

Utah Girls Hockey Association Policies and Procedures

MISSION STATEMENT

Utah Girls Hockey Association's mission is to create an opportunity for every girl in Utah to play hockey at her appropriate age and skill level and to develop a life-long love of the game.

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Utah Girls Hockey Association (“UGHA” or the “Association”) Policy Manual

1. Policy Maintenance

1.1. UGHA policies and procedures (hereafter “P&Ps”) are intended to serve as guidelines. In the event of a conflict between the policies and the Bylaws and/or Articles of Incorporation, or any amendments thereto, the Bylaws and/or Articles of Incorporation shall prevail.

1.1.1. P&Ps should be written in simple and clear terms, and should be followed by the Board of Directors (“the Board”) whenever possible.

1.1.2. The P&Ps are not, however, to be construed as a substitute for sound judgment of the Board based on specific facts and circumstances before it, or as a limitation of the Board’s ability to act in the absence of a P&Ps on point.

1.1.3. Each P&Ps should address only one issue.

1.1.4. The P&Ps must clearly define the parties or persons affected.

1.1.5. Personal opinions or editorializing do not belong in P&Ps.

1.2. The Board of Directors will review the P&Ps of the Association on a periodic basis of no more than 3 years time and adopt revised P&Ps as needed at a properly noticed meeting open to all members.

1.3. Any Board member or any UGHA member in good standing (refer to Bylaws for definition) may request the creation of or change to the UGHA policies to be considered at a properly noticed meeting open to all members. The requester will submit their request in written form to the Secretary of the Board, who shall review the request for completeness, acknowledge its receipt, and place it on a Board agenda for consideration when in proper form.

1.3.1. The proper form shall include all the requirements in 1.1 subsection.

1.3.2. The proper form must reference the the P&Ps it intends to address or create and include the amended action.

1.3.3 The proper form must include a statement clearly stating the rationale for such amendment and or creation of such a P&Ps.

1.4. UGHA shall annually publish and each year submit and acknowledgement to is members of where to be able to access copies of its Bylaws, this Policy Manual, and other governing documents. UGHA shall also maintain copies of all such documents on its website.

1.4.1 UGHA shall maintain an official folder that contains all hard copies of all Bylaws, this P&Ps and other governing documents at a specific location designated by the UGHA Board of Directors.

2. Equal Opportunity

2.1. UGHA shall follow all applicable federal, state and local anti-discrimination laws.

2.2. It is the policy of UGHA to not discriminate on the basis of race, age, color, gender, national origin, disability, or religion in any of its activities or operations. These activities include, but are not limited to, hiring and firing of employees, selection of volunteers and vendors, and provision of services. UGHA is an equal opportunity employer. UGHA will not discriminate and will take action to ensure against discrimination in employment, recruitment, advertisements, termination, promotions, and other conditions of employment on the bases of race, age, color, gender, national origin, disability, or religion.

2.3. It is the policy of UGHA to provide an equal competitive opportunity, taking into account ability, physical size, and other athletic criteria, to athletes, coaches, trainers, managers, administrators, and officials to participate, consistent with the requirements of the Amateur Sports Act of 1978, as amended, in amateur athletic competition without discrimination on the basis of race, color, religion, age, gender, or national origin.

2.4. UGHA shall provide for the prompt and equitable resolution of grievances to its members, including fair notice and opportunity for a hearing, to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate.

2.5. Any person who believes there has been a violation of this Equal Opportunity Policy may submit their grievance as provided in Section 11 below.

3. Registration

3.1. All UGHA players, coaches, team managers and UGHA Board members will be registered with USA Hockey no later than July 31. In addition to the policies found within, in the UGHA Bylaws, or in any other UGHA rules and codes of conduct, all UGHA players, coaches, team managers and UGHA Board members are also governed by all USA Hockey policies, rules, and regulations as provided in the USA Hockey Preeminence Policy in Section 24 below.

3.2. To participate in any UGHA activity, all registrants must complete all forms and provide any documentation required by the UGHA and/or USA Hockey. Such activities include, but are not limited to, tryouts, evaluations, practices, games, clinics, camps, dryland training, and open hockey.

3.3. No player will be rostered on a team until they have registered with USA Hockey and UGHA.

4. Players Section.

All UGHA players must be registered with USA Hockey prior to participating in any UGHA activity. All players selected for travel hockey are automatically members of UGHA and subject to all applicable registration fees.

4.1. UGHA will not register any player that owes money to any other Utah Amateur Hockey Association. ("UAHA") or USA Hockey member association.

4.2. Any player (or responsible party) failing to meet her financial obligation and/or schedule as outlined in this policy or as agreed upon with the Director of Hockey or the UGHA Board of Directors will cause player to be included on the UAHA "Do Not Play" list.

4.3. Removal of a Player

4.3.1. All players will conduct themselves in a manner consistent with codes of conduct set by the association and individual teams, P&Ps and Bylaws of UGHA and USA Hockey and any rules of conduct required by UGHA coaches. The coach shall be responsible for team discipline and is authorized to take such disciplinary action which may include volunteer duties, benching the player, and suspensions. With the concurrence of the Director of Hockey, the coach may remove a player from the team. Any inappropriate behavior will result in disciplinary action up to and including removal of the individual from the team. A disciplinary sanction is not grounds for a waiver or reduction of fees. Disciplined players and their parents will have the right to appeal any disciplinary action to the Board. If the Director of Hockey is also the coach of the player, removal of a player will also require the concurrence of the president of UGHA.

4.3.2. Head Coaches must communicate, in writing, situations regarding inappropriate player conduct to the player, parents of the player, UGHA Director of Hockey, and the president of UGHA. Typically, there are three steps (as outlined in sections 4.4.2.1, 4.4.2.2 and 4.4.2.3 below) to removing a player from a team for minor infractions. If the violation is deemed serious enough by the Head Coach, 4.4.2.1 and 4.4.2.2 may be skipped and the players permanently suspended, to be approved by the UGHA Director of Hockey and UGHA president within a reasonable timeframe.

4.3.2.1. First violation for an infraction will result in a conference between the player, parent, and coach. The Head Coach must put the items discussed and the result of this meeting in writing and submit that information to the UGHA Director of Hockey Operations or to the Secretary who shall keep confidence and privacy the information contained but make it a part of the official records of that team. The coach and the Director of Hockey Operations must sign this documents and state the dates of the incident, the meeting date between coach, player and parent and the date it was submitted in writing to the Director of Hockey Operations.

4.3.2.2. Second violation will result in a written warning detailing the violation, any disciplinary action taken, and a statement indicating that a third offense will result in permanent suspension from the team. The Head Coach, player, and parent must sign the written statement. If the player or parent refuses to sign the written statement, such conduct should be noted on the written statement. The Head Coach will forward the written statement to the Director of Hockey Operations. The Director of Hockey Operations will update the Board at the next scheduled meeting. Refusal to sign does not in and of itself constitute an action of removal from the team. Based upon the seriousness of the infraction, may be an added factor in the decision by the coach and the Director of Hockey Operations in making the decision to remove a player.

4.3.2.3. In the case of (i) a third violation; (ii) a violation of written UGHA rule that calls for an immediate suspension; (iii) USA Hockey rules that call for immediate suspension; or (iv) an immediate suspension imposed pursuant to Rule 4.4.2., the Director of Hockey Operations, player and parents must be notified in writing that player has been suspended from the team; the Director of Hockey Operations will update the Board. The notice of suspension must include the appeal process available to the player outlined in the most current USA Hockey Annual Guide or otherwise reference the USA Hockey Annual Guide. The written notification of suspension need not be served prior to the imposition of the suspension, but must be provided within a reasonable time of the suspension.

4.4. Player Safety. In addition to the mandatory safety procedures and equipment as outlined by USA Hockey, UGHA takes these additional steps:

4.4.1. Baseline Cognitive Testing. Each season it is strongly suggested that all UGHA players ages 10 and older complete a baseline cognitive test. To ensure that the player will be allowed to play/practice with their team, the Certificate of Completion be provided to the team manager or other designated UGHA representative prior to the official start of the season. In the event of a concussion during the season, players are encouraged to use this baseline cognitive information and access subsequent cognitive testing in consultation with their doctor once they are symptom-free. In order to obtain UGHA clearance to return to play/practice with their team, a doctor's note (indicating that the player is cleared to play hockey) must be provided to the Head Coach or Manager. It is highly encouraged that all Development players complete a baseline concussion test, but it is not mandatory to play for UGHA.

4.4.2. Coaching staff and Manager First Aid training. UGHA will support First Aid training as outlined in Section 7.9.

4.4.3. Neck Guards. Starting August 1, 2024 UGHA requires that all players wear neck guards for all on ice activities. This includes, but is not limited to, all in-state and out-of-state games and/or tournaments. NECK GUARD DEFINITION: Neck guards are specifically designed by the manufacturer to protect the neck. They are clearly labeled as such. There are shirt types or the band. Arm bands, head bands, ear warmers, plain turtle necks and mock turtle necks are not neck guards

4.4.4. Mouth Guards. UGHA requires all players starting at 12U and older to use mouth guards for any on ice activities. This includes, but is not limited to, all in-state and out-of-state games and/or tournaments.

5. Team Section

5.1. UGHA travel tryouts are open to all female registered USA Hockey Members or applicants who are willing to register with USA Hockey upon being offered a position on an UGHA team.

5.2. All players selected are automatically members of UGHA and subject to all applicable P&Ps, bylaws, codes of conduct and registration fees.

5.3. Any players desiring to move up to play in a division above that which their age dictates must have the approval of the Director of Hockey Operations, the coach of the team for which the player is moving to and the coach of the team the player is moving from. The recommendation must then be ratified by the Directors of UGHA at which time it will be presented to the UAHA board where it may or may not be approved.

5.4. Players who are rostered for another girls team or girls association during the

regular season may not be rostered on a UGHA team for tournaments, games or other

part-time play. Players who are not rostered for another girls team or girls association in the same league may be rostered on an UGHA team for tournaments, games or other part time play if approved by the UGHA coach, the other non-UGHA coach or association, and the UGHA Director of Hockey

5.4.1. No player may be registered for any UGHA Nationally bound team and another nationally bound team at the same time for any tournaments, games, or other part time play. This includes practice time for a “tournament player” for another team.

5.5. Operations: The Treasurer shall establish an applicable fee that must reflect a proportionate share of team expenses. Players are permitted to be double rostered on a co-ed team or a non nationally bound girls team of a higher age group with the approval of the head coach of the nationally bound team, the head coach of the non-nationally bound team and the Director of Hockey Operations.

6. Leagues

6.1. The league and the division in which teams will compete will be determined by the Board of Directors after the completions of tryouts.

7. Coaches Section

7.1. Coaching Selections

7.1.1. Notices may be posted at the rink, on the web or via email on a periodic basis asking for applications for travel and development coaches. Interested parties shall complete an application and return it to the Director of Hockey Operations in accordance with any deadlines established by the Director of Hockey Operations in consultation with the Board of Directors.

7.1.2. UGHA requires that all coaches (head and assistants) obtain, prior to August 1, the following.

7.1.2.1. USA Hockey registration.

7.1.2.2. USA Hockey Coaching Certification and age specific modules for their teams' appropriate level as outlined in the USA Hockey Annual Guide for that season.

7.1.2.2.1. Coaches who require a coaching certification course to obtain the appropriate certification for a season must show proof that they are registered for a coaching clinic prior to the August 1st date. This is to be sent to the registrar.

7.1.2.3. Background clearance current through end-of-season as provided in the UGHA Screening Policy in Section 24 below.

7.1.2.4. USA Hockey SafeSport Certification current through end-of-season.

7.1.2.5. Current IRS W9 form or acceptable IRS form.

7.1.3 Documentation for all completed requirements from section 7.1.2 is to be submitted to the individual designated by the Board by August 1st.

7.1.4 All UGHA Coaches (head and assistants) must sign the Board-approved contract before tryouts, or as soon as they accept their coaching position. Any coach that has neither provided the items listed in 7.1.2 nor signed the contract is subject to immediate dismissal by the Director of Hockey Operations or the Board of Directors.

7.2. Selection Committee

7.2.1. All coaches recommended by the Director of Hockey Operations must be approved by the Board of Directors before being appointed as an UGHA coach.

7.2.1.1. All head coaches must be a level 3 or 4 and preference shall be given to coaches with a hockey background, experience in coaching, and levels coached.

7.2.1.2. All coaches shall be selected based upon the equal opportunity (section 2) of the P&Ps.

7.2.1.3. All Nominations are considered confidential and not to be discussed with anyone outside of the Board of Directors and the Director of Hockey Operations.

7.2.2. No publication of the nominated coaches will occur until the Board approves the final selection of head coaches.

7.2.2.1. The Board of Directors and or the Director of Hockey Operations shall have the responsibility of interviewing the nominations to determine the best head coach for that team based upon experience, coaching level, playing level and other intangibles as determined by the Director of Hockey Operations and UGHA Board of Directors.

7.3. Number of Coaches

7.3.1. All assistant coaches and team manager(s) are subject to approval by the Directory of Hockey Operations, the Board of Directors and each head coach. Each Head Coach is responsible for:

7.3.1.1. Determining the number and identity of his or her assistant coaches and submitting that information at least two (2) weeks prior to tryouts.

7.3.1.2. Determining the number and identity of his or her manager(s) and submitting that information no later than two (2) weeks after tryouts.

7.3.1.3. Communicating any changes in the team staff to the Association within 48 hours.

7.3.2. No publication of the nominated assistant coaches or team manager(s) will occur until the Board of Directors approves the nominations as final selections.

7.3.2.1. The Director of Hockey Operations may not alone reject a head coaches recommendation but may submit to the UGHA Board of Directors a statement as to why a manager or assistant coach is not qualified for such a position.

7.3.3. UGHA allows for a USA Hockey IMR (Individual Membership Registration) for the Head Coach, assistant coach(es), and team manager(s) to be paid for by their team's account and budget.

7.3.4. Only the Head Coach and Assistants, satisfying the requirements of sections 7.1.2 and 7.1.3 may be on the ice, or in the bench area, during games and practices.

7.4. Coaches Removal

7.4.1. All coaches will conduct themselves in a manner consistent with the spirit of the UGHA Mission Statement, codes of conduct, P&Ps, and bylaws of UGHA and USA Hockey.. Any behavior deemed inappropriate by the Director of Hockey Operations may result in disciplinary action.

7.4.1.1. The Director of Hockey Operation must submit in writing the behavior and or inappropriate action along with the Bylaw of USA Hockey, Bylaw of UGHA, P&Ps and or code of conduct that was violated for any disciplinary action.

7.4.2. The Director of Hockey Operations may temporarily or permanently suspend any coach for inappropriate behavior, subject to appeal to the Board of Directors.

7.5. Coaches Certification

7.5.1. UGHA will reimburse registration fees for an eligible participant who successfully completes the USA Hockey Level 1, Level 2, or Level 3 certification classes provided that:

7.5.1.1. The Individual is a UGHA coach, or has committed and been approved to be a UGHA coach, at the time of certification.

7.5.1.2. No other organization or person reimbursed the coach for the class.

7.5.1.3. Reimbursement will be paid at the end of the Association's fiscal year.

7.5.1.4. UGHA will not reimburse any coach that has quit or has been removed/permanently suspended.

7.5.2. UGHA will reimburse registration fees for a coach who successfully completes the USA Hockey Advanced level 4 and 5 certification classes, provided that:

7.5.2.1. The coach submits a letter requesting approval to attend the class to the UGHA Director of Hockey Operations or the Registrar at least 30 days before the class is scheduled to begin.

7.5.2.2. The UGHA Board of Directors approves the request.

7.5.2.3. The coach provides a copy of his/her certification card with his/her reimbursement request.

7.5.2.4. The Individual is a UGHA travel coach at the time of reimbursement, or has committed and been approved to be a UGHA travel coach at the time of certification.

7.5.2.5. No other organization or person reimbursed the coach for the class.

7.5.2.6. In exchange for reimbursement of certification registration fee, coach commits to serve as a coach at UGHA for the two (2) consecutive hockey seasons following the certification and is not removed/permanently submitted during this time.

7.5.2.7. Reimbursement will be provided in two parts. The first half will be provided upon UGHA receiving proof of successful completion of the certification and proof of payment for all approved expenses. The second

half will be provided upon completion of the start of the coach's second season of coaching a UGHA team after completing the certification.

7.5.3. UGHA will not pay for transportation, lodging, meals, or materials such as books, videotapes, etc.

7.6. Coaching Expenses

7.6.1. The UGHA Director of Business Operations, or person or committee appointed by the Treasurer or the Treasurer themselves, must approve all travel reimbursement, consistent with and subject to the individual team budget.

7.6.2. There will not be a team account for any manager to manage. Expenses will primarily be paid by the UGHA Expense Committee or by the President of UGHA Board of Directors unless of Director of Business Operations has been appointed by the UGHA Board of Directors and will be monitored by the Treasurer.

7.6.3. There will be no travel reimbursement for travel within the State of Utah.

7.6.4. For out-of-town trips that are included in the team budget, UGHA will reimburse only the following travel costs, defined below from the team account. For out-of-town trips that are not included in the team budget, the team will reimburse the coach, as defined below, through the use of team account(s); however, additional fundraising may need to be undertaken in order to cover these reimbursements.

7.6.5. Reimbursable travel costs for up to three (3) members of the team staff as outlined below.

7.6.5.1. Transportation costs: 1. The actual cost for standard airfare (21-day minimum advance purchase); or, 2. If the trip is undertaken by vehicle, the team staff eligible for reimbursement will submit actual vehicle gas receipts for fuel purchased during the trip and fuel purchased at the end of the trip (to return the vehicle gas tank back to the level it was when at trip departure). Team staff carpooling is encouraged in order to minimize team expenses. Mileage reimbursement may be used if approved by the Director of Hockey Operations or the UGHA President as part of the coaches contract and or prior to the travel.

7.6.5.2. Lodging costs for the actual cost of a standard hotel room(s) for the least number of nights, based on the actual length of the tournament and/or team's scheduled games. Additional expenses such as room service, internet access, movies, etc. will not be reimbursed. If the hotel has a parking fee, the team will pay for parking for one car per hotel room.

7.6.5.2.1 Inclement weather. If due to weather, safe travel is not possible, the coach may submit a request to be reimbursed lodging for an additional day. This reimbursement request is at the sole discretion of UGHA Director of Hockey Operations and may be appealed to the Treasurer and President of UGHA Board of Directors.

7.6.5.3. Team staff shall be reimbursed at Team's discretion up to \$25 USD per day for meals (i.e., breakfast, lunch, and dinner) they purchase while traveling on eligible Team trips. To receive meal reimbursements, Team staff must submit their eligible meal receipts with their trip expense reports.

7.7. Coaches Helmets

7.7.1. In accordance with USA Hockey, all coaches and any person on the ice with any UGHA team in any capacity, except where as required to walk across the ice to access team benches or other necessary facilities, shall wear a HECC (Hockey Equipment Certification Council) approved hockey helmet properly fastened at all times while on the ice with a team at any location. Failure to do so will result in the suspension of the coach who is affiliated with the team or assigned to the ice at the time of the violation. Subsequent violations will result in the dismissal of the coach and the loss of ice time for the team.

7.8. Notification of Match Penalties. Match penalties are reported to and handled by the UAHA Disciplinary Committee. As a courtesy, the Head Coach or manager must notify the UGHA Registrar and Director of Hockey Operations of any match penalties within three (3) days of a game or end of a trip.

7.9 Coaches' First Aid Training. UGHA will make every attempt to provide access to first aid training appropriate to the level of coaching prior to the start of each season as needed and as desired by our coaches. Managers may also participate in this training as requested by the Head Coach. The Director of Hockey Operations or the Board of Directors will plan the first aid training.

8. Managers Section

8.1. The manager of each team will be the liaison between the team and the Association staff for all team matters aside from coaching.

8.1.1 The manager is not allowed to sign contracts, including tender letters, on behalf of their team or UGHA without prior approval from the Board to do so. Managers found violating this policy will be subject to removal.

8.2. As the liaison between the team and the Association, all managers are expected to support the Board's decisions.

- 8.3. Prior approval by the Director of Hockey is required in the following cases:
 - 8.3.1. Spouse of the head coach is to be the team manager.
 - 8.3.2. 19U Teams Only – Head coach or assistant coach is to also be the team manager.
- 8.4. Manager Removal
 - 8.4.1. All managers will conduct themselves in a manner consistent with the spirit of the UGHA Mission Statement, codes of conduct, P&Ps, and bylaws of UGHA and USA Hockey. Any inappropriate behavior will result in disciplinary action by the Director of Hockey Operations or the Board of Directors.
 - 8.4.2. The Director of Hockey Operations may temporarily or permanently suspend any manager for inappropriate behavior, subject to appeal to the Board of Directors.
- 8.5. Travel Management Policies
 - 8.5.1. The Head Coach will give the names of his/her team manager to the UGHA Registrar and Hockey Operations no more than two (2) weeks after tryouts. Such nominations are subject to the approval of the Board.
 - 8.5.2. All coaches and the managers are required to attend the initial travel information meeting, which takes place prior to the beginning of each season.
 - 8.5.3. All coaches and managers must sign off that they have read, understand and will follow all USA Hockey, UAHA and UGHA P&Ps, Bylaws, rules, and regulations before any check requests will be processed and fundraising requests are considered.
 - 8.5.4. Managers may be paid a stipend if the amount is made a part of the original team budget and as approved by the Board.
 - 8.5.5. Managers travel cost will not be reimbursable.
- 8.6. Rented Vehicles
 - 8.6.1. Consumption of alcohol, marijuana, or other illegal/banned substances, by anyone, in vehicles rented by the team or operating rented vehicles while under the influence is strictly prohibited.
 - 8.6.2. Transporting alcohol, marijuana, or other illegal/banned substances in vehicles rented by the team is prohibited.

8.6.3. Except as otherwise provided in these P&Ps, UGHA performs no background checks on drivers and accepts no responsibility or liability for such drivers.

8.6.3.1 Only coaches are allowed to drive any rented vehicle.

8.6.4. Teams are required to purchase all insurances offered by the rental car companies.

8.6.5. Any traffic violations criminal charges, parking tickets, parking fees (not including the hotel parking fees) and resulting fines will be the responsibility of the individual driving the vehicle, not the team, Association or Corporation.

8.6.5.1 The Team, Association and Corporation are not liable for any accident, lost, stolen, and or damaged property of the vehicle or personal property.

9. Fundraising & Events

9.1. All fundraising activities must be in compliance with IRS Section 501(c)(3), et seq., and the current IRS classification letter.

9.2. The UGHA Treasurer or his/her delegate must receive all funds from UGHA fundraising events as soon as practical and no later than 14 days after such funds are collected.

9.3. Any written solicitation information provided by anyone associated with UGHA must have approval by the UGHA Board, its approved delegates before distribution.

9.4. Donations that are contributed on a tax-deductible basis may not be restricted for a specific team or player; however, the donor's preference can be identified and the Board will take that into consideration when allocating the sponsorship monies. The Association, Corporation, and or the UGHA Board does not provide tax advice.

9.5. Any one player sponsorship (or accumulation of multiple sponsorships) shall not exceed the total UGHA player fee for that individual. If the sponsorship amount exceeds the total UGHA player fee and the player has earned a scholarship credit as outlined in section 12.7.5, then that portion of the scholarship credit (up to the total scholarship credit amount) will revert back to the UGHA scholarship fund for other scholarship uses as approved by the Board.

9.6. UGHA Events' Calendar is to be approved by the Board annually or as new events arise.

9.7. Team fundraisers shall be proposed to the Board of Directors or the president of UGHA well in advance of the event. The team proposing the fundraiser and the Board will confirm that there are no conflicts with other UGHA events and fundraisers.

9.7.1 Fundraising by a specific team and not the organizations wide shall be considered recommended for that team. However, the UGHA board reserves the right apply those fund if necessary to another team only if there is a specific need.

10. Parent Section

10.1. Parents or guardians of players will adhere to all applicable USA Hockey policies, rules, and regulations, including but not limited to the "USA Hockey Parent Code of Conduct" and "USA Hockey Zero Tolerance" policies, at all times. Violations of these policies, rules, and regulations could result in a loss of spectator privileges as may be determined by the Board.

10.2. All parents or guardians must sign the current UGHA Parent Code of Conduct form by August 1st, indicating that they understand the Parent Code of Conduct and agree to adhere to its terms.

10.3. UGHA will not tolerate abusive language, profane language, or profane gestures under any circumstance. All members, coaches, managers, and participants will direct their efforts and comments towards building a strong and well-respected Association.

10.4. UGHA will not permit physical or verbal abuse, harassment or disrespect toward anyone by its members, coaches, players, managers, parents, volunteers, Board members or participants at any time. Failure to comply with this policy will result in a disciplinary hearing and possible suspension from UGHA by the Board.

10.5. The coaching staff will take responsibility for the players once they are on the ice. Anyone not registered as either a coach or manager, may not sit or stand in or around the bench area, during a game, practice, or dryland.

10.6. Parents or guardians will not discuss with coaches, rules interpretations, or any other situation, in front of the players, or in a confrontational manner. Additionally, parents are required to adhere to the Criticisms Procedures outlined in Section 11 below.

10.7. Parents or guardians will respect the right of the coach to have a private meeting with his/her players in the dressing room before and after each game or at a time and location that the coaches designate.

10.8. UGHA will not tolerate acts of vandalism, theft or abuse. It is the responsibility of all UGHA members to participate in preventing the occurrence of these activities.

10.9. UGHA members should always make guests from other associations feel welcome during practices and games at any arena in Utah during the time that an UGHA team is the home team, no matter what the outcome of a game or tournament. In turn we, as representatives of UGHA, must maintain a high level of sportsmanship when we are guests of other associations/rinks.

10.10. The use of social media (including but, not limited to Facebook, Twitter, Instagram) and/or email to directly or indirectly convey negativity or criticism of players, members, teams, coaches or the Association is prohibited. Those found violating this P&Ps will appear before the Board and face suspension or expulsion from the Association.

11. Criticism Procedures

11.1. Criticisms within a team are to adhere to the following procedure:

11.1.1. Communications are to be made after a 24-hour "cooling-off" period.

11.1.2. Communications are to be directed to the team manager. The manager will communicate the concerns to the Head Coach. In the case that the manager is considered the issue or a part thereof, communicate directly with the Head Coach.

11.2. If the issue is not or cannot reasonably be resolved by the team staff, a letter or email is to be sent to the Director of Hockey Operations outlining the concerns.

11.2.1. The Director of Hockey Operations will bring both parties together to discuss the issues.

11.2.2. If no solution can be reached, the Director of Hockey Operations will notify the Board of Directors which will conduct a hearing in compliance with the most recent version of the USA Hockey Annual Guide.

11.2.3. Only the Director of Hockey Operations may request that criticisms be forwarded to the Board. The Board may or may not choose to review the matter further.

11.3. If the issue is not resolved by the Director of Hockey Operations or Board of Directors, direct communications to UAHA and then subsequently USA Hockey, if necessary.

11.4. Any appeals shall be subject to the procedures outlined in the policies, rules, and regulations of UAHA and USA Hockey.

12. Financials

12.1. The Association and or Corporation will strive to accrue and maintain a reasonable reserve for operating expenses.

12.2. Player Fees

12.2.1. The Director of Hockey Operations, Director of Business Operations (if Applicable) and Board of Directors will determine UGHA player fees for the season. Those fees may be subject to change based upon external factors such as ice fee changes, tournament cost, etc.

12.2.2. Player fees for the forthcoming season will be finalized with the exception of unforeseen changes and costs as soon as practical following tryouts.

12.2.3. Players trying out and accepting a position on a UGHA team assume full commitment to the team for the entire season. Signing the Letter of Intent Letter of Commitment and/or paying the non-refundable deposit hold that player and family responsible for the full season's fees by the official date outlined by either the Board or the Director of Hockey Operations.

12.2.4. The Director of Business Operations, Treasurer and or Accountant will provide a payment schedule along with the team budgets, subject to final approval by the Board.

12.2.5. Any payment options offered by UGHA will be provided in written form to the player or player's guardian(s) if the player is under the age of 18. The plan will be considered approved and accepted when the deposit payment is submitted.

12.2.5.1 Failure to pay under the terms of the payment schedule entered into by the player, players parent(s) or player's guardian(s) will result in suspension of said player until the account is returned to good standing or termination as may be determined appropriate by the Board.

12.2.6. UGHA may suspend a coach that knowingly allows a player in delinquent financial status to participate in any team activities, subject to approval by the Board.

12.2.7. Neither coaches nor team managers shall collect UGHA player fees. All fees are to be made to @UGHA-ORG Venmo or by check made to UGHA.

12.2.8. Player fees more than 60 days in delinquent status may, under direction of the Treasurer, be submitted to a collection agency.

12.2.9. UGHA will assess a \$50.00 charge for all NSF checks. NSF checks and subsequent payments for the remainder of the season must be replaced with money order or Venmo as approved by the Board. Membership status may be suspended if the original payment and NSF charge are not paid within seven (7) business days.

12.2.10. The Treasurer, Accountant, and or Director of Business Operations shall establish prorated fees for players joining the team late. Players joining the team prior to October 15th will be charged the total player fee.

12.2.11. Teams are prohibited from opening a second bank account for team-related expenses without the written approval from the Board. Requests such as these should be forwarded to the UGHA President and Secretary for review and inclusion in the agenda for the next Board meeting. Discovery of unapproved team bank accounts could result in potential team sanctions, suspensions, or termination of membership/contracts.

12.3. UGHA Player Fee Refunds (travel teams)

12.3.1. UGHA will not refund any fees for missed practices or games due to injury, illness, or absences.

12.3.2. UGHA will not refund any fees for missed practices or games due to League, USA Hockey, UAHA, or UGHA disciplinary actions.

12.3.3. UGHA will prorate a refund of player fees (minus a \$500 administration fee and all soft foods for each team) based on one of the following two conditions:

12.3.3.1. Players whose parent(s) or legal guardian(s) change residences (prior to December 1st) with a distance greater than 100 miles from their current residence and move 50 miles farther away from the Salt Lake City area during the season. The parent(s) or legal guardian(s) must notify the UGHA Treasurer, in writing, ten (10) days prior to the players last day of participation.

12.3.3.2. Players suffering a season ending injury (prior to December 1st) during UGHA-only team practices, games or training, as documented by a licensed and credentialed Medical Doctor or Doctor of Osteopathy, in writing, within 30 days of injury being sustained.

12.3.3.3. UGHA Coaches and a player's parent(s) come to an agreement that there is a significant talent mismatch that is impeding a player's ability to develop. An agreement must be put in writing and signed by the player's coach, the Director of Hockey Operations and the President of UGHA prior to the refund being made.

12.3.4. All refund requests for a given season must be forwarded to the Director of Business Operations, Treasurer and the Director of Hockey Operations within the timeframes noted above in 12.3.3. All refund requests will be reviewed and resolved within 30 days provided they are submitted on or before March 31st. Any requests received after the close of the fiscal year, April 30th, will not be considered.

12.4. Other Refunds (i.e. Hockey programs, camps, clinics, ADM, non-travel teams, etc.)

12.4.1. All situations are non-refundable. Any special cases will be reviewed by the Director of Hockey Operations to determine if the funds paid may be used as credit toward future UGHA hockey programs.

12.5. End of the Season

12.5.1. UGHA's travel hockey season will officially end April 30th each year or as designated differently by the Board.

12.5.2. Other funds not expended or distributed shall revert to UGHA.

12.6. Credit Card Processing Fees

12.6.1. In the event that a team wishes to enlist UGHA to run credit card payments above and beyond the normal player fees, camps or clinics and occasional miscellaneous credit card payment for team expenditures, fees charged to UGHA for the credit card processing will be either: 1. Charged to that team and deducted from their team account; or 2. An additional 3% will be added to the credit card transaction to cover the processing fee.

12.6.2. Prior to engaging in this type of credit card processing activity, check with the Treasurer, Director of Hockey Operations, and UGHA accountant for additional, specific information regarding the projected costs.

12.7. Financial Assistance

12.7.1. Financial assistance monies may be available from time to time based on donations and fundraising efforts. This money will be awarded to players in need of financial assistance based on personal and family hardships. We strive to award financial assistance every season; however, availability of funds is not guaranteed.

12.7.2. UGHA families may apply for financial assistance by requesting an application from the UGHA Director of Business Operations.

12.7.2.1 UGHA families will provide certain financial information that will be treated as confidential and may not be disclosed to anyone other than the Director of Hockey Operations, Treasurer, Accountant, and President of the UGHA Board.

12.7.2.2 UGHA reserves all rights to accept or reject any financial assistance.

12.7.3. All financial assistance requests are confidential and will be fairly evaluated by the Director of Hockey Operations, Treasurer, Accountant, and the President of the Board of Directors. The financial assistance amount allocated for each family will be communicated by the Board of Directors prior to the start of each season. The Board of Directors will vote and may enquire to the reasons for the assistance but may not see any confidential information. The President, Treasurer or Accountant are the only ones who may summarize the situation without details. The Board of Directors make every effort to keep financial assistance analysis and awards confidential. The actual amount credited toward the family's fees will be as defined in 12.7.4 below. Families receiving financial assistance will still be expected to pay the balance of their player fees based on the payment schedule established by the Treasurer, Accountant, Director of Business Operations and/or the Director of Hockey Operations and as approved by the Board.

12.7.4. UGHA is dependent upon, and largely successful due to, the many volunteer efforts of our members. UGHA may provide credits to player accounts to help offset the costs of certain eligible, pre-approved volunteerism. As volunteers, members recognize and agree that any such credits or reimbursements are not intended as payments for determining whether a member is an employee. As a volunteer, the member is merely donating services without any expectation of salary, wages, or other benefits. Nothing in this policy is intended to alter the employment status of the volunteer or otherwise suggest that the member is anything other than a volunteer. For every \$200 received in financial assistance by a member, that member's family has to perform at least one (1) hour of eligible volunteer service to UGHA that year. The credit received for the service hours donated will be credited to the family's UGHA account balance on either February 1st or upon the family completing all service hours associated with their financial assistance award, whichever date is earlier.

12.7.5. Failure to adhere to the established payment schedule and/or pay any remaining balance of the player fees will result in the financial assistance becoming null and void. All payments received must total the entire player fee amount by February 1st or the player will be suspended from practicing, playing, and/or otherwise participating. Failure to meet the payment requirement will result in the player being placed on the UGHA "Do Not Play" list.

12.7.6. If volunteer hours are not properly recorded and accounted for (in the manner outlined by UGHA Letter of Award) by February 1st, the family/player will be responsible for repayment of the full scholarship amount, or the player will be placed on the UAHA "Delinquent" Player list.

12.7.7. Refer to Section 12.2.13.4 for the policy regarding team account refunds to financial assistance recipients at the end of the season.

12.8 Financial Reporting to USA Hockey. UGHA shall provide an annual financial report of operations to the Executive Director of USA Hockey. Such financial report shall identify, at a minimum, all dues and assessments imposed by UGHA, which shall be reasonable in relation to the programs UGHA offers to its members.

13. Drop in Policies

13.1. Players will have the opportunity to practice with UGHA

13.2. Players are expected to sign a waiver(s)

13.3. Players are to pay a fee of \$10 per session of practice.

13.4. Players must practice with the age group unless the Director of Hockey Operations and the coach of a lower age group allows participation by that player.

14. Corporate Sponsorships & Logo Use

14.1. UGHA will not accept sponsors that may cause negative consequences to UGHA or the UGHA membership, as evaluated at the discretion of the Board. All sponsorships must be approved by the UGHA Board.

14.2. The UGHA Board must approve all use of the UGHA logos, names and images. Requests for approval (with adequate supporting information and details) must be submitted to the Board for review and/or inclusion on the next Board meeting agenda. The Board shall not approve the use of any logos, names, or images that would violate the terms of any license or other agreement authorizing the use of such logo, name, or image by UGHA.

14.3. Unauthorized use of UGHA logos, names and images will be subject to sanctions, fines, or both.

15. USA Hockey SafeSport Program

15.1. UGHA supports, endorses, and implements the USA Hockey SafeSport Policy and Zero Tolerance Policy relating to abuse and misconduct.

15.2. These USA Hockey policies have been implemented to reduce certain types of abuse and misconduct including sexual, physical and emotional abuse; bullying, threats,

and harassment; and hazing. USA Hockey policies implemented to reduce the risk of potential abuse include: locker room policy, social media, mobile, and electronic communication policy; travel and billeting policies. As required by USA Hockey, UGHA has implemented its own policies and procedures regarding these topics, which are set forth below.

15.3. All policies and procedures outlined in the current versions of the USA Hockey SafeSport Handbook and the USA Hockey Policy Manual will be followed by all UGHA members, players, coaches, hockey staff, and the Board. The current version of the Handbook can be found on the USA Hockey website or the UGHA website for further reference and details. In the event of a conflict between any UGHA P&Ps and USA Hockey policy, the more strict policy shall control.

15.4. Notwithstanding anything else to the contrary, any employee, volunteer, or other adult authorized by UGHA to interact with a minor or amateur athlete who learns of facts that give rise to suspicion that a child has suffered an incident of child abuse, including sexual abuse, shall as soon as possible make a report of the suspected abuse to a USA SafeSport Coordinator, and to the Director of Hockey Operations and President of UGHA Board.

15.4.1 Any UGHA members, players, parents, coaches, hockey staff, and any board member that if informed that they have a safe sport allegation against them shall report such allegation to the President of UGHA board and Director of Hockey Operations as soon as possible.

16. Board Operations

16.1. Except as otherwise required by the Bylaws, the Board will announce (or communicate via means such as the UGHA website, email, etc.) a regular meeting schedule with the dates and times of all UGHA Board meetings.

16.2. UGHA Board members should expect meetings to start on time.

16.3. Board members will inform the President and Secretary of matters they wish to include on the agenda as set forth in the Bylaws.

16.4. Whenever practical, the UGHA Secretary will email or distribute written materials supporting action items the Board may consider at least 72 hours prior to the meeting. Board members will review these materials before the meeting. Any Bylaws or P&Ps to be changed must be referenced directly.

16.5. Non-Board members wishing to be placed on the agenda must notify the President or Secretary in writing prior to the meeting as set forth in the Bylaws. The request should include the subject, the amount of time required, copies of any materials that Board members need to review and the Bylaw(s) and or P&Ps that they are addressing.

16.6. Each Board member has the responsibility of staying informed on the operations of UGHA. This requires, among other things, timely review of all communications, preparation for meetings, and attendance at all Board and Committee meetings.

16.7. Meetings of the Board are open to all members of UGHA who request to attend and are approved for attendance by the Director of Hockey Operations or the president of UGHA. The Chairperson may close the meeting (and enter into) upon the vote of a majority of the Directors present and voting, to discuss personnel, confidential, disciplinary, or other sensitive matters.

16.8. Matters discussed in executive sessions of the Board shall remain within the confines of the boardroom.

16.9. Board members may express their conscience in a professional manner. Board members expressing their opinions will show courtesy to the volunteer efforts of the other Board members.

16.10. Board members will set an example in all areas of conduct affecting UGHA both within and outside the boardroom.

16.10.1 When a non-Board Member has the floor, all Board members will remain silent allowing the member to explain and or express their concerns within their allotted amount of time.

16.10.2 A question and answer period may be engaged by Board members for a period of time.

16.11. Directors may not vote by proxy except as may be permitted by the Bylaws.

16.12. Board members must abstain from voting on all matters in which they have a direct interest in the outcome except as may be permitted by the Conflict of Interest Policy below. The President (or designee) presiding at any meeting of the Board, shall rule on eligibility for voting on any issues involving the personal interests of a Board member, subject to being overruled by a majority of directors present and voting at such meeting.

16.13. Board members shall have an affirmative duty to inform the Board of any conflict or potential conflict before any action is taken or considered under conflict.

16.13.1. Board members will sign the UGHA Conflict of Interest Statement in August (or at the beginning of every season whichever is earlier).

16.13.2. This Conflict of Interest Statement is good for one year and must be resigned every season. A copy will be retained by the Secretary and all copies will be explicitly called out in the September meeting minutes.

16.14. The President presiding as “Chair” at any meeting of the Board may vote on matters as may be permitted by the Bylaws.

16.15. Matters appropriate for action by the Board shall in all cases, unless time demands or other circumstances clearly dictate otherwise, first be referred for action to the appropriate Committee for review, development, and referral to the Board.

16.16. The Board has a duty to leave for its successors, clear written policy on all areas of Board responsibilities.

16.17. Past and present Board members shall refrain from being critical of the Board, its members and staff, when communicating with other volunteers, staff, UGHA members, or the public at large. Board members will keep any problems with the Board or its policies at the Board level and work to resolve them. Board members should notify the President of any problems with the staff. Board members who violate confidentiality provisions of executive session may be removed as provided in the bylaws.

17. Public Relations

17.1. UGHA Hall of Fame

17.1.1. New Hall of Fame inductees are selected based on years of service, positions held, accomplishments, community service, all-around performance of duty, and dedication to UGHA.

17.1.2. Nominations should be presented to the President for consideration by the Board. The Board must approve each new inductee by a 2/3 vote. The Hall of Fame may increase by up to two people per year.

17.1.3. UGHA will honor new inductees at various year-end events; however, inductions may not happen every year.

17.1.4. A webpage, banner (or some other approved format) recognizing the Hall of Fame members will hang in a prominent space within the main rink of UGHA.

17.2. UGHA Honorary Alumni

17.2.1. Past UGHA players will be honored based on certain criteria established by the Board. Applications for nominating UGHA alumni should be forwarded to the Board. Alumni names will be displayed in a webpage of UGHA. At some future point, a banner may be raised at the main UGHA rink.

18. Social Media / Bullying & Cyberbullying

18.1. Introduction. All players, coaches and staff participating in UGHA programs have the right to safe and secure athletic program. It is the intent of UGHA to provide all participants with an equitable opportunity to their hockey programs. To that end, UGHA has a significant interest in providing a safe, orderly, and respectful environment that is conducive to mutual respect and sportsmanship to promote both player and team development. Bullying and cyber-bullying are detrimental to the athletic environment and player development and erodes individual and team morale. Bullying and cyber-bullying interfere with the mission of UGHA to develop and improve both the player's and team experience and disrupt what should be a positive athletic experience based on fair play and sportsmanship. Bullying, regardless of form, affects not only players or staff who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure player safety and to promote inclusive, positive hockey program. It is not UGHA's intent to prohibit players from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, UGHA does not condone and will take action in response to conduct that interferes with players' opportunity to participate and positively grow as both an individual and athlete.

18.1.1 Bullying (National Centre Against Bullying:

[NCAB.org.au/bullying-advice/bullying-for-parents/definition-of-bullying/](https://www.ncab.org.au/bullying-advice/bullying-for-parents/definition-of-bullying/)) "Bullying is an ongoing and deliberate misuse of power in relationship through repeated verbal, physical, and or social behavior that intends to cause physical, social and or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening."

18.1.2 Bullying

<https://anti-bullyingalliance.org.uk/tools-information/all-about-bullying/understanding-bullying/definition>) "Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online."

18.1.3 Utah Code Annotated 53G-9-601(2) Definitions;

(2) "Bullying" means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

- (a) causing physical or emotional harm to the school employee or student;
- (b) causing damage to the school employee's or student's property;
- (c) placing the school employee or student in reasonable fear of:
 - (i) harm to the school employee's or student's physical or emotional well-being; or
 - (ii) damage to the school employee's or student's property;
- (d) creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - (i) the pervasiveness, persistence, or severity of the actions; or
 - (ii) a power differential between the bully and the target; or
- (e) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

8.1.4 Elements of Bullying must meet these requirements according to court cases which requires all elements to establish bullying claim:

- 1. Hurtful
- 2. Repetition
- 3. Power Imbalance
- 4. Intentional

Unless all elements are met, there is no bullying. Several court cases have shown that it is the right of people to reject those with whom they do not like or do not want to associate with. It is often perceived as bullying even though it does not meet the requirements of bullying.

This must be established BEFORE the rest of Section 18 is applied.

18.2. *"Bullying" must meet the requirements established in 18.1.* Bullying includes, but is not limited to, a written, oral, or electronic expression or a physical act or gesture or any combination thereof directed at a player or players that:

18.2.1. Has, or a reasonable person would expect it to have, the effect of:

- 18.2.1.1. Physically harming a player or damaging a player's equipment or property; or

18.2.1.2. Placing a player in reasonable fear of physical harm or damage to the player's equipment or property.

18.2.2. Interferes with the rights of a player by:

18.2.2.1. Creating an actual intimidating or detrimental athletic environment for the player; or

18.2.2.1.1 Intimidating is defined as having a frightening and or threatening gestures or actions that cause one to have overwhelming fear from ones safety.

18.2.2.1.2 Detrimental is defined as striving to cause harm to the group or individual that it is directed at.

18.2.2.2. Interfering with the player's athletic performance or to restrict their ability to participate in or benefit from their team activities or athletic opportunities provided by the team; or

18.2.2.3. Is based on a player's actual race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a player's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraphs 18.2.2.1 and 18.2.2.2. above. Examples of conduct that ***may*** constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusions;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a player, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to team or related hockey facilities;

7. Stealing or hiding hockey equipment, gear bags, clothing or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

18.3. *“Bullying” must meet the requirements established in 18.1.* “Cyberbullying” is bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

18.3.1 Examples of conduct that may constitute cyberbullying include, but are not limited to.

18.3.1.1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a player or team staff member on a website or other online application;

18.3.1.2. Posting misleading or fake photographs or digital video footage of a player or team staff member on websites or creating fake websites or social networking profiles in the guise of posing as the target;

18.3.1.3. Impersonating or representing another player or staff member through use of that other person’s electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;

18.3.1.4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target’s e-mail account, IM account, or cell phone; and

18.3.1.5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other players or team staff.

18.4. “Retaliation” is an act or gesture against a player for asserting or alleging an act of bullying.

18.4.1 “Retaliation” also includes reporting an act of bullying when it is not made in good faith.

18.5. Application of Policy

18.5.1. This policy applies to any player, team staff, coach, parent or UGHA volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

18.5.2. This policy applies to bullying that: Takes place at all team practices, games, tournaments and team transportation and lodging.

18.5.2.1. Takes place while players and team staff are being transported to or from UGHA or team-sponsored games or events.

18.5.2.2. Takes place at any UGHA or team sponsored event, activity, function, program, instruction or training; or

18.5.2.3. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of others as set forth in this P&Ps definition of bullying.

18.6. Reporting

18.6.1. Bullying or suspected bullying is reportable in person or in writing (including anonymously) to team coach, UGHA Director of Hockey Operations and or UGHA President of the Board.

18.6.2. Players or team staff who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a coach, UGHA Director of Hockey Operations and or UGHA President of the Board.

18.6.3. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a team coach, UGHA Director of Hockey Operations and or UGHA President of the Board.

18.6.4. Team coaches are required to communicate all reports of bullying or suspected bullying to the Director of Hockey Operations within two (2) business days.

18.6.5. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited.

18.6.6. Any player who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

18.7. Responding – The Director of Hockey Operations will investigate all bullying allegations against the UGHA 18.1 criteria,

18.7.1. Promptly investigate and respond to allegations of bullying behavior;

18.7.1.1. A proper “investigation” of alleged bullying will include, but is not limited to, the following procedures.

18.7.1.1.1 The Director of Hockey Operations, President of the UGHA Board will identify all parties involved in the alleged bullying incident(s).

18.7.1.1.1.1 If either one or both of them are involved as either a witness, victim, or accused. UGHA Safe Sport coordinator will be immediately referred and UGHA shall no longer investigate the allegations nor have jurisdiction.

18.7.1.1.2 All involved parties will be contacted for a formal interview to recount the alleged acts. The interview may take place in-person or over an alternative form of communication, including but not limited to, telephone, video-conferencing software, email, or any other form of communication deemed acceptable under the circumstances.

18.7.1.1.3. All communications with the involved parties will be done with two or more UGHA personnel present if handled by UGHA. This is to ensure that all information presented to UGHA personnel is recorded fully and accurately.

18.7.1.1.4. The content of all interviews will be documented and kept on record for a period of time deemed appropriate by the Director of Hockey Operations, UGHA Board of Directors President.

18.7.2. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the Board;

18.7.3. At the conclusion of the investigation, the Director of Hockey Operations, UGHA Board will convene for a formal meeting. The meeting may take place in person or over an alternative form of communication, including, but not limited to, video-conferencing software, email, or any other form of communication deemed acceptable under the circumstances. The board will vote on whether the alleged behavior constituted formal bullying under the Safe Sport Bullying Policy and/or applicable state or federal law. If, by a three quarters ($\frac{3}{4}$) of the entire board vote, the behavior is deemed to constitute bullying, as outlined in the Safe Sport Handbook, applicable law, and elsewhere in this document, the Director of Hockey Operations, will file a formal report to USA Hockey, per the Safe Sport Guidelines within 2 days. Additional disciplinary actions, as outlined by Rule 18.7.4, may also be imposed.

18.7.3.1. If the behavior does not constitute bullying under these formal guidelines, the Director of Hockey Operations may, at their discretion, count the incident towards the player's potential removal, as outlined under Rule 4.4, or take alternative action as outlined under Rule 18.7.4.

18.7.3.2. The Director of Hockey Operations and UGHA Board shall immediately discuss and implement a plan to either settle the differences between the two parties or the accusing party may be dismissed as outlined in Rule 4.4.

18.7.4. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to players who engage in bullying behavior, the Director of Hockey shall consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the player and the player's parents;
2. Reflective activities, such as requiring the player to write an essay about the player's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service;
10. Game detention;
11. Suspension

18.7.5. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

18.7.6. Communicate to the parent of a player who has been bullied the measures being taken to ensure the safety of the player who has been bullied and to prevent further acts of bullying.

18.7.7. The player and parent/guardian are responsible for all costs associated with the completion of any and all imposed/assigned actions as outlined in section 18.7.

18.8 Malicious Reporting: If the Director of Hockey Operations and the UGHA Board determine that the reporting was an act to defame, embarrass, harass, or uses this process as a “weapon” with the intent have a malicious outcome or to remove the other party for any part of the organization, then such action shall be reported to UAHA Safe Sport Coordinator along with all recordings and evidence and the outcome from the Director of Hockey Operations and UGHA Board.

18.8.1 The offending player will be subject to Rule 4.4 and will not receive any refund and all monies outstanding will become immediately due.

18.8.2 If the party that was subjected to such false allegations due to malicious reporting shall be notified of the outcome of the investigation and at their expense may reserve the right for any legal action against the other party and may have access to all of the investigations outcomes and supporting documentation including all recordings.

18.9 A term that is a common term is the word “perception”. While every effort is to be made to respect ones perception, it is important to protect both individuals rights. Therefore, perception alone is to be considered not enough evidence without corroborating evidence that can stand on their own to establish a violation of the P&Ps, Bylaws of UGHA, UHAH, USA Hockey, Safe Sport along with the elements of Bullying as outlined in 18.1 of this section.

19. Locker Room Policy and Reporting Protocol

19.1 Introduction. 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 UGHA’s goals. UGHA 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. To help prevent abuse or misconduct from occurring in our locker rooms, UGHA has adopted this Locker Room Policy to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. UGHA’s team organizers will attempt, when possible and/or needed, to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

19.2 Locker Room Monitoring. It is mandatory under applicable USA Hockey and UGHA Policy that all UGHA teams have a Locker Room Monitor for all games and practices throughout the official UGHA season. A Locker Room Monitor must be

background screened consistent with UGHA's Screening Policy and be USA Hockey SafeSport Certified. They must also have a current USA Hockey Registration Confirmation. The Head Coach of each team will determine when players must be present at the arena before all games and practices. The time set will be when the Locker Room Monitor must be present and inspect the room beforehand. The Locker Room Monitor must also be present until the last player has left the locker room, and will be responsible to ensure the locker room is left the way it was received. UGHA has predictable and limited use of locker rooms and changing areas (e.g., This will be posted in SportsEngine for each practice and games as determined by each team). This allows for direct and regular monitoring of locker room areas. Constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), and approved team personnel are permitted in the locker room. The coaches have the right to secure the door for pregame and postgame meetings. Locker Room Monitors/Team personnel will also secure the locker room appropriately during times when the team is on the ice.

19.3 Parents in Locker Rooms. Except for players at the 8U/10U age groups, parents are not allowed to enter locker rooms unless it is truly necessary such as an emergency or a their player is hurt and or sick. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then that parents must inform the coach beforehand that he or she will be helping the player. It is encouraged that the player come out of the locker room for such assistance but is not mandatory.

19.3.1 Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently.

19.3.2 In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave before the game and for time after the game so that the coaches may address the players. As players get older U12 and above, the coach has the right to prohibit parents from a locker room altogether, except in cases of injury or where a player's disability warrants assistance.

19.4 Cell Phones and Other Mobile Recording Devices. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms and must be given to the

locker room monitor prior to entering the locker room or placed into the teams phone bag upon entry into the locker room. If phones or other mobile devices must be used, they must be retrieved by the locker room monitor/phone bag and used outside of the locker room.

19.4.1 Many players want to listen to ear speakers which connect to their phones. While this is a common place outside of the locker room, it is not allowed inside of the locker room as this would constitute using the phone inside of the locker room and is in direct violation of the USA Hockey Safe Sport Policy and Procedures manual. A team may have a speaker that is connected by blue tooth and in the possession of the locker room monitor or in the phone bag within the room so all may hear the same music.

19.5 Prohibited Conduct and Reporting. UGHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in UGHA may be subject to disciplinary action for violation of this Policy or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Any and all issues concerning or arising under this Policy must be brought to a UGHA representative's attention as soon as possible, documented in writing, and forwarded to the Director of Hockey Operations. Within a reasonable time after reporting the issue, the Director of Hockey Operations shall conduct an investigation as warranted by the situation. Following the investigation, the Director of Hockey Operations shall conduct a meeting, confirmed in writing, that addresses the issue, provides a recap, and insofar as possible provides a resolution. While issues arising under this Policy will necessarily require the exercise of discretion, it is imperative that a Coach, Manager, or other UGHA representative reports and documents any and all issues brought to their attention arising under this Policy in an effort to ensure the matter is dealt with in a respectful and professional manner in compliance with USA Hockey's SafeSport program. Reports of any actual or suspected violations should be reported to UGHA pursuant to the following reporting hierarchy: Team Manager; Head Coach; Director of Hockey Operations; a UGHA Board of Director. If your situation is not resolved in an appropriate manner, you may also email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

20. Locker Room Policy Female Specific

20.1. All locker rooms will be monitored by a female, SafeSport certified locker room monitor. Prior to any coach entering the locker room, the monitor must ensure that all players are decent.

20.2. Any and all issues concerning or arising under the Locker Room Policy must be brought to a UGHA representative's attention as soon as possible, documented in writing, and forwarded to the Director of Hockey Operations. Within a reasonable time after reporting the issue, the Director of Hockey Operations shall conduct an

investigation as warranted by the situation. Following the investigation, the Director of Hockey Operations shall conduct a meeting, confirmed in writing, that addresses the issue, provides a recap, and insofar as possible provides a resolution. While issues arising under this Policy will necessarily require the exercise of discretion, it is imperative that a Coach, Manager, or other UGHA representative reports and documents any and all issues brought to their attention arising under this Policy in an effort to ensure the matter is dealt with in a respectful and professional manner in compliance with USA Hockey's SafeSport program.

21. Travel Policy. UGHA's teams travel regularly to play individual games, two or three games at a time, or in tournaments. UGHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience. We distinguish between training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel"). Prior to each season, to effectuate local and team travel, all parents/legal guardians should execute the UGHA Assumption of Risk, Waiver of Liability, and Indemnification Agreement. In the event that a parent/legal guardian refuses to execute the UGHA Assumption of the Risk, Waiver of Liability, and Indemnification Agreement, the parent/legal guardian shall be responsible for arranging for all travel and lodging accommodations for the player.

21.1 Local Travel

21.1.1 Players and/or their parent/legal guardian are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators shall avoid arranging or coordinating local travel. It is the responsibility of the parent/legal guardian to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

21.1.2 The employees, coaches, and or volunteers of UGHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with another adult at all times.

21.1.3 Where an employee, coach and or volunteer is involved in an unrelated minor player's local travel who is not also acting as a parent, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer who is not also acting as a parent, may not transport a nonrelated player at any time.

21.1.4 Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their

player first and drop off their player last in any shared or carpool travel arrangement.

21.1.5 "Acting as a parent" is defined as having the player to which they the parent or legal guardian over is present at all times during the transportation of the nonrelated minor player. In the case of U19 team, some players may be over the age of 18 years of age. However, due to the imbalance of power, i.e. coach player relationship, the employee, coach and or volunteer may not transport alone such nonrelated player.

21.1.6 USA Hockey and Safe Sport allows for nonrelated parents to sign waivers to transport players alone with employee, coach and or volunteer. We have made our policy more restricted and do not allow such transport unless the UGHA approves such transportation in writing prior to any transportation taking place. Such transportation must be done and notarized on official UGHA letterhead and such letter is accepted into the minutes of UGHA board meetings.

21.2 Team Travel

21.2.1 Team travel is overnight travel that occurs when UGHA or one of its teams sponsors, coordinates or arranges for travel so that the team(s) can compete regionally, nationally or internationally. All parents are responsible for their own player's travel arrangements including flights, car travel, hotel, meal money and chaperone should they choose to send their player with another family UGHA waives all responsibility for players traveling with another family.

21.2.2 When possible, UGHA, the Coach(es) and/or the Team Manager(s) 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 UGHA and/or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

21.2.2.1 It is the intent of UGHA to arrange suitable hotels based upon the coaches and or team managers requests. These hotels are not mandatory unless the coach requires it for that particular team.

21.2.2.2 UGHA is not liable for any player who at the request of the parent does not have a parent or guardian in the room with their player.

21.2.2.3 If a parent has their player (minor or adult player) stay in a room without a parent or guardian present in the room, then no other player, employee, coach, or volunteer may enter that room at any time unless for an emergency. Any player, employee, coach, or volunteer who enters the room is subject to disciplinary action as established in these P&Ps.

21.2.3 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 (2) properly screened adults. If players are rooming with their parent/legal guardian, the parent/legal guardian will be responsible for their child and any other children they are the chaperone to.

21.2.4 The parents who are chaperoning other players shall ask the hotel staff to block adult pay per view channels.

21.2.5 Individual meetings between a player and coach should not occur in hotel sleeping rooms and must be held in public settings or with additional adults present. Any meeting that may occur with a coach and player(s) in a hotel sleeping room must have the parent(s), legal guardian(s), and/or chaperone(s) for each player involved present for the meeting. Team meetings should not occur in hotel rooms, but the team may reserve a separate space for adults and players to socialize. If a team meeting should occur, there must be more than one Coach, Manager and or Chaperone present.

21.2.6 All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.

21.2.7 Additional family members who wish to stay in the team hotel are permitted and encouraged to do so.

21.2.8 The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent/legal guardian. If any special arrangements are necessary for the player, please contact the Team Manager and or the Head Coach, who can either make or assist with making those arrangements.

21.2.9 If disciplinary action against a player is required while the player is traveling without her parents, except where immediate action is necessary, then parents will be notified before any action is taken or immediately after the action.

21.2.10 The coaches and team managers shall not be under the influence of alcohol or drugs while performing their coaching duties. No chaperone(s) shall be under the influence of alcohol or drugs while performing their chaperoning duties. Coaching duties are considered complete at the time of team curfew.

21.2.10.1 Coaches are not allowed to become legally intoxicated at any time during the travel. A head coach or assistant coach may have a alcoholic beverage with dinner if they have no other coaching activities scheduled after the dinner. It is the intent of this policy to have common sense consumption rather than absolute restrictions from alcohol.

21.2.11 In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

21.2.12 During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to any and all UGHA, UAHA, and USA Hockey policy guidelines, including, without limitation, the UGHA Travel Policy, and the Locker Room Policy and Reporting Policy.

21.2.13 Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches may support chaperones and or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

21.2.14. Coaches who catch players violating team curfews may implement “punishments” which will not exceed sitting out participating a game or some other physical punishment like skating at next practice. These should be measured and established in the team rules prior to travel.

21.3 Prohibited Conduct and Reporting. UGHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees, or volunteers in UGHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Any and all issues concerning or arising under this Travel Policy must be brought to a UGHA representative’s (Coaches and or team manager) attention as soon as possible, documented in writing, and forwarded to the Director of Hockey Operations. Within a reasonable time after reporting the issue, the Director of Hockey Operations shall conduct an investigation as warranted by the situation. Following the investigation, the Director of Hockey Operations shall conduct a meeting, confirmed in writing, that addresses the issue, provides a recap, and insofar as possible provides a resolution. While issues arising under this Policy will necessarily require the exercise of discretion, it is imperative that a Coach, Manager, or other UGHA representative reports and documents any and all issues brought to their attention arising under this Policy in an effort to ensure the matter is dealt with in a respectful and professional manner in compliance with USA Hockey’s SafeSport program. Reports of any actual or suspected violations should be reported to a UGHA representative using the following protocol: Team Manager; Assistant Coach; Head Coach; Director of Hockey Operations; UGHA Board of Directors. If your situation is not resolved in an appropriate manner, you may also email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

22. Screening Policies. UGHA has promulgated the within Screening Policies to protect participants against known offenders, to deter offenders that have not been caught from joining UGHA programs, to protect UGHA and USA Hockey’s reputation as a sport safe from abuse, and to protect employees and volunteers from liability. Consistent with USA Hockey’s SafeSport program, UGHA will not authorize or sanction any employee or volunteer who has regular,

routine, or frequent access to children unless and until such person consents to be screened and passes a criminal background screen. This Policy applies to all teams within UGHA.

22.1 UGHA Screening Policy

22.1.1 All volunteers and employees over the age of 18 who will have regular, routine, or frequent access to youth participants must be screened prior to having such access. An approved screen shall be valid for two (2) years. All previously screened persons must be re-screened every two (2) years.

22.1.2 All persons in a managerial or supervisory role, including but not limited to coaches, shall complete online education and awareness training along with any other requirements of USA Hockey SafeSport.

22.1.3 UGHA shall direct all parties to the UAHA-managed screening program. UGHA shall require that all required volunteers and employees be screened through the vendors in compliance with the UAHA Policy and procedures and all applicable USA Hockey policies.

22.1.4 All screens of coaches, officials, and all other volunteers and employees over the age of 18 who will have regular, routine, or frequent access to or supervision over minor participants must, at a minimum, include a "national" screen that covers a national criminal database, the sex offender registries for all 50 states, and every county database in which the applicant has lived during the previous five (5) years. For screens of individuals that will serve as a team driver, the screen must also include a department of motor vehicles check. The Board may increase the screen protocol in its reasonable discretion.

22.1.5 UGHA shall designate a staff member as a screening coordinator (who may also serve as the USA Hockey SafeSport coordinator) who will be responsible for monitoring and reporting on compliance with this Policy.

22.1.6 The following persons must be screened in accordance with this Policy:

1. members of the Board of Directors;
2. Administrators;
3. Coaches;
4. team managers;
5. locker room monitors;
6. team drivers (unless professional transportation companies are used);
7. anyone else with regular, routine, or frequent access to youth participants.

22.1.7 The following are the minimum criteria that must be searched for in the background screen and which may serve as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer: 1. any felony; 2. any misdemeanor involving force or threat of force against a person; 3.

any misdemeanor of a sexual nature, or in which sexual relations is an element, or classified as a sex offense, including but not limited to “victimless” crimes of a sexual nature such as prostitution, pornography, and indecent exposure; 4. any misdemeanor involving controlled substances (not paraphernalia or alcohol); 5. any crime involving cruelty to animals; 6. sex offender registrant; 7. any misdemeanor involving harm to a minor.

22.1.8 Convictions of (whether disclosed by the applicant or sourced in a criminal records search) and pending charges or dispositions for any of the above crimes or registrations shall be reported to UAHA who will then report to the UGHA Board of Directors and Director of Hockey Operations, who shall make a determination of whether the applicant shall be approved for the position sought. The UGHA screening coordinator shall receive and review any screens in accordance with the requirements below.

22.1.9 In addition to the minimum criteria above, and any additional criteria that UGHA elects to evaluate, the following additional criteria (which are unlikely to be found in a criminal record search) shall also serve as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer in UGHA:

22.1.9.1. an expunged or sealed conviction for any of the minimum criteria above;

22.1.9.2. being adjudged liable for civil penalties or damages involving sexual or physical abuse of children;

22.1.9.3. being subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order or protection;

22.1.9.4. had their parental rights terminated;

22.1.9.5. a documented history with another organization (volunteer, employee, etc.) of complaints of sexual or physical abuse of minors;

22.1.9.6. resigned, been terminated, or been asked to resign from a position, whether paid or unpaid, due to complaints of sexual or physical abuse of minors;

22.1.10 All applicants shall be provided notification, and shall consent in writing, to all screens (credit and criminal) as required by Utah and federal law, including but not limited to the Fair Credit Reporting Act.

22.1.11 UGHA shall rely on UAHA to maintain adequate security for the safekeeping, privacy, and production of documents and information in connection with its screening of applicants.

22.1.12 UGHA shall submit this Policy, as it may be amended by the Board from time-to-time, to USA Hockey each year for approval by the USA Hockey SafeSport Program Committee. The submission shall include the positions screened, the criteria searched, screen vendor to be used, databases to be checked, the means of enforcement to require screens are completed before access, and the means by which UGHA handles any "hits" and any appeals from a denial of eligibility, as well as such other information as is necessary to demonstrate compliance with USA Hockey's Affiliate Screening Policy.

22.1.13 If requested by USA Hockey, UGHA shall submit (during the month of April) a report for the just-completed playing season that identifies the number of screens conducted in each category of screened individuals.

22.1.14 Although UGHA is ultimately responsible for managing and supervising the screened individuals, the Director of Hockey Operations must monitor and supervise the teams/programs so that screening is complete before any employee, coach, or volunteer has access to youth participants.

22.2 Handling "Hits" and Appeals

22.2.1 Decisions related to screening hits and eligibility of any person screened for a USA Hockey national program (e.g., board, council, committee, and section members, and coaches, staff and volunteers for any national or district camp, national team, select camp, and national and district tournaments, and Junior Officiating Development Program officials) shall be made by the USA Hockey Vice President & Legal Counsel Chairperson or his/her designee. Appeals of such decisions shall be appealable and directed to the USA Hockey Screening Appeals Committee, c/o the USA Hockey Executive Director. The procedure for any appeals to the Screening Appeals Committee shall be as provided in USA Hockey Bylaw 10.e as set forth in the then-current USA Hockey Annual Guide.

22.2.2 Decisions related to screening and the eligibility of any person screened by UAHA shall initially be made by the UGHA Screening Coordinator or a person or group of persons designated by the UGHA Board of Directors to make such decisions. Any decision denying eligibility of any employee or volunteer shall be appealable to the UAHA Board of Directors, or a designated committee of such board, in compliance with USA Hockey Bylaw 10.e.

22.2.3 The existence of any "hit" following a screen and the proceedings surrounding any appeal must be kept confidential until "notice" must be given about a rejection or acceptance of a person's eligibility. UAHA shall provide

prompt written notice to any individual that has been deemed ineligible as a result of a hit following a screen, which notice shall include a reasonable description of the grounds for the denial of eligibility and the method and time periods to appeal such decision. Any hearings should be closed and confidential, to the extent possible, other than for notification of the outcome. Participants in the hearing, including the hearing committee, the person who made the initial decision, and witnesses (if any are permitted) should be requested and encouraged to keep the proceedings confidential.

22.2.4 Appeal decisions of the UAHA Board of Directors shall be subject to appeal to the USA Hockey Executive Committee.

22.2.5 UGHA shall promptly report to USA Hockey in writing (to the attention of the USA Hockey Executive Director and to the USA Hockey Vice President, Legal Counsel Chairperson) the full name and identifying information for any individual who has been denied eligibility for employment or a volunteer position based on that person not consenting to be screened, not passing a background screen, or the existence of other information that makes a person ineligible. USA Hockey shall create a database of such ineligible persons for purposes of notifying appropriate affiliates of any attempted registration by a person who has previously been denied eligibility for employment or a volunteer position.

23. USA Hockey Preeminence. UGHA shall abide by and act in accordance with the Articles of Incorporation, Bylaws, published Policies and Procedures, Rules and Regulations, Playing Rules, and other decisions of the Board of Directors of USA Hockey and such documents and decisions shall take precedence over and supersede all similar governing documents and/or decisions of UGHA. Further, UGHA (i) shall assist USA Hockey in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules, and decisions of USA Hockey, to the extent they involve UGHA and/or otherwise arise within UGHA's jurisdiction; (ii) support, endorse, and implement the USA Hockey SafeSport Policy, Zero Tolerance, and other policies, decisions, or rules of USA Hockey; and (iii) agrees to be guided by the following core values of USA Hockey: (a) Sportsmanship - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. UGHA will endeavor to foster friendship with teammates and opponents alike. (b) Respect for the Individual - Treat all others as you expect to be treated. (c) Integrity - UGHA shall seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game. (d) Pursuit of excellence at the individual, team and organizational levels - Each person involved in any capacity with UGHA, whether as a Member, player, volunteer, or staff, should seek to perform each aspect of the game to the highest level of his or her ability. (e) Enjoyment - It is important for the hockey experience to be fun, satisfying, and rewarding for the participant. (f) Loyalty - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey. (g) Teamwork - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.

24. Indemnity/Insurance

24.1 UGHA shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey and each member thereof, the Executive Committee of USA Hockey and each member thereof (if any), councils and committees of USA Hockey and each member thereof, and all elected, appointed, employed, or volunteer representatives of USA Hockey from any and all claims, liability, judgments, costs, attorneys' fees, charges, and expenses whatsoever, arising from the acts or omissions of UGHA, except to the extent (i) that USA Hockey or its representatives caused such claims, liability, judgments, costs, attorneys fees, charges, or expenses by their own intentional neglect or default, or (ii) that such acts or omissions were the direct result of UGHA's good faith attempt to comply with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules, or decisions of the Board of Directors of UAHA. Further, UGHA understands and acknowledges that USA Hockey and its afore described representatives have assumed such assignment, function, office, or capacity upon the express understanding, agreement, and condition that they be so indemnified and held harmless to the extent described in this Bylaw.

24.2 UGHA shall obtain coverage under the general liability insurance policy and the directors and officers and crime insurance policy maintained by USA Hockey. UGHA shall retain the right to obtain additional insurance coverage as the Board of Directors may determine from time-to- time at its own expense, but agrees to name USA Hockey as an additional insured thereof.

25. Conflict of Interest Policy

25.1 Purpose This Conflict of Interest Policy is designed to foster public confidence in the integrity of UGHA and to protect UGHA's interest when it is contemplating entering a transaction (defined below) that might benefit the private interest of a director, a corporate officer, the top management or top financial official, or a key employee (defined below).

25.2 Definitions

25.2.1 Insiders. The following are considered insiders for the purposes of this policy:

25.2.1.1. Each member of the Board of Directors or other governing body.

25.2.1.2. The President, Chief Executive Officer, chief operating officer, treasurer and chief financial officer, executive director, or any person with the responsibilities of any of these positions (whether or not the person is an officer of UGHA under UGHA's Bylaws and Utah law).

25.2.1.3. Any key employee, meaning an employee whose total annual compensation (including benefits) from UGHA is more than \$50,000 and who (a) has responsibilities or influence over UGHA similar to that of officers, directors, or trustees; or (b) manages a program that represents

10% or more of the activities, assets, income, or expenses of UGHA; or
(c) has or shares authority to control 10% or more of UGHA's capital expenditures, operating budget, or compensation for employees.

25.2.2 Interest means any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect, that may influence a person's judgment, including receipt of compensation from UGHA, a sale, loan, or exchange transaction with UGHA.

25.2.3 A conflict of interest is present when, in the judgment of the Board of Directors, an insider's stake in the transaction is such that it reduces the likelihood that an insider's influence can be exercised impartially in the best interests of UGHA.

25.2.4 Transaction means any transaction, agreement, or arrangement between an insider and UGHA, or between UGHA and any third party, where an insider has an interest in the transaction or any party to it, including but not limited to any compensation paid by UGHA to an insider for services.

25.3 Procedures

25.3.1 Duty to Disclose. Each insider shall disclose to the Board all material facts regarding his or her interest in the transaction, promptly upon learning of the proposed transaction.

25.3.2 Determining Whether a Conflict of Interest Exists. With regard to an insider, the Board shall determine if a conflict of interest exists. The insider(s) and any other interested person(s) involved with the transaction shall not be present during the Board's discussion or determination of whether a conflict of interest exists, except as provided in 25.4 below.

25.3.3 Procedures for Addressing a Conflict of Interest. The Board shall follow the procedures set forth in 26.4 in order to decide what measures are needed to protect UGHA's interests in light of the nature and seriousness of the conflict, to decide whether to enter into the transaction and, if so, to ensure that the terms of the transaction are appropriate.

25.4 Review by the Board

25.4.1 The Board may ask questions of and receive presentation(s) from the insider(s) and any other interested person(s), but shall deliberate and vote on the transaction in their absence. The Board shall ascertain that all material facts regarding the transaction and the insider's conflict of interest have been disclosed to the Board and shall compile appropriate data to determine fair market value for the transaction.

25.4.2 After exercising due diligence, which may include investigating alternatives that present no conflict, the Board shall determine whether the transaction is in UGHA's best interest, for its own benefit, and whether it is fair and reasonable to UGHA. A 2/3 majority of disinterested members of the Board then in office may approve the transaction.

25.5 Records of Proceedings. The minutes of any meeting of the Board pursuant to this policy shall contain the name of each insider who disclosed or was otherwise determined to have an interest in a transaction; the nature of the interest and whether it was determined to constitute a conflict of interest; any alternative transactions considered; the members of the Board who were present during the deliberations on the transaction, those who voted on it, and to what extent interested persons were excluded from the deliberations; any comparability data or other information obtained and relied upon by the Board and how the information was obtained; and the result of the vote, including, if applicable, the terms of the transaction that was approved and the date it was approved. 25.6 Annual Disclosure and Compliance Statements. Each director, each corporate officer, the top management official, the top financial official, and each key employee of UGHA, shall annually sign a statement on the form attached, that:

25.6.1. affirms that the person has received a copy of this conflict of interest policy, has read and understood the policy, and has agreed to comply with the policy; and

25.6.2. discloses the person's financial interests and family relationships that could give rise to conflicts of interest.

25.7 Violations. If the Board has reasonable cause to believe that an insider has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, it shall inform such insider of the basis for this belief and afford the insider an opportunity to explain the alleged failure to disclose. If, after hearing the insider's response and making further investigation as warranted by the circumstances, the Board determines that the insider has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.

25.8 Annual Reviews. To ensure that UGHA operates in a manner consistent with its status as an organization exempt from federal income tax, the Board shall authorize and oversee an annual review of the administration of this conflict of interest policy. The review may be written or oral. The review shall consider the level of compliance with the policy, the continuing suitability of the policy, and whether the policy should be modified and improved.

26. Whistleblower Policy

26.1 UGHA requires Directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities. UGHA asks that all participants in the program practice honesty and integrity in fulfilling their responsibilities to UGHA and comply with all applicable laws and regulations. This Whistleblower Policy is intended to encourage and enable Directors, officers, employees, and volunteers to raise serious concerns internally so that UGHA can address and correct inappropriate conduct and actions. It is the responsibility of all Directors, officers, employees, and volunteers to report concerns about violations of any policies, rules, or regulations promulgated by UGHA, USA Hockey, or any governmental authority.

26.2 UGHA will use its best efforts to protect anyone reporting suspected illegal, fraudulent or dishonest conduct (“whistle-blowing complaints”) from retaliation. Whistle-blowing complaints will be handled with sensitivity and discretion to the extent permissible by the circumstances and the law. Further, whistle-blower complaints will be shared only with those individuals who have a need to know so that UGHA can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such person(s) also may have the right to know the identity of the whistle-blower).

26.3 UGHA will not tolerate retaliation against a whistle-blower for informing UGHA about an activity which that individual believes to be illegal, fraudulent, or dishonest with the intent or effect of adversely affecting the terms and conditions of the whistleblower’s employment or volunteer service. Whistle-blowers who believe that they have been retaliated against should notify the Director of Hockey Operations or Board of Directors, as may be appropriate in the circumstances. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit UGHA from taking action, including disciplinary action, in the usual scope of its business and based on valid performance-related factors; and whistle-blowers must be cautious to avoid making allegations with reckless disregard for their truth or falsity (“baseless allegations”). Anyone who makes baseless allegations may be subject to disciplinary action, up to and including termination.

27. Document Retention/Destruction Policy

27.1 This Document Retention/Destruction Policy identifies the record retention responsibilities of UGHA staff, volunteers, Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the organization’s documents and records.

27.2 UGHA’s staff, volunteers, Board of Directors, officers, and outsiders (e.g., vendors) are required to honor the following rules:

27.2.1 Paper or electronic documents indicated under the terms for retention in 27.3 will be transferred or maintained by UGHA staff.

27.2.2 All other paper documents will be destroyed after five years.

27.2.3 All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year.

27.2.4 No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

27.2.5 No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

27.3 Record Retention Table

Accounts payable ledgers and schedules	7 years
Audit reports	2 years
Permanently Bank reconciliations	3 years
Bank statements	Permanently
Checks (for important payments and purchases)	7 years
Contracts, mortgages, notes, and leases (expired)	2 years
Contracts (still in effect), Contract period Correspondence (general)	Permanently
Correspondence (legal and important matters)	2 years
Correspondence (with customers and vendors)	Permanently
Deeds, mortgages, bills of sale,	Permanently
Depreciation schedules,	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements,	Permanently
Insurance records,	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices	7 years
Minute books, bylaws, policies, Permanently Payroll records	7 years
Personnel files (terminated employees)	7 years
Retirement records,	Permanently
Screens (employees/volunteers)	7 years
Tax returns/worksheets	Permanently
Timesheets	7 years
Trademark registrations,	Permanently

28. Gift Acceptance Policy

28.1 Acceptance of any contribution or gift is at the discretion of UGHA. UGHA will not accept any gift unless it can be used or expended consistently with the mission of and purpose of UGHA.

28.2 No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.

28.3 UGHA will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their gift.

28.4 UGHA will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of UGHA.

28.5 Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for UGHA.

28.6 UGHA will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by UGHA.

28.7 UGHA will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, UGHA will restrict information about the donor to only those staff members with a need to know.

28.8 UGHA will not compensate, whether through commissions, finder's fees, or other means, any third party for directing a gift or a donor to UGHA.

29. Transgender Policy

29.1. UGHA will adhere to the USA Hockey Transgender policy.