

DYHA Policy Manual



**Revision
11.0
April 2018**

Desert Youth Hockey Association

MISSION STATEMENT

Desert Youth Hockey Association is established to provide the youth of Arizona with the highest quality USA Hockey-sanctioned amateur ice hockey program available. We are committed to obtaining the highest levels of competitive player development, while maintaining a realistic balance in our commitment to our players in both their development as athletes and as maturing young people. Our comprehensive program is designed to maintain and improve our well-established reputation of teaching physical and emotional growth, based on commitment, respect and responsibility. We focus on consistency in our actions with respect to our members, including the recruitment and maintenance of outstanding coaches to staff every level of our travel program, coaches who believe in and are committed to the long-term skill and character development of our players. We will base our administrative, financial and disciplinary decisions on sound business and character-based principles. We pledge to make hockey decisions based on hockey considerations with these same balanced principles.

By maintaining and recruiting the highest level of coaching staff personnel coupled with an aggressive player development plan, we will at all times focus on "Doing the right things for the right reasons."

Desert Youth Hockey Association

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Revision History

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DYHA Policy Manual

1. Policy Maintenance

- 1.1. DYHA policies are intended to serve as guidelines. In the event of a conflict between the policies and the Bylaws and/or Articles of Incorporation, or any amendments thereto, the Bylaws and/or Articles of Incorporation shall prevail.
 - 1.1.1. They should be written in simple and clear terms, and should be followed by the Board whenever possible.
 - 1.1.2. The policies are not, however, to be construed as a substitute for sound judgment of the Board based on specific facts and circumstances before it, or as a limitation of the Board's ability to act in the absence of a policy on point.
 - 1.1.3. Each policy should address only one issue.
 - 1.1.4. The policy must clearly define the parties or persons affected.
 - 1.1.5. Personal opinions or editorializing do not belong in policies.
- 1.2. The Board of Directors will review the policies of the Association on a periodic basis and adopt revised policies as needed at a properly noticed meeting open to all members.
- 1.3. Any board member or any DYHA member in good standing may request the creation of or change to the DYHA policies to be considered at a properly noticed meeting open to all members. The requester will submit their request in written form to the Secretary of the Board, who shall review the request for completeness, acknowledge its receipt, and place it on a board agenda for consideration when in proper form.
- 1.4. DYHA shall annually distribute to its members copies of its Bylaws, this Policy Manual, and other governing documents. DYHA shall also maintain copies of all such documents on its website.

2. Equal Opportunity

- 2.1. DYHA shall follow all applicable federal, state and local antidiscrimination laws.
- 2.2. It is the policy of DYHA that it does not discriminate on the basis of race, age, color, gender, national origin, disability, or religion in any of its activities or operations. These activities include, but are not limited to, hiring and firing of employees, selection of volunteers and vendors, and provision of services. DYHA is an equal opportunity employer. DYHA will not discriminate and will take action to ensure against discrimination in employment, recruitment, advertisements, termination,

promotions, and other conditions of employment on the bases of race, age, color, gender, national origin, disability, or religion.

- 2.3 It is the policy of DYHA to provide an equal competitive opportunity taking into account ability, physical size, and other athletic criteria, to athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirement of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, gender, or national origin.
- 2.4 DYHA shall provide for the prompt and equitable resolution of grievances to its members, including fair notice and opportunity for a hearing, to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate.
- 2.5 Any person who believes there has been a violation of this Equal Opportunity Policy may submit their grievance as provided in Section 11 below.

3. Registration

- 3.1. All DYHA players, coaches, team managers and DYHA board members will be registered with USA Hockey no later than July 31st and in addition to the policies found within, in the DYHA Bylaws, or in any other DYHA rules and codes of conduct, are also governed by all USA Hockey policies, rules, and regulations as provided in the USA Hockey Preeminence Policy below.
- 3.2. To participate in any DYHA activity all registrants must complete all forms and provide any documentation required by the DYHA or USA Hockey. Such activities include but are not limited to tryouts, evaluations, practices, games, clinics, camps, dryland training, and open hockey.
- 3.3. No player will be rostered on a team until they have registered with USA Hockey and DYHA.

4. Players Section

- 4.1. All DYHA players must be registered with USA Hockey prior to participating in any DYHA activity. All players selected for travel hockey are automatically members of DYHA and subject to all applicable registration fees.
- 4.2. DYHA will not register any player that owes money to any other AAHA or USA Hockey member association.
- 4.3. Any player (or responsible party) failing to meet their financial obligation and/or schedule as outlined in this policy or as agreed upon with the Director of Hockey or the DYHA Board of Directors will cause player to be included on the AAHA "Do Not Play" list.

4.4. Removal of a Player

4.4.1. All players will conduct themselves in a manner consistent with codes of conduct, policies and bylaws of DYHA and USA Hockey and any rules of conduct required by DYHA coaches. The coach shall be responsible for team discipline and is authorized to take such disciplinary action which may include volunteer duties, benching the player, and suspensions. With the concurrence of the Coach in Chief, the coach may remove a player from the team. Any inappropriate behavior will result in disciplinary action up to and including removal of the individual from the team. A disciplinary sanction is not grounds for a waiver or reduction of fees. Disciplined players and their parents will have the right to appeal any disciplinary action to the Board.

4.4.2. Head Coaches must communicate, in writing, situations regarding inappropriate player conduct to the player, parents of the player, the DYHA Coach-in-Chief, and Chair of the Hockey Operations Committee. Typically there are three steps to removing a player from a team for minor infractions. If the violation is deemed serious enough by the Head Coach, 4.4.2.1 and 4.4.2.2 may be skipped and the players permanently suspended, to be approved by the DYHA Coach-in-Chief and Hockey Operations Committee within a reasonable timeframe.

4.4.2.1. First violation for an infraction will result in a conference between the player, parent, and coach. The Head Coach must put the items discussed and the result of this meeting in writing and submit that information to the DYHA Coach-in-Chief and Director of Hockey Operations.

4.4.2.2. Second violation will result in a written warning detailing the violation, any disciplinary action taken, and a statement indicating that a third offense will result in permanent suspension from the team. The Head Coach, player, and parent must sign the written statement. If the player or parent refuse to sign the written statement such conduct should be noted on the written statement. The Head Coach will forward the written statement to the Coach-in-Chief and Director of Hockey Operations. The Director of Hockey Operations will update the Board at the next scheduled meeting.

4.4.2.3. In the case of a third violation; a violation of written DYHA rule that calls for an immediate suspension; USA Hockey rules that call for immediate suspension; or, an immediate suspension imposed pursuant to Rule 4.4.2., the Coach in Chief, Director of Hockey Operations, player and parents

must be notified in writing that player has been suspended from the team; the Director of Hockey Operations will update the Board. The notice of suspension must include the appeal process available to the player outlined in the most current USA Hockey Annual Guide or otherwise reference the USA Hockey Annual Guide. The written notification of suspension need not be served prior to the imposition of the suspension, but must be provided within a reasonable time of the suspension.

4.5. Player Safety

In addition to the mandatory safety procedures and equipment as outlined by USA Hockey, DYHA takes these additional steps:

4.5.1. Baseline Cognitive Testing

Each season all DYHA players age 10 and older must complete a baseline cognitive test. To ensure that the player will be allowed to play/practice with their team, the Certificate of Completion must be provided to the team manager or other designated DYHA representative prior to the official start of the season. In the event of a concussion during the season, players are encouraged to use this baseline cognitive information and access subsequent cognitive testing in consultation with their doctor once they are symptom-free. In order to obtain DYHA clearance to return to play/practice with their team, a doctor's note (indicating that the player is cleared to play hockey) must be provided to the Head Coach or Manager.

4.5.2. Jersey Stop Signs

DYHA home and away jerseys will have stop signs on the back of each jersey for 8U to 14U teams.

4.5.3. Coaching staff and Manager First Aid training

DYHA will support First Aid training as outlined in Section 7.9.

4.5.4. Neck Guards

DYHA strongly recommends that all players wear neck guards for all on ice activities. NECK GUARD DEFINITION: Neck guards are specifically designed by the manufacturer to protect the neck. They are clearly labeled as such. There are shirt types or the band. Arm bands, head bands, ear warmers, plain turtle necks and mock turtle necks are not neck guards.

4.5.5. Mouth Guards

DYHA requires all players are to use mouth guards for any on ice activities. This includes, but is not limited to, all in state and out of state games and/or tournaments.

5. Team Section

- 5.1. DYHA travel tryouts are open to all registered USA Hockey Members or applicants who are willing to register with USA Hockey upon being offered a position on a DYHA team.
- 5.2. All players selected are automatically members of DYHA and subject to all applicable policies, bylaws, codes of conduct and registration fees.
- 5.3. Any 10U age and above players desiring to move up to play in a division above what their age dictates they should play in must have the approval of the Coach-in-Chief, the coach of the team for which the player is moving to and the coach of the team the player is moving from. The recommendation must then be ratified by the Hockey Operations Committee and possibly Arizona Amateur Hockey Association (AAHA) Board.
- 5.4. Players who are rostered for another team or association in the same league may not be rostered on a DYHA team for tournaments, games or other part time play. Players who are not rostered for another team or association in the same league may be rostered on a DYHA team for tournaments, games or other part time play if approved by the DYHA coach, the other non-DYHA coach or association, and the DYHA Coach-in-Chief. The Treasurer shall establish an applicable fee that must reflect a proportionate share of team expenses.

6. Leagues

- 6.1. Each coach shall determine what league, if any, the team will register within no later than the start of the season.
- 6.2. Per AAHA requirements, all non-tier teams shall participate in the AZYHL league.

7. Coaches Section

7.1. Coaching Selections

- 7.1.1. Notices may be posted at the rink, on the web or via email on a periodic basis asking for applications for travel coaches. Interested parties shall complete an application and return it to the Coach-in-Chief in accordance with any deadlines established by the Coach-in-Chief.
- 7.1.2. DYHA requires that all coaches (head and assistants) obtain, prior to

August 1st, the following:

- 7.1.2.1. USA Hockey registration.
- 7.1.2.2. USA Hockey Certification and age specific modules for their teams' appropriate level as outlined in the USA Hockey Annual Guide for that season.
- 7.1.2.3. Background clearance current through end of season as provided in the DYHA Screening Policy below.
- 7.1.2.4. USA Hockey SafeSport Certification current through end of season.
- 7.1.2.5. Current IRS W9 form

7.1.3 Documentation for all completed requirements from section 7.1.2 is to be submitted to the DYHA Office Manager and DYHA Screening Coordinator by August 1st.

7.1.4 All DYHA Coaches (head and assistants) must sign the Board-approved contract before tryouts, or as soon as they accept their coaching position. Any coach that has not provided the items listed in 7.1.2 nor signed the contract is subject to immediate approval by the Coach-In-Chief or the Board of Directors.

7.2. Selection Committee

- 7.2.1. All coaches recommended by the Coach-in-Chief must be approved by the Hockey Operations Committee before being appointed as a DYHA coach.
- 7.2.2. The committee will inform the Board of Directors of their selections within annual deadlines established by the Hockey Operations Committee and the Board.
- 7.2.3. Nominated coaches will be presented to the Board by the Head of Hockey Operation Committee and the Coach-in-Chief
- 7.2.4. No publication of the nominated coaches will occur until the Board approves the nominations.

7.3. Number of Coaches

- 7.3.1. All assistant coaches and team manager(s) are subject to approval by the Coach-in-Chief and Hockey Operations Committee. Each Head Coach is responsible for:

- 7.3.1.1. Determining the number and identity of his or her assistant coaches and submitting that information at least two weeks prior to tryouts.
- 7.3.1.2. Determining the number and identity of his or her manager(s) and submitting that information no later than two weeks after tryouts.
- 7.3.1.3. Communicating any changes in the team staff to the Association within 48 hours.
- 7.3.2. No publication of the nominated assistant coaches or team manager will occur until the Board of Directors approves the nominations.
- 7.3.3. DYHA allows for a USA Hockey IMR (Individual Membership Registration) for the Head Coach, assistant coach(es), and team manager(s) to be paid for by their team's account and budget.
- 7.3.4. Only the Head Coach, assistants, satisfying the requirements of sections 7.1.2 and 7.1.3 may be on the ice, or in the bench area, during games and practices.

7.4. Coaches Removal

- 7.4.1. All coaches will conduct themselves in a manner consistent with the spirit of the DYHA Mission Statement, codes of conduct, policies, and bylaws of DYHA and USA Hockey. Any inappropriate behavior will result in disciplinary action by the Coach-in-Chief.
- 7.4.2. The Coach-in-Chief may temporarily or permanently suspend any coach for inappropriate behavior, subject to appeal to the Hockey Operations Committee.

7.5. Coaches Certification

- 7.5.1. DYHA will reimburse registration fees for an eligible participant who successfully completes the USA Hockey Level 1, Level 2, or Level 3 certification classes provided that:
 - 7.5.1.1. The Individual is a DYHA coach, or has committed and been approved to be a DYHA coach, at the time of certification.
 - 7.5.1.2. No other organization or person reimbursed the coach for the class.
 - 7.5.1.3. Reimbursement will be paid at the end of the association's fiscal year.

7.5.1.4 DYHA will not reimburse any coach that has quit or has been removed/permantly suspended.

7.5.2. DYHA will reimburse registration fees for a coach who successfully completes the USA Hockey Advanced level 4 & 5 certification classes, provided that:

- 7.5.2.1. The coach submits a letter requesting approval to attend the class to the DYHA Coach-in-Chief and Hockey Operations Committee at least 30 days before the class is scheduled to begin.
- 7.5.2.2. The DYHA Board of Directors approves the request.
- 7.5.2.3. The coach provides a copy of his/her certification card with their reimbursement request.
- 7.5.2.4. The Individual is a DYHA travel coach at the time of reimbursement, or has committed and been approved to be a DYHA travel coach at the time of certification
- 7.5.2.5. No other organization or person reimbursed the coach for the class.
- 7.5.2.6. In exchange for reimbursement of certification registration fee, coach commits to serve as a coach at DYHA for the two consecutive hockey seasons following the certification and is not removed/permantly submitted during this time.
- 7.5.2.7. Reimbursement will be provided in two parts. The first half will be provided upon DYHA receiving proof of successful completion of the certification and proof of payment for all approved expenses. The second half will be provided upon completion of the start of the coach's second season of coaching a DYHA team after completing the certification.

7.5.3. DYHA will not pay for transportation, lodging, meals, or materials such as books, videotapes, etc.

7.6. Coaching Expenses

- 7.6.1. The DYHA Treasurer, or person or committee appointed by the Treasurer, must approve all travel reimbursement, consistent with and subject to the individual team budget.
- 7.6.2. Managers are in charge of the team account budget and coaches will

coordinate closely with their manager regarding projected expenditures. All managers must submit an expense report on a form approved by the Treasurer, which must include itemized receipts of the items for which reimbursement is sought.

- 7.6.3. There will be no travel reimbursement for travel within the Phoenix Metro area.
- 7.6.4. For out of town trips that are included in the team budget, DYHA will reimburse only the following travel costs, defined below from the team account. For out of town trips that are not included in the team budget, the team will reimburse the coach, as defined below, through the use of team account(s); however, additional fundraising may need to be undertaken in order to cover these reimbursements.
- 7.6.5. Reimbursable travel costs for up to two members of the team staff as outlined below.
 - 7.6.5.1. Transportation costs
 1. The actual cost for standard airfare (21 day minimum advance purchase), or,
 2. If the trip is undertaken by vehicle, team staff eligible for reimbursement will submit actual vehicle gas receipts for fuel purchased during the trip and fuel purchased at the end of the trip (to return the vehicle gas tank back to the level it was when at trip departure). Team staff carpooling is encouraged in order to minimize team expenses.
 - 7.6.5.2. Lodging costs for the actual cost of a standard hotel room for the least number of nights based on the actual length of the tournament and/or team's scheduled games. Additional expenses such as room service, internet access, movies, etc will not be reimbursed. If the hotel has a parking fee, the team will pay for parking for one car per hotel room.
 - 7.6.5.3. Team staff shall be reimbursed a per diem meal reimbursement of \$45 per day. Per diem will be adjusted for partial day travel using the following per meal reimbursements (\$10 breakfast, \$15 lunch, \$20 dinner). Coaches will not be reimbursed for meals (ie breakfast) that are included as part of the lodging cost.

7.7. Coaches Helmets

7.7.1. In accordance with USA Hockey, all coaches and any person on the ice with any DYHA team in any capacity except where as required to walk across the ice to access team benches or other necessary facilities, shall wear a HECC (Hockey Equipment Certification Council) approved hockey helmet properly fastened at all times while on the ice with a team at any location. Failure to do so will result in the suspension of the coach who is affiliated with the team or assigned to the ice at the time of the violation. Subsequent violations will result in the dismissal of the coach and the loss of ice time for the team.

7.8. Notification of Match Penalties

Match penalties are reported to and handled by the AAHA Disciplinary Committee. As a courtesy, the Head Coach or manager must notify the DYHA Registrar, Coach-in-Chief and Hockey Operations Committee of any match penalties within three days of a game or end of a trip.

7.9 Coaches' First Aid Training

DYHA will make every attempt to provide access to first aid training appropriate to the level of coaching prior to the start of each season as needed and as desired by our coaches. Managers may also participate in this training as requested by the Head Coach. The Hockey Operations Committee will plan the first aid training.

8. Managers Section

8.1. The manager of each team will be the liaison between the team and the Association staff for all team matters aside from coaching.

8.1.1. The manager is not allowed to sign contracts, including tender letters, on behalf of their team or DYHA without prior approval from the Board to do so. Managers found violating this policy will be subject to removal.

8.2. As the liaison between the team and the Association, all managers are expected to support the Board's decisions.

8.3. Prior approval by the Director of Hockey is required in the following cases:

8.3.1. Spouse of the head coach is to be the team manager

8.3.2. Midget Teams Only – Head coach or assistant coach is to also be the team manager.

8.4. Manager Removal

- 8.4.1. All managers will conduct themselves in a manner consistent with the spirit of the DYHA Mission Statement, codes of conduct, policies, and bylaws of DYHA and USA Hockey. Any inappropriate behavior will result in disciplinary action by the Coach-in-Chief.
- 8.4.2. The Coach-in-Chief may temporarily or permanently suspend any manager for inappropriate behavior, subject to appeal to the Hockey Operations Committee.

8.5. Travel Management Policies

- 8.5.1. The Head Coach will give the names of his/her team manager to the DYHA Registrar and Hockey Operations no more than two weeks after tryouts. Such nominations are subject to the approval of the Board.
- 8.5.2. All coaches and the managers are required to attend the initial travel information meeting, which takes place prior to the beginning of each season.
- 8.5.3. All coaches and managers must sign off that they have read, understand and will follow all USA Hockey, AAHA and DYHA policies, bylaws, rules, and regulations before any check requests will be processed and fundraising requests are considered.
- 8.5.4. Managers may be paid a stipend if the amount is made a part of the original team budget and as approved by the Board.
- 8.5.5. Managers travel cost below Midget level will not be reimbursable. Midget managers may be reimbursed for travel expense if it was approved by Director of Hockey prior to the start of the season and made a part of the original team budget. Reimbursement for manager travel expenses must be signed off and approved by the Head Coach
- 8.5.6. Although match penalties are handled by AAHA based on their policies for doing so, as a courtesy the Head Coach or manager must notify the DYHA Registrar, Coach-in-Chief and Hockey Operations Committee of any match penalties within three days of a game or end of a trip.

8.6. Rented Vehicles

- 8.6.1. Consumption of alcohol or other illegal/banned substances, by anyone, in vehicles rented by the team or operating rented vehicles while under the influence is prohibited.
- 8.6.2. Transporting alcohol or other illegal/banned substances in vehicles

rented by the team is prohibited.

- 8.6.3. Except as otherwise provided in these policies, DYHA performs no background checks on drivers and accepts no responsibility or liability for such drivers.
- 8.6.4. Teams are required to purchase all insurances offered by the rental car companies.
- 8.6.5. Any traffic violations and resulting fines will be the responsibility of the individual driving the vehicle, not the team or Association.

8.7. Manager Recordkeeping Responsibilities

- 8.7.1. Managers are responsible for keeping current, up-to-date records showing team expenditures and deposits. A sample spreadsheet will be provided to managers at the initial informational manager meeting. At any given time and when requested by DYHA office staff and bookkeepers, the Director of Hockey Operations, the Treasurer, or the Board, every manager shall provide their current records for reconciliation with DYHA master financial records. Team account check requests will not be processed if the manager has not reconciled their records with DYHA as requested.

9. Fundraising & Events

- 9.1. All fundraising activities must be in compliance with IRS Section 501(c)(3), et seq., and the current IRS classification letter.
- 9.2. The DYHA Treasurer or his/her delegate must receive all funds from DYHA fundraising events as soon as practical and no later than 14 days after such funds are collected.
- 9.3. Any written solicitation information provided by anyone associated with DYHA must have approval by the DYHA Board, its delegate, or the Fundraising Committee Chair prior to distribution.
- 9.4. Donations that are contributed on a tax-deductible basis may not be restricted for a specific team or player; however, the donor's preference can be identified and the Board will take that into consideration when allocating the sponsorship monies. The Association does not provide tax advice.
- 9.5. Any one player sponsorship (or accumulation of multiple sponsorships) shall not exceed the total DYHA player fee for that individual. If the sponsorship amount exceeds the total DYHA player fee and the player has earned a scholarship credit as outlined in section 12.7.5, then that portion of the scholarship credit (up to the total scholarship credit amount) will revert back to the DYHA scholarship fund for other

scholarship uses as approved by the Board.

- 9.6. DYHA Events' Calendar is to be approved by the Board annually or as new events arise.
- 9.7. Team fundraisers shall be proposed to the Fundraising and Events Committee well in advance of the event. The committee chairman will confirm that there are no conflicts with other DYHA events and fundraisers.
- 9.8. Hotel Proceeds
 - 9.8.1. DYHA has established a list of preferred hotel partners. This list and supporting information will be provided to managers at the start of every season and links to the hotels can be found on the DYHA website. Funds received from these hotels as part of a tournament, exhibition, jamboree, or other event hosted or organized by a DYHA member or team shall be divided as follows: Team-hosted event: 75% team, 25% DYHA fundraising; DYHA-hosted event: 75% DYHA fundraising, 25% participating/assisting team(s)
 - 9.8.2. On occasion there may be a need for a team or DYHA to solicit a partnership relationship from a non-preferred DYHA hotel. Prior to signing an agreement with a non-preferred hotel, the request shall be brought to the Board for determination as to the division of proceeds and approval.

10. Parent Section

- 10.1. Parents of players will adhere to all applicable USA Hockey policies, rules, and regulations, including but not limited to the "USA Hockey Parent Code of Conduct" and "USA Hockey Zero Tolerance" policies, at all times. Violations of these policies, rules, and regulations could result in a loss of spectator privileges as may be determined by the Board.
- 10.2. All parents must sign the current DYHA Parent Code of Conduct form by August 1st indicating that they understand the Parent Code of Conduct and agree to adhere to its terms.
- 10.3. DYHA will not tolerate abusive language, profane language, or profane gestures under any circumstance. All members, coaches, managers, and participants will direct their efforts and comments towards building a strong and well-respected Association.
- 10.4. DYHA will not permit physical or verbal abuse, harassment or disrespect toward anyone by its members, coaches, players, managers, parents, volunteers, Board members or participants at any time. Failure to comply with this policy will result in a disciplinary hearing and possible suspension from DYHA by the Board.

- 10.5. The coaching staff will take responsibility for the players once they are on the ice. Anyone not registered as either a coach or manager, may not sit or stand in or around the bench area, during a game or practice.
- 10.6. Parents or guardians will not discuss with coaches, rules interpretations, or any other situation, in front of the players, or in a confrontational manner. Additionally, parents are required to adhere to the procedures outlined in section 11 below.
- 10.7. Parents or guardians will respect the right of the coach to have a private meeting with his/her players in the dressing room before and after each game.
- 10.8. DYHA will not tolerate acts of vandalism, theft or abuse. It is the responsibility of all DYHA members to participate in preventing the occurrence of these activities.
- 10.9. DYHA members should always make guests from other associations feel welcome at Oceanside, no matter what the outcome of a game or tournament. In turn we, as representatives of DYHA, must maintain a high level of sportsmanship when we are guests of other associations/rinks.
- 10.10. The use of social media (including but, not limited to Facebook, Twitter, Instagram) and/or email to directly or indirectly convey negativity or criticism of players, members, teams, coaches or the Association is prohibited. Those found violating this policy will appear before the Board and face suspension or expulsion from the Association.

11. Criticism Procedures

- 11.1. Criticisms within a team are to adhere to the following procedure:
 - 11.1.1 Communications are to be made after a 24-hour "cooling-off" period.
 - 11.1.1 Communications are to be directed to the team manager. The manager will communicate the concerns to the Head Coach. In the case that the manager is considered the issue, communicate directly with the Head Coach.
- 11.2. If the issue is not or cannot reasonably be resolved by the team staff, a letter or email is to be sent to the Coach-in-Chief and Director of Hockey Operations outlining the concerns.
 - 11.2.1 The Coach-in-Chief will bring both parties together to discuss the issues.
 - 11.2.2 If no solution can be reached, the Coach-in-Chief will notify the Hockey Operations Committee which will conduct a hearing in compliance with the most recent version of the USA Hockey Annual Guide.
 - 11.2.3 Only the Hockey Operation Committee may request that criticisms be

forwarded to the Board. The Board may or may not choose to review the matter further or send it back to the Hockey Operation Committee with direction to review the matter further.

- 11.3 If the issue is not resolved by the Coach-in-Chief/Director of Hockey Operations/Hockey Operations Committee/Board of Directors, direct communications to AAHA and then subsequently USA Hockey, if necessary.
- 11.4 Any appeals shall be subject to the procedures outlined in the policies, rules, and regulations of AAHA and USA Hockey.

12. Financials

12.1. The Association will strive to accrue and maintain a reasonable reserve for operating expenses.

12.2. Player Fees

- 12.2.1. The Hockey Director and Hockey Operations will determine DYHA player fees for the season.
- 12.2.2. Player fees for the forthcoming season will be finalized as soon as practical following tryouts.
- 12.2.3. A team budget will be proposed by the Director of Hockey Operations in consultation with the Treasurer and with input from the team coach and manager when possible, for approval by the Board.
- 12.2.4. Players trying out and accepting a position on a DYHA team assume full commitment to the team for the entire season. Signing the Tender Letter and/or paying the non-refundable deposit hold that player and family responsible for the full season's fees by the official date outlined by either the Board or the Coach-in-Chief.
- 12.2.5. The Hockey Director will provide a payment schedule along with the team budgets, subject to final approval by the Board.
- 12.2.6. Any payment options offered by DYHA will be provided in written form to the player or player's guardian(s) if the player is under the age of 18. The plan will be considered approved and accepted when a copy signed by the responsible party is received by the Hockey Director or upon the Hockey Director receiving an email from a known email address for the responsible party indicating that they agree to the payment option.
 - 12.2.6.1. Failure to pay under the terms of the payment schedule entered into by the player or player's guardian(s) will result in suspension of said player until the account is returned

to good standing or termination as may be determined appropriate by the Board.

12.2.7. DYHA may suspend a coach (that knowingly allows a player in delinquent financial status to participate in any team activities), subject to approval by the Board.

12.2.8. Neither coaches nor team managers shall collect DYHA player fees.

12.2.9. Player fees more than 60 days in delinquent status may, under direction of the Treasurer, be submitted to a collection agency.

12.2.10. DYHA will assess a \$30.00 charge for all NSF checks. NSF checks and subsequent payments for the remainder of the season must be replaced with cash or money order or as approved by the Board. Membership status may be suspended if the original payment and NSF charge are not paid within 7 business days.

12.2.11. The Treasurer and/or Director of Hockey shall establish prorated fees for players joining the team late. Players joining the team prior to October 15th will be charged the total player fee.

12.2.11.1. Players joining after October 15th will be charged 75% of the total player fees.

12.2.11.2. Players joining on or after December 15th will be charged 50% of the total player fees.

12.2.12. Teams are prohibited from opening a second bank account for team-related expenses without the written approval from the Board. Requests such as these should be forwarded to the DYHA President and Secretary for review and inclusion in the agenda for the next Board meeting. Discovery of unapproved team bank accounts could result in potential team sanctions and/or suspensions.

12.2.13. The team's discretionary account (aka Team Account) will be funded the designated amount (based on player fees for that particular season) upon full payment of the player's fees. In the event that the player has not paid their fees in full by December 31st and the player is not subject to a previously approved payment plan, partial Team Account funding may be requested by the Coach and Manager.

12.2.13.1. Upon evaluation by the Treasurer and Director of Hockey Operations, the Board may elect to fund that Team Account according to the following criteria: Player payment of at least 50% then fund 50% of the per player team account allocation; player payment of at least 75% then fund 75%

of the per player team account allocation. Partial allocations to the team account will not be made for percentages other than those outlined herein.

- 12.2.13.2. At the end of the season as defined in section 12.5 of these DYHA Policies, the above-outlined procedure will automatically be applied prior to determining any remaining monies in the Team Account that may be subject to refund.
- 12.2.13.3. If funds remain in the Team Account at the end of the season following deduction of all team expenses, the balance in the account will be divided by the total number of players rostered. This per player refund amount will be distributed to all players that were rostered through the end of the season and those that have paid all DYHA and team commitments in full in a timely manner following completion of the end of the season accounting (except scholarship recipients – refer to refund policy in Section 12.2.13.4 below). Players leaving the team prior to the end of the season are not eligible for the team account refund. Refer to 12.5.2 for more details on the distribution of funds.
- 12.2.13.4. Any players that received DYHA scholarship monies during that particular season will not qualify for team account refunds. In the event that the team account refund is greater than the scholarship amount, the difference will be refunded to that player in accordance with Section 12.5.2 of these policies.
- 12.2.13.5. Players paying a prorated amount for the season (per Section 12.2.11) and remaining on the team through the end of the season will receive a prorated portion of the per player refund amount (using percentages based on Section 12.2.11).
- 12.2.13.6. Any player fee balances collected after the end of the season and after team refunds have been allocated and distributed back to the players shall remain with DYHA.

12.3. DYHA Player Fee Refunds (travel teams)

- 12.3.1. DYHA will not refund any fees for missed practices or games due to injury, illness, or absences.

- 12.3.2. DYHA will not refund any fees for missed practices or games due to League, USA Hockey, AAHA, or DYHA disciplinary actions.
- 12.3.3. DYHA will prorate a refund of player fees (minus a \$400 administration fee) based on one of the following two conditions:
 - 12.3.3.1. Players whose parent(s) or legal guardian(s) change residences (prior to December 1st) with a distance greater than 50 miles from their current residence during the season. The parent(s) or legal guardian(s) must notify the DYHA Treasurer, in writing, 10 days prior to the players last day of participation.
 - 12.3.3.2. Players suffering a season ending injury (prior to December 1st) during DYHA-only team practices, games or training, as documented by a licensed and credentialed Medical Doctor or Doctor of Osteopathy, in writing, within 30 days of injury being sustained.
- 12.3.4. All refund requests for a given season must be forwarded to the Treasurer and the Director of Hockey Operations within the timeframes noted above in 12.3.3. All refund requests will be reviewed and resolved within 30 days provided they are submitted on or before March 31st. Any requests received after the close of the fiscal year, April 30th, will not be considered.

12.4. Other Refunds (ie: Hockey programs, camps, clinics, ADM, non-travel teams, etc)

- 12.4.1. All situations are non-refundable. Any special cases will be reviewed by the Director of Hockey Operations to determine if the funds paid may be used as credit toward future DYHA hockey programs.

12.5. End of the Season

- 12.5.1. DYHA's travel hockey season will officially end April 30th each year or as designated differently by the Board.
- 12.5.2. Excess funds remaining in a team's discretionary account will be subject to refund when the amount of excess funds is a minimum of \$20 per eligible player. These funds will be refunded by check to the member prior to April 30th. In the case where the excess funds are less than \$20 per eligible player, the funds will be transferred to the DYHA scholarship fund
- 12.5.3. Other funds not expended or distributed shall revert to DYHA.

12.6. Credit Card Processing Fees

- 12.6.1. In the event that a team wishes to enlist DYHA to run credit card payments above and beyond the normal player fees, camps or clinics and occasional miscellaneous credit card payment for team expenditures, fees charged to DYHA for the credit card processing will be either: 1) Charged to that team and deducted from their team account or 2) An additional 3% will be added to the credit card transaction to cover the processing fee.
- 12.6.2. Prior to engaging in this type of credit card processing activity, check with the Treasurer, Director of Hockey Operations, and DYHA office bookkeeping staff for additional, specific information regarding the projected costs.

12.7. Scholarships

- 12.7.1. Scholarship monies may be available from time to time based on donations and fundraising efforts. This money will be awarded to players in need of financial assistance based on personal and family hardships. We strive to award scholarships every season; however, availability of funds is not guaranteed.
- 12.7.2. DYHA families may apply for a scholarship by requesting an application from the DYHA Office Manager.
- 12.7.3. All scholarship requests are confidential, will be fairly evaluated by a Board-appointed committee based upon established review procedures. The scholarship allocated for each family will be communicated by the committee prior to the start of each season. The committee and Board make every effort to keep scholarship analysis and awards confidential. The actual amount credited toward the family's fees will be as defined in 12.7.5 below. Families receiving scholarships will still be expected to pay the balance of their player fees based on the payment schedule established by the Treasurer and/or the Director of Hockey Operations and as approved by the Board
- 12.7.4. Scholarship award recipients may also receive other qualified sponsorship(s), as determined by DYHA, to assist in paying for a remaining portion of their player fees. In the event that sponsorship(s) exceed the total player fees, then that portion of the scholarship credit (up to the total scholarship credit amount) will revert back to the DYHA scholarship fund for other scholarship uses as approved by the Board.
- 12.7.5. DYHA is dependent upon, and largely successful due to, the many volunteer efforts of our members. The costs of volunteerism may vary depending upon, among other factors, the amount of volunteer services that will be provided. DYHA therefore provides credits to player accounts

to help offset these costs of volunteerism. However, as volunteers, members recognize and agree that any such credits or reimbursements are not intended as payments for determining whether a member is an employee and that the member is merely donating services without any expectation of salary, wages, or other benefits. Nothing in this policy is intended to alter or otherwise suggest that the member is anything other than a volunteer. To encourage such volunteer efforts, scholarship recipient families may receive up to a \$50 credit toward player fees for every one hour of service donated (to a maximum credit defined as part of 12.7.3 above) to offset the costs of volunteerism. The credit received for the service hours donated will be credited to the family's DYHA account balance on the earlier of February 1st or upon the family completing all service hours associated with their scholarship award.

- 12.7.6. Failure to adhere to the established payment schedule and/or pay any remaining balance of the player fees will result in the scholarship becoming null and void. All scholarship volunteer credit plus payments received must total the entire player fee amount by February 1st or the player will be suspended from practicing/playing and will be placed on the AAHA Do Not Play list.
- 12.7.7. If volunteer hours are not properly recorded and accounted for (in the manner outlined by DYHA staff) by February 1st, the family/player will be responsible for repayment of the full scholarship amount or the player will be placed on the AAHA Delinquent Player list.
- 12.7.8. Review the DYHA scholarship application for more information and specific requirements regarding this program.
- 12.7.9. Refer to Section 12.2.13.4 for the policy regarding team account refunds to scholarship recipients at the end of the season.

12.8 Financial Reporting to USA Hockey

DYHA shall provide an annual financial report of operations to the Executive Director of USA Hockey. Such financial report shall identify, at a minimum, all dues and assessments imposed by DYHA, which shall be reasonable in relation to the programs DYHA offers to its members.

13. Professional Hockey Team Correspondence

- 13.1. The Board will select a representative, or representatives, to serve as liaison(s) between DYHA and the professional hockey team(s) in Phoenix.
- 13.2. No other DYHA members, coaches, or volunteers will identify themselves as representatives of DYHA to such professional team(s), nor attempt to establish

programs, solicit support or otherwise attempt to engage such teams in the activities of DYHA without prior written approval from the Board or the liaison(s).

14. Corporate Sponsorships & Logo Use

- 14.1. DYHA will not accept sponsors that may cause negative consequences to DYHA or its membership, as evaluated at the discretion of the Board. All sponsorships must be approved by the DYHA Board.
- 14.2. The DYHA Board must approve all use of the DYHA and Jr Sun Devils logos, names and images. Requests for approval (with adequate supporting information and details) must be submitted using the online form to the Board for review and/or inclusion on the next Board meeting agenda. The Board shall not approve the use of any logos, names, or images that would violate the terms of any license or other agreement authorizing the use of such logo, name, or image by DYHA.
- 14.3. Unauthorized use of DYHA or Jr Sun Devil logos, names and images will be subject to sanctions, fines, or both.

15. USA Hockey SafeSport Program

- 15.1. DYHA supports, endorses, and implements the USA Hockey SafeSport Policy and Zero Tolerance Policy relating to abuse and misconduct.
- 15.2. These USA Hockey policies have been implemented to reduce certain types of abuse and misconduct including sexual, physical and emotional abuse; bullying, threats, and harassment; and hazing. USA Hockey policies implemented to reduce the risk of potential abuse include: locker room policy, social media, mobile, and electronic communication policy; travel and billeting policies. As required by USA Hockey, DYHA has implemented its own policies regarding these topics, which are set forth below.
- 15.3. All policies and procedures outlined in the current versions of the USA Hockey SafeSport Handbook and the USA Hockey Policy Manual will be followed by all DYHA members, players, coaches, hockey staff, and the Board. The current version of the Handbook can be found on the USA Hockey website or the DYHA website for further reference and details. In the event of a conflict between any DYHA policy and USA Hockey policy, the more strict policy shall control.

16. Board Operations

- 16.1. Except as otherwise required by the Bylaws, the Board will announce (or communicate via means such as the DYHA website, email, etc) a regular meeting schedule with the dates and times of all Board meetings.
- 16.2. Board members should expect meetings to start on time.

- 16.3. Board members will inform the President and Secretary of matters they wish to include on the agenda as set forth in the Bylaws.
- 16.4. Whenever practical, the DYHA Secretary will email or distribute written materials supporting action items the Board may consider, to Board members before the meeting as set forth in the Bylaws. Board members will review these materials before the meeting.
- 16.5. Non-Board members wishing to be placed on the agenda must notify the President or Secretary in writing prior to the meeting as set forth in the Bylaws. The request should include the subject, the amount of time required, and copies of any materials that Board members need to review.
- 16.6. Each Board member has the responsibility of staying informed on the operations of DYHA. This requires, among other things, timely review of all communications, preparation for meetings, and attendance at all Board and Committee meetings.
- 16.7. Meetings of the Board are open to all members of DYHA. The Chairperson may close the meeting (and enter into executive session) upon the vote of a majority of the Directors present and voting, to discuss personnel, confidential, disciplinary, or other sensitive matters.
- 16.8. Matters discussed in executive sessions of the Board shall remain within the confines of the boardroom.
- 16.9. Board members may express their conscience in a professional manner. Board members expressing their opinions will show courtesy to the volunteer efforts of the other Board members.
- 16.10. Board members will set an example in all areas of conduct affecting DYHA both within and outside the boardroom.
- 16.11. Directors may not vote by proxy except as may be permitted by the Bylaws.
- 16.12. Board members must abstain from voting on all matters in which they have a direct interest in the outcome except as may be permitted by the Conflict of Interest Policy below. The President (or designee) presiding at any meeting of the Board, shall rule on eligibility for voting on any issues involving the personal interests of a Board member, subject to being overruled by a majority of directors present and voting at such meeting.
- 16.13. Board members shall have an affirmative duty to inform the Board of any conflict or potential conflict before any action is taken or considered under conflict.
 - 16.13.1. Board members will sign the DYHA Conflict of Interest Statement in August (or at the beginning of every season whichever is earlier).

- 16.13.2. This Conflict of Interest Statement is good for one year and must be resigned every season. A copy will be retained by the Secretary and all copies will be explicitly called out in the September meeting minutes.
- 16.14. The President presiding as "Chair" at any meeting of the Board may vote on matters as may be permitted by the Bylaws.
- 16.15. Matters appropriate for action by the Board shall in all cases, unless time demands or other circumstances clearly dictate otherwise, first be referred for action to the appropriate Committee for review, development, and referral to the Board.
- 16.16. The Board has a duty to leave for its successors, clear written policy on all areas of Board responsibilities.
- 16.17. Board members will complete accepted assignments on a timely basis.
- 16.18. Board members shall refrain from being critical of the Board, its members and staff, when communicating with other volunteers, staff, DYHA members, or the public at large. Board members will keep any problems with the Board or its policies at the Board level and work to resolve them. Board members should notify the President of any problems with the staff. Board members who violate confidentiality provisions of executive session may be removed as provided in the bylaws.

17. Public Relations

17.1. DYHA Hall of Fame

- 17.1.1. New Hall of Fame inductees are selected based on years of service, positions held, accomplishments, community service, all-around performance of duty, and dedication to DYHA.
- 17.1.2. Nominations should be presented to the President for consideration by the Board. The Board must approve each new inductee by a 2/3 vote. The Hall of Fame may increase by up to two people per year.
- 17.1.3. DYHA will honor new inductees at various year-end events; however, inductions may not happen every year.
- 17.1.4. A banner (or some other approved format) recognizing the Hall of Fame members will hang in a prominent space within the main rink of DYHA.

17.2. DYHA Honor Roll

- 17.2.1. DYHA will implement and maintain a program to recognize the academic achievement of players. The Board will appoint someone to administer the program at the start of every season.

17.2.2. When requested by the Board, players may submit a copy of their report card to the program administrator. The Honor Roll recognizes players with a grade point average of 3.0 or higher. The program administrator will publish the Honor Roll on the Web site. Members of the Honor Roll will receive a certificate acknowledging their accomplishment.

17.3. DYHA Honorary Alumni

17.3.1. Past DYHA players will be honored based on certain criteria established by the Board. Applications for nominating DYHA alumni should be forwarded to the Board. Alumni names will be displayed in a prominent space within the main rink of DYHA.

18. Social Media / Bullying & Cyberbullying

18.1. Introduction

All players, coaches and staff participating in DYHA programs have the right to safe and secure athletic program. It is the intent of DYHA to provide all participants with an equitable opportunity to their hockey programs. To that end, DYHA has a significant interest in providing a safe, orderly, and respectful environment that is conducive to mutual respect and sportsmanship to promote both player and team development.

Bullying and cyber-bullying are detrimental to the athletic environment and player development and erodes individual and team morale. They interfere with the mission of DYHA to develop and improve both the player's and team experience and disrupts what should be a positive athletic experience based on fair play and sportsmanship. Bullying, regardless of form, affects not only players or staff who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure player safety and to promote inclusive, positive hockey program.

It is not DYHA's intent to prohibit players from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, DYHA does not condone and will take action in response to conduct that interferes with players' opportunity to participate and positively grow as both an individual and athlete.

18.2. "Bullying" includes, but is not limited to, a written, oral, or electronic expression or a physical act or gesture or any combination thereof directed at a player or players that:

18.2.1. Has, or a reasonable person would expect it to have, the effect of:

18.2.1.1. Physically harming a player or damaging a player's

equipment or property; or

18.2.1.2. Placing a player in reasonable fear of physical harm or damage to the player's equipment or property;

18.2.2. Interferes with the rights of a player by:

18.2.2.1. Creating an intimidating or hostile athletic environment for the player; or

18.2.2.2. Interfering with the player's athletic performance or ability to participate in or benefit from their team activities or athletic opportunities provided by the team; or

18.2.3. Is based on a player's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a player's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph 18.2.2.1 and 18.2.2.2. above.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a player, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to team or related hockey facilities;
7. Stealing or hiding hockey equipment, gear bags, clothing or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

18.3. "Cyberbullying" is bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular

telephone, text messaging device and personal digital assistant.

18.3.1 Examples of conduct that may constitute cyberbullying include, but are not limited to:

- 18.3.1.1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a player or team staff member on a website or other online application;
- 18.3.1.2. Posting misleading or fake photographs or digital video footage of a player or team staff member on websites or creating fake websites or social networking profiles in the guise of posing as the target;
- 18.3.1.3. Impersonating or representing another player or staff member through use of that other person's electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;
- 18.3.1.4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
- 18.3.1.5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other players or team staff.

18.4. "Retaliation" is an act or gesture against a player for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

18.5. Application of Policy

18.5.1. This policy applies to any player, team staff, coach, parent or DYHA volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

18.5.2. This policy applies to bullying that:

Takes place at all team practices, games, tournaments and team transportation and lodging.

18.5.2.1. Takes place while players and team staff are being transported to or from DYHA or team-sponsored games or events;

18.5.2.2. Takes place at any DYHA or team sponsored event, activity, function, program, instruction or training; or

18.5.2.3. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of others as set forth in this policy's definition of bullying.

18.6. Reporting

18.6.1. Bullying or suspected bullying is reportable in person or in writing (including anonymously) to team coach or DYHA Director of Hockey Operations.

18.6.2. Players or team staff who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a coach or DYHA Director of Hockey Operations.

18.6.3. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a team coach or DYHA Director of Hockey Operations.

18.6.4. Team coaches are required to communicate all reports of Bullying or suspected bullying to the Director of Hockey Operations within two (2) business days.

18.6.5. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited.

18.6.6. Any player who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

18.7. Responding – The Director of Hockey Operations will:

18.7.1. Promptly investigate and respond to allegations of bullying behavior;

18.7.2. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the Board;

18.7.3. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to players who engage in bullying behavior, Director of Hockey shall consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the player and the player's parents
2. Reflective activities, such as requiring the player to write an essay about the player's misbehavior
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling
5. Anger management;
6. Health counseling or intervention
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service
10. Game detention
11. Suspension

- 18.7.4. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services
- 18.7.5. Communicate to the parent of a player who has been bullied the measures being taken to ensure the safety of the player who has been bullied and to prevent further acts of bullying.
- 18.7.6. The player and parent/guardian are responsible for all costs associated with the completion of any and all imposed/assigned actions as outlined in section 18.7.

19. Locker Room Policy and Reporting Protocol

19.1 Introduction

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 DYHA's goals. DYHA 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, DYHA has adopted this Locker Room Policy to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Oceanside Ice Arena (DYHA's home arena), there are 4 locker rooms available for our program's use. Each of the locker rooms has its own restroom and shower area. All teams in our program will travel to play games at other arenas, and those locker

rooms, restrooms, and shower facilities will vary from location to location. DYHA's team organizers will attempt, when possible and/or needed, to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

19.2 Locker Room Monitoring

It is mandatory under applicable USA Hockey and DYHA Policy that all DYHA teams have a Locker Room Monitor for all games and practices throughout the official DYHA season. A Locker Room Monitor must be background screened consistent with DYHA's Screening Policy and be USA Hockey SafeSport Certified. They must also have a current USA Hockey Registration Confirmation. The Head Coach of each team will determine when players must be present at the arena before all games and practices. The time set will be when the Locker Room Monitor must be present and inspect the room beforehand. The Locker Room Monitor must also be present until the last player has left the locker room, and will be responsible to ensure the locker room is left the way it was received.

DYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), and approved team personnel are permitted in the locker room. The Coaches have the right to secure the door for pregame and postgame meetings. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

19.3 Parents in Locker Rooms

Except for players at the 8U age group, 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 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 before the game and for time after the game so that the coaches may address the players. As players get older, the coach has the right to prohibit parents from a locker room altogether, except in cases of injury or where a player's disability warrants assistance.

19.4 Mixed Gender Teams

Some of our teams may 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, DYHA 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. Please see the DYHA Co-ed Locker Room Policy for further details concerning mixed gender teams.

19.5 Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. If this Policy is being violated, the Coach or Team Manager shall have the right to collect phones or other devices prior to players entering the locker room and return them when the players exit the locker room after the game or practice.

19.6 Prohibited Conduct and Reporting

DYHA 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 DYHA may be subject to disciplinary action for violation of this Policy or the Co-ed Locker Room Policy, or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Any and all issues concerning or arising under this Policy must be brought to a DYHA representative's attention as soon as possible, documented in writing, and forwarded to the Hockey Director. Within a reasonable time after reporting the issue, the Hockey Director shall conduct an investigation as warranted by the situation. Following the investigation, the Hockey Director shall conduct a meeting, confirmed in writing, that addresses the issue, provides a recap, and insofar as possible provides a resolution. While issues arising under this Policy will necessarily require the exercise of discretion, it is imperative that a Coach, Manager, or other DYHA representative reports and documents any and all issues brought to their attention arising under this Policy in an effort to ensure the matter is dealt with in a respectful and professional manner in compliance with USA Hockey's SafeSport program.

Reports of any actual or suspected violations should be reported to DYHA pursuant to the following reporting hierarchy: Team Manager; Head Coach; Director of Hockey; DYHA Board of Directors.

If your situation is not resolved in an appropriate manner, you may also email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

20. Co-Ed Locker Room Policy and Reporting Protocol

Oceanside Ice Arena typically does not have the capability to have males and females dress in separate locker rooms. This Co-ed Locker Room Policy, along with the DYHA Locker Room Policy, attempts to balance the social integration and camaraderie of a team sport while providing a safe and respectful environment for all of our participants. To comply with USA Hockey SafeSport's Co-ed Locker Room Policy, in addition to any other requirements under any other policy, any team that is mixed gender will select from one of the following three options prior to the commencement of the season:

20.1 Option 1: (Strongly Recommended)

Minimum attire required due to sharing one locker room. All players should be required to arrive at the rink wearing their hockey base layers or shorts and t-shirts under their street clothes. All members of the team must have this minimum attire before entering the co-ed locker room so that no player of one gender has the opportunity to see player of the opposite gender in a state of dress/undress. This may mean that players may need to go to the arena restroom to change into the minimum attire prior to entering the locker room.

20.2 Option 2:

Each gender dress/undress in separate supervised locker rooms. Then approximately ten to fifteen minutes before each game/practice, everyone is to be ready in gear in one designated locker room so the coach can address the entire team. If a player is not fully dressed by the time the coach arrives, that player must go to a separate locker room or restroom to finish dressing. The onus is on the player to be properly dressed when the coaches actually begin preparing the team for the practice or game.

20.3 Option 3:

Players of one gender dress in the locker room while players of the opposite gender wait outside. When the one group is ready, then the players switch places and the players in gear wait for players of opposite gender to get dressed. No coaching is to be done until all the players are together in full gear. Taking turns is a means of reasonable accommodation; neither gender group should be favored, nor should one group be the group who always has to wait to change. ***This option is typically only used when the team is fairly balanced with both genders.***

NOTE:

Please note that with Co-ed programs, it is important that the person(s) monitoring the locker room is of the same gender as the players being monitored. USA Hockey

would consider it acceptable to have one locker room monitor immediately outside the locker room and regularly checking in on the locker room. If there are two monitors, then they can monitor from inside the locker room, if necessary. Having only one person inside a locker room can expose that person to allegations, so a second person can help protect one another.

Any and all issues concerning or arising under this Co-ed Locker Room Policy must be brought to a DYHA representative's attention as soon as possible, documented in writing, and forwarded to the Hockey Director. Within a reasonable time after reporting the issue, the Hockey Director shall conduct an investigation as warranted by the situation. Following the investigation, the Hockey Director shall conduct a meeting, confirmed in writing, that addresses the issue, provides a recap, and insofar as possible provides a resolution. While issues arising under this Policy will necessarily require the exercise of discretion, it is imperative that a Coach, Manager, or other DYHA representative reports and documents any and all issues brought to their attention arising under this Policy in an effort to ensure the matter is dealt with in a respectful and professional manner in compliance with USA Hockey's SafeSport program.

21. Travel Policy

DYHA's teams travel regularly to play individual games, two or three games at a time, or in tournaments. DYHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Prior to each season, to effectuate local and team travel, all parents/legal guardians should execute the DYHA Assumption of Risk, Waiver of Liability, and Indemnification Agreement. In the event that a parent/legal guardian refuses to execute the DYHA Assumption of the Risk, Waiver of Liability, and Indemnification Agreement, the parent/legal guardian shall be responsible for arranging for all travel and lodging accommodations for the player.

21.1 Local Travel

21.1.1 Players and/or their parent/legal guardian are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators shall avoid arranging or coordinating local travel. It is the responsibility of the parent/legal guardian to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

- 21.1.2 The employees, coaches, and/or volunteers of DYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- 21.1.3 Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- 21.1.4 Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- 21.1.5 It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of DYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct. Prior to such limited instances, the employee, coach or volunteer of DYHA should discuss the circumstances with the parent/legal guardian and obtain written authorization prior to providing the travel to document the reasons for the travel and the parent/legal guardian's consent to the unrelated minor player's unsupervised local travel.

21.2 Team Travel

- 21.2.1 Team travel is overnight travel that occurs when DYHA or one of its teams sponsors, coordinates or arranges for travel so that the team(s) can compete regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.
- 21.2.2 When possible, DYHA, the Coach(es) and/or the Team Manager will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within DYHA and/or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- 21.2.3 DYHA, the Coach(es) and/or Team Manager will post specific travel itineraries when they become available. These will include a more

detailed schedule as well as contact information for team travel chaperones. DYHA, the Coach(es) and/or the Team Manager will make efforts to provide adequate supervision through coaches and other adult chaperones. DYHA, the Coach(es) and/or Team Manager will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then there will be an attempt to arrange chaperones of both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match depending upon parent participation. Therefore, DYHA strongly encourages parents to participate as chaperones as it ultimately benefits the players and their parents.

- 21.2.4 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian, or sibling of the player). If a coach is a parent of a player and will also act as a chaperone, a Travel Consent Release form must be filled out and signed by the parent/legal guardian of the player staying with the coach.
- 21.2.5 Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been background screened in compliance with the DYHA and USA Hockey Screening Policy. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players. In addition to the foregoing, all coaches, volunteers, and chaperones must have current SafeSport certification.
- 21.2.6 If the circumstances require players to share rooms, players should share rooms with other players of the same gender with the appropriate number of players assigned per room depending on accommodations.
- 21.2.7 The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults. If players are rooming with their parent/legal guardian, the parent/legal guardian will be responsible for their child and any other children they are the chaperone to.
- 21.2.8 The team personnel shall ask hotels to block adult pay per view channels.

21.2.9 Individual meetings between a player and coach should not occur in hotel sleeping rooms and must be held in public settings or with additional adults present. Any meeting that may occur with a coach and player(s) in a hotel sleeping room must have the parent(s), legal guardian(s), and/or chaperone(s) for each player involved present for the meeting. Team meetings should not occur in hotel rooms, but the team may reserve a separate space for adults and players to socialize. If a team meeting should occur, there must be more than one Coach, Manager and/or Chaperone present.

21.2.10 All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.

21.2.11 Family members who wish to stay in the team hotel are permitted and encouraged to do so.

21.2.12 The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent/legal guardian. If any special arrangements are necessary for the player, please contact the Team Manager and/or the Head Coach, who can either make or assist with making those arrangements.

21.2.13 If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

21.2.14 No coach shall be under the influence of alcohol or drugs while performing their coaching duties. No chaperone shall be under the influence of alcohol or drugs while performing their chaperoning duties.

21.2.15 In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

21.2.16 For purposes of unity and team-building, some teams may have rules that encourage players to room together. At the same time, DYHA understands that some parents/legal guardians may prefer that players room with the parent/legal guardian. Because team budgets rely on knowing how many rooms are necessary, written a notice must be provided to the Head Coach prior to the team's booking of travel arrangements in the event that a parent/legal guardian does not wish to have the player room with another player(s). If the parent/legal guardian fails to provide written notice to the Head Coach prior to the team's booking of travel arrangements, the parent/legal guardian shall be held responsible for all travel and/or lodging expenses incurred

related to the player.

- 21.2.17 During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to any and all DYHA, AAHA, and USA Hockey policy guidelines, including, without limitation, the DYHA Travel Policy, and the Locker Room Policy and Reporting Policy.
- 21.2.18 Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches may support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

21.3 Prohibited Conduct and Reporting

DYHA 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 DYHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Any and all issues concerning or arising under this Travel Policy must be brought to a DYHA representative's attention as soon as possible, documented in writing, and forwarded to the Hockey Director. Within a reasonable time after reporting the issue, the Hockey Director shall conduct an investigation as warranted by the situation. Following the investigation, the Hockey Director shall conduct a meeting, confirmed in writing, that addresses the issue, provides a recap, and insofar as possible provides a resolution. While issues arising under this Policy will necessarily require the exercise of discretion, it is imperative that a Coach, Manager, or other DYHA representative reports and documents any and all issues brought to their attention arising under this Policy in an effort to ensure the matter is dealt with in a respectful and professional manner in compliance with USA Hockey's SafeSport program.

Reports of any actual or suspected violations should be reported to a DYHA representative using the following protocol: Team Manager; Head Coach; Director of Hockey Operations; DYHA Board of Directors.

If your situation is not resolved in an appropriate manner, you may also email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

22. Billet Policy

Some DYHA players leave home to play hockey in a location away from their parents. In those circumstances, DYHA and/or the team arranges for the player to live with a host or "billet" family. Having youth players live outside their homes increases risk for abuse and

misconduct. DYHA has therefore promulgated this Billet Policy to govern billeting arrangements.

In addition to the Billet Policy guidelines below, the player, player's parent/legal guardian, and the billet family shall sign the DYHA Billet Agreement, which among other things, shall more fully set forth the rules governing the billeting arrangement and obligate the parties to comply with all applicable DYHA and USA Hockey rules and policies concerning billeting, including the USA Hockey SafeSport Policies.

- 22.1 No more than two players should be housed with any one billet family (at the Junior level, there may be exceptions to the number of players permitted in one billet home if approved by the USA Hockey Junior Council).
- 22.2 All adults living in the household of the billet family shall be screened in accordance with the DYHA and USA Hockey Screening Policy prior to the player moving in with the family. All adults living in the household of the billet family shall have completed training in compliance with the Education and Awareness Training Policy prior to the player moving in with the family.
- 22.3 It is strongly recommended that all billet families be two-parent homes. However, single parent billet families may be acceptable, but DYHA or the team shall take additional reasonable steps to regularly monitor the billeting arrangement and its compliance with the USA Hockey SafeSport Policies.
- 22.4 Based upon the requirements of the jurisdiction, the player's parents shall sign and provide a power of attorney and/or guardianship (as necessary by applicable state law) to the billet family adults to allow for them to make emergency medical and schooling decisions.
- 22.5 Each team shall have a billet coordinator who shall be responsible for overseeing compliance with this Billet Policy and all USA Hockey SafeSport Policies.
- 22.6 The team shall have a mandatory curfew for all billeted players. The billet family may have an earlier curfew as set forth in the house rules included with the Billeting Agreement. Players shall agree to comply with the house rules of the billet families, including curfews, chores/cleaning, telephone usage, etc. Complaints about unusual rules shall be addressed with the team billet coordinator.
- 22.7 Players shall not stay overnight at any other home except with the permission of the player's parents and advance notification to the billet family and team billet coordinator.
- 22.8 Players are not to drive family vehicles without automobile liability insurance as required by Arizona law, and documentation and approval of the billet family.
- 22.9 All billet families must maintain homeowners/renters insurance covering the billet player and his/her property.

22.10 Players staying with a billet family shall be permitted to make regular check-in phone calls to parents. Team personnel and billets shall allow for any unscheduled check-in phone calls initiated by either the player or parents.

23. Screening Policies

DYHA has promulgated the within Screening Policies to protect participants against known offenders, to deter offenders that have not been caught from joining DYHA programs, to protect DYHA and USA Hockey's reputation as a sport safe from abuse, and to protect employees and volunteers from liability. Consistent with USA Hockey's SafeSport program, DYHA will not authorize or sanction any employee or volunteer who has regular, routine, or frequent access to children unless and until such person consents to be screen **and** passes a criminal background screen. This Policy applies to all teams within DYHA including any Junior League teams.

23.1 DYHA Screening Policy

- 23.1.1 All volunteers and employees over the age of 18 who will have regular, routine, or frequent access to youth participants must be screened prior to having such access. An approved screen shall be valid for 2 years. All previously screened persons must be re-screened every 2 years.
- 23.1.2 All persons in a managerial or supervisory role, including but not limited to coaches, shall complete online education and awareness training along with any other requirements of USA Hockey SafeSport.
- 23.1.3 DYHA shall direct all parties to the AAHA-managed screening program. DYHA shall require that all required volunteers and employees be screened through the vendors in compliance with the AAHA Policy and procedures and all applicable USA Hockey policies.
- 23.1.4 All screens of coaches, officials, and all other volunteers and employees over the age of 18 who will have regular, routine, or frequent access to or supervision over minor participants must, at a minimum, include a "national" screen that covers a national criminal database, the sex offender registries for all 50 states, and every county database in which the applicant has lived during the previous 5 years. For screens of individuals that will serve as a team driver, the screen must also include a department of motor vehicles check. The Board may increase the screen protocol in its reasonable discretion.
- 23.1.5 DYHA shall designate a staff member as a screening coordinator (who may also serve as the USA Hockey SafeSport coordinator) who will be responsible for monitoring and reporting on compliance with this Policy.
- 23.1.6 The following persons must be screening in accordance with this Policy:

1. members of the Board of Directors;
2. administrators;
3. coaches;
4. team managers;
5. locker room monitors;
6. team drivers (unless professional transportation companies are used);
8. travel chaperones;
9. anyone else with regular, routine, or frequent access to youth participants.

23.1.7 The following are the minimum criteria that must be search for in the background screen and which may serve as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer:

1. any felony;
2. any misdemeanor involving force or threat of force against a person;
3. any misdemeanor of a sexual nature, or in which sexual relations is an element, or classified as a sex offense, including but not limited to "victimless" crimes of a sexual nature such as prostitution, pornography, and indecent exposure;
4. any misdemeanor involving controlled substances (not paraphernalia or alcohol);
5. any crime involving cruelty to animals;
6. sex offender registrant;
7. any misdemeanor involving harm to a minor.

23.1.8 Convictions of (whether disclosed by the applicant or sourced in a criminal records search) and pending charges or dispositions for any of the above crimes or registrations shall be reported to AAHA who will then report to the DYHA Board of Directors and Director of Hockey Operations whom shall make a determination of whether the applicant shall be approved for the position sought. The DYHA screening coordinator shall receive and review any screens in accordance with the requirements below.

23.1.9 In addition to the minimum criteria above, and any additional criteria that DYHA elects to evaluate, the following additional criteria (which are unlikely to be found in a criminal record search) shall also serve as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer in DYHA:

23.1.9.1. an expunged or sealed conviction for any of the minimum criteria above;

- 23.1.9.2. being adjudged liable for civil penalties or damages involving sexual or physical abuse of children;
- 23.1.9.3. being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection;
- 23.1.9.4. had their parental rights terminated;
- 23.1.9.5. a documented history with another organization (volunteer, employee, etc) of complaints of sexual or physical abuse of minors;
- 23.1.9.6. resigned, been terminated, or been asked to resign from a position, whether paid or unpaid, due to complaints of sexual or physical abuse of minors;
- 23.1.9.7. has a history of other behavior that indicates they may be a danger to children in DYHA.

23.1.10 All applicants shall be provided notification, and shall consent in writing, to all screens (credit and criminal) as required by Arizona and federal law, including but not limited to the Fair Credit Reporting Act.

23.1.11 DYHA shall rely on AAHA to maintain adequate security for the safekeeping, privacy, and production of documents and information in connection with its screening of applicants.

23.1.12 DYHA shall submit this Policy, as it may be amended by the Board from time-to-time, to USA Hockey each year for approval by the USA Hockey SafeSport Program Committee. The submission shall include the positions screened, the criteria searched, screen vendor to be used, databases to be checked, the means of enforcement to require screens are completed before access, and the means by which DYHA handles any "hits" and any appeals from a denial of eligibility, as well as such other information as is necessary to demonstrate compliance with USA Hockey's Affiliate Screening Policy.

23.1.13 If requested by USA Hockey, DYHA shall submit (during the month of April) a report for the just-completed playing season that identifies the number of screens conducted in each category of screened individuals.

23.1.14 Although DYHA is ultimately responsible for managing and supervising the screened individuals, teams within DYHA must monitor and supervise their programs so that screening is complete before any employee or volunteer has access to youth participants.

23.2 Handling "Hits" and Appeals

- 23.2.1 Decisions related to screening hits and eligibility of any person screened for a USA Hockey national program (e.g., board, council, committee, and section members, and coaches, staff and volunteers for any national or district camp, national team, select camp, and national and district tournaments, and Junior Officiating Development Program officials) shall be made by the USA Hockey Vice President & Legal Council Chairperson or his/her designee. Appeals of such decisions shall be appealable and directed to the USA Hockey Screening Appeals Committee, c/o the USA Hockey Executive Director. The procedure for any appeals to the Screening Appeals Committee shall be as provided in USA Hockey Bylaw 10.e as set forth in the then-current USA Hockey Annual Guide.
- 23.2.2 Decisions related to screening and the eligibility of any person screened by AAHA shall initially be made by the DYHA Screening Coordinator or a person or group of persons designated by the DYHA Board of Directors to make such decisions. Any decision denying eligibility of any employee or volunteer shall be appealable to the AAHA Board of Directors, or a designated committee of such board, in compliance with USA Hockey Bylaw 10.e.
- 23.2.3 The existence of any "hit" following a screen and the proceedings surrounding any appeal must be kept confidential until "notice" must be given about a rejection or acceptance of a person's eligibility. AAHA shall provide prompt written notice to any individual that has been deemed ineligible as a result of a hit following a screen, which notice shall include a reasonable description of the grounds for the denial of eligibility and the method and time periods to appeal such decision. Any hearings should be closed and confidential, to the extent possible, other than for notification of the outcome. Participants in the hearing, including the hearing committee, the person who made the initial decision, and witnesses (if any are permitted) should be requested and encouraged to keep the proceedings confidential.
- 23.2.4 Appeal decisions of the AAHA Board of Directors shall be subject to appeal to the USA Hockey Executive Committee.
- 23.2.5 DYHA shall promptly report to USA Hockey in writing (to the attention of the USA Hockey Executive Director and to the USA Hockey Vice President, Legal Council Chairperson) the full name and identifying information for any individual who has been denied eligibility for employment or a volunteer position based on that person not consenting to be screened, not passing a background screen, or the existence of other information that makes a person ineligible. USA Hockey shall

create a database of such ineligible persons for purposes of notifying appropriate affiliates of any attempted registration by a person who has previously been denied eligibility for employment or a volunteer position.

24. USA Hockey Preeminence

DYHA shall abide by and act in accordance with the Articles of Incorporation, Bylaws, published Policies and Procedures, Rules and Regulations, Playing Rules, and other decisions of the Board of Directors of USA Hockey and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of DYHA. Further, DYHA (i) shall assist USA Hockey in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules, and decisions of USA Hockey, to the extent they involve DYHA and/or otherwise arise within DYHA's jurisdiction; (ii) support, endorse, and implement the USA Hockey SafeSport Policy, Zero Tolerance, and other policies, decisions, or rules of USA Hockey; and (iii) agrees to be guided by the following core values of USA Hockey:

- (a) **Sportsmanship** - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. DYHA will endeavour to foster friendship with teammates and opponents alike.
- (b) **Respect for the Individual** - Treat all others as you expect to be treated.
- (c) **Integrity** - DYHA shall seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- (d) **Pursuit of excellence at the individual, team and organizational levels** - Each person involved in any capacity with DYHA, whether as a Member, player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- (e) **Enjoyment** - It is important for the hockey experience to be fun, satisfying, and rewarding for the participant.
- (f) **Loyalty** - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- (g) **Teamwork** - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

25. Indemnity/Insurance

- 25.1 DYHA shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof (if any), councils and committees of USA Hockey and each member thereof, and all elected, appointed, employed, or volunteer representatives

of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees, charges, and expenses whatsoever, arising from the acts or omissions of DYHA, except to the extent (i) that USA Hockey or its representatives caused such claims, liability, judgments, costs, attorneys fees, charges, or expenses by their own intentional neglect or default or (ii) that such acts or omissions were the direct result of DYHA's good faith attempt to comply with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules, or decisions of the Board of Directors of AAHA. Further, DYHA understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office, or capacity upon the express understanding, agreement, and condition that they be so indemnified and held harmless to the extent described in this Bylaw.

25.2 DYHA shall obtain coverage under the general liability insurance policy and the directors and officers and crime insurance policy maintained by USA Hockey. DYHA shall retain the right to obtain additional insurance coverage as the Board of Directors may determine from time-to-time at its own expense, but agrees to name USA Hockey as an additional insured thereof.

26. Conflict of Interest Policy

26.1 Purpose

This Conflict of Interest Policy is designed to foster public confidence in the integrity of DYHA and to protect DYHA's interest when it is contemplating entering a transaction (defined below) that might benefit the private interest of a director, a corporate officer, the top management or top financial official, or a key employee (defined below).

26.2 Definitions

26.2.1 *Insiders.* The following are considered *insiders* for the purposes of this policy:

26.2.1.1. Each member of the Board of Directors or other governing body.

26.2.1.2. The president, chief executive officer, chief operating officer, treasurer and chief financial officer, executive director, or any person with the responsibilities of any of these positions (whether or not the person is an officer of DYHA under DYHA's Bylaws and Arizona law).

26.2.1.3. Any *key employee*, meaning an employee whose total annual compensation (including benefits) from DYHA is more than \$50,000 **and** who (a) has responsibilities or influence over DYHA similar to that of officers, directors, or

trustees; **or** (b) manages a program that represents 10% or more of the activities, assets, income, or expenses of DYHA; **or** (c) has or shares authority to control 10% or more of DYHA's capital expenditures, operating budget, or compensation for employees.

- 26.2.2 *Interest* means any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect, that may influence a person's judgment, including receipt of compensation from DYHA, a sale, loan, or exchange transaction with DYHA.
- 26.2.3 A *conflict of interest* is present when, in the judgment of the Board of Directors, an insider's stake in the transaction is such that it reduces the likelihood that an insider's influence can be exercised impartially in the best interests of DYHA.
- 26.2.4 *Transaction* means any transaction, agreement, or arrangement between an insider and DYHA, or between DYHA and any third party where an insider has an interest in the transaction or any party to it, including but not limited to any compensation paid by DYHA to an insider for services.

26.3 Procedures

26.3.1 Duty to Disclose

Each insider shall disclose to the Board all material facts regarding his or her interest in the transaction, promptly upon learning of the proposed transaction.

26.3.2 Determining Whether a Conflict of Interest Exists

With regard to an insider, the Board shall determine if a conflict of interest exists. The insider(s) and any other interested person(s) involved with the transaction shall not be present during the Board's discussion or determination of whether a conflict of interest exists, except as provided in 26.4 below.

26.3.3 Procedures for Addressing a Conflict of Interest

The Board shall follow the procedures set forth in 26.4 in order to decide what measures are needed to protect DYHA's interests in light of the nature and seriousness of the conflict, to decide whether to enter into the transaction and, if so, to ensure that the terms of the transaction are appropriate.

26.4 Review by the Board

- 26.4.1 The Board may ask questions of and receive presentation(s) from the insider(s) and any other interested person(s), but shall deliberate and vote on the transaction in their absence. The Board shall ascertain that all material facts regarding the transaction and the insider's conflict of interest have been disclosed to the Board and shall compile appropriate data to determine fair market value for the transaction.
- 26.4.2 After exercising due diligence, which may include investigating alternatives that present no conflict, the Board shall determine whether the transaction is in DYHA's best interest, for its own benefit, and whether it is fair and reasonable to DYHA; a 2/3 majority of disinterested members of the Board then in office may approve the transaction.

26.5 Records of Proceedings

The minutes of any meeting of the Board pursuant to this policy shall contain the name of each insider who disclosed or was otherwise determined to have an interest in a transaction; the nature of the interest and whether it was determined to constitute a conflict of interest; any alternative transactions considered; the members of the Board who were present during the deliberations on the transaction, those who voted on it, and to what extent interested persons were excluded from the deliberations; any comparability data or other information obtained and relied upon by the Board and how the information was obtained; and the result of the vote, including, if applicable, the terms of the transaction that was approved and the date it was approved.

26.6 Annual Disclosure and Compliance Statements

Each director, each corporate officer, the top management official, the top financial official, and each key employee of DYHA, shall annually sign a statement on the form attached, that:

- 26.6.1. affirms that the person has received a copy of this conflict of interest policy, has read and understood the policy, and has agreed to comply with the policy; and
- 26.6.2. discloses the person's financial interests and family relationships that could give rise to conflicts of interest.

26.7 Violations

If the Board has reasonable cause to believe that an insider has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, it shall inform such insider of the basis for this belief and afford the insider an opportunity to explain the alleged failure to disclose. If,

after hearing the insider's response and making further investigation as warranted by the circumstances, the Board determines that the insider has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.

26.8 Annual Reviews

To ensure that DYHA operates in a manner consistent with its status as an organization exempt from federal income tax, the Board shall authorize and oversee an annual review of the administration of this conflict of interest policy. The review may be written or oral. The review shall consider the level of compliance with the policy, the continuing suitability of the policy, and whether the policy should be modified and improved.

27. Whistleblower Policy

- 27.1 DYHA requires Directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities. DYHA asks that all participants in the program practice honesty and integrity in fulfilling their responsibilities to DYHA and comply with all applicable laws and regulations. This Whistleblower Policy is intended to encourage and enable Directors, officers, employees, and volunteers to raise serious concerns internally so that DYHA can address and correct inappropriate conduct and actions. It is the responsibility of all Directors, officers, employees, and volunteers to report concerns about violations of any policies, rules, or regulations promulgated by DYHA, USA Hockey, or any governmental authority.
- 27.2 DYHA will use its best efforts to protect anyone reporting suspected illegal, fraudulent or dishonest conduct ("whistle-blowing complaints") from retaliation. Whistle-blowing complaints will be handled with sensitivity and discretion to the extent permissible by the circumstances and the law. Further, whistle-blower complaints will be shared only with those individuals who have a need to know so that DYHA can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such person(s) also may have the right to know the identity of the whistle-blower).
- 27.3 DYHA will not tolerate retaliation against a whistle-blower for informing DYHA about an activity which that individual believes to be illegal, fraudulent, or dishonest with the intent or effect of adversely affecting the terms and conditions of the whistle-blower's employment or volunteer service. Whistle-blowers who believe that they have been retaliated against should notify the Hockey Director or Board of Directors, as may be appropriate in the circumstances. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to

prohibit DYHA from taking action, including disciplinary action, in the usual scope of its business and based on valid performance-related factors; and whistle-blowers must be cautious to avoid making allegations with reckless disregard for their truth or falsity ("baseless allegations"). Anyone who makes baseless allegations may be subject to disciplinary action, up to and including termination.

28. Document Retention/Destruction Policy

- 28.1 This Document Retention/Destruction Policy identifies the record retention responsibilities of DYHA staff, volunteers, Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.
- 28.2 DYHA's staff, volunteers, Board of Directors, officers, and outsiders (e.g., vendors) are required to honor the following rules:
 - 28.2.1 Paper or electronic documents indicated under the terms for retention in 28.3 will be transferred or maintained by DYHA full time office staff.
 - 28.2.2 All other paper documents will be destroyed after three years.
 - 28.2.3 All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year.
 - 28.2.4 No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified).
 - 28.2.5 No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

28.3 Record Retention Table

Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, bills of sale	Permanently

Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices	7 years
Minute books, bylaws, policies	Permanently
Payroll records	7 years
Personnel files (terminated employees)	7 years
Retirement records	Permanently
Screens (employees/volunteers)	7 years
Tax returns/worksheets	Permanently
Timesheets	7 years
Trademark registrations	Permanently

29. Gift Acceptance Policy

- 29.1 Acceptance of any contribution or gift is at the discretion of DYHA. DYHA will not accept any gift unless it can be used or expended consistently with the mission of and purpose of DYHA.
- 29.2 No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.
- 29.3 DYHA will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their gift.
- 29.4 DYHA will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of DYHA.
- 29.5 Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for DYHA.
- 29.6 DYHA will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by DYHA.
- 29.7 DYHA will respect the intent of the donor relating to gifts for restricted purposes and

those relating to the desire to remain anonymous. With respect to anonymous gifts, DYHA will restrict information about the donor to only those staff members with a need to know.

- 29.8 DYHA will not compensate, whether through commissions, finder's fees, or other means, any third party for directing a gift or a donor to DYHA.