

Fraser Valley Hockey Association

Policies and Procedures

(Originally Adopted September 10, 2010. Revised September 12, 2018)

1.0—Introduction

- 1.1 Fraser Valley Hockey Association (FVHA) is a 501(c)(3) non-profit corporation, located in Fraser, Colorado. FVHA is a self-governing entity and adheres to its own bylaws, and the policies and procedures herein. FVHA complies with the guidelines of both USA Hockey, and the Colorado Amateur Hockey Association (CAHA).
- 1.2 The Fraser Valley Metro Recreation District is construction and will operate a regulation-sized ice rink at 9,000 ft. elevation in Grand County. The rink will be covered with walls on two sides - indoor/outdoor setting. FVHA will operate at this rink and will be evolving as an organization and intends to offer more competitive hockey opportunities such as tournament and league play to its members.

2.0—Financial

- 2.1 Player fees will not be refunded once the season has begun unless special condition warrant a refund as determined by the Officers of the FVHA. All requests for refunds must be submitted in writing and will be reviewed by the Board of Directors at the next board meeting. Decisions will be given to named parties in writing within 15 days following the board meeting.

Note: Any member benefits exceeding \$600.00 per year (waived fees, etc..) will be reported to the IRS by the Treasurer in the format required by the IRS.

2.2

- 2.3 FVHA works in cooperation with the Fraser Valley Metro. Recreation District on all improvements to the physical facility at which its teams practice and play games in Fraser. Budgetary control of these projects rests with the Fraser Valley Metro. Recreation District and its Board of Directors. The FVHA Officers will provide recommendations to the Recreation District and assist in their implementation as much as possible.

- 2.4 Any funds generated through fundraising specifically for FVHA will go directly into the FVHA account. These funds are to be used solely for the purpose of furthering the strength of youth hockey in Grand County.

- 2.5 Any income generated from tournament play organized by FVHA is to be placed in the general fund of FVHA and allocated to projects and/or teams on an as-needed basis.

- 2.6 Should an individual team conduct its own fundraising activities for a specific purpose, those funds will be allocated to that team for that specific purpose through the FVHA accounts. Individual teams may not keep a separate bank account, but must place all funds within the general FVHA account. Should those funds be more than what is required for the specific purpose of that fund raising, those funds shall remain in the general fund of FVHA and allocated to other projects and/or teams on an as-needed basis.
- 2.7 Board of Directors members, coaches, and managers may qualify for expense reimbursements if they are conducting FVHA business. These expenses must be submitted to the board and are subject to availability of funds and board approval. If there is any question as to the potential reimbursement of an expense, advance approval from the board must be sought.
- 2.8 FVHA will follow the financial guidelines outlined in the CAHA Policies and Procedures.
- 2.9 FVHA will pay referees according to the fees established by its Board of Directors.

3.0—Zero Tolerance Policy

FVHA will follow the Zero Tolerance Policy of USA Hockey during all activities with which it is involved.

- 3.1 The Vice President of the Board of Directors oversees all disciplinary actions concerning coaches, players, referees, and spectators. He/she will decide the severity of the discipline in conjunction with the team coach, and the team manager. Parties directly involved with the incident may be called upon as witnesses.
- 3.2 Any person called up on a disciplinary action will be expected to comply with the parameters set down. Should such person be found in violation of the USA Hockey Zero Tolerance Policy more than two times, that person may be subject to temporary or permanent expulsion from all FVHA activities.
- 3.3 A member/participant may be suspended and barred from further participation in FVHA for actions deemed detrimental to FVHA and its activities by the following procedure:
 - a. The suspension review procedure become operative at such time as a complaint and request to suspend any member is conveyed, in writing, to the President by any other Article V member.
 - b. Upon receipt of such complaint, the President, with Board approval, may suspend a member pursuant to this Section for a period not to exceed thirty (30) days, at which time the case will be reviewed by the Board of Directors.

- c. The Grievance Committee can dismiss/suspend any manager, player, coach or assistant coach or member for justifiable cause, subject to ratification at the next meeting of the Board of Directors.

4.0 Grievance Policy

All disputes between any member and FVHA, it's Youth Hockey Director, coaches, managers or any volunteer concerning any matter related to FVHA are to be resolved by the following procedure.

4.1 Preliminary Step

You must first wait 24 hours to address your grievance. If after 24 hours you feel your grievance is valid and has not been addressed otherwise, you should discuss your grievance with your team manager, coach or Youth Hockey Director. This may be done orally in informal discussions. If your informal attempts to resolve the matter are not successful, you may implement the formal grievance process.

4.2 Formal Grievance Process

- **Submit your grievance to any FVHA Board Member. All grievances must be in writing using the form provided by FVHA. Clearly explain the grievance. Also explain the remedy you are requesting. You must sign and date the grievance. Grievances must be submitted within 30 calendar days following the date you first knew or should have known of the grievance. If you do not submit a grievance within the 30 day period, you waive your right to assert it.**
- **Any request for confidentiality should be taken seriously.**
- **Upon receipt of your grievance, the Board Member will forward this to the FVHA President. The FVHA President will set up a Grievance Committee consisting of 3 Board Members and 2 Article 5 Members. A meeting to discuss the grievance will be set up within 30 days of the initial submittal of the grievance to a Board Member. The Grievance Committee and the party submitting the grievance will be in attendance along with any interested Board Member. A separate meeting with the Grievance Committee and the person the complaint is against may be necessary.**
- **Decisions of the Grievance Committee are final subject to ratification at the next or special meeting of the Board of Directors. Notifications of decisions by the Grievance Committee will be sent to the party submitting the grievance no later than 60 days following the submission of the Grievance Form.**

5.0 Whistle Blower

5.1. A whistleblower as defined by this policy is a FVHA member who reports concerns about violations of FVHA code of conduct, bylaws or policies or suspected violations of the law or regulations that govern FVHA operations. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

5.2. Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed or for goods not delivered and other fraudulent financial reporting.

5.3. If a member or volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the FVHA Treasurer and President who are responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseline allegation. A member of volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.

5.4. Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals of their legal rights of defense. There shall be no retaliation against the whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the FVHA or CAHA Treasurer and President immediately.

5.5 The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

5.6 Members or volunteers with any questions regarding this policy should contact the FVHA President.

6.0—Player and Parent Code of Conduct

Players and Parents within FVHA are held to a high standard as leaders and role models of positive behavior within the community. They will be held to the FVHA Code of Conduct.

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- Parents will show good sportsmanship toward all players, coaches, referees and spectators during FVHA activities. They will demonstrate our dedication to fairness and fun as ambassadors of our program.

7.0—Coaching Guidelines

- 5.1** Coaches will adhere to the Code of Conduct for parents and players, and will enforce the code when it applies to their team.
- 5.2** Coaches must maintain their USA Hockey credentials at all times. They must be registered with CAHA.
- 5.3** Coaches must be at least 18 years of age or must have completed level 1 Coaching Education through USAH.
- 5.4** There will be one head coach per team and up to three assistant coaches. Coaching assignments will be made by the FVHA Board of Directors.

- 5.5 Coaches must apply annually for a position within FVHA. This application will be in the form of a letter delivered to the board at least four months prior to the beginning of the season.
- 5.6 Coaches are expected to be pillars of integrity and good character. There is no more important position within FVHA than that of coach. Our coaches will be selected as much on character as on hockey knowledge.
- 5.7 Coaches must wear a helmet at all times while on the ice. The exception to this is during games, when coaches may cross the ice to their player's bench without wearing a helmet.

8.0—Equipment and Facilities

- 6.1 Team managers and the equipment manager will be responsible for the loaning of equipment to players during the season.
- 6.2 Team managers and coaches are responsible to monitor player behavior while at the rink. Any damage to the facility by the player must be paid for by that player and his/her family.
- 6.3 Facility rental for regular team practices is covered by the membership fees. Additional practice and or recreational ice time must be purchased separately according to the rink rental rate. The Youth Hockey Director will coordinate these extra times and fees with the team manager and/or coach.
- 6.4 Players are expected to purchase USA Hockey certified helmets, new or used. Head protection is the highest priority to avoid serious injury. Mouth Guards, Chest pads, hockey pants, elbow pads, knee and shin pads, hockey gloves, and decent hockey skates are required.
- 6.5 Player fees will include home and away jerseys which are to be worn only for FVHA sanctioned events or at outside locations approved by the Coach.

9.0—Insurance

FVHA is covered under the liability policy of the Fraser Valley Metropolitan Recreation District and carries it's own General Liability Policy. Visit USA Hockey on-line for information regarding player coverage.