

# **POLICIES OF MASSACHUSETTS HOCKEY**

## **SEXUAL AND PHYSICAL ABUSE**

It is the policy of Massachusetts Hockey that there shall be no sexual and/or physical abuse of any minor participant involved in or associated with any and all activities organized and sponsored by Massachusetts Hockey by its officers, directors, employees, members or independent contractors.

Sexual abuse of a minor participant shall be deemed to occur when an officer, director, employee, member or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the officer, director, employee, member or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an officer, director, employee, member or independent contractor for the sexual gratification of either the minor participant or the officer, director, employee, member or independent contractor, if the touching occurs at the direction, request or with the consent of the officer, director, employee, member or independent contractor.

Physical abuse shall be deemed to occur when an officer, director, employee, member or independent contractor has physical contact with a minor participant that intentionally causes or intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse shall not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill or technique. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills and communicating with or directing participants during the course of a game or practice, by touching him in a non-threatening, non-sexual manner.

It shall not be a defense to a complaint of sexual or physical abuse that the participant consented, that his/her age was unknown or mistaken or that the act did not take place at a hockey function.

It shall be the policy of Massachusetts Hockey to refer all complaints of such sexual and/or physical abuse to the appropriate governmental authorities. Massachusetts Hockey may, in its discretion, initiate administrative action against the individual complained of pursuant to the applicable sections of its Constitution and By-Laws and may permanently ban or suspend said individual from Massachusetts Hockey if the allegation is proven to be true.

## **COACHING CODE OF ETHICS**

All coaches who have not previously signed the Coaches Code of Ethics with their Program will be required to sign this form prior to starting their coaching activities. The local Program will keep the forms on file.

## **CONFLICT OF INTEREST**

Officers and Directors of the corporation shall not engage in any activity that violates their duty of loyalty to the corporation and presents a conflict of interest in their position with the corporation without disclosing the involvement in such activity to the President of the corporation and without securing approval of the Involvement in such activity from the President, Board of Directors, Committee, District or Division as appropriate.

A conflict of interest exists when an individual's actions and/or relationships present the potential for improper personal gain or advantage or an adverse effect on the interests of the corporation as a result of the individual's position in the corporation. Conflicts of interest relate to and arise from, including but are not necessarily limited to, self dealing and interested transactions between the corporation and its Officers and Directors, the purchase and sale of goods and services, the use of corporate assets for a private benefit, the interference with or appropriation of a corporate opportunity, the acceptance of gifts, entertainment and/or favors and failure to deal fairly with the corporation and its Directors and members.

Additionally, Officers and Directors shall exercise reasonable care not to disclose confidential information acquired in their official capacity with the corporation, the disclosure of which might be adverse to the corporation and no Officer or Director shall use confidential information for his or her own personal gain.

This conflict of interest policy shall apply to the Officers and Directors of the corporation and their family members and any other organization under their control. For purposes of this policy, a family member is a spouse, parent, child or spouse of a child, brother, sister or spouse of a brother or sister. Control exists if an Officer or Director or family member owns, directly or indirectly, at least fifty (50%) percent of the stock ownership or membership interests of another organization or has the right and/or ability to control the management and policies of another organization.

Officers and Directors who anticipate having a conflict of interest shall report the conflict to the President of the corporation, or to an individual or committee designated by the President, immediately upon identifying the conflict. The President or his/her designee shall report the conflict to the Board of Directors, committee or District or Division that is considering, or has considered, the transaction to which the conflict applies. The transaction shall be approved by a majority vote of the deliberating body but in any case the Officer or Director who has the conflict may not speak or vote on the matter and shall not be counted for purposes of a quorum. The record of the proceedings shall reflect the required disclosures and the Officer or Director's ineligibility to vote.

In the event that there is any inconsistency between this Conflict of Interest Policy and the laws of the Commonwealth of Massachusetts, the laws of the Commonwealth shall govern. By virtue of their position as Officers and Directors of the corporation, their involvement in monthly and annual meetings of the corporation and their receipt of copies of the corporation's By-Laws and Rules and Regulations, the Officers and Directors of the corporation acknowledge their understanding of and agreement with this Conflict of Interest Policy.

Any violation of this Conflict of Interest Policy shall be dealt with using the removal procedures as set forth in Article IV, entitled "Board of Directors", of the corporation's By-Law.s.

## **GRANDFATHERING**

Without explicit exemption in the rule none of these Rules and Regulations have any way shape or form a "Grandfather Condition or Clause".

## **USA HOCKEY ASSOCIATE REGISTRARS**

Usa Hockey Associate Registrars are cautioned against accepting too many jobs and responsibilities in Massachusetts Hockey. The fact that they have leadership qualities is the reason for their appointment as District/Divisional Registrars. Two major problems develop from taking on additional duties: 1) not enough time to do one job properly; and 2) a conflict of interest when matters of controversy arise.

## **COACH HELMET USAGE ENFORCEMENT POLICY**

1. Third Offense- Two game suspension. At the option of the local suspending authority, the offending coach may be allowed to practice with the team during the suspension as long as he/she wears a helmet.
2. Fourth Offense - As per USA Hockey Bylaw 10 (C). Notification on helmet Policy violation pending a hearing by the affiliate or suspending authority - disciplinary hearing must be held within 7 days of notification of the violation. Suspension should not be less than 30 days.

## Massachusetts Hockey, Inc. Record Retention and Document Destruction Record Retention Policy

Massachusetts Hockey, Inc. takes seriously its obligations to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify or destroy any document to prevent its use in an official proceeding. Failure on the part of the Board members and volunteers to follow this policy can result in possible civil and criminal sanctions against Massachusetts Hockey, Inc. and possible disciplinary action against responsible individuals (up to and including expulsion from the organization). Each employee has an obligation to contact the President of a potential or actual litigation, external audit, investigation, or similar proceeding involving Massachusetts Hockey, Inc. The information listed in the retention schedule below is intended as a guideline and may not contain all the records Massachusetts Hockey Inc. may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

From time to time, the President may issue a notice, known as a "legal hold" suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board & committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	5 years
Finance and Administration	Financial statements (audited)	Permanent
	Auditor management letters	Permanent
	Payroll records	Permanent
	Journal entries	Permanent
	Check register and checks	[7 Years/Permanent]
	Bank deposits and statements	7 years
	Charitable organizations registration statements (filed with Colorado Attorney General)	7 years
	Chart of accounts	7 years
	Expense reports	7 years
	General ledgers and journals (includes bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements)	7 years
	Accounts payable ledger	7 years
	Investment performance reports	7 years
	Investment consultant reports	7 years
	Investment manager correspondence	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
Insurance Records	Correspondence – general	3 years
	Policies – occurrence type	Permanent
	Policies – claims-made type	Permanent
	Accident reports	7 years
	Fire inspection reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
	Purchase agreements	7 years after disposition requirement
Tax	IRS exemption determination and related correspondence, including Form 1023	Permanent
	IRS Form 990s and 990-Ts	Permanent
	Withholding tax statements	7 years
	Correspondence with legal counsel or accountants, not otherwise listed	7 years after return is filed
	Timecards	3 years
Communications	One set of all communication documents kept on-site and one set kept off-site	
	Press releases	Permanent
	Annual reports	Permanent (5 copies)
	Other publications	7 years
	Photos	7 years
	Press clippings	7 years
Donor Services	Fund agreements (paper and digital copies)	Permanent
	Correspondence – acknowledgement of gifts and grant requests	Permanent
Consulting Services	Consulting contracts/filed	7 years after all obligations end
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee medical records	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment offer letter	7 years after all obligations end

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
	Employment applications IRS Form I-9 (store separate from personnel file)	3 years Greater of 1 year after end of service, or 3 years
Technology	Resumes Software licenses and support agreements	1 year 7 years after all obligations end
General Administration	Correspondence – Executive Director Appointment calendars – Executive Director	7 years 7 years

# MASSACHUSETTS HOCKEY, INC. WHISTLEBLOWER POLICY

## INTRODUCTION

All board members and volunteers are to observe highest standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Massachusetts Hockey, Inc., we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Set forth below is Massachusetts Hockey Inc.'s policy with respect to reporting good faith concerns about the legality or propriety of Massachusetts Hockey's actions or plans.

## Reporting of Concerns or Complaints

It is the responsibility of all board members and volunteers to comply with Massachusetts Hockey Inc.'s By Laws, Rules and Regulations, Policies, Code of Ethics and Conduct and applicable law and to report violations or suspected violations in accordance with this Whistleblower Policy.

## Confidentiality

Massachusetts Hockey Inc. will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a complete and fair investigation, or 2) for review of Massachusetts Hockey Inc.'s operations by the Massachusetts Hockey Inc. Board, its audit committee, Massachusetts Hockey Inc.'s independent public accountants and Massachusetts Hockey Inc.'s legal counsel.

## Retaliation

Massachusetts Hockey Inc. will not permit any negative or adverse actions to be taken against any individual for making a good faith report of a possible violation of its By Laws, Rules and Regulations, Policies, Code of Ethics and Conduct or applicable law, even if the report is mistaken, or against any individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including expulsion from the organization. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within Massachusetts Hockey Inc. prior to seeking resolution outside the organization.

## How To Report Concerns or Complaints

A complaining individual may communicate suspected violations of its By Laws, Rules and Regulations, Policies, Code of Ethics and Conduct, applicable law, or other wrongdoing or alleged retaliation by contacting Massachusetts Hockey Inc.'s Chair of the Discipline Committee. If you wish to remain anonymous, it is not necessary that you give your name or position in any notification.

Whether or not you identify yourself, for a proper investigation to be conducted, please provide Massachusetts Hockey Inc. with as much information as you can, sufficient to do a proper investigation, including where and when the incident occurred, names and titles of the individuals involved, and as much other detail as you can provide.

## Illustrative Types of Concerns

The following is a non-exhaustive list of the kinds of improprieties that should be reported:

- Supplying false or misleading information on Massachusetts Hockey Inc.'s financial or other public documents, including its Form 990.
- Providing false information to or withholding material information from Massachusetts Hockey Inc.'s board or auditors.

- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of federal or state law or regulations.
- Altering, destroying or concealing a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding or otherwise obstructing, influencing or impeding any official proceeding, in violation of federal or state law or regulations.
- Embezzling, self-dealing, private inurement (i.e., Massachusetts Hockey Inc. earnings inuring to the benefit of a director, officer, or volunteer) and private benefit (i.e., Massachusetts Hockey Inc. assets being used by anyone in the organization for personal gain or benefit).
- Paying for services or goods that are not rendered or delivered.
- Using remarks for actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive, including sexual flirtations; unwelcome physical or verbal advances; sexual propositions; verbal abuse of a sexual nature; the display of sexually suggestive objects, cartoons, or pictures; and physical contact of a sexual or particularly personal nature.
- Using epithets, slurs, negative stereotyping, and threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, or disability.
- Circulating or posting written or graphic material in the workplace that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, nationality, age, or disability.
- Discriminating against an employee or potential employee due to a person's race, color, religion, sex, sexual orientation, national origin, age, physical or mental impairment, or veteran status.
- Violating Massachusetts Hockey Inc.'s By Laws, Rules and Regulations, Policies, Code of Ethics and Conduct or applicable law.
- Facilitating or concealing any of the above or similar actions.

#### Questions

If you have any questions regarding this policy, please contact the Chair of the Massachusetts Hockey, Inc. Discipline Committee, whose name and contact information can be found in Massachusetts Hockey's Annual Guide.

# 2011-2012 REGISTRATION PROCEDURES

## ONLINE REGISTRATION

Online Registration allows individual Members to register with USA Hockey and is available for the 2011-12 season April 1, 2011. The **Waiver of Liability** is completed during online registration; copies of Waivers are **NOT** required for those registering online.

Instruct your members to register online and send their Confirmation number/page to you.

Let your members know the following fees are collected during online registration: USA Hockey fee of \$30 for age 7&over and \$0 for 6&under and MASS fee of \$5 for age 7&over, \$0 for age 6&under (birth year 2005 and later).

Program Registrar opens Cyber Sport software and selects Claim Online Registration

Select appropriate Member Type and scan barcode or enter number on the Confirmation page for all Participants being processed

Click Send/Receive to link the USA Hockey database to download requested records. All data the Participant entered during the Online Registration process will be down loaded into the Local Program's software. New records are added and existing records, with changes, are updated. Each record is marked as Transmitted thereby completing the registration process and allowing that Participant to be placed on a Team Roster.

**Important:** You must Transmit all Players and Coaches as instructed above. **You do not need to do data entry, create transmittal disks or collect USAH and MASS fees when using Online Registration.** The online registration process is not complete until you transmit the confirmation numbers through Cyber Sport to USA Hockey. You may then assign your players and coaches to teams and create the Official Player Roster Form.

Note: You may use online processing and still create traditional batch transmittals if necessary.

Contact your Registrar for procedures to follow for submitting disk transmittals.

**Note:** Be sure to read the **Important Information** document sent with your software. There's NEW information this season about changes in the Coaching Education Program, Team/Manager Volunteer online registration, birth date verification and non-US citizen regulations.

### **New this year, Team Managers and Volunteers can register online.**

This registration is optional and provided for your program if you track their participation through your software. Instruct approved Managers and Volunteers to register online and submit their confirmation numbers to you. There is no charge for this registration.

Manager/Volunteer registration does **NOT** allow on-ice participation. A Coach/Player confirmation number can also be transmitted through your software as a Manager or Volunteer.

### **Non-US Citizens**

Be aware that Written Transfer forms are required annually for all youth and women adult players that are not US citizens. **To access the Written Transfer form, click on USAH Forms, Written Transfer.** Please read the Important Information document included with this email for additional information.

### **BUILDING TEAMS**

The Team Registration/Roster Form provides all information previously on the Team Application form.

### **Coaching Education Program (CEP) Information**

You can connect directly to the USA Hockey national database and update your coaches

CEP data at any time during the season. Click on Utilities, then Update CEP data.

**All Team Rosters require at least one Coach to be assigned to the Official Roster. When creating the roster in the Assign Personnel Screen, click on the drop down arrow by the Position box below the Staff area to label the coach as the "Head Coach", "Coach", or "Assistant Coach".**

**The software will prompt you to make this change for all Tier I and Tier II teams-- you will need to remember to assign a Head Coach to all other Youth and Girls/Women's teams. MASSACHUSETTS prefers a Head Coach be designated for all Youth, High School and Girls/Women's teams. That "Head Coach" would preferably be the highest certified Coach listed on the Team Roster.**

### **TEAM ID**

This field requires no input. The system will create a unique number for each team.

### **TEAM NAME**

The Team Name field is a maximum of 25 characters. Your choice.

### **DIVISION**

The Division is the age classification of play (i.e. BANTAM, SQUIRT, 19&UNDGIRL, SR WOMEN, DEV (for Skill Development) etc).

**Note:** High School Teams, please note: Division 1 are High School teams consisting of full-time students attending more than one high school Division 2 are High School teams consisting of full-time students exclusively from one high school.

### **CLASS**

Use N/A or leave blank

### **CATEGORY**

This is a required field. Use Tier I, Tier II, Tier III, Tier IV, Tier V, House/Rec, Club, Girls/Women

### **Team Registration/Roster Form**

The Cyber Sport system produces official USA Hockey Team Registration/Roster forms. A Supplemental Roster is also available to provide for the printing of a roster with just the new members that are being added to a team.

Prior to printing Rosters, be sure to update CEP information to get most recent Coach Clinic and Age Specific Module data for all coaches... **click on Utilities, Get Data from USAH, Update your CEP Data.**

**To comply with Mass Hockey policy and to protect the privacy of our player's please do this:**

**Print ONE copy of each Roster with the Players' Addresses and have that roster signed.**

**Print THREE copies of the Roster without the Players' Addresses – one of those Rosters also needs to be signed by the Players.**

**Please make sure you have assigned at least ONE coach to each Team Roster; preferably a coach certified at Level 3 to begin the season.**

**Send BOTH Signed Rosters to your District Registrar for approval.**

Your District Registrar will keep the one with the street addresses and return copies of the approved Roster without addresses to you.

### **Numbers of copies required and MASS Hockey Team Fee Information:**

ONE copy of every Signed TEAM REGISTRATION/ROSTER form are to be sent to your District Registrar who will process and distribute as required.

**MASS Hockey Team Fee**

MASS Hockey Team fee is \$20 per team. Make check payable to "MASS Hockey" and include with Team Registration/Roster Forms.

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**Please Note: Girls Tier III Rosters are submitted to the respective District Registrar for approval and processing.**

**Girls Tier III Teams generally fall under a Local Youth Hockey Association.**

The **Credential Verification Form** is available through the Reports button and can be created for each team. Please use this form for all teams going to the State/District tournament. The columns A-D labeled 'Local Use' do not apply and can be left blank.

**The Participant Accident Claim Form** is available to print out from your software. Click on USAH Forms...it's the 3rd one – Claim Form.

**Before you sign a claim form for USA Hockey, make sure that the participant is properly registered with your association as required by USA Hockey.**

## **GIRLS/WOMEN CLASSIFICATION**

NOTE in addition to the procedures below all USA Hockey and Massachusetts Hockey By-laws, Rules and Regulations and Procedures shall also apply.

Team registrations are due November 1st for National tournament bound teams, November 15th for Non-National tournament bound teams, and the balance of teams by December 1st. New Teams, non-tournament bound, may be formed after December 1st of the current season by applying to the Girls/Women's Registrar.

### **Player Registration**

Each player registering for the first time with a Massachusetts Hockey Girls/Women program is allowed to register in any Girls/Women association at their respective age classification or above.

GIRLS — High School

GIRLS — Nineteen years of age and under as of December 31st

GIRLS — Sixteen years of age and under as of December 31st

GIRLS — Fourteen years of age and under as of December 31st

GIRLS — Twelve years of age and under as of December 31st

GIRLS — Ten years of age and under as of December 31st

GIRLS --- Eight years of age and under as of December 31st

Any player previously registered with a Massachusetts Hockey Girls/Women association may register for another Massachusetts Hockey Girls/Women association annually provided that she requests and is granted a waiver from the Girls/Women Registrar by following each of these steps.

- All previous documented financial obligations are completed from the previous years Youth Town and Girls/Women association(s).
- The player has NOT signed the USA Hockey Team Registration (Form 1T) with the original Girls/Women association in the same season.
- The waiver form has to be completed and returned to the Girls/Women Registrar or their designee for their approval and signature before the player participates in game competition with the waived to association.

National Bound Player -- the player's qualifying games do not count for State and National tournament play until the waived to association receives signed and dated approval from the Girls/Women Registrar. National Bound Players may NOT participate in sanctioned Non-National Tournaments.

### **Roster Changes**

All applications for a roster change for the National Bound Teams Roster must be returned to the Girls/Women Registrar before December 31st with the proper fee for their approval and signature before the player is eligible to participate with the association and specific team.

### **Dual Registration**

Girls who register with more than one Team must declare in writing to her USA Hockey District Registrar, or his/her designee, by December 31 which tournament bound team she wishes to be eligible to advance to the District, State and National Tournament. If the player does not indicate which team she wishes to be eligible for District, State, and National Tournaments, the District Registrar shall have authority to certify the eligibility of any such player solely on the basis of the date of the earliest Team Roster Registration form is received.

### **Select Girls Team**

Select Girls/Women Teams may be formed with the direction and approval of the Girls/Women Registrar and the Massachusetts Hockey Board of Directors. Select Girls Teams may NOT participate in sanctioned National and Non-National Tournaments.