

GENESEE AMATEUR HOCKEY ASSOCIATION (GAHA)

Batavia Ramparts



**Policies
And
Procedures
Manual**

Adopted: 11/28/2007

Table of Contents

1.0	Players and Parents	3
1.1	Player Eligibility	3
1.2	Transfer Players	3
1.3	Annual Player Fees	3
1.4	Safety Equipment	4
1.5	Player Movement.....	4
1.6	Alternates	6
1.7	Player Conduct	6
1.8	Parent Conduct.....	7
2.0	Coaches	9
2.1	Coaching Eligibility	9
2.2	Coaches Selection Procedure	9
2.3	Coaches Certification	11
2.4	Coaches Conduct.....	11
2.5	Coaches Responsibilities.....	12
3.0	Board of Directors.....	14
3.1	Board Responsibilities	14
3.2	Board Code of Conduct	15
4.0	Team Selection.....	16
4.1	Travel Teams.....	16
4.2	Empire Teams	17
4.3	Midget Split Season Teams.....	17
5.0	Management, Administrative, and Organizational Responsibilities.....	18
5.1	Team Manager	18
5.2	Team Manager Code of Conduct	19
5.3	Fiscal Management	20
5.4	Team Level Fund Raising.....	20
5.5	Away Tournaments.....	21
5.6	Jersey's and Equipment	21
5.7	Score Sheets, Referee Fees, Record Keeping.....	22
6.0	Adherence to Policies and Procedures.....	24
6.1	Agreement.....	24

Appendix A: Agreement to Abide by the Policies and Procedures of the Genesee Amateur Hockey Association for Coaches/Assistant Coaches/Managers/Board Members/Other Volunteers

1.0 Players and Parents

1.1 Player Eligibility

Any youth who meets the following requirements is eligible to play for GAHA:

- Player must be registered with GAHA.
- Player and Parent must be in good standing with GAHA in relation to compliance to the applicable “Codes of Conduct”.
- Player’s fees must be paid in full.
- Players must have written consent of their parents or guardians.
- Player must have completed and returned a Consent to Treat form, Waiver of Liability form, and Code of Conduct form.
- Players must meet the age requirements for each age division as established by USA Hockey.

1.2 Transfer Players

Before registering with GAHA, any player transferring into GAHA must have a release from his/her previous hockey association, if required.

1.3 Annual Player Fees

All players are required to pay all the declared fees for their classification.

Registration fees are required at the time a player is registered with the association.

For players trying out for travel teams, a nonrefundable tryout ice fee is due at the time of registration.

1.4 Safety Equipment

All players are required to wear any and all safety equipment required by USA Hockey for all practices and games. NO EXCEPTIONS WILL BE MADE!

Additionally, mouth guards and neck guards are required for all GAHA players.

Players must wear helmets at all times when on the ice or on the bench during the play of a game or practice.

Helmets are required for coaches while on the ice.

1.5 Player Movement

All players in Empire and WNY Travel leagues must play in their age division (mite, squirt, etc.) as defined by the regulations of USA Hockey during a playing season, unless special permission is granted by an accepted motion from the Board of Directors according to the following criteria:

- A. Movement to a lower age bracket: Player movement down to a lower age level (e.g., peewee to squirt) is not permitted by USA Hockey and will not be condoned or allowed by GAHA. Players may only be moved to a lower age bracket by application and approval by USA hockey and meeting the specific criteria including documentation of a medical condition that makes playing at the higher level unsafe.

- B. Movement to a higher age bracket at parent request: Player movement up to a higher age level (e.g., squirt to peewee) by parent request will be allowed only if the following criteria are met and approved by the GAHA Board:
 - 1. A letter requesting such player movement must be provided to the GAHA Coaching Committee at the time of registration. Player must attend Spring tryouts for both the higher level for which he/she is petitioning as well as the age appropriate level.

 - 2. Numbers within the upper division allow for an additional player.

 - 3. Upward movement of a player is reserved for those exceptional situations involving a player of exceptional talent, maturity, and capability where moving up to a higher level will represent the proper level of play for the child's current capability, regardless of the child's age.

 - 4. Movement of a player must not have a severe adverse affect on the competitiveness of either, the division to which he/she is age

appropriately assigned, nor the higher division to which he/she is applying.

5. The player in consideration must be a dominant player in his/her assigned division and be an impact player in the division to which he/she would be moved.
6. The coaching committee may require the child to skate at both levels prior to the decision on player movement. In such situations, arrangements should be made by the parents or guardians and the Coaching Committee for the player to be evaluated by the coaches at both levels of play. Coaches who evaluate the player should make written recommendation for Coaching Committee consideration. It is not appropriate for a skater being evaluated to favor the higher team in relation to time commitment.

The Coaching Committee will present the request and evaluations to the GAHA Board of Directors for consideration. The decision of the Board is final.

Any member of the Board who has a child applying for movement under provision B of this section must abstain from voting for any player movement petition within that playing year.

- C. Movement from Beginners/Development Program: Players who have participated in the Beginners/Development Program must be evaluated by the coaching committee or by an independent evaluator selected by the committee prior to being placed with a team. If a Beginner/Development Player is deemed to be ready to move to a team in their age bracket, they will be offered a position on the age-appropriate Empire team as long as the parents declare their intentions by registering the player.
- D. Movement to a higher age bracket by Coaching Committee: The GAHA coaching committee reserves the right to recommend a player move to a higher age division on a temporary or permanent basis as an alternate, substitute, or regular rostered players to accommodate specific situations where movement is deemed in the best interest of the player, team, and program. (such as a "goalie by committee") No player will play within the higher age bracket under such situations without the expressed permission of their parent. Players recommended for movement on a permanent basis must be approved by the GAHA board.
- E. Movement to a higher age bracket at coaches request: GAHA coaches reserve the right to approach the coaching committee for the possibility of fielding alternates or permanently rostering a player under provision D. In no situation will the player or parent be approached until the specific inquiry has been decided by the coaching committee. At no time should the possibility of player movement be discussed with a player or parent

without approval of the coaching committee. It is not appropriate for a coach to suggest to a parent that they should seek movement of their child under provision B (parent request) of this section without the approval of the coaching committee to do so.

- F. It is not appropriate for a skater being evaluated for a higher age bracket (under any of these provisions) to favor the higher team in relation to time commitment.
- G. Once a player accepts a position on a team he/she will not be allowed to move to another team for reasons such as personality conflicts, family scheduling conflicts etc. without requesting and attending a hearing with the Coaching Committee. These types of issues should be considered before the player agrees to be on the team.

1.6 Alternates

- A. Any player needed as an alternate for an upcoming game should only be used a maximum of 2 times (unless otherwise approved by the coaching committee) in practice prior to the game that he/she is needed for in order to fill the roster to the required minimum. Players will not be allowed to practice with teams other than the team they are assigned to on a regular basis unless previous permission is granted by the coaching committee. Alternate commitments shall at a practice or game level not interfere with a player's obligation to his regular assigned team.
- B. The coaching committee reserves the right to suspend a player's alternate eligibility at any time should that player be deemed in violation of provision A.

1.7 Player Conduct

While representing GAHA during all GAHA functions including home and away games, practices, fund raising activities, etc., all players will refrain from violence, profanity, and illegal activities, and will abide by rules of the NYSAHA, USA Hockey, and GAHA.

Good sportsmanship is required by all players who represent GAHA. Players are expected to abide by the rules of GAHA, NYSAHA, and USA Hockey.

During both home and away games players shall show courteous respect to the game officials, other teams, players, parent, and coaches. Players should be ever mindful that their actions are a reflection of our entire Association.

Any player who is found with alcohol, tobacco, or any controlled substance that is not prescribed by his/her physician as a registered member of GAHA will automatically be suspended until a hearing can be held by the Coaching Committee.

All players must respect the property and facilities of the City of Batavia and the facilities of other hockey associations and refrain from willful or intentional destruction of property and/or facilities.

If GAHA equipment is not returned to a coach or designated person, the player will not be eligible to participate next season until the matter is cleared.

Any player found to be responsible for the theft of GAHA or personal property or damage to such property while under the direction and supervision of GAHA may be removed from participation in GAHA and held financially responsible for any and all losses.

Failure to abide by these rules may result in suspension or dismissal from GAHA.

Each player must abide by the GAHA Code of Conduct.

1.8 Parent Conduct

At all GAHA home and away games, practices, and events, parents of players registered with GAHA shall act in a manner that is conducive to the goals and objectives of GAHA.

During both home and away games parents shall show courteous respect to the game officials and their decisions. They are expected to demonstrate good sportsmanship and exhibit this same courteous respect to other teams, players, parents, and coaches. Parents should be ever mindful that their actions, and those of their children, are a reflection of our entire Association.

Parents are expected to volunteer their efforts and resources for the benefit of all GAHA teams/players. This includes participation in GAHA events, tournaments, and fund raising activities.

Parents are expected to provide encouragement and support for their team coaches. Any issues of disagreement should be brought forth in a spirit of cooperation. Parents should respect the coaches as volunteers who give their time and skills for the benefit of all players.

Parents are expected to treat all administrative volunteers and coaches in the organization with appropriate and professional behavior. Parents should respect the volunteers who give their time and skills for the benefit of all players and the organization as a whole.

Inappropriate language or actions may result in expulsion from an arena or, in the extreme, from all activities of GAHA. Any other violation of the above stated behaviors may result in other restrictions on the parent's or their child's participation in GAHA.

All parents must abide by the GAHA Parent Code of Conduct.

Coaches

2.0

2.0 Coaches

2.1 Coaching Eligibility

All coaches and assistant coaches are volunteers and must abide by the rules of GAHA, NYSAHA, and USA Hockey.

All coaches and assistant coaches must be members of GAHA whether or not he/she is a parent or guardian of a registered player.

All coaches and managers are required to submit a release for Background Check to the board of directors per USA hockey and GAHA timelines. The forms will be to USA hockey for processing. Results of background checks shall be handled per USA hockey guidelines. Any coach or other volunteer deemed to not meet the criteria set forth by USA hockey is subject to immediate dismissal and/or release from their participation as a GAHA volunteer.

2.2 Coaches Selection Procedure

The following is the process to be utilized by the GAHA Board of Directors in selecting coaches:

1. The Coaching Committee will consist of the President of GAHA, the Vice President of WNY Travel, the Vice President of Empire plus two other general board members or board approved volunteers.
2. Coaching Committee meetings will be held to review all coaches' applications. Copies of all applications will be provided to each member of the Coaches Selection Committee. Also, a list of what coaches have applied for what coaching positions will be provided to all Committee members.
3. No coach will be considered for a coaching position unless he/she has submitted a complete coaches application.

4. The Committee will review all applicants and discuss their respective coaching attributes. Applicants will be reviewed based on various criteria including, but not limited to:
 - a. Hockey knowledge;
 - b. Ability to interact with children;
 - c. Ability to interact with parents.
 - d. How the applicant has represented the organization in the past.
 - e. Does the applicant have the USA Hockey credentials, as evidenced by USA Hockey coaching card, to coach at the requested level
5. Coaching committee members who are being considered for a coaching position should not be involved in the selection and assignment process for the division they have applied for.
6. All coaches are subject to a background check.
7. The initial coaches selection process will be for head coaches only.
8. All potential assistant coaches will go through the background check described in #6 above and be approved as part of a pool of coaches, but will not be assigned until after team selection. After the team selections, all coaching staffs (including assistant coaches) will be aligned and approved by the Coaching Committee. All individuals that are to be used in team practice's will be approved by the Coaching Committee, this includes sons and daughters of said coaches. At the next Board meeting, the Coaching Committee will review with the Board the respective coaching staffs.
9. All coaches not selected as head coaches may be eligible as assistant coaches and/or vacant head coach positions.
10. The Committee will review all applicants per the above and then vote for a head coach at each level. All members of the Committee are eligible to vote. Once head coaches have been selected for all teams, at the next scheduled Board meeting, the complete listing of recommended coaches will be presented for Board approval.
11. The matters discussed by the Coaching Committee as related to coaching interviews, will be deemed confidential and will not be disclosed to third parties.
12. All votes cast during the coaches selection process will be by secret ballot, unless otherwise agreed to by the Committee.

2.3 Coaching Certification

Coaches and assistant coaches must be knowledgeable about the rules and regulations governing amateur ice hockey and should be certified as designated by the USA Coaching Achievement Program within the first year of coaching for GAHA.

All head coaches must have the necessary coaching credentials as required by USA Hockey for coaching their division.

2.4 Coaches Conduct

The position of coach is an important one and carries with it the responsibility to portray a proper role model for all players within GAHA.

Coaches are responsible for the equal development of all players on their teams.

Coaches must conduct themselves in a sportsmanlike manner at all times.

Coaches must not use abusive, threatening, or demeaning language or actions during games, practices, or GAHA events.

Coaches must refrain from name calling, profanity, and/or humiliating players.

Corporal punishment of a player or inappropriate physical contact with a player by a coach or any other member of GAHA is prohibited by GAHA.

Physical or verbal abuse of a player by a coach will not be tolerated and may be grounds for dismissal following an investigation and hearing.

All coaches are expected to handle themselves in an appropriate manner at all times. All disputes between coaches with administrative bodies of this organization shall be handled in a controlled and professional manner. Any issues of disagreement should be brought forth in a spirit of cooperation. Inappropriate language, threats, or aggressive behaviors will not be tolerated. As a representative of GAHA it is expected that coaches will represent and respect the decisions of the administrative bodies of this organization and USA Hockey. At no time will it be acceptable for a person acting as a GAHA representative (coach, manager, etc.) to defame another volunteer in this organization to parents or players. Any violation may result in disciplinary action, including but not limited to temporary or permanent suspension of coaching duties.

All coaches must comply with the GAHA Code of Conduct and abide by GAHA policies. Failure to follow GAHA policies or direction of the coaching committee either written or verbal throughout the season will result in disciplinary action by the GAHA coaching committee.

All coaches must comply with USA Hockey Code of Ethics. If there is a conflict between the USA Hockey and the GAHA Code of Ethics, the more restrictive of the two codes applies.

Any coach who is removed from a game, or has a player on his team removed from a game should verbally notify the appropriate Vice President (Empire or WNY Travel) and provide a copy of the game sheet within 48 hours, as well as a written explanation of what occurred during the subject game.

The coaching committee reserves the right to take immediate temporary disciplinary action against a coach for violations of the above code. All actions will be presented to the coach in writing. Further or permanent disciplinary actions shall be approved by the GAHA board. A coach or other volunteer reserves the right to due process and may appeal the decision of the coaching committee to the GAHA board. They will have the right to be heard and to present witnesses on their behalf. The decisions on appeal to the GAHA board will be final.

2.5 Coaches Responsibilities

1. Coaches and assistant coaches are responsible for the equal development of all players on their teams to the best of the coaches' and players' abilities.
2. Coaches and assistant coaches of Empire teams must allow all players substantially equal ice time in both games and practices.
3. Coaches and assistant coaches of travel teams must allow for equal ice time for players during practice ice time. Due to the competitive nature of the travel program, all players may not receive equal ice time during certain games. Travel coaches should use their discretion, in regard to playing time, in man up or man down situations or in close games when "shortening the bench" is determined necessary late in the game. Sitting a player excessively will not be tolerated and could lead to disciplinary action.
4. Coaches and assistant coaches must maintain discipline for their players during games and practices – both on the ice and in the locker room. The head coach is responsible to maintain a presence in the locker room at all times. Coaches should ensure that all players (boys and girls) are entitled to use the team locker room provided proper attire is maintained. For all practice sessions and games held at any rink, coaches should inspect the locker room upon arrival and report any damage to rink personnel. An adult presence shall be maintained in the locker rooms at all times players are in the room. (Any adult providing such supervision must have a background check per USA Hockey guidelines.)

5. A coach has complete authority to remove any player from the ice during a game or practice who is acting in a manner that jeopardizes the safety of any other player, who is acting in an unsportsmanlike manner, or who refuses to follow the directions of the coaching staff.
6. A coach must be present each time a team is on the ice – either for a game or practice.
7. If a coach determines that a player has chosen to no longer participate in GAHA, the coach should promptly contact the player and the player's parents or guardians to determine the reason for that decision. The coach must then notify the Division Vice President immediately when it is confirmed that a player has opted to no longer participate. The Division Vice President will, in turn, inform the Board. Under no circumstances does a coach have the authority to permanently remove a player from the team without Board approval.
8. All coaches should attend all GAHA coaching clinics and meetings.
9. If a coach has to cancel a game or practice for any reason, the coach must immediately notify the GAHA Scheduler.
10. Coaches will be responsible for the proper completion of score sheets throughout the year. Failure to comply with WNY/Empire guidelines may result in team fines that will be determined by the GAHA Coaching Committee.

3.0 Board of Directors

The Board of Directors of Genesee Amateur Hockey Association (GAHA) has been entrusted by the members to oversee and manage the affairs of GAHA in the interests of all members and under the Purposes and Philosophies set forth in the GAHA By-Laws. This policy sets out the responsibilities and code of conduct expected of directors in response to the trust placed in them by the membership.

3.1 Board Responsibilities

Each Board Member is expected to become an active participant in a board that functions effectively as a whole. A Board Member is responsible to:

Be informed of the By-laws, mission, values, codes of conduct, and policies of the Genesee Amateur Hockey Association;

Attend Board meetings regularly, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board;

Exercise in the performance of their duties, the degree of care, diligence and skill required;

Be independent and impartial;

Not to be influenced by self-interest, outside pressure, expectation of reward or fear of criticism;

Act with honesty and integrity and conduct themselves in a manner consistent with the nature and the responsibilities of their position;

Offer their personal perspectives and opinions on issues that are the subject of Board discussion and decision;

Support the Decisions of the Board made in good faith under the applicable guidelines of the By-Laws and Policies and Procedures of the Genesee Amateur Hockey Association;

Adhere to all responsibilities as outlined or implied in the By-Laws and Policies of the Genesee Amateur Hockey Association.

3.2 Board Code of Conduct

The position of Board Member is an important one and carries with it the responsibility to portray a proper role model for all players, parents, and coaches within GAHA.

Board Members are responsible for the equal development of all teams and coaches.

Board Members must not use abusive, threatening, or demeaning language or actions while acting in the capacity of a board member or while representing Genesee Amateur Hockey Association.

All Board Members are expected to handle themselves in an appropriate manner at all times. All disputes between the board or board members and other members of this organization shall be handled in a controlled and professional manner. Any issues of disagreement should be brought forth in a spirit of cooperation. Inappropriate language, threats, or aggressive behaviors will not be tolerated. As a representative of GAHA it is expected that board members will represent and respect the decisions of the Board as a whole and USA Hockey.

Discipline and criticism of coaches/managers/players/parents when required will be handled in the spirit of personal development, and fair practice, and with the utmost respect for the individual(s).

All Board Members must comply with USA Hockey Code of Ethics. If there is a conflict between the USA Hockey and the GAHA Code of Ethics, the more restrictive of the two codes applies.

All Board Members are expected to hold themselves to the highest standards of behavior and professionalism.

Board Members who fail to meet their obligation to Genesee Amateur Hockey Association as defined in the By-Laws or who participate in conduct detrimental to the organization shall be subject to removal under the provisions of the Genesee Amateur Hockey Association By-Laws.

Team Selection

4.0

4.0 Team Selection

4.1 Travel Teams

Any player who is registered with GAHA is eligible to try-out for a travel team in his/her division (squirt, peewee and bantam and above).

No travel teams will be held over from one year to another.

Nonrefundable travel team tryout ice fees must also be submitted at the time of registration.

Try-outs will be organized and scheduled by the coaching committee and the ace coordinator. Dates and times will vary annually.

When travel try-outs are held the head coach (or designee) will evaluate and select his/her team. All players to be considered for a travel team must attend tryouts. Any exceptions must have prior approval by the coaching committee. Approval to be considered for a travel team without a tryout will be considered only for exceptional circumstances such as player injury, death in the immediate family or other such situations. Team selections will be reviewed and approved by the coaching committee before player notification. The coaching committee reserves the right to make changes if necessary in regard to player selection. Following coaching committee approval of player selection the head coach will be given a final team list and players will be notified.

Additions to a travel roster after Sept 1 of the season in question will only be made under the following situations:

- A. Change in registered numbers of players requires adjustments in team configurations. In this situation only those players who attended spring travel tryouts will be considered.
- B. A player who moves into the area from a significant distance and is evaluated and deemed of exceptional talent and ability (above those players who attended spring tryouts and were not selected for the travel roster), who has played travel hockey in the previous year and space exists on the current travel roster.

Once teams have been selected and announced, rosters are final. All coaches will submit a signed roster to the GAHA registrar.

4.2 Empire Teams

All players who are not rostered on a WNY Travel team will be rostered on an Empire team.

Empire evaluations will typically be held in the Fall.

GAHA may hold an in house evaluation at the end or beginning of the season. The head coach will evaluate and select his/her team. These selections will be reviewed and approved by the coaching committee before player notification. The coaching committee reserves the right to make changes if necessary in regard to player selection. Following coaching committee approval of player selection the head coach will be given a final team list and players will be notified.

Once teams have been selected and announced, rosters are final. All coaches will submit a signed roster to the GAHA registrar.

4.3 Midget Split Season Teams

Team selection and player evaluation shall be done in the same manner as for any travel team except that qualified players will be prioritized and placed on the team in the following manner:

- Any midget aged player trying out for split season that was on a high school hockey team during the previous season will have priority.
- Any midget aged player trying out for split season that is trying out for a high school hockey team that has a reasonable expectation of making the team
- Any midget aged player trying out for split season that participates in another high school sport that has a season running November through January.

After team selection, the Head Coach will call all players placed on his team. Once teams have been selected and announced, rosters are final.

5.0 Management, Administrative, and Organizational Responsibilities

5.1 Team Manager

Each head coach may select a team manager to assist him/her in team administrative and organizational responsibilities. The head coach is responsible for the supervision of the team manager. It is at the discretion of the head coach as to which components of section 5 a team manager is responsible. All portions of section 5 not assigned to a team manager shall be the responsibility of the head coach. Should a head coach choose to not select a team manager the head coach will be responsible for all areas of responsibility covered under section 5.

All team managers must agree to abide by the managers code of conduct.

Team managers must attend any required organizational meetings and may, upon request of the coach, represent their head coach at coaching committee meetings.

All team managers must be either a parent/guardian of a GAHA player or a registered coach or assistant coach.

All managers are volunteers and must abide by the rules of GAHA, NYSAHA, and USA Hockey.

All managers are required to submit a release for Background Check to the board of directors per USA hockey and GAHA timelines. The forms will be provided to USA hockey for processing. Results of background checks shall be handled per USA hockey guidelines. Any manager or other volunteer deemed to not meet the criteria set forth by USA hockey is subject to immediate dismissal and/or release from their participation as a GAHA volunteer.

Any manager/coach failing to abide by the provisions of section 5 may be subject to suspension or removal.

5.2 Team Manager Code of Conduct

The position of team manager is an important one and carries with it the responsibility to portray a proper role model for all players and parents within GAHA.

All team managers are subordinate to the head coach in all administrative decision making. Team managers shall be responsible for those duties assigned by the team coach.

Managers must conduct themselves in a sportsmanlike manner at all times.

Team Managers are the most accessible and visible link between GAHA and parents. It is the responsibility of team managers to help create a positive environment at the team and organization level. Managers should assist parents when needed, seek out answers, and be knowledgeable and informed about game/practice scheduling as well as organizational and team activities and policies.

It is the expectation of GAHA that team managers will maintain confidentiality when involved in decisions or privy to private/confidential information at the team and organizational level.

Physical or verbal abuse of a player by a manager will not be tolerated and may be grounds for dismissal following an investigation and hearing.

All managers are expected to handle themselves in an appropriate manner at all times. All disputes between managers and coaches, and with administrative bodies of this organization shall be handled in a controlled and professional manner. Any issues of disagreement should be brought forth in a spirit of cooperation. Inappropriate language, threats, or aggressive behaviors will not be tolerated. As a representative of GAHA it is expected that managers will represent and respect the decisions of the administrative bodies of this organization and USA Hockey. At no time will it be acceptable for a person acting as a GAHA representative (coach, manager, etc.) to defame another volunteer in this organization to parents or players. Any violation may result in disciplinary action, including but not limited to temporary or permanent suspension of management duties.

All managers must comply with the GAHA Code of Conduct and abide by GAHA policies. Failure to follow GAHA policies or direction of the coaching committee either written or verbal throughout the season will result in disciplinary action by the GAHA coaching committee.

All managers must comply with USA Hockey Code of Ethics. If there is a conflict between the USA Hockey and the GAHA Code of Ethics, the more restrictive of the two codes applies.

The coaching committee reserves the right to take immediate temporary disciplinary action against a manager for violations of the above code. All actions will be presented to the manager in writing. Further or permanent disciplinary actions shall be approved by the GAHA board. A manager or other volunteer reserves the right to due process and may appeal the decision of the coaching committee to the GAHA board. They will have the right to be heard and to present witnesses on their behalf. The decisions on appeal to the GAHA board will be final.

5.3 Fiscal Management

Each GAHA team is responsible for keeping detailed records of all financial activities in which they engage at a team level. This includes but is not limited to team level fundraising, tournament expenses, referee fees, and away tournament expenditures.

Team managers will be responsible for collecting money from their players/parents for organizational level fundraisers and optional activities (ie: banquet) as well as team level activities including fundraisers, name plates, etc. All money collected must be submitted to the GAHA treasurer in a timely and efficient manner.

Every team will have access to a team account managed by the GAHA treasurer. All money submitted for the purpose of team level activities and purchases must be deposited and accessed through the team's organizational account.

Team financial records must be available for team parents to review and must be available upon request to the GAHA treasurer or GAHA Board of Directors.

5.4 Team Level Fund Raising

Any team wishing to participate in activities beyond those funded at an organizational level may hold team fund raising activities to support such activities. All team fund raisers and supported activities should be decided with input from all parents. At no time should a parent/player be required to participate in a team fund raiser in order to be a member of a GAHA team.

All team fund raisers must be approved by the GAHA sponsorship/fund raising chair prior to implementation. The fund raising committee reserves the right to delay approval of any fund raisers pending consultation or approval by the GAHA Board of Directors.

A fundraising form must be submitted to the sponsorship/fund raising committee for each approved fund raiser.

All activities supported through team fundraisers must meet any applicable GAHA and USA Hockey requirements.

All fiscal requirements outlined in section 5.3 must be adhered to.

5.5 Away Tournaments

Any GAHA team may at their discretion participate in away tournaments. All away tournaments funded at the team level must be USA Hockey sanctioned.

Any tournament played out of state must be approved by the GAHA coaching committee. Any tournaments played outside the regular GAHA season Sept. 1- March 30th must be approved by the GAHA coaching committee. The coaching committee reserves the right to delay approval of any such tournaments pending consultation or approval by the GAHA Board of Directors.

The GAHA coaching committee and board of directors, upon majority vote, reserve the right to restrict a team's participation in any tournament.

Away tournaments should be determined by the head coach with input from team parents.

5.6 Jersey's and Equipment

The team manager will be responsible for the distribution, upkeep, and management of all team jerseys and organizational issued equipment.

Team jerseys will be distributed to team managers/coaches by the Jersey/Equipment committee before the teams season is to start and as needed throughout the season.

All team jerseys and issued equipment must be submitted back to GAHA at the conclusion of each season. At no time is it appropriate for teams to keep team jerseys outside the regular season. The off season is used for inventory, repair, and replacement of jersey's and equipment. Failure to abide by this may result in delays in jersey distribution the next season and billing to individual players.

It is the responsibility of each team manager to ensure that proper care and recordkeeping is kept on all jerseys and equipment issued.

All borrowed goalie equipment must be submitted back to GAHA at the conclusion of each season. At no time is it appropriate for an individual player or team to keep goalie equipment outside the regular season without prior approval of the equipment chairperson.

It is the responsibility of the team manager to arrange for name plates to be made (when needed) for each team member. It is the responsibility of the team manager to arrange for name plates and sponsorship plates to be sewed onto team jerseys.

The expense of making and sewing sponsorship plates will be the responsibility of the GAHA organization. The expense of making and sewing name plates will be at the player or team level.

No modification, embellishment, or decoration may be added to a GAHA jersey without the approval of the GAHA board. (with the exception of a head coach chosen 'C' or 'A', sponsor plate, or name plate)

Only GAHA officially approved jerseys and socks should be worn when teams are playing as representatives of the GAHA organization, unless an alternative is approved by the GAHA Board. (As of the time of publication this jersey is the 2002 Team USA home and away design with the Ramparts logo on the front).

Jersey's are a significant investment for GAHA as a result they should be cared for and treated with respect in order to sustain their usable life. Jersey's should not in general be worn outside of team games. The team coach reserves the right to allow players to wear jerseys outside of games for a limited amount of team or GAHA related activities.

GAHA reserves the right to assign jerseys and numbers each year. At no point does a jersey number become the sole property of a specific player. Where as GAHA will remain sensitive to the fact that players become attached to numbers, this should be discouraged, players will not be guaranteed the same number year to year.

GAHA reserves the right to bill any damage to jerseys or equipment sustained by an individual player outside a game or coach sanctioned activity or due to improper care.

5.7 Score Sheets, Referee Fees, Record Keeping

Coaches and managers are responsible for knowing and following the guidelines of their respective league and GAHA in the submission and completion of

required paperwork. League information can be found in the annual guide books and on their web sights.

All league (WNYAHL, Empire) score sheets must be completed in a timely and thorough manner. Improper completion or submission of score sheets can result in organizational level fines by the league. Proper protocol in the completion and submission of such forms will be available in the WNYAHL and Empire guidebooks and on their web sights. The VP of Travel and Empire reserve the right to mandate further training for managers/coaches with score sheets that result in league fines.

All rosters and other required forms must be submitted to GAHA or the relevant league in a timely and thorough manner.

Referee's should complete the required forms and signatures and be paid at the conclusion of each game. Referee fees may be obtained through the GAHA treasurer.

Each team should maintain a records book that contains required player forms, copies of coaching cards, player birth certificates, roster, and other such relevant information. Such information must be available and presented upon request to any GAHA administrator, USA Hockey representative, referee, tournament administrator or medical personnel. Such information should be available during all team games.

6.0 Adherence to Policies and Procedures

6.1 Agreement

All members of the Genesee Amateur Hockey Association in their participation as a player, parent, coach, assistant coach, manager, board member, or other volunteer are expected to abide by the Policies and Procedures of this organization.

Players, Parents, Coaches, and the Board of Directors are expected to execute the appropriate codes of conduct as outlined in the Policies and Procedures Manual.

All Members of the Association may be required to annually sign an acknowledgement that they agree to abide by the applicable code(s) of conduct and policies and procedures as they apply to their role(s) in the Genesee Amateur Hockey Association.

Any member who willfully fails to abide by the Policies and Procedures of the Genesee Amateur Hockey Association and/or declines to sign an acknowledgement of their agreement to do so may not participate as a member or volunteer of the organization.

The Policies and Procedures Manual, Codes of Conduct and there content will be available to the members of GAHA through one or more of the following: The GAHA Website, The Board President or Secretary, Newsletters, Registration Paperwork, Team Managers, Coaches, and the Coaching Committee.

Appendix A: Agreement to Abide by the Policies and Procedures of the Genesee Amateur Hockey Association for Coaches/Assistant Coaches/Managers/Board Members/Other Volunteers

Appendix A: Agreement to Abide by the Policies and Procedures of the Genesee Amateur Hockey Association.

As a volunteer and member of the Genesee Amateur Hockey Association I have received a copy of the Policies and Procedures Manual for the Genesee Amateur Hockey Association. I am aware of and agree to abide by the Policies and Procedures of this organization and to adhere to the relevant Codes of Conduct as they pertain to my role(s).

Volunteer

Date