Girls Hockey Arizona Policies and Procedures

MISSION STATEMENT

Girls Hockey Arizona's mission is to create an opportunity for every girl in Arizona to play hockey at her appropriate age and skill level and to develop a lifelong love of the game.

Girls Hockey Arizona

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CERTIFICATE OF ADOPTION

These policies and procedures have been reviewed and duly adopted by the Board of Directors of Arizona Girls Hockey effective as of October 31st, 2026. The Board must approve any changes to or deviations from these policies and procedures.



Becky Farrell, Secretary

Girls Hockey Arizona ("GHA" or the "Corporation") Policy Manual

1. Policy Maintenance

1.1. GHA 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 of Directors ("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 Corporation on a periodic basis and adopt revised policies as needed, and where appropriate at a properly noticed meeting open to all members.

1.3. Any Board member or any GHA member in good standing (refer to Bylaws for definition) may request the creation of or change to the GHA 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. GHA shall annually distribute to its members copies of its Bylaws, this Policy Manual, and other governing documents. GHA shall also maintain copies of all such documents on its website.

2. Equal Opportunity

2.1. GHA shall follow all applicable federal, state, and local anti-discrimination laws.

2.2. It is the policy of GHA to not discriminate on the basis of race, age, color, gender, national origin, disability, sexual orientation, 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. GHA is an equal opportunity employer. GHA 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, sexual orientation, or religion.

2.3. It is the policy of GHA to provide an equal competitive opportunity, taking into account ability, physical size, and other athletic criteria, to athletes, coaches, trainers, team managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, gender, disability, sexual orientation, or national origin.

2.4. GHA 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, team 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 GHA travel players, coaches, team managers and GHA Board members will be registered with USA Hockey no later than July 31. All GHA players, coaches, team managers and GHA Board members who register with GHA after the July 31 date must be registered with USA Hockey prior to participating in GHA activities. In addition to the policies found within, in the GHA Bylaws, or in any other GHA rules and codes of conduct, all GHA players, coaches, team managers and GHA Board members are also governed by all USA Hockey policies, rules, and regulations as provided in the USA Hockey Preeminence Policy in Section 23 below.

3.2. All GHA development players, coaches and team managers will be registered with USA Hockey no later than July 31. All GHA development players, coaches, and team managers who register after the July 31 date must be registered with USA Hockey prior to participating in GHA activities. In addition to the policies found within, in the GHA Bylaws, or in any other GHA rules and codes of conduct, all GHA development players, coaches and, team managers are also governed by all USA Hockey policies, rules, and regulations as provided in the USA Hockey Preeminence Policy in Section 23 below.

3.3. To participate in any GHA activity, all registrants must complete all forms and provide any documentation required by the GHA and/or USA Hockey. Such activities include, but are not limited to, tryouts, evaluations, practices, games, clinics, camps, dryland training, and open hockey.

3.4. No player will be rostered on a team until they have registered with USA Hockey and GHA and have been cleared by the GHA Registrar.

4. Players Section (April 2026)

4.1. All GHA players must be registered with USA Hockey prior to participating in any GHA activity.

4.2. All players, including those who do not reside in the state of Arizona, must pay in full to try out for a GHA travel team. Players who are unable to attend tryouts for any reason still are responsible for paying the tryout fee and must send a written request via email to be considered at tryouts to the Elite Hockey Director two (2) weeks or more prior to tryouts. Injured players must submit a request as soon as they know they will be unable to tryout due to injury.

4.3. All full time local and billeting out of state players selected for travel hockey are automatically members of GHA and subject to all applicable registration fees which consist of association and team fees. Association fees and team fees will be equally divided over a 10 month payment schedule.

4.3.1. Budgeted association fees and team fees will be presented on the “Fact Sheet” at tryouts. If a team does not meet the budgeted number of players by the December 31st rostering deadline, the final per player fees will be recalculated based on the actual number of committed players on the roster to ensure the team’s budget is met.

4.3.2. Any players receiving special pricing as outlined in section 4.4 will have their fees adjusted proportionally if the team does not meet their budgeted number of players.

4.3.3. Players joining a GHA team after the initial payment schedule has begun will be subject to the prorated player-fee provisions in Section 12.3.10. (Updated September 2026)

4.4. Non-Tier & Tier Pricing Models (April 2026)

4.4.1. Full Season Player Pricing

4.4.1.1. All in-state non-tier and tier players who are not dual-rostered on another team will be required to pay the full price for the season

4.4.1.2. All in-state non-tier and tier players who are dual-rostered on a non-Kachinas house league team will be required to pay the full price for the season

4.4.2. Internal Dual-Rostered Player Pricing

4.4.2.1. Players who are rostered on both a Kachinas Development team and a Kachinas Futures team in the same season will receive a discount on their total fees as determined by the Board of Directors prior to tryouts each season

4.4.2.2. Non-tier or tier players who are not rostered on a Kachinas Futures team and are needed (as determined by the Hockey Director) to fill a Development roster will have their Kachinas Development fee waived. The player is still responsible for the rink house league fees

4.4.2.3. Non-tier or tier players who are not rostered on a Kachinas Futures team and are NOT needed (as determined by the Hockey Director) to fill a Development roster will be required to pay the full Kachinas Development fee and the rink house league fee

4.4.2.4. Vertically integrated players who play in additional tournaments with another team will pay $100 for in state tournaments and $250 for out of state tournaments

4.4.3. External Dual-Rostered Player Pricing

4.4.3.1. In-state players who are dual rostered on an AZYHL or AHSHA team will be able to choose one of the following pricing options: Full Season, Half Season, Quarter Season or Per Event. Each option includes:

- A predetermined percentage of the total practices, games and tournaments that determines a pricing adjustment for the team fee.
- A premium added to the association fee
- Additional fees for all events participated in beyond what the pricing option includes
- Refer to Appendix A for the detailed overview of pricing options.

4.4.4. Out of State Player Pricing

4.4.4.1. Out of state players who choose not to billet will be offered a special price that includes:

4.4.4.1.1. A premium added to the association Fee

4.4.4.1.2. Discounted team fees based on participating in all team weekends and tournaments

4.4.4.1.3. An additional discount determined by the Board of Directors to account for team weekend travel expenses

4.4.4.2. Players receiving special pricing will be responsible for paying the special price on the standard 10 month payment schedule.

4.5. GHA reserves the right to roster emergency players on their teams and must be approved by the Head Coach, Hockey Director and Board of Directors. The intention of emergency players is only to fill in when full time players are injured or unavailable. The expectation is for coaches to prioritize playing time opportunities for full time players, but they ultimately have the right to make decisions that will be best for the team. (April 2026)

4.5.1. The Board of Directors reserve the right to determine pricing for emergency players.

4.5.2. If at any time an emergency player decides to become a dual-rostered or full time player,

they will be required to pay the remaining player fees outlined in section 4.4.

4.6. GHA will not register any player that owes money to any other Arizona Amateur Hockey Corporation ("AAHA") or USA Hockey member Corporation.

4.7. Any player (or responsible party) failing to meet her financial obligation and/or schedule as outlined in this policy by December 31 of the current season, or as agreed upon with the Director of Hockey or the GHA Board of Directors will cause player to be included on the AAHA "Delinquent Player List", and the player will be removed from their team's roster..

4.8. Removal of a Player

4.8.1. All players will conduct themselves in a manner consistent with codes of conduct set by the Corporation and individual teams, policies and Bylaws of GHA and USA Hockey and any rules of conduct required by GHA 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 Board of Directors, 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 Executive Committee.

4.8.2. Head Coaches and/or Team Managers must document all player situations regarding violations of the Code of Conduct within seven (7) business days of the violation. Violations must be reported to the player, parents of the player, GHA Director of Hockey, and the president of GHA. Any violations of SafeSport rules involving sexual misconduct, violence or physical abuse, harassment or bullying will immediately be documented and sent to the Disciplinary Committee Chair and SafeSport Coordinator within 24 hours of the violation. Typically, there are three steps (as outlined in sections, 4.8.2.1, 4.8.2.2 and 4.8.2.3 below) to remove a player from a team for minor infractions. If the violation is deemed serious enough by the Head Coach and Hockey Director, 4.8.2.1 and 4.8.2.2 may be skipped and the issue submitted to the Disciplinary Committee for determination.

4.8.2.1. The 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 GHA Hockey Director.

4.8.2.2. 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 refuses to sign the written statement, such conduct should be noted on the written statement. The Head Coach will forward the written statement to the Hockey Director. The Hockey Director will update the Board at the next scheduled meeting.

4.8.2.3. In the case of (i) a third violation; (ii) a violation of written GHA rule or GHA Code of Conduct that calls for an immediate suspension; (iii) USA Hockey rules that call for immediate suspension; or (iv) an immediate suspension imposed pursuant to Rule 4.4.2., the Hockey Director, player and parents must be notified in writing of the violation, and the Disciplinary Committee will take over from that point. The Disciplinary Committee will conduct its investigation of the situation and will determine next steps for the player up to and including a hearing, suspension, or removal from the team. The notice of suspension or removal 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 or removal need not be served prior to the imposition of the suspension but must be provided within a reasonable time of the suspension or removal.

4.8.2.4. The GHA Board of Directors has the right to suspend or remove players from the Corporation due to code of conduct or policy violations committed by one or both of their parents outlined in Section 10.

4.9. Player Safety. In addition to the mandatory safety procedures and equipment as outlined by USA Hockey, GHA takes these additional steps:

4.9.1. Baseline Cognitive Testing. Each season all Elite GHA players ages ten (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 GHA representative prior to the official start of the season. In the event of a concussion during the season, parents are responsible for reporting the concussion to the Player Safety Committee upon diagnosis. 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 GHA 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 Player Safety Committee as well as the Head Coach or Team Manager. It is highly encouraged that all Development players complete a baseline concussion test, but it is not mandatory to play for GHA.

4.9.2. All other major injuries and illnesses that result in missing significant practices or games must be reported to the Player Safety Committee and a doctor's note must be provided prior to the player returning to practice or play.

4.9.3. Coaching staff and Team Manager First Aid training. GHA will support First Aid training as outlined in Section 7.10.

4.9.4. Neck Guards. As of August 1, 2024 all players registered with USA Hockey are required to wear neck guards. All GHA players must 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 bands. Arm bands, head bands, ear warmers, plain turtlenecks and mock turtlenecks are not neck guards.

4.9.5. Mouth Guards. GHA requires all players 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.

4.10. Player Penalties and Game Misconduct. Should a player receive a penalty resulting in a game misconduct or disqualification from a game, the player shall receive the appropriate punishment from USA Hockey which includes disqualification/suspension from the subsequent game and banishment from the locker room or team events until the game suspension has been served. In addition, the penalty must be reported by the Head Coach or the Team Manager to the Hockey Director. The Hockey Director will inform the GHA Chair of the Disciplinary Committee as soon as possible after the game in which the penalty was assessed. The Disciplinary Committee will conduct a timely review of the situation to determine if further discipline is warranted, and will alert the Head Coach, Team Manager and player in a timely manner.

4.11. GHA may on occasion roster a 16U player at the 19U level in compliance with AAHA and USA Hockey policies. In order for a 16U player to be added to a 19U roster, the following process must be followed:

4.11.1. All 16U and 19U players are required to register and tryout at their true birth year age group

4.11.2. During but not before tryouts, the 16U players who are determined by the 16U and 19U head coaches at the same level (Tier I or Tier II) and the Elite Hockey Director to have the ability and maturity to be able to play at the 19U level are invited to the remaining days of 19U tryouts.

4.11.3. After tryouts are concluded, the 19U head coach and the Elite Hockey Director will determine whether the player would be offered a roster spot on the 19U team

4.11.4. The player and her parents will make the final decision if she will play at 19U or 16U. GHA cannot exclusively offer a 16U player a 19U roster spot unless there is no alternative option available for skill level at her age group

4.12. Equipment Requirements (April 2026)

4.12.1. Full equipment is required for all GHA sanctioned practices and games.

4.12.2. Players are required to purchase and use team apparel and equipment as determined by the Hockey Director each season.

4.12.3. If two players on the same team request the same jersey number, the conflict will be resolved using the following order of priority:

4.12.3.1. The number will be assigned to the player who is a second-year player on that team and has been with the program for at least three (3) seasons.

4.12.3.2. If the conflict is not resolved by the first priority, or if both players share the same birth year, the number will be assigned to the player who has played more total seasons with the program.

4.12.3.3. If the conflict remains unresolved, the final decision will be determined by a coin flip.

4.12.3.4. The player required to select a different jersey number shall be responsible for the cost of purchasing a new jersey.

5. Team Section

5.1. GHA travel tryouts are open to all female registered USA Hockey Members or applicants who are willing to register with USA Hockey upon being offered a position on an GHA team.

5.2. All players selected are automatically members of GHA and subject to all applicable policies, bylaws, codes of conduct and registration fees.

5.3. Any players desiring to move up to play in a division above that which their age dictates must have the approval of the Hockey Director, 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 Directors of Hockey at which time it will be presented to the AAHA board where it may or may not be approved.

5.4. Players who are rostered for another girls' team or girls' Corporation during the regular season may not be rostered on an GHA team for tournaments, games, or other part-time play. Players who are not rostered for another girls' team or girls' Corporation in the same league may be rostered on an GHA team for tournaments, games or other part time-play if approved by the GHA coach, the other non-GHA coach or Corporation, and the GHA Hockey Director. Players are permitted to be double rostered on a co-ed team.

5.5. All team USA Hockey classification (Recreational A, AA, or AAA, Tier 1, or Tier 2) will be projected prior to tryouts. GHA reserves the right to adjust the classification during tryouts should that be the best fit for the organization. The final classification will be determined before the completion of tryouts.

5.6. Players will be rostered on only one GHA travel team with the USA Hockey classification of A,

AA, AAA, Tier 1 or Tier 2. The determination of which of these level teams within their age division the player makes will be made at the completion of tryouts, and after a commitment letter is signed. While it is not the intent of the GHA to move players between teams with different classifications, should there be facts and circumstances that occur between the beginning of the season and December 31st, and only with the agreement of the player and parents, the current Head Coach, the new Head Coach, the Hockey Director and the Board, the player may be moved to a team with a higher or lower classification. Tier I players can move rosters within current USA Hockey vertical integration rules.

5.6.1. If a player is permanently moved from one roster to another, their original payment plan will continue to be applied to the roster they were originally on at the start of the season. If the player is moved to a more expensive team, they will be responsible for paying the difference which will be applied to the new team's budget. If the player is moved to a less expensive team, they will be refunded the difference and the GHA will be responsible for covering the difference.

5.7. All team rosters for AA or AAA, Tier 1 or Tier 2 are required to be finalized by December 31 of the current year season. Players may be added or deleted prior to that date, but the roster may not change after December 31 for the remainder of the season.

6. Leagues, Tournaments and Divisions (April–May 2026)

6.1. A preliminary league and tournament schedule will be determined by the Hockey Director by March 1. The Board of Directors will approve the preliminary schedule at the April Board of Directors meeting. The preliminary schedule will be distributed to members at tryouts.

6.1.1. Any changes to the approved schedule, including cancellations, additions, or replacements of tournaments or team travel, must adhere to the Tournament Replacement and Addition Policy outlined in Section 6.4. (April–May 2026)

6.2. The Board of Directors will make the final determination of league and division play as soon as it is practical. (Existing wording relocated; month unconfirmed)

6.3. All banners, trophies or other awards won by GHA teams are property of the GHA organization and should be promptly given to a representative of the Board of Directors after the conclusion of tournaments and events.

6.4. Tournament Replacement and Addition Policy (April–May 2026)

6.4.1. In the event of a scheduled team trip cancellation, the Head Coach and Team Manager shall be jointly responsible for identifying a suitable replacement trip option within thirty (30) days of the cancellation notice date.

6.4.2. When a replacement or additional trip opportunity arises, the following communication and approval process must be followed:

- Notify Elite Hockey Director within 24 hours
- Communicate details to families within 48 hours
- Distribute vote within 72 hours
- Each family gets one vote
- Votes must be documented and retained

6.4.3. Attendance and Financial Requirements

6.4.3.1. Approval requires 80% vote

6.4.3.2. Additional trips are optional; no cost for non-participants

6.4.3.3. Replacement trips are mandatory

- No refunds for non-attendance

6.5. Replacement trips can only be declined with a 100% unanimous vote from each family on the team

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 and development coaches. Interested parties shall complete an application and return it to the Hockey Director in accordance with any deadlines established by the Hockey Director in consultation with the Board of Directors.

7.1.2. GHA requires that all coaches (head and assistants) obtain, prior to August 1, the following:

7.1.2.1. USA Hockey registration.

7.1.2.2. USA Hockey Coaching Certification and age specific modules for their teams' appropriate level as outlined in the USA Hockey Annual Guide for that season.

7.1.2.2.1. Coaches who require a coaching certification course to obtain the appropriate certification for a season must show proof that they are registered for a coaching clinic prior to the August 1 date. This is to be sent to the registrar.

7.1.2.3. Background clearance current through end-of-season as provided in the GHA Screening Policy in Section 22 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 individual designated by the Board by August 1.

7.1.4. All GHA 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 neither provided the items listed in 7.1.2 nor signed the contract is subject to immediate dismissal by the Hockey Director or the Board of Directors.

7.1.5. GHA will reimburse all selected coaches for the costs of background checks and per section 7.5 for their certification costs.

7.2. Selection Process

7.2.1. All coaches recommended by the Hockey Director must be interviewed by a panel of no less than 3 board members and approved by the Board of Directors before being appointed as a GHA coach.

7.2.2. No publication of the nominated coaches will occur until the Board approves the nominations.

7.2.3. Should the Elite Hockey Director be selected by the Board of Directors as a head coach of an elite team, he or she will be listed as an Associate Head Coach with another person as Associate Head Coach. Both Associate Head Coaches will evenly split the budgeted head coaching payment.

7.2.4. Any coach who applies who will potentially be a parent of a player on a team can only be selected as a coach if they are invited by the Elite Hockey Director and approved by the board of directors.

7.3. Number of Coaches

7.3.1. All assistant coaches and team manager(s) are subject to an interview with the Hockey

Director and approval by the Board of Directors. 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 (2) weeks prior to tryouts.

7.3.1.2. Determining the number and identity of his or her team manager(s) and submitting that information no later than two (2) weeks after tryouts.

7.3.1.3. Communicating any changes in the team staff to the Corporation within forty-eight (48) hours.

7.3.2. No publication of the nominated assistant coaches or team manager(s) will occur until the Board of Directors approves the nominations.

7.3.3. Only the Head Coach, Assistant Coaches, student coaches and guest coaches approved by the Hockey Director 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 GHA Mission Statement, codes of conduct, policies, and bylaws of GHA and USA Hockey. Any behavior deemed inappropriate by the Hockey Director may result in disciplinary action.

7.4.2. The Hockey Director must document all violations of the Code of Conduct involving inappropriate conduct to the coach and the President of GHA within seven (7) business days of the violation. Any violations of SafeSport rules involving sexual misconduct, violence or physical abuse, harassment or bullying will immediately be documented and sent to the Disciplinary Committee Chair and SafeSport Coordinator within 24 hours of the violation. Typically, there are three steps (as outlined in sections 7.4.2.1 – 7.4.2.3 - below) to remove a coach from a team for minor infractions. If the violation is deemed serious enough by the Hockey Director, sections 7.4.2.1 – 7.4.2.3 may be skipped and the issue submitted directly to the Disciplinary Committee for determination.

7.4.2.1. The first violation for an infraction will result in a conference between the coach and the Hockey Director. The Hockey Director must put the items discussed and the result of the meeting in writing and submit that information to the coach and the GHA President.

7.4.2.2. The 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 coach must sign the written statement. If the coach refuses to sign the statement, such conduct is to be noted on the written statement. Hockey Directory will forward the written statement to the GHA President and the Disciplinary Committee. The Disciplinary Chair will update the GHA Board of Directors at the next scheduled meeting.

7.4.2.3. In the case of (i) a third violation; (ii) a violation of written GHA rule or GHA Code of Conduct that calls for an immediate suspension; (iii) USA Hockey rules that call for immediate suspension; or (iv) an immediate suspension imposed pursuant to Rule 4.4.2., the Hockey Director, will notify the coach and the GHA President in writing of the violation, and the Disciplinary Committee will take over from that point. The Disciplinary Committee will conduct its investigation of the situation and will determine next steps for the coach up to and including a hearing, suspension, or removal from the team. The notice of suspension or removal must include the appeal process available to the coach outlined in the most current USA Hockey Annual Guide or otherwise reference the USA Hockey Annual Guide. The written notification of suspension or removal need not be served prior to the imposition of the suspension but must be provided within a reasonable time of the suspension or removal.

7.5. Coaches Certification

7.5.1. GHA will reimburse registration fees for an eligible participant who successfully completes the USA Hockey Level 1, Level 2, Level 3, or Level 4 certification classes provided that:

7.5.1.1. The Individual is an GHA coach or has committed and been approved to be an GHA coach, at the time of certification.

7.5.1.2. No other organization or person has reimbursed the coach for the class.

7.5.1.3. Reimbursement will be paid at the end of the Corporation's fiscal year.

7.5.1.4. GHA will not reimburse any coach that has quit or has been removed/permanently suspended.

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

7.5.2.1. The coach submits a letter requesting approval to attend the class to the GHA Hockey Director or the Registrar at least thirty (30) days before the class is scheduled to begin.

7.5.2.2. The GHA Board of Directors approves the request.

7.5.2.3. The coach provides a copy of his/her certification card with his/her reimbursement request.

7.5.2.4. The Individual is a GHA travel coach at the time of reimbursement or has committed and been approved to be a GHA travel coach at the time of certification.

7.5.2.5. No other organization or person has 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 GHA for the two (2) consecutive hockey seasons following the certification and is not removed/permanently submitted during this time.

7.5.2.7. Reimbursement will be provided in two (2) parts. The first half will be provided upon GHA 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 GHA team after completing the certification.

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

7.6. Coaching Expenses— See Section 21 (Consolidated July–October 2026)

7.7. Rented Vehicles

7.7.1. Consumption of alcohol, marijuana, or other illegal/banned substances, by anyone, in vehicles rented by the team or operating rented vehicles while under the influence is strictly prohibited.

7.7.2. Transporting alcohol, marijuana, or other illegal/banned substances in vehicles rented by the coaches while involved in team events is prohibited.

7.7.3. Except as otherwise provided in these policies, GHA performs no background checks on drivers and accepts no responsibility or liability for such drivers.

7.7.4. Teams are required to purchase all insurance offered by the rental car companies.

7.7.5. Any traffic violations and resulting fines will be the responsibility of the individual driving the vehicle, not the team or Corporation.

7.8. Coaches Helmets

7.8.1. In accordance with USA Hockey, all coaches, and any person on the ice with any GHA team in any capacity, except whereas 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.

7.8.2. Student coaches under the age of eighteen (18) must wear helmets with a face mask on the ice as well as on the bench while coaching games.

7.9. Notification of Match Penalties. Match penalties are reported to and handled by the AAHA Disciplinary Committee. The Head Coach or team manager must notify the GHA Registrar and Hockey Director of any match penalties within twenty-four (24) hours of the game.

7.10. Coaches' First Aid Training. GHA 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. Team managers may also participate in this training as requested by the Head Coach. The Hockey Director or the Board of Directors will plan the first aid training.

7.11. Elite Head Coach Bonuses

7.11.1. Elite head coaches are eligible to earn performance and retention bonuses based on the following components. Except as otherwise stated below, each bonus is earned independently when the applicable criteria are satisfied. (Revised September 2026)

7.11.1.1. An Elite Head Coach will be eligible to receive a $500 bonus if the Head Coach achieves an overall satisfaction score of eighty percent (80%) or higher on the GHA head coach satisfaction survey. The survey will be administered and evaluated using a process established by GHA. The bonus will be paid following completion and verification of the survey. (September 2026 draft)

7.11.1.2. An Elite Head Coach will be eligible to receive a $500 bonus when both of the following conditions are satisfied: 1. At least seventy-five percent (75%) of the players on the team complete all three Kachinas Excellence tests; and 2. At least fifty-percent (50%) of the players who complete all three tests improve their overall Kachinas Excellence score from the initial testing to the final testing. For the purposes of this section, improvement will be determined by comparing each player's overall score from the initial testing to the final testing. (July 2026; revised September 2026)

7.11.1.3. An Elite Head Coach will be eligible to receive a $500 signing/retention bonus when: 1. GHA offers the coach a position for the following season; and 2. The coach accepts the

offer and signs the applicable coaching agreement for the following season; and 3. The coach remains in good standing and fulfills the terms of the coaching agreement. The retention/signing bonus is intended to recognize GHA's decision to retain the coach and the coach's commitment to continue serving as a Head Coach. If the coach wishes to return to GHA but GHA elects not to offer the coach a Head Coaching position for the following season, the retention/signing bonus will not be earned or payable. (July 2026; revised September 2026)

7.11.2. 16U and 19U Tier I and Tier II head coaches are eligible to receive a college recruitment bonus of $500 based on the following criteria: (Updated September 2026)

7.11.2.1. Attend the Kachinas college hockey seminar.

7.11.2.2. Send personalized emails to a minimum of 5 college coaches for each of the players on their team that opts in to the Kachinas college recruitment portal prior to December 31st of that season. The Elite Hockey Director must be BCCed on each email and the email must be logged in a tracking sheet along with notes on any follow up correspondence with that coach.

7.11.3. 16U and 19U Tier I and Tier II coaches are eligible to receive an additional college recruitment bonus of $500 if 2 or more players on their team commit to play college hockey at a school that the coach corresponded with prior to the player's commitment.

7.11.4. Bonus Administration (September 2026)

7.11.4.1. Each bonus will be determined based on the objective criteria stated in this Section and will be paid after GHA has completed the applicable verification.

7.11.4.2. A coach must be in good standing with GHA and must have complied with the terms of the coach's agreement and GHA policies to receive any bonus.

7.11.4.3. No bonus will be payable if the coach is removed for cause, resigns before completing the applicable season or obligation, or is otherwise determined by the Board to be ineligible under the terms of the coach's agreement.

7.11.5. The Board may establish the administrative procedures, survey instruments, testing procedures and deadlines necessary to implement this Section, provided that the Board may not materially change the eligibility standards or bonus amounts during the season.

8. Team Managers Section

8.1. The Head Coach will give the names of his/her team manager to the GHA Registrar and Hockey Operations no more than two (2) weeks after tryouts. Such nominations are subject to the approval of the Board.

8.2. The Team Manager of each team will be the liaison between the team and the Corporation staff for all team matters aside from coaching.

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

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

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

8.4.1. The spouse of the head coach is to be the team manager.

8.4.2. 19U Teams Only – Head coach or assistant coach is to also be the team manager.

8.5. Team Manager Removal

8.5.1. All team managers will conduct themselves in a manner consistent with the spirit of the GHA Mission Statement, codes of conduct, policies, and bylaws of GHA and USA Hockey. Any inappropriate behavior will result in disciplinary action by the Hockey Director or the Board of Directors.

8.5.2. The Hockey Director may temporarily or permanently suspend any manager for inappropriate behavior, subject to appeal to the Board of Directors.

8.6. Travel Management Policies

8.6.1. All coaches and team managers are required to attend an initial travel information meeting, which takes place prior to the beginning of each season. This meeting will be scheduled annually by the Hockey Director. Teams, players, and families may travel together, independent from AAHA liability.

8.7. All coaches and team managers must sign off that they have read, understand, and will follow all USA Hockey, AAHA and GHA policies, bylaws, rules, and regulations before any check requests will be processed and fundraising requests are considered.

8.8. Team managers may be paid a stipend if the amount is made a part of the original team budget and as approved by the Board.

9. Fundraising and Events Policies and Guidelines

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 GHA Treasurer or his/her delegate must receive all funds from GHA 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 GHA must have prior written approval by the GHA Board or its delegate in order to distribute.

9.4. Donations that are contributed on a tax-deductible basis may not be restricted to 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 Corporation does not provide tax advice.

9.5. Any one (1) player sponsorship (or accumulation of multiple sponsorships) shall not exceed the total GHA player fee for that individual. If the sponsorship amount exceeds the total GHA player fee, then the total funds raised beyond the GHA player fee will revert back to the GHA general fund for other uses as approved by the Board. (October 2026)

9.6. The Fundraising Committee shall assist the Board of Directors in the development, organization, execution and oversight of the efforts to raise funds to offset costs of Corporation and team fees and to raise money for financial aid for members in need. The Committee shall operate and be responsible for the activities within its charter. This Charter is included as an addendum to this document.

9.7. GHA Events' Calendar is to be approved by the Board annually or as new events arise.

9.8. Team fundraisers shall be proposed to the Board of Directors or the president of GHA well in advance of the event per the GHA fundraising guidelines. The team proposing the fundraiser and the Board will confirm that there are no conflicts with other GHA events and fundraisers.

9.9. Fundraising. Charitable fundraising is an important source of Girls Hockey Arizona's financial support.

9.10. Mission. All fundraising efforts are intended to provide financial support for activities in furtherance of the Corporation's mission.

9.11. Purpose of Policies and Guidelines. The Corporation is committed to maintaining the highest standards of conduct and ethics with respect to its fundraising activities. The Board of Directors (the "Board") is responsible for ensuring that fundraising activities meet those standards.

9.12. Covered Activities. For purposes of this Policy, the definitions of "fundraising" and "fundraising activities" include, but are not limited to:

- 9.12.1. Mail solicitations;
- 9.12.2. Email solicitations;
- 9.12.3. Personal solicitations;
- 9.12.4. Vehicle, boat, plane, or similar donations;
- 9.12.5. Phone solicitations;
- 9.12.6. Donations submitted via the Corporation's website;
- 9.12.7. Donations submitted via another organization's website;
- 9.12.8. Government grant solicitations; and
- 9.12.9. Corporate grant solicitations.

9.13. Donor Relations. It is the Corporation's policy that fundraising be respectful of the needs and interests of the donor or potential donor. The Corporation will take steps to ensure that gifts will be used for the purposes for which they were given and respect the privacy of individual donors. The Corporation recognizes that donors and potential donors have the right:

- 9.13.1. To be informed of the Corporation's mission, the way solicited funds will be used, and the Corporation's capacity to use donations effectively for their intended purposes;
- 9.13.2. To be informed of the identity of those serving on the Board and to expect the Board to exercise prudent judgment in its stewardship responsibilities;
- 9.13.3. To have access to the Corporation's most recent audited financial report;
- 9.13.4. To be assured that their gifts will be used for the purposes for which they were given;
- 9.13.5. To receive appropriate acknowledgment and recognition that complies with the substantiation requirements for tax-deductible contributions;
- 9.13.6. To be assured that information about their donations is handled with respect and confidentiality to the extent permitted by law;
- 9.13.7. To expect professional and respectful conduct from the Corporation's staff;
- 9.13.8. To be informed whether those soliciting donations are volunteers, employees, or hired fundraisers;
- 9.13.9. To have the opportunity to have their names deleted from mailing, email and telephone lists that the Corporation may intend to share; and
- 9.13.10. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

9.14. Charitable Solicitation Registration Requirements. The Corporation must register in each and every state in which the Corporation plans to solicit contributions. This necessarily requires that the Corporation determine the registration requirements of each state in which it plans

to solicit contributions and take steps to comply with those requirements. The Corporation shall cause charitable solicitation registration applications and annual reports to be filed in a timely manner.

9.15. Advertising Materials. The Corporation must take steps to ensure that any promotional, marketing, or other fundraising material is clear and accurate. Such materials must fairly describe the Corporation, its mission, the purpose or purposes for which funds are sought, and the tax-deductible nature of contributions.

9.16. If material is prepared by a paid fundraiser, the Corporation must take steps to review and approve such material before it is distributed to potential donors.

9.17. Fundraising Costs. The Corporation must endeavor to hold its fundraising costs to a reasonable level.

9.18. Paid Fundraisers. In selecting paid fundraisers, the Corporation will use only those entities or individuals who are registered in the state in which the fundraising will occur. Paid fundraisers must also provide good references. The Corporation must take steps to continuously monitor the performance of paid fundraisers.

9.19. If the Corporation engages a paid fundraiser, it must enter into a contractual agreement with that paid fundraiser before funds are solicited. The terms of the agreement must identify:

9.19.1. The purpose of the fundraising which will occur under the contract;

9.19.2. The length of the agreement;

9.19.3. A description of the fundraising methods allowed under the agreement;

9.19.4. An agreement by the paid fundraiser to comply with all applicable state and federal regulations;

9.19.5. The frequency with which the paid fundraiser must report to the Corporation;

9.19.6. The terms of the paid fundraiser's compensation and;

9.19.7. Which entity will control the solicited funds.

9.20. Regardless of which party holds responsibility for developing marketing and promotional materials, the Corporation must ensure that all distributed materials accurately and fairly describe the Corporation, its mission, and the purposes for which funds are sought. The materials must also include contact information for the paid fundraiser and the Corporation.

10. Parent Section.

10.1. Parents or guardians 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 or guardians must sign the current GHA Parent Code of Conduct form by August 1, indicating that they understand the Parent Code of Conduct and agree to adhere to its terms.

10.3. Failure to comply with GHA policies, GHA code of conduct, USA Hockey policies, rink policies, league and tournament policies will result in a disciplinary hearing and potential subsequent action.

10.4. GHA will not tolerate abusive language, profane language, or profane gestures under any circumstance. All members, coaches, team managers, and participants will direct their efforts and comments towards building a strong and well-respected Corporation.

10.5. GHA will not permit physical or verbal abuse, harassment, or disrespect toward anyone by its members, coaches, players, team managers, parents, volunteers, Board members or

participants at any time.

10.6. The coaching staff will take responsibility for the players once they are on the ice. Anyone not registered as either a coach or team manager may not sit or stand in or around the bench area, during a game, practice or GHA hosted summer session.

10.7. 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 Criticisms Procedures outlined in Section 11 below.

10.8. 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.

10.9. GHA will not tolerate acts of vandalism, theft, or abuse. It is the responsibility of all GHA members to participate in preventing the occurrence of these activities.

10.10. GHA members should always make guests from other Corporations feel welcome during practices and games at any arena in Arizona during the time that an GHA team is the home team, no matter what the outcome of a game or tournament. In turn we, as representatives of GHA, must maintain a high level of sportsmanship when we are guests of other Corporations/rinks.

10.11. 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 Corporation is prohibited.

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 twenty-four (24) hour "cooling-off" period. This includes all verbal and written communications. Failure to respect this policy may be considered a code of conduct violation by the Board of Directors.

11.1.2. Communications are to be directed to the team manager. The team manager will communicate the concerns to the Head Coach. In the case that the team 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 Hockey Director outlining the concerns.

11.2.1. The Hockey Director will bring both parties together to discuss the issues.

11.2.2. If no solution can be reached, the Hockey Director will notify the Board of Directors which will conduct a hearing in compliance with the most recent version of the USA Hockey Annual Guide.

11.2.3. Only the Hockey Director may request that criticisms be forwarded to the Board. The Board may or may not choose to review the matter further.

11.3. If the issue is not resolved by the Hockey Director or 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 Corporation is responsible for the financial sustainability and health of the organization.

12.2. The Finance Committee will assist the Board of Directors in its oversight of the integrity and financial reporting processes of the GHA. The Finance Committee will be responsible for the

activities and operate within its Charter, a copy of which is included as an addendum to this document.

12.3. Player Fees

12.3.1. The Hockey Director, President, and Treasurer, with approval from the Board of Directors, will determine GHA player fees for each season. (Existing policy; revision month unconfirmed)

12.3.2. Player fees for the forthcoming season will be estimated prior to tryouts and finalized as soon as practical following tryouts.

12.3.3. Players trying out and accepting a position on an GHA 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 Hockey Director.

12.3.4. The Hockey Director, President and Treasurer will provide a payment schedule along with the team budgets, subject to final approval by the Board.

12.3.5. Any payment options offered by GHA will be provided in written form to the player or player's guardian(s) if the player is under the age of eighteen (18) years old. The plan will be considered approved and accepted when the first payment is submitted.

12.3.5.1. 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.

12.3.6. GHA 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.

12.3.7. Neither coaches nor team managers shall collect GHA player fees. Fees will be paid directly through GHA's electronic payment platform.

12.3.8. Player fees or general invoices more than sixty (60) days in delinquent status may, under the direction of the Treasurer, be submitted to a collection agency.

12.3.9. GHA will assess a thirty-dollar ($30) fee 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 seven (7) business days.

12.3.10. Players Joining a team after the season begins. Players who are added to a GHA team after the initial player-fee payment schedule has begun will be responsible for a prorated portion of the applicable full-season player fee based on the portion of the season remaining at the time the player joins the team. (September 2026)

12.3.10.1. Upon joining the team, the player will pay the required GHA non-refundable deposit. This will be treated as the player's first payment towards the prorated season fee.

12.3.10.2. The remaining prorated player fee will be divided equally among the remaining monthly payments in the season's payment schedule.

12.3.10.3. The applicable prorated fee will be calculated based on the number of months remaining in the GHA season and will not be based on the number of practices, games, tournaments or other activities remaining.

12.3.10.4. The player will be subject to the same payment requirements, deadlines, and financial policies as other GHA players once added to the roster.

12.3.11. The President and Hockey Director may establish prorated fees for players joining the team late. Players joining the team prior to October 15 will be charged the total player fee.

12.3.12. If a team does not meet the budgeted number of players by the applicable USA Hockey rostering deadline, GHA may recalculate the per-player team fee based on the actual number of committed players in order to meet the approved team budget, consistent with Section 4.3. (April 2026)

12.3.13. Teams are prohibited from opening a second bank account for team-related expenses without written approval from the Board. Requests such as these should be forwarded to the GHA President, Secretary and Treasurer 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.

12.4. GHA Player Fee Refunds (travel teams)

12.4.1. GHA will not refund any fees or offer alternatives for missed practices or games due to injury, illness, or absences.

12.4.2. GHA will not refund any fees or offer alternatives for missed practices or games due to League, USA Hockey, AAHA, or GHA disciplinary actions.

12.4.3. No refunds, credits, or fee adjustments will be provided for missed or declined participation in an approved replacement trip as defined in Section 6.4.

12.4.4. GHA will prorate a refund of player fees (minus a four-hundred-dollar ($400) administration fee) based on one of the following three (3) conditions:

12.4.4.1. Players whose parent(s) or legal guardian(s) change residences (prior to December 1) with a distance greater than fifty (50) miles from their current residence during the season. The parent(s) or legal guardian(s) must notify the GHA Treasurer, in writing, ten (10) days prior to the players last day of participation.

12.4.4.2. Players suffering a season ending injury (prior to December 1) during GHA-only team practices, games, or training, as documented by a licensed and credentialed Medical Doctor or Doctor of Osteopathy, in writing, within thirty (30) days of injury being sustained.

12.4.4.3. GHA Coaches and a player's parent(s) come to an agreement that there is a significant talent mismatch that is impeding a player's ability to develop. An agreement must be put in writing and signed by the player's coach, the Directors of Hockey and the President of GHA prior to the refund being made.

12.4.5. All refund requests for a given season must be forwarded to the Hockey Director and the Treasurer within the timeframes noted above in 12.4.4. All refund requests will be reviewed and resolved within thirty (30) days provided they are submitted on or before March 31st. Any requests received after the final girls USA Hockey National Championships will not be considered.

12.5. Other Refunds (i.e., Hockey programs, camps, clinics, ADM, non-travel teams, quitting hockey etc.)

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

12.6. End of the Season (July 2026)

12.6.1. GHA's travel hockey season will officially end at the conclusion of the girls USA Hockey National Championships each year or as otherwise designated by the Board.

12.6.2. Player fees are established based on the overall cost of operating the team and providing the team experience described in the fact sheet and the team's approved budget. Player fees are not intended to be a dollar-for-dollar payment for individual practices, games,

tournaments or other activities.

12.6.3. An approved team budget is a planning and operating budget and does not create a guarantee that the entire budget will be spent. GHA is not required to refund the difference between budgeted and actual expenses.

12.6.4. Except as specifically provided in this Section, player fees are non-refundable. GHA will consider a refund only when GHA is unable to provide a specific budgeted team activity or service that was included in the team's approved budget and the activity or service is not replaced with a reasonable comparable activity or service.

12.6.5. Refunds under this section are limited to the amount of the budgeted cost attributable to the activity or service that was not provided and will be distributed equally among eligible full-time players on the team.

12.6.6. Examples of circumstances that may qualify for a refund include, but are not limited to, a tournament included in the approved budget that is cancelled and cannot be replaced by another tournament or reasonably comparable team activity.

12.6.7. The following do not qualify for a refund, credit or fee adjustment; practices, games, training sessions or other ice sessions that are cancelled, rescheduled, shortened or otherwise not delivered as originally scheduled; a player's inability or decision not to participate in a practice, game, tournament or other team activity; injury, illness, absence, suspension or disciplinary action involving a player; changes to the team schedule or tournament schedule outside the control of GHA; changes in the actual cost of an activity or service; unspent funds resulting from GHA's ability to complete the season under the approved budget.

12.6.8. Full-time players on teams that spend more than their total budget will be invoiced equally for the amount overspent at the end of the season.

12.7. Credit Card Processing Fees

12.7.1. In the event that a team wishes to enlist GHA 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 GHA for the credit card processing will be either (1) Charged to that team and deducted from their team account; or (2) An additional three percent (3%) will be added to the credit card transaction to cover the processing fee.

12.7.2. Prior to engaging in this type of credit card processing activity, check with the Treasurer, Hockey Director, and GHA office bookkeeping staff for additional, specific information regarding the projected costs.

12.8. Financial Assistance

12.8.1. Financial assistance 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 financial assistance every season; however, availability of funds is not guaranteed.

12.8.2. GHA families may apply for financial assistance by filling out and submitting the application located on the website.

12.8.3. All financial assistance requests are confidential and will be fairly evaluated by the Board of Directors. The financial assistance amount allocated for each family will be communicated by the Board prior to the start of each season. The Board of Directors make every effort to keep financial assistance analysis and awards confidential. The actual amount credited toward the family's fees will be as defined in 12.8.4 below. Families receiving financial assistance will still be expected to pay the balance of their player fees based on the

payment schedule established by the Treasurer, President and/or the Hockey Director and as approved by the Board.

12.8.4. Players, or their parents, who violate the signed GHA Code of Conduct may lose part or all of their financial assistance as determined by the Disciplinary Committee as part of their review and sanctioning process.

12.8.5. GHA's fundraising efforts for the Leighton Accardo Memorial Fund is dependent upon, and largely successful due to, the many volunteer efforts of our members. GHA members receiving financial assistance will be required to do the following:

12.8.5.1. Attend and volunteer at the annual Skatin' for Leighton event

12.8.5.2. Raise 50% of the total financial assistance they receive for the season for the Leighton Accardo Memorial Fund as part of the Skatin' for Leighton fundraising campaign

12.8.6. Failure to adhere to the established payment schedule, volunteering requirements, fundraising requirements and/or pay any remaining balance of the player fees will result in the player being placed on the AAHA Delinquent Player" list and the player will not be eligible for financial assistance the following season.

12.8.7. Refer to Section 12.6 for the policy regarding team account refunds to financial assistance recipients at the end of the season.

13. Drop in Policies

13.1. Girls registered with USA Hockey may have the opportunity to practice with GHA at the discretion of the Head Coach(es) with the approval of the Hockey Director.

13.2. Players external to GHA are required to sign a waiver, provide their USA Hockey number, and may be charged a fee for drop in participation.

13.3. For all events that include on-ice participation a waiver must be signed and submitted to GHA prior to the participant stepping on the ice.

14. Corporate Sponsorships & Logo Use

14.1. Logos and wordmarks used by GHA are owned by the National Hockey League (NHL). GHA is granted a royalty free license agreement to utilize the logos and wordmarks. All members and employees of GHA must adhere to the specifications outlined in the royalty free license agreement. In addition, all members must adhere to the following:

14.1.1. GHA will not accept sponsors that may cause negative consequences to GHA or the GHA membership, as evaluated at the discretion of the Board. All sponsorships must be approved by the GHA Board.

14.1.2. The GHA Board must approve all use of GHA logos, names, and images. Requests for approval (with adequate supporting information and details) must be submitted 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 GHA.

14.2. Unauthorized use of GHA logos, names and images is strictly prohibited. The first violation of this policy will result in a single game suspension for the violating member family's player. The second violation will result in a four game suspension. The third violation will result in permanent removal from GHA.

15. USA Hockey SafeSport Program

15.1. GHA 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, GHA 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 GHA members, players, coaches, hockey staff, and the Board. The current version of the Handbook can be found on the USA Hockey website or the GHA website for further reference and details. In the event of a conflict between any GHA policy and USA Hockey policy, the stricter policy shall control.

15.4. Notwithstanding anything else to the contrary, any employee, volunteer, or other adult authorized by GHA to interact with a minor or amateur athlete who learns of facts that give rise to suspicion that a child has suffered an incident of child abuse, including sexual abuse, shall as soon as possible make a report of the suspected abuse to a USA SafeSport Coordinator.

15.5. GHA will name a SafeSport Coordinator. All SafeSport violations should be reported immediately to the SafeSport Coordinator.

16. Board Operations

16.1. Except as otherwise required by the Bylaws, the Board will announce (or communicate via means such as the GHA website, email, etc.) a regular meeting schedule with the dates of all Board meetings.

16.2. Board members should expect meetings to start and end 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 GHA 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, Vice 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 GHA. 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 GHA who request to attend and are approved for attendance by the Hockey Director, Secretary or the President of GHA. The President or presiding designee 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 GHA both within and outside the boardroom.

16.11. Directors may not vote by proxy.

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 GHA Conflict of Interest Statement by August 1 (or at the beginning of every season whichever is earlier).

16.13.2. This Conflict-of-Interest Statement is good for one (1) 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 shall refrain from being critical of the Board, its members, and staff, when communicating with other volunteers, staff, GHA 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.

16.18. GHA will have an Advisory Board that will consist of Elite Team Managers and others appointed by the Board. The Advisory Board will operate consistently with the policies of the Board of Directors.

16.19. The Board shall have a Governance Committee that will assist the Board in efforts to assure the GHA Bylaws, policies, procedures and organizational structure are current, appropriate and meet or exceed any legal, AAHA or USAH requirements. On an annual basis the Governance Committee will review the Bylaws and Policy Manual and recommend any changes to the Board of Directors. Members may submit in writing any suggested changes to the Bylaws and policies and procedures during a period announced in advance, and the Committee will include these in its annual review.

16.20. From time-to-time the Board of Directors may create Committees or Task Forces designed to act as agents of the Board for oversight or operational purposes.

17. Public Relations

17.1. GHA 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

GHA.

17.1.2. Nominations should be presented to the President for consideration by the Board. The Board must approve each new inductee by a two-thirds (2/3) vote. The Hall of Fame may increase by up to two (2) people per year.

17.1.3. GHA 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 GHA.

17.2. GHA Honor Roll

17.2.1. GHA 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 website. Members of the Honor Roll will receive a certificate acknowledging their accomplishment.

17.3. GHA Honorary Alumni

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

17.4. All media calls, emails, text messages, inquiries or requests for interviews must be referred to the President first and the Elite Hockey Director if the President is unavailable. If neither the President or the Elite Hockey Director are available, the following steps must be taken:

17.4.1. Find out the reporter's name, phone number, and deadline.

17.4.2. Find out the nature of the story

17.4.3. Let the reporter know that the President, the Elite Hockey Director or a member of the Board of Directors (as designated by the President) will return the call by a stated time and date.

17.4.4. Contact the President and/or Elite Hockey Director immediately if the deadline is imminent.

17.4.5. Do not offer information to the media

17.5. Under no circumstances can the GHA doing business as name, GHA, the NHL licensed logo or wordmark be used to brand a social media account that is not directly managed by an employee or volunteer working for GHA. Violation of this policy will be subject to suspensions outlined in policy 14.2.

18. Bullying, Cyberbullying & Social Media

18.1. Introduction. All players, coaches and staff participating in GHA programs have the right to safe and secure athletic program. It is the intent of GHA to provide all participants with an equitable opportunity to their hockey programs. To that end, GHA 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. Bullying and cyber-bullying interfere with the mission of GHA to develop and improve both the player's and team experience and disrupt 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 programs. It is not GHA'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, GHA 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. Social Media Policy. The purpose of this Social Media Policy is to guide the use of social media by Girls Hockey Arizona's employees and volunteers. The Corporation understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. The Policy provides tips for creating successful social media channels and for representing the Corporation in an appropriate, authentic, transparent, and secure way.

18.2.1. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Corporation, as well as any other form of electronic communication. The same principles and guidelines found in the Corporation's general policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of others who work on behalf of the Corporation, or the Corporation's mission may result in disciplinary action, up to and including disassociation with the Corporation.

18.2.2. Monitoring the Corporation's Official Social Media Accounts. Social media accounts, including groups, pages, accounts, and names associated with any of the Corporation's official social media presence are the property of the Corporation. As such, any employee or volunteer who starts and/or moderates such accounts agrees to provide the Corporation with any user IDs and passwords associated with such accounts at the Corporation's request. Further, employees and volunteers with access to such information agree that it is confidential and will refrain from sharing such confidential information without the Corporation's express permission.

18.2.3. Employees and volunteers who monitor the Corporation's social media accounts ("Moderator(s)") agree to monitor the sites regularly including responding to comments or inquiries that require a response; regulating objectionable posts, spam, or advertisements that should be removed promptly; and removing fans or followers that spam or violate site rules. Additionally, Moderators should use good judgment before posting and refrain from posting anything that runs counter to or undermines the Corporation's messages or integrity, or that could potentially hurt or embarrass the Corporation's staff, directors, volunteers, or clients, or individuals and organizations beyond the Corporation. Moderators must adhere to all the Corporation's policies and refrain from using information or conducting activities that may violate local, state, or federal laws and regulations, including infringement of copyright or intellectual property rights.

18.2.4. Moderators must take every step to ensure the accuracy of information posted to the Corporation's social media accounts, including, where applicable, referring questions to others in the organization and removing or correcting inaccurate information posted to any

social media sites. Further, no Moderator should speak on behalf of organization-wide issues without authorization. In addition, Moderators should be clear about their affiliation with the Corporation when answering questions or posting about the Corporation. Moderators should not use the Corporation's channels to express personal opinions represented as the Corporation's views or create any post that does not contain original content and that does not link back to the originator's site and give appropriate credit to the originator.

18.2.5. Moderators must be aware that sharing information on social media is public dissemination. Moderators must not release confidential or proprietary information related to the Corporation or any of its employees, volunteers, or clients. Moderators should be aware of the privacy settings on accounts they moderate to control who can see what, how information can be searched, and which applications are enabled. Strong passwords should be created and changed regularly to ensure the security of the accounts.

18.2.6. Use of Personal Social Media Accounts. The Corporation understands that employees and volunteers may use social media for personal activities. Always be fair and courteous to fellow staff, volunteers, clients, people who work on behalf of the Corporation. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage other volunteers or staff or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

18.2.6.1. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Corporation, fellow staff or volunteers, clients, people working on behalf of the Corporation or competitors.

18.2.6.2. Maintain the confidentiality of the Corporation's trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications. Do not create a link from your blog, website or other social networking site to the Corporation's website without identifying yourself as a volunteer or staff member. Express only your personal opinions. Never represent yourself as a spokesperson for the Corporation. If the Corporation is a subject of the content you are creating, be clear and open about the fact that you are a staff member or volunteer and make it clear that your views do not represent those of the Corporation, fellow volunteers or staff members, clients, or people working on behalf of the Corporation. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Corporation, or its staff, volunteers, or clients."

18.3. If you have any questions about this Social Media Policy, please contact the Corporation's President.

18.4. "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:

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

18.4.1.1. Physically harming a player or damaging a player's equipment or property; or

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

18.4.2. Interferes with the rights of a player by:

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

18.4.2.2. 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

18.4.2.3. 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 Corporation with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraphs 18.2.2.1 and 18.2.2.2. above. Examples of conduct that may constitute bullying include, but are not limited to:

18.4.2.3.1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;

18.4.2.3.2. 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;

18.4.2.3.3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;

18.4.2.3.4. Threats of harm to a player, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;

18.4.2.3.5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;

18.4.2.3.6. Blocking access to team or related hockey facilities;

18.4.2.3.7. Stealing or hiding hockey equipment, gear bags, clothing or other possessions;

18.4.2.3.8. Stalking; and/or

18.4.2.3.9. Physical contact or injury to another person or his/her property.

18.5. "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.

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

18.5.1.1. 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;

18.5.1.2. 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;

18.5.1.3. 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;

18.5.1.4. 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

18.5.1.5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other players or team staff.

18.6. “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.

18.7. Application of Policy

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

18.7.2. This policy applies to bullying that: Takes place at all team practices, games, tournaments and team transportation and lodging.

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

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

18.7.2.3. 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.

18.8. Reporting

18.8.1. Bullying or suspected bullying is reportable in person or in writing (including anonymously) to team coach or GHA Hockey Director.

18.8.2. 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 GHA Hockey Director.

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

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

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

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

18.9. Responding – The Hockey Director, Safe Sport Coordinator, and/or the Chair of the Player Safety Committee will:

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

18.9.1.1. A proper "investigation" of alleged bullying will include, but is not limited to, the following procedures:

18.9.1.1.1. The Hockey Director, Safe Sport Coordinator, and/or the Chair of the Player Safety Committee will identify all parties involved in the alleged bullying incident(s).

18.9.1.1.2. All involved parties will be contacted for a formal interview to recount the alleged acts. The interview may take place in- person or over an alternative form of communication, including but not limited to, telephone, video-conferencing software, email, or any other form of communication deemed acceptable under the circumstances.

18.9.1.1.3. All communications with the involved parties will be done with two or more GHA personnel present. This is to ensure that all information presented to GHA personnel is recorded fully and accurately.

18.9.1.1.4. The content of all interviews will be documented and kept on record for a period of time deemed appropriate by the Hockey Director, Safe Sport Coordinator, and/or the Chair of the Player Safety Committee.

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

18.9.3. At the conclusion of the investigation, the Hockey Director, Safe Sport Coordinator, and the Chair of the Player Safety Committee will convene for a formal meeting. The meeting may take place in person or over an alternative form of communication, including, but not limited to, video-conferencing software, email, or any other form of communication deemed acceptable under the circumstances. The three individuals will vote on whether the alleged behavior constituted formal bullying under the Safe Sport Bullying Policy and/or applicable state or federal law. If, by majority vote, the behavior is deemed to constitute bullying, as outlined in the Safe Sport Handbook, applicable law, and elsewhere in this document, the Hockey Director, Safe Sport Coordinator, or the Chair of the Player Safety Committee will file a formal report to Arizona's USA Hockey affiliate, per the Safe Sport Guidelines. Additional disciplinary action, as outlined by Rule 18.7.4, may also be imposed.

18.9.3.1. If the behavior does not constitute bullying under these formal guidelines, the Hockey Director may, at their discretion, count the incident towards the player's potential removal, as outlined under Rule 4.4, or take alternative action as outlined under Rule 18.7.4.

18.9.4. 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, the 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; and finally (12) Expulsion.

18.9.5. 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

18.9.6. 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.

18.9.7. 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 GHA's goals. GHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, GHA has adopted this Locker Room Policy to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. GHA'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 GHA Policy that all GHA teams have a Locker Room Monitor for all games and practices throughout the official GHA season. A Locker Room Monitor must be background screened consistent with GHA'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 for ensuring the locker room is left the way it was received. GHA has predictable and limited use of locker rooms and changing areas (e.g., generally thirty (30) to forty (40) 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/10U age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents

to assist the players in getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave 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. 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 and must be given to the locker room monitor prior to entering the locker room. If phones or other mobile devices must be used, they must be retrieved by the locker room monitor and used outside of the locker room.

19.5. Prohibited Conduct and Reporting. GHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in GHA may be subject to disciplinary action for violation of this 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 an GHA 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 investigate 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, Team Manager, or other GHA 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 GHA pursuant to the following reporting hierarchy: Team Manager; Head Coach; Director of Hockey; GHA 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. Locker Room Policy Female Specific

20.1. All locker rooms will be monitored by a female, SafeSport certified locker room monitor. Prior to any coach entering the locker room, the monitor must ensure that all players are decent.

20.2. Any and all issues concerning or arising under the Locker Room Policy must be brought to an GHA 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, Team Manager, or other GHA 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 and Expenses Reimbursement Policy.

21.1. The following policy constitutes the procedures followed by Girls Hockey Arizona for its travel and expense reimbursements.

21.1.1. Who Is Reimbursed. Members of the Board of Directors (the "Board"), officers, committees, special committees, staff, coaches and authorized representatives shall be reimbursed for pre-authorized expenses incurred while on Board approved corporate business, including travel costs for up to two (2) coaches for out of town trips. (Consolidated October 2026)

21.1.2. Reimbursement. Ordinary and necessary business and professional expenses incurred on behalf of the Corporation are reimbursable only if receipts adequately substantiate the expenses. Receipts are required for all expenditures for which reimbursement is sought whether paid by the individual, billed to the individual, or billed directly to the Corporation. Receipts are similarly required for all credit card charges, airfare and applicable hotel charges.

21.1.3. Requests for reimbursement should be submitted within seven (7 days of completion of the trip, accompanied by an explanation for all unusual items or amounts. Allow at least two (2) weeks after receipt for reimbursement.

21.1.4. Advances that are not substantiated within thirty (30) days must be returned (paid back) to the Corporation within sixty (60) days.

21.1.5. Reimbursable Transportation Expenses

21.1.5.1. Airfare - The least expensive direct, nonstop commercial airfare in coach class will be reimbursable from the airport nearest the traveler's home or office to the airport nearest the destination. Airline reservations should be made at least thirty (30) days in advance of travel. One warning will be given per season to coaches who miss the 30 day deadline. After that single warning, there will be a 10% per day reduction to their flight reimbursement if there is no exception granted prior to booking travel. Detailed reservation reports should be sent to the Corporation's administrator. Any additional expense related to companion travel is the responsibility of the traveler. Preferred carriers may be utilized if the airfare is equivalent to the lowest fare available. Mileage earned and compensation for denied boarding awarded to the traveler while on Corporation business is the property of the traveler and may be used at the traveler's discretion. In the event a coach needs to cancel their flight, the following policies apply: 1) If a coach has the organization purchase the flight on their behalf and is unable to attend a trip after a flight has been booked, the coach must immediately report the cancellation to the GHA' financial admin who is responsible for keeping track of that flight credit. The coach is responsible for using that flight credit by the end of the year for alternative GHA related travel or they are responsible for paying the organization back the amount of the flight credit. 2) If the coach books the flight themself, they are not eligible for reimbursement if they do not attend the trip.

21.1.5.2. Automobile, train, or bus - Total reimbursable expenses, including expenses incurred en route, shall not exceed the cost of airfare. Automobile expenses shall be reimbursed at the Corporation's then current mileage reimbursement rate. Shuttle, taxi, personal automobile, or other similar cost means to and from the airport at the points of origin and destination, if essential for business purposes. Rental car and rental car fuel will be reimbursed for coaches who fly to tournaments or games. Each team's coaching staff may share one rental car per trip. Only the coach who books the rental car shall be reimbursed. (Consolidated October 2026)

21.1.5.3. Parking - Parking at the airport of origin if personal automobile is used. Parking at the meeting site if travel by automobile is required.

21.1.6. Lodging. Lodging at the single-room rate for days of meetings, including night before and

after if flight schedules make such stays necessary. Lodging expenses must be kept reasonable. Travelers are advised to select the lowest-rate accommodation that provides adequate business amenities, health standards, and security. Alternatively, selections may be made from the reasonable advice of partners based at the site of travel. The Corporation reserves the right to only partially reimburse accommodations that could be reasonably determined to be extravagant. Examples of such may include, but not limited to, luxury resorts or 5-star hotels. Based on the actual length of the tournament and/or team games lodging costs for the actual cost of standard hotel room(s) will be reimbursed for each coach that travels with the team. Additional expenses such as room service, movies, etc. will not be reimbursed. If there is a parking fee, the team will pay for one car per hotel room. (Consolidated October 2026)

21.1.7. Meals. The reasonable cost of meals while attending meetings and while in transit to and from the meeting site. If, in addition, meals are purchased for others, the individuals must be identified as those for whom the Corporation has responsibility for such expenses. At out-of-town games or tournaments coaches shall be reimbursed up to fifty dollars ($50) USD per day for meals they purchase. To receive meal reimbursements coaches must submit their eligible, itemized meal receipts with their trip expense reports. Coaches will only be reimbursed for meals purchased for themselves or other coaches on their staff. Under no circumstances will alcohol be reimbursed. (Consolidated October 2026; $50 daily cap pre-existing)

21.1.8. Additional Night Stay. If the airfare saving for an additional-night-stay is greater than or equal to the lodging, meals, and other reimbursable expense for the additional day(s) stay, the traveler has the option to stay and be reimbursed for expenses (up to the saved amount) for the additional day(s).

21.1.9. Nonreimbursable Expenditures. Under no circumstances will the Corporation reimburse employees or coaches for business or professional expenses incurred on behalf of the employee that are not properly substantiated. Such nonreimbursable expenditures include the following: (Consolidated October 2026)

21.1.9.1. First-class upgrades in air travel.

21.1.9.2. When lodging accommodations have been arranged by the Corporation and the traveler elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by the Corporation, and reimbursement is not made for transportation between the alternate lodging and meeting site. For coaches who elect to stay with friends or family and not at the pre-arranged accommodations, transportation will be reimbursed. (Consolidated October 2026)

21.1.9.3. If an individual accompanies the traveler, it is the responsibility of the traveler to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

21.1.9.4. Personal non-business-related entertainment costs including movies, liquor, or bar costs.

21.2. Travel Policy. GHA's teams travel regularly to play individual games, two (2) or three (3) games at a time, or in tournaments. GHA 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 GHA Assumption of Risk, Waiver of Liability, and

Indemnification Agreement. In the event that a parent/legal guardian refuses to execute the GHA 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.

21.2.1. Local Travel

21.2.1.1. Players and/or their parent/legal guardian are responsible for making all arrangements for local travel. The team and its coaches, team 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.

21.2.1.2. The employees, coaches, and/or volunteers of GHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should always drive with at least two (2) players or another adult, unless otherwise agreed to in writing by the minor player's parent.

21.2.1.3. 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.

21.2.1.4. 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.

21.2.1.5. It is recognized that in some limited instances it will be unavoidable for an employee, coach, or volunteer of GHA 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 GHA 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.

21.2.2. Non-Local Travel

21.2.2.1. Non-local travel is overnight travel that occurs when a GHA team stays outside the Phoenix Metro area. All parents are responsible for their own player's travel arrangements including flights, car travel, hotel, meal money and chaperone should they choose to send their player with another family. GHA waives all responsibility for players traveling with another family.

21.2.2.2. When possible, GHA, the Coach(es) and/or the Team Manager(s) will provide reasonable advance notice before non-local travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within GHA and/or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

21.2.2.3. The coach will establish a curfew when all players must be in their hotel rooms or in a supervised location. If players are rooming with their parent/legal guardian, the parent/legal guardian will be responsible for their child and any other children that they are chaperoning.

21.2.2.4. The team personnel shall ask hotels to block adult pay per view channels.

21.2.2.5. 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, Team Manager and/or Chaperone present.

21.2.2.6. All players traveling with a chaperone will be permitted to make regular check-in phone calls to parents. Chaperones shall allow for any unscheduled check in phone calls initiated by either the player or parents.

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

21.2.2.8. The chaperone and team manager 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 chaperone, Team Manager and/or the Head Coach, who can either make or assist with making those arrangements.

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

21.2.2.10. No coaches shall be under the influence of alcohol or drugs while performing their coaching duties. No chaperones shall be under the influence of alcohol or drugs while performing their chaperoning duties. Coaching duties are considered complete after leaving the rink after the last game of the day. Coaches are expected to maintain control and professionalism at all times.

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

21.2.2.12. During non-local travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to any and all GHA, AAHA, and USA Hockey policy guidelines, including, without limitation, the GHA Travel Policy, and the Locker Room Policy and Reporting Policy.

21.2.2.13. 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.

21.2.3. Prohibited Conduct and Reporting. GHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in GHA may be subject to disciplinary action for violation of 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 an GHA 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, Team

Manager, or other GHA 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 an GHA representative using the following protocol: Team Manager; Head Coach; Hockey Director; GHA 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. **Screening Policies.** GHA has promulgated the following Screening Policies to protect participants against known offenders, to deter offenders that have not been caught from joining GHA programs, to protect GHA 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, GHA 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 screened and passes a criminal background screen. This Policy applies to all teams within GHA.

22.1. GHA Screening Policy

22.1.1. All volunteers, Board members, employees must follow the screening and SafeSport training policies outlined by USA Hockey. All players required by USA Hockey policy must follow the screening and SafeSport training policies outlined by USA Hockey.

22.1.2. 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.

22.1.3. GHA shall direct all parties to the AAHA-managed screening program. GHA 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.

22.1.4. All screens of coaches, officials, and all other volunteers and employees over the age of eighteen (18) years old 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 fifty (50) states, and every county database in which the applicant has lived during the previous five (5) years. The Board may increase the screen protocol in its reasonable discretion.

22.1.5. GHA shall designate a staff member as a SafeSport coordinator (who may also serve as the USA Hockey SafeSport coordinator) who will be responsible for monitoring and reporting on compliance with this Policy.

22.1.6. The following persons must be screened in accordance with this Policy:

- members of the Board of Directors;
- administrators;
- coaches;
- team managers;
- locker room monitors;
- anyone else with regular, routine, or frequent access to youth participants;
- players that must be screened in accordance with USA Hockey policies.

22.1.7. The following are the minimum criteria that must be searched 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.

22.1.8. 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 GHA Board of Directors and Hockey Director, who shall make a determination of whether the applicant shall be approved for the position sought. The GHA SafeSport coordinator shall receive and review any screens in accordance with the requirements below.

22.1.9. In addition to the minimum criteria above, and any additional criteria that GHA 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 GHA:

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

22.1.9.2. being adjudged liable for civil penalties or damages involving sexual or physical abuse of children

22.1.9.3. 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;

22.1.9.4. had their parental rights terminated;

22.1.9.5. a documented history with another organization (volunteer, employee, etc.) of complaints of sexual or physical abuse of minors;

22.1.9.6. 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;

22.1.9.7. has a history of other behavior that indicates they may be a danger to children in GHA.

22.1.10. 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.

22.1.11. GHA 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.

22.1.12. GHA 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 GHA 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.

22.1.13. If requested by USA Hockey, GHA 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.

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

22.2. Handling "Hits" and Appeals

22.2.1. 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 Counsel 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.

Decisions related to screening and the eligibility of any person screened by AAHA shall initially be made by the GHA SafeSport Coordinator or a person or group of persons designated by the GHA 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.

22.2.2. 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.

22.2.3. Appeal decisions of the AAHA Board of Directors shall be subject to appeal to the USA Hockey Executive Committee.

22.2.4. GHA 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 Counsel 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 the purpose of notifying appropriate affiliates of any attempted registration by a person who has previously been denied eligibility for employment or a volunteer position.

23. USA Hockey Preeminence. GHA 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 decisions shall take precedence over and supersede all similar governing documents and/or decisions of GHA. Further, GHA (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 GHA and/or otherwise arise within GHA'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. GHA will endeavor to foster friendship with teammates and opponents alike. (b) Respect for the Individual - Treat all others as you expect to be treated. (c) Integrity - GHA 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 GHA, 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.

24. Indemnity/Insurance

24.1. GHA 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 GHA, 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 GHA'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, GHA 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.

24.2. GHA shall obtain coverage under the general liability insurance policy and the directors and officers, and crime insurance policy maintained by USA Hockey. GHA 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.

25. Conflict of Interest Policy

25.1. Purpose This Conflict-of-Interest Policy is designed to foster public confidence in the integrity of GHA and to protect GHA'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).

25.2. Definitions

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

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

25.2.1.2. The President, Vice President, secretary, 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 GHA under GHA's Bylaws and Arizona law).

25.2.1.3. Any key employee, part time or full time.

25.2.2. 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 GHA, a sale, loan, or exchange transaction with GHA.

25.2.3. 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 GHA.

25.2.4. Transaction means any transaction, agreement, or arrangement between an insider and GHA, or between GHA 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 GHA to an insider for services.

25.3. Procedures

25.3.1. 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.

25.3.2. 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 25.4 below.

25.3.3. 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 GHA'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.

25.4. Review by the Board

25.4.1. 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.

25.4.2. After exercising due diligence, which may include investigating alternatives that present no conflict, the Board shall determine whether the transaction is in GHA's best interest, for its own benefit, and whether it is fair and reasonable to GHA. A two thirds (2/3) majority of disinterested members of the Board then in office may approve the transaction.

25.5. 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.

25.6. Annual Disclosure and Compliance Statements. Each director, each corporate officer, the top management official, the top financial official, and each key employee of GHA, shall annually sign a statement on the form attached, that:

25.6.1. 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

25.6.2. discloses the person's financial interests and family relationships that could give rise to conflicts of interest.

25.7. 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.

25.8. Annual Reviews. To ensure that GHA 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.

26. Whistleblower Policy

26.1. GHA requires Directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities. GHA asks that all participants in the program practice honesty and integrity in fulfilling their responsibilities to GHA 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 GHA 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 GHA, USA Hockey, or any governmental authority.

26.2. GHA 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 GHA 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).

26.3. GHA will not tolerate retaliation against a whistle-blower for informing GHA 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 whistleblower'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 GHA 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.

27. Document Retention/Destruction Policy

27.1. Girls Hockey Arizona's (the "Corporation") Record Retention Policy (this "Policy") sets forth the procedures regarding the retention and disposal of records, including electronic documents.

27.2. Purpose. The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and that records that are no longer needed or are of no value are discarded at the proper time.

27.3. Administration. Set forth below is a Record Retention Schedule (the "Schedule") that is approved as the maintenance, retention and disposal schedule for the Corporation's physical records and electronic documents. The President is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Schedule is followed. The President is also authorized to: make modifications to the Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the Corporation's appropriate document and record categories; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

27.3.1. Note: In the event of a governmental audit, investigation or pending litigation, record disposal shall be suspended upon the direction of the President. In addition, he/she should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent and shall thereafter have the discretion to suspend record disposal as he/she may consider appropriate.

27.4. Applicability. This Policy applies to all physical records generated in the course of the Corporation's operation, including both original documents and reproductions.

27.5. Record Retention Schedule. The Record Retention Schedule is organized as follows:

A. Accounting and Finance

B. Contracts

C. Corporate Records

D. Correspondence and Internal Memoranda

E. Grant Records

F. Insurance Records

G. Legal Files and Papers

H. Miscellaneous

I. Payroll Documents

J. Pension Documents

K. Personnel Records

L. Property Records

M. Tax Records

N. Contribution Records

A. Accounting And Finance

Record Type	**Retention Period**
Accounts Payable ledgers and schedules	7 years

Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements including compiled financial statements and reviews	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment

B. Contracts

Record Type	**Retention Period**
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

C. Corporate Records

Record Type	**Retention Period**
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and Permits	Permanent

D. Correspondence and Internal Memoranda

General Principle: Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not mo pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

- Those pertaining to routine matters and having no significant or lasting consequences should be discarded *within two years*. Some examples include: routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings; form letters that require no follow-up; letters of general inquiry and replies that complete a cycle of correspondence; letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change); other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary; and chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed unless that information provides reference or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

E. Grant Records

Record Type	Retention Period
Original grant application	7 years after completion of grant period
Award letter and subsequent modifications, if applicable	7 years after completion of grant period
Grant award reports, both financial and narrative	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period

F. Insurance Records

Record Type	Retention Period
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to the Corporation	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group Insurance Plans - Active Employees	Until Plan is amended or terminated
Group Insurance Plans - Retirees	Permanent or until 6 years after death of last eligible participant
Inspections	3 years
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlements	25 years

G. Legal Files And Papers

Record Type	Retention Period
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent

Requests for Departure from Records Retention Plan	10 years

H. Miscellaneous

Record Type	Retention Period
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals - Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent

I. Payroll Documents

Record Type	Retention Period
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Labor Distribution Cost Records	7 years
Payroll Registers (gross and net)	7 years
Timecards/Sheets	3 years
Unclaimed Wage Records	6 years

J. Pension Documents And Supporting Employee Data

General Principle: Pension documents and supporting employee data shall be kept in such a manner that the Corporation can establish at all times whether or not any pension is payable to any person and, if so, the amount of such pension.

Record Type	Retention Period
Retirement and Pension Records	Permanent

K. Personnel Records

Record Type	Retention Period
Commissions/Bonuses/Incentives/Awards	7 years
EEO- I /EEO-2 - Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	Termination + 7 years
Employee Handbooks	1 copy kept permanently

Employee Medical Records	Termination + 6 years
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training, and qualification records)	6 years after termination
Employment Contracts - Individual	7 years after termination
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	3 years after superseded
Personnel Count Records	3 years
Forms I-9	3 years after hiring, or 1 year after termination if later

L. Property Records

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

M. Tax Records

General Principle: The Corporation must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Work paper Packages - Originals	7 years

Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

N. Contribution Records

Record Type	Retention Period
Records of Contributions	Permanent
Wills, trusts or other documents evidencing terms of gifts	Permanent

28. Gift Acceptance Policy

28.1. Girls Hockey Arizona encourages the solicitation and acceptance of gifts for purposes that will help to further and fulfill its mission. The following policies and guidelines govern the acceptance of gifts made to the Corporation or for the benefit of any of its programs. This Policy shall apply to all non-cash gifts received for any of the Corporation's programs or services. All cash gifts will be accepted.

28.2. Mission. All fundraising efforts are intended to provide financial support for activities in furtherance of the Corporation's mission.

28.3. Charitable Solicitation Registration Requirements. The Corporation's Board of Directors and its staff solicit current and deferred gifts from individuals, foundations, and corporations to secure the Corporation's future growth. The Corporation may have to register in each and every state in which the Corporation accepts gifts of a substantial amount, or that are on a repeated and ongoing basis.

28.4. Use of Legal Counsel. The Corporation shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Real property interests;
- Closely held stock transfers that are subject to restrictions or buy-sell agreements;
- Documents naming the Corporation as Trustee;
- Gifts involving contracts, such as bargain sales or other documents requiring the Corporation to assume an obligation;
- Transactions with potential conflicts of interest that may invoke Internal Revenue Service sanctions;
- Limited partnership, limited liability company or s-corporation shares that may be substantially similar to a listed transaction;
- Registration for charitable solicitation; and
- Other instances in which advice of counsel is deemed appropriate by the Board.

28.5. Conflict of Interest. The Corporation will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. The Corporation will comply with the Model Standards of Practice for the Charitable Gift Planner promulgated by the National Committee on Planned Giving.

28.6. Restrictions on Gifts. Unless the donor has expressly specified one or more restrictions on the use of a gift, all gifts shall be classified as "unrestricted." The Corporation shall not accept gifts with restrictions that violate the organization's underlying purpose, Mission or ethical standards in any way.

The Corporation will accept unrestricted gifts and gifts for specific programs and purposes, provided that

such gifts are not inconsistent with its mission, purposes, and priorities. The Corporation will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the governing documents, are too difficult to administer, or are for purposes outside the mission. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Corporation's Gift Acceptance Committee ("Committee"). Examples of the types of gifts the Corporation will not accept include, but are not limited to, the following:

- Gifts that violate any federal, state, or local statute or ordinance
- Gifts that contain unreasonable conditions such as a lien or encumbrance
- Gifts that are financially unsound
- Gifts that could expose the Corporation to liability
- Gifts that are discriminatory in line with local, state and federal laws and Corporation policies
- Securities that are assessable or which in any way may create a liability; those that, by their nature, may not be assigned (such as series "E" savings bonds); those that have no apparent value
- General partnership interests
- Any gift that is substantially similar to a listed transaction

28.7. The Gift Acceptance Committee. The Committee shall consist of the Corporation's officers. The Committee is charged with the responsibility of reviewing all non-cash gifts, properly screening, and accepting those gifts, and making recommendations to the Board on gift acceptance issues when appropriate.

Acceptance of any contribution or gift is at the ultimate discretion of the Board of Directors. The Corporation will not accept any gift unless it can be used or expended consistently with the mission of and purpose of the Corporation.

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.

28.8. Types of Gifts

The following non-cash gifts are acceptable: tangible personal property; securities; real estate; remainder interests in property; oil, gas, and mineral interests; bargain sales; life insurance; charitable gift annuities; charitable remainder trusts; charitable lead trusts; retirement plan beneficiary designations; bequests; and life insurance beneficiary designations. Gifts of in-kind services will be accepted at the discretion of the Board of Directors.

The following criteria govern the acceptance of each gift form:

- Digital Gifts. The Corporation may accept cryptocurrency and non-fungible tokens ("Digital Gifts") from donors. The Corporation shall establish a digital wallet to collect, hold, sell, trade, and manage Digital Gifts. The Corporation recognizes that the value of Digital Gifts may be dynamic and volatile. Accordingly, the Corporation shall sell, transfer, or otherwise trade Digital Gifts for traditional fiat money as soon as practicable upon receipt of such gift.

The Corporation recognizes that the IRS classifies cryptocurrency as property, not currency. Therefore, the Corporation shall follow all rules related to gifts of property when accepting cryptocurrency gifts. For gifts of two hundred-fifty ($250) dollars or more, the Corporation shall provide the donor with a noncash donation receipt. If the value of the cryptocurrency gift is over five hundred ($500) dollars, the donor must file Form 8283, Noncash Charitable Contributions. Finally, if the cryptocurrency gift is valued at more than five thousand ($5,000) dollars, the donor must receive an appraisal prepared by a qualified appraiser to substantiate the valuation, and the Corporation must sign the donor's Form 8283.

The Corporation further recognizes that disposing of non-fungible tokens is a taxable event and that it shall be responsible for capital gains and all other applicable taxes when exchanging non-fungible tokens for

cryptocurrency.

- Tangible Personal Property. All gifts of tangible personal property shall be examined in light of the following criteria:
- Does the property fulfill the Corporation's mission?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

The final determination on the acceptance of other tangible property gifts shall be made by the Committee.

- Publicly Traded Securities. Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt. In some cases, marketable securities may be restricted by applicable securities laws; in such instances, the Committee shall make the final determination on the acceptance of restricted securities.
- Closely Held Securities. Closely held securities, which include not only debt and equity positions in non-publicly traded companies, but also interests in LLPs and LLCs or other ownership forms, can be accepted subject to the approval of the Committee. However, gifts must be reviewed prior to acceptance to determine that:
- there are no restrictions on the security that would prevent the Corporation from ultimately converting those assets to cash;
- the security is marketable; and
- the security will not generate any undesirable tax consequences.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The Committee shall make the final determination on the acceptance of closely held securities and shall be assisted by legal counsel when necessary. Every effort will be made to sell non-marketable securities as quickly as possible.

- Real Estate. Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, the Corporation shall require an initial environmental review of the property to ensure that the property has no environmental damage. In the event that the initial inspection reveals a potential problem, the Corporation shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

When appropriate, the Corporation shall obtain a title binder prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.
Prior to acceptance of the real estate, the gift shall be approved by the Committee and its legal counsel. Criteria for acceptance of the property shall include:

- Is the property useful for the Corporation's purposes?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
- Does the environmental audit reflect that the property is not damaged?
- Remainder Interests In Property. The Corporation will accept a remainder interest in a personal residence, farm or vacation property subject to the provisions of paragraph 5 above. The donor or

other occupants may continue to occupy the real property for the duration of its stated life. At the death of the donor, the Corporation may use the property or reduce it to cash. Where the Corporation receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.

- Oil, Gas, and Mineral Interests. The Corporation may accept oil, gas and mineral property interests, when appropriate. Prior to the acceptance of an oil, gas or mineral interest, the gift shall be approved by the Committee and, if necessary, legal counsel. Criteria for acceptance of the property shall include:
- Gifts of surface rights should have a value of $20,000 or greater.
- Gifts of oil, gas and mineral interests should generate at least $3,000 per year in royalties or other income (as determined by the average of the three years prior to the gift).
- The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate.
- A working interest may only be accepted when there is a plan to minimize potential liability and tax consequences.
- The property should undergo an environmental review to ensure that the Corporation has no current or potential exposure to environmental liability.
- Bargain Sales. The Corporation will enter into a bargain sale arrangement in instances in which the bargain sale furthers its Mission. All bargain sales must be reviewed and recommended by the Committee and approved by the Board. Factors used in determining the appropriateness of the transaction include:
- An independent appraisal substantiating the value of the property.
- If the Corporation assumes debt with the property, the debt ratio must be less than 50% of the appraised market value.
- The Corporation's determination that it will use the property or that there is a market for sale of the property allowing sale within 12 months of receipt.
- The costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.
- Life Insurance. The Corporation must be named as both beneficiary and irrevocable owner before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, the Corporation will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the Corporation may:

- continue to pay the premiums;
- convert the policy to paid up insurance; or
- surrender the policy for its current cash value.
- Charitable Gift Annuities. So long as the Corporation has been in continuous operation at least three years and has unrestricted cash or cash equivalents of at least $300,000, it may offer charitable gift annuities. The Committee may determine the minimum gift for funding. All gift annuities shall comply with A.R.S. §§ 20-119, as amended. The minimum age for life income beneficiaries of a gift annuity shall be 55. Where a deferred gift annuity is offered, the minimum age for life income beneficiaries shall be 45. No more than two life income beneficiaries will be permitted for any gift

annuity.

Annuity payments may be made on a quarterly, semi-annual, or annual schedule. The Committee may approve exceptions to this payment schedule.

The Corporation will not accept real estate, tangible personal property, or any other illiquid asset in exchange for current charitable gift annuities. The Corporation may accept real estate, tangible personal property, or other illiquid assets in exchange for deferred gift annuities so long as there is at least a five-year period before the commencement of the annuity payment date, the value of the property is reasonably certain, and the Committee approves the arrangement.

Funds contributed in exchange for a gift annuity shall be set aside and invested during the term of the annuity payments. Once those payments have terminated, the funds representing the remaining principal contributed in exchange for the gift annuity shall be transferred to the Corporation's general operating funds or to such specific fund as designated by the donor.

- Charitable Remainder Trusts. The Corporation may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Committee, but it will not accept appointment as Trustee of a charitable remainder trust.
- Charitable Lead Trusts. The Corporation may accept a designation as income beneficiary of a charitable lead trust, but it will not accept an appointment as Trustee of a charitable lead trust.
- Retirement Plan Beneficiary Designations. Donors and supporters of the Corporation will be encouraged to name it as beneficiary of their retirement plans. Such designations will not be recorded as gifts until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded.
- Bequests. Donors and supporters of the Corporation will be encouraged to make bequests to it under their wills and trusts. Such bequests will not be recorded as gifts until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded.
- Life Insurance Beneficiary Designations. Donors and supporters of the Corporation will be encouraged to name it as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded.

28.9. Miscellaneous Provisions

28.9.1. Securing Legal Fees and Appraisals for Gifts To The Corporation. The Corporation 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. It will be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to the Corporation.

28.9.2. Valuation of Gifts for Development Purposes. The Corporation will record a gift received at its valuation for gift tax purposes on the date of the gift.

28.9.3. Responsibility for Internal Revenue Service Filings Upon Sale of Gift Items. The Committee is responsible for filing Internal Revenue Service Form 8282 upon the sale or disposition of any asset sold within two years of receipt when the charitable deduction value of the item is more than $5,000. The Corporation must file this form within 125 days of the date of sale or disposition of the asset. If the Corporation accepts a vehicle valued at over $500, it must file Form 1098-C.

28.9.4. Acknowledgment of Gifts. Acknowledgment of all gifts and compliance with the current Internal Revenue Service requirements in acknowledgment of such gifts shall be the responsibility of the Board.

29. Transgender Policy

29.1. All Kachinas Development teams are officially registered as coed since they play within a coed league. Any transgender player rostered on a Development program is eligible to play both within their team's house league and the Kachinas Girls Hockey League.

29.2. All Non-Tier & Tier teams are registered as girls teams within USA Hockey and GHA will adhere to the USA Hockey Transgender policy

29.3. It is the position of the Arizona Kachinas to be as inclusive as possible to all youth players. If a player is transgender and makes a Non-Tier or Tier team but does NOT meet the USA Hockey eligibility criteria to play girls hockey, they will be welcomed as a practice player ONLY on that team

29.4. GHA will determine a player's sex/gender based on how they are registered with USA Hockey

30. Code Of Ethics Policy

30.1. Girls Hockey Arizona upholds the highest ethical standards. Any officer, director or employee found in violation of this Code of Ethics will be subject to appropriate disciplinary action.

30.2. Personal and Professional Integrity. All staff, board members and volunteers of the Corporation act with honesty, integrity and openness in all their dealings as representatives of the Corporation. The Corporation promotes a working environment that values respect, fairness and integrity.

30.3. Mission. The Corporation has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the Corporation understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the Corporation and of value to the society at large.

30.4. Governance. The Corporation has an active governing body that is responsible for setting the mission and strategic direction of the Corporation and oversight of the finances, operations, and policies of the Corporation. The governing body:

30.4.1. Ensures that its board members or trustees have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the Corporation and its public purpose;

30.4.2. Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and

30.4.3. Is responsible for the hiring, firing, and regular review of the performance of the chief executive officer, and ensures that the compensation of the chief executive officer is reasonable and appropriate;

30.4.4. Ensures that the President and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;

30.4.5. Ensures that the Corporation conducts all transactions and dealings with integrity and honesty;

30.4.6. Ensures that the Corporation promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;

30.4.7. Ensures that the Corporation is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;

30.4.8. Ensures that policies of the Corporation are in writing, clearly articulated and officially adopted;

30.4.9. Ensures that the resources of the Corporation are responsibly and prudently managed; and,

30.4.10. Ensures that the Corporation has the capacity to carry out its programs effectively.

30.5. Legal Compliance. The Corporation is knowledgeable of and complies with all laws, regulations and

applicable international conventions.

30.6. Responsible Stewardship. The Corporation and its subsidiaries manage their funds responsibly and prudently. This should include the following considerations:

30.6.1. It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;

30.6.2. It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;

30.6.3. The Corporation compensates staff, and any others who may receive compensation, reasonably and appropriately;

30.6.4. Organizations that solicit funds have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;

30.6.5. Organizations do not accumulate operating funds excessively;

30.6.6. Organizations with endowments (both foundations and public charities) prudently draw from endowment funds consistent with donor intent and to support the public purpose of the Corporation;

30.6.7. Organizations ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the Corporation; and,

30.6.8. All financial reports are factually accurate and complete in all material respects.

30.7. Openness and Disclosure. The Corporation provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the Corporation will fully and honestly reflect the policies and practices of the Corporation. Basic informational data about the Corporation, such as the Form 990, will be posted on the Corporation's website or otherwise available to the public. All solicitation materials accurately represent the Corporation's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

30.8. Program Evaluation. The Corporation regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The Corporation is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The Corporation is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

30.9. Inclusiveness and Diversity. The Corporation has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. The Corporation takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

Personal Gifts. Members of the Board of Directors and coaches may not receive personal gifts from parents, players, vendors, organizations or individuals who conduct business with the Corporation of more than $100 in actual or in-kind value without the advance approval of more than 50% of the Board.

31. **Compensation Policy. This compensation policy of Girls Hockey Arizona (the "Corporation") is designed to: (i) support the Corporation's mission, strategy and values; (ii) ensure compliance with the provisions of the I.R.S. Code applicable to Section 501(c)(3) organizations relating to compensation; and (iii) maintain public confidence in the Corporation due to the rigor and thoroughness of its deliberations.**

31.1. Director Compensation. The Corporation does not pay its directors compensation for serving in such positions. Any compensation paid to directors for services provided to the Corporation in addition to

the services they provide as directors shall be separately determined subject to the Corporation's Conflict of Interest Policy.

31.2. Executive and Staff Compensation. The objectives of the Corporation's executive and staff compensation policies are designed to attract, retain, motivate, and reward executive officers and staff who contribute to the Corporation's success in fulfilling its mission. The Corporation shall not make loans to directors, executives, or staff. The Corporation will consider the following in setting compensation:

31.2.1. Performance, skills and competencies, development and growth, and effective visible commitment to the Corporation.

31.2.2. Adjustments to salary and benefits will be based on changes in the marketplace (subject to the Corporation's financial constraints) and job performance including growth in mastering job competencies and will be consistent with practice in the nonprofit marketplace.

31.2.3. Structured performance reviews with identifiable individual growth and development as well as professional achievement goals. The goals will be accompanied by identification of effective benchmarks for measuring success.

31.2.4. The appropriate external marketplace.

31.2.5. The advice and services of a professional compensation consultant or other appropriate means to assess the reasonableness of compensation.

32. **Confidentiality Policy. Girls Hockey Arizona recognizes that efficient operation requires the maintenance and management of extensive Confidential Information related to its programs as well as donor and prospect records. The purpose of this Confidentiality Policy is to memorialize the Corporation's position on confidentiality.**

32.1. The Corporation considers certain information to be "Confidential Information". Such Confidential Information includes, but is not limited to, the following:

- Fundraising Plans
- Grant Files
- Contribution Files
- Donor Records
- Donor Lists
- Charitable Gift Information
- Resource Development Data
- Financial Projections
- Personnel Information
- Legal Information
- Program Data
- Manuals
- Contracts
- Agreements
- Board and Committee Meeting Discussions
- Board and Committee Meeting Materials

These obligations will not apply to any Confidential Information that a receiving party proves: (i) was or

becomes publicly available through no wrongful act of such receiving party; or (ii) was required to be disclosed by law. These obligations are ongoing and survive the individual's involvement with the Corporation.

32.2. Confidentiality of Corporation Business. Discussions that take place in the context of the Corporation's operations require discretion, including discussions pertaining to board meetings, committee meetings, personnel issues, development and fundraising activities, etc. The positions or statements of individual Board members, advisors, or staff should not be discussed outside of official Corporation meetings and processes. Likewise, the content of Corporation business, including documents or analysis of documents, should not be discussed or shared outside official meetings and processes.

32.3. Confidentiality of Records. The Secretary shall be responsible for maintaining the confidentiality of donor and prospect Records. In this context, "Records" is construed to mean all files, including electronic data, containing information on the Corporation's donors or prospective donors. Records will normally be available to staff as needed to fulfill their duties. At the discretion of the Secretary, staff may make all or part of any record available to Corporation volunteers to assist them in executing their specific responsibilities. The Corporation's auditors, legal counsel and other consultants are authorized to review Confidential Information as required for the purposes for which they are engaged. All persons accessing donor or prospect Records in the conduct of Corporation business are called upon to maintain the confidentiality of said Records. Staff may share information with donors, fund beneficiaries, and grantees pertaining to their own gifts, funds, grants, etc.

32.4. Publication of Donor Names. Unless otherwise requested by the donor, the names of all individual donors may be listed in the Corporation's annual report and/or in other appropriate vehicles. The Corporation will not publish the amount of any donor's gift without the permission of the donor. Donors making gifts to the Corporation by bequest or other testamentary device are deemed to have granted such permission unless the terms of the gift instrument state otherwise.

32.5. Memorial/Tribute Gifts. The names of donors of memorial or tribute gifts may be released to the honoree, next of kin, or appropriate member of the immediate family, unless otherwise specified by the donor. Gift amounts are not to be released without the express consent of the donor.

32.6. Anonymous Gifts. The President is authorized to accept anonymous gifts to the Corporation, and to handle them appropriately. The name of the donor may be withheld from the Board of Directors (the "Board") at the President's discretion, if so requested by the donor. Board members will respect the anonymity of any such gift.

32.7. Giving Categories. If giving categories have been stipulated for a specific fund drive, challenge grant, or Mission, or as part of the Corporation's ongoing recognition program, then the donors, unless they otherwise specify, are deemed to have given the Corporation permission to publish their names associated with the particular giving category. Similarly, the Corporation may publish giving categories associated with donor names in its annual report and, unless a donor specifies otherwise, his/her name may be included therein.

32.8. No Disclosures to Third Parties. The Corporation shall not release to third parties or allow third parties to copy, inspect, or otherwise use Corporation records or other information pertaining to the identification of a donor or donor's gifts. No disclosures to third parties of such information, including addresses and demographic information, shall be made without the donor's consent.

32.9. Public Disclosure. The Corporation will comply with both the letter and spirit of all public disclosure requirements, including the open availability of its Form 990 tax returns. This policy shall not be construed in any manner so as to prevent the Corporation from disclosing information to taxing authorities or other governmental agencies or courts having regulatory control or jurisdiction over the Corporation. However, all staff, volunteers, and consultants must hold strictly confidential all issues of a private nature, including, but not limited to, all issues explicitly discussed in this policy.

32.10. Consequences of Policy Violation. Violations of this Confidentiality Policy are considered very serious and may result in disciplinary action up to and including dismissal for employees or consultants or removal from the Board or any committee for volunteers.

33. IRS Form 990 Review Policy

33.1. The purpose of the IRS Form 990 Review Policy is to establish the Corporation's procedures for review of the Form 990, prior to the annual filing, by the Board of Directors ("Board") of Girls Hockey Arizona.

33.2. The Corporation recognizes that the governance role of its Board includes the annual review of the Form 990. Accordingly, the Corporation requires a thorough review of the Form 990, by the Board, prior to its filing.

33.3. Procedures. The Corporation's senior management is responsible for the timely preparation of the Form 990. The completed Form 990 will be provided to the committee responsible for finances sufficiently in advance of the filing deadline to enable a detailed and conscientious review by all members of the committee. All questions, concerns, etc. of the committee members will be addressed by the Treasurer or the Corporation's CPA and incorporated into the Form 990 as appropriate. All members of the Board will be invited to review the completed Form 990 in advance of the filing deadline. All questions, concerns, etc. of the members of the Board will be addressed by the Treasurer or CPA and incorporated into the Form 990 as appropriate. After input from the Board and the relevant committees has been appropriately addressed, the Corporation's senior management will file the final Form 990 as required.

34. Signature Authority Policy

34.1. Purpose of Policy. Girls Hockey Arizona's Signature Authority Policy is intended to ensure that commitments of its resources are properly reviewed and approved and that its contracts and agreements are signed by authorized officials. It identifies who within the Corporation is authorized to commit institutional resources on its behalf through agreements executed in its name. It also describes necessary steps in the contract review process and protocols for the delegation of signatory authority.

34.2. Applicability of the Policy. This Policy is applicable to all the Corporation's officers and employees. It governs contractual agreements relating to commercial and non-commercial transactions, such as those involving goods, supplies, equipment, services, and real property.

34.3. Signatures Required for Checks and Fund Transfers

Checks and fund transfers may be authorized as follows:

	President	**One Additional Board Member**	**Board Resolution**
Budgeted financial commitments of $5,000 or less	Required	Not Required	Not Required
Budgeted financial commitments greater than $5,000 and less than $10,000	Required	Required	Not Required
Unbudgeted financial commitments and budgeted financial commitments of $10,000 or more	Required	Required	Required

34.4. Contract Approval Authority

Purchase orders and contracts may be executed as follows:

	President	One Additional Board Member	Legal Counsel Review and Board Resolution
All budgeted purchase orders and contracts committing less than $5,000 or whose terms are no more than one year	Required	Not Required	Not Required
Budgeted purchase orders and contracts whose values or financial exposure are greater than $5,000 but less than $10,000 or whose terms are greater than one year but less than three years	Required	Required	Not Required
Unbudgeted purchase orders and contracts as well as budgeted purchase orders and contracts whose values or financial exposure are greater than $10,000 or whose terms are greater than three years	Required	Required	Required

Appendix A: Dual-Roster Pricing Overview

Model	% of Activities Included	Association Fee Markup	% of Team Fee Charged	Additional Home Tournament Fee	Additional Away Tournament Fee	Additional Full Ice Practice/Game Fee	Additional Half Ice Practice/Game Fee
Full Time	100%	0%	100%	Included	Included	Included	Included
Half Season	50%	15%	60%	$150	$325	$25	$20
Quarter Season	25%	20%	35%	$200	$375	$35	$30
Per Event	0%	25%	10%	$225	$400	$40	$35