

PUEBLO BULLS
YOUTH HOCKEY ASSOCIATION
(PBYHA)
Policy Manual

Adopted 2022



Pueblo Bulls Youth Hockey Association

310 W. 4th Street

Pueblo, CO 81003

<http://www.pueblobullsyouthhockey.com>



PLAYERS' CREED

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

COACHES' CREED

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

PARENTS' CREED

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

SPECTATORS' CREED

We never verbally abuse a player or official.
We appreciate a good play, no matter who makes it.
We know we represent the PBYHA program by our conduct.
We support the decisions of coaches and referees.
We recognize the need for more athletes and few "sports."

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I. INTRODUCTION

This manual has been provided to serve as a guide to board members, parents, team managers, players, and coaches of the PBYHA. Changes in policy and guidelines may take place as needed and PBYHA will make every effort to keep the policies up to date. All policy questions can be mailed to: Pueblo Bulls Youth Hockey Association (PBYHA), located at 310 W. 4th Street, Pueblo, CO 81003 or emailed to pueblobullsyouthhockey@gmail.com

II. GOALS & OBJECTIVES

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

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

Players are evaluated by coaches and the evaluations will be turned into the Director of Coaching, assessing the players progress, accentuating the positive, and seeing opportunities for self-improvement and team play. Parents can help promote the principles stated above by supporting and encouraging participation and by attending games.

The combination of these objectives and cooperation between players, coaches, and parents, PBYHA will have a positive effect on the development of the participants.

III. GENERAL INFORMATION

A. AGE GROUPS

All players will be registered on the appropriate team, according to their birth date and birth year. Any decisions to move a player up to the next level will be made by the Director of Coaching. Moving players down in age division is prohibited in accordance with CAHA rules and will be enforced through the PBYHA Board of Directors. All CAHA members are required to abide by the following player policies/procedures. Additionally, members with 8U, 10U, 12U, 14U, 16U, and 18U players must abide by the ADM policies/procedures contained in Section 7, 8, and/or 9. ADM sections, recommendations and guidelines can be found at <http://www.admkids.com>.

Eight (8U) and Under- Mites Ten (10U) and Under- Squirts Twelve (12U) and Under- Peewees
Fourteen (14U) and Under- Bantam Sixteen(16U) and Under- Midget

B. REGISTRATION FEES

The PBYHA will establish registration fees on an annual basis and that information will be furnished to members and parents. Registration fees will include participation in the season year, at a level determined by the Board of Directors. An overview of these options will be done on an annual basis and furnished to all members of PBYHA.

C. PAYMENT POLICIES

Full registration fees, deposits and any established payment plans are due with registration. Online installment plans are available. PBYHA reserves the right to remove any player from their team, without a refund, if they have a remaining balance due after December 31st of the current season year. PBYHA reserves the right to remove any player from their team, without a refund, if any automatic withdrawal is rejected or returned by the bank.

D. REFUND POLICIES

- Refunds will be given based on the following guideline:
- If the player leaves the PBYHA prior to the first team practice or game, the registration fee will be refunded, less a \$50.00 administrative fee.
- If the player leaves the association later than the first team practice but prior 25% of the team games played, 50% of the registration fee will be refunded.
- If the player leaves the association later than the first team practice but prior to 50% of the team games played, there will be no refunds.
- Refunds for youth participants will be handled under the terms and conditions of the PBYHA Code of Conduct.
- Refunds will be dispersed within four weeks after the PBYHA Treasurer receives a written request and approval from the Board.
- A refund request, in letterform addressed to the Treasurer of the Board of Directors, is required for all refunds. Upon receipt of the letter and approval by the Board of Directors, the Treasurer will distribute the refund to the provided participant and address.

E. VOLUNTEER POLICY GUIDELINES

Sponsorship program allows individuals in PBYHA to utilize their corporate connections to solicit a sponsor. Before any solicitation the member must notify the Board of Directors. The Board of Directors or PBYHA personnel can provide information on what sponsorships are available at each level.

WHO CAN VOLUNTEER?

If someone other than the player's parent (sibling, relative, etc.) would like to volunteer, please check in advance with the team manager if it is permissible.

F. TEAM MANAGERS

Each team will have a person, usually a volunteer parent/guardian, who is the team manager. This person distributes schedules, organizes team volunteers, helps organize any social events or team meetings and is a general information source for the team. Team managers are NOT responsible for any problems or issues with coaches or for supervision of players.

TEAM MANAGERS MUST:

- Complete USA Hockey SafeSport & complete the USA Hockey Background Check
- **COMMUNICATION:** Team managers are responsible for communication between all parents, coaches, PBYHA board members and staff. The team manager is the go between for all parents and the coach. Parents should bring all concerns to the team manager first. Team managers are responsible for hosting a platform of communication and team schedules, all changes and updates will be made by the team manager.
- **GAME RULES:** Team managers must know the rules of the game and support the officials and coaches on and off the ice. Team managers will update parents on any game rules, game play prior to a game.
- **GAMES:** Team managers are 100% responsible for the operation of all home games played. Job duties include but are not limited to cleaning of locker rooms, penalty box, game clock operation, keeping of the official score book. The team manager is responsible to make sure all obligations are established prior to game time. Having multiple parents trained for all positions is necessary.
- **AWAY GAMES:** The team manager will always carry an updated team roster, and accident/injury forms. book.
- **TOURNAMENTS:** Team manager will be in contact with the tournament director for all tournament details. A team meeting is strongly suggested weeks prior to a tournament to schedule any working shifts.
- **OFF ICE HAPPENINGS:** The team manager will ensure parents are informed of all fundraising opportunities, off-ice team events and gatherings.

- **INJURY REPORTS:** The team manager will complete a full PBYHA injury report within 72 hours of a major injury (major injury is an injury requiring medical attention, outside of team coaches).
- **MEETINGS:** Team managers will be present when appropriate for coaches' meetings and/or one-on-one player meetings.

G. DISCIPLINE

The Board of Directors has established a Grievance Process to manage enforcement of the Substance Abuse Policy, the Sportsmanship Policy, and the Grievance Policy and Procedure as outlined in the Policy Manual of the PBYHA.

IV. GENERAL POLICIES

A. CONSENT TO TREAT POLICY

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

B. CONFLICT OF INTEREST POLICY

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

C. WHISTLE BLOWER POLICY

A whistleblower as defined by this policy is an association member, volunteer, or Board member who reports an activity that he or she considers to be illegal or dishonest to one or more other parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. If a member or volunteer has knowledge of, or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the President and Association Vice President who are responsible for investigation and coordinating corrective action.

The member or volunteer must exercise sound judgment to avoid baseline allegations. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension. Whistleblower protections are to cover two key areas: confidentiality and retaliation. As far as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals with their legal rights of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines, or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Association President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

D. RECORD RETENTION POLICY

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

E. SEXUAL ABUSE / HARASSMENT / DISCRIMINATION POLICY

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

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

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

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

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

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

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

F. GRIEVANCE PROCESS

Grievances against players, parents, coaches, or others involved in the activities of PBYHA will be subject to these Policies and Procedures as well as other policies and procedures of PBYHA, CCYHL, CAHA, and USA Hockey. The PBYHA are described in provisions earlier in this document and shall apply to all players, parents, coaches, and others involved in the activities.

The following steps need to be followed if the behavior by a board member is not reflecting the Code of Conduct.

1. Discuss the concern with the board member whose behavior is being perceived inappropriate.
2. Discuss with the Board President if self-action has not corrected the concern
3. If the behavior is confirmed and continues after meeting with the Board President or committee/group, a process of removal will be discussed by the entire board.

Removal, if the Board determines the conduct of a board member has violated the member's professional or fiduciary responsibilities, Board policies or other governing law, the Board may recommend the member be removed from the Board, for cause, or establish such other discipline as the Board deems appropriate.

I. Purpose:

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

II. Definitions:

- Grievance - A violation of the Pueblo Bulls Youth Hockey Association Code of Conduct/Bylaws/Rules/Regulations/Policies; a violation of the Rules/Regulations/Policies of USA Hockey, or a complaint made alleging improper or inappropriate conduct that could be damaging to the association, its members, or its reputation.
- Business Day - A day is one 24 hour calendar day.
- Complainant- The party who lodges the grievance.
- Investigator/Fact Finder – Appointed by the Judicial Board Chairman to take the lead role in investigating all aspects of the Grievance and make a preliminary determining of whether a violation occurred by a preponderance of evidence as alleged in the Grievance
- Standard- "Preponderance of evidence". In order for a violation to have occurred it must be proven by a preponderance of evidence. In other words, more likely than not. (e.g. Greater than 50% likelihood)
- Board Panel – Board President, Board Vice President, and Board Director of Coaches

III. Privacy:

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

IV. Levels in the Process:

- a. The initial grievance is filed and its suitability for the Judicial Process is determined by a simple majority of the PBYHA Board as to whether it should be investigated, dealt with directly or summarily dismissed.

- i. If the grievance is one that the PBYHA Board believes it can handle informally by simply addressing the issue directly with the party or parties, it may choose to do so. However, all grievances that that involve serious misconduct or violations of the rules, must be investigated within ten (10 days).
- b. Investigation and fact finding will be conducted by one (1) PBYHA Board Panel Members appointed as the investigator.
- c. When the investigation is concluded; The PBYHA Board Panel will have a hearing and reach a resolution.

V. Grievance Resolution Process

a. Initial Grievance

- i. The complainant shall fill out and sign the grievance form and forward it to the PBYHA Board Chair.
- ii. The PBYHA Board President will review the grievance and decide what if any action it should take.

In General: All Complainants are expected to attempt in good faith to resolve their matters prior to filing a formal grievance.

b. Contents of Grievance:

- i. To file a Grievance, one must fill out a Grievance Form (see "Attachment A").
 1. A Complainant must fill out each section of the Grievance Form (the "Complaint") for their grievance to be investigated.
 2. The grievance must set forth the names, contact information for witnesses and a concise statement of the witnesses' personal knowledge of the allegations in the grievance.
 3. The grievance must also include copies of any and all supporting evidence known to Complainant and in the possession or control of the Complainant. If supporting evidence is known to the Complainant but not in the possession or control of the Complainant at the time of filing the grievance, then the grievance shall identify the supporting evidence and the contact information for the person that has possession or control of the supporting evidence. Failure to identify supporting evidence as required herein shall operate as a waiver of Complainant producing that evidence in support of their grievance.
 4. The filing of a grievance shall serve as consent by the Complainant to the PBYHA Board President to contact them or any potential witness to the alleged dispute.

5. The grievance must set forth all claims and allegations of the dispute known to the Complainant as of the date of the grievance. Failure to set forth a claim or allegation shall operate as a waiver of the claim or allegation and a bar to bringing a subsequent grievance based on the waived grievance or allegation.

c. Whom to send the Grievance Form to:

The complainant must send the completed Grievance Form to the PBYHA Board Chairperson via e-mail.

d. PBYHA Board - Judicial Responsibilities:

- i. Within a reasonable amount of time of receiving the grievance, the PBYHA Board President must inform the complainant in writing, via e-mail that they received the grievance.
- ii. Within a reasonable amount of time but not more than five (5) days of receiving the written grievance, the PBYHA Board President must send an electronic copy of the written grievance to all of the PBYHA Board Members assigned to the Grievance.
- iii. That a grievance has been filed and the dispute resolution process has been initiated.
- iv. The President shall keep this information private and confidential. Consultation with legal counsel shall be permissible so long as the consultation remains private and privileged.

e. PBYHA Board Actions:

- a. Investigation of Grievance:
 - i. Within a reasonable amount of time, but not more than five (5) days the PBYHA Board shall determine the suitability of the grievance for the Judicial Process. That is, whether it should be investigated, dealt with directly or summarily dismissed (closed/no further action taken).
 - ii. Within a reasonable amount of time after the initial decision is made, the PBYHA Board President shall notify the Complainant of the decision (investigation, informal handling or dismissed) and the reasons therefore.
 - iii. If the matter is determined it needs to be investigated, within a reasonable amount of time of making that decision, the PBYHA Board President must select one (1) member of the PBYHA Board to serve as the Judicial Panel Investigator/Fact Finder. The PBYHA Board President shall also notify additional members; Board Vice President and Director of Coaches, to participate in the hearing on the Grievance.

- iv. Within a reasonable amount of time but not more than ten (10) days, the investigator must have concluded the investigation and returned their findings to the PBYHA Board President.

In total, if the matter goes to a contested hearing, the panel must include the Board President, Vice President, and Director of Coaches. The Factfinder/Panel Member may also participate in the hearing as a voting member unless they believe that they could not be impartial. Regardless, the decision of the voting members must be unanimous to have a finding. If the vote is not unanimous the grievance is dismissed. In other words, only a unanimous vote would result in the grievance being substantiated.

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

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

f. Duties of the Investigator/Fact Finder

1. The Investigator/Fact Finder is responsible for communicating with all relevant people to the dispute, which includes but is not limited to:
 - a. Investigating the grievance,
 - b. Talking to the witnesses,
 - c. Talking to the complainant, and
 - d. Talking with the defendant
2. Time Frames:
 - a. The Investigator/Fact Finder shall execute their duties within a reasonable amount of time but not more than ten (10) days of the notice of their selection by the PBYHA Board President.

3. Investigative Hearing:

- a. After the Investigator/Fact Finder has executed their duties, the PBYHA Board Members will conduct a closed hearing. Not later than seven (7) days before the hearing date, the PBYHA Panel shall provide written notice to all interested parties of the time and place of the hearing, the way the hearing will be conducted, the grounds for any proposed suspensions, discipline or administrative action, the possible consequences of an adverse finding and the issues to be resolved by the panel.
- b. The PBYHA Board shall hold the hearing not later than twenty (20) days after the grievance submission unless a later date is agreed upon by the parties and approved by the Judicial Board or is required due to extenuating circumstances.

g. Hearing:

1. The complainant and the complaine may attend the closed hearing.
2. Each party may present facts to support their position using facts, examples, or supporting documentation.
3. Each party will be permitted to communicate directly to the PBYHA Board Panel at the hearing. The time allowed for testimony shall be determined by the Investigator/Fact Finder prior to the hearing and the parties will be notified accordingly. Each party shall be given the same amount of time to present their position and respond to questions from the PBYHA Board. This is done in an orderly fashion. A professional manner and with respect to conduct.
4. The Investigator/Fact Finder will strictly enforce the established time limits. Cross examination or questioning of the opposing party is not allowed. Parties must address the panel and respond to questions of the panel.
5. One or both parties may choose to not appear at the hearing. By not appearing at the hearing, a party does not concede any part, or the merits in general, of their case.
6. The PBYHA Board Panel shall make the final decision with a burden of proof. In order to impose a suspension or discipline, the panel must make a finding supported by a preponderance of the evidence (i.e., more likely true than not true) that the party violated an applicable rule.
7. The PBYHA Board Panel shall meet together, in private, and out of the presence of the complainant and the accused.
8. The PBYHA Board Panel must unanimously decide that a violation has occurred.
9. If there is no unanimous agreement, the grievance is dismissed.

10. The PBYHA Board Chairperson shall inform the complainant and the accused the results of the PBYHA Board's decision and the sanction imposed, if any. The PBYHA panel shall use reasonable effort to render its decision within three (3) business days of the completion of the hearing and deliver a written decision to the parties with five (5) business day of the completion. The written decision shall contain findings of material facts, conclusions, the order of the hearing panel and a statement of any right of appeal.
11. The PBYHA Board Judicial Chairperson shall maintain a file of the grievance, the Investigator/Fact Finder's notes, the PBYHA Board Panel's notes, and the Judicial Board's disposition documentation.
12. The PBYHA Board Judicial Chair shall notify the PBYHA President, and Executive Committee members in writing of the outcome of the hearing, the recommended sanctions, and the location of the documented file of the grievance. The Executive Board may ratify the Judicial Chair's recommendations or impose different sanctions but cannot overturn the findings that the Grievance was substantiated.

The Final decision requires Executive Board Approval.

VI. Enforcement

- a. The PBYHA President is solely responsible for enforcement of the Investigative Committee's sanction.
- b. The PBYHA President shall notify the appropriate individuals who need to know of the sanction and their responsibilities for enforcement.
- c. The PBYHA President, within three (3) business days of receipt of the findings and sanction shall notify the parties and discuss with them the procedure for enforcement and the limitations on their participation in PBYHA if applicable.

VII. Potential Sanctions

- a. Possible sanctions shall include, but not be limited to, the following:
 - i. Written warning and/or reprimand;
 - ii. Assignment of restorative acts (apology, etc.);
 - iii. Suspension from PBYHA events;
 - iv. Removal from PBYHA team; and/or
 - v. Any other sanction unanimously deemed reasonable and necessary by the Judicial Chair and PBYHA Board.
- b. Any sanctions will be issued at the complete discretion of the Judicial Chair and PBYHA Board.

- c. The Board Panel may extend and modify the sanctions as necessary to include other PBYHA Members to prevent any indirect circumvention of the sanction by the affected Parties.

G. FUNDRAISING

All fundraising activities must align with the overall mission statement of PBYHA and therefore must go through an approval process. Participation in fundraising is encouraged but is not required. All team fundraising proceeds must be deposited into the PBYHA bank account for adherence to nonprofit tax status. All fundraising benefits the entire PBYHA and the PBYHA Board of Directors shall make all final decisions on the allocation of the fundraising dollars. Each team will plan and implement a fundraiser each season outside of Bulls games. Fundraiser must be presented to board by team manager and approved by the board.

V. HOCKEY OPERATIONS

A. MOVE-UP / PLAYING UP

Players asked to play on more than one team (their age level and the level above their level) can try out for the next level of hockey without Board approval. Players will never be forced to move up to the next level. The board, Director of Coaches and the relevant Coaches will make the decisions regarding players moving up and/or playing up based on the youth participant's ability. Any player wishing to try out for a higher age group that has not been asked by The Director of Coaches to try-out to move up must:

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

B. SELECTION OF COACHES / PROCESS

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

COACHES WILL:

- Place the emotional/physical well-being of players ahead of any personal desire to win. To make players' safety a priority.
- Treat each player as an individual and be as impartial as possible.
- Use commonly known first aid principles to treat minor injuries of players. In the case of major injuries or emergencies, to refer a player to professional or emergency medical treatment.
- Organize practices that are both fun and challenging for players.
- Use proper coaching techniques for each of the skills pursuant to the coaches current and required training. Coaches remember that they are a youth coach, and practices and games are for the players, not the parents or other involved adults.
- Attempt to attend all practices and games and if unable to attend, communicate with the other coach(es) to ensure an organized practice plan will be implemented.
- To attend the PBYHA Coaches' Season Introduction meeting annually.
- To be sober and drug-free at all practices, games and other PBYHA events.
- To indemnify, and hold harmless, the PBYHA from all liability, claims, liens, demands, fines, loses, expenses, costs (including reasonable attorneys and expert fees and costs) and causes of action whatsoever (brought by any person or entity) arising out of or related to this Agreement or as the role as a hockey coach.

C. USA HOCKEY INSURANCE

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

board Registrar as part of their registration paperwork for the upcoming season. USA Hockey registration is a requirement for participation in PBYHA programs.

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

D. PLAYER RELEASE

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

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

VI. PLAYER AGREEMENT, CODE OF CONDUCT, AND POLICIES

A. CODE OF CONDUCT

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

- No swearing or abusive language on the bench, in the rink, or at any team function.
- No lashing out at any official. Coaching staff will manage all matters pertaining to officiating.
- Anyone who receives a penalty will skate directly to the penalty box.
- Fighting will not be tolerated. Fighting will result in intervention through the grievance process(es).
- Drinking, smoking, chewing of tobacco, or use of illegal substances at any team function by a player is not tolerated and can result in an intervention through the grievance process(es).
- Players will conduct themselves in a respectful manner in all facilities (ice rink, hotels, restaurants, etc.), and during all team functions.

- PBYHA follows and stands by USA/CO SafeSport Policy.
- The violation of any of the above rules may be subject to further disciplinary action. If a player is removed, there is no refund of fees.

In addition to the development of the hockey players and enjoyment of the sport of hockey, the safety and protection of participants are central to PBYHA goals. PBYHA adheres to USA Hockey's SafeSport Program to help protect its participants from physical abuse, sexual abuse, and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, PBYHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

B. LOCKER ROOM POLICY

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

LOCKER ROOM MONITORING

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

LOCKER ROOM BEHAVIOR

Players should always behave in a respectful manner. Violation of locker room policy may lead to an intervention through the grievance process(es). Stickhandling, passing of any type, or tape ball is prohibited. There will be no tolerance of fighting, throwing of ice shavings, tape, equipment, etc. All trash must be placed in the trash cans. Conversation should be kept to comfortable levels (no screaming or yelling). Never touch equipment, clothing, or other items that belong to others.

PARENTS IN LOCKER ROOMS

If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, parents must let the coach know beforehand that he or she will be helping the player and get clearance from the coach or team manager. Parents are encouraged to teach their players as young as possible how to get dressed. In circumstances

where parents are permitted in the locker room, coaches are permitted to ask the parents to leave before the game and to wait after the game so the coaches may address the players. As players get older, the coach may, in his or her discretion, prohibit parents from a locker room.

C. MIXED GENDER TEAMS

Some teams consist of both male and female players. It is important that the privacy rights of all players are given consideration and appropriate arrangements. Where possible, PBYHA will have male and female players dress/undress in separate locker rooms and convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, the players will take turns using the locker room to change. These arrangements may require players to arrive early or leave late, however this is the most reasonable way to accommodate and respect all players.

D. PARENT/COACH 24-HOUR RULE

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

E. CELL PHONES AND RECORDING DEVICES

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

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

F. PROHIBITED CONDUCT AND REPORTING

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

ADDITIONAL PARENT AGREEMENTS INCLUDE

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

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

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

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

Player Name: _____

DOB: _____

Player Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

G. BOARD OF DIRECTORS CODE OF CONDUCT

PURPOSE

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

GENERAL STANDARDS OF CONDUCT

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

AUTHORITY TO ACT

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

ACCOUNTABILITY

Each board member is expected to attend scheduled meetings regularly, to participate in the meetings with opinions and ideas and to recognize and respect the opinions and ideas of other board members as diversity in thought is necessary for a healthy functioning board. It is the responsibility of each board member to hold him/herself accountable in additions to holding each other accountable in accordance with the conduct code.

INFORMED DECISION MAKING

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

OFFICIAL SPOKESPERSON

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

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

Name _____

Board Position _____

Board Members Signature _____ Date _____

President’s Signature _____ Date _____

PUEBLO BULLS YOUTH HOCKEY ASSOCIATION GRIEVANCE FORM

PERSONAL INFORMATION

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

EVENT IN QUESTION

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

SPECIFIC RULE

VIOLATED: _____

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

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

Witnesses: _____ Team/Level: _____

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

PUEBLO BULLS YOUTH HOCKEY ASSOCIATION GRIEVANCE FORM

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

___Yes ___No

If not, why not?

If so, what was the Level Coordinator response?

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

Signature

Date

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