

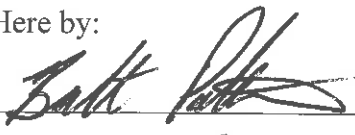
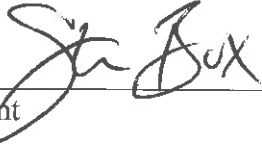


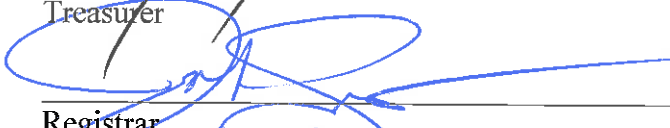

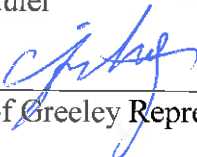
The Constitution, Bylaws, Policies, and Procedures for the Greeley Youth Hockey Association

Adopted June 13, 2016

Preface:

The members and elected officers of the Greeley Youth Hockey Association (GYHA) set forth this constitution as the official agreement by which we strive to promote the enjoyment of amateur youth ice hockey. This document is comprised of specific article and rules in an attempt to address the organization, leadership, participation of, and good will to the members and players of this Association. Provisions for control and amendment to this constitution and bylaws are contained herein, and henceforth shall be dated and signed by the officers of this Association before enactment or amendment is effective. A change or amendment to any article of this constitution, whether the change is to add or repeal such article, shall be replaced in the document and a revised edition shall be issued. The previous issue shall be retired intact. A proposed change may be acted upon and placed into effect at any time but shall not be ratified into the general rules until the document is reissued.

Set Forth Here by:

President		6/13/16 (date)
Vice President		6/13/16 (date)
Secretary		7-11-16 (date)
Treasurer		7/11/16 (date)
Registrar		6/13/16 (date)
Scheduler		6/13/16 (date)
City of Greeley Representative		7-11-16 (date)

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Mission Statement:

As an affiliate of USA Hockey, we agree to be guided by their core values. These are Sportsmanship; Respect for the Individual; Integrity; Pursuit of Excellence at the Team, Individual, and Organizational Levels; Enjoyment; Loyalty; and Teamwork. Therefore, our mission is to create and foster an environment where young hockey players can have fun, learn, and prosper at and through playing the sport of ice hockey.

Constitution and Bylaws:

Article I - Name

The Greeley Griffins Hockey Association will be known publicly and advertised as the Greeley Youth Hockey Association (GYHA) and is a member of DNHL of the Colorado Amateur Hockey Association (CAHA), as affiliated with the Amateur Hockey Association of the United States (AHAUS), which is also known as USA Hockey. As an affiliate of the Colorado Amateur Hockey Association, GYHA will abide by and act in accordance of Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules of USA Hockey and CAHA.

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

Article II - Purpose

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

Article III - Principal Office and Change of Name

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

Article IV - Non-Profit

The GYHA is chartered as a non-profit organization. This Association shall issue no shares or capital stock, nor shall it conduct any business for pecuniary profit. All goods and proceeds derived from sanctioned fund raising activities shall be surrendered to the Association and not withheld for any other purpose apart from authorized functions.

Article V – Membership

Section 1: Members – Single Class Nonvoting

The corporation shall have a single class of nonvoting members, known as Association Members. (A member may be any individual, partnership, corporation, or any association, or a duly authorized representative of any foregoing, which has qualified for membership). Participation in the activities of the GYHA is by membership only. Members' activities, their rights, responsibilities, and authority are defined in the following sections of this Article.

Section 2: Rights and Responsibilities

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

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

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

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

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

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

GYHA extends its membership to all persons acting in the capacity of Head Coach, or Assistant Coach, and Coaching Director, and with it all rights and responsibilities of membership. Such persons are entitled to all voting privileges as persons that qualify as a member.

Section 3: Disciplinary Action

In order to preserve as far as possible the integrity of amateur hockey, only after the exhaustion of all administrative remedies set forth herein may a member initiate mandatory arbitration. Such arbitration to be the sole and binding forum for any and all disputes involving a member and the

Association. No other legal proceeding or action of any kind shall be permitted. The Disciplinary Action may be applied to the Member, which is defined in Section 1 of this Article, or as appropriate, applied to a player, or both.

Discipline may be imposed by the Association through its Board of Directors by a simple majority of a quorum and shall be effective as of the date of said vote. Notice of Discipline shall be in writing and sent via registered mail, return receipt requested to the subject member. Any member disciplined shall have the right to appeal said discipline to the Board by submitting a written Notice of Appeal within ten (10) days of the date the Notice of Discipline is posted. The Notice of Appeal shall contain a brief statement of the basis for the appeal, as well as a list identifying any members, players, or other individuals with personal knowledge of the events or circumstances relating to the conduct at issue. The Notice of Appeal shall be sent by mail. The discipline that is the subject of the Notice of Appeal shall remain in full force and effect throughout this appellate process. An appeal heard will consist of at least three board members and two parent committee advisers. Notice of the decision shall be in writing, and will be made within ten (10) days of hearing an appeal.

The member may also appeal to CAHA after an appeal is heard by the Board. To appeal to CAHA, the member shall submit a written Notice of Appeal within ten (10) days of receiving the notice of decision from GYHA. The Notice of Appeal shall contain a brief statement of the basis for the appeal, as well as a list identifying any members, players, or other individuals with personal knowledge of the events(s) or circumstances relating to the conduct at issue. The Notice of Appeal shall be sent by mail. The discipline that is the subject of the Notice of Appeal shall remain in full force and effect throughout this appellate process. The appeal to CAHA will follow CAHA's process and procedures for appellate process.

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

GYHA subject to the following provisions:

The Coaching Director or any head coach, depending on the degree of the infraction and in his/or her sole discretion, may disqualify or summarily suspend from further participation any player for an act(s) of misconduct. Misconduct is any act committed, on or off ice that may be construed as violent, disruptive, or unsportsmanlike. Disqualification is typically for no more than one game or practice time. The Board reserves the right to extend disqualification or termination as it deems necessary (see Section 8).

Section 4: Registration Rules

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

Players must meet the age requirements as specified by USA Hockey or petition the Coaching Director for exemption.

Players may be either male or female.

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

No player under suspension for non-payment of fees may participate in practices or in games. If a player has played the previous year for a hockey association in Colorado other than GYHA, that player's parents, or the player if said player is 18 years of age or older, must request a release from that association's registrar. The request may be made by email, with a copy of the email going to the GYHA registrar.

Section 5: Qualifications

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

Section 6: Dues and Assessments

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

Section 7: Contributions

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

Section 8: Withdrawal, Suspension, and Expulsion

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

Article VI – Governance

Section 1: Directors

Size and Terms of the Board: The corporation shall have a board of directors (the “Board”) consisting of not less than five directors and not more than eleven directors. The number of directors on the Board may be fixed or changed from time to time within this range by the voting members of the Board. A director need not be a resident of the State of Colorado. Directors shall serve a term of one year, and no more than three consecutive years. Directors may serve successive terms. Prior to each annual meeting of the Membership, an appointment shall be held to select the Board of Directors.

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

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

Election and Appointment of Directors: The election and appointment of directors to the Board shall be before or during the annual meeting of the Membership or such other time or methods authorized by these bylaws.

Section 2: Meetings

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

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

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

Annual Meetings: GYHA will hold an annual meeting, the date to be determined by the Board of Directors prior to the conclusion of the season. The Annual Meeting shall be held at a place and time determined by the Board. The Board will give notice of the Annual Meeting to the members in writing not less than fifteen (15) days in advance of the meeting. The notice shall clearly state the business to be conducted at the annual meeting. Only registered members shall be allowed to vote on issues presented at the meeting. The annual meeting of the members is open to interested nonmembers. During the annual meeting, the membership will determine the Board of Directors for the following year by vote. Tied votes shall be broken by the President. In the event there is no person willing to be nominated and voted onto the Board, the Board of Directors positions may be filled by appointment at a later date as described by these bylaws.

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

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

Section 3: Voting Officers

The voting members of the Board of Directors shall be nominated and elected by the Membership. All Board members may serve as officers of the Association in addition to an elected office. An officer shall be empowered to conduct business before the members as a representative of GYHA. Officers chartered under this provision are voting board members and are identified as follows:

- ***President (provides tie-breaking vote)***
- ***Vice President***
- ***Secretary***
- ***Treasurer***
- ***Registrar***
- ***Scheduler***
- ***Any other office deemed necessary by the Board of Directors***

One representative of the Greeley Ice Haus, while not an elected officer, will have a voting position on the Board of Directors.

Section 4: Duties of Officers

President: The President is the Chief Executive Officer (CEO) of GYHA and shall preside over all meetings of the Board of Directors. The president's duties include the appointment of officers, committees, or special assistants to the Board. The President is authorized to be an additional signer of the Association bank accounts and provide for any other duties as assigned by the Board.

Vice President: In the absence of the President, the Vice President (VP) shall assume all of the authority of the President and perform such functions that may be required of the CEO. The VP shall also perform such special duties as requested by the Board of Directors and any other duties assigned by the President or the Board. In the event there is a concern raised on behalf of a player/parent that has not been resolved (first) at the coach's level, and (second) by the Coaching Director, the Vice President shall act as the primary liaison between parents/players and the Board.

Secretary: Duties shall include the following activities:

- Transcribe and maintain a book of minutes as a record of all general meetings of the GYHA Board of Directors
- Update GYHA bylaws as necessary
- Schedule and publish the place and time of the Annual Meeting
- Document and file correspondence on behalf of GYHA

Treasurer: Duties shall include the following activities:

- Act as the custodian of funds of GYHA.
- Create Fees and Dues, and monitor acceptance of all funds
- Prepare for a presentation at the annual meeting a current year financial statement and budget variance report.

Registrar: Duties shall include the following activities:

- Establish and maintain an accurate and up-to-date roster of the members and coaches of GYHA.
- Complete the USA Hockey team registration form for each GYHA team.

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

Alternate CAHA and League Representative: The President is technically the CAHA and League Representative, and is the primary interface between the Association and Colorado Amateur Hockey Association, and other CAHA member associations. The President may appoint an Alternate CAHA and League Representative, the intent of which is to not overload the President in duties and responsibilities. The term of appointment for the Alternate CAHA and League Representative is for one year, running April through March. The Alternate CAHA and League Representative is the secondary interface between the Association, the Colorado Amateur Hockey Association, and other CAHA member associations. Duties include:

- Attendance at all CAHA and League monthly meetings.
- Voting the position of GYHA at those meetings.
- Submitting to CAHA and the League all requests for rule changes, adoptions, deletions as approved by the Board of Directors of GYHA.
- Final review and approval of all team rosters for compliance with CAHA/USA Hockey roster and registration rules.
- Counsel the Coaches' committee on possible requests for waivers.
- Provide the Secretary with a copy of CAHA and League minutes.
- Post current standings in a location accessible to the general membership.

Second Alternate CAHA and League Representative: Duties are the same as the Alternate CAHA and League Representative, provided that this position will have voting rights in the absence of the CAHA and League Representative.

Coaching Director: The Director of Coaching is appointed by the Board of Directors and is responsible for overseeing the coaching staff at all levels of GYHA, supporting player development, and maintaining regular communication with GYHA Board of Directors. Duties include:

- Procure and assign qualified coaches to respective teams
- Encourage players' well-being and growth as hockey players and as human beings
- Oversee duties, assignments, and responsibilities of coaching staff
- Evaluate and assign players to appropriate levels/teams
- Train coaches and ensure proper credentialing

ACE Coordinator: The ACE Coordinator is appointed by the Board of Directors and is responsible for making sure members complete all the requirements as laid out by CAHA. The ACE Coordinator will be appointed from the membership, and may be any association member. The Ace Coordinator will ensure that all coaches are USA Hockey certified at the appropriate level by Dec 31st of each year.

Officers' duties shall also include any other duties assigned by the Board.

Section 5: Committees

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

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

Section 6: Limitation of Liability of Directors and Officers

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

Article VII - Competition

All players selected for the teams will be expected to compete in all scheduled League games and playoffs. Players should not play in a higher age bracket unless specifically authorized by the Coaching Director and approved by the Board of Directors. Players who feel they are capable of playing at a higher age group must first obtain authorization from the Coaching Director, subject to approval by the Board, to try out for another team in the higher age group. Upon selection, the transfer will be effective for that season. Under no circumstances can a player play up more than one level. A season constitutes all scheduled league games, and additionally any definition as stated by USA Hockey, which may extend beyond scheduled league games.

Article VIII - Teams, Players, and Coaches

Section 1: Teams

Teams are competitive, with emphasis on fun, instruction and competition. Players on these teams should play league games with a competitive spirit while emphasizing participation. DNHL Level teams should make an effort to play all players as close to equal as possible, except for power players, penalty kills, and the last three minutes of the game. However, coaches may use their discretion to limit playing time for any player if there is a lack of participation or tardiness to team events, poor attitude, or any conduct (on or off the ice) that is deemed detrimental to the team.

In the event that the governing League establishes different levels of play within any given age level (i.e. "tiers"), and there are enough GYHA players at that age level to warrant more than one team during that season, GYHA reserves the right to establish multiple teams and allocate players to those teams based on skill level accordingly. The team selection will be conducted by the team coaches during Player Evaluations (tryouts). The results of the team selection will be

notified by coaches or the Board within 3 days after tryouts. Any subsequent tryout will be to fill openings on the team, and will not be used to displace team members already selected. All teams must be rostered through USA Hockey and registered through CAHA prior to any team games.

Section 2: Players

A registered player of GYHA must be a member or a dependent of a member of this Association, and appear on an official USA Hockey registration for GYHA. Such players are recognized during all league and post-season games. Player participation within the Association shall be governed by specific rules and GYHA policies. Players shall comply with the Player's Code of Conduct as established by USA Hockey. Players are expected to register online with USA Hockey and CAHA before trying out for any team. Players will be asked to bring a confirmation of on-line registration and present that registration before stepping on the ice for tryouts.

Section 3: Parents

All parents will be subject to the Parent Code of Conduct as established by USA Hockey. These rules cover, but are not limited to, off-ice, in-stands, in-dressing room behavior and fund raising activities, which reflect on the entire Association. There is also a requirement for at least one parent to register with CAHA/ Avs Cares Program each season.

Section 4: Coaches

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

Section 5: Managers

All Managers must register online with CAHA each season and provide a confirmation copy to GYHA.

Article IX – Safety

GYHA is committed to conducting its activities in a safe manner. To that end, GYHA may establish any necessary rules and provide materials and equipment to support the individual safety of its players, coaches, volunteers, and employees. All coaches and players shall adhere to the safety and equipment requirements established by CAHA, USA Hockey, the City of Greeley, and the Greeley Ice Haus.

Article X – Grievances

All on-ice associated grievances, other than for disciplinary actions as stated in Article V herein, will be communicated to the Head or Assistant Coach as appropriate. On-ice related grievances may not be communicated during a game or practice, within 24 hours before or after a game, or practice, or in the presence of any minor. In the event a member is not satisfied with the response or solution, the member will then communicate the grievance to the Coaching Director. The Coaching Director will attempt to resolve the grievance within a reasonable period of time. In the event that the Coaching Director is also the coach involved in the issue at-hand, the grievance shall be directed to the GYHA Vice President. In the event that the VP is a parent on that particular team, the grievance should be escalated to the GYHA President.

Article XI – Fund Raising

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

Article XII – Amendment of Bylaws

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

Article XIII – Parliamentary Procedure

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

Article XIV – Miscellaneous

All GYHA Board actions may be subject to review and change by the voting membership. This process shall proceed as follows: A petition of at least twenty five percent (25%) of the Voting Members requesting review of a particular Board action will be submitted to the Secretary.

Article XV – Policies

Scholarship Policy: The Board may approve scholarships based up need and availability of funds as determined by the Board on an annual basis. Application for a scholarship shall include the completed GYHA Scholarship Form, and proof that the player is eligible to play.

No Cut Policy: The GYHA has determined that players cannot be refused a position on a team roster based on skill unless the coaching staff determines that safety of that player would be an

issue, provided there is still space remaining on the roster. Normally, rosters will be limited to 20 players. The Board may allow more players to be rostered, based on the coaches' recommendations, approval of the Coaching Director, and approval of the Registrar. USA Hockey limits for rostered players will be the absolute maximum.

Hand Shake Policy: Teams, including coaches and trainers who are on the bench, will shake hands after each game, unless directed not to by the referees.

Abuse Policy: It shall be the policy of GYHA that there shall be no sexual, physical, or verbal abuse of any minor participant involved in any of its sanctioned programs and events by an employee, volunteer, or official. Upon proof of violation of this policy made to the Board, the violator will be permanently banned or suspended from GYHA, and if a law has been broken, the Board will notify the appropriate law-enforcement agency. GYHA will fully participate in all CAHA-required screening programs.

Dressing Room Policy: Female players and male players will dress in separate dressing rooms. Female players will be furnished a separate locker room to change in at practices and games. If there is not a separate locker room available for female players, the male players and female players will use the same locker room, but not at the same time. The coach will be responsible to make sure this happens. The coach may not be in the locker room, dressing room, or any other room, with one player (male or female) with the door closed; the door must remain open, or there must be a third person present. In a co-ed team situation, if the coach wishes to address the team in the locker room before or after a game, all of the players must have already changed, or all of the players must have not already changed. For additional direction, see the USA Hockey Document addressing co-ed situations on the locker rooms posted on the GYHA web site and USA Hockey web site.

Refund Policy: A prorated refund of registration fees may be granted only for injuries or illness. Any claim for a refund must be presented to the Board in writing and must be accompanied by a physician's statement of restriction. Refund requests will only be considered if a player has missed more than one half of the scheduled league games for his/her team because of the injury or illness. Any Board approved prorated refund will be applied to the player's registration fees for the next season unless the player is too old to participate in the next season. A full refund will be issued if, during Player Evaluations (tryouts), the coaching staff determines that the player does not yet possess the ability to safely compete.

Publication of Documents: All Bylaws, Policies and Procedures, and Parent Code of Conduct will be available at all times on the GYHA website at www.greeleyyouthhockey.org.

Any policy not specifically covered herein shall fall under the guidelines and bylaws of USA Hockey and CAHA.

Article XVI – Conflict of Interest Policy

It is in the best interest of the GYHA (Greeley Youth Hockey Association), USA Hockey to be aware of and properly manage all conflicts of interest. This **Conflict of Interest Policy** is designed to help board members, staff and volunteers of the GYHA identify situations that present possible conflicts of interest and to provide the GYHA with a procedure whereby such potential conflicts may be reviewed by an appropriate party when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1. **Conflicts of Interest Defined.** In this Policy, a person with a conflict of interest is referred to as an “Interested Person.” For purposes of this Policy, the following circumstances shall be deemed to create a Conflict of Interest:
 - a. A director, officer, staff or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with the GYHA for goods or services.
 - b. A director, officer, staff or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the GYHA and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the GYHA.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the GYHA. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the GYHA are not compromised by the personal interests of stakeholders in the organization.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the GYHA.

2. **Definitions.**

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of the GYHA or a major donor to the GYHA or anyone else who is in a position of control over the GYHA who has a personal interest that is in conflict with the interests of the GYHA.
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the GYHA is not a Contract or Transaction.

3. Procedures.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the GYHA has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

f. Interested Persons who are not members of the Board of Directors of the GYHA, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the GYHA's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of GYHA. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of GYHA for their personal profit or advantage or the personal profit or advantage of their Family Member(s).
5. **Administration of Policy.** Each board member, staff and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
 - a. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.
 - b. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers
6. **Acknowledgement of Conflict of Interest Policy.** The undersigned hereby acknowledges that he or she has read the GYHA Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.

Article XVII – Whistleblower Policy

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

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 GYHA/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.

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 GYHA/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.

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

Article XVIII – Player Release Policy

A. The purpose of the Player Financial Release is to prevent players from moving to another Association and/or Team without settling their financial obligations with their current Association and/or Team.

B. Players and/or parents are solely responsible for requesting a player financial release. Failure to request the required player transfer and/or financial release may result in a \$500.00 fine and/or

suspension of the player and parent for up to one-year. Fines and/or suspension will be assessed per CAHA P&P, Section 10 Disciplinary Actions, Hearings, and Appeals.

C. Any Association or Independent Team that rosters a player that was not a member of their organization the previous season without the required player financial release shall be subject to fines and/or disciplinary actions as defined in CAHA P&P, Section 10 Disciplinary Actions, Hearings, and Appeals.

D. A "Player Financial Release" can only be obtained after all fees due an Association or Team have been paid to the satisfaction of the current Association or Team.

E. Any player transferring from one Association or Independent Team to another Association or Independent Team is required to obtain a Player Financial Release signed by the Association or Independent Team from which the player was a member the previous season or from which the player is currently a member. The Financial Release must be presented to the Association or Team Registrar where the player is requesting the transfer to and shall reflect that the player is in good financial standing with the Association or Team where the player is requesting to transfer from.

F. A player requesting a Player Financial Release must be granted upon request if he/she has fulfilled all financial obligations and does not owe any fees and/or equipment. The CAHA Executive Committee has the authority to release a player who is refused a Financial Release by his/her Team or Association if the abovementioned requirements have been met by the player.