

PUEBLO BULLS YOUTH HOCKEY ASSOCIATION (PBYHA)

Policy Manual

Adopted 2025-2026 Season



Pueblo Bulls Youth Hockey Association

310 W. 4th Street

Pueblo, CO 81003

<http://www.pueblobullsyouthhockey.com>



PLAYERS' CREED

We live clean and play hard. We play for the love of the game.
We win without boasting, we lose without excuses, and we never quit.
We respect officials and accept their decisions without question.
We never forget that we represent our community.
We understand that sportsmanship is a part of being a competitor.

COACHES' CREED

We inspire in our players a love for the game and the desire to do their best.
We promote the philosophy that to do your best is to win.
We teach our players that it is better to lose fairly than to win unfairly.
We lead players and spectators to respect officials by setting a good example.
We coach the game of hockey and guide our players to be better people.

PARENTS' CREED

We support and encourage every child.
We support our child's coach(es) and appreciate his/her efforts on our child's behalf.
We understand that the PBYHA program is designed to benefit all the participants and we do our best to work on its behalf.
We never forget that we represent our community wherever we go.

SPECTATORS' CREED

We never verbally abuse a player or official.
We appreciate a good play, no matter who makes it.

We know we represent the PBYHA program by our conduct.
 We support the decisions of coaches and referees.
 We recognize the need for more athletes and few “sports.”

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I. INTRODUCTION

This manual has been provided to serve as a guide to board members, parents, team managers, players, and coaches of the PBYHA. This is a living document and changes in policies and guidelines may take place as needed to incorporate new and/or changed information. PBYHA provides the opportunity for players to participate in youth hockey from 8 and Under through 14 and Under.

All policy questions can be mailed to: Pueblo Bulls Youth Hockey Association (PBYHA), located at 310 W. 4th Street, Pueblo, CO 81003 or emailed to pueblobullsyouthhockey@gmail.com

II. GOALS & OBJECTIVES

The objective of the PBYHA is to develop youth, improve their hockey skills, and grow responsible and respectful adults through the experiences they gain as participants in organized hockey. PBYHA encourages each youth to consistently put forth his/her best efforts, to have the courage to accept the results of that effort, to have the determination to constantly strive to improve that effort, and to have fun while accomplishing that effort.

It is incumbent upon coaches, parents, and interested parties to do everything in their power to achieve these objectives and realize maximum benefit from the PBYHA program. Game officials are trained, assessed, and evaluated to do their best as they see the game. Coaches are required to attend training(s), and the Director of Coaching needs to approve the coaches and evaluate them throughout the year to ensure they are following board guidelines and policies.

Parents can help promote the principles stated above by supporting and encouraging participation in practice, adhering to the parents creed stated above, and attending all games. By fostering collaboration among players, coaches and parents with aligned goals, we can create a powerful environment that enhances the growth and development of all participants in PBYHA.

Member shall abide by and act in accordance with the Articles of Incorporation, Bylaws, Policies and Procedures, Rules and Regulations, Playing Rules and decisions of the Board of Directors of CAHA and USA Hockey, and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of Member. Further, Member (i) shall assist CAHA in the administration and enforcement of the provisions of the Bylaws, Policies and Procedures, Rules and Regulations, Playing Rules, and decisions of the Executive Committee and Board of Directors of CAHA, within and upon its members and/or within its jurisdiction, and (ii) agrees to be guided by the following core values of USA Hockey and CAHA:

- i. Sportsmanship – Foremost of all values is to learn a sense of fair play. Become humble in victory; gracious in defeat. We will foster friendships with teammates and opponents alike.
- ii. Respect for the Individual – Treat all others as you expect to be treated. Respect all members, participants, and volunteers at all times.
- iii. Integrity – We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
- iv. Pursuit of Excellence at the Individual, Team, and Organizational Levels – Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
- v. Enjoyment – It is important for the hockey experience to be fun, satisfying and rewarding for the participants.
- vi. Loyalty – We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
- vii. Teamwork – We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

III. GENERAL INFORMATION

PBYHA provides the opportunity for players to participate in competitive travel or recreational hockey programs. These programs are intended to promote the core values listed previously.

Colorado Amateur Hockey Association (CAHA) PBYHA is a member associate of the Colorado Amateur Hockey Association (CAHA), and as such, the PBYHA Board will appoint representatives for PBYHA to attend and participate in periodic CAHA meetings. CAHA conducts the annual State Championship Tournaments for Tier II, Travel levels AA, A, and B, and Recreational teams. All member associations of CAHA are USA Hockey Registered and follow USA Hockey rules and procedures.

Rocky Mountain Hockey Federation (RMHF) PBYHA is a member associate of RMHF, and as such, the PBYHA Board will appoint representatives for PBYHA to attend and participate in periodic RMHF meetings. RMHF conducts the annual League Championship Tournaments for AA, A, and B, level teams. RMHF is also a member league of CAHA. All member associations of RMHF are USA Hockey Registered and follow USA Hockey and CAHA rules and procedures.

Colorado Recreational Hockey League (CRHL) PBYHA is a member associate of the CRHL, and as such, the PBYHA Board will appoint representatives for PBYHA to attend and participate in periodic CRHL meetings. CRHL conducts the annual League Championship Tournaments for Recreational Division teams. CRHL is also a member league of CAHA. All member associations of CRHL are USA Hockey Registered and follow USA Hockey and CAHA rules and procedures.

Levels of Policies and Procedures USA Hockey is the national governing body for the sport of hockey in the United States. The Annual USA Hockey Guide identifies the minimum policies and procedures that all USA Hockey members must adhere to. Affiliates, Leagues, and Associations are expected to monitor and enforce these policies. However, as the state governing body, the CAHA affiliate has the authority to impose stricter policies and procedures than identified in the Annual USA Hockey Guide. Likewise, CAHA sanctioned leagues must monitor and enforce the policies and procedures identified by USA Hockey and CAHA. CAHA sanctioned leagues also have the authority to impose stricter policies and procedures at the League level. Therefore, PBYHA members and players are required to adhere to the policies and procedures set forth by USA Hockey, CAHA, CAHA sanctioned leagues, and PBYHA.

The SafeSport programs of USA Hockey, CAHA, CAHA sanctioned leagues, and PBYHA as amended from time to time are incorporated herein by reference and shall also govern PBYHA Players, Parents, Coaches, and others involved in PBYHA activities. Each year during the Registration process, Players will receive access to the electronic version and acknowledge PBYHA governing documents such as Bylaws, Policies and Procedures, and Code of Conduct.

A. AGE GROUPS, NUMBER OF TEAMS, AND NUMBER OF PLAYERS ON TEAMS

Age Groups: All players will be registered in the appropriate age group, according to their birth date and year. Age group is determined by the players age as of December 31st. Any decisions to move a player up to the next level will be made by the Director of Coaching, subject to CAHA policies on payers moving up. Moving players down in age division is generally prohibited in accordance with CAHA rules and will be enforced through the PBYHA Board of Directors.

Number of Teams and Number of Players on Teams: The number of teams the PBYHA will field will generally be determined before tryouts. There is always a chance that this will change based on the numbers and skill level assessed during the evaluation process. These decisions are based on the number of players, skill levels assessed during evaluations, and recommendations of the Coaching Director. PBYHA may choose to place teams in Travel or Recreational levels at each age group according to player count and skill level.

The minimum number of players at all age classifications and levels will be 11 skaters and 1 goalie. The maximum number of players at all age classifications and levels will be 18 skaters and 2 goalies. Team rosters are final on December 31 each year. Prior to that date, player movement is possible, although not common, as defined by the rules within CAHA and USA Hockey. OBJ

B. REGISTRATION

Registration for returning players will open May 1st as outlined in the CAHA Policies and Procedures. Beginning July 1st, registration will open for players transferring from other Associations. The PBYHA will establish registration fees on an annual basis, and that information will be published on the Registration page of the PBYHA website. Registration fees will include participation in the season, at a level determined by the Board of Directors. An overview of these options will be done on an annual basis and furnished to all members of PBYHA. All registrations must be completed online. A player must complete online registration prior to attending evaluations.

Upon registration, a player must either pay in full or select and agree to a payment plan. The player is financially obligated to pay the full amount of the yearly player fees by December 31. If a payment plan is selected, the first installment must be paid before evaluations. If a player is not current on registration fees, such player will not be allowed to participate in any evaluations until the fees are either paid in full, the payment plan installment is brought current, or acceptable arrangements are made with the PBYHA Treasurer.

All fees paid by association members pay costs associated with maintaining the association, including but not limited to ice fees, insurance, association maintenance, league fees, tournament fees, and fees paid for officiating. If a player moves up, once approved the difference in registration fees will need to be paid at that time.

Late Registration: If a player is allowed to register after evaluations, the Board of Directors may approve a reduction in registration fees depending on the rationale and timeframe of the late registration. Registration is cut off on December 31st as mandated by USA Hockey.

Player Returning After Leaving: If a player leaves PBYHA at the end of a season, that player may return without conditions. However, if a player has been placed on a PBYHA team and that player leaves at any time before the end of a season to join a team in another Association in the state of Colorado, that player shall have to apply with the PBYHA Board of Directors to be accepted back into PBYHA. If a player is removed from the PBYHA for violations of any kind, that player shall not be allowed back for 3 seasons. The PBYHA Board of Directors may vote to waive this requirement.

C. NO PAY, NO PLAY POLICY

In order to ensure the continued financial health of PBYHA and its ability to maintain hockey operations for all PBYHA families, it is critically important that all player financial obligations be met in a timely manner. PBYHA understands that hockey represents a large financial commitment, and that unexpected personal circumstance do sometimes arise that make it difficult to meet this obligation. The PBYHA Board of Directors provides financial flexibility to members with various payment options, but PBYHA will strictly adhere to the policies outlined below.

1. Players with outstanding PBYHA registration fees and/or any other association assessed fees from any prior season will be allowed to register for any season or program until the outstanding assessments are paid in full.
2. Players with outstanding PBYHA registration fees from any prior season may be reported to the CAHA Delinquent Player List (DPL). Players reported to the CAHA DPL may participate in any activities for any team or Member Association governed by CAHA until the financial obligation is satisfied. Any PBYHA player listed on the CAHA DPL desiring to move to another CAHA Member Association must first obtain a full financial release from PBYHA.
3. All current season registration fee payments are due in the amounts and at the times set forth in Registration process on our website.
4. Issues with registration fee payments should be brought to the notice of the PBYHA Treasurer as soon as possible, but no later than the scheduled payment due date. Payment issues brought to the notice of the PBYHA Treasurer will not trigger an automatic player suspension or reporting to the CAHA DPL for non-payment, so long as satisfactory financial arrangements have been made with, and approved by, the PBYHA Treasurer.
5. If a player's registration fee payment is delinquent and if other financial arrangements have not been made with, and approved by, the PBYHA Treasurer, the "No Pay, No Play" policy will immediately take effect. The family will be notified in writing via email by the PBYHA Treasurer. The player's family will be provided an opportunity to present payment or provide a good faith effort toward bringing current past due fees. If payment compliance or satisfactory financial arrangements are not made, the player's coach and the team manager will be notified and the player will be immediately suspended from all PBYHA activities by the Board. The player's family will have 10 days to respond to the email notification and make satisfactory arrangements before a suspension and reporting to the CAHA DPL will take place.
6. Players suspended for non-payment under these provisions will not be allowed to participate in any PBYHA activities until all outstanding financial obligations are met, as determined by the PBYHA Treasurer.
7. Suspension of a player and reporting to the CAHA DPL for non-payments under this policy does not release the player or parent from the obligation to pay all registration fees.

A. REFUND POLICIES

Refund Policy: PBYHA is reluctant to provide refunds due to the high fixed costs of running the Association. However, the Board understands that some extraordinary circumstances can arise, and the Board will consider refunds, in full or in part, in the following circumstances:

1. Relocation: Defined as moving more than 50 miles out of the county of Pueblo.
2. Serious Injury or Illness: Defined as an injury or illness, prior to December 31st, that will prevent the player from returning in the current season.

3. Hockey Readiness at 8U Level: Defined as a player, under 8 years of age, who is determined to be unable to participate in the Program.

In addition, if a player leaves PBYHA prior to the first team practice or game, the registration fees paid to date will be refunded, less a \$75 administration fee.

Refund requests shall be made in writing and addressed to the PBYHA Treasurer. Upon receipt of a written refund request, the PBYHA Board of Directors will review the request and render a decision within 60 days. The decision of the Board of Directors is final. Approved refunds will be distributed via check to the provided participants' address on file. It is the responsibility of the requesting party to ensure that the PBYHA Treasurer has the correct address on file.

D. VOLUNTEER REQUIREMENTS.

All of us want to provide the best possible hockey experience for our children. There is a lot of work to be done to make this happen. Throughout the season, opportunities to volunteer will be presented to Members. Your involvement is crucial and appreciated as it allows the Association to keep costs down, help improve the Association, and increase our presence in the community.

In addition, parents are required to volunteer by working shifts throughout the hockey season in support of your players' team and tournaments hosted by PBYHA. This includes, but is not limited to, acting as scorekeeper, timekeeper, penalty box attendant, and/or rink manager. The actual number of hours required will be determined based on team size and the number of PBYHA teams entered into hosted tournaments. In lieu of volunteering to work these volunteer shifts, participants may hire someone. At \$50/hr., to take your place from a list of approved people for hire, if available. Contact your team manager if you wish to hire someone from this list.

Team Managers will seek volunteers for the positions that need to be filled at each game and/or tournament. However, you may also be assigned a position by the team manager as needed. These roles are vital to the success of all Associations. If you would like training in any position that you may be asked to fill, please contact your Team Manager. Training is available and will be offered throughout the season.

E. TEAM MANAGERS

Each team will have a person, usually a volunteer parent/guardian, who is the team manager. This person distributes schedules, organizes team volunteers, helps organize any social events or team meetings, and is a general information source for the team.

TEAM MANAGERS MUST:

- TRAINING: Complete USA Hockey SafeSport Training & complete the USA Hockey Background Check

- **COMMUNICATION:** Team managers are responsible for communication between all parents, coaches, PBYHA Board of Directors. The team manager is the go between for all parents and the coach. Parents should bring all concerns to the team manager prior to addressing the concern with the coaches or Board. Team managers are responsible for hosting a platform of communication and team schedules, all changes and updates will be made by the team manager via Crossbar.
- **GAME RULES:** Team managers must know the rules of the game and support the officials and coaches on and off the ice. Team managers will update parents on any game rules and game play prior to a game via Crossbar.
- **HOME GAMES:** Team managers are responsible for the operation of all home games played. Job duties include but are not limited to cleaning locker rooms, penalty box, game clock operation, and scorekeeping. The team manager is responsible to make sure parent volunteers are assigned prior to game time and that volunteers are trained on the positions that are filling.
- **AWAY GAMES:** The team manager will always carry an updated team roster, and accident/injury forms.
- **TOURNAMENTS:** Team manager will be in contact with the tournament director for all tournament details. A team meeting is required prior to a tournament to schedule any working shifts amongst parents.
- **OFF ICE HAPPENINGS:** The team manager will ensure parents are informed of all fundraising opportunities, off-ice team events, and gatherings,
- **INJURY REPORTS:** The team manager will complete a full PBYHA injury report within 72 hours of a major injury (major injury is an injury requiring medical attention, outside of team coaches).
- **MEETINGS:** Team managers will be present when appropriate for coaches' meetings and/or one-on-one player meetings.

IV. GENERAL POLICIES

A. CONSENT TO TREAT POLICY

Every parent/guardian will sign a "Medical Treatment" form. This form will be filed with each team manager and taken to all PBYHA activities and will allow the coach or other PBYHA representatives to seek medical treatment for a child in the event he/she needs such treatment at a time when a parent or guardian is not present.

B. CONFLICT OF INTEREST POLICY

The conflict-of-interest policy defined in the USA Hockey Annual Guide is intended to help directors, officers, and certain other persons identify situations that present conflicts of interest and to provide a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary.

- Full policy is listed as separate attachment

C. WHISTLE BLOWER POLICY

A whistleblower as defined by this policy is an association member, volunteer, or Board member who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. 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. 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 President and Association Vice President who are responsible for investigation and coordinating corrective action.

The member or volunteer must exercise sound judgment to avoid baseline allegations. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension. Whistleblower protections are to cover two key areas: confidentiality and retaliation. As far 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 with their legal rights of defense. There shall be no retaliation against a 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 Association President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

D. RECORD RETENTION POLICY

The Association abides by the USA Hockey and CAHA policy for records retention. This document can be found on the CAHA Website.

E. SEXUAL ABUSE / HARASSMENT / DISCRIMINATION POLICY

The Association hereby adopts the sexual abuse, screening, and physical abuse policies of USA Hockey. These policies may be amended from time to time; provided, however, that upon reasonable notice to the members, the Board of Directors shall have the discretion to adopt and enforce policies, or sanctions for the violation of such policies, which are more stringent than the prevailing policies and/or sanctions promulgated by USA Hockey.

PBYHA SafeSport Handbook - Sexual abuse, physical abuse and harassment is covered in the USA Hockey/CAHA/PBYHA SafeSport Handbook. This handbook can be found on the Pueblo Bulls Hockey Association website (www.pueblobullsyouthhockey.com).

DISCRIMINATION: The unfair or unequal treatment of a person or group (either intentional or unintentional) based on race, color, age, national origin, religion, sex, sexual orientation, or disability. Harassment and sexual harassment will not be tolerated within PBYHA.

There shall be no sexual abuse of any participant involved in any of PBYHA sanctioned programs. Sexual abuse of a minor participant occurs when a volunteer touches a minor participant for the purpose of causing sexual arousal or gratification of either the minor participant or the volunteer. Sexual abuse of the minor participant also occurs when a minor participant touches a volunteer for the sexual arousal or gratification of the volunteer or minor participant, if the touching occurs at the request or consent of the volunteer.

Neither consent of the participant to the sexual contact, mistake to the age of the minor participant, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse. Upon being notified of a violation of this policy, the Board of Directors will conduct a thorough initial investigation and may contact the appropriate law enforcement authorities for additional investigation. Upon proof of the violation, the violator will be permanently banned or suspended from all PBYHA sanctioned programs, including its affiliate programs with USA Hockey, CCYHL and CAHA. The requisite level of proof will be based upon a majority vote of the Board of Directors, or a guilty plea or finding in a court of law. The Association will not need to prove “beyond a reasonable doubt” that sexual contact occurred to enforce this section.

ALL HOCKEY PARTICIPANTS AND FANS ENTERING FACILITIES WHERE PUEBLO BULLS TEAMS ARE PARTICIPATING SHALL:

- Display strict adherence to the policies and procedures of PBYHA.
- Have respect for opponents and play by the rules of the game.
- Display respect for the players and parents of other youth hockey organizations.
- Display respect for officials, coaches, and volunteers of PBYHA and accept their decisions.
- Coaches, players, parents, and officials will always agree to act in the spirit of good sportsmanship while participating in Association activities.

F. GRIEVANCE POLICY

The purpose of this policy is to provide members with a uniform process for resolving their grievances within PBYHA that is in accordance with the rules and regulations of CAHA, Pueblo Bulls Youth Hockey Association and USA Hockey. The following processes and procedures herein are referred to collectively as the “Grievance Resolution Process.”

All grievance issues shall be kept private and confidential. No Member of the PBYHA Board, or a party to the grievance shall discuss, disclose, or otherwise disseminate any information that is related to a grievance to any non-party. The Members shall keep all information revealed to them during their service on the PBYHA Board as private confidential information. Discussion about any matter or thing related to the business of the PBYHA Board shall be restricted to only other PBYHA Board Members or legal counsel that is participating with and assisting the PBYHA Board.

Grievances against players, parents, coaches, or others involved in the activities of PBYHA will be subject to these Policies and Procedures as well as other policies and procedures of CAHA and USA Hockey.

Most concerns and grievances involve the team and should be handled within the team structure by contacting the Team Manager or Coach. The PBYHA adheres to the 24-hour rule. This means that all complaints or discussions with the Team Manager or Coach must wait 24 hours after the applicable game, practice, or activity where the incident related to a complaint arises.

If attempts to resolve the concern or grievance within the team structure are unsuccessful, the formal grievance procedure can be initiated.

In summary, the initial grievance is filed, and its suitability for the Judicial Process is determined by a simple majority of the PBYHA Board as to whether it should be investigated, dealt with directly or summarily dismissed. If the grievance is one that the PBYHA Board believes it can handle informally by simply addressing the issue directly with the party or parties, it may choose to do so. However, all grievances that involve serious misconduct or violations of the rules must be investigated within ten calendar days (10 days). Investigation and fact finding will be conducted by one (1) PBYHA Board Panel Members appointed as the investigator. When the investigation is concluded; The PBYHA Board Panel will have a hearing and reach a resolution.

Detailed Grievance Resolution Process:

1. The complainant shall fill out and sign the Grievance Form (see "Attachment A"). included in the PBYHA Policies and Procedures and forward it to the PBYHA Board President.
 - i. A Complainant must fill out each section of the Grievance Form (the "Complaint") for their grievance to be investigated.
 - ii. The grievance must set forth the names, contact information for witnesses, and a concise statement of the witnesses' personal knowledge of the allegations in the grievance.
 - iii. The grievance must also include copies of all supporting evidence known to the Complainant and in the possession or control of the Complainant. If supporting evidence is known to the Complainant but not in the possession or control of the Complainant at the time of filing the grievance, then the

- grievance shall identify the supporting evidence and the contact information for the person that has possession or control of the supporting evidence. Failure to identify supporting evidence as required herein shall operate as a waiver of Complainant producing that evidence in support of their grievance.
- iv. The filing of a grievance shall serve as consent by the Complainant to the PBYHA Board President to contact them or any potential witness to the alleged dispute.
 - v. The grievance must set forth all claims and allegations of the dispute known to the Complainant as of the date of the grievance. Failure to set forth a claim or allegation shall operate as a waiver of the claim or allegation and a bar to bring a subsequent grievance based on the waived grievance or allegation.
 2. Within a reasonable amount of time of receiving the grievance, the PBYHA Board President must:
 - i. Inform the complainant in writing, via e-mail that they received the grievance and that the dispute resolution process has been initiated.
 - ii. Send an electronic copy of the written grievance to all of the PBYHA Board Members assigned to the Grievance.
 - iii. The President shall keep this information private and confidential. Consultation with legal counsel shall be permissible, so long as the consultation remains private and privileged.
 3. Within a reasonable amount of time, but not more than five (5) days after notification of all parties, the PBYHA Board shall determine whether the grievance shall be investigated, dealt with directly, or summarily dismissed (closed/no further action taken).
 4. The PBYHA Board President shall notify the Complainant of the decision made (investigation, informal handling or dismissed) and the reason(s) for the decision.
 5. If the grievance needs to be investigated,
 - i. The PBYHA Board President must select one (1) member of the PBYHA Board to serve as the Judicial Panel Investigator/Fact Finder.
 - ii. The PBYHA Board President shall also notify additional members; Board Vice President and Director of Coaches, to participate in the hearing on the Grievance.
 6. The investigator, as selected by the President, must have concluded the investigation and returned their findings within ten (10) days of beginning the investigation.
 7. The President, Vice-President, and Director of Coaches will conduct a closed hearing. The PBYHA Panel shall provide written notice to all interested parties of the time and place of the hearing, the way the hearing will be conducted, the grounds for any proposed suspensions, discipline or administrative action, the possible consequences of an adverse finding and the issues to be resolved by the panel. This notice shall be at least seven (7) days in advance of the hearing.

- i. Each party may present facts to support their position using facts, examples, or supporting documentation.
 - ii. Each party will be permitted to communicate directly to the PBYHA Board Panel at the hearing. The time allowed for testimony shall be determined by the Investigator/Fact Finder prior to the hearing, and the parties will be notified accordingly. Each party shall be given the same amount of time to present their position and respond to questions from the PBYHA Panel.
 - iii. The Investigator/Fact Finder will strictly enforce established time limits. Cross examination or questioning of the opposing party is not allowed. Parties must only address the panel and respond to questions of the panel.
 - iv. One or both parties may choose not to appear at the hearing. By not appearing at the hearing, a party does not concede any part, or the merits in general, of their case.
 - v. The PBYHA Board Panel shall make the final decision. In order to impose a suspension or discipline, the panel must make a finding supported by a preponderance of the evidence (i.e., more likely true than not true) that the party violated an applicable rule.
 - vi. The PBYHA Board Panel shall meet together, in private, and out of the presence of the complainant and the accused.
 - vii. The PBYHA Board Panel must unanimously decide that a violation has occurred.
 - viii. If there is no unanimous agreement, the grievance is dismissed.
8. The PBYHA Board President shall inform the complainant and the accused the results of the PBYHA Panel's decision and the sanction imposed, if any. The PBYHA panel shall use reasonable effort to render its decision within three (3) business days of the completion of the hearing and deliver a written decision to the parties within five (5) business days of the completion. The written decision shall contain findings of material facts, conclusions, the order of the hearing panel, and a statement of any right of appeal.
 9. The PBYHA Board President shall maintain a file of the grievance, the Investigator/Fact Finder's notes, the PBYHA Board Panel's notes, and the disposition documentation.
 10. The PBYHA Board President shall notify the Executive Committee members in writing of the outcome of the hearing, the recommended sanctions, and the location of the documented file of the grievance. The Executive Board may ratify the Judicial Chair's recommendations or impose different sanctions but cannot overturn the findings that the Grievance was substantiated.
 11. The Final decision requires Executive Board Approval.

No individual who is not neutral and detached or where there is a perception of unfairness, should be involved in a particular grievance. (e.g., close friends, family, relatives, coaching buddies, co-workers or other relationships that may call a person's ability to be fair and impartial into question). The PBYHA Board members should know when it's appropriate to recuse themselves from a particular grievance. In all other situations, the President of the Board shall make the final

decision on whether a particular PBYHA Board Member should recuse themselves, and if so, should appoint a replacement for that particular matter.

In situations where a PBYHA Board Member is involved in a Grievance, the President of the Board shall appoint sufficient neutral and detached individuals to hear the grievance.

Possible sanctions shall include, but not be limited to, the following:

- Written warning and/or reprimand;
- Assignment of restorative acts (apology, etc.);
- Suspension from PBYHA events;
- Removal from PBYHA team; and/or
- Any other sanction unanimously deemed reasonable and necessary by the PBYHA Board.

The Board Panel may extend and modify the sanctions as necessary to include other PBYHA Members to prevent any indirect circumvention of the sanctions by the affected Parties. The PBYHA President is solely responsible for enforcement of the Investigative Committee's sanctions. The PBYHA President shall notify the appropriate individuals who need to know of the sanction and their responsibilities for enforcement. The PBYHA President, within three (3) business days of receipt of the findings and sanctions shall notify the parties and discuss with them the procedure for enforcement and the limitations on their participation in PBYHA if applicable.

G. FUNDRAISING

All fundraising activities must align with the overall mission statement of PBYHA and therefore must go through an approval process. Participation in fundraising is encouraged but is not required. All team fundraising proceeds must be deposited into the PBYHA bank account for adherence to nonprofit tax status. All fundraising benefits the entire PBYHA and the PBYHA Board of Directors shall make all final decisions on the allocation of the fundraising dollars, unless otherwise directed.

PBYHA Teams may seek approval of fundraisers to fully or partially fund team activities. Examples of team activities that can be funded through fundraising efforts include, but are not limited to, additional tournament registration fees,

PBYHA Families may be permitted to conduct fundraisers to help offset their individual registration fees. The PBYHA Board of Directors retains the right to allocate funds raised by individuals that are in excess of the individual players' registration fees for a given season to benefit the general operations of the Association.

PBYHA members cannot receive personal payment for participation in or from PBYHA fundraisers per IRS Charitable organization rules and guidelines.

V. HOCKEY OPERATIONS

All PBYHA teams shall be properly registered with USA Hockey. All Board members, coaches, players, team managers, officials, and other Registered Participant Members (as such term is defined by USA Hockey) must register with and remain in good standing with USA Hockey. All players must be placed on a USA Hockey approved 1-T roster. All teams MUST have an approved USA Hockey 1-T roster prior to participation in any games using USA Hockey officials and/or against another association team including league, non-league/scrimmage, exhibition, and tournament games.

Any decisions regarding, but not limited to, organization of programs and divisions, specifications of formats, local playing rules, screening of coaches, disciplinary actions, evaluation and placement of player and coaches are the responsibility of the PBYHA Board of Directors.

A. PLAY UP/ PLAY DOWN

Play Up

Any player wishing to try out for a higher age group that has not been asked by The Director of Coaches to try-out to move up must:

- Submit the request in writing to the PBYHA Board of Directors no less than ten (10) days prior to the start of the tryout/evaluation of the age divisions the participant is requesting a tryout/evaluation with.
- The Director of Coaches must approve the player to move up by a majority vote. THE PLAYER MUST BE DETERMINED TO BE AN IMPACT PLAYER AT THE HIGHER AGE LEVEL IN ORDER TO PLAY AT THE HIGHER LEVEL. A recommendation is then made to the PBYHA Board for what level of play is best for the player based on a number of factors including, but not limited to, player safety, player skill, and team rostering requirements/needs.
- The Director of Coaches will notify the player and parent(s) of its decision prior to tryouts/evaluations, or at the conclusion of tryouts/evaluations, should the player not qualify for the top team at the next level of play.

In addition, play up requests may also require CAHA approval in addition to PBYHA Board approval. An overview of CAHA play up rules are as follows:

- The player must be in their last year of eligibility in the lower age classification, and show the desire, skill mastery, and maturity to play at the higher age classification.
- 8U
 - A maximum of six (6), 3 girls and 3 boys, last year 8U players may move up.
 - Before a player can move up, the Association must get approval from the CAHA VP of Rec. No player can be rostered unless approved by CAHA
 - Subject to league policies and procedures as well.
- 10U
 - Last year players may play up, however, they must make the highest level 12U team.

- o Must play on the first or second line of the highest-level team or be a top 4 defenseman.
- o May also play up if 12U team has fewer than 10 skaters to fill out a roster.
- 12U
 - o May not play up to 14U under any circumstances.
 - o Limited exception for leagues with no checking.

Play Down

Play downs are not allowed on any youth or girls team. Players with a documented medical condition benefitting from a play down may petition for an exception. If an exception is granted, the player is restricted to a house Rec roster only.

B. TRYOUT/EVALUATION PROCESS

The PBYHA Board of Directors has overall responsibility for approving the Tryout/Evaluation Procedures. The PBYHA Hockey Tryout & Evaluation Procedures will be reviewed on an annual basis by the PBYHA Board of Directors prior to tryouts/evaluations.

The PBYHA Director of Coaches is responsible for developing the tryout/evaluation process and recommending any proposed changes to the PBYHA Board of Directors. The PBYHA Board of Directors has final approval authority over the tryout/evaluation process. The Director of Coaches will report to PBYHA Board of Directors and will coordinate all activities associated with the tryout process. Specific responsibilities include:

- Maintain and update the PBYHA Tryout/Evaluation Procedures.
- Contact evaluators to participate in the Tryout/evaluation process. Outside evaluators will be used to the extent possible every year.
- Ensure all functions as outlined in this document are completed.
- Point of contact for all issues pertaining to the tryout/evaluation process.
- Conduct and/or facilitate feedback to players and parents.

Evaluators are responsible for assessing the skill levels of each player and will facilitate each session by ensuring the required drills are completed as determined by the PBYHA Director of Coaches. Evaluators may include volunteer coaches, Board members, and other objective evaluators whose assistance has been requested during the tryout/evaluation process. The Director of Coaches will make every effort to use outside, third-party evaluators every year.

C. TRYOUT/EVALUATION POLICIES AND PROCEDURES

The goal of the PBYHA tryout/evaluation is to ensure accurate and fair assessment of each individual player and to place each player on a team with similar skill level where they will be provided the best opportunity for growth in their hockey ability.

All Players must be registered with USA Hockey and PBYHA at their correct age-based Colorado Hockey Level before the start of tryout/evaluations.

Tryout/evaluation Policies

It is the policy of Pueblo Bulls Youth Hockey Association to conduct team tryout/evaluation at the beginning of each season (when applicable) in a manner and with the highest level of integrity. Throughout the process and duration of the tryout/evaluation period, the President, VP, and Director of Coaches will be mindful of the best interests of the growth and development of the athlete.

1. Only the President, Vice President and evaluator group is permitted inside of the Tryout/evaluation office. In the case there are any recusal-permitted member substitutes, those will be documented, communicated prior, and approved prior to the approved presence.
2. Upon the completion of each tryout/evaluation session, the evaluation sheets will be collected by the Director of Coaching before leaving the premises and will be appropriately disposed of by the Director of Coaching once they are updated into the Tryout/evaluation Database.
3. No Player Names will be listed on the evaluation sheet. Each player will be assigned a number and color, if needed.
4. Parents must abide by the 24-hour rule before contacting any PBYHA board member to discuss his/her tryout/evaluation.
5. Making the team one year does not guarantee to play at the same level in the following year.
6. Level Designation (please see Move-Up/Playing Up section)
7. All PBYHA members, athletes, and families are responsible for their personal decision making. This includes the ability to opt in or out of the tryout/evaluation process. The PBYHA board will not entertain any requests to be placed on a certain team. Any exception to this rule must involve a parent or guardian providing the board with a written request giving an outline and details to a serious request that will need to be approved by the board prior to the tryout/evaluation period. A parent or guardian suggesting that his/her player will quit hockey if the PBYHA board does not comply does not qualify as a serious request.
8. Any PBYHA player giving illegal hits or intentionally injuring another player WILL NOT be tolerated throughout the tryout/evaluation process leading into the season. This will be dealt with immediately with the highest degree of penalty upon occurrence.

Tryout/evaluation Procedures

- Tryout/evaluations will be conducted across a two-day period. Teams will be selected and communicated within 24 hours of Day 2 completion.
- Each level is subject to tryout/evaluations. If the level's overall number of athletes does not indicate the need for a tryout/evaluation period, one will not be conducted.

Tryout/evaluation Injury Procedures

- Parent/Guardian of a player unable to tryout/evaluation must approach the PBYHA Board of Directors with an appeal for a tryout/evaluation waiver with a written doctor's note/excuse, before the tryout/evaluation sessions.
- If injury occurs during the tryout/evaluation period, these will be handled on a case-by-case basis and deference of team determination is placed on the Director of Coaching, BOD President, and BOD Vice President. These matters can include discussion with Previous year's Head Coach and Current Year's Head Coach if needed.
- An injured/ill player must be expected to be fully recovered by December 1st. This deadline coincides with the roster declaration date. If the player is not expected to recover, they will be placed on the level's lowest team.

Tryout/evaluation Absence Procedures

- Any absence due to acute illness or family emergency will need to be approved in writing by the Director of Coaching/President/Vice President. This will be addressed on a case-by-case basis.

Tryout/evaluation Procedures

Tryout/evaluations will be broken into two days. Each day will represent a phase. Phase 1 and Phase 2 will be implemented on each tryout/evaluation day. Phase 1 will be skills evaluation. Phase 2 will be scrimmaging evaluation.

-Phase 1: Skills Evaluation

A pre-determined set of drills and/or small games will be used to evaluate athletes on skating, passing, shooting, puck handling, puck possession, hockey sense/IQ, playmaking ability with the puck, playmaking ability without the puck, playmaking movement with puck, playmaking movement w/o the puck, offensive positioning, defensive positioning, compete level, work ethic.

-Phase 2: Scrimmage Evaluation

Players will scrimmage 5x5. Evaluators will evaluate skaters on compete level, work ethic and hockey awareness.

Tryout/evaluation Opt-Out Policy

Each athlete has the right to opt out of tryout/evaluations if they choose. This must be a well communicated and written request at least 7 DAYS PRIOR to the tryout/evaluation period.

- Athletes not participating in tryout/evaluations will be placed on the level's lowest team.

Goaltender Tryout/evaluation Policy

Goalies will be evaluated during all Player Skating Sessions. They will be included in both Phase 1 and Phase 2 parts of the tryout/evaluation period. This portion will be evaluated by an outside Goaltending evaluator. This person has no ties to the PBYHA in any fashion.

D. SELECTION OF COACHES / PROCESS

- Complete and submit to the board Director of Coaches, all USA Hockey registrations, documents, modules, and certifications required of a coach (at my level) for the next season year by September 1.
- To adhere to the rules set out by USA Hockey, CAHA and PBYHA as they relate to coaching. And, to respect the referees.

COACHES WILL:

- Place the emotional/physical well-being of players ahead of any personal desire to win. To make players' safety a priority.
- Treat each player as an individual and be as impartial as possible.
- Use commonly known first aid principles to treat minor injuries of players. In the case of major injuries or emergencies, to refer a player to professional or emergency medical treatment.
- Organize practices that are both fun and challenging for players, focusing development of foundational skills as designated by the Director of Coaches.
- Use proper coaching techniques for each of the skills pursuant to the coaches current and required training. Coaches remember that they are a youth coach, and practices and games are for the players, not the parents or other involved adults.
- Attempt to attend all practices and games and if unable to attend, communicate with the other coach(es) to ensure an organized practice plan will be implemented.
- To attend the PBYHA Coaches' Season Introduction meeting annually.
- To be sober and drug-free at all practices, games and other PBYHA events.

- To indemnify, and hold harmless, the PBYHA from all liability, claims, liens, demands, fines, losses, expenses, costs (including reasonable attorneys and expert fees and costs) and causes of action whatsoever (brought by any person or entity) arising out of or related to this Agreement or as the role as a hockey coach.

E. USA HOCKEY INSURANCE

PBYHA Members are responsible for their own USA Hockey registration. Members can access the form by visiting www.usahockey.com and clicking "on-line registration". Registrations are effective for one year from May 1 to April 30. Upon registering, members will then need to provide a copy of their USA Hockey confirmation to the board Registrar as part of their registration paperwork for the upcoming season. USA Hockey registration is a requirement for participation in PBYHA programs.

Once registered, this program provides accident insurance for covered medical expenses of members more than their personal or group medical insurance. Report all hockey related injuries that require outside medical attention to the team manager. USA Hockey Registration fees include excess insurance coverage through USA Hockey.

F. PLAYER RELEASE

Approved releases must be signed by the Pueblo Bulls Youth Hockey Association (PBYHA) Board of Directors.

Any Association Player will have to request a player release before participating with another program. Past and present financial obligations must be paid in full before a release will be granted. Players requesting releases will relinquish their position with PBYHA. Released players, seeking to return to PBYHA, will not be considered for membership for a period of two full hockey seasons after leaving the Association. Special circumstances may be presented to the PBYHA board for consideration on a case-by-case basis.

A CAHA Transfer and Release Form must be completed prior to any player registering or rostering with another team within CAHA. Players new to the PBYHA for the upcoming season must, at the time of registration, present to the Registrar, a completed and executed CAHA Transfer and Release Form. Players who were not registered with the PBYHA in the season prior are deemed new players. Said players will not be allowed to participate in Skills and Drills and or tryouts unless a Transfer and Release is on file with the Association Registrar.

VI. PLAYER AGREEMENT, CODE OF CONDUCT, AND POLICIES

A. CODE OF CONDUCT

Members of Pueblo Bulls Youth Hockey Association (PBHYHA) are to behave in a respectful manner in both home and away ice arenas, locker rooms, hotels, restaurants, and any area representing PBHYHA, including while wearing team representative apparel.

- No swearing or abusive language on the bench, in the rink, or at any team function.
- No lashing out at any official. Coaching staff will manage all matters pertaining to officiating.
- Anyone who receives a penalty will skate directly to the penalty box.
- Fighting will not be tolerated. Fighting will result in intervention through the grievance process(es).
- Drinking, smoking, chewing of tobacco, or use of illegal substances at any team function by a player is not tolerated and can result in an intervention through the grievance process(es).
- Players will conduct themselves in a respectful manner in all facilities (ice rink, hotels, restaurants, etc.), and during all team functions.
- PBHYHA follows and stands by USA/CO SafeSport Policy and USA HOCKEY ZERO TOLERANCE POLICY
 - PLAYERS: A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:
 - 1) Openly disputes or argues any decision by an official.
 - 2) Taunts or incites an opponent.
 - 3) Visually creates a disturbance during the game.
 - Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.
 - COACHES: A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:
 - 1) Openly disputes or argues any decision by an official.
 - 2) Uses obscene, profane or abusive language to anyone at any time.
 - 3) Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.
 - Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

- In addition, any player/coach who uses language that is hateful or discriminatory in nature anywhere in the rink before, during or after the game shall be penalized under Rule 601(e.3) resulting in a match penalty. Such behavior is reprehensible and has absolutely no place in our game. The offender shall be immediately suspended until a hearing is conducted by the governing USA Hockey Affiliate or Junior League.
- PARENTS/SPECTATORS: Parents are expected to be a positive role model by treating all players, coaches, officials and fellow spectators with respect and support.
 - The game will be stopped by game officials when parents/ spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/ spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:
 - 1) Use of obscene, profane or abusive language to anyone at any time.
 - 2) Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
 - 3) Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.
- The violation of any of the above rules by players, coaches and or parents/spectators may be subject to further disciplinary action.
 - Player(s) of parents and or spectators who have been removed from a game or facility due to such violations will be suspended for the team's next game.
- If a player is removed for the season due to multiple violations, there is no refund of fees.

In addition to the development of the hockey players and enjoyment of the sport of hockey, the safety and protection of participants are central to PBYHA goals. PBYHA 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, PBYHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

B. LOCKER ROOM POLICY

At The Pueblo Ice Arena there are 4 locker rooms available for use. Each locker room may include a restroom, or shared restroom and shower with an adjoining locker room. PBYHA teams may also travel to play games at other arenas; those locker rooms, rest rooms and shower facilities will vary from location to location. PBYHA team managers will attempt to provide information on locker room facilities in advance of games away from the home arena.

LOCKER ROOM MONITORING

There is direct and regular monitoring of locker room areas. Monitoring inside of locker rooms and changing areas will take place before players arrive. Once players arrive, Coaches are to be present in the locker rooms and changing areas. If they are unavailable, only USA Hockey appointed adults (USA Hockey appointed adults will have undergone a background check and Safe Sport Training) will be allowed inside the locker rooms and changing areas. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

LOCKER ROOM BEHAVIOR

Players should always behave in a respectful manner. Violation of locker room policy may lead to an intervention through the grievance process(es). Stickhandling, passing of any type, or tape ball is prohibited. There will be no tolerance of fighting, throwing of ice shavings, tape, equipment, etc.

All trash must be placed in the trash cans. Conversation should be kept to comfortable levels (no screaming or yelling). Never touch equipment, clothing, or other items that belong to others.

PARENTS IN LOCKER ROOMS

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, parents must let the coach know beforehand that he or she will be helping the player and get clearance from the coach or team manager. Parents are encouraged to teach their players as young as possible how to get dressed. In circumstances where parents are permitted in the locker room, coaches are permitted to ask the parents to leave before the game and to wait after the game so the coaches may address the players. As players get older, the coach may, in his or her discretion, prohibit parents from a locker room.

C. MIXED GENDER TEAMS

Some teams consist of both male and female players. It is important that the privacy rights of all players are given consideration and appropriate arrangements. Where possible, PBYHA will have male and female players dress/undress in separate locker rooms and 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, the players will take turns using the locker room to change. These arrangements may require players to arrive early or leave late, however this is the most reasonable way to accommodate and respect all players.

D. PARENT/COACH 24-HOUR RULE

Parents may not approach or contact a coach(es) to voice complaints or displeasure with coaching decisions immediately following a game or practice. Parents must arrange a meeting through the team manager to meet with the coach and assistant(s) no sooner than 24 hours after the game or practice. At the meeting, the coach will address all questions and concerns to move towards a resolution. If the coach, or coaching staff feels the violation of the 24-Hour Rule is significant, the PBYHA Board of Directors may automatically suspend the parents, or players, until a hearing with the PBYHA Board of Directors may be scheduled.

G. CELL PHONES AND RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. It may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs and or recordings are being taken.

During the Pueblo Bulls Youth Hockey activities, photos and videos may be taken on and off the ice and used in Pueblo Bulls marketing and advertising, with the exception of the above listed locker rooms.

H. PROHIBITED CONDUCT AND REPORTING

PBYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers of PBYHA may be subject to intervention through the grievance process(es) for violation of locker room policies or engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations may be submitted to PBYHA, the team manager, or emailed to USA Hockey at SafeSport@usahockey.org, or by calling 1-800-888-4656.

ADDITIONAL PARENT AGREEMENTS INCLUDE

By signing I agree to work assigned tournaments, as directed by the team manager. If I do not show or have coverage for my assigned tournament duties, I will be charged a “no show” fee from PBYHA.

By signing I agree that my child’s photograph and or video can be used in advertising and team building.

By signing I agree that the PBYH logo will not be used or likeness for any personal gain or misuse. Any logoed apparel, merchandise, and equipment must be approved and/or purchased from PBYHA.

I have read and agree to the terms of the player agreement, code of conduct, and policies listed above:

Player Name: _____

DOB: _____

Player Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

I. BOARD OF DIRECTORS CODE OF CONDUCT

PURPOSE

The purpose of this policy is to establish general standards of conduct required by members of the PBYHA Board of Directors. If applicable, board members are required to annually sign a Conflict-of-Interest Policy. Any other applicable federal, state and/or local law, including PBYHA Bylaws, shall govern in the event of any conflict between such applicable law and this policy; any conflict of interest shall be disclosed immediately.

GENERAL STANDARDS OF CONDUCT

To fulfill its responsibility and support the vision, mission, values, and goals of the PBYHA, the Board functions as a collegial unit. The Board functions well as a unit when the individual members act ethically, are committed to working together, operate in a non-partisan manner and speak with one voice. The Board creates a positive climate when it focuses on the future, acts with integrity and civility, and uses its influence appropriately.

AUTHORITY TO ACT

Each board member is strongly encouraged to contribute his or her talents and perspectives to the Board. Although board members are free to respectfully voice their personal opinions, no board member has the authority to act on his or her own to further a personal agenda. Further, no board member has the authority to direct PBYHA volunteers or operations, unless otherwise provided for in the PBYHA Bylaws.

ACCOUNTABILITY

Each board member is expected to attend scheduled meetings regularly, to participate in the meetings with opinions and ideas and to recognize and respect the opinions and ideas of other board members as diversity in thought is necessary for a healthy functioning board. It is the responsibility

of each board member to hold him/herself accountable in additions to holding each other accountable in accordance with the conduct code.

INFORMED DECISION MAKING

Board members strive to make informed decisions based on sufficient information, thoughtful deliberation, and comprehensive understanding of issues. To achieve that goal, board members gather information by listening, asking questions, analyzing materials, and exploring issues thoroughly in conjunction with members, other board members, employees, volunteers, and other constituency groups.

OFFICIAL SPOKESPERSON

Board members are the stewards of the organization and advocates of its policies and programs. The official spokesperson for the Board is the President of the Board or the president’s designee. Whenever a Board member issues a written or oral statement to anyone that could conceptually become public information, the statement should be identifies as an opinion of the Board member and not the official position of the PBYHA, unless specific permission to speak officially is granted by the Board.

I have read and agree to the terms of the code of conduct as stated above,

Name_____

Board Position_____

Board Members Signature _____Date_____

President’s Signature _____Date_____

ATTACHMENT A

PUEBLO BULLS YOUTH HOCKEY ASSOCIATION GRIEVANCE FORM

PERSONAL INFORMATION

Complainant's Name: _____ Phone Number: _____
Child's Name: _____ E-mail Address: _____
Team/Level: _____

EVENT IN QUESTION

Date of Offense: _____ Accused's Name: _____
Accused's Parent (if applicable): _____

SPECIFIC RULE

VIOLATED: _____

*You must cite a specific Rule/Bylaw/Regulation or Policy that's been violated for the grievance to proceed.

**SafeSport violations are not handled by the PBYHA Grievance Procedures

Witnesses: _____ Team/Level: _____

In the space provided, please describe with specificity the event in question:

PUEBLO BULLS YOUTH HOCKEY ASSOCIATION GRIEVANCE FORM

Have you notified the Level coordinator and attempted to have this issue resolved at that level?

___Yes ___No

If not, why not?

If so, what was the Level Coordinator response?

In the space provided, please describe how you would like to see the violation(s) resolved:

Signature

Date

SUBMIT THIS FORM VIA E-MAIL TO pueblobullsyouthhockey@gmail.com

ATTACHMENT B – CONFLICT OF INTEREST POLICY

**PUEBLO BULLS YOUTH HOCKEY ASSOCIATION
(PBYHA)**

Conflict of Interest Policy



[Article I. Overview 2](#)

[Article II. Conflicts of Interest..... 2](#)

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ARTICLE I. OVERVIEW

It is in the best interest of the Pueblo Bulls Youth Hockey Association (the “Association” or “PBYHA”) to be aware of and properly manage all conflicts of interest. This **Conflict-of-Interest Policy** is designed to help board members, staff and volunteers of the Association identify situations that present possible conflicts of interest and to provide the Association with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II. CONFLICTS OF INTEREST

Section 2.01 Conflicts of Interest Defined

In this Policy, a person with a conflict of interest is referred to as an “Interested Person.” For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:

- (a) A director, officer, employee, or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the Association for goods or services.
- (b) A director, officer, employee, or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the Association and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- (c) A director, officer, employee, or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the Association.
- (d) A director, officer, employee, or volunteer, (or a family member of any of the foregoing) has an interest in the outcome of a disciplinary matter or investigation with the Association.

Section 2.02 Duality of Interests

Other situations may create the appearance of a conflict or present a duality of interests in connection with a person who has an influence over the activities or finances of the Association. All such circumstances should be disclosed to the

board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the Association are not compromised by the personal interests of stakeholders in the organization.

Section 2.03 Gifts, Gratuities and Entertainment

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Association.

ARTICLE III. POLICY & PROCEDURES

Section 3.01 Policy Definitions

- (a) A "Conflict of Interest" is any circumstance described in [Article II](#) of this Policy.
- (b) An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the Association or a major donor to the Association or anyone else who is in a position of control over the Association who has a personal interest that conflicts with the interests of the Association.
- (c) A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- (d) A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- (e) A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the Association is not a Contract or Transaction.

Section 3.02 Procedures

- (a) Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who attends the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- (b) A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- (c) A person who has a Conflict of Interest shall not participate in or be permitted to 7/10/2023hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- (d) A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- (e) The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken unless the vote is by secret ballot. Such a person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the Association has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- (f) Interested Persons who are not members of the Board of Directors of the Association, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known

to the Interested Person. The Interested Person shall refrain from any action that may affect the Association's participation in such Contract or Transaction.

- (g) In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

Section 3.03 Confidentiality

Each director, officer, employee, and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be averse to the interests of the Association. Furthermore, directors, officers, employees, and volunteers shall not disclose or use information relating to the business of the Association for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

Section 3.04 Administration of Policy

Each board member, staff and volunteers shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

- (a) Annually each director, officer, employee, and volunteer shall complete a disclosure form identifying any relationships, positions, or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.
- (b) This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.

ARTICLE IV. ACKNOWLEDGEMENT OF CONFLICT-OF-INTEREST POLICY

The undersigned hereby acknowledges that he or she has read the Association Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.

Signature: _____

Date: _____

Print Name: _____

Position: _____