

Garden City Hockey Association Policies & Procedures

Players and Rostering

- Section 1.** Any youth residing in the City of Garden City or returning players from a different city that played the previous season at GCHA will be placed on a team in order of registration, so long as they make their application by August 1.
- Section 2** After all Garden City residents and returning players from the previous season have been placed on a team, all new incoming players will be placed on a team according to MAHA rules for player placement if spaces are available.
- Section 3.** All new players with a sibling already established with the Association will be considered a returning player, not a new player.
- Section 4.** All youths must abide by the rules governing players conduct as set forth by the Board of Directors, USA Hockey and MAHA.
- Section 5.** All GCHA teams shall consist of an appropriate number of players for financial stability and will meet all MAHA requirements. A Team shall consist of a minimum of between twelve (12) and maximum of twenty (20) players unless waived by the Board. A team consisting of 20 players can only have a maximum of 18 skaters per MAHA requirements. The register will inform head coach and manager of incoming player registrations and counts for each team. Players who register after the team is deemed full will be placed on a waiting list. When registration reaches 24 or more players the team will split.
- Section 6.** All players must register for their appropriate age division. Any player desiring to play in a division above their appropriate age division must submit a written request to the GCHA Board of Directors seeking approval to change divisions. Request must be approved by the head coach of the team player is requesting to move to.
- Section 7.** All trophies and awards will comply with the Amateur standing status as defined by MAHA Rules and Regulations.

Duties of the Directors and Coordinators

Directors and Coordinators are expected to chair or sit on various committees including helping with the Day-to-Day running of the Association at the request of the Executive Board Members.

Section 1: Registrar

The duties of the registrar shall include, but not be limited to the following:

1. Create and maintain an active membership list within USA Hockey's online Registry..
2. Overseeing the completion of necessary registration documentation for players, coaches and team members.
3. Create and manage team rosters within USA Hockey's online Registry; including the management of compulsory documentation for participants, coaches and volunteers including SafeSport Training, Coaching Education Program (CEP) and Background screenings.

4. Ensure that rosters meet Affiliate, District and USA Hockey registration and composition requirements.

6. Communicate to association coaches their certification requirements.

7. Complete and submit documents and reports as required or requested.

8. And such other duties as may be specifically assigned by the President or the Board of Directors.

Section 2: 8U Growth Coordinator

1. Acquire and retain youth hockey players in the 4 to 8 year old age group

2. Coordinate programs and initiatives to complete the 2 and 2 Challenge

3. Point of contact between the board and USA Hockey's Program Services department

4. Have a presence at community activities

5. Communicate with parents to maximize program development and satisfaction

6. Coordinate loaner equipment availability

7. Recruit volunteers to assist with growth initiatives

8. Support the implementation of age-appropriate programming and the American Development Model (ADM)

9. Maintain focus on, and an understanding of, the growth of the association

10. Facilitate the Learn to Play Program

11. Collect all Birth Certificates prior to on ice participation and forward to registrar

Section 3: Safe Sport Coordinator

1. Be (or become) familiar with the U.S. Center for SafeSport, and the reporting obligations to the Center

2. Take calls and respond to verbal and written reports from members or others regarding allegations of misconduct.

3. Communicate to all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals, and final resolutions.

4. Track and maintain a filing system for the program's SafeSport Reports, investigations and outcomes following investigations, hearings or appeals.

5. Communicate effectively and efficiently with members and volunteers via telephone and/or e-mail.

6. Coordinate, oversee and monitor status of background screening program for coaches, officials and volunteers.

7. Be a resource for Affiliate and local programs on how to create and foster a positive SafeSport culture.

8. Work to educate participants and parents about the SafeSport Program.

9. Understand the complaint reporting procedures and structure within USA Hockey.

10. Other duties assigned by the President or the Board of Directors.

Section 4: Hockey Development Coordinator

The duties of the Hockey Development Coordinator shall include, but not be limited to the following:

1. Ensure compliance with USA Hockey certification levels.

2. Communicate with the District and USA Hockey on all issues related to coaching at the association level.

3. Oversee the recruitment, selection, training, evaluation and discipline of the coaches.

4. Represent the Association at all District 2 and/or MAHA regularly scheduled meeting

5. Facilitate house coaches' evaluations for review by the Board of Directors.

6. And such other duties assigned by the President or the Board of Directors.

7. Coach, coordinate and manage the Learn to Play Program.

8. Attend practices with teams and coordinate with the coaches' practice-planning curriculum as needed.

9. Organize and develop workshop clinics for players.

10. Other duties assigned by the President or the Board of Directors.

Liabilities and Obligations

Section 1. No member or group of members will conduct or incur obligations in the name of the Association nor will this Association be liable for engagements or purchases except as authorized by the Board of Directors. On a team, any expenses over \$50.00 must be voted on by the parents of the team, one vote per player, and the majority rules. No member or group of members will be allowed to have any fundraising to be done on their own under the GCHA banner. All monies from any team player/parent must be paid to GCHA and not in any private or personal account for any reason.

Section 2. Any player/parent who at any point during the season requests a release from their team or the Association, must submit their request in writing to the Head Coach and the GCHA board. Requests will be granted when the team and the GCHA board have determined that all financial obligations have been met. All players/parents must adhere to the contract of payment if a player leaves the team at any time during the season. There will be no refunds for monies already paid to the team or to GCHA. It is understood that the player will not be eligible to skate on any ice that has been paid for once player is released. Any request for exception to this rule must be made in writing and submitted to the GCHA board and will be voted on by the board.

Compensation

Section 1. No person(s) associated with GCHA shall receive compensation or a monetary reward for services rendered to this Association, i.e. Board Members Coaches, Managers, Parents, Players, etc that have not been previously approved by the Board of Directors. Approval of compensation matters must be voted on yearly. Board Members, directors, coordinators may be reimbursed for expenses occurred for the Association. This must be approved by the Board of Directors.

Political Activities

Section 1. This Association shall not be used in any way for political purposes, nor shall it actively participate in the political candidacy of any person or group of people.

Code of Conduct

- Section 1. All Officers, Board Members, Committee Chairpersons, Coaches, family members, and players will conduct themselves in a professional and courteous fashion. At no time will anyone tarnish the reputation of the City of Garden City, the Association, or their team. All members of the Association will conduct themselves in a proper, orderly, and sportsman like fashion and will do nothing detrimental to the reputation of the City of Garden City, the Association, team or the sport of hockey. If you are in violation of this rule, the Board of Directors has the right to enforce the Constitution Section titled Eligibility of Membership.
- Section 2. Sexual Abuse - GCHA supports and adopts the sexual abuse policy as set forth in the USA Guide. There shall be no sexual abuse of any minor participant involved in the GCHA program by any coach, assistant coach, director, manager, other volunteer, parent or guardian, or any other member. Upon proof of any violation hereof, the violator will be permanently banned from GCHA.
- Section 3. Physical Abuse – It is the policy of GCHA that there shall be no physical abuse of any participant involved in the association’s programs by any coach, assistant coach, director, manager, other volunteer, parent or guardian or other member. Physical abuse shall be defined as set forth in the USA Guide. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill.
- Section 4. Equal Opportunity – GCHA shall provide an equal competitive opportunity, considering ability, physical size or other athletic criteria, to amateur athletes, coaches, trainers, managers, administration and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex or national origin.
- Section 5. Zero Tolerance – GCHA supports and will enforce the zero tolerance rules adopted by USA Hockey in the USA Hockey Guide. Inappropriate and/or disruptive behavior by any parent/spectator before, during, or after any sanctioned event will not be tolerated. Obscene or vulgar language, taunting of players, coaches, officials, or other spectators will not be tolerated. Threats of physical violence or physical violence will not be tolerated.
- Section 6. Media: no photographic equipment of any kind will be allowed in any locker room. Taking pictures in the locker rooms is in direct violation of MAHA rules. No calling out, on social media, in reference to bullying, will be tolerated.

Background Checks

Section 1. All Board Members, Head Coaches, Assistant Coaches, Managers, and any individual who will be in the locker room with the skaters are required to fill out the criminal background check form located on the MAHA website.

Coaching Selection Policy

- Section 1. Head coaches will be determined based on the recommendation of the Hockey Development Coordinator and approved by the board of Directors.
- Section 2. All persons who wish to become a GCHA Coach shall present his/her application to the Hockey Development Coordinator on the prescribed date as set by the Association's Board Members. The Hockey Development Coordinator must forward all applications to board members for final approval prior to the selection deadline or upon board review.
- Section 3. Any perspective coach must be available for an interview upon request.

Ice Fees

- Section 1. Ice fees will be determined by the Garden City Hockey Association.
- Section 2. Each team shall have one treasurer who will collect ice fee for each month from their respective team. These fees will be paid to GCHA upon due date provided by the association Treasurer. Fees will be paid to GCHA via check from the team account or electronic funds transfer.
- Section 3. Financial reports will be mandatory. A copy will be emailed to the treasurer, president and all team members each month.
- Section 4. No cash will be accepted as payment for ice fees. The preferred method of payment is check, money order or credit card.
- Section 5. The President will work in conjunction with coaches and rink manager for scheduling ice times for teams. All ice schedules must be done through the president, not the rink manager directly. The Treasurer receives a copy of Master Schedule. The Treasurer must be notified of any trading of ice time between teams. Ice time set for teams per week are as follows: House, mini-mite/mites 3 hours maximum, squirt 4 hours maximum, pee wee 4-5 hours maximum, bantam, 5-6 hours maximum, midget and midget bb 5-7 hours maximum. Any exceptions must be approved by the Executive Board. Each team will be assigned regular ice hours for which it will be the team's responsibility for payment
- Section 6. Should a team dispose of any assigned ice, it is that team's responsibility to keep accurate documentation of those transactions; however, payment of any disposed ice will remain the responsibility of the team assigned by the Association to that ice. Posting GCHA ice for sale on the Association Bulletin Board, Social Media, GCHA Website and other online sources are all acceptable methods used to sell scheduled ice time. Should you not be able to sell you unused ice, the fee for that ice is the responsibility of the team. You may trade your ice only with teams within our Association.
- Section 7. Any player who previously skated for another association and has an outstanding debt with said hockey association shall be denied entry into GCHA until said debt is paid in full. If the player is already skating for GCHA when the board is informed of the debt, said skater shall be suspended with his/her financial obligations to GCHA still in force until said debt is paid or payment arrangements are made (a letter from the previous association is required). Any player owing money to GCHA or another association shall be denied the right to skate for GCHA until said debt is paid or payment arrangement is agreed upon between the owed and the hockey organization. Other hockey associations may be informed of an unpaid debt in order to protect them from incurring similar liabilities.

Even Play-Time

- Section 1. All house level coaches shall allow for even play-time for all team members as much as possible. If a skater is injured or there has been a disciplinary problem, ice time may be adjusted. It is understood that in playoff and tournament situations the coaching staff shall use their discretion in regards to the skater's ice time, but fair play should remain the focus. The focus of development of a house hockey program must always be practiced.

Travel Team Policy

- Section 1. Any travel team who wishes to join GCHA must undergo a vetting process before being approved by the board of directors.
- Section 2. All coaches must submit a coaching application and be available for interviews. Head Coach or Manager must submit a team application.
- Section 3. All Travel teams must agree to the following:
- a) Team must carry Garden City within the team name
 - i) May utilize a unique team name and logo with prior board approval
 - b) Team will follow all GCHA By-Laws, Policies and Procedures
 - c) Team will participate in GCHA functions
 - d) Team will not hold any funds in a private account
 - e) House program will have preference of ice time

Fundraisers

- Section 1. All team and association fundraisers are to be approved by the Board of Directors prior to the time the fundraiser takes place.
- Section 3. Individual team fundraisers are to be discussed and determined by majority vote of each individual team. Players have the option as to their participation. The amount raised by participating team members will be divided among those who participated in the fundraiser. Managers and Treasurers are advised to retain documentation regarding their fundraisers should the Board need to review such.

Equipment and Uniforms

- Section 1. All GCHA teams will play under a determined logo. Logo's may vary by division.
- Section 2. Teams that choose a 3rd set of jerseys must have them approved by the Board of Directors and they must carry the name of the Association. This expense is the team's responsibility and must be voted on by the team parents.
- Section 3. Uniforms and distribution of uniforms will be decided by the Equipment Director.
- Section 4. A uniform contract must be signed before uniform is assigned.

Volunteer Requirement

- Section 1. It is mandatory for all GCHA members to contribute volunteer time to the association/team.
- Section 2. Each family will be responsible for completing 3 volunteer hours per season. A \$30 fee will be collected at the beginning of the season which will be refunded or applied to player's ice bill upon completion of the hours. The monies will be distributed the following month when ice bills are due. If you choose not to volunteer the \$30 will remain with GCHA.
- Section 3. The following persons are exempt from the \$30 volunteer fee: Board Members, Coaches, Score Keepers, Time Keepers, Team Managers, Team Treasurers, Locker Room Monitors & Team Committee Members. The time commitments these positions require far exceeds the 3 hours mandatory volunteer requirement.
- Section 4. Team treasurers will collect \$30 from members with the 1st ice bill of the season. Team managers /treasurers will keep a log of volunteer hours worked and credits issued. At the end of the season any remaining volunteer money will be transferred to the GCHA main account.
- Section 5. Volunteer hours can be completed by volunteering for association sponsored events or volunteering for team related events.

Garden City Hockey Association Draft Rules

A. Player Protection:

1. The head coach can protect one (1) player from the draft list. This player must be taken as first player in the round that he or she rated in.

B. Order of Draft Rotation:

1. The order of the draft rotation shall be determined by a flip of a coin. Should MAHA regulations preclude use of this procedure, the Association may seek an exception to the MAHA regulations. If the exception is not sought or if the exception is denied, then the MAHA regulation shall apply

C. Draft Categories:

1. Players are selected from a list from which players rated and will be selected by rounds. No team will select over the number of second year players allowed by the MAHA .
2. If the total number of second year players registered for the draft is equal to or greater than the number of first year players, they will be divided equally between the two teams (the term second year player shall refer to any playing in their last year of eligibility in the division).
3. All players registered (first year and second year) shall be drafted to teams until all registered players have been selected or the team has reach it's max number of players allowed.
4. No team shall exceed the number of out of district players in accordance with the MAHA rule covering this issue.
5. When a player with a sibling in the same draft is selected, the sibling(s) will automatically be assigned to the same team when the round they rated in comes up. The only exception that will apply is when a parent submits written notification to the Board indicating that they want their children to play for different teams.

6. Goalies are to be rated separately. If a goalie is a drafted player and if he/she is rated number one (1) over all goalies, he/she carries that rating over to the regular player draft, (example: the number one rated goalie would be in the first round of the regular player draft. The number two rated goalie would be in the second round, etc).

7. At said draft no less than the President of GCHA, head coaches of concerning teams should be present. A MAHA district representative will be asked to be present.

D. Players Registered After the Draft

1. Players registered after the draft but before December 31st, shall be assigned one at a time according to the draft rotation to the team with the fewest skaters (goalies shall not be included in the team count unless the new skater is a goalie), but shall not exceed the second year player and out of district rules set by MAHA. It is the intent of these rules that players should be assigned to teams in a fair and equitable manner. The Board of Directors shall therefore hold a player until a hearing can be scheduled if it is believed that a player is attempting to use a late registration to circumvent the intent of these rules. The Board of Directors may take whatever action it deems appropriate including a rejection of the player's registration.

2. A player released by a rostered travel team who wishes to play for a house team will be placed on a team according to the draft rotation. This will be done in accordance with MAHA regulations so not to violate second year or out of district requirements.

3. The Board of Directors may deny the registration of a player who skated with this Association the previous fall season if upon the request of his/her parent, a portion of the player's original early registration fee was refunded and/or the skater did not participate in the rate skate this rule will prevent the skaters from trying to reenter the Association without being rated. It will also stop any skater from reentering the Association because the player is aware that he/she will now, because of the draft rotation, be able to play with a specific team. It is not the intent of this rule to take away the opportunity to skate for a player but to stop parents and players from attempting to circumvent the rules herein.

