



# **Grand Junction Hockey Club Grand Junction River Hawks Handbook**

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## **Grand Junction Hockey Club ("GJHC") Mission Statement**

Grand Junction Hockey Club strives to be the "club" where all players have fun in a positive, energetic and safe environment while developing skills, integrity and values that these athletes can use on the ice in everyday life situations.

## **GJHC Philosophy**

The goal of this club is to unite the Grand Valley with all areas of Colorado by giving all of its athletes an opportunity to grow as players and individuals. GJHC players will grow through the guidance of a unified professional coaching staff, parent involvement and teammates. GJHC's commitment extends beyond the ice to our community in which we live and play. Developing social responsibility is an integral part of our club. All players will participate in volunteer activities individually, with their team, and with the entire association. GJHC will adhere to the USA Hockey Zero Tolerance policy.

## **Player Code of Conduct**

As a GJHC player, I agree to the following:

1. Never argue with an official's decision while you are on or off the ice;
2. Treat your teammates, opponents, coaches, officials, parents and other fans with respect;
3. No bullying of your teammates, opponents, coaches, officials, parents or other fans;
4. No use of abusive language and/or actions or gestures;
5. Be on time to all practices and games;
6. Be ready to work hard to improve my skills, ability and effort;
7. Be a good teammate. I will support and appreciate the contribution each player makes to the team;
8. Conduct myself in a manner befitting a GJHC player on and off the ice. This includes all social networks, email or text messaging. Inappropriate posts and messaging while a GJHC player will be grounds for disciplinary action and potential suspension;
9. Learn teamwork, sportsmanship and discipline. Always be a good sport and set a good example for everyone;
10. Respect the rink on home ice or away ice;
11. Dress appropriately for all games;

12. Attendance is expected at all practices and games. If you are to be absent have a parent notify your coach by phone, email or text immediately;

13. Respect the game of hockey. Play for all players is at the discretion of the coach for all practices and games.

Any player who exhibits play warranted as cheap, dirty, illegal or violent will be removed immediately from the ice and may result in disciplinary action as the coach (es) see fit; including suspension or expulsion from GJHC. GJHC will not tolerate inappropriate or potentially harmful behavior. Should a player be suspended or expelled from the GJHC no fees will be refunded.

### **Parent Code of Conduct**

As a GJHC parent, I agree to the following:

1. Do not embarrass your child by yelling at players, coaches, officials or other parents;
2. Do not force your child to participate in sports, but support their desires to play;
3. Encourage your child to play by the rules. Athletes learn from examples;
4. Emphasize skill development and practices and how they will benefit your player;
5. Know and study the rules of the game and competition; support the official's on and off the ice;
6. Never yell at or physically abuse your child after a game or practice;
7. Read and acknowledge the USA Hockey's, CAHAs and SafeSport programs;
8. Set an example for your child by being a good teammate yourself;
9. Do not talk about other players while on the bleachers, standing in open areas or in front of your player;
10. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, physical violence or threat of violence will be cause for suspension/expulsion of the parent;
11. Throwing any object at a spectator, player, official, on the ice or towards the bench is Prohibited;
12. Do not encourage dirty, cheap, illegal play of your player;
13. Recognize the importance of coaches, team managers and their role in the development of your child and the program; Communicate with them and support them;
14. Attendance is expected at all practices and games. If your child is to be absent notify your coach by phone, email or text immediately;

15. Parents as part of the membership are subject to fines and/or suspensions for violations of USA Hockey or CAHA Policies;

16. Enjoy the game of hockey and get involved and volunteer!!

Failure to abide by the GJHC Parent Code of Conduct and/or Parent Handbook may result in disciplinary action, including the suspension or expulsion of your player. GJHC will not tolerate inappropriate or potentially harmful behavior. Should a parent be suspended or expelled from the GJHC no fees will be refunded.

### **Parent-Coach 24-Hour Rule**

Parents may not approach coaches to voice complaints or displeasure with coaching decisions immediately preceding or following a game or practice. Parents must arrange a meeting through the team manager to meet with the coach. At the meeting, all questions and concerns will be addressed by the coach in an effort to move towards a resolution. Individuals in violation of this policy will be contacted by the Team Manager or the GJHC Board.

### **Attendance**

GJHC's priority is to enhance the hockey and player experience. As such, players may be required to attend meetings, dryland sessions, other games, etc. throughout each season. Therefore, please make plans with your player to attend these additional requirements as determined by your players coach. We understand that families may incur circumstances that will prevent them from attending some functions. Please contact your coach directly with any issues.

### **Communication**

Each GJHC Hockey player and his/her parents have provided personal contact information to GJHC for the sole purpose of direct contact by GJHC or a team manager or coach. GJHC will not release contact information to other parties. Should parents independently decide to exchange contact information that will be at their sole discretion. The use of player/parent email addresses as a platform to express grievances will not be tolerated.

### **Behavior**

GJHC has a zero tolerance policy with regard to creating dissention among the team or parents. Wearing a River Hawk jersey is a privilege. Players or parents with any

issues are asked to speak directly to your team manager, coach, or GJHC Board representative.

### **Coaching Conflicts**

Due to the unique nature of GJHC's coaching philosophy and style, all coaches play an integral role in the development of all teams and, as such, coaches other than your Head Coach may periodically participate in your practice or games. In addition, some of our coaches head more than one team, and all have full time jobs. Therefore, scheduling conflicts may occur, but a qualified GJHC coach will always be on the bench with your player.

### **Tryouts and Membership**

There may be tryouts on the date that is set by CAHA, for travel programs to host their Squirt, Peewee, Bantam and Midget tryouts. This is regulated by CAHA and enforcement per bylaws. Any tryout dates will be updated as soon as the information is known.

### **GJHC Season Ice Fees**

The season ice fee prices are set by the River City Sportplex. These prices have been negotiated by the GJHC board and the River City Sportplex.

### **Jersey Fees**

Jersey fees are set for each season based on the price issued by a chosen vendor to purchase the home and away jersey and socks, practice jerseys and socks for your player.

### **Professional Coaching**

If you are seeking one-on-one professional coaching for your player, please see your player's coach for possible options. GJHC does not pay or arrange one-on-one coaching for your player. All coaches are volunteers to the organization. At the discretion of the GJHC board, coaches may be reimbursed for their travel expenses, coach certification classes, coaching time for practices/games or attire.

Registration Fees and Season ice fees are calculated based on a minimum player roster.

GJHC will make adjustments to the ice schedule to meet the estimated budget.

Should there be any shortage in ice fees caused by the team rostering fewer than the required number of players to meet the estimated budget, additional funds may be needed from each player at the end of the season.

### **Costs not included in the Season Ice Fees**

The following costs are not included in any of the fees stated above – player (and parent) travel expenses for out-of-town games or tournaments, additional practice ice time and tournament fees associated with advancement beyond the initial round of regional or state playoffs, and all hockey equipment not specifically listed as included with the Season Ice Fees.

### **Players Team**

All Players will play on the team according to the USA hockey birth year guidelines and will be placed on the appropriate team. No player will play up without an evaluation and approval of Grand Junction Hockey Club Board and Grand Junction Hockey Director.

### **Registration Fees**

All fees will be paid through SportsEngine direct with a credit or debit card. NO fees can be paid in cash or check.

### **All other Fees**

All other fees that include jersey fees, donations, fundraising, etc. can be paid through cash, Cashier's Check, money order, or personal check. Should you write or deliver a check through a fundraiser or donation that is returned you will be charged a \$35.00 return check fee to be paid through cash or money order.

### **No Pay, No Play Policy**

If it is determined that on-time payment has not been made by a GJHC player; the NO PAY, NO PLAY POLICY takes effect and the delinquent family will be notified. Payment must be received by the player's next scheduled ice slot, or the player will not be allowed to skate until the bill is brought current. In addition, GJHC fully supports and participates in the Colorado Amateur Hockey Association state rule, any player who has an outstanding balance with a CAHA Association, cannot be registered and rostered on another CAHA team until the outstanding balance is paid.

## **Player Release**

Players are obligated to play the season they are registered for; however, if a player wishes to terminate the season early a written notification to the head coach is expected at least 14 days prior to the players last day of play. As stated below, there will be no refund of any tuition paid or fees due unless the players release is medical and a physician's note is accompanied with the request for release.

## **GJHC Refund Policy**

Generally, all GJHC fees and deposits are non-refundable and non-transferable. However, GJHC refunds of season ice fees may be available in the event a player sustains a season ending injury that prevents participation. The fees will be prorated based on the length of recuperation by the GJHC Treasurer. Injury refund/waiver requests must be made in writing and include a physician's note with an estimated medical release date. The GJHC Board has up to 90 days from receipt of the request to render a decision and issue any applicable refund. The decision of the GJHC Board is final. If the GJHC Board grants a refund/waiver, a doctor's release will be required before the player will be allowed to participate in team activities. NOTE: A non-paying player, for whatever reason, is not guaranteed a position on the team roster and may be replaced by a paying player as deemed necessary by the coach. A player receiving a refund of fees due to injury will be considered a non-paying player.

## **USA Hockey Registration and Insurance**

USA Hockey has now implemented the Individual Membership Registration process on-line. GJHC members are now responsible for their own USA Hockey registration. Players register with USA Hockey by visiting [www.usahockey.com](http://www.usahockey.com) and clicking on "on-line registration." Registrations are effective for one year upon registration. Upon registering, members will then need to provide a copy of their USA Hockey confirmation to the GJHC Secretary to complete their registration process. Once registered, this program provides accident insurance for covered medical expenses of members in excess of their personal or group medical insurance. Please be sure to report all hockey related incidents that require outside medical attention to the GJHC Board immediately. The Board must be kept informed of all serious injuries. All member coaches and players shall be registered with USA Hockey and CAHA.

## Travel

All tournaments are subject to change and cancellation. GJHC Hockey is not responsible for the cancellation of published tournaments, or the dissolution of divisions within tournaments. GJHC will not be held financially responsible for any costs incurred, travel or otherwise, due to cancellation of tournaments or changes in their terms.

No GJHC player or parent is authorized to contact tournaments/Game officials, tournament directors, or representatives thereof directly for any reason. Failure to abide by this request may result in disciplinary action.

GJHC players are expected to arrive at least one hour before play begins and are expected to remain available to play until the tournament is completed. Due to the ever changing nature of travel hockey and tournaments, no schedules published by any tournament / game play, should be considered final. GJHC is in constant contact with tournament officials and league officials and may be, at any time, in negotiations that will change the schedule. Once the change has been received confirmation from the tournament, league, your team manager or coach will send out the updated Schedule. Please note that regardless of tireless efforts to confirm that the information is updated and accurate, tournaments reserve the right to alter game schedules even the day play is to begin.

The priority is hockey and the player experience. Sometimes plans are being made up until the last minute. Although GJHC will provide information on departure and return dates and times in a timely manner, please do not anticipate tournament itineraries to be released prior to the week of play. Itineraries may be released as late as the day before departure. For tournament play only, league and non-league games will be scheduled before season play begins.

Some tournaments are "Stay to Play" tournaments. This means that each tournament will provide hotel booking instructions. Any attempt to circumvent these procedures (booking directly with hotel or on search engines such as travelocity.com, etc.) may result in the expulsion of your team from the tournament. Please do not rely on hearsay from fellow parents regarding tournament and hotel information, please rely on your team manager or coaches directives.

If the tournament is not a "Stay to Play" tournament, hotel information will be provided by your team manager for a discounted fee. You are welcome to seek other alternatives for your player and family. Hotel booking instructions will vary by tournament and will be forwarded as soon as received.



If any team is traveling out of Colorado for tournament play, in either a sanctioned / non-sanctioned invitation tournament, GJHC will release all hotel information as stated above. It is the parents of players responsibility to book hotel room(s) in the time frame given.

### **Hockey Operations Committee**

The Hockey Operations Committee is comprised of the GJHC Board and GJHC Hockey Director. The GJHC Hockey Director will ensure that all teams associated with GJHC are registered with USA Hockey and CAHA. At least one parent will register with CAHA/Avs Cares Program each season. This is in support of the SafeSport Program. The GJHC Hockey Director will ensure each Coach, Manager, and Board Member that has contact with players to register Online with CAHA each season and provide a confirmation copy to the Association.

The Hockey Operations Committee will enforce all USA Hockey rules and CAHA/GJHC regulations as they apply to GJHC players, coaches and parents. The committee will be informed of all game and gross misconduct, as well as major and match penalties by the CAHA disciplinary committee who is responsible for assessing the minimum USA Hockey suspensions and also has full power to impose further suspensions. In instances involving a game misconduct, the GJHC Committee will review the incident and inform the player or coach that they received a game misconduct and according to USA Hockey, must sit the following game. The committee may also assess additional penalties for a game misconduct. For all incidents involving a gross, major or match penalty, according to USA Hockey and CAHA policy and procedures, the said player or coach is automatically suspended for 30 days or until a mandatory hearing by the CAHA disciplinary Committee is held and a decision is made. If circumstances prevent the committee from meeting within 30 days, according to USA Hockey, said player or coach shall be suspended until the 30 days expires or a ruling by the proper authorities is assessed. The Hockey Operations Committee also has the power to impose sanctions and/or expulsion from GJHC Hockey for any rule violations by a player, coach or parent.

### **River City Sportplex Rink Rules and Regulations**

The game of hockey provides much excitement and enthusiasm at the ice rink. Players, parents and all other spectators are reminded that the River City Sportplex is the current GJHC home rink and should be treated accordingly. The following

rules and regulations must be adhered to at all times by GJHC members. GJHC rents ice time from the River City Sportplex. Please be respectful to their property and our home ice arena. If you see any issues or vandalism please report to a River City Sportplex employee.

### **Billeting**

GJHC will not be billet any players.

### **Conflict of Interest**

GJHC shall follow CAHA's Conflict of Interest Policy as stated below.

A. "Conflict of Interest" exists when a Responsible Person is called upon by the President to act on a transaction to which CAHA would be a party, where the Responsible Person's actions or relationships present the potential for improper personal gain or advantage, or an adverse effect on the interests of CAHA.

B. USA Hockey, Inc. Although it is impossible to list every circumstance giving rise to a Conflict of Interest, the following will serve as a guide to the types of transactions and relationships that create Conflicts of Interest. "Class A" Conflicts of Interest relate to transactions in which a Responsible Person has a direct conflict of interest. "Class B" Conflicts of Interest involve relationships or transactions that create indirect conflicts of interest.

C. Class A Conflict of Interest 1. A transaction between USA Hockey, Inc. and a Responsible Person or Family Member. 2. A transaction between USA Hockey, Inc. and an entity (other than a Related Organization) or individual in or of which a Responsible Person or Family Member has a material financial interest or is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

D. Class B Conflict of Interest 1. A Responsible Person's actions or involvement competing with USA Hockey, Inc., or a Related Organization in the rendering of services or in any other transaction with a third party. 2. A Responsible Person having a material financial interest in an entity or individual that competes with USA Hockey, Inc. or a Related Organization in the provision of services or in any other transaction with a third party. 3. A Responsible Person accepting gifts, excessive entertainment or other favors from any individual or entity that does, or is seeking to do, business with U Related Organization, under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in his or her duties to this corporation. This does

not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of this corporation or a Related Organization.

### **Whistle Blowing Policy**

GJHC shall follow CAHA's Whistle Blowing Policy as stated below.

A. A whistleblower as defined by this policy is a CAHA member, volunteer, executive committee member, or board member of CAHA 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.

B. 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.

C. 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 CAHA Treasurer and President who are responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseline allegation. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension.

D. Whistleblower protections are to cover two important areas: confidentiality and retaliation. Insofar 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 of 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 CAHA Treasurer and President immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

E. Members or volunteer with any questions regarding this policy should contact the CAHA President.

## **Volunteer Positions**

For parents wanting to be directly involved, there are numerous volunteer positions available each season. Those interested in any of the following should contact the GJHC Board at [gjhockeyclub@gmail.com](mailto:gjhockeyclub@gmail.com).

- Team Manager – Assist by getting information to and from your team via e mails, phone calls, flyers, etc. Act as the team representative when dealing with issues involving your team and the Head Coach, Hockey Director or Board of Directors. Assure that a qualified member of your team is available to run the scoreboard, score sheet and/or penalty box during games. This position requires some dedication and you might be required to attend meetings throughout the season. Each team is required to have a team manager. Ensure that your team has the water bottles and pucks needed for practices and games. Must be registered with SafeSport, CAHA and USA Hockey.
- SafeSport Coordinator – The CAHA SafeSport Coordinator is responsible for monitoring Association and Team compliance with the USA Hockey SafeSport Program and CAHA SafeSport Program along with education and awareness training. SafeSport Monitor must appoint a Coach as the Locker Room Monitor for home and away games to ensure compliance with the Safe Sport Program and CAHA SafeSport Program. Must be registered with SafeSport, CAHA and USA Hockey.
- Fundraising Coordinator – Lead the fundraising committee to assist in the coordination of fundraisers to offset fees needed for tournaments, team apparel, additional ice time, etc.
- Parent Volunteers – Any parent wishing to volunteer in a regulated position with GJHC must be registered with CAHA.

## **GJHC Regulations**

GJHC shall abide by and act in accordance with the Articles of Incorporation, By-laws, Rules and Regulations, Playing Rules of USA Hockey and CAHA.