

GLENBROOK NORTH HOCKEY CLUB **(“GBNHC or the “Club”) POLICIES**

Approved and Effective August 10, 2021
Updated August 28, 2023

I. REGISTRATION AND PAYMENT POLICY

This policy supersedes and replaces in its entirety any prior payment policy of the GBNHC.

Player dues provide the vast majority of the GBNHC’s revenue. Revenue from player dues and other sources covers the expenses related to operating the Club, including but not limited to ice time, coaching services, referees, league fees, and other essential costs, many of which are committed to at the beginning of the season and which must be paid up front. In order for the GBNHC to successfully operate and support its purpose(s) it is essential that all players strictly follow the GBNHC’s payment policy.

Player Dues

Compliance with all player financial obligations to the GBNHC is an express condition of participation in the Club. It is the policy of the GBNHC that payment, or arrangements for payment, must be made before a player is granted permission to participate in any GBNHC event, including tryouts, practices, clinics, games, tournaments, or off-ice team activities.

Player dues shall be determined annually by the Board of Directors (the “Board”) of the GBNHC. The dues will be based on the projected financial needs of the organization, taking into consideration the anticipated number of players and the resulting expenses required to operate the Club. The Board will make every effort to keep the player dues reasonable.

While dues are set at the beginning of each hockey season, there may be unforeseen or exceptional circumstances in which player dues may need to be adjusted during the season. In such cases, the Board has the right to approve a reasonable increase of player dues as it deems necessary.

Player dues will consist of a tryout fee, as set by the Board, and a team fee. The tryout fee is due upon registration. Players who have not paid a tryout fee will not be permitted on the ice for tryouts. Team fees may be paid in three (3) equal installments due on: Registration, October 15th, and December 1st. Payment of the first installment indicates a player’s acceptance of rostering on a team and obligates the player to pay all remaining player dues.

Player dues do NOT include equipment or required uniform fees, tournament surcharges, varsity surcharges, travel costs, required off-ice training, spring and summer fees, or any other hockey related expenses.

A player’s account will be considered delinquent and the respective player may be suspended for not being in good standing if payments are not received within seven (7) days of the due date or within seven (7) days of any modified payment plan as may be agreed to by the Board. The Treasurer will recommend suspensions for non-payment to the Board of Directors who will determine, in its sole discretion, whether or not a player shall be suspended until such player’s account is brought current or alternative arrangements are made for outstanding obligations to the Club.

For families in which the parents or guardians live in separate households, one parent or guardian must be designated at the time of registration as the person primarily responsible for payment of all obligations to the Club. All requests for payment from the Club will be sent to the designated parent and that individual will be responsible for ensuring that any payments expected from the other parent are made.

If necessary, a player's family can seek financial aid from the Club per the terms of the Club's Financial Assistance Policy.

Discounts

To encourage all GBN players to play together and continue the success the team(s) have seen for many years, the GBNHC is offering a \$1,000 discount for the Fall and Winter Season dues, beginning in the 2021-22 season. This discount is offered to all returning GBN players from the previous Fall and Winter season as well as all incoming Northbrook Bluehawks players from the prior Fall and Winter season. If a player was cut after trying out for GBN the previous Fall and Winter season they are eligible for the \$1,000 discount. If a player was rostered on a AAA/Tier 1 hockey team the previous Fall and Winter season they are likewise eligible for the discount.

Service on the GBNHC Board or on any committee does NOT result in a discount on player dues or any other form of compensation.

Payment Methods

The Club accepts payment either directly via check or Zelle or via the SportsEngine system. SportsEngine accepts credit card payments only. Regardless of payment method selected, all participants must register via SportsEngine and have a current USA Hockey number.

Failed Payments

If a check is returned due to insufficient funds, all costs and expenses of collection plus \$50 will be assessed against the player's account. In this case, and in the case of a rejected or reversed credit card charge, the player will be given a seven (7) day grace period to make good on failed payments. Failure to resolve a failed/reversed payment within the grace period will result in a player's account being considered delinquent and the respective player may be suspended for not being in good standing. The Treasurer will recommend suspensions for non-payment to the Board of Directors who will determine, in its sole discretion, whether or not a player shall be suspended until such player's account is brought current or alternative arrangements are made for outstanding obligations to the Club.

The Club has the right and authority to forward to AHAI the terms of any non-payment suspension. AHAI has the authority to take further action up to and including suspending the entire family of the player. Families are encouraged to familiarize themselves with AHAI's payment policies.

Withdrawal from the Program

Once tryouts begin, the tryout fee is not refundable.

If a player accepts a position on a GBNHC team and then subsequently withdraws from the program or quits a team, the player shall be responsible for the entire season's dues. Additionally, if said player subsequently decides to return to the Club the following regular season, the player must satisfy all outstanding financial obligations from prior season(s) and prepay the entire balance of the then current season's dues and fees at the time of registering for tryouts. If said player fails to make a team the player dues (but not the tryout fees) for the then current season will be refunded.

The Club will NOT, under any circumstances, refund any part of the season fees. This includes, but is not limited to any time lost by a player due to absence, illness, injury, suspension/dismissal for academic or disciplinary reasons, or limited/decreased playing time. In the event a player is unable or unwilling to participate for any reason at any point during the season, the player remains responsible for paying any and all dues for the season. Optional insurance may be purchased for the fall/winter season when registering on SportsEngine. Insurance options are not available for spring or summer programs. Insurance is offered through an independent and unaffiliated insurer and all claims are to be filed with that insurer. Please review all policy terms and conditions offered by the insurer.

Reservation of Rights

The Board of Directors of the GBNHC reserves the right to amend the Club's payment policy, in whole or in part, at any time with or without prior notification to its members.

II. ZERO TOLERANCE AND PROHIBITED CONDUCT POLICY

The GBNHC has ZERO Tolerance for abuse and misconduct. It is committed to creating and maintaining an environment free of all forms of abuse and misconduct including, but not limited to, emotional, physical, and sexual misconduct, harassment, threats, bullying, and hazing.

Any GBNHC Member, Board Member, employee, independent contractor, or volunteer, who engages in any act of abuse or misconduct in connection with any sanctioned activities, including but not limited to practices, league games, tournament games, off-ice conditioning, camps, or clinics, is subject to disciplinary action up to and including permanent suspension from the Organization as well as referral to all appropriate law enforcement or other authorities.

Bullying is defined as an intentional, persistent, or repeated pattern of committing or willfully tolerating physical or non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation, degradation, harassment, or physical harm in attempting to socially exclude, diminish, or isolate another person. Bullying can occur through verbal, written, or electronically communicated expression (i.e. cyber bullying) or by means of a physical act. Bullying behavior of any kind in connection with any GBNHC activities or events is prohibited.

A threat to harm others includes any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone. A threat may be communicated directly to the intended victim or communicated to a third party. Threats of any kind in connection with any GBNHC activities or events are prohibited.

Harassment is defined as any repeated and/or severe conduct that occurs within a context that is reasonably related to hockey and that:

- a. Causes fear, humiliation, or annoyance;
- b. Offends or degrades;
- c. Creates a hostile environment;
- d. Reflects discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, sexual orientation, gender, or mental or physical disability; or
- e. Any act or conduct described as harassment under federal or state law

Harassment of any kind in connection with any GBNHC activities or events is prohibited.

Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goalkeeper, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner. Physical abuse also does not include conduct between opponents that occurs during or in connection with a game.

Physical abuse of any kind in connection with any GBNHC activities or events is prohibited.

Sexual abuse of a minor participant occurs when an employee, volunteer, or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer, or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer, or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer, or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer, or independent contractor. Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Sexual abuse of any kind in connection with any GBNHC activities or events is prohibited.

Emotional abuse is a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to another person. Non-contact behaviors include verbal acts, physical acts, or acts that deny attention or support; or any act or conduct described as emotional abuse or misconduct under federal or state law. Emotional misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior.

Emotional misconduct does not include professionally-accepted coaching and age appropriate methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance. Emotional misconduct also does not include conduct reasonably accepted as part of the sport of ice hockey and/or conduct reasonably accepted as part of the player's participation.

Emotional abuse of any kind in connection with any GBNHC activities or events is prohibited.

The GBNHC adheres to USA Hockey's SafeSport Program as outlined in the SafeSport handbook available at <https://www.usahockey.com/safesportprogram>.

III. ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA/ NETWORKING POLICY

For the purposes for this policy, key definitions are as follows:

Social media/networking – any online service, platform, or site that allows users to share information, ideas, comments, events, or media.

Electronic Communications – communication via email, text, SMS, app, or any other similar platform

Glenbrook North Hockey Club ("GBNHC") Membership - people that are directly involved in activities of the Club, including players, coaches, parents, team managers, team support staff, Board Members, volunteers, and administrative staff.

The GBNHC understands and appreciates the importance of electronic communications and social media/networking as it relates to the personal and professional lives of its Membership, employees, and independent contractors. Electronic communications and social media/networking forums provide unique opportunities for interacting with others. However, they also provide unsupervised media for inappropriate conduct to occur. Such conduct may be deemed detrimental to the welfare and reputation of the GBNHC and its Membership and not in the best interests of the game. The GBNHC holds its entire Membership, including employees and independent contractors who participate in electronic communications and social media/networking to the same standards as it would with all forms of communication.

These policies are designed to protect all parties from harassment, intimidation, discrimination, bullying, stalking, humiliation, inappropriate contact or behavior, and abuse of any kind. Some examples of electronic communications and/or social media/networking that will result in disciplinary action at the discretion of the GBNHC Rules & Ethics Committee include:

- Posting or divulging confidential information that includes but is not limited to: member's personal information, contact information, medical conditions, injuries, and/or other sensitive matters pertinent to the GBNHC and its membership
- Posting negative or derogatory comments about any of the GBNHC's or competing programs' staff, programs, members, stakeholders, or program participants
- Posting photographs, video, or comments promoting negative influences or criminal behavior including but not limited to: drug use, alcohol abuse, public intoxication, sexual exploitation, etc. This further includes, but is not limited to photographs, video, or comments that are intended to abuse, bully, humiliate, or harass any member of the GBNHC or any other person(s) associated with any other hockey club or organization.
- Creating a hostile environment by interfering with the operation and activities of the GBNHC
- Participating in any online activity that contradicts the current policies of the GBNHC
- Posting any inappropriate, demeaning, derogatory, hateful, racist, sexist, or other comments contradictory to the GBNHC's policies on these matters. This includes, but is not limited to communications deemed harmful to the goodwill or reputation of the GBNHC, any member of GBNHC, or any other person(s) associated with any other hockey club or organization.

Coaches, team managers, players, and other Members may use email, text messaging, or group chat apps to communicate information pertaining to team activities.

GBNHC members should assume at all times that they are representing the GBNHC. Members are expected to demonstrate discretion and exercise good judgment and caution when using these sites to communicate about the GBNHC organization, Membership, activities, and events, including employees, and independent contractors. Any material, comments or actions through these portals deemed inappropriate will be reviewed by the GBNHC Rules & Ethics Committee for possible sanctions up to and including suspension and/or expulsion from the program.

Additionally, the GBNHC adheres to USA Hockey's SafeSport Program as outlined in the SafeSport handbook available at <https://www.usahockey.com/safesportprogram>.

IV. HAZING POLICY

It is the policy of the GBNHC, AHAI, and USA Hockey that there shall be no hazing of any participant involved in any of its sanctioned programs, including practices, league games, tournaments games, off-ice conditioning, camps, or clinics by any coach, parent, employee, volunteer, independent contractor, or fellow participants.

Hazing is defined as coercing, requiring, forcing, or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members, including, but not limited to: conduct which is insulting, intimidating, humiliating, offensive, or physically harmful.

Hazing does not include group or team activities that are meant to establish normative team behaviors, or promote team cohesion/chemistry, so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant. Examples of activities that do not constitute hazing include directing or allowing a younger player to pick up pucks or move nets after practice, removing all sticks from the bench area following practice or a game, or bringing or filling team water bottles. Further examples of activities that do not constitute hazing include giving older players first preference in team assignments, responsibilities, accommodations, facilities, or equipment.

Any player, team official, or member of the GBNHC having been party to or having knowledge of any degrading hazing, or initiation rite, without reporting it or taking action, shall be subject to disciplinary action by the Board of Directors of the GBNHC and subject to suspension from playing or holding office or other role with the GBNHC or any other association affiliated with AHAI and/or USA Hockey.

Additionally, the GBNHC adheres to USA Hockey's SafeSport Program as outlined in the SafeSport handbook available at <https://www.usahockey.com/safesportprogram>.

V. LOCKER ROOM POLICY

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the GBNHC's goals. The GBNHC adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. All forms of abuse and misconduct prohibited by USA Hockey, SafeSport, AHAI, and GBNHC's policies are prohibited.

In addition, the GBNHC has adopted the following locker room policies:

Parents in Locker Rooms:

Parents should not enter locker rooms.

Cell Phones and Other Mobile Recording Devices:

Cell phones or other mobile devices with voice recording, video recording, or still photography capabilities are permitted in the locker room so as to allow players to listen to/play music (subject to coach discretion). However, voice recording, video recording, and still photographs taken by players or coaches within the locker room are strictly prohibited. Violators are subject to discipline up to and including suspension or termination from the Organization. The sole exception to recording devices being permitted in the locker room shall be in accordance with USA Hockey SafeSport guidance which permits photographs or recordings in a locker room in unique circumstances (i.e., victory celebrations, team parties, etc). Such circumstances will be at the sole discretion of GBNHC and in such instances only a GBNHC-approved representative will be permitted to film inside the locker room. That representative will be under coach (NCSI background screened and SafeSport trained) supervision and all filming will occur when players are appropriately dressed.

Locker Boxing:

The GBNHC strictly prohibits locker boxing and participants in such activity are subject to discipline up to and including suspension or termination from the Organization.

Locker Room Supervision:

An NCSI background screened/SafeSport trained organization member will be responsible for monitoring the locker room area where minor participants are present and adults will not be permitted to be alone in the locker room with any player.

VI. TRAVEL POLICY

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the GBNHC's goals. The GBNHC teams participate in a limited number of out-of-town games or tournaments for which an overnight hotel stay is anticipated.

To help ensure the safety of our players and to prevent alcohol or drug-related incidents the following travel policies, in addition to all other GBNHC policies and the Code of Conduct, shall apply when overnight travel is anticipated.

- When possible, the GBNHC will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the GBNHC or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules.

- During an overnight hotel stay, wherever possible, each player must sleep in a hotel room with a parent or guardian who shall be responsible for the player's conduct. If a player's parent(s) or guardian does not accompany the team on the trip, the player must be under the direct supervision of another adult who was designated, in writing or via e-mail, by the player's parent(s) or guardian prior to the trip, and who has agreed to accept responsibility for that player. Adults may supervise a maximum of one player who is not an immediate family member. Parents, guardians, or other adults supervising more than one player may allow two players to share a room without an adult stay in the room, however, the supervising adult is responsible for the behavior of the players staying in the room and any other players that may visit the room. Such rooming arrangements must be approved by the team manager in advance.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a player (unless the coach is the parent, guardian, or sibling of the player).
- The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
- If disciplinary action against a player is required while the player is traveling without his/her parent(s) or guardian, then except where immediate action is necessary, parent(s)/guardian will be notified before any action is taken or immediately after the action.
- All players shall adhere to any hotel rules and policies.

Prohibited Conduct and Reporting

The GBNHC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook as well as in all applicable GBNHC policies. Players, family members, employees, independent contractors, and volunteers in the GBNHC may be subject to disciplinary action for violation of these Travel Policies, any other GBNHC policy, or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

VII. GIFT POLICY

The GBNHC acknowledges that it has become customary for coaches and team managers to receive holiday and/or end of season team gifts as a token of appreciation. Gifts of this nature are appropriate so long as (a) every players' family on a team is given an opportunity to contribute towards a team gift in an amount of their choosing (suggested contributions may be offered by the person(s) organizing the gift-giving), and (b) it is made clear that players' families are not required to contribute towards a gift.

In order to avoid the appearance of impropriety, favoritism, or undue influence, coaches and team managers shall not accept gifts valued in excess of \$50.00 (fifty dollars) from individual players or families.

VIII. CONCUSSION POLICY

In response to the growing awareness and concern for player safety, the Glenbrook North Hockey Club (“GBNHC”) is updating the concussion policy and protocol. The policy consists of two parts - upfront screening and after an apparent injury occurs. USA Hockey, AHAI, and the GBNHC organization are expanding concussion awareness programs, pre-injury screening, and "return to ice" direction and support for players and families. This policy will be in place for all high school players.

SCREENING

Due to the shortage of screeners for baseline concussion testing, the GBNHC no longer requires, but highly recommends baseline concussion testing prior to participation on ice. Baseline testing may be completed by any qualified screening organization including Athletico, IBJI, GBN, or other. Many of these organizations provide the test free of charge. Additional information can be found at these sites:

<http://www.athletico.com/locations/northbrook-downtown/?location=northbrook-downtown> <https://www.ibji.com/services/sports-neurology/baseline-concussion-testing/> http://www.cdc.gov/headsup/basics/baseline_testing.html

APPARENT HEAD INJURY

Any player suffering an apparent head injury must be assessed for a possible concussion. Coaches are provided by AHAI with laminated “cheat sheets” for concussion recognition factors listed. Ultimately, it is the player’s parents who must make a determination as to whether to seek medical attention for their child. Under the player safety protocol adopted by the GBNHC, **any player suffering an apparent (to our Coaches) head injury who exhibits concussion-like symptoms is required to get written clearance to play from a health care professional (of the family’s choice) experienced in the evaluation of concussions before they are allowed to participate in games or practices. Recommended baseline concussion tests provide a physician with another tool to evaluate a player’s condition.**

Good sources to learn more about concussions are the following websites:

www.athletic.com/concussions
www.impacttest.com/about/background
www.cdc.gov/concussion/sports

IX. WHISTLEBLOWER POLICY

Purpose

The GBNHC is committed to honest and ethical conduct and compliance with all applicable laws, rules, and regulations. In furtherance of these commitments, all directors, officers, employees, independent contractors, volunteers, members, and any other organizational representatives (collectively, “Organizational Members”) must act in accordance with all applicable laws and regulations as well as with the GBNHC policies at all times.

Reporting Responsibility

This Whistleblower Policy (“Policy”) is intended to encourage and enable Organizational Members and others to raise serious concerns internally so that the GBNHC can address and correct inappropriate conduct and actions. This Policy establishes procedures for the reporting and handling of concerns regarding action or suspected action taken by or within the GBNHC that is or may be illegal, fraudulent, or in violation of any policy of the Organization, as well as any other matter that could cause serious damage to the GBNHC’s reputation (each, a “Concern”).

No Retaliation

It is the GBNHC’s policy to protect those who, in good faith, report any Concerns. Any Organizational Member who retaliates against someone who has reported a Concern in good faith is subject to discipline – up to and including removal from the program.

Reporting Procedure

The GBNHC has an open door policy and suggests that Organizational Members who have a good faith basis to do so should submit their Concern either orally or in writing directly to the President, Vice President, or chair of the Rules and Ethics Committee of the GBNHC. No specific form is required to be filled out in order to submit a Concern, however, you are encouraged to provide as much information and detail as possible so that the Concern can be properly and timely investigated.

Confidentiality

Concerns may be submitted on a confidential basis and will be kept confidential to the extent reasonably and practically possible under the circumstances required to conduct an adequate investigation, to comply with the law, and to provide the accused with their legal right to a defense.

Good Faith Requirement

Anyone raising a Concern under this Policy must be acting in good faith and have reasonable grounds for believing so. Any allegations that prove not to be substantiated and that prove to have been made maliciously or knowingly to be false is subject to discipline – up to and including removal from the program.

Handling of Reported Violations

The GBNHC’s Rules and Ethics Committee chair will notify the person who submitted a Concern and acknowledge receipt of the same. The chair of the Committee is responsible for ensuring that all Concerns are timely investigated and resolved and that appropriate corrective action is taken if warranted by the investigation. The chair is further responsible for advising the President and/or Board of Directors of all Concerns and their resolution.

Reservation of Rights

The Board of Directors of the GBNHC reserves the right to, and may, in its sole discretion, amend, modify, discontinue, repeal, or terminate all or any portion of this Whistleblower Policy at any time.

X. FINANCIAL ASSISTANCE/SCHOLARSHIP POLICY AND APPLICATION

The GBNHC, through its Scholarship Committee, provides financial assistance to families with a demonstrated need. Financial assistance, if granted, will only be provided in the form of a modified payment plan or as a partial credit against amounts due.

Financial assistance is only for those in serious, temporary need and is not intended to be an on-going subsidy. The GBNHC has limited resources available for financial assistance and the total amount available to applicants will vary year to year depending on a number of factors, including, but not limited to, the number of registered players, the Club's anticipated financial obligations for coaches, referees, ice time, league fees, and other essential expenses. Families should not assume that all requests will be granted in part or in whole.

The fact that a player's family is seeking financial assistance will not impact the decision on whether or not they are rostered on a team for the GBNHC.

Availability/Limitations/Expectations:

Financial assistance is potentially available to members in good standing with a demonstrated need. Applicants with unpaid balances from prior seasons, and/or who have any rules and ethics violations will NOT be considered for financial assistance in the current season.

Financial Assistance is NOT available for tryout fees, uniform fees, tournament surcharges, varsity surcharges, travel costs, spring or summer fees, USA Hockey registration, team slush funds, or any other hockey related expenses.

Families receiving financial assistance of any sort must continue to make all other payments to the Club in accordance with the Club's policies. If any residual dues and fees are not paid in accordance with those policies, they will no longer be a member in good standing and subject to suspension or termination as set forth in the Club's By-laws. Accordingly, the respective player will not be permitted to participate in any Club activities until said account is brought current on all outstanding dues and fees.

If a modified payment plan is offered to an applicant and agreed upon, the player's parents or guardians must agree in writing to adhere to the payment plan in order for such player to continue to be a member in good standing. Once a modified payment plan is finalized, all rules of the GBNHC Payment Policy apply. GBNHC further reserves the right to report unpaid amounts to AHAI for further sanctions until all amounts due are collected.

GBNHC reserves the right to terminate any financial assistance if, at any time during the season, the applicant player or parent(s) violate the GBNHC Code of Conduct or any

GBNHC policies and/or disclose the confidential nature of the financial assistance terms or amounts.

Any tax implications of any awarded financial assistance will be the sole and exclusive responsibility of the applicant family.

Families receiving financial assistance are expected to provide additional volunteer hours with the Club and must participate in all Club fundraising activities.

Application Process:

Applicants for financial assistance are solely responsible for pursuing the financial assistance and for timely providing all of the required financial documentation necessary to complete the financial assistance process.

All applicants must complete the Financial Assistance/Scholarship Request application and submit it to the Chair of the Scholarship Committee.

If the player's parents are separated, divorced, or the filing status for the tax return(s) is Married Filing Separate, both parents/guardians must individually participate in the application process and provide the requested supporting documentation.

Required supporting documentation is NOT to be submitted online. Please only send copies of requested documentation.

Incomplete applications and/or failure to provide all required documentation will result in applications being returned.

The applications deadline is August 12, 2023. All applications will be reviewed by the Scholarship Committee and after all have been reviewed you will be notified of the Committee's decision by August 29, 2023.

All decisions made by the Scholarship Committee are final and not subject to appeal.

All information provided will be maintained confidentially by the Scholarship Committee and returned to the applicant.

Reservations:

GBNHC reserves the right to deny financial assistance for any reason and is not required to disclose information as to the decisions or reasoning as it applies to the financial assistance process.

The Board of Directors of the Club reserves the right to amend the Club's Scholarship/Financial Assistance and payment policies, in whole or in part, at any time with or without prior notification to its members.

Questions about this policy or the application process should be directed to the Scholarship Committee Chair.

To: Jeff Sandler – Chair, Scholarship Committee
Glenbrook North Hockey Club

FINANCIAL ASSISTANCE/SCHOLARSHIP REQUEST

Parents Names:

Address:

Player(s) name and age(s):

I/we hereby request financial assistance/scholarship for the 2023-24 season.

I/we have enclosed (or will submit no later than August 12, 2023) the following:

1. A completed Personal Financial Statement available on the GBNHC website.
2. Copy of 2022 Federal and State income tax returns w/corresponding schedules.
3. A statement explaining the extenuating circumstance(s) of the family/individual situation for consideration by the Scholarship Committee.

My current balance due to the GBNHC is \$ _____.

The hockey fees for my player(s) for the upcoming season are estimated to be \$ _____.

I am seeking financial assistance/scholarship for the upcoming season in the amount of \$_____.

This form must be received by August 12, 2023.

I/we hereby affirm that the information in this application and all supporting documents is complete and correct as of the date prepared and fairly represents my/our financial condition. I/we will promptly notify the Scholarship Committee Chair of any material changes.

Parent/Guardian 1 Signature (required): _____

Date: _____

Parent/Guardian 2 Signature (required): _____

Date: _____

XI. CONFLICT OF INTEREST POLICY

Article I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt Organization's (Glenbrook North Hockey Club) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. 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.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement. **Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and don't result in inurement, impermissible private benefit, or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

XII. RULES AND ETHICS COMMITTEE DECISIONS AND APPEAL PROCESS

The Rules and Ethic Committee's purpose is to support the administration and application of the GBNHC Code of Conduct as well as GBNHC, USA Hockey, AHAI and SHL organization policies, rules and regulations. This includes, but is not limited to, any inappropriate behavior by GBNHC players, parents, coaches, volunteers, employees, independent contractors, and Board Members. The Committee is further charged with promptly conducting objective investigations (as the circumstances allow) as to any alleged violations of the GBNHC Code of Conduct and/or USA Hockey, AHAI, and SHL organization policies, rules and regulations brought to its attention. Upon completion of its investigation the Committee will make a determination as to whether a violation occurred and, if so, determine an appropriate sanction/penalty. The Committee is further responsible for administering any penalties/sanctions and monitoring compliance with the same. The Committee maintains records of penalties/sanctions assessed. To the extent practical, and in conformity with all applicable laws, all investigations and deliberations remain as confidential as possible and individual offenders are not identified by name in oral summary reports provided by the Committee to the Board of Directors. Any individual who is assessed a punishment by the Committee has the right to request an appeal pursuant to the procedures outlined in the GBNHC Code of Conduct.

The President will designate one of the Rule and Ethics Committee members to serve as Chair of the Rules and Ethics Committee.

Members of the Rules and Ethics Committee are members of the GBNHC.

Appeals from Rule and Ethics Committee Decisions:

All decisions of the Rules and Ethics Committee shall be subject to appeal provided that a written notice of the desire to appeal is provided to the Board of Directors within 30 days of the Committee's decision. If timely notice of an appeal is not provided to the Board of Directors then that penalized individual will be deemed to have waived his/her right to appeal and the Committee's decision will be final. If proper notice of an appeal is provided, the Board of Directors shall hear the appeal in a reasonable and timely manner. A suspension or termination of a Member or player may be reversed upon the affirmative vote of two-thirds (2/3) of the Board of Directors. All decision of the Board of Directors will be final.