Green Bay Area Youth Hockey Association

Member Handbook

July 2026

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Print Date

Annual Review of the Member Handbook has been performed by the GBAYHA Board of Directors (BoD) and still reflects current practice.

Date

2025-2026 Annual BoD Review: 7-1-25

Date

2026-2027 Annual BoD Review: 7-15-26

Date

2027-2028 Annual BoD Review: _____

Date

*Effective Date upon Board Approval

Revision History

Revision Number	Date of Revision	Section	Revision Made
1	7-1-25	Volunteer Hours	Reduced Hours to reflect new requirements

1. Green Bay Area Youth Hockey Association (GBAYHA) Mission Statement

Misson
To provide a positive youth hockey experience for all players of all skill levels and ages. The focus will help develop as players and individuals and also foster a life-long love of the game of hockey.

Vision
GBAYHA exists to offer a high quality, affordable opportunity to learn the game of hockey for players in our Green Bay organization. We pride ourselves on providing age-appropriate player development and skill-appropriate coaching. Success is measured by player development and retention, not winning championships.

Values
The following Core Values of USA Hockey are adopted to guide the association's members in their planning, programming, and play, both now and in the future. While these core values are directed at our youths that play hockey, it must also be implemented by adult volunteers. Coaches, parents, and administrators must all do their part to ensure that these core values and policies are upheld.

- Respect for the individual
- Integrity
- Pursuit of Excellence at the Individual, Team, Organizational Levels
- Enjoyment
- Loyalty
- Teamwork
- Fair and Equitable Opportunities
- Fun
- Safety

Desired Outcomes from the Mission / Vision / Values
- Improved player development
- Improved coaching quality
- Increased player, parent, and coaching satisfaction
- Increased player retention
- Improved efficiency of Board operations

Improved volunteerism

2. GBAYHA Structure of Organization

2.1. Executive Board of Directors

Title	Duties
President	Leads the Board of Directors. Assures committees are working toward an end goal consistent with our Mission. Facilitates the association's relationships with related parties Wisconsin Amateur Hockey Association and USA Hockey (WAHA / USA). Supervises all business and affairs of the Association. Shall assign all public relation functions of the Association and coordinate all fundraising events.
Vice President	Assists and shares the duties of the President and active member of the Executive Committee. Shall serve as President when the President is unavailable or under his/her directive. Assist in coordination of all fundraising events.
Secretary	Records meeting notes and active member of the Executive Committee. Acts as the correspondence of the Association. Oversees the GBAYHA website and social media channels and routes association information to members.
Treasurer	Responsible for maintaining the association budget and administering all financial legal processes. Responsible for turning records over to the appropriate persons for audit and appropriate tax returns and issuing receipts to members or his/her designee.

2.2 Volunteer Committees and Positions

Title	Duties
Hockey Director	Hockey Director is not an Executive Board position, but is a GBAYHA position that leads the hockey operations side of the Association and oversees the coaching committee. He/She supervises the coaching development, players development, team determination and player placement selection process.
Coaching Committee	Selects and develops GBAYHA coaching staff and direction of player development incorporating the USA Hockey and WAHA development models into the GBAYHA program.
Fundraising Coordinator	
Calendar Raffle Coordinator	Coordinates the annual calendar sale each fall for the association.

Title	Duties
50/50 Gambler Games & Raffle Basket Coordinator	Coordinates the 50/50 Gambler Games prior to and during the event. Finds staffing and coordinates with the Gamblers organization. Coordinates and oversees donations and purchasing of raffle baskets for our Home Tournaments.
Scrip Coordinator	Coordinates the Scrip program and oversees the distribution of gift cards and tracking of members earnings.
Apparel	Coordinates and design of apparel line for on-line store. Will assist with managing the site as far as when on-line store will be active and inactive.
GBAYHA Fundraising	Organize all fundraising efforts. Helps coordinate volunteers and work with the public to organize association funding needs.
Cornerstone Fundraising (Temporary)	Assist Don with fundraising for Cornerstone in regards with construction of Rink 4.
Home Tournaments	
GBAYHA Home Tournaments	Organize all GBAYHA home tournaments and coordinates with rink, referees, and promotion of tournaments.
AWAY Tournament Scheduler	Schedules 1 tournament for each team for the coming season. Works with GBAYHA Scheduler to confirm tournament weekends.
A Coordinator	Assist and leads tournament during the event. Assist GBAYHA Home Tournament Director in execution of the event.
B Coordinator	Assist and leads tournament during the event. Assist GBAYHA Home Tournament Director in execution of the event.
C Coordinator	Assist and leads tournament during the event. Assist GBAYHA Home Tournament Director in execution of the event.
Girls Coordinator	Assist and leads tournament during the event. Assist GBAYHA Home Tournament Director in execution of the event.
Internal GBAYHA Positions	

Title	Duties
Manager / Locker Room Coordinator 1 Per Team	Oversees each team's manager throughout the season, holds a meeting at the beginning of the season to teach new managers and is responsible for collecting and ordering the Patches (Hattrick, Playmaker, and Shutout). Coordinates annual team pictures in late October early November each year.
Locker Room Monitor 2 Per Team	One screened adult of the same sex to the team they are assigned to monitor appropriate behavior is conducted in the locker room at all times. The monitor MUST be in the locker room for practices, home, and away games.
Goalie Coordinator	Ensure communications with the parents of goalies and families associated with goalies. Helps with promotions and special programs designed to address specific needs of goalies.
Volunteer Hrs Coordinator	
Volunteer Hours Coordinator(s) 2 Positions for 10U-14U 1 Position for 8U	Administer managing the volunteer hour requirements on behalf of the association for association parents.
Registrars / WAHA Compliance	
Registrar	Responsible for registration of players, eligibility of players and coaches and will ensure all requirements are met of WAHA and USA Hockey. Ensures all coaches and volunteers meet requirements of WAHA and USA Hockey for SafeSport Training.
Code of Conduct Committee 2 Positions	Handles discipline issues in our association should they arise, this helps our coaches and Director of Hockey focus on the game of "hockey" and the development of our players.
Safety Officer	Ensures the association is in compliance for safety with WAHA / USA Hockey.
Growth Committee	
Cultural Growth Coordinator	Responsible for public outreach and growing our association's programs for both co-ed and girls.
U8 Liaison	Ensure communication with the parents and skaters of the families associated with the 8U teams. Helps with promotion and special programs designed to address specific needs of the boys / co-ed program.

Title	Duties
Girls Growth Liaison	Ensure communication with the parents and skaters of the families associated with the girls' teams. Helps with promotion and special programs designed to address specific needs of the girls program.
Boys / Co-ed Growth Liaison	Ensure communication with the parents and skaters of the families associated with the boys / co-ed teams. Helps with promotion and special programs designed to address specific needs of the boys / co-ed program.

2.3 Board of Directors Meetings

GBAYHA Board of Directors meetings are held on the second Tuesday of each month, at 7 p.m. in the Rinkside Room in Cornerstone Community Center, unless otherwise noted on the association website. All meetings are open to the association for attendance.

It is the goal of the Board to make decisions in the best interests of our current and future members for the good of youth hockey in the Green Bay area. Member comments are welcomed. To keep the meetings orderly and respect everyone's time, topics of discussion must be approved and added to the agenda prior to the monthly meeting if they are to be discussed at the Board Meeting. To add a topic to the monthly agenda, simply e-mail your topic to the GBAYHA president no later than noon the day prior to the meeting.

2.3.1 Board Meeting Minutes

The Board of Directors meeting minutes are posted on the GBAYHA Website (www.gbayha.com) located under the ABOUT tab, then GBAYHA Board Minutes. The previous month's Board meeting minutes are posted after the next monthly meeting when the minutes are approved.

2.4 Additional Information

The following information provides additional information that is regulated by the Board of Directors and Hockey Operations:

- All coaches, Board members, team managers, and regularly assigned locker room monitors of the USA Hockey Programs must be registered for the current season in order to be eligible to coach / instruct any regular season activities or earn volunteer credits as an association volunteer. Volunteers and team managers registration are free. Coaches are requested to pay a fee to register with USA Hockey and GBAYHA will reimburse that fee. All coaches, Board members, team managers, and regularly assigned locker room monitors, along with players over the age of 18 years old must complete SafeSport training annually.

- Based on the appropriate age group, defined by USA Hockey / WAHA, you will be required to take the SafeSport Core Training or Refresher Course prior to participation in that season.
- SafeSport Training and Refresher Training are each valid for twelve (12) calendar months, beginning on April 1st.
- As of January 1, 2018; all relevant individuals who need to be SafeSport trained or are seeking re-training will need to complete SafeSport.

3. GBAYHA Hockey Programs

GBAYHA provides a comprehensive hockey program for children just learning how to skate through 18 & Under competitive hockey. Based on USA Hockey guidelines, each participant is personally responsible to wear protective equipment for all games, warm-ups, and practices. For additional information you may reference the USA Hockey Rule Book at www.usahockey.com.

3.1. GBAYHA Programs Offered

3.1.1. Definitions of the Levels

Learn to Skate – for skaters of all ages Community Ice Center operates this program. It is intended for skaters with little or no experience on the ice. Within the Learn to Skate program there are also different levels of progression. Once you have progressed through Learn to Skate you should be fairly comfortable on your skates.

Hockey Initiation Program (HIP)
The Cornerstone Community Ice Center runs this program. For children interested in playing hockey, HIP introduces them to the basics of the game. It is assumed when entering HIP that skaters have progressed through Learn to Skate and can skate forwards, backwards, and stop. Protective hockey equipment is to be worn as skaters will learn stick handling and how to shoot the puck. Additional practice on basic skating and more advanced skills, such as crossovers, will be introduced.

Mite Hockey – ages 4-8
This program is the next level following completion of HIP. Practices are twice per week (typically Monday or Wednesday) and "cross ice" games are played on the weekend (Saturday). Attendance is optional for mite families; however, it is recommended to attend as much as possible. Practices consist of basic hockey skills such as skating, stick handling, and shooting. The players will be divided into small teams and will play "Cross Ice" games (with and without Goaltenders) on weekends. Teams will also participate in one or more jamborees and / or tournaments, where they will play teams from other area associations. Please note that there is no state tournament for this level.

Co-Ed 10U – "Squirt" - ages 9-10
Co-Ed 10U or Squirt hockey is separated into Travel A, B, and C teams. All hockey at this level is played full ice. Teams practice two to three times a week and play between 30 and 40 games

per season. The A and B teams are determined at their respective tryouts based on skill. If a player does not make either the A or B team, they will be assigned to the C team. Skaters may choose to skate as part of the C team and would then not be required to attend tryouts. These teams are eligible for the WAHA State Tournament.

Co-Ed 12U – "Peewee" – ages 11-12
Co-Ed 12U or Peewee hockey is separated into Travel A, B, and C teams. All hockey at this level is played full ice. Teams practice two to three times a week and play between 30 and 40 games per season. The A and B teams are determined at their respective tryouts based on skill. If a player does not make the A or B team, they should attend the C team tryouts and will be assigned to one of the C teams. Skaters may choose to skate as part of the C team and would then not be required to attend A or B tryouts. These teams are eligible for the WAHA State Tournament.

Co-Ed 14U – "Bantam" – ages 13-14
Co-ed 14U or Bantam hockey is separated into travel A, B, and C teams. All hockey at this level is played full ice. Teams practice two to three times a week and play between 30 and 40 games per season. The A and B teams are determined at their respective tryouts based on skill. If a player does not make the A or B team, they will be assigned to the C team. Skaters may choose to skate as part of the C team and would then not be required to attend A or B tryouts. These teams are eligible for the WAHA State Tournament.

Note – Bantam hockey is the first level to allow body checking.

Co-Ed 18U – "Midgets" – ages 18 & under
Green Bay Bobcats Fall / Spring Team
The Green Bay Bobcats Tier II 18U team is a regional team that is available to any player residing within WAHA's Region 3 boundary. It is a fall / spring program that operates from August through early November before breaking for the WIAA High School season. The team practices two times a week and plays between 20 and 25 games in the fall. The team returns in spring to compete for the USA Hockey Tier II National Championships.

Green Bay United
Green Bay United is a 18U WAHA sanctioned team that is available to players that may not have a WIAA High School program or may not be interested in playing WIAA high school hockey. The team operates under GBAYHA Board of Directors oversight, but is run independently from other GBAYHA teams. The team currently competes against other WAHA 18U programs and some WIAA High School teams. The goal of Green Bay United is to re-establish and return to WIAA High School hockey in the future. This team is eligible for the WAHA State Tournament.

Girls 10U – Girls ages 9-10
Girls 10U is separated into travel A and B teams (based on number of participants each year). All hockey at this level is played full ice. Teams practice two to three times a week and will play anywhere from 30 to 40 games per season. The A and B teams are determined at their respective tryouts based on skill. Skaters may choose to skate as part of the B team and would then not be required to attend tryouts. These teams are eligible for the WAHA State Tournament.

Girls 12U – Girls 11-12
Girls 12U is separated into travel A and B teams (based on number of participants each year). All hockey at this level is played full ice. Teams practice two to three times a week and play between 30 and 40 games per season. The A and B teams are determined at their respective tryouts based on skill. Skaters may choose to skate as part of the B team and would then not be required to attend tryouts. These teams are eligible for the WAHA State Tournament.

Girls U14 – Girls 13-14
Girls 14U is separated into travel A and B teams (based on number of participants each year). All hockey at this level is played full ice. Teams practice two to three times a week and play between 30 and 40 games per season. The A and B teams are determined at their respective tryouts based on skill. Skaters may choose to skate as part of the B team and would then not be required to attend tryouts. These teams are eligible for the WAHA State Tournament.

Girls 16U – "Midgets" – ages 16 & under / HS team National Team
Green Bay Bobcats Fall / Spring Team - TBD
The Green Bay Bobcats Tier II 16U girls team or High School classification team is a team that is available to female players within the GBAYHA boundary plus potentially 2 out-of-district players. It is a fall / spring program that operates from August through early November before breaking for the WAHA and / or WIAA High School season. The team generally practices two times a week and play between 20 and 25 games in the fall. The team re-unites in spring to compete for the USA Hockey Tier II National Championships in their declared classification.

3.2. GBAYHA Equal Play Policy

3.2.1. Mite / Squirts / U10

There will be equal playing time, including power play and penalty kill situations, for all players at all levels throughout the season. Coaches will have the ability to sit players out for disciplinary reasons. These will be documented and communicated with the parents.
A goalie can skate out with the coach's approval.

3.2.2. Pee Wees / U12

There will be equal playing time, including power play and penalty kill situations, for all players during an exhibition game or regular season game. The exception is for the last 5 minutes of the game in State Playdown, and State Tournament games. Coaches will have the ability to sit players out for disciplinary reasons. These will be documented and communicated with the parents.
A goalie can skate out with the coach's approval.

3.2.3. Bantam / U14

There will be equal playing time, including power play and penalty kill situations, for all players during an exhibition game or regular season game. The exception is for the last 5 minutes of the of the game in State Playdown, and State Tournament games. Coaches will have the ability to sit players out for disciplinary reasons. These will be documented and communicated with the parents.
A goalie can skate out with the coach's approval.

4. Association Membership (Participation)

The annual membership year for GBAYHA begins on September 15th of each year and ends on September 14th of the following year. Members of GBAYHA include all skaters and parents and / or legal guardians of skaters currently participating in the association hockey program. The membership does include skaters currently participating in the HIP provided those skaters reside within the boundary of GBAYHA as determined by WAHA. Other interested parties may become members in the organization per the GBAYHA by-laws.

Please see the current by-laws (available on our website at (www.gbayha.com) adopted by the organization for further application of this rule.

Membership in the organization is guaranteed provided all guidelines of WAHA and USA Hockey are met and the following exceptions below do not apply. Any member that meets the exceptions outlined below will be evaluated on an individual basis by a hearing of the GBAYHA Executive Board and notification will be provided in writing to the parent / guardian within one week of this hearing.

Exceptions to participation in membership of the association include:

1. Delinquent payment of fees per season fee schedule as determined by the season's registration requirements.

2. Inappropriate conduct by either skater and / or parent / guardian.

3. Skater has been granted a release to play in another association boundary.

4. Skater is a current member of a Tier 1 association (if a skater plays with GBAYHA for the past season and joins a AAA program prior to the September 14th end, their membership within GBAYHA terminates immediately upon the date determined the skater is part of the AAA organization). Before and after season teams are exempt from this policy (skater may participate in WEHL or spring / summer team play).

5. Any refund is given per the Participation Refund Policy. Termination of membership is effective on the date the refund is approved.

4.1. Policy Adherence

Participation in the GBAYHA constitutes an agreement to abide by all policies, rules, and guidelines of USA Hockey, WAHA, Wisconsin State Statute regarding concussions and sudden cardiac arrest, and Green Bay Area Youth Hockey.

Policies, rules and guidelines can be found for each governing entity online:

1. USAHockey - http://www.usahockey.com//Template_Usahockey.aspx?NAV=OF_02&ID=20072

2. WAHA Hockey Guidebook – https://scripts.wahahockey.com/scripts/WAHABook/2023/2023%20WAHA%20Guidebook.pdf

3. Wisconsin Legislature Website – Concussions and Head Injuries – http://docs.legis.wisconsin.gov/statutes/statutes/118/293

4. Wisconsin Legislature Website – Sudden Cardiac Arrest; Youth Athletic Activities – https://docs.legis.wisconsin.gov/document/statutes/118.2935

The GBAYHA Participation Agreement is provided in Appendix A.

4.2. GBAYHA Boundaries

WAHA determines set boundaries for each Wisconsin affiliate organization that is classified; therefore, all classified WAHA / USA Hockey organizations are required to comply with their assigned territory. The exact address of the skater's primary residence is the determining factor at the start of the season (September 1). The boundaries for GBAYHA are for families residing in the public school districts of Green Bay, Ashwaubenon, Wrightstown, and Howard-Suamico.

Players residing in "open districts" such as the school districts of Pulaski, Luxemburg-Casco, Seymour, Freedom, Oconto, Door County, Kewaunee County, or other school districts outside of Brown County can choose the nearest association that meets their needs. Once an "open district" player is claimed through USA Hockey by the association, that association becomes the player's permanent "home" association.

4.3. Locker Room Policy

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 GBAYHA goals. GBAYHA adheres to USA Hockey's SafeSport Program 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, GBAYHA has adopted the most recent version of the locker room policy of USA Hockey and WAHA. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At the Cornerstone Community Center and De Pere Ice Arena there are several locker rooms available for our program's use. Most of the locker rooms have their own restroom and / or shower area. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, restrooms, and shower facilities will vary from location to location. GBAYHA team organizers will attempt 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 planning for their child to dress, undress, and shower if desired.

Locker Room Monitoring

GBAYHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30 to 45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. Participants are not allowed to enter the locker rooms unless the Coach or a Coach-approved monitor is present in the locker room.

Per USA Hockey and WAHA, the locker room monitoring will be located inside the locker room during this time.

Violation of this rule can result in the player losing their privileges and will result in the player having to dress before arriving at the rink. A coach and voluntary locker room monitors will be posted directly inside 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), approved team personnel, and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups (mite / squirt), 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.

With our youngest age groups, it may be necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

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

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video, are NOT permitted to be used in the locker rooms. If phones or other mobile

devices must be used, they should be taken outside of the locker room. On any given team, it may be permissible to have a coach or team manager collect phones.

Reporting

GBAYHA 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 GBAYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Please contact the GBAYHA SafeSport coordinator to report any actual or suspected violations.

4.4. Electronic Use Policy

As part of GBAYHA and USA Hockey's emphasis on safety, communications involving any participant, and especially our minor participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Electronic Communications Policy helps reduce these risks.

All electronic communication between coach and player must be for communicating information about team activities. Coaches, players, and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.

Social Media

Social media makes it easy to share ideas and experiences. GBAYHA and USA Hockey recognize, however, that social media, mobile, and other electronic communications can be especially concerning where minor participants are involved. Coaches are prohibited from having players joined to or connected through their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to players through that site. All electronic communication of any kind between coach and player, including use of social media, must be non-personal in nature and be for communicating information about team activities or for team oriented motivational purposes.

Email, Text Messaging, and Similar Electronic Communications

Coaches, team managers, and players may use email and text messaging to communicate. All email and text message content between coaches / team managers and players must be non-personal in nature and be for communicating information about team activities. Emails and text messages from a coach to any minor participant must include a copy to the player's parents. Where possible, a coach should be provided and use the organization website email center (the coach's return email address will contain "@organization.com") for all communications with the team, players, and player's parents, where applicable.

Request to Discontinue All Electronic Communications or Imagery with Athlete

Following receipt of a written request by the parents of a minor player that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the local program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor, or other participant of GBAYHA will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

Reporting

Infractions of GBAYHA and USA Hockey's Electronic Communications Policy should be reported to the appropriate person (team manager, Board member, email to the GBAYHA website, etc.). A GBAYHA or USA Hockey participant or parent of a participant who violates this Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and / or referral to law enforcement authorities.

4.5. Non-Team Members on the Ice

Non-team members CANNOT be on purchased ice during practices due to insurance liability issues. The coach may invite instructors to practices, but they are required to wear a strapped helmet at all times. Under no circumstances are siblings or other children, not on the rostered team, allowed on the ice. This is an important GBAYHA policy to prevent putting the association into a liability situation.

4.6. Registration Requirements

- **All players must complete a registration with USA Hockey.** The fee varies based on age. Once the USA Hockey registration is complete, a USA Hockey number will be provided and that will be leveraged for registration and team rosters.

- A discounted early registration fee period will be established. The cutoff date may fluctuate each season, but will be provided to the members via email and stated on the GBAYHA Website. After the cutoff date, the registration fee will be the full registration

price. Registration will close on the second Sunday of September each year. The registration fee is non-refundable.

- After tryouts and teams are rostered, an additional Team Registration fee will be required. This amount is based on the level and the team.
- A payment installment plan is available for team registration. Information will be provided as part of the team registration process, after team rosters are announced.
- Each player will be expected to submit a Concussion Policy Agreement before tryouts, as part of the online registration system. No skater will be allowed on the ice for tryouts without a form signed by a parent.
- Parents or guardians will be expected to complete the online photo release form.

5. Financials Commitments

5.1. GBAYHA Fees

The fees for the 2026-2027 season are as follows:

- 10U Co-Ed / Squirts and 10U Girls – between $800 and $1,000
- 12U Co-Ed / PeeWees and 12U Girls – between $1,150 and $1,350
- 14U Co-Ed / Bantams and 14U Girls – between $1,350 and $1,450

5.2. Financial Refund Policy

Upon registering a player for the upcoming season, a financial commitment to GBAYHA has been made even though the entire fees have not been collected. The registration fee is non-refundable. Out-of-District players who are not selected for a GBAYHA team are waived of their financial commitment beyond the non-refundable registration fee.

Refunds for the season commitment will be reviewed on a case-by-case basis with written notification to the President. The Board of Directors will review the request and the decision of the Board of Directors is final.

8U Refund Policy

Players utilize a pro-rated refund based on the number of weeks that have passed in the current season in comparison to the number of weeks remaining.

10U and Up Refund Policy:

1. 100% of the participation fees will be refunded / canceled for extenuating circumstances only. Such circumstances include injury, a major family illness that prevents a skater from participating, family relocation due to a parental job change, loss of financial ability to participate due to a parental job loss, etc. This request must be given in writing to the association President prior to the start of tryouts.

Each individual circumstance will be evaluated on a non-precedent setting case-by-case basis.

2. A pro-rated refund based on the number of weeks that have passed in the current season in comparison to the number of weeks remaining up to and including play-downs will be refunded / canceled for extenuating circumstances only as are described in number 1 above. This request must be made in writing to the association President. Each individual circumstance will be evaluated on a non-precedent setting, case-by-case basis based upon the date the request is received by the President.

Refunds or cancellations of financial commitment for reasons NOT listed in Points #1 or #2 above will be as follows:

- A 90% refund or cancellation of the participation fees will be given for all other requests received in writing prior to the start of tryouts.
- A 50% refund or cancellation of participation fees will be given for all other requests received in writing between the start of tryouts and November 15th.
- A 25% refund or cancellation of participation fees will be given for all other requests received in writing between November 15th and December 31st of that season.
- After December 31st, no refund or cancellation of participation fees will be given unless the requirements listed in Point 2 above are met.

5.3. Family Volunteer Hours

Each skater's family is responsible for volunteer hours for the association 3 hours per skater for 8U, 6 hours per skater for 10U and above, with a maximum of 12 volunteer hours per family. Volunteer hours are managed by Volunteer Coordinator and the Board of Directors and are assigned on an annual basis. Each skater is required to supply a credit deposit paid at registration in the amount of $100 per 1 hour of volunteer hours. If the volunteer hours are not complete by the end of the current skating year, the check will be cashed and refunds for any worked hours will be refunded to the skater's family.

Volunteer hours are due based on the following skater level:

HIP	0 hours
Mites	3 hours
Squirt all levels	6 hours
Peewee all levels	6 hours
Bantam all levels	6 hours
Girls all levels	6 hours

All volunteer hours are the responsibility of the family. If a commitment has been made in advance to complete volunteer hours or a volunteer shift, it is the responsibility of the family to ensure the shift is satisfied. If all responsibilities are not met, the deposit will be forfeited

accordingly. There will not be another opportunity to complete your volunteer hours at a later date unless there are extenuating circumstances that are approved by the Board of Directors. All requests for Board consideration are to be given in writing and voted upon at the next monthly Board of Director's meeting.

Volunteer hours can currently be earned by working in our concession stand or through volunteer assignment to one of the positions stipulated below.

5.3.1. Volunteer Positions

Currently listed volunteer positions are details below (list subject to change based on association needs each year).

Position	Volunteer Hrs	Positions Available
President	Fulfilled	1
Vice President	Fulfilled	1
Secretary	Fulfilled	1
Treasurer	Fulfilled	1
Legal	Fulfilled	1
Head Coach	Fulfilled	1 per team
Assistant Coach(es)	Fulfilled	3 per team
Team Manager	Fulfilled	1 per team
Locker Room Monitor	Fulfilled	2 per team
Tournament Director	Fulfilled	1
Level Tournament Director	Fulfilled	3 per tournament
Volunteer Hr Coordinator	Fulfilled	3 Total 2 for 10U-14U 1 for 8U
Manager Coordinator	Fulfilled	1
Web Master / Social Media Coordinator	Fulfilled	1
Registrar	Fulfilled	1
Calendar Fundraiser Coordinator	Fulfilled	2
Girls Program Liaison	Fulfilled	1
Boys / Co-ed Program Liaison	Fulfilled	1
U8 Program Liaison	Fulfilled	1
RaiseRight Coordinator	Fulfilled	1
SafeSport Coordinator	Fulfilled	1
Coaching Committee Chair	Paid position – Director of Hockey	1
Coaching Committee	Fulfilled	9
Liaison to Coaching Committee	Fulfilled	1
Equipment/Jersey Manager	Fulfilled	1
Goalie Coordinator	Fulfilled	1
Growth Committee	Fulfilled	1
Code of Conduct Committee	Fulfilled	1

5.4. Donations

All donations for the GBAYHA are to be directed to the organization. Any donations that directly benefit a team or individual must be approved by the Board. Any proceeds distributed to the team / individual will be issued in the form of a check from the association to document the transaction.

5.5. Fundraising

All fundraising for GBAYHA is directed to the organization as a whole. Any fundraising that directly benefits a team or individual must have prior approval of the Board. Any proceeds distributed to the team / individual will be issued in the form of credit for fees or a check from the association to document the transaction.

5.5.1. RaiseRight

GBAYHA has developed a RaiseRight program that supports skaters and directly benefits the participants in the program by helping offset their fees. Any proceeds from RaiseRight will be credited 90% to the skater and 10% to the association to help support the banking and shipping costs of running the program. RaiseRight is to be used to help support the hockey members in GBAYHA. The credit to the skater will be tracked in an account and applied toward the skater's enrollment fees.

RaiseRight credits can be carried over for one hockey season. If the skater does not participate within the association for one consecutive year or greater, the funds will be relinquished to the association. All RaiseRight credit will be applied to any current or late payments first and then saved for the next payment date or to pay for the following year's fees.

6. GBAYHA Player Movement Policies

This policy applies, on a per season basis, to players requesting assignment to a division above their specific age division as set forth by USA Hockey rules. The GBAYHA Board recognizes that it may occasionally be appropriate to a player's development to play up to the next age division. The following criteria will be considered:

- Only requests to play up one year early will be considered.
- Underage player movement takes team spots from players who are of age. Movement should only be considered when an underage player is clearly an impact player.
- Participants and their guardians must be aware of an increased risk of injury associated with playing outside their designated age classification. Allowing participants to move from a nonchecking division to a checking division represents the greatest risk and will receive additional consideration.
- For co-ed youth teams the player must be selected to the A team after GBAYHA Board approval to try out for that age-level.

- ALL parents and skaters must petition the GBAYHA Board at or prior to the August Board meeting to be considered for movement. Petition will involve: 1) the reason for the play up request; and 2) a recommendation from a prior season's coach. The GBAYHA Board / Coaching Committee will also consult the player's prior coach(es).

- All requests to be considered for movement will be provided to the GBAYHA President and Hockey Director for consideration and the coaching committee will provide a recommendation to the GBAYHA Board.

- The GBAYHA Board / Coaching Committee will consider the impact to the affected teams or age classifications as part of the decision. The GBAYHA Board / Coaching Committee will take into consideration whether multiple players per team or age-classification are requesting to play up during the same season. Therefore some approvals to try out or be evaluated may be delayed in order to take into consideration the total number of players requesting a movement.

- Approval of player movement will not be given where such movement would be detrimental to any team in terms of player numbers, either too small or too large. USA Hockey team size recommendations will be considered.

- For co-ed youth teams, after GBAYHA Board approval to tryout at the older age-level, the normal tryout process for that age-level's "A" team, performed by the "A" team coach and tryout committee will determine if a player is selected for the "A" team of the age-level being requested.
- The GBAYHA Board will rule on player movement requests as timely as possible, but players may not receive notification until shortly before tryouts. The decision of the GBAYHA Board is final. The GBAYHA Board reserves the right to reverse any decision allowing a player to play up at any time.

- The GBAYHA Board may initiate the movement of players to older age divisions, with the recommendation of the GBAYHA Coaching Committee, in order to solve team size issues that would be detrimental to the teams if no action were taken. The GBAYHA Board may also approve a rotating movement solution, with dual-rostered players, developed by the team coaches if appropriate.

6.1. Guidelines Specific to Player Movement from 8U to 10U

- Underage player movement from 8U Mites to 10U / Squirts could deprive the moving player from opportunities and benefits of cross-ice games and age-appropriate rink sizes and puck weights.

- The player must be evaluated in the top third of players of the desired age classification after GBAYHA Board approval to be evaluated for an older age level.

- An 8U Mite player desiring to try out for the co-ed youth Squirt age-level must have been a Red division 8U Mite player for at least one full season to be considered by the GBAYHA Board.

- If more than four 8U Mite players are approved by the GBAYHA Board to try out for the co-ed Squirt A team, a pre-tryout evaluation will be performed by the Squirt A team head coach and at least two additional coaches in order to evaluate the players and select the top four among the 8U Mite age players approved. These four players will be allowed to continue to the A-team tryout.

- An 8U Mite player desiring to play up to a 10U Girls team will follow the same process as all Girls' teams described in this policy.

6.2. Guidelines Specific to Player Movement on Girls Teams

The girl player must be evaluated for the desired age classification after GBAYHA Board approval to be evaluated for an older age level. For Girls' teams, an evaluation (TBD by Girls Team Coaches) for players will be conducted to determine if the player will qualify for the top team ("A") at the age-level being requested. If multiple players are requesting to play up to an age-level, the GBAYHA Board may approve the coaches to select a number of girls at or below the number requesting a movement (for example, the GBAYHA Board could approve the coaches to move no more than two players after performing the evaluation, even if three or more requested movement).

Girl players can move-up per the coaching committee's decisions to make a full team or to make two teams without having to go through the formal process detailed above. The coaching committee will make the determination and selection of the player based on a number of factors such as: team size, similar skill sets, best interest of player, etc. The Hockey Director will notify the Executive Board will be notified of this movement.

6.3. Player Movement During the Season

GBAYHA recognizes that during the course of the season, teams may request a player from another team 'fill-in' for a few games due to player injuries, or illness. Requests need to be submitted in writing (electronic email is acceptable) to the President and Hockey Director. If approved, the GBAYHA Registrars will need to make the appropriate roster adjustments to the USA Rosters for both teams. WAHA will need to approve the rosters prior to the games being played. The guidance used for the review is as follows:

1. Players called to play up cannot interfere or conflict with games on their primary team. The Director of Hockey Operations makes the final decision on all play-up request.

2. Coaches at the higher level will request the players and select them based on skill level, availability, and / or parents' willingness to participate.

3. There will not be any tryouts. The coaching committee and / or Director of Hockey Operations makes the decision.

4. Players can have a maximum of three games per day. All games count in this game total number, if a player has one game for their primary team and then is asked to play for another team they can only play one more game for that day. If a player has two games

for their primary team, then they cannot play any more games on that day. Players must play for their primary game first and foremost, there is to be no missed or skipped games for their primary team in order to allow for another or different game.

This request can only occur prior to December 31st when rosters become finalized.

It is recommended that this practice is for the rare occurrence and will not be practiced regularly.

The GBAYHA Board and the Coaching Committee has the right to make all decisions regarding play up requests.

6.4. Move Down Policy

GBAYHA recognizes that the players / parents have the right to have a skater play down one-level for their age-specific group after tryout evaluations. For example, a player selected to an “A” has the right to request movement to the “B” designated team. The request will need to be submitted in writing to the Board President and the Hockey Director. The Hockey Director and Coaching Committee will review the request and provide a recommendation to the Board.

7. GBAYHA Code of Conduct, Rights, and Responsibilities

GBAYHA is a member of USA Hockey. That organization has adopted a GENERAL, PLAYER, COACH, and PARENT Code of Conduct that provides the basis for conduct and discipline during the hockey season. The attributes to be followed are from the USA Hockey Zero Tolerance criteria and WAHA for players, parents, and coaches on and off the ice.

7.1. Examples of Non-Compliance

GBAYHA members will follow the USA Hockey Zero Tolerance criteria and WAHA regulations for players, parents, and coaches on and off the ice. Examples of non-compliant behavior of the Codes of Conduct are:

- Visually demonstrating any sign of dissatisfaction with any game or team official in a manner that openly embarrasses the Official and / or challenges his or her judgment.
- Use of profane, obscene, abusive, or vulgar language, gestures, racial / ethnic slurs including swearing, in a boisterous manner at ANYONE at ANY time, on the ice or anywhere in the rink before, during, and after a game or practice.
- During stoppage of a game, intentionally knocks, throws, or shoots the puck out of reach of an official who is retrieving it.
- Deliberate throwing of a stick, garbage, or other equipment into the player's boxes, spectators viewing area, penalty box, or on-ice surface that in ANY manner creates a safety hazard.

- Interference in any nonphysical manner with any Game Official including other Players, Referees, Coaches, Timekeepers, other Parents, or Goal Judges in the performance of their duties.

- Touching or holding the referee, linesman, or any other Game Official with his / her hand or stick.

- Deliberately inflicting physical harm to any Game Official, Player and / or parent in ANY manner or attempts to do so.

- Behavior in ANY manner that is critically detrimental to the conduction of the game, including spitting at opponents and / or spectators, Game Officials or verbally threatening a Game Official with physical harm.

- Taunting Players, Coaches, Officials or other spectators by means of baiting, ridiculing, threatening physical violence, or physical violence.

This is not intended to be a complete list of violations. EVERY association member is required to follow the most up-to-date Code of Conduct policies of WAHA and USA Hockey. If a violation does occur, the procedures outline below will be followed. Based on the seriousness of the offense, the Executive Board holds the right to take further action based on the Code of Conduct Committee's recommendation, if it deems necessary.

7.2. USA Hockey / GBAYHA "Mood Altering Chemicals" Policy

The GBAYHA supports efforts by USA Hockey to eliminate the use of alcohol, tobacco, and "mood altering" drugs. The GBAYHA recognizes the use of mood altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood altering chemicals will affect participation in GBAYHA activities.

For purposes of this policy, USA Hockey states that the words "mood altering substances" shall include the following:

- Intoxicating beverages, including, but not limited to, alcohol.
- Non-prescription or prescribed controlled substances.
- Non-prescription or prescribed controlled substances when used to an excess in violation of doctors orders, or to produce the state of intoxication in the participant.

During the GBAYHA season, regardless of the quantity, any level player shall not:

- Consume a beverage containing alcohol.
- Use tobacco.
- Use or consume, have in possession, buy, sell, or give away any other controlled substance.

The by-law applies to the full GBAYHA season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the student's own use by his / her doctor.

7.3. GBAYHA Code of Conduct Review Procedures

Policy:

To encourage sportsmanship of players, spectators, volunteers, and coaches, providing a positive environment to play hockey. Interviews and outcomes are confidential and only elevated to the Executive Board to review in the event of an appeal. WAHA Region 3 Representatives may offer guidance in this event.

Procedure:

1. Conduct concerns may be filed to the Conduct Committee (AKA Disciplinary Committee) via multiple methods: Conduct Report form on GBAYHA website, direct email, in-person conversation or phone call.

2. Conduct Committee Chair will review concern, identify contact information for all parties / teams involved via Master Roster from GBAYHA Registrar, document on confidential file.
    a. In the event Conduct Committee Chair has a conflict of interest with team / player on report, alternate Conduct Committee member will serve as Chair.
3. An in-person review (may be phone call if necessary) of the episode will be offered to the reporting party within 24 hours of report. Additional detail, time, date, location, associated parties will be clarified and documented. No further follow up with reporting party is indicated unless shared conduct concerns are discovered.

4. Interviews with other indicated parties will occur as quickly as reasonable. Every attempt to complete interviews prior to players next ice time is made. Equal attempt to perform interviews in person is preferred for open dialect. Additional conduct committee members may be in attendance as observers / documenters.

5. If conduct violation is determined to have occurred, the following levels of action are taken:
    a. 1st offense, debatable violation: Documented warning, communicated to Coach and player.
    b. 1st offense, clear violation: Suspension from next game, practice, and any rink attendance until that game. Communicated to Coach and manager.
    c. 2nd offense, clear violation: Suspension from games, practices, and rink for up to 25% of the remaining season. Date of return recommended by Conduct Committee, agreed upon by Coach. Communicated to manager.
    d. 3rd offense, clear violation: Suspension from games, practices, rink for 50% to 100% of the remaining season. Date of return recommended by Conduct Committee, agreed upon by Coach. Communicated to manager.

6. For offenses that are severe in nature, the Conduct Committee reserves the right to escalate the disciplinary measure level to equate to the offense.

a. Examples may include but are not limited to: fighting or injuring another player, verbal or physical assault of a coach, referee, player or volunteer, bullying, cell phone use indiscretion, and beyond.

7. All outcomes are documented in Confidential. Documents are locked by the Conduct Committee Chair with sole access, unless WAHA / Executive Board requests access to particular cases in severe conduct or legal proceedings.

END