

The Constitution, Bylaws, Policies, and Procedures for the Greeley Youth Hockey Association

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Preface:

The members and elected officers of the Greeley Youth Hockey Association (GYHA) set forth this constitution as the official agreement by which we strive to promote the enjoyment of amateur youth ice hockey. This document is comprised of specific article and rules in an attempt to address the organization, leadership, participation of, and good will to the members and players of this Association.

Provisions for control and amendment to this constitution and bylaws are contained herein, and henceforth shall be dated and signed by the officers of this Association before enactment or amendment is effective. A change or amendment to any article of this constitution, whether the change is to add or repeal such article, shall be replaced in the document and a revised edition shall be issued. The previous issue shall be retired intact. A proposed change may be acted upon and placed into effect at any time but shall not be ratified into the general rules until the document is reissued.

Set Forth Here by:

President (date)

Secretary/Treasurer (date)

Vice President (date)

Registrar (date)

Hockey Director (date)

Mission Statement:

As an affiliate of USA Hockey, we agree to be guided by their core values. These are Sportsmanship, Respect for the Individual, Integrity, Pursuit of Excellence at the Team, Individual, and Organizational levels, Enjoyment, Loyalty, and Teamwork.

Therefore, our mission is to create and foster an environment where young hockey players can have fun, learn, and prosper at and through ice hockey.

Constitution and Bylaws:

Article I – Name

The Greeley Griffins Hockey Association will be known publicly and advertised as the Greeley Young Hockey Association (GYHA) and is a member of CDYHL, DNHL, Mountain & Plains League of the Colorado Amateur Hockey Association (CAHA), as affiliated with the Amateur Hockey Association of the United States (AHAUS), which is also known as USA Hockey.

The name is proprietary and shall not be used, reproduced or altered unless expressly authorized by the GYHA Board of Directors (the “Board”).

Article II – Purpose

The purpose of this Association is to create and foster an environment where young hockey players can enjoy, learn, and prosper at and through playing ice hockey. Activities conducted by this Association will be in accordance with USA Hockey and CAHA bylaws, rules, regulations, policies, and procedures.

Article III – Principal Office and Change of Name

The principal office of the corporation shall be located at 900 8th Avenue, Greeley, Colorado 80631. The principal office may be changed the by the Board of Directors. The corporation may also have offices at other places with Colorado as the Board of Directors may approve.

Article IV – Non-Profit

The GYHA is chartered as a non-profit organization. This Association shall issue no shares or

capital stock nor shall it conduct any business for pecuniary profit. All goods and proceeds derived from sanctioned fund raising activities shall be surrendered to the Association and not withheld for any other purpose apart from authorized functions.

Article V – Membership

Section 1: Members – Single Class Nonvoting

The corporation shall have a single class of nonvoting members, known as Association Members. (A member may be any individual, partnership, corporation, or any association, or a duly authorized representative of any foregoing, which has qualified for membership.)

Participation in the activities of the GYHA is by membership only. Membership activities, their right, responsibilities, and authority are defined in the following sections of this Article.

Section 2: Rights and Responsibilities

The members of this Association shall consist of parents or guardians of players who pay to this Association the annual fee as established by the GYHA Board of Directors, or that pay the “Tournament Team” fee as established by the GYHA Board of Directors. A member may also be the player himself or herself if the player is 18 years of age, or older. A member may also be a partnership, corporation, or any association, or a duly authorized representative of any foregoing, which has qualified for membership.

All persons making application to the Association on behalf of any youth shall present proof of age to the Registrar or to the Board of Directors before a player is placed on a team.

Any player or parent who willfully gives false information regarding application to any GYHA team may be subject to immediate suspension for up to one year.

A player's parent or guardian must sign the annual registration form before a player is eligible to participate in any GYHA activities.

Players over the age of 18 are eligible to make application on their own behalf, pay their own annual fees or “Tournament Team” fees, and be members of the Association.

Each member family is entitled to one vote (includes parents together) on any business conducted at a regular meeting or assembly of the members of this Association.

GYHA extends its membership to all persons acting in the capacity of Head Coach, or Assistant Coach, and Hockey Directory, and with it all rights and responsibilities of

membership. Such person are entitled to all voting privileges as persons that qualify as a member.

Section 3: Disciplinary Action

In order to preserve as far as possible the integrity of amateur hockey; Only after the exhaustion of all administrative remedies set forth herein may a member initiate mandatory arbitration, such arbitration to be the sole and binding forum for any and all disputes involving a member and the Association. No other legal proceeding or action of any kind shall be permitted. The Disciplinary Action may be applied to the Member, which is defined in Section 1 of this Article, or as appropriate, applied to a player, or both.

Discipline may be imposed by the Association through its Board of Directors by a simple majority of a quorum and shall be effective as of the date of said vote. Notice of Discipline shall be in writing and sent via registered mail, return receipt requested to the subject member.

Any member disciplined shall have the right to appeal said discipline to the Board by submitting a written Notice of Appeal within ten (10) days of the date the Notice of Discipline is posted. The Notice of Appeal shall contain a brief statement of the basis for the appeal, a list of identifying any member, players or other individual with personal knowledge of the events(s) or circumstances relating to the conduct at issue. the Notice of Appeal shall be sent by mail. The discipline that is the subject of the Notice of Appeal shall remain in full force and affect throughout this appellate process. An appeal heard will consist of at least 3 board members and two parent committee advisers. Notice of the decision shall be in writing, and will made within ten (10) days of hearing an appeal. The member may also appeal to CAHA after an appeal is heard by the Board. To appeal to CAHA, the member shall submit a written Notice of Appeal within ten (10) days of receiving the notice of decision from GYHA. The Notice of Appeal shall contain a brief statement of the basis for the appeal, a list of identifying any member, players or other individual with personal knowledge of the events(s) or circumstances relating to the conduct at issue. The Notice of Appeal shall be sent by mail. The discipline that is the subject of the Notice of Appeal shall remain in full force and affect throughout this appellate process. The appeal to CAHA will follow CAHA's process and procedures for appellate process.

GYHA extends its authority for player suspension for the purpose of maintaining team discipline. Such authority provides for the disqualification or suspension of any player registered GYHA subject to the following provisions:

The Hockey Director or any head coach, depending on the degree of the infraction and in his/or her sole discretion, may disqualify or summarily suspend from further participation any player for an act(s) of misconduct. Misconduct is any act committed, on or off – ice that may be construed as violent, disruptive, or unsportsmanlike. Disqualification may be for no more than one game or practice time.

Section 4: Registration Rules

Registration fees must be paid by the due date set by the Board. GYHA may charge a reasonable fee to process any returned check.

Players must meet the age requirements for the level they are trying out for as specified by USA Hockey.

Players may be either male or female.

A prorated refund of registration fees may be granted only for injuries or illness. Any claim for the refund must be presented to the Board in writing and must be accompanied by a physician's statement of restriction. See "Refund Policy" under Policies.

No player under suspension for non-payment of fees may be participate in practices or in games.

If a player has played the previous year for a hockey association in Colorado other than GYHA, that player's parents, or the player if said player is 18 years of age or older, must request a release from that association's registrar. The request may be made by email, with a copy of the email going to the GYHA registrar.

Section 5: Qualifications

The Board may establish policies, from time to time, regarding qualification for membership in the corporation, the services to be provided to the Association members, and the time and circumstances under which membership shall begin and cease.

Section 6: Dues and Assessments.

The Board shall have the power to establish, fix, levy, assess, and collect dues and assessments from the Association Members. The Board shall also have the power to promulgate rules and regulations for the purpose of calculating the amount of all such dues and assessments. Any determination of the Board relative to the matters referred to shall be final and conclusive. Failure to make the required payment may cause the nonpaying Association Member's privileges or membership to be suspended or terminated, as determined by the Board.

Section 7: Contributions

The corporation shall have the power at any time to request, accept or receive voluntary

contributions of any kind or nature whatsoever from any individual, partnership, corporation, or other legal entity or association, whether an Association Member or not. In sole discretion of the Board, Association Members may contribute services or property, real or personal, by lease or donation, which are determined to be of reasonably equivalent value to the corporation as the monetary payment required of said Association Members.

Section 8: Withdrawal, Suspension, and Expulsion.

Any Association Member may terminate his, her, or its membership in the corporation by notice to the Board. The Board shall have power, in its discretion, to suspend any Association Member for such period of time as it shall direct, or to expel any such member for any violation of any provision of these bylaws or of any rule or regulation, or of any code or policy adopted by the Board.

Article VI – Governance

Section 1: Directors

Size and Terms of the Board: The initial Board of Directors of the corporation (the “Initial Board”) shall consist of five directors. Thereafter, the corporation shall have a board of directors (the “Board”) consisting of not less than five directors and not more than nine directors. The number of directors on the Board may be fixed or changed from time to time within this range by the voting members of the Board. A director need not be a resident of the State of Colorado. Directors shall serve a term of one year. Directors may serve successive terms. Prior to each annual meeting of the Membership, an appointment shall be held to select the Board of Directors.

Vacancies: Vacancies on the Board may be filled for the unexpired term of the predecessor in office by a majority vote of the remaining directors at any meeting of the Board. A vacancy created by an increase in the number of directors may be filled for a term of office set by the Board at that time.

Power and Duties of the Directors: The Board shall have control and general management of the affairs, property, and business of the corporation and, subject to these bylaws and the Articles of Incorporation, may adopt such rules and regulations for that purpose and for the conduct of Association Members, players, parents, coaches, and any other participant in the corporation's activities as the Board may deem proper. The powers shall include but not be limited to the appointment and removal of the officers of the corporation and the establishment of such committees with such powers as the Board may deem proper.

Election and Appointment of Directors: The election and appointment of directors to the Board shall be before or during the annual meeting of the Board or such other time or

methods authorized by these bylaws.

Section 2: Meetings

Regular Meetings: All regular business of the Association shall be conducted in open meetings before the members of this Association. GYHA will conduct Board of Directors meetings as necessary. The meetings shall be held at a place and time determined by the President. One-week advance notice shall be given to the Board of Directors for any Board meeting. Board meetings are open to any and all GYHA members.

Special Meetings: Special meetings or specific agenda items, as determined by the Board of Directors, may be closed to the public when circumstances dictate that personal privacy should be protected. Special meetings of the Board shall be preceded by at least two days' notice of the date, time, and place of the meeting. The notice need not describe the purpose of the meeting unless otherwise required by law.

Quorum and Voting: A quorum is necessary for the transaction of GYHA business. A quorum of the Board consists of a majority of the number of directors in office immediately before the meeting begins. The affirmative vote of a majority of said directors present is the act of the Board unless the vote of a greater number of directors is required by law.

Annual Meetings: GYHA will hold an annual meeting; the date to be determined by the Board of Directors, preferably prior to May 1 of each year, if practical, for the purpose of business properly petitioned before the meeting agenda is set. The Annual Meeting shall be held at a place and time determined by the Board of Directors. The secretary of this Association will give notice of the Annual Meeting to the members in writing not less than ten days in advance of the meeting. The notice shall clearly state the business to be conducted at the annual meeting. Only registered members shall be allowed to vote on issues presented at the meeting. The annual meeting of the members is open to interested non-members. During the annual meeting, the membership will determine the board of directors for the following year by vote. In the event there is no person willing to be nominated and voted onto the board of directors, the board of director positions may be filled by appointment at a later date as described by these bylaws.

Action Without Meeting: Any action required or permitted to be taken at a Board meeting may be taken without a meeting if each and every member of the Board in writing or by email or phone either: (a) votes for the action; or, (b) votes against the actions; or, (c) abstains, and waives the right to demand that a meeting be held. The affirmative votes must be equal or exceed the minimum number necessary to take action at a meeting at which all of the directors then in office were present and had voted. The action must be reported in the minutes of the next meeting, with a notation as to the date and time the action was taken, and how each member of the Board voted.

Proxy and Absentee Voting: Proxy or absentee votes shall not be recognized or counted in any Association business.

Section 3: Officers

The Board of Directors shall appoint members of this Association as officers. All Board members may serve as officers of the Association in addition to an elected office.

An officer shall be empowered to conduct business before the members as a representative of GYHA. Officers chartered under this provision are identified as follows:

- **President:** The President of the Association shall be elected from the Board of Directors of GYHA.
- **Vice President:** The Vice President of the Association shall be elected from the Board of Directors of GYHA.
- **Secretary/Treasurer:** The Board of Directors shall appoint a qualified member or acquire paid professionals to serve as the Secretary/Treasurer of this association. GYHA will provide adequate surety bonding or carry adequate fraud and theft insurance for each of these officers in an amount to be determined by the Board of Directors. The Board of Directors may hire paid professionals to review or audit the books of the Association.
- **Registrar:** The Registrar of the Association shall be elected from the Board of Directors of GYHA.
- **Alternate CAHA and League Representative, and CAHA and League Second Alternate Representative:** The Board of Directors shall appoint any member of the Association as Alternate CAHA and League Representative and a designated second alternate to be the sole spokesman for GYHA at all CAHA and League functions in lieu of the President attending the function. In the event the President can attend the function, the President will be the CAHA and League Representative at the function.
- **Ice Scheduler:** Appointed by the Board and can be any member of the Association.
- **Hockey Director:** The Hockey Director of the Association shall be elected from the Board of Directors of GYHA.
- **Ace Coordinator:** Appointed by the Board and can be any member of the Association.
- Any Other office deemed necessary by the Board of Directors.

Section 4: Duties of Officers

- **President:** The President is the Chief Executive Officer (CEO) of GYHA and shall preside over all meetings of the Board of Directors. The president's duties include the appointment of officers, committees, or special assistants to the Board and the President is authorized to be an additional signer of the Association bank accounts and provide for any other duties as assigned by the Board.
- **Vice President:** In the absence of the President, the Vice President (VP) shall assume all of the authority of the President and perform such functions that may be

required of the CEO. The VP shall also perform such special duties as requested by the Board of Directors and any other duties assigned by the President or the Board.

- **Secretary/Treasurer:** Duties shall include the following activities:
 - Transcribe and maintain a book of minutes as a record of all general meeting of GYHA.
 - Post Board of Director meeting minutes in a location accessible to the general membership.
 - Maintain the Constitution and Bylaws of GYHA.
 - Schedule and publish the place and time of the Annual Meeting.
 - Document and file correspondence on behalf of GYHA.
 - Act as the custodian of funds of GYHA.
 - Prepare for a presentation at the annual meeting a current year financial statement and budget variance report.
 - Any other duties assigned by the Board.

- **Registrar:** Duties shall include the following activities:
 - Establish and maintain an accurate and up-to-date roster of the members and coaches of GYHA.
 - Complete the USA Hockey team registration form for each GYHA team.
 - Any other duties assigned by the Board.

- **Ice Scheduler:** The Board-appointed ice scheduler has the authority to assign and control ice time utilization. This is to be done according to size, age and needs of each team regardless of classification. ~~Coordination of utilization shall be done with the Division Directors.~~ The Ice Scheduler must attend, with an assistant, all CAHA and other league scheduling functions and must coordinate such functions with the CAHA Representative. The Ice Scheduler is responsible for the scheduling of all games and tournaments, making changes in the established schedule, resolving scheduling conflicts, and attempting to accommodate special requests by individual teams subject to CAHA and other league rules, and any other duties assigned by the Board.

- **Alternate CAHA and League Representative:** The President is technically the CAHA and League Representative, and is the primary interface between the Association and Colorado Colorado Amateur Hockey Association, and other CAHA member associations. The President may appoint an Alternate CAHA and League Representative, the intent of which is to not overload the President in duties and responsibilities. The term of appointment for the Alternate CAHA and League Representative is for one year, running April through March. The Alternate CAHA and League Representative is the secondary interface between the Association, the Colorado Amateur Hockey Association, and other CAHA member associations. Duties include:
 - Attendance at all CAHA and League monthly meetings.
 - Voting the position of GYHA at those meetings.
 - Submitting to CAHA and the League all requests for rule changes, adoptions, deletions as approved by the Board of Directors of GYHA.
 - Final review and approval of all team rosters for compliance with CAHA/USA Hockey roster and registration rules.

- Counsel the Coaches' committee on possible requests for waivers.
- Provide the Secretary with a copy of CAHA and League minutes.
- Post current standings in a location accessible to the general membership.
- Other duties assigned by the Board.
- **CAHA and League Second Alternate Representative:** Duties are the same as the Alternate CAHA and League Representative, provided that this position will have voting rights in the absence of the CAHA and League Representative. The Board may assign other duties.
- **Hockey Director:** The Hockey Director is principally responsible for the supervision of all team coaches and on-ice activities. Duties include:
 - Coaches' representative on the Coaches' Committee and between the coaches and the Board of Directors.
 - Responsible for all on-ice activities.
 - Responsible for developing coaching guidelines for all competitive divisions and age groups for submission to and approval of the Coaches' Committee.
- **ACE Coordinator:** the ACE Coordinator will be responsible for making sure members complete all the requirements as laid out by CAHA. The ACE Coordinator will be appointed from the membership, and may be any association member. The Ace Coordinator will ensure that all coaches are USA Hockey certified at the appropriate level by Dec 31st.

Section 5: Committees

The Board of directors shall appoint members of this Association to committees as deemed necessary to help carry out the business of the Association. A committee member of this Association must be a member in good standing. All Board members may serve as committee members of the Association in addition to an elected office.

A committee member shall be empowered to conduct business before the members as a representative of GYHA. Such business will be limited to the committee identified and/or to the special instructions of the Board of Directors.

Standing Committees chartered under this provision are identified as follows:

- **Parents Committee:** To provide input on the Association, Teams, Coaches, Managers, etc. There will be one committee member per level. In the event a committee member cannot attend a committee meeting, that committee member may appoint another parent from the same level to attend the committee meeting. The intent of the committee is for the parents of each level to have a voice, therefore, a parent may not represent more than one level at a time.
- **Player Committee:** To provide feedback on the Association's fulfillment of its Mission. There will be two committee members per team.

Section 6: Limitation of Liability of Directors and Officers

The private property of the directors and officers shall be exempt from execution, attachment or other encumbrance or liability for any debts or obligations of the Association, and no director or officer shall be personally liable or responsible for the debts or liabilities of the Association. To the fullest extent permitted by law, a director or officer of the Association shall not be liable to the Association or any of its members for monetary damages for action(s) taken as a director or officer, including but not limited to any damages for breach of fiduciary duty as a director or officer. Moreover, the Association shall indemnify and hold harmless any officer or director against any and all liability and expense incurred as a result of, or in any way relating to, any individual's status or actions(s) as a director or officer of the Association. The Association is authorized to obtain insurance to provide this indemnification.

Article VII – Competition

All players selected for the “AA”, “A”, “B” teams will be expected to compete in all scheduled games, tournaments, and playoffs.

~~All GYHA players in the ninth grade and higher may be required to meet the academic guidelines as set by the Colorado High School Activities Association (CHSAA) in order to participate in any GYHA team activity.~~

Players should not play in a higher age bracket unless specifically authorized by the Hockey director and approved by the Board of Directors. Players who feel they are capable of playing at a higher age group must first obtain authorization from the Hockey Director, subject to approval by the Board, to try out for another team in the higher age group. Upon selection, the transfer will be effective for that season. Under no circumstances can a player play up more than one level.

A season constitutes all scheduled league games, and additionally any definition as stated by USA Hockey, which may extend beyond scheduled league games.

~~No invitational tournament shall conflict with any CAHA league game, or State, District, Regional, or National Playoff.~~

Article VIII – Teams, Players, and Coaches

Section 1: Teams

Teams are competitive, with emphasis on fun, instruction and competition. Players on these teams should play league games with a competitive spirit while emphasizing participation. B Level teams should make an effort to play all players as close to equal as possible, except for power players, penalty kills, and the last three minutes of the game.

The team selection will be conducted by the team coaches during tryouts. The results of the team selection will be posted on the association web site within two days of tryouts. Any subsequent tryout will be to fill openings on the team, and will not be used to displace team members already selected.

~~The team selection criteria will be determined by the Hockey Director subject to approval by the GYHA Board of Directors.~~

Section 2: Players

A registered player of GYHA must be a member; or a dependent of a member of this Association; and appear on an official USA Hockey registration for GYHA. Such players are recognized during all league and post-season games. Player participation within the Association shall be governed by specific rules and GYHA policies.

~~Participants are expected to comply with the GYHA Players Code of Conduct as adopted by the Board of Directors.~~

Players shall comply with the Players Code of Conduct as established by USA Hockey.

Players are expected to Register on-line with USA Hockey and CAHA before trying out for a B, A, or AA team. Players will be asked to bring a confirmation of on-line registration and present that registration before stepping on the ice for tryouts.

Section 3: Parents

All parents will be subject to the GYHA Parent code of Conduct as adopted by the Board of Directors. These rules cover, but are not limited to, off-ice, in-stands, in-dressing room behavior and fund raising activities, which reflect on the entire Association.

Section 4: Coaches

To the extent reasonably possible, GYHA shall provide each team with competent and dedicated coaches. To this end, the Association shall establish and maintain a commitment to training, facilities, and support for any member of the GYHA coaching staff. GYHA requires that all coaches follow uniform codes of instruction, discipline, certification, and participation, as specified by USA Hockey. In addition, all coaches must follow the USA Hockey Coaches' Code of Conduct.

Article IX – Safety

GYHA is committed to conducting its activities in a safe manner. To that end, GYHA may establish any necessary rules and provide materials and equipment to support the individual safety of its players, coaches, volunteers, and employees.

All coaches and players shall adhere to the safety and equipment requirements established by CAHA, and USAH.

Article X – Grievances

All on-ice associated grievances, other than for disciplinary actions as stated in Article V herein, will be communicated to the Head or Assistant Coach as appropriate. On-ice related grievances may not be communicated during a game or practice, within 24 hours before or after a game, or practice, or in the presence of any minor.

In the event a member is not satisfied with the response or solution, the member will then communicate the grievance to the Hockey Director. The Hockey Director will attempt to resolve the grievance within a reasonable period of time.

Article XI – Fund Raising

GYHA is a nonprofit corporation, which is managed by volunteers. Association-wide fund raising events must be authorized and approved by the Board of Directors. Fund raising is voluntary.

Article XII – Amendment of Bylaws

The Board may amend the bylaws at any time to add, change, or delete a provision.

Article XIII – Parliamentary Procedure

The Board shall have the option of determining, at any time, that a meeting shall be conducted in accordance with Robert's Rules of Order Newly Revised.

Article XIV – Miscellaneous

All GYHA Board actions may be subject to review and change by the voting membership.

This process shall proceed as follows:

- A petition of at least twenty five percent (25%) of the Voting Members requesting review of a particular Board action will be submitted to the Secretary/Treasurer.

Policies:

- **Scholarship Policy:** The Board may approve scholarships based up need and availability of funds as determined by the Board on an annual basis. Application for a scholarship shall include the completed GYHA Scholarship Form, and proof that the player is eligible to play. All scholarships are two hundred dollars (\$200).
- **No Cut Policy:** The GYHA has determined that players cannot be refused a position on a team roster based on skill unless safety of that player is an issue: provided there is still space remaining on the roster. Normally, rosters will be limited to 20 players. The Board may allow more players to be rostered, based on the coaches recommendation, approval of the Coaching Director, and approval of the Registrar. USA Hockey limits for rostered players will be the absolute maximum.
- **Hand Shake Policy:** Teams, including coaches and trainers who are on the bench, will shake hands after each game, unless directed not to by the referees.
- **Abuse Policy:** It shall be the policy of GYHA that there shall be no sexual, physical, or verbal abuse of any minor participant involved in any of its sanctioned programs and events by an employee, volunteer or official. Upon proof of violation of this policy made to the Board, the violator will be permanently banned or suspended from GYHA, and if a law has been broken, the Board will notify the appropriate law-enforcement agency. GYHA will fully participate in all CAHA required screening programs.
- **Dressing Room Policy:** Female players and male players will dress in separate dressing rooms. Female players will be furnished a separate locker room to change in at practices and games. If there is not a separate locker room available for female players, the male players and female players will use the same locker room, but not at the same time. The coach will be responsible to make sure this happens. The coach may not be in the locker room, dressing room, or any other room, with one player (male or female) with the door closed; the door must remain open, or there must be a third person present. In a co-ed team situation, if the coach wishes to address the team in the locker room before or after a game, all of the players must have already changed, or all of the players must have not already changed. For additional direction, see the USA Hockey Document addressing co-ed situations on the locker rooms posted on the GYHA web site and USA Hockey web site.
- **Refund Policy:** A prorated refund of registration fees may be granted only for injuries or illness. Any claim for the refund must be presented to the Board in writing and must

be accompanied by a physician's statement of restriction. Refund requests must be submitted before October 1 of the calendar year.