directors shall be Director of Hockey, Director of Fundraising, Director of Registration, Director of Officials, and Director of Scorekeepers.
- Terms for the (initial) board members will be for 2 and 3 years.
- Subsequent elections shall be held to elect and fill positions of board members.
- The board members shall assign specific positions to elected board members by a simple majority vote of the board.

Section 3.3 **Replacement or Removal of a Board Member**

- Replacement of any vacancy on the board shall be by a simple majority vote of the board members present at the meeting called for this purpose. This does not apply to vacancies caused by the expiration of the full term of the member's position on the board.
- Removal of a board member may occur for just cause after a proper hearing has been conducted by the board. A two thirds majority vote of the board members attending and voting on the question of a board member's removal shall be required to remove an officer or director from the board.
- The subject board member shall be allowed to be present at the removal hearing, and the board shall make a reasonable attempt to notify and contact said board member.

Section 3.4 Nominations for Election to the Board

- The board shall appoint a nominating committee to nominate any voting member of the association for election to the board.
- This nominating committee shall consist of no less than three voting members of GVVHA.
- The nominations must be submitted to the board five days before the spring meeting for final approval.
- Nominations may be made by the voting members present at the meeting.

ARTICLE IV FEES

Section 4.1 Fees - Registration fees are determined each year by the Board of Directors. The treasurer will submit notice of an estimate of fees for the upcoming season based on the budget from previous and current year.

ARTICLE V THE BOARD OF DIRECTORS

Section 5.1 Authority -The governing body of the association is the Board of Directors. The board has authority to supervise, control and direct all aspects of the GVVHA, including current policies and procedures.

Section 5.2 Composition -The Board of Directors shall be composed of nine (9) directors with equal votes. The board shall consist of five (5) at-large directors plus the president, the vice-president, the secretary, and the treasurer.

Section 5.3 At Large Directors -They are elected by the associations voting members at each year's annual association meeting.

Section 5.4 President

The President's duties are:

- To preside over and facilitate the membership meetings and the board meetings.
- To provide a draft of the agenda for each meeting to each member of the board at least two days before each meeting.
- Abide by the bylaws of GVVHA.
- To perform other duties as necessary to fulfill the mission of GVVHA.
- To be the GVVHA representative at all RMYHL, CAHA, and USA hockey meetings.
- To provide the tie breaking vote in the event of a tie vote at the board level.
- To help draft league policies and to help coordinate league activities.
- To assist the board with the appointment of committees necessary for the proper functioning of GVVHA.

Section 5.5 Vice-President

The Vice-President's duties are:

- To act as the president when the president is absent.
- To assist the president in performing the president's duties as required.
- To acquire and disseminate all notices of meetings and activities of GVVHA.
- To be the media contact for GVVHA.
- To be responsible for press releases regarding schedules, scores and activities of GVVHA.
- To coordinate the scheduling of ice times with coaches and rink officials.

Section 5.6 Secretary

- To record and maintain the minutes of the membership and board meetings.
- To distribute the minutes of the last meeting to the members of the board at least two days before each meeting.
- To be the official vote counter at all meetings in which a vote is taken, and maintain a record of votes.
- To maintain the GVVHA website, or assign a representative to this task.

Section 5.7 Treasurer

- To record and maintain all of the financial transactions of GVVHA.
- To deposit all funds collected by GVVHA promptly into an appropriate account.
- To pay bills promptly as authorized by the board.
- To create an annual budget for approval by the board.
- To provide monthly financial reports to the board at least two days before each meeting.
- To maintain copies of the monthly financial reports for distribution upon request to voting members.
- To provide the ISI bookkeeper with financial information for regulatory reporting.

Section 5.8 Director of Hockey

- To recruit and supervise the coaches of GVVHA.
- To inform the coaches of required coaching clinics and schedule coaching clinics in Grand Junction.
- To insure that coaches and other team officials are adhering to the rules and policies of GVVHA, RMYHL, CAHA, USA Hockey and any other league in which GVVHA participates.
- To review and make recommendations to the board on any discipline imposed on any player, coach, or participant in GVVHA.
- To impose immediate disciplinary sanctions on any player, coach, or participant acting in a significantly detrimental fashion.
- To make recommendations to the board regarding the acquisition of necessary coaching equipment, books and DVDs.
- To make recommendations to the board regarding the suitability of coaches for certain coaching positions.

Section 5.9 Director of Fundraising

- To direct and coordinate the fundraising efforts of GVVHA.
- To recruit sponsors for GVVHA.
- To recruit and supervise volunteers to assist in these efforts.
- To establish the responsibilities of parent participants in fundraising activities.
- To provide monthly reports to the board on progress with fundraising efforts.
- To develop new fundraising activities for GVVHA.
- To send out invoices to sponsors and ensure that funds are collected.

Section 5.10 Director of Officials

- To recruit and supervise the on ice officials for all GVVHA games.
- To inform officials of required referee clinics and to schedule at least one clinic in Grand Junction each season.
- To coordinate the officials and GVVHA to assure that enough certified referees are present at all GVVHA games and tournaments.
- To hold one player/parent clinic at the beginning of each season for the purpose of discussing the rules of USA Hockey.
- To provide instruction, in conjunction with the Director of Scorekeepers, regarding the function of a scorekeeper and the proper recording of all game statistics.
- To assist all players, coaches, officials and participants in adhering to the rules of GVVHA, RMYHL, CAHA, USA Hockey and any other league in which GVVHA participates.

Section 5.11 Director of Registration

- To compose and facilitate the distribution of all GVVHA registration forms.
- To ensure all players and coaches are registered with USA Hockey and to submit rosters to USA Hockey for approval.
- To collect all funds related to such registration and to promptly present all funds to the treasurer with an explanation of their origin.
- To maintain a record of all players registered with GVVHA.
- To secure all signed waivers and releases required for all players in GVVHA.
- To report to the board on the number, age classification and specific team registration for all players.
- To establish deadlines for registration and penalties for late registration with the approval of the board.
- To assist the board in defining fee schedules based on the number of players on each team.

Section 5.12 Director of Scorekeepers

- To recruit and supervise scorekeepers for GVVHA.
- To provide instruction, in coordination with the director of officials, regarding the proper function of a scorekeeper and the proper recording of all games.
- To schedule scorekeepers for all home games of GVVHA.
- To ensure that all games are properly entered into the CAHA electronic record system.
- To function as the GVVHA coordinator of the CAHA electronic record system. (Pointstreak Coord.)

Section 5.13 Additional Rules and Responsibilities of Board Members

- All board members may appoint non-voting assistants to help in the performance of their duties.
- The duties of board members may be modified, by a simple majority vote of the board, as necessary to ensure the proper functioning of GVVHA.
- The board may review or impose any disciplinary action as the board deems necessary.

Section 5.14 Compensation and Conflicts of Interest -The Board of Directors may, at any time by resolution adopted by a simple majority of the total number of directors, provide for the payment of compensation to and for the payment or reimbursement of expenses incurred by any director, officer, agent or employee of the association. Any such services or expenses must be directly in furtherance of the charitable purposes of the association and the compensation or reimbursement shall be reasonable and not excessive. Board members shall abstain from votes on matters deemed a conflict of interest financial or otherwise.

Section 5.15 Attendance - board members who will be absent from a monthly meeting will notify the president or the secretary before the meeting. Two consecutive absences without notice or four total absences in a year may be grounds for dismissal from the Board of Directors.

**ARTICLE VI
COMMITTEES**

Section 6.1 Selection -The board may create special committees to assist the board in performing special functions or activities of GVVHA. In creating such special committees, the board will specify the purpose, function and duration of said committee. The board will appoint a chairperson and members of the special committee who will serve for the duration of the committee at the discretion of the chairperson and the board. The chairperson of each committee shall submit monthly reports on the progress of the committee and submit a final report at the conclusion of the committee's term. All committees report on their activities and make their recommendations to the Board of Directors for review and approval. Volunteers, voting members, and non-voting members are eligible to serve on committees.

**ARTICLE VII
RULES AND AMENDMENTS**

Section 7.1 Rules -The Board of Directors may establish rules that are consistent with these by-laws for the policies and procedures and programs of the association. Changes to the policies and procedures need to be approved by a simple majority vote of board members.

Section 7.2 Amendments -Amendments to these by-laws may be made by majority vote of the Board of Directors at a regularly scheduled board meeting, with email notice going to all voting members of the association five days prior to the membership meeting.

Section 7.3 Voting -There must be at least five board members present to carry any motions. Tie votes will be decided by the president who will vote last. Voting may be done via email with all votes/emails kept for record.

ARTICLE VIII MEETINGS

Section 8.1 **Meetings** -Meetings will be held the first Tuesday of each month. Meeting times and place will be posted on the web page for membership. Meetings will have an open protocol format with comments welcome from visitors. Comments from visitors must be informational in nature and may not exceed five (5) minutes per issue. The board will not engage in the discussion or debate during those five minutes. However, the board will take the information presented and refer the issue to the individual(s) and/or committee (when appropriate) that would most effectively respond to the issue at hand. As part of the protocol, it is unacceptable for any speaker to slander or engage in character assassination at a GYHA board Meeting.