

Grand Rapids Amateur Hockey Association



Articles of Incorporation

By-Laws

Policy & Procedures

GRAHA Handbooks

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Section I. ARTICLES OF INCORPORATION**Article 1.01 NAME**

The name of this Corporation shall be the Grand Rapids Amateur Hockey Association, Inc.

Article 1.02 DURATION

The duration of the Corporation is perpetual.

Article 1.03 PURPOSES AND POWERS

The purposes for which this Corporation is formed are to organize, sponsor and conduct a youth hockey program, and to provide an opportunity for any Grand Rapids area youth to participate in a hockey program.

Article 1.04 EXEMPT STATUS

The Corporation does not afford pecuniary profit or financial gain, incidentally or otherwise, to its members. No part of the assets, income, or profit of the corporation is distributable to, or inures to the benefit of its Directors, Officers or Members, except to the extent provided by law. No substantial part of the activities of the Corporation shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles of Incorporation the Corporation shall not carry on any other activities not permitted to be on (a) by a Corporation exempt from federal income tax under Section 501(x) of the Internal Revenue Code of 1954 as now enacted or any may be hereafter amended, or (b) by a corporation, contributions to which are deductible under Section 170(c), (2) of the Internal Revenue Code of 1954 as now enacted or hereafter amended. In the event this Corporation shall earn funds over and above ordinary operating expenses incurred by it the same shall be used exclusively for educational or charitable purposes in Grand Rapids area, Minnesota.

Article 1.05 BOARD OF DIRECTORS**1. NUMBER**

- a. There shall be 8 At-Large board members.

2. MANNER OF SELECTION

- a. Board Members shall be elected by majority vote of the general membership.
- b. Board Members shall be a parent or guardian of a child or children registered with the Grand Rapids Amateur Hockey Program or a person who has an interest in promoting youth hockey.
- c. Existing board members in good standing that chose to serve another term can be reappointed by majority vote of the current board of directors.

3. The Board of Directors shall be elected at the annual meeting of the corporation.

Article 1.06 TERMS OF OFFICE

The term of office for the Board of Directors shall be two (2) years. The terms of office for the Treasurer shall be three (3) years.

Article 1.07 VACANCIES & RESIGNATIONS

Vacancies for the un-expired term of any Director shall be filled by a majority vote of the Directors of the Corporation then in office to fulfill the remainder of the unfilled term

Article 1.08 MEMBERS

1. Members of the Corporation shall be
 - a. parents or guardians of a child or children registered in the Grand Rapids Amateur Hockey program.
 - b. Sponsors of Grand Rapids Amateur Hockey teams and individuals in the Grand Rapids area with an interest in youth hockey.
2. Rights of Members
 - a. Members have the right to serve as a Director.
 - b. Members have the right to vote for a Director(s) to represent their child or children's age group.

Article 1.09 REGISTERED OFFICE

The registered office of this Corporation shall be the office of the President.

Article 1.10 NO PERSONAL LIABILITY

The Members of the Corporation shall not have any personal liability for corporate obligations and debts.

Article 1.11 WRITTEN ACTION

Any action may be taken by written action signed by the number of Directors that would be required to take the same action at a meeting of the board at which all Directors were present.

Article 1.12 BY-LAWS

The power to make, alter, amend or repeal the By-Laws of this corporation shall be vested in its Board of Directors, and the By-Laws may contain any provisions of the regulation and management of the affairs of the is Corporation not inconsistent with these Articles of Incorporation and the laws of the State of Minnesota.

Article 1.13 AMENDMENT

These Articles may be amended by the affirmative vote of the majority of the Board of Directors at a meeting properly called for the purpose of considering the amendment to the Articles of Incorporation, IN WITNESS, WHEREOF, we have hereunto set our hand this 7th day of August, 2023.

Section II. BY LAWS

Article 2.01 FISCAL YEAR

The fiscal year shall begin on July 1st and terminate on June 30th.

Article 2.02 BOARD OF DIRECTORS

The number of board members shall be as established in the Articles of Incorporation.

Article 2.03 TERMS OF OFFICE

The term of office for board members shall be as established in the Articles of Incorporation.

Article 2.04 VACANCIES & RESIGNATIONS

Vacancies for board members shall be filled as established in the Articles of Incorporation.

Article 2.05 OFFICERS

The Board of Directors shall elect the officers. The officers shall include President, Vice-President, Secretary, Treasurer, and other officers, as the Members shall determine.

Article 2.06 EXECUTIVE BOARD

The President, Vice President, Secretary and Treasurer shall make up the Executive Board.

Article 2.07 DUTIES OF OFFICE

President

The President shall be the presiding officer at all meetings and shall rule on all questions of order and parliamentary procedure. The President shall function as the chief executive officer and shall schedule and call meetings. The President shall conduct any and all business appropriate to that position, including the supervision of annual elections. The President will instruct Board Members to refrain from voting when there is a potential for a conflict of interest.

Vice -President

The Vice-President shall serve in the absence of the President at all meetings and preside accordingly, and otherwise fulfill the functions of the presiding officer. The Vice-President shall assist the President in the supervision of the annual elections.

Secretary

The Secretary shall keep the minutes of all meetings and disseminate this information to all Board Members, initiate all correspondence and carry out the other duties as directed by the President. The Secretary shall be responsible for maintaining, for permanent record, all important GRAHA documents to include, but not be limited to; meeting minutes, major decisions of the board, written directives of the board, etc.

Treasurer

The Treasurer shall process daily financial aspects of GRAHA. In addition to, maintaining financial records and distributing a monthly financial statement to the Board of Directors. The Treasurer is responsible for all financial accounts including; the general checking accounts, general savings accounts, and the Scholarship Accounts. The monthly Treasurer's financial report to the Board must be accepted by a majority vote of the Board. A third party accounting firm will audit and review the finances for GRAHA.

Article 2.08 REMOVAL FROM THE BOARD

1. A Board member may be removed from their elected position by majority vote of the GRAHA Board of Directors.
2. The recommendation for removal shall come from a majority vote of the Executive Board.
3. A Board member may be removed for the following reasons only:
 - a. An act or action that would negate the previous background check completed by Minnesota Hockey.
 - b. Missing 4 total Board meetings in one calendar year.
 - c. Failing to actively participate in committee assignments and required Board functions such as registration, Annual Meeting, etc.
 - d. Negatively promoting to the general membership decisions approved by the Board of Directors.

Article 2.09 COMMITTEES OF THE BOARD

1. All committees must submit a monthly report to the Board for review and consideration.
2. The Board of Directors has the authority to revise, overrule, reject or approve in whole or part of any committee reported action or recommendations.
3. All committees and their respective reported recommendations and actions are subject to the Board of Directors review and consideration.
4. Committee members may be removed by a majority vote of the GRAHA Board for any of the following: Failure to perform assigned duties, actions that are counter to the mission of GRAHA, or actions counter to directives from the GRAHA Board.

Article 2.10 FUNCTIONS OF THE BOARD OF DIRECTORS

The following are functions of the Board. The Board may establish committees for special purposes as they may arise.

1. Finance
 - a. With input from other Board members, prepare a fiscally responsible budget for the hockey year.
 - b. The budget is to be completed for Board approval at the June meeting. The committee should also monitor, with the assistance of the treasurer, actual to budget expenditures and certify that all expenditures are budgeted for or have the approval of the Board.
2. Player Development
 - a. The Player Development Committee (PDC) will consist of:
 - i. For the Boys PDC, the Boys High School Head Coach shall recommend PDC members to the GRAHA Board for approval.

- ii. For the Girls PDC, the Girls High School Head Coach shall recommend PDC member to the GRAHA Board for approval.
 - iii. The PDC will carry out and manage all hockey related issues as described in Policy and Procedures and GRAHA Handbooks.
 - iv. Hockey related issues include, but is not limited to, all aspects of coaching, team selections, player development, team play development, tournament selections, disciplinary actions, etc.
 - v. The PDC shall elect a representative from within their group who will report to the GRAHA Board of Directors on a monthly basis.
 - vi. If the PDC believes a change(s) to the Policy and Procedures is necessary for the betterment of the program, the PDC shall draft the recommended change(s) to the GRAHHA Board of Directors for their review and approval.
 - vii. Coach selection, tryout process, and player movement recommendations must be approved by the GRAHA Board in advance of each season and prior to implementation.
- 3. Concessions
 - a. Assure that GRAHA concession stands are working in a safe and profitable manner.
 - b. Responsible for staffing in partnership with the DIBS Coordinator, inventory purchase, cash and inventory control.
 - c. Maintain adequate records to provide to the Treasurer for inclusion in monthly and annual reports.
- 4. Recruitment & Retention
 - a. Recruit new members to GRAHA.
 - b. Assist with educating new members as to what hockey is about such as equipment needs, scheduling, hockey levels, the Board, and how the association works.
- 5. Equipment
 - a. Maintain an inventory of all GRAHA equipment & jerseys. This task is handled by the age level coordinators and the GRAHA Admin. Mite/10U Coordinator to work with coaches on the distribution and return of equipment.
 - b. Advise the Board of necessary purchases.
- 6. Fundraising
 - a. Work with the Board and membership on existing and new projects.
 - b. Develop and present a fundraising plan before each season to the GRAHA Board.
- 7. Gambling
 - a. Supervise any gambling efforts working with the Gambling Manager in communication with the Board and membership.
- 8. Pictures & Awards
 - a. Solicit bids, set dates, collect money, and distribute individual and team pictures.
 - b. To collect bids for and order awards and trophies for all home invitational tournaments.
- 9. Policy and Procedures
 - a. Update and interpret the GRAHA manual of Policy and Guidelines.
- 10. Referees
 - a. To confirm a referee in charge and work with that person to establish an adequate quantity and quality of referees to officiate GRAHA games.

11. Registration

- a. The purpose of this is:
 - i. To set a registration date, coordinate online registration with the GRAHA Webmaster.
 - ii. Conform GRAHA registrations to Minnesota Hockey and USA Hockey practices.
 - iii. File proper player, coach, and team roster submittals.
 - iv. Communicate to Age Group Directors and the Treasurer on the payment of registration fees from member families.

12. Scheduling

- a. Work with the GRAHA Scheduler and local rink owners to obtain time for practices and games.
- b. Work with traveling team coaches on their game schedules.
- c. Ensure that weekly practice and game schedules are publicized.
- d. Maintain a record of ice use in order to see that teams are receiving equitable ice times.

13. Sponsors

- a. Arrange for sponsorship of traveling and house teams and coordinate with the Equipment Committee on jerseys. Advise the Board of necessary purchases.

14. Tournaments

- a. Provide general oversight on home tournaments including advertising, scheduling, EMT coordination, bracket development, etc.
- b. Each Age Group Representative and/or Team Manager is responsible to designate a 'Tournament Director' for each home tournament.
- c. The Tournament Director has general authority over all management and decisions for their home tournament.

Article 2.11 RESPONSIBILITIES AND CONDUCT

1. Board Members are responsible for:
 - a. Enforcing and upholding the Grand Rapids Amateur Hockey Associations By-Laws, Policies & Procedures, and program outline.
 - b. Attending the monthly meeting of the Board of Directors at a location determined by the President. Notification of an absence is required prior to the meeting and shall be given to the President.
 - c. Actively participate in the decisions made by the Board of Directors.
 - d. Positively promote all decisions made by the GRAHA Board of Directors without regard to personnel opinion.

Article 2.12 DIRECTOR'S MEETINGS

1. The Board of Directors shall meet monthly.
2. The President may call additional special board meetings at a regularly scheduled board meeting so long as it is to be held at least five days after such verbal notification at said regularly scheduled board meeting.
3. The President may also call additional or special meetings of the Board of Directors.
4. Participation by a majority of the Board shall constitute a quorum.

5. All questions shall be settled by majority vote of those Directors in attendance.
6. The Board may meet in a Work Session to review issues, but no final decisions or votes will be made in a Work Session.

Article 2.13 AGE GROUP REPRESENTATIVES

1. Each age group shall have a representative appointed annually by the GRAHA Board.
2. The Age Group Representative shall:
 - a. Make a firm commitment to the Board of Directors and GRAHA that they will be dedicated to the responsibilities of this position for a minimum of one year.
 - b. Represent their age group at board meetings as requested.
 - c. Communicate board decisions to their age group on a timely basis.

Article 2.14 TEAM MANAGERS

1. Each team shall elect a Team Manager.
2. Team Managers shall:
 - a. Manage team specific issues
 - b. Make hotel accommodations, team meetings, tournament arrangements, fundraising, etc.

Article 2.15 RULES OF ORDER

Roberts Rules of Order shall govern parliamentary procedure.

Article 2.16 DEPOSITORY

The funds of the Corporation shall be deposited at an appropriate banking institution as specified by the Board of Directors.

Article 2.17 CHECKS

Checks and electronic transactions under \$5,000 shall be signed by the Treasurer. Checks and electronic transactions \$5,000 and over shall be signed by the Treasurer and one other authorized signer.

Article 2.18 RECORDS

All records shall be maintained on the GRAHA issued laptop and/or with the GRAHA Accountant.

Section III. POLICY & PROCEDURES

Article 3.01 MISSION

Our Association seeks to provide a community and volunteer-driven program to promote the growth and development of our players. Our Association works to promote a fun, fair, and safe environment that maximizes participation and improves players' skills while developing sportsmanship, teamwork, and self-confidence.

Article 3.02 AMENDMENTS AND EXCEPTIONS

To amend Policy & Procedures:

1. The Board needs to review and update annually, as deemed necessary.
2. Special meetings must be called in accordance with the Articles of Incorporation and By-Laws.
 - a. Amendments can be made to add, delete, or change the existing Policy and Procedure language.
 - b. A majority vote changes Policy and Procedure.

Article 3.03 POLICY STATEMENT

All players, coaches, officials, parents, and fans are expected to conduct themselves in a sportsman-like manner. Grand Rapids Amateur Hockey Association will not tolerate threatening language, angry outbursts, or other offensive, unnecessary conduct directed toward game officials, arena staff, or tournament directors. An individual's inappropriate behavior may result in immediate ejection from the arena and subsequent investigation. Following the investigation, the individual may be suspended from attending future events sponsored by GRAHA. This includes practices, scrimmages, games, and tournaments. A letter to the offending individual will follow this action, with a copy forwarded to the Director of Minnesota Hockey District 12.

Article 3.04 FUNDRAISING

Each year the Board may plan, coordinate, and support fundraisers for the good of the membership. Separate fundraisers for special purposes will be allowed only with the approval of the Board.

Article 3.05 CONCUSSION / SPINE INJURY POLICY

GRAHA will follow the protocols set forth by USA Hockey and Minnesota Hockey. Further information on both can be found at:

[Concussion Information \(usahockey.com\)](https://www.usahockey.com/concussion-information)

[Concussion Information \(minnesotahockey.org\)](https://www.minnesotahockey.org/concussion-information)

Article 3.06 CONCUSSION/SPINE INJURY REPORT FORM

GRAHA will follow the protocols set forth by USA Hockey and Minnesota Hockey. Further information on both can be found at:

[Concussion RTP FORM.pdf \(sportngin.com\)](https://sportngin.com/concussion-rtp-form.pdf)

[Concussion Medical Clearance rev.Jan.2018.pdf \(sportngin.com\)](https://sportngin.com/concussion-medical-clearance-rev-jan-2018.pdf)

Article 3.07 LOCKER ROOM MONITORING

GRAHA will adhere by the Locker Room Policy set forth by both MN Hockey and USA Hockey:

MH acknowledges the Locker Room Monitoring Policy as established by USA Hockey.

Monitors must be the same gender as the players and undergo background screening by MH to serve in this capacity.

When coaches are not the same gender as the players, coaches may not be in the locker room while players are changing unless the players have a base layer on or come to the rink in a base layer.

1. No team or player shall be allowed to enter a locker room prior to a scheduled event until a locker room monitor is present in the locker room and such monitor shall remain in the locker room until the last player leaves the locker room unless coaches are present. When coaches are present in the locker room, they may serve as locker room monitors.
2. Any coach's(es') meeting(s) with an individual, minor player shall be conducted on the ice, on the bench, in the locker room with the other team members and/or locker room monitor(s) present, or in an observable and interruptible setting.
3. When a player is ejected from a game there must be at least two adults consisting either of locker room monitors or coaches in the locker room with the suspended player. If there is a break and players go to the locker room without coaches, a locker room monitor must be inside the locker room.
4. Alleged violations of these rules shall cause a mandatory hearing to be held in accordance with MH Bylaw Article 6. If warranted, a suspension penalty may be levied upon the head coach or person in charge of the team if the head coach is not present. The penalty for violations of this rule shall be \$500 for the first offense, \$1,000 for the second offense, and \$2,500 for the third offense. These fines are the responsibility of the offending team and shall be paid to the applicable

Background: In June 2010 the USA Hockey Board of Directors adopted a policy mandating locker room monitoring for all USA Hockey youth teams, including teams of all USA Hockey affiliates. The rule simply provides that teams "...have at least one responsible adult present directly monitoring the locker room during all team events...." USA Hockey 2010-11 Annual Guide, p. 35.

Policy

1. The Locker Room Monitor (hereafter LRM) can be the head coach, assistant coach or someone approved by the head coach and the president of the local association (or his/her designated person).
2. The LRM will be a responsible adult. Responsible adult is any person of the age of twenty-two or older that has passed the background screening check of Minnesota Hockey. In addition, rostered coaches are all considered a responsible adult
3. All locker room monitors must be screened in accordance with the MN Hockey Screening Policy.
4. The locker room monitors should be carefully chosen, and understand that their role is strictly supervision of the locker room. The non-coach locker room monitors are not coaches and should not attempt to be such.

5. The (non-coaching) locker room monitors must be gender correct.
6. All team events where a locker room (including all rooms where players gather) is used require a locker room monitoring. LRM will be used until the last player has left the room.
7. The locker room monitor (LRM) will not be physically in the locker room with the exception for injured players, when enforcing rules, or if another adult, such as a parent, is present.
8. The locker room monitor (LRM) will not be physically in the locker room with the exception for injured players, when enforcing rules, or if another adult, such as a parent, is present.
9. The LRM will be within five feet of the door at all times. The LRM will monitor the room by listening and opening the door periodically (every two or three minutes). If necessary to enter the room the LRM will keep the room door open to conduct business.
10. Any enforcement efforts necessary will be reported orally to the head coach and the president of the local association. Any criminal acts (such as vandalism) and any harassing activity (including physical confrontations) will be reported to the head coach, association president and District Director in writing within twenty-four (24) hours of the incident.
11. All association presidents and all head coaches will correspond to the District Director in writing that they have read and understand this policy by November 20, 2010 and annually thereafter by that date.
12. The penalties of non-Minnesota Hockey or criminal type will be determined by the local association. As with all actions taken at the local level this provision is subject to appeal to the District Director.
13. Violations of Minnesota Hockey rules or those of a criminal nature will be investigated by the District Director with aid from the Assistant District Director. The Director and Assistant will determine the penalty. The Director's findings are subject to filing of a grievance with Minnesota Hockey (MH). MH has the power to find in a different manner and to enforce the penalty given, reduce the penalty or assess a greater penalty even without a change in findings.

Article 3.08 GRIEVANCE PROCESS & PROCEDURE

The following is a summary of the Grievance Process

1. All grievances must be dated and submitted in writing (or email) to the President or Vice President of the Association.
2. Grievances will not be private if action is taken by the committee. Grievances that result in no action taken will be noted, but not made public. Grievances where action is taken will note the name of the person, the class of the violation and then action taken. If the action is taken on a minor, the minor's name will not be published in the minutes or discussed in public. The information will only be passed to those needing to know for purposes of enforcing the action taken.
3. Anonymous grievances will not be accepted.
4. If a grievance is for a specific event, it must include at a minimum the following:
 - a. Date, time and location
 - b. Names of all involved people (directly involved or possible witnesses)
 - c. A written summary of the actual grievance
5. The Board will complete an investigation and interview process, if necessary, for all admin/personnel related grievances.
6. The PDC will complete an investigation and interview process, if necessary, for all hockey related grievances.
7. The Board or PDC may act immediately on any grievances which require such immediate action.
8. If the party submitting a grievance is not satisfied with the Boards or PDC's action/no action, their next available step is an appeal to the full board of GRAHA and/or PDC. If not satisfied with the full board's and/or PDC's decision, their next step is to appeal to the District 12 Hockey Director.
9. All appeals to District 12 must be submitted in writing.

ARTICLE 3.09 ELIGIBILITY OF PLAYERS

1. AGE
 - a. Minnesota Hockey guidelines will be followed for age groups levels.
2. ACADEMICS & COMMUNITY BEHAVIOR
 - a. Participation in extracurricular activities is a privilege granted to a player, it is not an inherent right. It is the belief of the Board that such participation must be earned based on academic, home, and community performance. Therefore, in order to begin participation in hockey, a player must:
 - i. Be attending school (unless USA Hockey rules state otherwise). If a player wishes to play hockey prior to attending school, they must first receive approval from the PDC.
 - ii. Must not be in a criminal legal proceeding,
 - iii. Must have their parent's permission based on the rules of their individual household.

Article 3.10 REGISTRATION FEE

1. REGISTRATION

- a. Registration fees will be determined each year by GRAHA Board of Directors.
- b. All players must first register with USA Hockey online at their own expense. This fee is non-refundable.
- c. Players are to register with their appropriate age group (as determined by Minnesota Hockey) and pay the fee as set by GRAHA Board.
- d. If a player has been moved to a higher age group, the player will pay the fee appropriate for that higher age group prior to that player practicing or playing games with the new team.
- e. As of 6/1/2025, our fee schedule is as follows:
 - i. Bantam/15U: \$1,160
 - ii. Peewee/12U: \$900
 - iii. Squirt/10U: \$680
 - iv. Mites/8U: \$200
 - v. Beginners/6U: \$160
- f. If circumstances exist which provide difficulty for the registration fee to be paid in full at the time of registration, the following payment options are available:
 - i. Scholarships are available and the GRAHA Scholarship Application can be found under the Registration tab on GRHockey.com
 - ii. Monthly payment plans as direct on Crossbar.

2. Refunds

- a. If player who has already registered chooses not to play GRAHA Hockey prior to the start of their age-specific October Pre-Season Hockey start date, a refund of 100% registration amount less any MN/USA Hockey fees will be refunded and less a \$25.00 GRAHA administrative fee will be given. If said player is a mini-mite/mite/6U/8U, a refund of 100% registration amount less any MN/USA Hockey fees and less a \$25.00 GRAHA administrative fee will be given until 1 day prior to start of the season.
- b. After October Pre-Season Hockey begins, but before December 15th, if a player cannot play because of a season ending injury, family relocation, playing high school hockey, 50% of the registration fee will be refunded.
- c. After October Tryouts conclude and players are rostered, if a player chooses not to play GRAHA Hockey, no refunds.
- d. After December 15th, no refunds.

Article 3.11 TOURNAMENTS (Home)

1. HOSTING HOME TOURNAMENTS

- a. GRAHA will advertise, support, and host a home tournament for each traveling age group.
- b. Upon the advice of the PDC, the Board will decide upon a slate of home tournaments so that advertising and planning can be carried out in advance.
- c. Rules are to be determined by and consistent with Minnesota Hockey.

- d. GRAHA may provide trophies for teams finishing in first, second, third, and consolation places.
- e. GRAHA may provide medals for individual team members finishing in first, second, and third places.

Article 3.12 TOURNAMENTS (Away)

1. Pee wee, 12U, Bantam, and 15U teams shall be limited to a maximum of two out of town tournaments. This does not include Minnesota Hockey playoffs. Participation in away tournaments must be with GRAHA and PDC approval and meet GRAHA guidelines.
2. Squirt and 10U teams shall be limited to a maximum of two out of town tournaments. Participation in an away tournament must be with PDC approval and meet GRAHA guidelines.
3. Any additional tournaments outside the above guidelines need to be approved by the GRAHA Board.

Article 3.13 COACHES

1. NUMBER
 - a. The PDC will recommend the number of coaches per team.
 - i. There will be a minimum of two (2) coaches for each traveling age team.
 - b. The number of Mite / 8U coaches per team or skill level will be established by the Mite Coordinator and the PDC.
2. COMPENSATION
 - a. The PDC recommends coaching compensation, subject to GRAHA Board approval.
 - b. Additional compensation may be recommended for participation beyond the first playoff level.
3. COACHING CERTIFICATION
 - a. All coaches will be registered, certified and taking the online Age Group Module for their appropriate level as determined by USA Hockey and/or Minnesota Hockey.
4. COMMITMENT TO GRAHA
 - a. All GRAHA head and assistant coaches must be fully committed to the coaching assignment they are selected for.
 - b. Coaches are expected to be at all practices, games and team activities. Exceptions to this requirement are 'isolated' cases of emergencies, illness or personal conflicts. If a prospective coaching candidate cannot be 100% fully committed to be at all practices games and team activities, the PDC may only recommend him/her for an assistant coaching position.
5. APPEARANCE AND DRESS
 - a. All GRAHA traveling team coaches (squirts, pee wees, bantams, 10U, 12U and 15U) are required to wear official GRAHA coach's apparel.
 - i. The purchase of apparel will be the responsibility of each coach.
 - ii. Coaches' personal presentation must be in a professional first-class manner at all GRAHA events, both home and away.

Article 3.14 MITE/8U & BELOW TEAMS

1. GRAHA may support an in-house developmental program for Squirts and 10U levels. Mite and 8U levels.
2. The PDC shall determine which age groups will have a team for the season.
3. Team Selection process In House league
 - a. After an appropriate number of practices, all players will be evaluated and placed in their appropriate skill level as determined by head coaches and PDC.
 - b. Reasonable efforts will be made to have skill levels balanced for numbers.
4. MITE HOCKEY
 - a. GRAHA strongly encourages the skill level development of all players, especially at the entry level. Therefore, the following is effective for the Mite level.
 - i. Mite teams shall participate within their district only, however the District Director may permit a team to play outside the district. The District Director's decision is final.
 - ii. Cross-ice, ½ ice and small area games are recommended for Mites to increase ice time, puck touches and skill development using the USA Hockey ADM model as a guideline.
 - iii. At the Mini-Mite (6 and Under) level – all games shall be played cross or half ice.
 - iv. At the Mite (8 and Under) level – the standard playing surface for all games is cross- or half-ice. Recognizing that associations may want to deviate from the standard, after January 15th up to ten full-ice games are allowed with the District Director's approval. The Director's decision is final.
 - v. The above policies will be monitored by PDC and any exceptions need to be recommended by the PDC and approved by the Board.
 - b. Minnesota Hockey does not permit Mite Tournaments. (See "Jamboree's")
 - c. Minnesota Hockey Mite teams cannot participate in out-of-state tournaments.

Article 3.15 MITE/8U JAMBOREES

1. Games
 - a. After the regular season begins, house teams will play a minimum of one game per week on the weekend. A scoreboard shall be used for keeping scores and team standings kept for rankings.
 - i. The number of on-ice coaches during a game shall be as follows:
 - ii. Mites – one on-ice coach will be allowed per team.
 - iii. Cross-ice games shall be played for Beginner and Developing Mite levels.
 - iv. Games will be played in one of three ways:
 1. Stop clock everyone and one-half minutes for line changes,
 2. Change on the fly with a buzzer everyone and one-half minutes, or
 3. Change on the fly as directed by coaches.
 - b. Playing time shall be equal for all players.
 - c. Coaches will try to control runaway scores
2. Jamborees may be conducted only at the Mite level.
 - a. Definition of a Jamboree: A Jamboree is a low-key full participation event where players have an enjoyable learning experience in a non-competitive environment.
 - b. Jamborees need not be registered as tournaments but must follow the “Team Rest” provisions as stated by MH.
 - c. The format used for a Jamboree shall be as follows:
 - i. Approval to conduct a Jamboree must be obtained from the District Director at least thirty (30) days in advance.
 - ii. All teams must be from a single MH District, unless approved in writing by the MH Directors involved.
 - iii. Information referring to the event must state “Jamboree”, not tournament.
 - iv. Per Minnesota Hockey guidelines no fees can be assessed for Jamborees.
 - v. There can be no gate fee. A free-will donation box will be permitted.
 - vi. Participation awards, if presented, shall be the same for all participants. No team awards or trophies.

Article 3.16 TRAVELING TEAMS

GRAHA will support traveling teams for the Squirt, Peewee, Bantam, 10U, 12U and 15U age groups. The level of the teams within each age group shall be recommended by the PDC and approved by the Board.

1. SELECTION OF TRAVEL TEAMS
 - a. Numbers permitting, GRAHA will support a 10U, 12U, 15U, Squirt A, Peewee AA and Bantam AA team. Additional A, B and/or C level teams may be created as numbers dictate.
 - b. The Boys PDC will recommend the number of players on the boys traveling teams after consulting with the traveling team coaches with final approval by the Board, and the Girls PDC will recommend the number of players on the girls traveling teams after consulting with the traveling team coaches with approval by the Board.
 - c. Players will be selected solely on their ability, by the coaches of that team along with independent evaluators during the tryout process, if deemed necessary.

- d. Parents shall not be permitted to evaluate their own child. This responsibility shall fall on the other evaluators (ie: abstain from voting for your own child).
- 2. MAXIMUM NUMBER OF PLAYERS
 - a. The maximum number of players on a team roster is twenty. Up to eighteen of those players can dress as skaters for a single game. The maximum number of players that can dress for a single game is twenty. Exception: In situations where a player(s) would be denied opportunity to participate, teams may roster over twenty players to a maximum of twenty-three with approval of the District Director and the USAH Minnesota District Registrar.
- 3. MINIMUM NUMBER OF PLAYERS
 - a. The minimum number of players on any travel team will be 10 (9 skaters) players which includes the goaltender. If a situation arises due to a low or challenging number PDC will make a recommendation and the Board will need to approve any exceptions.
- 4. TRAVEL TEAM UNIFORMS
 - a. Jerseys will be supplied for all traveling teams by GRAHA. Jersey design and colors will be selected by the GRAHA Board to meet the image of our organization.
 - b. GRAHA does NOT permit players names to be displayed on game jerseys. Game jerseys may NOT be altered or modified with unauthorized logos, patches, symbols, etc.
 - c. Hockey Socks: Two (2) pair will be needed: one (1) white, and one (1) orange in the GRAHA designated style.
 - d. One (1) pair of socks will be provided by the team sponsor. The second pair will be at player/parent expense, or taken from the team budget.

5. COACHES

- a. The PDC shall conduct an all traveling coaches meeting prior to the start of the season to:
 - i. Explain the goals of the GRAHA program.
 - ii. Discuss the expectations of coaches, players, and parents; and
 - iii. Review GRAHA Policies and Procedures and the GRAHA Program.
- b. Each traveling team will have a minimum of two coaches: a head and assistant coach, as recommended by the PDC. Additional assistants (unpaid) will be allowed in a case-by-case basis (team) as recommended by the PDC Chairperson (if none, then President).
- c. All coaches are required to be USA Hockey Certified
- d. All coaches recommended by the PDC are subject to GRAHA Board approval.

6. Parent Meeting

- a. The coaches of each team will hold a parent meeting at the beginning of the season covering GRAHA rules and regulations, equipment, outdoor ice, player personal problems, timeliness to practices and games, team rules, dressing appropriately, DIBS, etc.

7. Practices

- a. The Head Coach will be responsible for planning and leading all practices for their team.
- b. During practices all coaches will be required to use the USA Hockey Coaching Achievement Program as a guideline.
- c. Practices times for 10U, 12U, 15U, Squirt, Peewee and Bantam traveling teams may utilize early morning and late evening practice times.

8. Games

- a. GRAHA will follow game number recommendations as set forth by USA Hockey.

9. Playing time

- a. GRAHA will follow playing time recommendations as set forth by USA Hockey.

10. Tournaments

11. All teams will be allowed to host one (1) invitational home tournament as hotel space and ice availability allows.

- a. Overnight supervision: On overnight trips, the players are under the supervision of their parents, unless the head coach works out different arrangements with the parents.

Article 3.17 TRYOUTS

1. Tryout Process

- a. All traveling team coaches will participate at their level in rating players.
- b. The Head Coach and PDC will have final selection at each level.
- c. A player assigned to a team will play on that team.

2. During the scheduled ice time for tryouts, the tryout sessions are closed to everyone except for players, coaches, PDC members and evaluators participating in the tryouts.

Article 3.18 PLAYER MOVEMENT

1. Player Movement (PM) to or between Traveling Team age groups is strongly discouraged and not recommended by GRAHA unless it is of a significant recognized benefit to the player in question and GRAHA.
2. GRAHA strongly recommends players play in the age group and gender group they are eligible for.
3. PM between age groups and within age groups will primarily be the responsibility of the PDC. (Subject to the normal monthly committee reporting and GRAHA Board review process).
4. PM must address and follow the guidelines:
 - a. PM should not be considered, recommended or implemented until after registration (to establish age group numbers) and a season start up/tryout period (to establish talent level at both age groups).
 - b. Players must start the season in their eligible age group for at least 2 practice sessions before any PM to eliminate predetermined evaluation of talent levels.
 - c. Exceptions to this may be recommended on an individual basis by the PDC if the potential 'to group' starts the season earlier than the 'from group', although an evaluation period must be completed before PM is decided.
 - d. PM must have the consent of the player, parents, and coaches from both levels as well as the PDC.
 - e. PM must NOT negatively impact player numbers at either the 'to' or 'from' age groups.
 - f. PM must have a positive impact on both the 'to' and 'from' age groups, the player in question and maintain the mission of GRAHA.
 - g. The PDC and Mite Coordinator may make PM within the Mite 1, 2, 3 and 4 levels.
 - h. PDC may make PM within Age Groups (provided above steps a.-f. are met) prior to December 15th.

Article 3.19 OPEN HOCKEY

1. Open hockey is a time when players of a designated age group can work on individual hockey skills including skating, stick handling, shooting, etc. In addition, team skills including passing, position play, and team organization may be worked on, consistent with the size, strength, and abilities of players at open hockey. Body checking is not allowed.
2. Rules
 - a. Open hockey is for the scheduled age group only.
 - b. Complete hockey gear must be worn at all times.
 - c. No checking is allowed during open hockey.
 - d. Bullying, bad language, rough play, and fighting will result in removal from the ice and possible further disciplinary action.

Article 3.20 JUNIOR GOLD

1. GRAHA may support Junior Gold Teams provided the basic rules of GRAHA apply in addition to the following:
 - a. All players must pay registration fees as established by the GRAHA Board.
 - b. The teams must accept practice time as available, which may include late nights, early mornings, and outdoor ice time.
 - c. Parental supervision must be present for out-of-town games.
 - d. There must be a sufficient number of players (deemed to be a minimum of ten skaters and a goalie) for each team.
 - e. A coach, recommended by the PDC and approved by the GRAHA Board, must be available for each team

Article 3.21 ZERO TOLERANCE POLICY

GRAHA will not tolerate inappropriate behavior of its players, coaches, officials, parents, or fans. To reinforce this fact each family of a traveling player is required, each year, to read and agree to live by its GRAHA Parent Code of Conduct. Families unwilling to agree to this policy will not be permitted to be present during GRAHA events. Before the start of each season a parent meeting will be held. Attendance is expected for all parents but is required by at least one parent. This parent agrees to act on behalf of their entire family. The GRAHA Board, coach or age representative will go over the Parent Code of Conduct, the zero-tolerance policy, and suggest a list of —do's and don'ts.

Article 3.22 24-HOUR RULE

Hockey is an exciting sport, and an emotional one. Sometimes game situations or coaching decisions evoke adverse emotional responses from players and/or parents. To prevent negative confrontations, it is best that all parties have a cooling-off period before discussing the matter. This is commonly known as the “24-hour rule,” and is supported by the GRAHA Board.

Therefore, no GRAHA parent, guardian, family member or similarly situated person may approach or contact a GRAHA coach regarding the game situation or coaching decision in question until 24 hours have elapsed. This includes in-person contact or contact by phone, email, text message, or any other method of communication. The intent of this rule is not to discourage discussion, but to encourage an environment that hopefully leads to a civil conversation and a satisfactory resolution of the matter for all parties involved.

Should a GRAHA parent or guardian wish to initiate a discussion after 24 hours have elapsed, the parent or guardian should contact the coach, identify the issue, and request an in-person meeting that ensures the matter is addressed privately and without interfering with usual team activities.

Article 3.23 GAMBLING

1. GAMBLING MANAGER

- a. The position of Gambling Manager is necessary if the Board of Directors elects to conduct pull tabs or other gambling fund raising events.
- b. The duties of this position and the effectiveness of those duties will be established and monitored by the board.

2. PAYMENT OF BILLS

- a. All gambling expenditures will be authorized by the GRAHA board at the monthly meeting as dictated by Minnesota

Article 3.24 COACHES CODE OF ETHICS (CCOC)

The Coaches Code of Conduct Agreement (CCOC) for Grand Rapids Amateur Hockey (GRAHA) is consistent with our association's mission statement. Personal growth and development of the hockey player are the main focus of GRAHA. Improving the athlete's individual skills while building competitive teams is also within the broader scope of GRAHA's mission. Coaches are accountable to the boy's and girl's Player Development Committees (PDC), the Board of Directors of GRAHA and our member families. By accepting a coaching position in GRAHA, governed by Minnesota and USA Hockey, you acknowledge that you have read and agree to the Coaches Code of Conduct. The PDC and GRAHA believe our coaches should be held to the highest standard, as they are the individuals who represent the frontline and face of our organization in and outside the community. Coaches are expected to read and follow the guidelines below, act as an ambassador of the game and encourage fun and development in their role as a coach for GRAHA. Coaches are expected to focus on skill development for ALL players over winning in the short term.

1. All coaches agree to the following from **USA Hockey**:
 - a. Winning is a consideration but not the most important, care more about the development of the athlete than winning the game.
 - b. Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; be an effective communicator and coach.
 - c. Organize practices that are fun and challenging for your players; familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
 - d. Be alert to the safety of players.
 - e. Be a positive role model to your players. Display emotional maturity.
 - f. Adjust to the personal needs of players; be a good listener; never verbally or physically abuse a player or official; give all players support in gaining self-esteem.
 - g. Maintain an open line of communication with your players and parents; explain the goals and objectives of your philosophy.
 - h. Be concerned with the overall development of your players and emphasize good health habits.
2. From **Minnesota Hockey & GRAHA**
 - a. Any coach found to be on the ice without their coaching credentials complete will be suspended from coaching for one year. See the "coaches" tab on the website for the six steps.
 - b. Racial or ethnic slurs and/ or harassment of any kind will not be tolerated.
 - c. Failure of a coach to cooperate with the directive of a referee in a timely manner will result in a bench minor and warning, and ultimately the suspension of the game if the coach remains uncooperative.

- d. GRAHA coaches should refer to both the Coach & Manager Manual and the Coach Reimbursement Protocol found under the “Coaches” tab on the grhockey.com website.
 - e. Any team found to not have a locker room monitor at any given time will:
1st offense – be fined \$500, 2nd offense – be fined \$1000, 3rd offense – lose their eligibility to play in postseason play.
 - f. Locker room monitors must be the same gender as the players and undergo background screening to serve in this role.
 - g. No team shall enter a locker room prior to a scheduled event until a locker room monitor is present and the monitor shall remain present until the last player leaves the locker room.
 - h. Coaches oversee arena/ ice operations support as it relates to their team, players, practices and games. Act as an association and facility leader and supervisor.
3. Coaches will not:
- a. Use offensive language.
 - b. Solicit players for their own team.
 - c. Use tobacco or alcohol in the presence of the players.
 - d. Use drugs at any time.
4. Coaches should:
- a. If of legal age, use alcohol and tobacco in a responsible manner at all times. Drinking by coaches not of legal age will not be tolerated.
 - b. Any disciplinary action involving suspension of a player must be reported by the coach to the HDC Chairperson.
5. Non-compliance with this code of ethics will result in a review of the coach by the PDC.
- a. The PDC will recommend disciplinary action to the GRAHA Board
6. In the event of questions or concerns, the procedure to follow is:
- a. Take the concern to the party involved, i.e., coach, official, parent, etc.— at an appropriate time and place.
 - b. Take the concern to the PDC.
 - c. Take the concern to the GRAHA Grievance Committee.

Article 3.25 PARENTS' CODE OF ETHICS

Please refer to the GRAHA Parent Code of Conduct, which can be found on GRHockey.com. Each family will be required to review and sign this document as part of GRAHA registration every year. Failure to do so will result in an incomplete registration, therefore rendering the player(s) ineligible to participate.

Article 3.26 OFFICIALS' CODE OF ETHICS

Officials are expected to:

1. Follow USA Hockey Rules and Guidelines.
2. Know the rules of the game.
3. Be professional.
4. Be courteous.
5. Be consistent and impartial.
6. Refrain from using abusive or offensive language.
7. Refrain from using tobacco, alcohol, or drugs before/during games.
8. Be properly certified as governed by Minnesota Hockey rules.
9. Be properly attired as governed by Minnesota Hockey rules.
10. In the event of questions or concerns, the procedure to follow is:
 - a. Take the concern to the party involved, i.e., coach, official, parent, etc.— at an appropriate time and place.
 - b. Take the concern to the PDC Chairperson.
 - d. Take the concern to the GRAHA Grievance Committee or the PDC if hockey related.

Article 3.27 PLAYERS' CODE OF ETHICS

Please refer to the GRAHA Player Code of Conduct, which can be found on GRHockey.com. Each player will be required to review and sign this document as part of GRAHA registration every year. Failure to do so will result in an incomplete registration, therefore rendering the player ineligible to participate.

Article 3.28 PARENT, PLAYER AND COACH POLICY ON SPORTS CONDUCT

GRAHA consistent with USA Hockey's Zero Tolerance Policy, requires all parents/spectators and players to maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all GRAHA events (Practices, meetings, scrimmages, etc.) and all USA Hockey sanctioned games.

Penalties and Violations

Please refer to the GRAHA Parent Code of Conduct and the Player Code of Conduct, both located on GRHockey.com, for an outline of penalties and violations.

Right to Appeal

- Any parent has the right to appeal a decision of the Grievance Committee (PDC and/or Board). The appeal is to be made in writing to the GRAHA Board and/or PDC within 10 days of the decision rendered by the GRAHA Board and/or PDC. The GRAHA Board of Directors and/or PDC will render a decision regarding the appeal, and once rendered is final, other than an appeal can be made in writing to District 12 Hockey Director.

Reporting

- The Boys and Girls PDC will deliver an annual report to the organization at the Annual Meeting stating such particulars as number of Policy incidents, sanctions levied, and policies pursued.
- All coaches will be informed of this Policy on Sports Conduct before the beginning of the season.

ARTICLE 3.29 CRISIS RESPONSE PLAN FOR ALLEGATIONS OF SEXUAL MISCONDUCT

GRAHA will follow the US Center for Safesport guidelines for investigating and resolving allegations involving sexual misconduct against any of the following classes of person ("Covered Individuals"):

1. Those persons registered with USA Hockey as Registered Participant Members (players and coaches), referees, and in the "Ice Manager/ Volunteer" category,
2. All persons serving as a member of USA Hockey's Board of Directors, on a national level council, committee or section, or in any other similar positions appointed by USA Hockey,
3. All coaches, officials or staff (e.g., trainers, physicians, equipment managers) for any USA Hockey team, camp or national level program,
4. All USA Hockey national staff, and
5. Any person that is elected or appointed by a USA Hockey Affiliate or Member Program to a position of authority over athletes or that have frequent contact with athletes.

USA Hockey will retain the authority to investigate and resolve allegations of SafeSport policies that are non-sexual in nature.

In USA Hockey, all Covered Individuals over the age of 18 are required to report suspected SafeSport violations related to or accompanying sexual misconduct to the Center for SafeSport. Information on reporting to the Center can be found at [Reporting to the U.S. Center for SafeSport \(usahockey.com\)](https://www.usahockey.com/safesport)

The Center will have the jurisdiction and authority to impose sanctions against Covered Individuals within USA Hockey (as well as other national governing bodies), and USA

Hockey will enforce any suspension, measures or other sanction throughout USA Hockey programs.

OUR MISSION:

First and foremost is the protection of all individuals utilizing our facility. It is imperative; especially in any situation involving minors as their well-being must be our primary objective, that the appropriate authorities be contacted immediately per appropriate laws I regulations.

Policy Statement and Defining Incidents:

All Facility employees are required to report all suspected cases of abuse per the guidelines below. Abuse or misconduct can be alleged in several formats and against various ages of our members or constituents.

Children- any act of omission or commission that endangers or impairs a child's physical or emotional health and development. This may include but is not limited to: physical inappropriateness, language (direct or inferred) that is inappropriate or allowing third party misconduct to happen or the exposure to inappropriate material in any media format.

Public law will define child abuse and neglect as the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the age of 18 by a person who is responsible for the child's welfare, under the circumstances which indicate that the child's health or welfare is harmed or threatened.

Adult- any act of omission or commission that endangers or impairs the individual's physical or emotional health. This may include but is not limited to: physical inappropriateness such as comments (direct or inferred) as well as touching, groping or assault.

REPORTING:

Once an incident of Sexual Misconduct occurs or allegation of an incident is made, it is crucial that it be dealt with immediately and in a clearly outlined manner.

1. The Staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported is required to report the incident immediately to the staff person in charge of the activity / program / class etc. In Fitness and Sports Facilities, this is often the immediate Staff person (i.e. aerobics instructor, swim coach, child watch supervisor etc.)
2. The staff person in charge of the activity in which the alleged abuse was

observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his or her address and family information. This may involve filling out an incident report to gather as many of the alleged facts as possible. This report shall contain no conjecture or speculation but just facts (date, location, witnesses, allegations made as stated etc.) If appropriate and all are comfortable, interviews should be held with all involved to gather facts (victim, alleged perpetrator and witnesses)

3. Upon receiving such information, the staff person in charge of the activity will notify the acting Facility Director in charge of operations and act in one of two ways (this section will vary pending on the state and local laws prevailing):
 - a. If a minor is involved - Contact the local authorities and / or Child Protection Agency
 - b. If the alleged victim is an adult - discretion must be given to the victim as to if the authorities are contacted; this may involve the nature of the offense (inappropriate comments verse an alleged physical assault). Anything that is deemed to be potentially criminal in nature should involve authorities.
4. The Facility Director shall put on notice Legal Counsel and / or the acting Insurance Carrier or Agent of Record.
5. Any person who is the object of the report will be required to refrain from all activities until the incident report is resolved. Per the facilities Human Resource policies, this can include paid or unpaid leave.

RESPONSE PLAN:

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in an activity, the entire staff of that activity shall be at the service of all official investigating agencies.

1. The Facility Director or his/her designee, is the only person/s authorized to make statements to representatives of the media. All requests for statements should be directed to this individual. All other staff is strictly prohibited from commenting. Statements should be prepared in advance of an incident with the advice of counsel and communications / public relations expertise.
2. Training in how to handle media requests should be a regular part of staff training. A spirit of cooperation in helping the media find the "official spokesperson" is often helpful. In the event of an allegation or incident, all staff should be informed. This should not include specifics (actions alleged, names etc.) "An allegation of an incident has been brought forth stemming

from the Child Watch operation and happening within recent days..." This will include reiteration of the policy regarding commenting on the incident and proper referrals for questions / concerns.

3. In response to all allegations of abuse, the staff person in charge of the activity shall make the initial contact with the authorities and / or proper Child Protection Agency.
4. Even in the event that the allegation concerns activities or persons outside any relationship to facility related event or activity, procedures in number 3 shall be implemented. An example of this would be a child telling a child watch worker about abuse by a relative during the prior year. If this report were made to the child watch worker in the course of his or her duties as a teacher, then the incident report should be filed with the staff person in charge of the children's activity within 24 hours.
5. If the allegation is against a staff person or volunteer against a minor, the custodial parent will be notified immediately and a face-to-face meeting with the parent will be scheduled.

PRINCIPLE REMINDERS:

All of these matters are serious in nature and must be handled with sensitivity, seriousness and with the utmost respect to all those involved. Strict adherence to these steps of action is vital in dealing with the legal ramifications as well as the well-being of all involved. Intolerance to these action steps will not be accepted in any manner. Please see your supervisor for questions or concerns on this matter.

Section IV. GRAHA HANDBOOKS

Note: The following Handbooks are not part of GRAHA Policy & Procedures and feature recommended guidelines from years of input from GRAHA Board members, hockey coaches and others involved in GRAHA.

Article 4.01 PARENT HANDBOOK

This handbook was developed to help answer any questions you may have regarding Grand Rapids Youth Hockey and where to find information.

1. SCHEDULES
 - a. Schedules will be posted online at www.grhockey.com
 - b. It is crucial that you check the website DAILY. Schedules are always subject to change.
2. COMMUNICATION
 - a. Most general communication will be done using email. It is imperative that you check your emails and the website on a regular basis since there can be last-minute changes in schedules.
 - b. Board meeting minutes and other reports and documents are also available via our website.
 - c. Please consult with your coach or team manager on how they plan to communicate throughout the season (email/chat app/text/etc).
 - d. If you do not have access to the form of communication being used, it will be your responsibility to get the information from your coach or team manager.
3. INCLEMENT WEATHER AND SCHOOL CLOSINGS
 - a. Hockey typically is never cancelled unless you receive an email from your coach or Age Group Rep. So, even if the Grand Rapids/Greenway School District cancels school we may still have hockey. As a parent, you will need to decide if you can get to the rink safely.
4. GRAHA HOCKEY SPONSORS
 - a. GRAHA could not do it without our sponsors. Please remember this by shopping locally and tell them you appreciate them sponsoring your child's team and our organization.
5. BOARD MEETINGS
 - a. GRAHA Board meetings are the 1ST Monday of every month.
 - b. Meetings are held at 6:00pm at varying sites.
 - c. Please show your support and attend the meetings.
 - d. Minutes from each meeting will be posted on the website.
6. FUNDRAISING/RAFFLE TICKET SALES
 - a. GRAHA participates in one fundraiser for the year with a raffle ticket sale.
 - b. Families may not opt out of the fundraiser during the registration process.
 - c. Raffle tickets will be available for pick up at one (1) of the two (2) in-person Registration Nights in September. If player(s)/parent(s) fails to pick-up their raffle ticket on one (1) of the three (3) in-person Registration Nights, they forfeit their tickets.
 - d. All player will receive raffle tickets in the amount of how much they paid

- for registration.
- e. If the player(s)/parent(s) sells any or all these tickets, they keep the money and that helps offset what they paid for registration.
- f. ALL raffle tickets money and stubs are turned into the drop box at Yanmar Arena, located outside the GRAHA Admin's office adjacent to the concession stand.
- g. You are responsible for any lost raffle tickets. Treat them like gold... they are worth money!

Article 4.02 DIBS: GRAHA VOLUNTEER PROGRAM

Members and the volunteer time they put in is the lifeline of GRAHA. Volunteers are necessary for the Association to operate smoothly. Every family is required to fulfill a certain number of volunteer hours to ensure success. "DIBS" is an online tool that helps keep members organized by providing a platform to schedule and claim volunteer opportunities. DIBS is generally used to reference the volunteer program.

1. DIBS requirements will be established prior to each season. All members of GRAHA are required to satisfactorily fulfill the DIBS requirement or will be assessed a financial penalty that must be paid prior to registration of any family member the following year. The GRAHA Board will set the penalty and administer enforcement of it.
2. Each family is required to fulfill DIBS requirements for each player registered in GRAHA.
3. Specific volunteer positions and duties in GRAHA are given DIBS credit. Not all positions and duties have DIBS credits allocated to them, even though all are important and need to be completed. Again, volunteering is the lifeline of GRAHA. A list of positions and credits will be approved by the GRAHA Board.
4. Credits need to be fulfilled by adults. No children under the age of 16 are allowed in concessions area at any time. It is acceptable to utilize other responsible adults to cover DIBS shifts. Check with the DIBS coordinator for people willing to work DIBS shifts for families. If there is any payment, it is the responsibility of the family to arrange with the worker directly.
5. Scheduling and tracking of credits are done through the Volunteer tool under your Household Tab on GRHockey.com. DIBS credits will be added as scheduling allows. Sign up at your convenience, however it is a first come – first served sign up. If you do not see any available volunteer hours, they are not available yet or have already been claimed. Please allow some time for completed DIBS credits to show up on your profile.

6. Cancellation of your claimed shift is generally allowed, as long as it is cancelled more than 1 week before the shift is scheduled to start. If you are unable to complete a shift after the cancellation timeframe you are responsible to find a replacement.
7. Running the clock, Game Sheet, penalty box, or tracking stats during non-tournament games or scrimmages does not satisfy the DIBS requirement. These team-related activities still need to be completed and each family is obligated to share in the performance of these duties. Team managers or coaches will need to coordinate the completion of these duties.

Article 4.03 COACHES HANDBOOK**1. GENERAL TEAM RULES**

- a. All coaches and players will familiarize themselves with Minnesota Hockey rules, GRAHA rules and regulations governing participating in the GRAHA hockey program.
- b. Traveling team players should be in the dressing room 30 minutes before all practices and 60 minutes before all games, unless other noted by the coach.
- c. All traveling and house players should be fully dressed and ready to go on the ice 15 minutes before the start of all games and practices, unless otherwise noted by the coach.
- d. Make sure your skates are always sharp and traveling team players have two (2) sticks properly cut and ready to use for all practices and games, house team players have one (1) stick properly cut and ready to use for all practices and games.
- e. Any player receiving a penalty must go directly to the penalty box.
- f. All players will be properly and cleanly dressed at all games and tournaments.
- g. All players must attend all practices and games unless a member of the coaching staff has been notified and has approved of a player's absence.
- h. All players will respect the coaches, officials and any other persons who are directly or indirectly involved with the league.
- i. No swearing or abusive language will be tolerated at any time.
- j. No tobacco, alcohol or drugs will be tolerated at any time.
- k. No player is allowed to leave the ice during practice without permission from a member of the coaching staff.
- l. No player will be allowed on the ice without his or her helmet and proper protective equipment.
- m. All players will obey curfew if and when a curfew is imposed.
- n. All players will be governed by Minnesota Hockey rules for infractions. Infractions not covered by Minnesota Hockey rules will be subject to the disciplinary actions as outlined in the Player Code of Conduct.

2. PRE SEASON COACHES MEETING

- a. The PDC Chairperson shall conduct an ALL coaches meeting prior to the start of the season to:
 - i. Explain the goals for the GRAHA Program
 - ii. Discuss expectations of coaches, players, and parents
 - iii. Determine lead coaches for each level
 - iv. Ensure proper coaching certification; and
 - v. Review and understand GRAHA Policies & Procedures.

3. HEAD COACHES

- a. The Head coaches shall oversee the entire structure of practice and player development at their skill level.

- b. Assistant coaches shall carry out the head coach's philosophy by coaching the group of kids that he or she is assigned at practices and games.
- 4. PARENT MEETINGS
 - a. The Head coaches of each age level will hold a parent meeting at the beginning of the season covering GRAHA rules and regulations, equipment, outdoor ice, player personal problems, timeliness to practices and games, other expectations.
- 5. COACHING EXPECTATIONS
 - a. Coaches are responsible for carrying out the Policy and Guidelines set forth by the GRAHA Board.
 - b. Coaches are responsible for organizing practices, which promote continuous individual skill development, teamwork, and a safe environment.
 - c. Coaches are expected to conduct themselves in a manner befitting their role as a coach.
- 6. PRACTICES
 - a. Practices will be scheduled utilizing both indoor and outdoor ice facilities.
 - b. The head coach will be responsible for planning and leading all practices at their appropriate skill level.
- 7. MITES
 - a. All Mite players will have an opportunity to play goalie.
 - b. Coaches shall alternate goalies.
 - c. Coaches shall be responsible for distributing GRAHA goalie equipment and retain possession throughout the season.

Article 4.04 YANMAR ARENA RULES

- 1. RULES AND REGULATIONS
 - a. No off-Ice Floor Hockey, shooting or passing of pucks, balls or any other object outside of the designated puck shooting areas
 - b. No graffiti, defacing, damage or abuse of any building surface or equipment
 - c. Nobody is allowed on the ice until the Zamboni doors are closed
 - d. Locker room stick racks are to be used at all times
 - e. The area between the rink and the locker rooms is off limits to all, except players, coaches and game officials
 - f. Electronic Devices - Cell phones, iPods, cameras, and any other electrical devices MUST be turned off in the locker rooms
 - g. ALL building access is through the main front doors only. Other doors are for GRAHA staff only.
 - h. The Zamboni room, compressor room and Zamboni overhead door/rink access area is off limits to all, except GRAHA staff.
 - i. The Press Box is off limits to all, except limited media personnel.
 - j. The GRAHA Board and Staff reserve the right to enforce the above Rules

and Regulations (and Rink Rules posted) and remove anyone, including players, from the building for violations.

- k. Open Hockey
 - i. Players must wear full gear to participate in Open Hockey.
 - ii. Parents or coaches are not allowed on the ice during Open Hockey.
 - iii. Rink Monitors must be at the rink to monitor the kids.

Article 4.05 YANMAR SHOOTING AREA RULES

Shooting Area Rules:

1. The room will be kept locked in the absence of supervised use. An access key can be obtained from the rink attendant and should be returned at the end of use. A list of validated individuals will be kept in the office. This list is to be provided by GRAHA and updated as necessary. Otherwise, the key can be signed out with a valid driver's license (name/DL number to be recorded), and confirmation of Safe Sport training/satisfied background check. Following use, if problems are identified, they will be noted by the on-duty IRA staff member.

2. Activities are recommended be supervised by an adult at all times. If the adult responsible chooses to be outside the room, they should be within close proximity to the room, and checking in regularly. Supervision by coaching staff is preferred, however can also be provided via a parent who has completed Safe Sport training and passed the required background check. It will be the supervising adult's responsibility to ensure the room does not become overcrowded. A maximum capacity sign will be posted for reference.

3. Scheduling of the room is available. Scheduling will take place in 1-hour blocks (if made 5 days in advance) via the rink scheduler and may be found on the website. Room use will otherwise be available on a 1st come 1st serve basis. The room schedule will also be posted daily near the entrance of the door. Failure to cancel a reservation at least 1 hour in advance will lead to demoted priority for future scheduling.

4. Respectful use of the area is expected (i.e. shooting at designated targets only, no horse play).

5. No food, gum, or drinks will be permitted in the shooting area.

6. Participants are to pick up any trash when they are done. A trash can will be located inside room.

7. While shooting activities are taking place, protective equipment will be the responsibility of the participant's parent(s)/guardian, to be utilized at their discretion.

8. GRAHA will ultimately be accountable to pay for repairs and damages attributed to GRAHA functions that may occur. GRAHA at their discretion, can further hold the identified offender(s) responsible.