

**2025-2026**

# **Gillette Hockey Association Handbook**



Dear Parents and Players:

As President of the GHA Board of Directors and on behalf of the board, I would like to thank you for electing to play hockey for our organization this season. The Board has agreed to renew Kyle Avery's contract for three (1) more seasons as the Director of Hockey Operations for GHA. In his role as Director of Hockey Operations, Kyle will be responsible for overseeing pre-season and in-season hockey development for both the youth boys and girls' programs, overseeing coaching development, and be the primary point of contact for coaches and parents for [hockey development issues](#).

As Director of Hockey Operations, Kyle will not be the primary point of contact for parent complaints with respect to playing time or coaching. Such discussions should begin with the team manager and coach overseeing the relevant team. If such complaints are not resolved, the Coach or Parent shall be responsible for elevating the matter to the Director and/or the GHA Board.

As a Board, we meet on the third Wednesday of each month at 6:00 p.m. At these meetings we review the financial position of the organization, set goals and review the season as it has progressed. Unless we adjourn into executive session, these meetings are open to anybody in our organization and we strongly encourage you to attend and provide your thoughts and feedback! Check your emails and our Facebook page in the days leading up to the meetings each month for the location of the meeting or email me directly at [president@gillettehockeyassociation.com](mailto:president@gillettehockeyassociation.com).

Thank you for your participation in our organization and we are looking forward to another great season!

**GILLETTE HOCKEY ASSOCIATION**

Jason Percifield  
GHA President

## GHA Board Email

### Addresses:

President	Jason Percifield	<a href="mailto:president@gillettehockeyassociation.com">president@gillettehockeyassociation.com</a>
President-Elect		<a href="mailto:president-elect@gillettehockeyassociation.com">president-elect@gillettehockeyassociation.com</a>
Vice-President	Mark Bruce	<a href="mailto:vice-president@gillettehockeyassociation.com">vice-president@gillettehockeyassociation.com</a>
Secretary	Nick Marty	<a href="mailto:secretary@gillettehockeyassociation.com">secretary@gillettehockeyassociation.com</a>
Treasurer	Angela Koloski	<a href="mailto:treasurer@gillettehockeyassociation.com">treasurer@gillettehockeyassociation.com</a>
Equipment Director	Maggie Sigman	<a href="mailto:equipment@gillettehockeyassociation.com">equipment@gillettehockeyassociation.com</a>
Referee-In-Chief	Karsen Kellebrew	<a href="mailto:refinchief@gillettehockeyassociation.com">refinchief@gillettehockeyassociation.com</a>
Registrar	Lynley Stinson	<a href="mailto:registrar@gillettehockeyassociation.com">registrar@gillettehockeyassociation.com</a>
Scheduler	Emily Driskill	<a href="mailto:scheduler@gillettehockeyassociation.com">scheduler@gillettehockeyassociation.com</a>
Tournament Director	Faith Glover	<a href="mailto:tournamentdirector@gillettehockeyassociation.com">tournamentdirector@gillettehockeyassociation.com</a>

## **Other Important**

### **Contacts**

Director of Hockey Operations	Kyle Avery	<a href="mailto:hockeydirector@gillettehockeyassociation.com">hockeydirector@gillettehockeyassociation.com</a>
SafeSport Coordinator	Alex Stimson	<a href="mailto:safesport@gillettehockeyassociation.com">safesport@gillettehockeyassociation.com</a>
Hockey Insurance Provider	K&K Insurance	(800) 237-2917

### Other Resources:

- a. [USA Hockey Annual Guide](#)
- b. [WAHL Handbook](#)
- c. [SafeSport Handbook](#)

### USA Hockey Insurance Forms

- a. [Filing a Claim](#)
- b. [Certificate of Insurance](#)
- c. [Directors & Officers Liability Guidelines for Loss Prevention](#)

**SECTION 1:**  
**PROGRAM PURPOSE**

The purpose of the Association shall be to promote hockey and fundamentals of the game for the youth of the Gillette area and to promote good sportsmanship, general physical fitness, and education.

**SECTION 2:**  
**TEAMS**

There are six divisions in the program: 8U, 10U, 12U, 14U, Girls (19U) & High School (18U). Players must be at age level by December 31<sup>st</sup>.

**SECTION 3:**  
**AGE REQUIREMENTS FOR 2025-26 SEASON**

DATE OF BIRTH	AGE CATEGORY	AGE DIVISION
2007	18 Years	18U
2008	17 Years	18U
2009	16 Years	18U
2010	15 Years	18U
2011	14 Years	14U
2012	13 Years	14U
2013	12 Years	12U
2014	11 Years	12U
2015	10 Years	10U
2016	9 Years	10U
2017	8 Years	8U
2018	7 Years	8U
2019	6 Years	8U
2020	5 Years	8U

Birth Certificates, code of conduct and consent to treat forms must be submitted to the GHA Registrar to be eligible to play in league games.

## **SECTION 4:**

### **EQUIPMENT & JERSEYS**

#### **4.1 EQUIPMENT:**

Provided by GHA:

- a. One pair of socks per player to keep, no charge
- b. Goalie equipment will be provided for the 8U, 10U and 12U levels, if necessary and \$250 reimbursement for 14U, JV, HS and Girls (see policy below).

Provided by Player:

- a. Skates,
- b. Sticks,
- c. Helmet- HECC approved;
- d. Mouth guard (required);
- e. Neck guards are mandatory as of 8/1/2024;
- f. Breezers/Padded hockey pants (Black is recommended),
- g. Cup & Supporter Garter belt or Spandex shorts that fasten socks
- h. Equipment bag,
- i. Shoulder Pads,
- j. Shin pads,
- k. Elbow pads and
- l. Gloves (Black is recommended)
- m. Jerseys ordered through GHA Equipment director

#### **4.2 JERSEYS:**

1. From 10U and up, GHA will pay for half of the cost of jerseys for all NEW members. This does not include players returning to GHA after not playing for GHA for any portion of a season.

2. Any additional, replacement, or new jerseys will be purchased through GHA at the expense of the player/member. This includes any approved number change, lost or damaged jersey or a need for a different size.

3. Players will be required to maintain their jerseys from year to year.

4. The jerseys will be the property and responsibility of the player/member.

5. Goalie Jerseys will be provided for 12U and down as most of those goalies also skate out. If a player would like to own their own goalie jersey, they are welcome to purchase them. For Player's who specialize at the 14U and up level, Players will need to order their own goalie jerseys.

**BLACK** is the **recommended** color for breezers, gloves and helmets. Neck guards are mandatory. Roller hockey equipment is not acceptable.

#### **4.3 JERSEY NUMBER DESIGNATION POLICY**

At the time of registration the player/member will provide their size requested and their top three (3) jersey number choices.

GHA will do its best to accommodate a player's selected numbers; however, GHA's decision on the number issued to each player will be final and a player may not receive one of their selected numbers. When determining a player's number, GHA will consider the following for

priority:

- i. Seniority which is defined as a player with more consecutive years of registration with GHA and meets the following criteria:
  1. They sign up during early registration;
  2. Have more years of continuous registration with GHA; and,
  3. Are in good standing with GHA.
- ii. In the event of two players selecting the same jersey number who have equal years of continuous registration with GHA, the decision will be made based on who signed up and requested the number first.
- iii. There will be no repeat jersey numbers within four (4) birth years to avoid conflicts at the Bantam/JV/Varsity levels. This applies to ALL age groups.

#### **4.4 GOALIE GEAR**

GHA recognizes the need for and the costs associated to outfit goalies at 8U, 10U and 12U levels. GHA understands at these age groups players are wanting to explore the goalie position and that it may be too costly for every parent to invest in goalie gear for a few attempts at being a netminder. To give the younger players the opportunity, GHA will provide, if requested, one set of goalie equipment per team, (not including skates) to teams for ages of 12U and below. This equipment will be issued to the team head coach. It will be the coach and team responsibility to turn in the equipment at the end of the WAHL season. Any requests for new goalie equipment for 12U and below must be made to and approved by the GHA board.

#### **SECTION 5: VARSITY LETTERS**

The GHA Board of Directors, Hockey Director, and/or Coach will have the right to veto any determination of the eligibility of a student for athletic awards. High School aged players associated with Campbell County High Schools and other Regional High Schools. GHA will comply with the regulations of that school as to eligibility for participation in athletic programs, and no award will be given to a student not eligible for participation.

In order for us to maintain a high educational standard, no student will be permitted to participate in the program unless his/her academic status is judged satisfactory. Therefore, any student who does not complete the sport season due to eligibility or disciplinary reasons will not receive a varsity letter even if it was otherwise earned.

A student who does not complete the scheduled season due to sickness or injury may be eligible for an award if recommended by the coach and/or the GHA Board of Directors.

GHA Hockey Director and President will receive eligibility reports regularly and alert coaches if a player has become ineligible.

## **5.1 ELIGIBILITY:**

To be eligible for a Varsity Letter, a Player must:

1. Participate in eight (8) varsity games. Must play at least one shift a game.
2. Meet and obey all High School rules for the school in which they attend during the season.
3. Maintain a 2.5 GPA
4. Complete the entire season.
5. Coaches reserve the right to letter any individual whose conduct and attitudes contributes to the success of the team, regardless of the number of games he or she has played in during the season.
6. Coaches also reserve the right to ***withhold*** letters from individuals who display conduct and attitudes detrimental to the success of the team, regardless of meeting the above criteria.

All High School(18U) and Girls-aged players (9th-12th grade) will be required to abide by all High School eligibility requirements for the school in which they attend. Students and parents will be required to sign Wyoming High School Activities Association (WHSAA) Eligibility Pamphlet and High School Consent to Drug Test Form prior to participating in any practice or game. Eligibility will be checked in accordance with CCHS or TBHS guidelines. If a player is deemed ineligible, they may continue to practice, but may NOT participate in WAHL or non-WAHL games until they provide proof to their coach (teacher/principal note) that they have brought their grades up. GHA will not reimburse fees for any player that chooses not to practice/finish the season due to ineligibility. Coaches will set lettering guidelines and will determine whether or not each player qualifies at the end of each season.

## **SECTION 6:** **REGISTRATION:**

The early registration deadline, as determined by the GHA board, is June 30th. All players registered prior to this deadline will receive a \$100 discount. The \$50 sibling discount will be given until registration is closed (Aug 31st). The final day to register is August 31<sup>st</sup>. This deadline will allow the board time to analyze the registration numbers, make proper team declarations and determine team numbers. After August 31st, there will be a \$100 late fee applied at registration.

Final team declarations will be the responsibility of the GHA Board. Division coaches will be included in all discussions that are necessary leading up to the Board's final decision.

## **SECTION 7:** **REFUND POLICY**

Refunds up to 50%, will be considered prior to November 15<sup>th</sup>. Requests after November 15<sup>th</sup> will not be considered, excluding injuries. Written notice of withdrawal must be received by the GHA President to receive a refund. A form will be available by request. The postmark date or electronic email date to the GHA president will serve as our recorded date of receipt.

## **SECTION 8:** **PARTICIPATION**

### **8.1 ALL LEVELS EXCEPT HIGH SCHOOL:**

The philosophy of the Association is that the development of each and every player is of prime importance and that a player should not go for any extended period without skating a regular shift. **The goal is to provide equitable time, not equal.** It is important to know that the coach has the right to juggle personnel in certain crucial situations. Examples: Power plays and win-lose situations.

### **8.2 HIGH SCHOOL:**

The goal is for High School players to dress for approximately 19 games. Game rosters will be selected by the coaches. The philosophy is to build the High School program for competition at the high school level.

### **8.3 SKATING UP/CROSS-ROSTERING:**

#### **Skating-Up / Playing-Up:**

The consideration of skating up is a matter that is only entertained when there is a genuine need. The organization, GHA, strongly recommends the promotion of players to higher age levels only when there is an organizational need, rather than just an individual desire. Whether there is an organizational need is in the sole discretion of the GHA Board, in consultation with the Hockey Director. In considering whether there is an organizational need, the GHA Board will not allow player promotions should that have any adverse effects on the age level that the player is currently participating in or may participate in if promoted. If such a need arises, it becomes the responsibility of both the Hockey Director to select a panel of five (5) non-affected coaches ("Review Panel") and head coaches from each affected age level to organize a tryout, scrimmage, or any other suitable evaluation method, in order to provide all interested individuals with an equal opportunity to showcase their skills. Once the tryout process is concluded and the player or players have been carefully selected, it is then the duty of the Hockey Director in consultation with the Review Panel and affected coaches to present the recommendation to the GHA Board for final approval.

#### **Example:**

At the 12U level, we currently possess teams with exceptionally deep benches, which unfortunately limits the amount of shifts the players are able to experience. Conversely, at the 14U level, we find ourselves facing a shortage of players. In the unfortunate event that one or two players are not able to travel with the team for any number of reasons, we may find ourselves in a position of having to forfeit games, and potentially even the entire season. It is under such circumstances that the need for a player to skate-up becomes apparent, as it may be the only viable solution to ensure the continuation of our team's participation in the league.

#### **Cross-Rostering:**

Cross-rostering will be treated very much the same as a skate up.

The purpose of cross-rostering is to ensure that any one team in a division has an adequate number of players rostered for games. The purpose is not to load a team. Cross-rostering is a necessary tool in relatively small hockey programs (like GHA) to provide enough players for a



season.

GHA policy is that cross-rostering shall not be used to displace kids from their core teams. Should both divisions be scheduled to play at the same time / weekend, that player will play for their age specific core team first, unless agreed upon by both coaches to do otherwise. Practice times of cross rostered players will also give preference to their core team. The decision on whether to cross-roster and who to cross-roster will vary year to year and within age groups and all depends on the need. The "Cross-Roster/Play-Up" process will include the following items:

- For an individual to Play-Up, there must be an organizational need.
- The player must be in the second year of participation of their current age bracket to be considered.
- The player and parents must understand and agree that his/her age bracket will take precedence.
- The current GHA Hockey Director and both age level Coaches must approve all Cross-Rosters.
- Criteria for allowing Cross-Rostering will be based on the evaluation of the player's skill level and ability to contribute to the older team as well as the player's maturity level compared to the older team's players.
- The player/players in question should be projected to be among the top 25% of all players in the next age division.

#### Skate-Up/Cross-Rostering Request:

All requests for a player to Skate-Up and/or Cross Roster in an age bracket different than the Players age group shall be submitted by a non-parent coach from either the player's age group, or the next age group up to the Hockey Director. Parent, Parent Coach, and/or Player's requests will not be considered. Upon receiving a request from a non-parent coach, the Hockey Director, Review Panel and affected coaches shall vote to recommend or deny the skate-up/cross roster request using the process or factors listed above. The Hockey Director shall present the recommendation to the GHA Board which shall vote to approve or deny the recommendation. All Skate-Up and/or Cross Roster decisions are subject to review by the GHA Board at any time. If, at any time, it is determined that the player who is playing up is experiencing difficulty, as determined by the Hockey Director, Coaches and/or the Board, the decision may be reversed.

#### **8.4 PRACTICING WITH OTHER AGE GROUPS:**

No player will be allowed to practice with a different age group than the age group they are registered for except for special events, such as camps, combined practices or other practices as determined by the GHA Board, Hockey Director and Scheduler. Individual requests to practice with a different age group will not be considered.

## **SECTION 9:** **COACHING**

The Association provides a coach for each team. The coaches will:

1. Teach hockey skills;
2. Teach fundamentals of the game;
3. Promote sportsmanship;
4. Maintain discipline; and,
5. Follow all USA Hockey Rules and SafeSport Guidelines.

Coaches have the authority to expel a player from the game or practice for disciplinary reasons. Fighting, profanity, obscenity or failure of the player to conduct him/her in a sportsmanlike manner will be reasons for such action. These standards apply to the locker room as well as the ice.

The coaches are responsible to the Hockey Director. If no Hockey Director is available or designated they are responsible to the president, who then reports to the Board. If an occasion arises after the game or practice when a parent is dissatisfied with the results of the coaching, remember “24 Hour Cooling Off Period”.

Wait 24 hours before contacting the coach about any situation. If the problem is not resolved contact the Hockey Director/President.

GHA will not reimburse the membership fee required by USA Hockey. Non-Parent Coaches, paid and unpaid, including assistants, will be reimbursed for mileage, meals and lodging. Parent coaches are not entitled to reimbursement for mileage, meals and lodging. When there are two non-parent coaches of the same gender at the same age level, GHA will only reimburse one coach for mileage and lodging. Whenever possible, non-parent coaches of the same gender at the same age level are expected to travel and lodge together. GHA will reimburse one Background check once the background check is complete. Coaches requiring reimbursement must submit a receipt for payment. Coaches attending level five coaching clinics may request reimbursement prior to registering for the clinic. If approved, reimbursement will be issued to the Coach after attending the clinic.

## **SECTION 10:** **FEES**

The following fees have been set for the 2025-2026 season. These fees include membership in the Gillette Hockey Association/WAHL. These fees **DO NOT** include USA Hockey registration fees.

<b>Age Group</b>	<b>GHA/WAHL Registration</b>
6U/8U	\$110.00
10U	\$760.00
12U	\$835.00
14U	\$1,035.00
JV/HS	\$1,260.00
Girls	\$810.00

Online registration will be utilized and a payment plan is available if selected by the player's parent/guardian.

\*Any player approved for playing up will pay the fees for the age level they play at.

\*Any player cross-rostered will pay 50% of the second team fee, unless asked to cross-roster for player number reasons.

**WAHL fees** –Registration includes fees for each player in each division 10U to 19U that cover Wyoming Amateur Hockey League administrative costs. For the 2025-26 season, WAHL increased the registration fee per player from \$10 to \$20.

**Players Not in Good Standing:** Any player that fails to pay their registration fee by August 31st, or fails to pick-up and/or return their raffle tickets by January 15th, will be deemed to be a player Not in Good Standing. A player Not in Good Standing will not be allowed to participate in GHA activities until their status is cured. Additionally, any player Not in Good Standing with GHA will not be released to participate in any other USA Hockey activity until their status is cured including Team Wyoming and other tournament travel teams, Wyoming Development camp, or any other USA Hockey sanctioned activity.

## **SECTION 11:**

### **FINANCIAL HARDSHIP PROGRAM**

The purpose of the GHA Financial Hardship Program also known as the GHA Hardship to assist deserving families in meeting the financial requirements of participating on a GHA hockey team when that family is unable to meet the full obligation due to financial hardship.

Availability of hardships will be dependent on available GHA funds and will be limited to a partial scholarship per family for a particular season. Hardships will not be available to those who are participating in other travel/select programs. Scholarship funds may be specifically identified for this purpose from available budget with GHA board approval and may be collected by fundraising for this purpose or through corporate or individual donations.

#### **11.1 PRIVACY AND CONFIDENTIALITY:**

In order to determine the need and make hardships funds available in the most equitable and fair manner, it is necessary to collect certain financial and personal information. This is done on the application form itself, which is made available to the GHA Board only for the purposes of evaluating hardship availability.

Information collected is not emailed and is not shared outside the Board. It is the Board's intention to keep the process as confidential and discreet as possible.

#### **11.2 PROCEDURE:**

- A. Families seeking hardship assistance must submit an application form by July 31st, to be considered in the August meeting.
- B. Applications should be delivered to the Board president or emailed to [President@gillettehockeyassociation.com](mailto:President@gillettehockeyassociation.com).
- C. All hardship applications will be reviewed and acted upon at the next regularly scheduled board meeting, in executive session. Interviews or requests for additional information may be made by the GHA President.
- D. Hardship applications for which awards are made will be kept in the Secretary's records for the duration of the season; all other hardship applications which are not granted or funded will be destroyed.
- E. If a hardship is granted, an individualized discount code will be emailed for use in the online registration system.
- F. The Board is not obligated to distribute hardship funds equally, and is not obligated to apply all available hardship funds in a given year.
- G. All decisions by the Board are final and not subject to review.

In the event a hardship arises during the course of the season or a first-time player signs up past the deadline, a family may fill out an application form and submit it to the Board for consideration.

### **11.3 RESPONSIBILITIES:**

1. Volunteerism is an important component of the program. All approved applicants will be required to volunteer (20) hours. The player and their family will be required to complete all volunteer duties assigned to them by their team managers for home and away games. (Girls, 14U, and 18U players can trade officiating time if they are USA Hockey certified.)
2. The player will be expected to remain in good academic standing. HS-aged players that are ineligible at any point in the season will be asked to come before the Board and explain the circumstances and plan of action to raise their grades.
3. The player must demonstrate dedication through consistent attendance at team practices and games and exhibit positive sportsmanship.

It is a privilege to receive financial assistance and therefore inappropriate behavior, or violation of the responsibilities above could result in removal from the team, the family being required to pay back the scholarship amount, or forfeiture of awards in future seasons.

### **SECTION 12: VOLUNTEER OPPORTUNITIES**

Volunteer hours are an integral part of the Gillette Hockey Association and are greatly needed to run our organization. We appreciate the work that everyone does to help make our children's hockey experience a positive and enjoyable one. Your Team Manager will offer a variety of volunteer opportunities for families to choose from and shall assign duties if necessary.

### **SECTION 13: FUNDRAISING**

GHA depends heavily on the generosity of local businesses to make up the difference in costs to run the program. There are many ways families can help support our fundraising efforts, specifically selling a rink sponsorship (in-ice logo or dasher board logo).

All Players 10U and older, shall be responsible for selling (25) raffle tickets, valued at \$500.00 total each season. A \$500.00 check shall be given to the Vice-President when a Player receives their raffle tickets and held until a Player returns their raffle tickets and money. If a Player fails to sell their book by January 15th, then the check will be cashed. Failure to pick up raffle tickets before October 15th, 2025, will cause a Player to be not in good standing, and the player shall be prohibited from participating in GHA activities until a \$500.00 payment is made to GHA.

#### **OTHER FUNDRAISING:**

Any additional tournaments or fundraising activities must be approved by the Board prior to initiating fundraising activities. All donations made shall be addressed to Gillette Hockey Association and delivered to GHA to be accounted and distributed. Any monies raised shall benefit the entire organization, unless specifically approved by the Board to be used for team travel to Nationals, and/or any other approved purpose.

**SECTION 14:**  
**NON-WAHL GAMES & TOURNAMENTS**

1. Each team will be allotted \$200.00 per season to use on tournament registration, ice fees for hosting scrimmages, team building, etc. Receipts must be turned in prior to the annual March meeting/Banquet. Unused monies will remain in the general fund.
2. Any team representing GHA in non-WAHL competition must seek Board approval prior to committing to the event. The Board will require the roster to be open to all GHA players in the appropriate age level and a GHA endorsed/USA Hockey certified coach must be on the bench.
3. The GHA Registrar needs at least 10 days' notice to create a roster for non-WAHL games and/or tournaments.

**SECTION 15:**  
**PRACTICE AND GAMES**

1. All games and tournament schedules will be posted on Crossbar as soon as possible.
2. All practice schedules will be posted on Band App.
3. Two to three practices per team per week is the goal.
4. Practices are mandatory. The coach must approve excused absences.
5. Any additional ice time not purchased by GHA and outside of a GHA regularly scheduled practice time shall be open to all skaters in that age-group in order to remain covered by GHA. Any restrictions on who may attend from the age group, will cause the ice time to be unsanctioned, and not covered by GHA or USA Hockey's Insurance.
6. Unexcused absences from practices or games may result in exclusion from play in one or more periods of the next game at the coach's discretion.
7. Players will report one half hour before practices or games unless otherwise directed by the coach.
8. To participate in the State Tournament each player must participate in 50% of games as per WAHL Rules. Exceptions can be granted by the Age Director. All appeals must be made in writing and submitted to the Age Director for decision at least two (2) weeks before the first game of the State Tournament.

**SECTION 16:**  
**LEAGUE TEAMS**

1. Levels: 10U, 12U, 14U, 18U and Girls.
2. Maximum of 20 players per team, except High School which can roster 30 players per team and may dress eighteen skaters and two goalies (20) total.
3. Extra costs include additional practice times, tournament fees and travel costs, shall be covered by the participating player unless otherwise stated.

## **SECTION 17:** **TEAM MANAGER**

Each GHA team will have a Team Manager, this person is a foundational communication link between the coach and the team parents. The team manager also strengthens GHA by contributing information and suggestions at the association board meetings.

Requirements of this position include (but are not limited to):

1. Regular communication with coach and team parents, via e-mail and text.
2. Help to organize out of town travel for both league and tournament games.
3. Distribution of information from GHA board and coach.
4. Review and validate team roster, maintain roster book.
5. Ensure that all game volunteer activities are planned with team parents and scheduled prior to each event. This includes, but is not limited to, scorekeeper, timekeeper, and home penalty box.
6. Assist the head coach in team meetings.
7. Report all parent and player misconduct to the team coach.
8. Act as a liaison between the coaches and the parents, enforce the 24-hour rule. Get coach and parent together to discuss issues. Report to Hockey Director if resolution cannot be reached.
9. Assist in the enforcement of USA Hockey and SafeSport Locker-room policies by providing the Registrar and SafeSport Coordinator all parent/volunteers USA Hockey Registration # and SafeSport completion information.
10. Be a representative of USA Hockey and GHA at all games, enforce the zero tolerance policies of USA Hockey and GHA.

## **SECTION 18:** **COMMUNICATION**

1. Suggestions, thoughts, questions or grievances about the program should be directed to the Team Manager or a member of the board.
2. Email, Facebook and team app. will be the main form of mass communication. Notices, schedules and camp information will be posted at Spirit Hall in addition to these emails. In addition to GHA Board correspondence it will be the coach's duties to further inform their teams of additional team specific information. Information, suggestions and comments can be made at [www.gillettehockeyassociation.com](http://www.gillettehockeyassociation.com). It will be the parents' responsibility to ensure that the association has a current email address for each family.
3. Board Meetings – Meetings are held monthly – see Facebook for details.
4. Annual Meeting – the Annual Meeting details will be emailed.

## **SECTION 19:**

### **CODES OF CONDUCT**

#### **19.1 PURPOSE:**

These guidelines are designed to prevent unacceptable behavior pro-actively and should not be viewed simply as a method of punishment. It is the view of the board that our intent is prevention and not punishment.

#### **19.2 APPLICABILITY:**

The USA Hockey and Wyoming Amateur Hockey League rules of conduct apply to all coaches, players and legal guardians of the participating player for association and related activities. USA Hockey and Wyoming Amateur Hockey League rules govern all games and conduct. All coaches, players and legal guardians of the participating player will be required to sign the conduct agreement stating that they are familiar with the player/parent/coach rules and will subscribe to the consequences of those rules.

Please read each item thoroughly. It's our unwavering expectation that each member abides by these guidelines:

#### **19.3 PLAYER CODE OF CONDUCT**

1. Play for fun.
2. Work hard to improve your skills.
3. Be a team player; get along with your teammates.
4. Learn teamwork, sportsmanship, and discipline.
5. Be on time for practices and games.
6. Learn the rules and play by them. Always be a good sport.
7. Respect your coach, your teammates, your parents, opponents and officials.
8. Never argue with the official's decision.
9. Players are expected to be dressed clean and neat. Coaches may impose additional standards.
10. Absolutely NO use or possession of alcohol, tobacco or drugs by players. Use of controlled substances will result in immediate suspension and/or expulsion.
11. When traveling, players represent themselves, parents, GHA and their community and should use appropriate behavior.
12. GHA strictly prohibits any player driving themselves (without a parent) to an away game, away scrimmage, away camp or any other function requiring out of town traveling during the hockey season October through March or when representing GHA for any traveling hockey event. Players must have an adult that assumes responsibility and liability for that player. Any player that does not adhere to these traveling rules will not be allowed to participate in said event.
13. The coaches may set their own rules and players are expected to abide by them.



#### **19.4 COACHING CODE OF CONDUCT**

Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment. All GHA Coaches shall:

1. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
2. Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, don't yell at players.
3. 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.
4. 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.
5. Maintain an open line of communication with your players' parents.
6. Be concerned with the overall development of your players. Stress good health habits and clean living.
7. To play the game is great; to love the game is greater.
8. Communicate with the Hockey Director and implement organizational goals and structures.
9. Follow all USA Hockey, WAHL and GHA Rules and Regulations.

#### **19.5 PARENT CODE OF CONDUCT**

1. Do not force your children to participate in sports but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
2. Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
3. Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all its participants, your child will benefit.
4. Emphasize skill development and practices and how they benefit your young athlete. De-emphasize competition in the lower age groups.
5. Know and study the rules of the game and support the officials on and off the ice. Any criticism of the officials only hurts the game.
6. Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice-it is destructive. Work toward removing physical and verbal abuse in youth sports.
7. Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate and support them.
8. If you enjoy the game, learn all you can about the game and volunteer.

## **19.6 OFF ICE OFFICIAL CODE OF CONDUCT**

This includes timekeepers, PointStreak and score sheet attendants, and penalty box attendants. Any individual who is working those positions must adhere to the following:

1. There is to be no cheering. All off-ice officials are neutral.
2. There is to be NO COACHING from the scorers' table and penalty boxes.
3. Individuals in the penalty boxes must be over 18.
4. Those individuals in the penalty box are NOT permitted to engage in banter with players.
5. All of those at the scorers' table are NOT allowed to voice opinions to referees on calls.
6. If ANY player in the penalty box becomes unruly or uses profane language, the attendant is responsible to let the referee know immediately.
7. If a penalty box attendant becomes unruly or is cheering or coaching loudly, the timekeeper needs to let the referee know immediately.
8. Any violations of these guidelines will result in the attendant being removed immediately. Game will be delayed until the person is replaced.

## **19.7 OTHER GENERAL RULES**

1. Foul, vulgar or abusive language shall not be used by anybody associated with the GHA organization. (Coaches, players, parents, spectators).
2. Coaches and teammates should treat each other equally. Treat each other with respect.
3. All players shall receive an equal amount of playing time at the 10U and 12U Levels.
4. If a player or assistant coach cannot make a game or practice, they should contact the coach as soon as possible so he may make the necessary arrangements.
5. No players are allowed on the ice without a coach on the ice as well.
6. No Tobacco, Drug or Alcohol use during any GHA Event (practice, game, etc.)
7. Anybody attending GHA Events shall follow all rules and expectations of the Rink Staff and its use Policies.
8. Foul, vulgar or abusive language, and/or conduct detrimental to GHA shall not be used when interacting with GHA's Social Media accounts. This guideline applies solely to commenting, tagging, or interacting with GHA's Social Media Accounts.

**SECTION 20:**  
**DISCIPLINARY COMMITTEE**

The purpose of the GHA Disciplinary Committee is to establish a group who will provide an unbiased environment to deal with situations that arise during the hockey season. These situations can be but are not limited to violations of USA Hockey's playing rules, GHA's player, parent, coaching, or off-ice officials' code of conducts, GHA's general rules, USA Hockey's Code of Ethics, WAHL playing rules, and WAHL Player and Parents Code of Conduct. The committee will also be responsible for the enforcement of any discipline or supplemental discipline handed out. All Gross and Match misconduct penalties that occurred during play are automatically subjected to a committee hearing.

Disciplinary proceedings will follow the **USA Hockey By-law #10. DISPUTE RESOLUTION, DISCIPLINE, ARBITRATION**, found in the USA Hockey Annual guide. The Disciplinary Committee will be determined at the time of need by the President and the Hockey Director.

The following guidelines will prevail:

**A. Non-Club Activities**

The Gillette Hockey Association and Campbell County Parks and Recreation department do not have control over non-club activities. The Board of Directors believes that participation should be viewed as a privilege. As such, the Association will work with the parents and schools to take appropriate action as a consequence for any delinquent activity or to encourage satisfactory school performance. Player behavior that violates CCHS / TBHS sports eligibility guidelines will be handled according to CCHS / TBHS policy.

**B. Club Activities**

Violations of any of the following while participating or attending a club activity will result in a suspension.:

- Illegal possession of alcohol, tobacco, or drugs;
- Destruction or theft of property of another player, coach, facilities, hotels, etc.;

The possession of any gun or any other instrument intended to threaten or cause bodily harm to other participants will result in a one-year suspension. The player will not be reinstated unless the discipline committee recommends reinstatement after the one-year suspension.

## **SECTION 21:** **POLICIES**

### **21.1 USA HOCKEY ZERO TOLERANCE POLICY**

GHA fully adopts and implements USA Hockey's Zero Tolerance Policy as stated in the USA Hockey Annual Guide.

### **21.2 GILLETTE HOCKEY ASSOCIATION WHISTLEBLOWER POLICY**

This Whistleblower Policy of Gillette Hockey Association (GHA): (1) encourages board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the GHA; (2) specifies that GHA will protect the person from retaliation; and (3) identifies where such information can be reported.

A. Encouragement of reporting. GHA encourages complaints, reports or inquiries about illegal practices or serious violations of GHA policies, including illegal or improper conduct by GHA itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, SafeSport violations or other similar illegal or improper practices or policies. Other subjects on which GHA has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

B. Protection from Retaliation. GHA prohibits retaliation by or on behalf of GHA against board members, staff, or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. GHA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.

C. Where to report. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports, or inquiries. They should be directed to GHA's designated SafeSport Coordinator first and foremost and if they are not available, move onto the President or Vice President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Secretary. GHA will conduct a prompt, discreet, and objective review or investigation. Directors, staff, or volunteers must recognize that GHA may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

### **21.3 GHA'S LOCKER ROOM POLICY (ADOPTED 10-11-17)**

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.

#### **21.4 LOCKER ROOM MONITORING**

GHA will comply with all SafeSport requirements related to locker room monitoring.

#### **21.5 PARENTS IN LOCKER ROOMS**

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 we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players in getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. Any parent in the locker room must be SafeSport Certified, have completed their USA Hockey Background Check and have provided their registration to the GHA SafeSport Coordinator by sending the same to [safesport@gillettehockeyassociation.com](mailto:safesport@gillettehockeyassociation.com).

#### **21.6 MIXED GENDER TEAMS**

Some of our 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. Where possible, GHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all of our players.

#### **21.7 CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices (hereinafter referred to as "Cell phones") with recording capabilities, including voice recording, still cameras and video cameras, are not permitted in the locker rooms pursuant to SafeSport Policies. Any player or coach using their Cell Phones shall have their Cell Phone confiscated, and be subject to discipline.

#### **21.8 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 Safe Sport Policies. Reports of any actual or suspected violations, you may email USA Hockey at [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org) or may call 1-800-888-4656.

## **21.9 SAFESPORT CERTIFICATION**

All players shall have one (1) parent who is SafeSport Certified and who has completed USA Hockey's background checks by October 1, 2025. If as of October 1, 2025, a player does not have a parent who has received their SafeSport certification and completed background check, the player will not be allowed to take the ice until such time as one of their parents completes the SafeSport process and background check. Upon the completion of the SafeSport process and Background check, the player will be reinstated. For any player suspended under this process, no refunds will be issued for missed ice time, or if they elect to not participate in GHA.

**GILLETTE HOCKEY ASSOCIATION AND USA HOCKEY**  
**PARTICIPANT CODE OF CONDUCT**

PLAYER NAME: \_\_\_\_\_

SEASON: \_\_\_\_\_

To be read and signed by Player, and any Parent/Guardian who will be attending any Gillette Hockey Association (GHA) event, including but not limited to practices and/or games. The signature of one parent/guardian shall be sufficient to bind any other Parent/Guardian and/or family member to the code of conduct contained herein.

Gillette Hockey Association (GHA) strives to create a fun and welcoming environment to play, watch and enjoy the sport of ice hockey. To that end, we have created Codes of Conducts for Players, Parents, Coaches, Off-Ice Officials and General Rules and expectations for our organization. All codes of conduct and guidelines can also be found in the GHA Handbook.

Any player, parent, coach, or team official who cannot abide by these rules or violates them will be subject to further disciplinary action, subject the GHA's disciplinary procedures and governed by USA Hockey Bylaw 10.

Player Name \_\_\_\_\_

Date: \_\_\_\_\_

Player Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_