

Glacier Avalanche Youth Hockey Association

# **Glacier Hockey Association Handbook**



**Policy Manual  
2024/2025 Season**

# GHA Policy Manual

GLACIER AVALANCHE YOUTH HOCKEY ASSOCIATION (GHA) is a federally recognized 501c3 non-profit, youth hockey organization dedicated to providing a fun, safe, and rewarding learning environment to enhance the growth and development of young athletes through high-quality hockey programs. GHA strives to ensure that it accomplishes this mission by promoting each player's love of the sport through hockey instruction that emphasizes team and individual skill development. Our goal is to continue to develop and strengthen our programs and organization and give our players the opportunity to participate to the best of their ability and develop as young athletes, while making the costs of the programs affordable to all families.

**Location & Affiliation:** GHA conducts its hockey programs at the Stumptown Ice Den Arena in Whitefish, Montana. All youth hockey players and teams are registered with GHA and USA Hockey. GHA members benefit from affiliation agreements with the Montana Amateur Hockey Association (MAHA), East Kootenay League (EKL), and USA Hockey. GHA follows USA Hockey's policies (see Bylaws section of the USA Hockey Annual Guide), including the American Development Model (ADM), which provides hockey associations with a proven plan for age-appropriate athlete development.

GHA develops, promotes and administers its youth hockey programs for players residing in the greater Flathead Valley area on behalf of teams, players, coaches, referees, parents and administrators consistent with the bylaws, policies, and procedures of MAHA and USA Hockey. This document serves as the Policy Manual for GHA to carry out its mission.



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## **MISSION STATEMENT:**

Glacier Hockey Association is a non-profit community youth hockey organization that provides instructional hockey experience for youth ages 4-18 in a safe and supportive environment. Glacier Hockey Association strives to promote an enriching environment in a community setting while providing foundational skills, in accordance with USA Hockey's American Development Model (ADM) program to foster youth development and encouraging a lifelong love of hockey and team sports. GHA endeavors to impart the hockey values of character, hard work, teamwork, sportsmanship and respect that lead to play success both on and off the ice.

## **VISION:**

We desire to grow the sport of hockey in the Flathead Valley by being the premier developmental hockey program in Montana. This goal is grounded in providing the best possible experience for our athletes. We strive to provide a challenging, fun and rewarding experience on and off the ice. We aspire to provide the entire hockey family (athletes, coaches, managers, families and stakeholders of GHA) a first class experience. To this end, we are committed to excellence across our in-season programs, out of season development programs, coaching development, character development, facilities and fundraising.

## **CORE VALUES:**

We have a set of core values that align directly with our Mission. These are driving principles that direct our organization. They combined with our Mission Statement, are our True North and will carry us to our vision. Our #1 priority is to create an incredible experience for our athletes.

## ***CORE VALUES:***

- Our #1 priority is to create an incredible experience for our athletes. ▸ We want to ignite, stoke and fan a love for the sport of hockey. This ultimately creates a life long appreciation of the sport
  - Our decisions are motivated by what is in the best interest of our athletes and their families.
- We believe hockey can deliver skills for off the ice:
  - As is the case with all sports, hockey can deliver skills that will serve our

athletes for the rest of their life. We acknowledge so many of those skills/lessons come organically through the course of a hockey season. But we intentionally impart these principles to our athletes and teams:

- Team Comes First
  - Attitude
  - Effort
  - Play with Discipline
- 
- We are a Development Organization
    - We provide the best opportunities in-season and out of season for our athletes and coaches to develop. This includes practices, dryland, camps and other opportunities to help our athletes reach their full potential. ▸ While we desire success on the ice, the priority is our athletes and teams reaching their potential. This might mean sacrificing on ice success early on in development.
  
  - We are an organization for all
    - Our programming is for all who want to develop as hockey players, regardless of ability, gender and financial resources.
  
  - Whether an athlete is just starting their hockey journey (Learn to Play/House League) or desiring to excel at the highest levels of the sport (Travel & Select Teams), we have a place and programming for them on their hockey journey.
  
  - We do not discriminate based upon gender. We have both coed programming and girls-only programming.
  
  - We believe that all who desire to play the sport should have the opportunity to play regardless of financial resources. We have resources and scholarships to help those families that need assistance to participate in the organization.

**GHA BOARD OF DIRECTORS & MEETINGS:** All authority of GHA is vested in a Board of Directors as specified in GHA's bylaws. The Board of Directors is responsible for developing and enforcing the bylaws, policies and activities of GHA.

The frequency, place and time of meetings of the GHA Board of Directors shall be determined pursuant to the GHA Bylaws and on an as needed basis to be determined by the Board. The GHA Board shall hold regular meetings at 1 time per month and no less than 9 times per calendar year. General members are encouraged to attend the Board of Director meetings and have an opportunity to comment during the “public comment period” for the first 15 minutes at the beginning of each meeting. Minutes of the meetings of the Board of Directors will be recorded by the Secretary and shall be available to all GHA members upon approval by the Board of Directors.

**Annual General Meeting:** GHA’s Annual General Meeting, hereafter referred as AGM, will be held no less than once per year to discuss policy manual updates, bylaw modifications, mission statement alignment, approval for budgets, board of directors seat vacancies and appointments, professional service agreements/contracts, or any major programming news. GHA’s AGM will be held in May and will be open to all members of GHA.

### **GHA’S FINANCIAL POLICY:**

GHA’s financial dealings, including expenditures and revenue collection, capital projects, service contracts, grants and awards shall be the sole domain of the standing Board of Directors. The GHA Board of Directors shall ensure the sound financial operation of GHA. This includes not overextending one season’s obligations to adversely influence debit the following season. Decisions on multisession financial dealings in excess of 30% of the annual budget require a vote of poll of the general membership. No financial dealings shall be allowed that compromise the non-profit status of the association or the integrity of the association and/or its members.

GHA’s annual fiscal (financial) year shall be July 1 through June 30. Record, bookkeeping, and operational processes shall be maintained in order to keep GHA compliant with that fiscal year and with the IRS codes

governing the association's non-profit status, including annual filings. As necessary, the GHA Board of Directors may hire a bookkeeper or accountant to help the Treasurer track and maintain financial records and accounts.

Annual dues and fees payable by GHA members as declared by the GHA Board of Directors. No player/family may register for or participate in GHA's current season with outstanding debts or costs to GHA from previous seasons.

Fundraising will be conducted for the general good of the order including the active support of scholarship and/or specific assistance programs. GHA's fundraising and sponsorship activities are developed, administered, and implemented by the Fundraising Committee, which consists of the Hockey Director, Fundraising Director (Board Member), and at least one Board member at large. Fundraising and sponsorship activities are intended to underwrite GHA costs, including programs, Director and coaching salaries, uniforms, equipment, referee expenses, etc. Fundraising conducted by specific teams shall be pre-approved by the Board of Directors who may ask for an accounting of the funds raised and request control of the funds distribution.

### **TRAVEL EXPENSES FOR LEAGUE MEETINGS:**

The Board of Directors approves payment for gasoline, food, and lodging expenses incurred by the Hockey Director, members of the Board of Directors, or GHA representatives (approval by the GHA Board of Directors) incident to their attending meetings of leagues in which GHA participates.

### **TRAVEL EXPENSES FOR COACHES:**

The Board of Directors recognizes the exceptional expenses associated with league game and tournament travel by volunteer coaches. As such, the Board supports teams to individually establish a "coaches fund" to assist with the travel expenses of coaches who do not have a child on the team that they are coaching. The intent is to help defray travel costs during the regular season.

## **REFEREE SCHEDULING AND REIMBURSEMENT:**

The Referee Coordinator, typically the Hockey Director and/ or the Vice President of Administration/Registrar, shall be responsible for the scheduling of all referees for home games and their subsequent reimbursement. The Referee Coordinator shall review the fee schedule for referees and linesmen on an annual basis prior to the beginning of the season and submit the schedule for approval by the Board of Directors. Adjustments in the payment schedule can be affected at the time, or on an as needed basis as determined by the Board of Directors.

## **PLAYER SCHOLARSHIPS:**

GHA shall award full and/or partial scholarships for seasonal ice time fees on an annual basis for players and families that apply for scholarship or assistance and demonstrate financial and/or hardship needs. Assistance may also include the loan or purchase of hockey equipment for a players needs on a seasonal basis. If a request for equipment usage is granted, the equipment must be signed for and returned at the end of the season. Confidential scholarship inquiries will be handled by officers on the GHA Board of Directors and the Hockey Director. The committee shall consist of the Treasurer, a second Board of Director and a member at large. This committee shall gather and document necessary information from the applicants to insure need and make their recommendations to the full Board of Directors for scholarship and/or assistance awards. The GHA Board of Directors will vote to approve/reject each scholarship application.

A preference will be shown to returning GHA players who show ongoing need of financial assistance. No more than 20% of GHA's annual ice fees budget may be awarded in seasonal scholarships. In awarding scholarships, the GHA Board of Directors shall take steps to ensure scholarships are awarded equitably across all age brackets and in a non discriminatory manner.

On a discretionary basis, the GHA Board of Directors may prudently award scholarship and/or assistance for pre/post season programs and player advancement.



Scholarship and assistance programs may be rescinded by the GHA Board of Directors based on the awarded players behavior or lack of merit.

On an as needed basis only, annual monthly payment plan will stand pre-approve as equal monthly payments of that season's ice fees with the first installment due before the first day of the teams normal season practice and the final installment due before the last day of the team's normal season practice.

Strict confidentiality shall be maintained by the GHA Board of Directors in the area of scholarships and assistance.

### **SEASON DURATION:**

The seasonal playing year of GHA shall begin on the first day of September in each year and end on the last day of August in the following year.

Regular season practices in team play for league participation in the EKL and MAHA (Treasure State League) begins in October and ends in March of the following year.

### **REGISTRATION FEE PAYMENT:**

Annual registration shall be open on or around July 1st for the upcoming hockey season. First payment is due at the time of registration. Payment plans are as follows:

1. Monthly - First payment is due at the time of registration followed by equal monthly installments with the last payment due by January 31st.
2. Full Payment - Full payment is due at the time of registration.

***No player will be allowed on the ice until he/she has registered with GHA and has a valid USA Player Membership for the current hockey season.***

Refund of ice fees for players unable to continue due to medical reasons shall be issued as follows: 75% for withdrawal before December 1st, 50% before January 1st, and 25% before February 1st.

## **JERSEY DEPOSIT:**

A \$150 jersey deposit will be collected at the time of handing out the jerseys. A deposit will be collected and then credited back to the account used upon the player's returned jersey as long as the jersey is returned in good order to the association.

## **FAMILY VOLUNTEER AGREEMENT:**

All families with a registered GHA player must complete ten (10) hours of volunteer service to support GHA activities during each hockey season. A \$150.00 volunteer deposit will be collected at the time of registration for the first registered player, (an additional 5 hours and \$75 per additional player within your immediate family). Volunteer deposits will be refunded directly from the registration site upon completion of the volunteer hours mandate. Deposits will be kept by GHA if families fail to complete the requested hours of volunteer service by the end of the hockey season.

### ***Volunteer Hours/Deposits by number of registered players:***

- 1 Player - \$150/10 hours
- 2 Players - \$225/15 hours
- 3 Players - \$300/20 hours
- 4 Players - \$375/25 hours
- 5 Players - \$450/30 hours

Glacier Avalanche Hockey Programs & Birth Years										
Learn to Skate (Pass Basic 3)	Learn to Play Hockey (1 Session)	House Division 6U/8U/10U	8U Mites	10U Squirts	House Division 12U & Older	12U Peewees	10u/ 12U Girls	14U Bantams	19U Girls	18U Coed
2021										
2020										
2019	2019	2019								
2018	2018	2018	2018							
2017	2017	2017	2017							
2016	2016	2016	2016				*2016			
2015	2015	2015		2015			*2015			
2014		2014		2014			*2014			
2013					2013	2013	2013			
2012					2012	2012	2012			
2011					2011			2011	*2011	
2010					2010			2010	*2010	
2009									2009	*2009
2008									2008	*2008
2007									2007	2007
2006									2006	2006
									2005	

2024/2025 Season Glacier Avalanche Program Offerings and Birth Years Chart **TEAMS & DIVISIONS:**

Player classifications are birth-year specific and determined pursuant to the roles of USA Hockey, MAHA & EKL.

- Learn to Play Hockey (L2PH): 2015-2019
- 6u/8u/10u House Division: 2014-2019
- 6u/8u (Mites/Novice): 2016-2018
- 10u (Squirts/Atom): 2014-2015
- 12u House Division: 2010-2013
- 12u (Peewee) 2012-2013
- 10u/12u Girls: 2012-2026
- 14u (Bantam): 2010-2011
- 18u (Coed): 2006-2009
- 19u Girls: 2005-2011

Each team is limited to 18 players and 2 goalies (with L2PH and House League being the exceptions). Ideally team sizes should follow USA Hockey's ADM recommendations to maximize individual player and team development. Because GHA is a member of MAHA and an affiliate of USA Hockey, all player and team classifications follow their rules and regulations. Final season rosters must be confirmed by December 31st of each season and must be certified by USA Hockey's Northern Plains District Registrar.

### **TEAM SPONSOR FEES:**

A sponsorship program will be administered by a Sponsorship Coordinator approved by the Board of Directors. Team Sponsorships in excess of five hundred dollars (\$500) must be approved by the Board of Directors. Of those funds collected, twenty-percent (20%) must be committed to the GHA general fund. The remaining eighty percent (80%) may be used by the individual team for expenses incurred during the season the funds were obtained. Any funds remaining at the end of the GHA season will be absorbed into the GHA general fund. A full accounting of the funds used by an individual team must be submitted to the GHA Board of Directors at the end of the GHA season.

### **GAME & TOURNAMENT PLAY:**

All players are expected to participate in League games and League Playoffs.

While encouraged, participation in non-league games and tournaments on the road is not mandated by this commitment (except for those participating at Mites/18U levels). In instances of non-league games/tournaments, the team manager is responsible for assuring that a sufficient number of players are willing and able to participate in non-league games or tournaments prior to committing the team to that function.

The Board of Directors expects each player within the Association to honor all league game commitments with his/ her Glacier Hockey team.

Every effort will be made to prevent conflicts between Montana development programs and league commitments. Due to the unique opportunity of higher-level development programs, if conflicts arise, the Board of Directors encourages participation in league commitments but realizes the decision of participation will be left to the discretion of

### **DUAL OR DOUBLE ROSTERING:**

At times, it may be beneficial to roster a player at different levels/teams to ensure adequate numbers to make a team roster for league play. Such may be the case for instances that warrant a need to fulfill league play requirements, specifically to cover injured or sick players and/or suspended players. The tool of dual/double rostering is applicable only to those GHA members who are registered for the season as travel league players. This will not apply to those registered as “practice players” or to players committed to other leagues outside of EKL and TSL.

### **PLAYER EVALUATION POLICY:**

#### ***GHA Evaluation & Tryout Process***

Glacier Hockey Association (GHA) is committed to providing a fair and unbiased comprehensive assessment process in an effort to place players at appropriate levels that will maximize their skill development. Our goal is to conduct a consistent and comprehensive player evaluation process that the player can use in order to improve upon their development trajectory. Over time, this will benefit the organization’s development of players, coaches and parents alike by setting expectations and benchmarks across all levels of our youth hockey program. GHA adheres to USA Hockey’s American Development Model (ADM) to reinforce the tenets to youth hockey development.

GHA is making every attempt to minimize conflicts with other sports and activities during the fall season in an effort to create inclusion for all players in

the formation of rostering teams. Any player that cannot participate in the scheduled evaluations will be placed on a team at the discretion of the GHA Hockey Director and the Board of Directors, usually at the lowest skill level within a particular age group, unless previous level of play suggests otherwise.

Evaluation sessions will be an array of drills and scrimmages designed to test individual and teamwork skills. In addition, Goaltenders will also be evaluated based on their skill in making saves and controlling rebounds. It is GHA's intention to evaluate all players that play in this organization to best develop their potential and to grow the organization at the same time.

Evaluations and tryouts for the 2024-2025 season will be held **September 8, September 9** and **September 10, 2024** in an effort to start the season with a better idea of scheduling and commitment for the year. A full schedule of tryouts will be published once finalized.

Evaluators will be composed of a pool of GHA coaches (outside of the level being evaluated), as well as the Hockey Director. A minimum of 3 evaluators will be utilized for each level. Head coaches of each level will be assisting in the process and final roster selection.

Evaluations will be based off of a ranking from **1-3** for skating, skills, competition drills and game play. 1 = Above Average (exceeding standard); 2 = Average (meeting standard); 3 = Below Average (still developing)

Each player will be thoroughly reviewed and discussed among the evaluators. Those attending the evaluations meeting will include all evaluators involved, all coaches of the team and the Hockey Director. After the evaluators have finished the review, coaches will discuss with the Hockey Director to rank each player, then reevaluate with the coaching staff to assign players to teams, taking into account the team needs, the players development schedule and the current coaching philosophy.

Team announcements will be made **September 11, 2024**. Coaches will be calling their players between the hours of 6pm-8pm to welcome them to their team. An email will be sent with rosters to each participant and rosters will be posted online at 9pm after the coaches calling window.

There will be an additional cost for tryout/evaluations this year. Players will need to register with a **\$60 fee**. This covers the cost of the ice and coaching supplies needed to facilitate evaluations outside of regular season practice time.

***\* This process is still developing under the purview of the Hockey Development Committee and additional information and updates will be shared as details become available.***

Feedback of the evaluation process will be available to each participant upon request and will include their ranking scores. Parents are directed to contact the Hockey Director to ask questions and file complaints. It is GHA's goal to provide the fairest and most impartial evaluation process possible and to maintain transparency and communication with everyone involved. The evaluation process is a key component to developing the organization and its players to the highest possible outcome.

### **PLAYER MOVE-UP POLICY:**

The GHA philosophy of player development is that it is best for all players to play within their respective age group; often referred to as an age appropriate athlete development. This philosophy is strongly encouraged by GHA and USA Hockey (e.g. ADM).

However in certain circumstances players and teams may benefit from player move-ups to the next age group. For example, teams may have insufficient numbers, requiring additional players to form a functional team that consists of players at commensurate skill levels. In exceptional cases, an advanced player may benefit from playing in the next older age group to

ensure individual growth and development. In order for a player to participate in a higher age group, the following criteria need to be met:

1. Only a 6u/8u (Mite/Novice) or 10u (Squirt/Atom) player who played on the most advanced team in the previous season and is returning to that same age level would be eligible to move up.
2. A letter of request to move up must be submitted to the GHA Hockey Director by the player's parents/legal guardian.
3. The Hockey Director would need to receive approval from the players' current (age appropriate) head coach, next level head coach, as well as the GHA Hockey Director.
4. The final decision to approve or disapprove the request will be made by the Board of Directors.
5. Players, at the discretion of the head coach and Hockey Director, may be invited to participate in a different division as long as the movement does NOT conflict with the schedule of the primary division to which the player is committed and does not violate any association rules and regulations. Subject to Dual/Double Rostering position stated above.

### **UNIFORM COLORS & LOGO:**

The Board of Director has adopted the uniform colors: Maroon, Blue and White for the Glacier Hockey Association. It is recommended by the Board of Directors that the members of GHA purchase and wear blue or black pants and a blue or black helmet. The Board of Directors of GHA has approved the logo that appears here.



*Glacier Avalanche Hockey Logo*



## **EQUIPMENT:**

The Board of Directors have adopted a policy mandating the use of all standard hockey safety equipment as required by USA Hockey:

### ***Rule 304 - Protective Equipment:***

(Note) Not all protective equipment is mandatory in all age classifications. However, if not mandated by rule, USA Hockey strongly recommends that all skaters and goalkeepers in all age classifications properly wear an internal mouthpiece, a HECC approved helmet and a HECC approved full face mask for all games and practices.

- Each player is personally responsible to wear protective equipment for all games, warm-ups and practices. Such equipment should include gloves, shin pads, shoulder pads, elbow pads, hip pads, or padded hockey pants, protective cup, tendon pads plus all head protective equipment as required by USA Hockey rules. It is recommended that all protective equipment be designed specifically for ice hockey.
- All protective equipment, except gloves, padded hockey pants, helmet, face mask and goalkeeper's leg guards must be worn underneath the uniform.

*(Note) Players, including goalkeepers, violating this rule shall not be permitted to participate in the game until such equipment has been corrected or removed.*

- All players, including goalkeepers, in all age classifications except Adults, are required to properly wear a HECC approved helmet as designed by the manufacturer and with no alterations and chin strap properly fastened.

*(Note) HECC certification includes an expiration date on the stick and a helmet that has an expiration date that has expired is no longer considered certified. The player may not wear a helmet that does not have a valid and current certification sticker.*

*All players on the players' and the penalty bench must wear the protective helmet/face mask while in the bench area. For a violation of this rule, after a warning by the referee, a misconduct penalty for an equipment violation shall be assessed to the offending player.*

- All players, including goalkeepers, in all age classifications below Adults, are required to wear a face mask certified by HECC, plus any chin protection that accompanies the face mask.

*(Note) Any helmet or face mask that is altered except as permitted in Rule 304(c) shall be deemed to be illegal equipment and shall not be allowed to be used in a game. The player, or such equipment, shall be removed from the game until corrected. (This shall induce helmets from which a part has been cut or removed, facemarks from which the chin-cup has been removed or any other such alterations from the original manufacturing specifications).*

- In all classifications, including adults, if a skater's helmet/face mask comes off during play, the officials shall stop play immediately. The skater shall be ruled off the ice and may not participate in the game until completion of the ensuing face-off.

In all classifications, if the goalkeeper's helmet/face mask comes off during play, the officials shall stop play immediately.

However, the goalkeeper shall not be ruled off the ice prior to the face-off.

A minor penalty for delay of game shall be assessed to a goalkeeper or skater who causes a stoppage of play by deliberately removing their helmet/face mask during play.

- All Players, including goalkeepers, in the 12 and under (Youth & Girls) through Youth 18 and under (including High School) and Girls 19 and under age classifications are required to wear a colored (non-clear) internal mouthpiece that covers all remaining teeth of one jaw, customarily the upper. It is strongly recommended, in all classifications, that all players wear a mouthpiece form fitted by a dentist.

For the first violation of this rule, the team shall be issued a warning. A misconduct penalty for an equipment violation shall be assessed to any player or goalkeeper of that team for a subsequent violation during that game.

- USA Hockey is requiring that all players wear a neck laceration protector, choosing a design that covers as much of the neck as possible.
- All players who wear the required, or recommended, protective equipment must wear it in the manner in which it is designed.

For violations of this rule, following a team warning, a misconduct penalty equipment violation shall be imposed.

### **EQUIPMENT RENTAL & SWAP:**

GHA owns hockey equipment and it is available to all players at no cost. For players who wish to use **GHA equipment**, a \$100 equipment deposit will be collected at the time the equipment is loaned out.

### **PERMISSION FOR UNACCOMPANIED TRAVEL & EMERGENCY MEDICAL CARE:**

When a player travels to an away game or tournament and is unaccompanied by his/her parent(s) or guardian, he/she must possess a written permission form from his parents to travel. This permission must include the destination and must name the responsible adult who will accompany and transport the player.

All players, including those of driving age, must travel to away games or tournaments with an adult parent or guardian who accepts responsibility for said player.

A medical release must be signed by the player's parent(s) or guardian, in which emergency medical care is authorized, before a player is allowed to participate in games or tournaments away from home. The permission will be given to the Team Manager or other responsible adult who will accompany the team. The permission shall contain appropriate health

insurance information. The medical release is part of the required registration paperwork process.

Travel to Canada requires permission from unaccompanied players' parent(s) or guardian and a copy of birth certificate/ passport to facilitate Canadian and United States border crossing.

## **SAFESPORT AND LOCKER ROOM POLICY:**

In addition to the development of our hockey players and enjoyment of the sport hockey, the safety and protection of our participants is central to GHA's goals. GHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, GHA has adopted the following locker room policy:

### **U.S. CENTER FOR SAFESPORT MINOR ATHLETE ABUSE PREVENTION POLICIES:**

#### **POLICY APPLICATION**

- Policy applies to all in-program contact occurring in locker rooms and changing areas
- Monitoring and availability of semi-private and private changing areas must occur at all sanctioned events, or facilities that are partially or fully under the Organization's jurisdiction.

#### **POLICY REQUIREMENTS**

1. Must follow ALL aspects of the One-on-One Interactions Policy
  - Observable
  - Interruptible
2. The photographic or recording capabilities of any device (cell phones, cameras, tablets) cannot be used by any Participant in the locker rooms or changing areas during in-Program activities. Consent can be withdrawn at any time.

3. Adult Participants ***MUST NOT*** change clothes or behave in a way that intentionally exposes their breast, buttocks, groin or genitals to a Minor Athlete.

4. Adult Participants ***CANNOT*** shower with a Minor Athlete unless:

- The door remains unlocked
- A Close-in-Age exception exists: The Adult Participant has no authority over the Minor Athlete and there is no more than a four year age difference.
- The Adult Participant and Minor Athlete are wearing swimwear and the shower is part of a pre or post activity rinse.

5. Media and Championship Celebration recordings are allowed if:

- Parent/guardian consent is given
- Organization approval is given for specific insurance
- Two or more Adult Participants are present
- Everyone is fully clothed

6. Monitoring must occur for all locker rooms and changing areas

7. A semi-private or private area to change must be provided to all Minor Athletes

## **POLICY EXCEPTIONS**

If one of the following exceptions exists with appropriate consent, interactions between a Minor Athlete and an Adult Participant in a Locker Room are not required to be observable and interruptible:

- Emergency
- Dual Relationship - The Adult Participant has an existing relationship with Minor Athlete outside of the sport program (Note: there is NO dual relationship exception for showering)

- **Close-in-Age:** The Adult Participant has no authority over the Minor Athlete and is not more than 4 years older than the Minor Athlete
- **Personal Care Assistant:** The Adult Participant is a Personal Care Assistant and has met all the requirements

## **LOCKER ROOMS AND CHANGING AREAS MINOR ATHLETE ABUSE PREVENTION PROGRAM:**

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This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. At the Stumptown Ice Den, there are six locker rooms available for our program's use. Four of the locker rooms have their own shower area and four share a restroom with one or more locker rooms. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. GHA's team organizers will attempt to provide information on the locker room facilities in advance of away games. At unfamiliar arenas, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

## **LOCKER ROOM MONITORING:**

GHA has predictable and limited use of locker rooms and changing areas (e.g. generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas is the most effective way to prevent problems, this is likely to make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. Therefore, a sweep of the locker rooms and changing areas is

required before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors will be posted directly outside of the locker rooms and changing areas during periods of use. Only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Each coach, parent, or volunteer locker room monitor must be SafeSport certified before being allowed into locker rooms for GHA run activities. SafeSport certified team personnel will also secure the locker room appropriately during times when the team is on the ice. For more details, please visit the SafeSport and certification procedure: <https://www.usahockey.com/uscenterforsafesport>

### **PARENTS IN LOCKER ROOMS:**

Except for players at the younger age groups (10u/Squirts and below), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the play is or may be injured, or a player's disability warrants assistance, then it is recommended that parents let the coach know beforehand that he or she will be helping the player. Naturally, it is necessary for parents to assist the players getting dressed with our youngest age groups. It is recommended that parents teach their players as young as possible how to get dressed so they learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game/practice and for a short time after the game/practice so that the coaches may address the players. As players get older, the coach may in his or her own discretion prohibit parents from the locker room.

### **MIXED GENDER TEAMS:**

GHA Teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. GHA requires that male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game/practice or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate

locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker rooms to change.

### **CELL PHONES AND OTHER MOBILE RECORDING DEVICES:**

Cell phones and other devices with recording capabilities, including voice recording, still cameras and video cameras are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside the locker room (it may be permissible to have a team manager collect cell phones).

### **PROHIBITED CONDUCT AND REPORTING:**

GHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers of GHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse that violates the USA Hockey SafeSport Policies.

***Reports of any actual or suspected violations, please immediately contact a GHA representative or contact USA Hockey (safesport@usahockey.org), 1-800-888-4656.***

### **STANDARDS OF CONDUCT:**

The goals of GHA include:

- Providing a wholesome and positive experience for Flathead Valley youth through an organized ice hockey program
- Developing athletic skills through adequately coached practice and game experience
- Promoting the development of team spirit, leadership, and fair play through practice and competition



**Definitions:** When used in these Standards of Conduct, the following terms have their generally accepted definitions, and in addition are specifically designed to mean:

- *“At home” -this term includes the period of time from when a player first enters the Arena for either practice or games, until he/she leaves*
- *“On the Road” - the term includes the period of time from when the player first enters the Arena for either practices or games, until he/she leaves*
- *“Property Damage” - this term means either intentional or negligent damage to any type of personal or real property*
- *“Possession or use” - this term includes mere possession whether or not accompanied by intent to use*

### **EXPECTED CONDUCT:**

In Support of the above stated goals, every player, parent, coach, Board Member, Team Manager, and others associated with GHA are expected to conduct themselves at home and on the road in a manner that reflects favorably on the Association. Relatives and friends of players, parents, and coaches are expected to conduct themselves in a manner that reflects well on the players and the Association.

### **PROHIBITED CONDUCT:**

The Board of Directors has determined that there will be two classifications of prohibited conduct. MINOR VIOLATIONS and MAJOR VIOLATIONS. Other instances of misconduct will be determined and judged by the Hockey Director, a coach, Team Manager, or Board Member with knowledge of the incident, as the need arises. A formal hearing will be held if needed by GHA and MAHA/EKL if necessary. Prohibited conduct shall include, but not be limited to, the following:

- **Swearing:** This includes the inappropriate use of profanity, vulgarity, or ethnic slurs

- **Unnecessary Roughness:** This includes inappropriate and intentional use of physical force between players, coaches, or parents, and another person or persons during practice, play or tournaments, with the “at home” and “on the road” concepts applying.
- **Arguing with Officials or Coaches:** This includes inappropriate verbal disagreement with coaches or officials by players, parents, relatives or friends.
- **Disruptive Behavior:** This includes any inappropriate rough housing, skylarking, game playing, or other activity considered disruptive to others while at home or on the road. It also includes practice and game situations

## **MAJOR VIOLATIONS:**

Prohibited conduct in this classification includes the following and is applicable while at home or on the road:

- **Property Damage**
- **Possession or use of alcohol, tobacco or drugs by players** • **Theft**
- **Fighting with Intent to Injure:** this includes belligerent physical contact with another person while at home or on the road, except players during a game situation where appropriate penalties will apply
- **Verbal Abuse:** including harassment or intimidation of players, coaches, referees, team managers, Board Members, or other officials of the Association, by a player, his/her parents, relatives, friends, or coaches or officials of the Association, will be considered unacceptable behavior
- **Physical Abuse/Assault:** Physical abuse of players, coaches, referees, team managers, Board Members, or other officials of the Association, will be considered unacceptable behavior of the highest order

**DISCIPLINARY ACTION:** The Board of Directors has determined that the following disciplinary procedures will apply in cases of minor and major violations. These procedures are intended for the protection and enhancement of the Association, players and others involved in Youth Hockey.

### **MINOR VIOLATIONS:**

***First Offense:*** When an act prohibited as a Minor Violation is committed, the involved player will be immediately suspended from practice or game session during which the violation occurred. He/She is required to leave the ice or arena immediately. If the act occurs after a practice or game session, the involved player will be suspended from the next practice or game.

***Second Offense:*** A second offense under Minor Violations will result in the involved player being suspended from practice and play for a period of seven (7) days from the date of the violation to include the next full game.

***Third Offense:*** A third offense under the Minor Violations classification will result in the involved player being suspended from practice for a period of thirty (30) days from the date of the offense.

***Three minor violations by the same member will be considered a First Offense Major Violation***

### **MAJOR VIOLATIONS:**

***First Offense:*** In cases of Major Violations, the involved player will be immediately suspended from practice or play for a period of two (2) weeks from the date of the violation. Additionally, the player shall be prohibited from participating in the next two (2) games.

***Second Offense:*** In the case of a second violation, the involved player will be immediately terminated from practice or play for the remainder of the season. A player wishing to participate in ice hockey following a termination will be on a probation period of sixty (60) days.

***Special Discipline:*** The physical abuse of a player, coach, referee, parent, team manager, Board Member, or other official of the Association, will result in immediate termination of the involved player for the remainder of the season. In instances where a coach, referee, or official of the Association is involved, that member's position and duties will be terminated for the remainder of the season. A sixty (60) day probationary period will apply for the following season.

Any violation, minor or major offense, is subject to appropriate action deemed justifiable by the Hockey Director, Board of Directors and subsequent Disciplinary Committees outside of the aforementioned protocol set forth above as deemed necessary to address.

**SPECIAL PROCEDURES:** The following procedures will be adhered to in the case of the suspension or termination of players, coaches, or referees.

In the case of a violation for which termination of a player is mandated above, a review of the circumstances and confirmation of the disciplinary action shall be made by the Board of Directors.

In the case of a suspension or termination of a player, no return of fees will be made. In instances where full payment of fees has not been made, the fees must be paid prior to accepting the suspended or terminated player for continued participation in the hockey program. A player on probation will be considered to have committed a 2nd Major Violation.

### **INCIDENT REPORTING:**

Incidents of consequence or personal injury potentially involving Glacier Hockey Association shall be documented by generating a written record at the time of the occurrence to minimize subsequent confusion, omission, or misrepresentation of facts of the circumstances. This record will minimize and simplify later evaluation of the situation. Concerned parties can be more effectively prohibited or dealt with on this basis.

The Board of Directors has approved an Incident Report Form, a copy of which is attached. The Board has established the following guidelines for reporting an incident:

**Confidential use of the incident report form:** All members of the Glacier Hockey Association are encouraged to avail themselves of the opportunity to report on a contemporary basis, their knowledge of any incident of consequence that may conceivably involve the Association or any of its members in any way. It is recommended that, at the earliest possible moment, a person having knowledge of an incident records that knowledge on the Confidential Report of Incident Form. This Form has been developed in a general fashion on purpose, recognizing that there is a virtually infinite variety of circumstances and happenings that might appropriately be reported. It is not meant to be all-inclusive, and should circumstances warrant, the person completing the Incident Report is encouraged to amplify their knowledge of the incident as necessary.

**Channeling of Incident Report:** As a report of incident may be a sensitive issue for both the reporter and those directly involved in the incident itself, the Board of Directors recognizes the need to protect the confidentiality of this information. The following procedures will therefore apply:

- The person completing the Report of Incident shall first enclose it in a sealed envelope and then forward it to the President of Glacier Hockey Association (Jesse Rigler) or GHA Hockey Director (Kevin Cassidy) for discussion by the Board of Directors. The Secretary of the Association thereof, will maintain the report and copies in a closed file. While being channeled as directed above, the confidential nature of the report will be respected by all those involved. The first analysis and subsequent distribution will be the responsibility of the President of the Association. The importance of respecting the privileged nature of this communication and its confidentiality will be respected by all those involved in the initiation, transmission, and evaluation of the document.
- **Availability:** The Board of Directors has determined that the blank Incident Report Forms and envelopes are available from any member of the Board of Directors or Team Managers upon request. A copy is downloadable on the GHA website or may also be made from this publication. The Board of Directors has recognized the need for

availability and use of an Incident Report Form for the protection of the Association and its members as well as for the benefit of other involved parties such as insurance carriers and legal counsel. A non-restrictive Form has been developed and will be available for use by members of the Association who may have first-hand knowledge of an incident or significance. The method for transmitting the communication of the Incident Report has been delineated. The confidential nature of an Incident Report is acknowledged by the Board of Directors and will be respected in the interest of all parties concerned, especially the person completing the report. The understanding and cooperation of members of the Association is solicited and appreciated.

## **COACHES CODE OF CONDUCT**

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Conduct yourself in a professional manner as a representative, not only of the team, but of Glacier Hockey Association as a whole.
- Be respectful of officials and understand there is a “Zero Tolerance” policy in regards to attitude, verbal or physical abuse towards referees both on and off the ice.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell or swear at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics and challenge them when appropriate.
- 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.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Be committed to the team; show up when you expect your players to; commit to helping your players grow, not only in skill, but as people as well.
- To play the game is great, to love the game is greater.

I HAVE READ AND UNDERSTAND THE ABOVE CODE OF CONDUCT AND AGREE TO ABIDE BY IT IN IT'S ENTIRETY.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARENT CODE OF CONDUCT**

It is the intention of this contract to promote fair play and respect for all participants within GHA. It is expected that parents sign this pledge and must continue to uphold this code throughout the year:

I will not force my child to participate in hockey. I will try to make it FUN!

I will encourage my child to play by the rules and to resolve conflict without resorting to hostility and violence.

I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.

I will never ridicule my child for making a mistake or losing a game.

I will remember that children learn by example. I will applaud good plays and performances by both my child's team and opponents.

I will never question the officials' judgment or honesty in public. I recognize officials are being developed the same way as players.

I will never yell, taunt, threaten, or inflict physical violence on any player, coach, official, spectator, other parent or volunteer at any youth hockey function.

I will leave the coaching to the coaching staff, and I will communicate with them and support them.

I will not condone the athletic use of alcohol, drugs or tobacco.

I will not be intoxicated at GHA activities, including games and practices.

I will remember that my child plays hockey for their enjoyment, not mine.

I have read and understand the above Code of Conduct and agree to abide by its guidelines. I understand that if I do not follow this code of conduct, I may be asked to leave the game or practice, or be suspended from all GHA activities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PERMISSION FOR UNACCOMPANIED TRAVEL AND  
EMERGENCY CARE FORM**

To Whom it May Concern:

I/We, \_\_\_\_\_

(Full name(s) of Custodial and/or Non-Custodial Parent(s)/Legal Guardian)

Am/are the lawful custodial parent and/or non-custodial parent(s) or legal guardians of (Child's full name):

\_\_\_\_\_

Date of Birth:

\_\_\_\_\_

Place of  
Birth: \_\_\_\_\_

(Child's full name),

\_\_\_\_\_ has  
my/our consent to travel with (full name of accompanying person):

\_\_\_\_\_

To travel to \_\_\_\_\_

During the period of

\_\_\_\_\_

Parent(s) or Legal Guardian(s):

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **INJURY/INCIDENT REPORT FORM**

Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Site/Facility of Incident: \_\_\_\_\_

\_\_\_\_\_

Name of injured person: \_\_\_\_\_

\_\_\_\_\_

Role of injured person (circle one)

Athlete Coach Official Spectator Volunteer Date of Birth:

\_\_\_\_\_ Telephone

Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Guardian/Parent (if injured person is a minor):

\_\_\_\_\_

Guardian Phone Number & Address: \_\_\_\_\_

\_\_\_\_\_

Was the parent/guardian contacted about the incident (circle one) Yes

No Time: \_\_\_\_\_

When did the incident take place (circle one)

Practice Game Other: \_\_\_\_\_

Name of team: \_\_\_\_\_

Name of Coach: \_\_\_\_\_

Name of Official: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Witness Telephone: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Witness Telephone: \_\_\_\_\_

Describe the incident and how it occurred (use additional pages as needed)

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Was there any rule violated which contributed to the injury?

Yes No

Describe the type of injury and the part of the body injured:

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Describe the treatment or actions taken:

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Name of Person(s) Giving Treatment: \_\_\_\_\_

Were emergency medical services contacted? YES NO

Was the injured person transported to a medical facility? YES NO

Additional Comments: \_\_\_\_\_

Signature of person filling out this form: \_\_\_\_\_

Signature of Coach/Official Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**\*SUBMIT COMPLETED FORM TO [glacierhockeywf@gmail.com](mailto:glacierhockeywf@gmail.com)**