Greeley Youth Hockey Association Policies and Procedures

The following are policies and procedures of the Greeley Youth Hockey Association (GYHA). GYHA is a member association of Colorado Amateur Hockey Association (CAHA) an affiliate of USA Hockey (USAH) in The Rocky Mountain District (RMD). GYHA currently participates in the Colorado Recreational Hockey League (CRHL). Any policy not specifically covered herein shall fall under the guidelines and bylaws of USA Hockey, CAHA and Leagues.

Section: Membership

All members are required to abide by all GYHA, League, CAHA, and USA Hockey bylaws, guidelines, policies and procedures. Members are defined in the bylaws.
Membership Requirements:

- USA Hockey Registration - All players, coaches, Board, team managers, team treasurers, and volunteers. USA Hockey Registration
- USA Hockey Background Screen - All coaches, Board, team managers, team treasurers and locker room monitors. Run through NCSI and cost is set at $30 for all domestic screens and is good for 2 years. GYHA does not reimburse for background checks. USA Hockey Background Screening
- SafeSport Training - All players age 18 and older, coaches, Board members, team managers, team treasurers and locker room monitors are required. It is recommended that at least one parent per family also do this training. The Core SafeSport Course is required for the first year, then you will have 3 years of Refresher Course. Each training is valid for 12 months from when you complete it so be sure to pay attention to when it will expire. U.S. Center for SafeSport

1. Players

A registered player of GYHA must be a member or a dependent of a member of this Association and appear on an official USA Hockey registration for GYHA. Such players are recognized during all league and post-season games. Player participation within the Association shall be governed by specific rules and GYHA policies. Players shall comply with the Player's Code of Conduct as established by USA Hockey. Players are expected to register online with USA Hockey and CAHA before trying out for any team. Players will be asked to bring confirmation of on-line registration and present that registration before stepping on the ice for tryouts. Any player who will obtain the age of 18 during either calendar year of the current season must complete SafeSport training as required by USA Hockey.

2. Parents

All parents will be subject to the Parent Code of Conduct as established by all governing bodies and leagues. These rules cover, but are not limited to, off-ice, in-stands, in-dressing room behavior and fund-raising activities, which reflect on the entire Association. Parent volunteers that will have contact with minor players are required to register with USA Hockey, complete annual SafeSport training, and pass a background screening.

Volunteer Hours- GYHA is operated entirely on a volunteer basis. Without adequate volunteer support for practice and game operations, teams will not be able to participate. Volunteers are essential to maintaining a safe program.

- Each player's family is required to complete a minimum number of team volunteer hours per season, as established annually by the Board of Directors.
- Hours may include, but are not limited to: scorekeeping, penalty box operation, locker room monitoring (per SafeSport requirements), team event support as approved by the team manager and other duties assigned by the team manager.
- The following are automatically exempted from the team volunteer hour requirement due to many hours already put in during the season: Board, Coaches, and Team Managers. Additional exemptions may, at the Board's discretion, grant additional exemption to parents who contribute significant time or service at the organization-wide level.
- Team Managers will maintain a record of volunteer hours completed.
- Failure to meet the required season hours will result in additional fees set by the Board prior to the season. Failure to pay the fee will result in the player not being eligible to register for further GYHA activities or receive a Player Financial Release.

3. Coaches

To the extent reasonably possible, GYHA shall provide each team with competent and dedicated coaches. To this end, the Association shall establish and maintain a commitment to training, facilities, and support for any member of the GYHA coaching staff. GYHA requires that all coaches follow uniform codes of instruction, discipline, certification, and participation, as specified by USA Hockey. In addition, all coaches must follow the USA Hockey Coaches' Code of Conduct. Coaches are responsible for player conduct and are responsible for the first level of discipline for inappropriate behavior on the bench, ice, and locker rooms. All on ice participation is at the discretion of the coaches and Coaching Director. Coaches are responsible for knowing where first aid kits and the AED is located at the Greeley Ice Haus.

Requirements:

Coaching Application and Crossbar Coaching Registration
USAH Registration & Background Check
Annual SafeSport training
Age-Specific Module
Coaching Education Program Certification

Annual Concussion Training (SB11-040)
All coaches are subject to the terms of their contract as well as all USAH, CAHA, and GYHA policies, guidelines and bylaws.

4. Managers

The Team Manager oversees the operational aspects of the team. Each team is required to have a Team Manager. The Team Manager serves as the communication director, financial director, and team liaison. The Team Manager coordinates all off-ice tasks and shares pertinent information with players, parents, and coaches. This enables the coaches to focus on player development and on-ice instruction to provide players a rewarding hockey experience

Requirements- Managers must be a member in good standing. Coaches/Assistant Coaches cannot fill this role nor can their spouse.

Duties-

- Hold initial and as needed team meetings
- Manage communication with the team, coaches, and the Board
- Maintain team credential requirements- see Team Credentials
- Coordinate with the Head Coach for team building and team parties
- Manage team fundraising and sponsorships
- Approve/deny and monitor team social media page
- Enlist volunteers and delegate tasks, track volunteer hours
- Tournament/Jamboree planning, communication, check-in

5. Coaching Director

The Director of Coaching is appointed August1st through July 31st by the Board of Directors and is responsible for overseeing the coaching staff at all levels of GYHA, supporting player development, and maintaining regular communication with GYHA Board of Directors.

Duties include:

- Annual registration with USA Hockey, background screening, SafeSport training, concussion training and relevant coaching certifications.
- Procure and assign qualified coaches to respective teams
- Approve or revise assistant coaches and team managers submitted by coaches and communicate those to the Registrar.
- Encourage players' well-being and growth as hockey players and as human beings
- Oversee duties, assignments, and responsibilities of coaching staff
- Evaluate and assign players to appropriate levels/teams
- Train coaches and ensure proper credentialing
- Review and resolve first level disciplinary disputes for players, parents, coaches
- All other duties as described in their contract

Section: Teams

1. Team Competition

Teams are competitive, with emphasis on fun, safety, instruction, and competition. Players on these teams should play league games with a competitive spirit while emphasizing participation. Coaches should make an effort to play all players as close to equal time as possible, except for powerplays, penalty kills, and the last three minutes of the game. However, coaches may use their discretion to limit playing time for any player if there is a lack of participation or tardiness to team events, poor attitude, or any conduct (on or off the ice) that is deemed detrimental to the team.

In the event that the governing League establishes different levels of play within any given age level (i.e., 'tiers"), and there are enough GYHA players at that age level to warrant more than one team during that season, GYHA reserves the right to establish multiple teams and allocate players to those teams based on skill level accordingly. The team selection will be conducted by the team coaches, Coaching Director, and third parties as determined by the Coaching Director during Player Evaluations (tryouts). All teams must be rostered through USA Hockey and registered through CAHA prior to any team games.

All players selected for the teams will be expected to compete in all scheduled League games and playoffs. Players should not play in a higher age bracket unless specifically authorized by the Coaching Director and approved by the Board of Directors. Players who feel they are capable of playing at a higher age group must first obtain authorization from the Coaching Director, subject to approval by the Board per USA Hockey and CAHA guidelines, to try out for another team in the higher age group. Upon selection, the transfer will be effective for that season. Under no circumstances can a player play up more than one level. A season constitutes all scheduled league games, and additionally any definition as stated by USA Hockey, which may extend beyond scheduled league games.

For tryout teams- players and parents understand and acknowledge their commitment to travel and their obligation to the team for which they are trying out for, and accepting selection to. Tournament travel and lodging expenses for one non-parent coach is the financial responsibility of each team. Team members will contribute equally for these expenses. Expenses will be paid based on lowest economy fares when flying, fuel when driving, team hotel room will be covered with no incidentals. No meals or other expenses will be reimbursed.

2. Team Size

Players cannot be refused a position on a team roster based on skill unless the coaching staff determines that safety of that player would be an issue, provided there is still space remaining on the roster. GYHA may create any number of teams and the size of teams will be based on the current needs and resources available. The Head Coach and Coaching director will determine the player roster positions. The Board may allow more players to be rostered, based on the coaches' recommendations, approval of the Coaching Director, and approval of the Registrar. USA Hockey limits for rostered players will be the absolute maximum.

3. Team Credentials

Team Managers will manage and maintain team credentials via Crossbar and Google Drive. Required credentials:

- USA Hockey Official Roster
    - The GYHA registrar will submit for and manage all changes to the official roster.
    - A link to the USA Hockey Official Roster will be emailed to the Team Manager by the Registrar. The Team Manager will verify and print the roster. If any errors are found, please email the Registrar with those details. This link will be used to submit or prove rosters when needed.
    - Roster additions and/or deletions that are made to the official roster (the deadline for roster changes is Dec. 31) will be accessible from the same link originally provided for your roster. Be sure to save your team's USA Hockey Roster link to access updates to the roster throughout the season. The Hockey Director and the Registrar must approve all additions/deletions before a player will be allowed on the ice with the team.
    - If a player shows as Non Verified in the DOB Verification column on the USA Hockey Roster, the Team Manager may be asked to help procure birth certificates for those players and submit them to the Registrar for verification.
    - Please note that roster changes should not be made in GameSheets and any changes in GameSheets does not constitute an official roster change. If you need changes or corrections made to your roster, please contact the GYHA registrar. registrar@greeleyyouthhockey.org
- Consent to Treat Forms
    - All players, coaches, and managers are required to complete a Consent to Treat form. All forms will be available in Crossbar or Google drive.
- Code of Conduct Forms
    - All players and parents are required to complete a Code of Conduct form. **Each parent/guardian needs to sign the** PARENT Code of Conduct. All signed forms will be kept in Crossbar or Google Drive. Players over the age of 8 should sign their own PLAYER Code of Conduct. A parent may sign for players under 8 years old but must review the code with them.

- Waiver of Liability
    - All players are required to have a complete Waiver of Liability. All forms will be kept Crossbar or Google drive for access if needed.
- Travel Permits
    - A Travel Permit is required for all teams traveling out of the state or country. (This includes any games in Wyoming.) Tournaments may ask for the permit to be submitted to them prior to travel and/or may review your permit at the tournament check in. All travel permits must be kept by the Team Manager. Travel Permits are submitted through CAHA. To submit a request for a travel permit, you must be logged into CAHA, have your USA Hockey Roster Team ID number (found on your USA Hockey Roster) and the tournament's sanction number (found on the tournament website or by contacting the director of that tournament) to complete the permit request. Travel Permits can be found on CAHA's Managers Corner and by then choosing the subheading Forms & Links.

4. Tournaments/Jamboree

All tournaments and jamborees must be USA Hockey Sanctioned, exceptions may be made for non-traditional CRHL season teams.
CRHL Teams 10U-18U- Tournament options will be selected by the Head Coach. The Team Manager will then provide voting for the team and confirm player attendance to make the final tournament selections. The Team Manager will provide the scheduler the list of tournaments immediately following the selection and then register when available. Non-parent coaches may request team reimbursement of travel expenses including hotel and fuel. If the team votes to cover this expense, the team will contribute equally.
CRHL Teams 8U- All Jamborees will be selected by the Coaching Director and Board, registration fees will cover the Jamboree costs.
All Other Teams-Two tournaments will be selected by the Board at the beginning of the season in conjunction with the Head Coaches availability. Additional tournaments may be voted on for participation by the team. The Team Manager or GYHA Treasurer will register for the tournaments, Team Manager will manage all other tournament related activities. The team will contribute equally to ALL tournament fees. Tournament travel and lodging expenses for one non-parent coach are the financial responsibility of each team. Team members will contribute equally for these expenses regardless of whether the player participates or not. Expenses will be paid based on lowest economy fares when flying, fuel when driving, team hotel room will be covered with no incidentals. No meals or other expenses will be reimbursed.
If Tournaments are stay to play, Team Managers will coordinate room bookings. GYHA provides a reimbursement to coaches of $200 per season for hotel rooms.

5. Scheduling

The Scheduler will release practice days and times as early as possible. Please note that we are just one user of many at the Greeley Ice Haus and we do not have control over scheduling. All dates and times are subject to change. If a team misses a regularly scheduled practice due to a tournament, it will not be rescheduled.
Teams are not guaranteed a set number of practices nor full ice practices. If the Ice Haus closes, a schedule conflict arises, or any other circumstance that requires a practice to be cancelled, the practice time will not be rescheduled.

Section: Registration Rules

Players must meet the age requirements as specified by USA Hockey or petition the Coaching Director for exemption, subject to the rules of CAHA. All players must have an active registration with USA Hockey before being placed on a team roster. Players may be either male or female. Registration fees must be paid by the due date set by the Board. Additional fees may be assessed at a team level. Players 18 years of age or older may register themselves.
Parents or players must electronically acknowledge they have read, understand and accept all registrations. Parents and/or players must sign multiple required documents in the registration. A parent or player who willfully provides false or misleading information on their registration to any GYHA programs may be subject to immediate suspensions for a time period set at the discretion of the Board.
If a player has played the previous season for a hockey association in Colorado other than GYHA, that player's parents, or the player if said player is 18 years of age or older, must request a release from that association. The request may be made by email, with a copy of the email going to the GYHA registrar and must be received prior to the start of the season.
See Fees and Refund policy.
Players can register with GYHA while registered with another organization provided that:

- The organization is NOT associated with CRHL or any other organization that competes against GYHA during the pre-season, regular season, tournaments, or state competition.
- Any double registration with GYHA and another organization associated with the same league or a competitor of GYHA will result in immediate disqualification of player, removal from roster, and forfeiture of any possible refund.
- Player is in good standing with the other organization.
- GYHA Board can authorize exemptions to this policy for specific circumstances such as Tournament Teams.

Section: Safety

- GYHA is committed to conducting its activities in a safe manner. To that end, GYHA may establish any necessary rules to support the individual safety of its players, coaches, volunteers, and employees. All coaches and players shall adhere to the safety and equipment requirements established by CAHA, USA Hockey, the City of Greeley, and the Greeley Ice Haus.
- Any injuries (including concussions) to players, coaches, or volunteers during GYHA events must be reported within 24 hours to the Coaching Director and info@greeleyyouthhockey.org.
- First Aid- Greeley Ice Haus provides access to multiple first aid kits and an AED. All coaches and team managers will receive information on location and contents prior to the start of season. Any use or application of first aid must be reported within 24 hours to the Coaching Director and info@greeleyyouthhockey.org.

Section: Insurance Coverage

Each USA Hockey Registered player, coach, and volunteers while acting within the scope of their direct responsibilities on behalf of USAH are automatically enrolled into the USA Hockey insurance program. Coverage is only for injuries arising from USAH sanctioned activity and is supplemental to your primary health insurance. If you are injured during a GYHA activity you may be eligible for coverage. (Rocky Mountain District) USAH Insurance

Section: Member Discipline

All members must abide by the Code of Conduct at all times. Any discipline imposed pursuant to Bylaws or policy and procedure, may be shared with or communicated to governing organizations, including but not limited to USA Hockey and CAHA.

Section: Grievances

All on-ice associated grievances, other than for disciplinary actions as stated in Article V herein, will be communicated to the Head or Assistant Coach as appropriate. On-ice related grievances may not be communicated during a game or practice, within 24 hours before or after a game, or practice, or in the presence of any minor. In the event a member is not satisfied with the response or solution, the member will then communicate the grievance to the Coaching Director. The Coaching Director will attempt to resolve the grievance within a reasonable period of time. In the event that the Coaching Director is also the coach involved in the issue at-hand, the grievance shall be directed to the GYHA Vice President. In the event that the VP is a parent on that particular team, the grievance should be escalated to the GYHA President.

Section : Finance

1. Fees

- GYHA will set fees for all programming. Fees do not include any payment processing fees.
- GYHA will offer registration protection insurance through Crossbar. Every parent or player should review and make an informed decision whether to purchase coverage.
- If any player's fee is not paid when due, members will have fifteen calendar days past the due date to make the payment. If the payment is not made by then, the player is subject to immediate suspension for non-payment of fees and may not participate in any GYHA activities. Upon fees being brought current, member will be notified in writing that they may resume participation.
- Late fees will be set per registration.
- Any fees for returned checks will be charged to the member.
- Registration deposits and tryout fees are not refundable.

2. Team Expenses & Fees

- This can include tournament fees, coaches travel and lodging, dry-land, team building, etc.
- Teams are responsible for contributing equally in order to cover the cost of tournaments.
- Teams may take loans from the organization in order cover tournament registration fees. **If teams do not fundraise enough to cover these loans, additional fees will be assessed to each individual player on the team.**
- 8u Teams will participate in Jamborees and the cost of those will be included in their registration fees.

3. Refunds

The board of directors are fiscally responsible for the welfare of the entire GYHA organization, refunds shall only be considered in rare and extreme cases:

- A full refund will be issued if, during tryouts or within the first two weeks of practice, the coaching staff determines that the player does not yet possess the ability to safely compete.
- A prorated refund of registration fees (minus deposit) will be granted prior to the first scheduled practice of the preseason/tiering season/fall season if GYHA is able to fill your spot with another player.
- No refunds will be available after the first scheduled practice other than for season-ending injury or illness and must be approved by the Board. Any claim for the refund for injuries or illness must be presented to the Board in writing and must be accompanied by a physician's statement of restriction.

- A prorated refund or stop payment may be granted if a player is required to move away from the Greeley area mid-season (minus deposit). The Board of Directors must be notified in writing prior to the move for any possible refund to be considered.
- All refunds will be less any processing fees.

4. Team Treasurer

A Team Treasurer will either be the Team Manager or another selected team parent. They must be registered with USAH, background screened, and SafeSport trained. In addition, they must also have a valid Driver's License or other identification documentation for the bank. The Team Treasurer is responsible for the collection and distribution of the team's funds as well as making available an accounting report of the team's expenditures to the parents. This is a very important role not only for the team but also for the financial accountability of the organization. The Treasurer must keep all accounting information accurate and ensure all information is being recorded in a timely manner.

It is the job of the Team Treasurer to budget (with assistance from the Head Coach and Team Manager) all team expenses for the season, collect fundraiser money, sponsorships, donations, and to maintain accurate and up to date records of these transactions.

Team Accounts

GYHA Treasurer will provide each Team Treasurer and/or Team Manager with their team's bank account. Each Team Treasurer will be responsible for a Debit Card, no one else is authorized to use the card. The cardholder is the only one who may use the card. It is never acceptable to give the card, number, or a photo of the card to anyone else. The Team Treasurer must sign up for online banking access for their team account. The Team Treasurer will be required to maintain a bank register in the shared google folder. This must be updated on a weekly basis at minimum and sent to the GYHA Treasurer monthly.

- All funds collected in the team account are for the use and benefit of the team as a whole. It is acceptable for some players who can't attend, etc. to miss but not acceptable for spending to benefit just a select group of players unless voted for by all the parents on the team.
- All transactions shall be agreed upon by the majority of the parents/guardians. Parents shall be asked to vote on spending and have opportunities to provide input on how funds are spent. Voting shall be done in a manner that gives each parent an opportunity to participate. It is preferred that you vote electronically so that each player's family gets the opportunity, it can be anonymous, and you have a record of the vote. Results of the vote must be shared with the team, including specific numbers, but you are not to share how a specific person voted. If you are voting in person, parents must be given at least a 3 day prior notification that voting will be happening.

- Transparency of the team account is required. This is not your personal account. Any member has a right to know the details of the account at any time. Regular updates to parents of the balance, paid and outstanding expenses of the account are expected. You are responsible for maintaining adequate funds in the account to cover expenses and any minimum balance requirement.
- Each account has a $1,000 minimum balance which is funded by the organization and not to be used by the team. If the balance drops below this amount, the team is required to replenish to the $1,000 balance and cover any fees incurred.
- Any banking fees incurred on the account will be the responsibility of the team. This includes dropping below the minimum balance, returned check fees, overdraft fees, etc.
- Any outstanding balance in the account above the $1,000 on **March 15th** will be transferred to the main GYHA account. **All transactions must be fully processed by this date. No exceptions!**
- Team Treasurer or Team Manager is the only person authorized to use and hold the account debit card and is responsible for any transactions charged. Under no circumstances shall a card or card info be given to another person.
- Lost or stolen cards must be reported immediately to the bank and the GYHA Treasurer.
- Any potentially fraudulent activity must be reported to the bank immediately and then notify the GYHA Treasurer.
- Please note there may be daily transaction limits, per transaction limits, etc. per bank policy.
- Team Treasurer is responsible for responding to any bank fraud inquiries.
- All Team bank accounts are set up under GYHA. The billing address is:

  Greeley Youth Hockey Association
  900 8th Ave
  Greeley, CO 80631
- You must use the address above as the billing address but you can use whatever shipping address you would like.
- It is against GYHA policy for coaches to direct or manage the team account. They may provide input or suggestions on how team funds are spent.

Loans

GYHA recognizes that most teams need to register for tournaments prior to being able to complete fundraising. In order to allow teams to not miss a registration, the GYHA Board allows for team loans to be made from the Main GYHA Bank Account. These requests will be reviewed by the GYHA Treasurer and GYHA President for approval. All loaned funds must be returned to the main GYHA account as soon as the team has funds available but no later than January 31st. If the team does not raise enough funds to cover the team loan, the total will be divided equally for each family and charged directly through Crossbar by mid-February. Any family that does not pay fees assessed to them will be ineligible for play and not be able to receive a Financial Release. The Team Account may also be suspended until the loan is repaid. The GYHA Treasurer will

make a loan request form available if needed. Team Treasurers must notify parents that a loan has been taken including the amount and what it is for.

Purchases

Purchases can only be made by the cardholder for that card. The purchase can be made in person, by phone, internet, fax, or by mailing a completed order form. No CASH transactions/withdraws are allowed without prior written approval of GYHA Treasurer.

Personal Account Purchase

- All guidelines apply to purchases made on personal accounts for reimbursement by team funds.
- All efforts should be made to have all transactions completed through the Team Treasurer. Reimbursement for purchases on personal accounts should be very rare.
- PRIOR to making the purchase, the individual must make the request to the Team Treasurer and Team Manager for approval with a specific description and amount. The Team Treasurer and Team Manager will either approve or deny the request based on these guidelines and management of the team funds. If approved, the signed off request must be submitted with the receipt.
- Team Treasurer nor their immediate family can make any purchases on a personal account. If you find a situation where this is necessary, you must obtain approval from the GYHA Treasurer prior to making the purchase. Under no circumstances shall the Team Treasurer reimburse themselves or their family.

Check requests may be made to the GYHA Treasurer via electronic form. If approved a check will be provided within 3 business days. No temporary checks are allowed even if available.

Deposits shall be made no later than 30 days after receipt. All deposits must be tracked to each player/event, every dollar should be able to be tracked back to the source. Mobile deposits must be limited to only large checks.

Proper documentation for all transactions must be saved into the Google Shared folder for the team no later than 30 days after the purchase. The check register must be updated frequently to track all transactions in the account and sent to GYHA Treasurer monthly.

Financial Violations and Restrictions

- PERSONAL PURCHASE(S): A personal purchase is anything that is not for the use, benefit or ownership of GYHA. It is against the law to use nonprofit funds to purchase items for personal use and it may be considered a fraudulent act. GYHA must be reimbursed immediately. In the event of willful or negligent default of these obligations, GYHA shall take recovery action as permitted by law.
- All purchases must be appropriate and for the use, benefit, or ownership of GYHA.

- Documentation: Any transaction that does not have proper supporting documentation submitted within 30 days of the billing cycle could result in team account restriction.
- Processing: If team funds are not being spent properly or if the team treasurer has not submitted required statements and documentation in a timely manner it could result in team account restriction.

Financial Code of Ethics

Any person entrusted with financial transactions by GYHA who purchases goods and services, shall be bound by this code and shall:

- Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- Conduct all activity in accordance with GYHA guidelines.
- Demonstrate loyalty to GYHA by diligently following purchasing guidelines, using reasonable care and only authority granted.
- Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of GYHA.
- Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- Display the highest ideals of honor and integrity in all public and personal relationships to merit the respect and inspire the confidence of the organization.

Team Fundraising

When individual teams seek financial support from outside of the club, this is considered fundraising. Fundraising falls under the purview of the association as the GYHA name, its logo, and mission are used to solicit funds. Fundraising examples include selling items - such as t-shirts, coupon books, candles, or blankets. Fundraisers may also include services such as car washes. We encourage teams to raise funds for their team needs. Not all families have the same ability or willingness to pay. Youth hockey is already a costly activity, please consider limiting spending to the critical team needs. Wherever possible, try to have unanimous consent of parents before deciding to incur additional fundraising expenses. Teams are equally responsible for all team expenses and fees. Fundraising shall be used to offset those expenses but if enough funds are not raised to cover loan amounts, account overdrafts, etc. the team will be equally charged equally for the necessary amount.

The GYHA Board *requires* 100% player participation in team fundraising. Fundraising is an important aspect of raising team funds to cover necessary expenses. The Board appreciates all efforts made to fund expenses of youth hockey therefore it is the intent of the Board to involve all players and parents in fundraising activities since it is in their best interest to help defray the costs of the team. All families should have the opportunity to have input on what team fundraisers are chosen by the team.

In order to avoid conflicts and provide a uniform understanding amongst teams, the Board requires that all its members abide by the following guidelines when conducting fundraising activities:

- All team fundraisers must be approved, in advance, by the GYHA Treasurer. Requests should be submitted using the form to the GYHA Treasurer.
- The organization has financial responsibility for all association funds; the approval process is intended to give awareness of funds entering the association, ensure the safety of players, and ensure the association is associated with reputable organizations/events. The GYHA treasurer, with consultation from GYHA Board members, will use their best judgment in approving a fundraiser. All pertinent factors such as appropriateness, player safety, and amount of time required by the player will be taken into consideration for approval or denial. Standard school type fundraisers are encouraged.
- Funds should be raised for specific team purposes. For example, teams are encouraged to raise funds for tournament fees, team parties, or the purchase of specific items.
- Teams cannot promise a potential benefit for families raising money in their team. For instance, if family "A" raises the most money on the team then that family gets the most expensive gift basket at the end of the year or more playing time for their player.
- Teams are not to share individual fundraising results. You shall not disclose who raised the most, the least.
- No player is required to raise a specific amount. You can set a general target but it cannot be a requirement.
- Teams must make it clear that any donations or sponsorships are for your individual team and not the organization as a whole or a specific player.
- The Team Treasurer will have sole responsibility for accounting of all funds. The team will not rely or ask GYHA as an organization to collect or raise money for their team nor track their account. The funds in the team account are for the use and benefit of the team as a whole. Team fundraising funds will be placed in the individual team account for the team that raised the money. The Board expects disbursement of fundraising funds to be equal amongst all team players regardless of individual participation levels.
- Street collecting is strictly forbidden.
- No individual member of the Association may personally profit or benefit solely by any fundraising activity.
- Fundraising activity and sales may not include poker and casino nights, serving of alcohol and any apparel, concession sales, and/or fundraising activities that would be a direct conflict of the rink or GYHA vendor contracts. If you are unsure submit the fundraising request.
- No raffles of any kind are allowed per Colorado law. If you have questions about how to run something similar that will be within compliance of the State reach out to the GYHA Treasurer.

- Silent or live auctions may be allowed, reach out to GYHA Treasurer for further guidance.
- Participating team members are responsible for all expenses incurred as a result of team fundraisers.
- If the team needs an electronic method for collecting fundraiser or sponsorship money, the GYHA Treasurer can set this up.
- GYHA is a 501(c)3 tax exempt nonprofit organization. Any donations or sponsorships to the team are considered tax deductible.
- All of the funds generated from any team fundraising activity during any single season should be spent during that season. Funds must be utilized during the season in which the funds were generated. Any remaining funds will be disbursed to GYHA main account. Please see above for deadlines.
- Team Fundraising events held by GYHA teams will abide by the local and state government mandates.
- Requests for use of the GYHA logo, name and likeness for fundraising activities will be submitted with the request for approval for the fundraiser to the GYHA Treasurer, who will then obtain approval from the Board. Submit your request here.
- If a team fundraiser requires a set up of a booth or table, the team will need to supply their own table. Due to the limited supply and regular usage of tables at the Ice Haus, borrowing from the Association and / or the Ice Haus may not be an option for team fundraiser events.

Sponsorship

Sponsorship occurs when a business is given promotional consideration in exchange for a donation to the team. All sponsorships will be managed at the organizational level except for things like the team t-shirt fundraiser or a team banner. GYHA is a youth organization and therefore cannot accept logos or quotes that have political, religious or obscene language/images. It must be clearly stated that sponsorships obtained for team t-shirts or banners are only for your specific team.

Logo Policy

Our logo is unique to our association and symbolizes Greeley Youth Hockey Association's long-standing reputation for excellence and leadership. Logo refers to our standard association Greeley Bears logo and any variation. Any use of the GYHA logos for any team fundraiser or any other use must be presented to the GYHA Board of Directors for approval. To get approval for use of the logo submit here or if you have any questions please email treasurer@greeleyyouthhockey.org.

Advertising

Guidelines for advertising.

- **Posting Flyers** - Flyers at the Ice Haus are not allowed
- **E-mail Communication -** Your team is able to send out emails to anyone interested, but GYHA does not send out general emails for team fundraisers.

- **GYHA Website** - We do not post team fundraiser flyers to the GYHA website, but we can share them on the GYHA Facebook and Instagram page.

Scholarship Policy

The Board may approve scholarships based up need and availability of funds as determined by the Board on an annual basis. Application for a scholarship shall include the completed GYHA Scholarship Form, proof of income, proof that the player is eligible to play, and any other documentation required in the application.

Section: Handshake Policy

Teams, including coaches and trainers who are on the bench, will shake hands after each game, unless directed not to by the referees.

Section : Abuse Policy

It shall be the policy of GYHA that there shall be no sexual, physical, or verbal abuse of any minor participant involved in any of its sanctioned programs and events by an employee, volunteer, or official. Upon proof of violation of this policy made to the Board, the violator will be permanently banned or suspended from GYHA, and if a law has been broken, the Board will notify the appropriate law- enforcement agency. GYHA will fully participate in all CAHA-required screening programs.

Section : Locker Rooms

GYHA will follow USA Hockey and CAHA guidelines on all locker room use.

Section: Player Release Policy

The purpose of the Player Financial Release is to prevent players from moving to another Association and/or Team without settling their financial obligations with their current Association and/or Team. GYHA will follow CAHA player release guidelines.
A “Player Financial Release" can only be obtained after all fees due an Association or Team have been paid to the satisfaction of the current Association or Team. To request a Player Financial Release, email treasurer@greeleyyouthhocke.org.
GYHA will require any player coming from another Association and/or Team to provide a Player Financial Release prior to season starting.

Section: Social Media

The Association will maintain the GYHA Facebook and Instagram pages. If you would like anything posted regarding your team to either of these pages, please forward it to the secretary at secretary@greeleyyouthhockey.org.

Your team may desire to have its own social media pages to post team achievements and livestream games. This must be approved by the Team Manager. GYHA does allow individual team pages. Please use good judgment when posting and be sensitive to all parties involved. It is highly recommended that you consider engaging the privacy settings to have a private page for player safety. Please also be aware if you have any player that did NOT consent on the Media release, that pictures of them cannot be posted publicly or on private team social media pages; this does include if they are in any team pictures or live streaming of games. Any posts or comments that violate the GYHA Codes of conduct will be asked to be removed and repeat violations may result in Board action to terminate the team's page.

Section: Publication of Documents and Records

All Bylaws, Policies and Procedures, and Parent Code of Conduct will be available at all times on the GYHA website at www.greeleyyouthhockey.org. GYHA will follow all USA Hockey, CAHA, State and Federal guidelines for document retention.

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