

# CITY OF LONGMONT YOUTH HOCKEY

## Bylaws & CAHA Membership Policies

### 2025-2026 Season

The Policies below apply to all activities and operations of the City of Longmont Youth Hockey (“Longmont”), which is owned and operated by the City of Longmont Recreation Services based in Longmont, Colorado.

#### SECTION I. AFFILIATION POLICY.

1. **Preeminence.** Longmont shall abide by and act in accordance with the Articles of Incorporation, Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USA Hockey (“USAH”) and Colorado Amateur Hockey Association (“CAHA”) having jurisdiction to regulate amateur ice hockey within Colorado.
2. **Registration.** All Board Members, Directors, Officers, Designated Representatives, and/or Longmont officials shall be required to be registered with USAH, in accordance with the prevailing rules and regulations of USAH and CAHA, as applicable. All players, coaches, team managers and certain volunteers shall be registered with USAH in accordance with the prevailing rules and regulations of USAH and CAHA, as applicable.
3. **Assistance.** Longmont shall assist USAH and CAHA in the administration and enforcement of the provisions of the Bylaws, Rules and Regulations, Playing Rules and decisions of the Board of Directors of USAH and CAHA, within and upon its Members and/or within its jurisdiction.
4. **Core Values.** Longmont shall be guided by the following core values of USAH and CAHA:
  - i. Sportsmanship - Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
  - ii. Respect for the Individual - Treat all others as you expect to be treated. Respect all members, participants, and volunteers at all times.
  - iii. Integrity - We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
  - iv. Pursuit of Excellence at the Individual, Team and Organizational Levels - Each member of the organization, whether player, volunteer or staff, should seek to perform each aspect of the game to the highest level of his or her ability.
  - v. Enjoyment - It is important for the hockey experience to be fun, satisfying and rewarding for the participant.
  - vi. Loyalty - We aspire to teach loyalty to the ideals and fellow members of the sport of hockey.
  - vii. Teamwork - We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the hockey experience.
5. **Code of Conduct.** Longmont’s Board, Coaches, Players, Parents, Spectators, and Volunteers shall be guided by the USAH Codes of Conduct as listed in the USAH Annual Guide.

#### SECTION II. CONFLICT OF INTEREST POLICY.

1. **In General.** Conflicts of Interest have the potential to cause legal problems as well as embarrassment. While Conflicts of Interest are not inherently disqualifying, they must be duly considered. It is recognized that many persons serving in paid, volunteer and other roles with Longmont may also have volunteer, employment, management, ownership and other relationships with other entities involved in hockey that give rise to fiduciary and similar obligations to those other third parties. Ordinarily a Responsible Person’s obligations to Longmont and a third party are not in conflict; however, when Conflicts of Interest arise, a

Responsible Person has a primary fiduciary duty to Longmont and must always act in the best interests of Longmont. This Conflict of Interest Policy is intended to help directors, officers, and certain other persons identify situations where an individual's activities or relationships present the potential for improper personal gain or advantage, or an adverse effect on the interests of Longmont.

2. **Definitions.** As used in this Policy, the following capitalized terms shall have the meanings indicated.
  - i. **"Board"** is the Board of Directors of Longmont.
  - ii. **"Committee"** is any Longmont Committee established by the Board.
  - iii. **"Control"** exists if an entity or individual either (i) owns, directly or indirectly, at least fifty percent (50%) of the equity ownership of another entity, or (ii) has the right, directly or indirectly, to direct or cause the direction of the management and policies of another entity, whether through the ownership of voting interests, by contract, or otherwise.
  - iv. **"Family Member"** is a spouse, parent, child or a spouse of a child, brother, sister or spouse of a brother or sister, of a Responsible Person.
  - v. **"Related Organization"** is an entity that controls, is controlled by, or is under common control with Longmont.
  - vi. **"Responsible Person"** is any person who holds one or more of the following positions with Longmont or a Related Organization: Director; Officer; member of Longmont Committee; member of Longmont staff; and any other person determined by the President of Longmont to be subject to this policy.
  - vii. **"Transaction"** is any contract, transaction, agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a grant or loan, or the establishment of any other financial relationship with Longmont or a Related Organization.
3. **Existence of a Conflict of Interest.** A **"Conflict of Interest"** or **"Conflict"** exists when a Responsible Person's activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities in any material respect on behalf of Longmont or undermine the interests of Longmont; provided, however, where a Responsible Person has a financial interest (regardless of the materiality of the financial interest) in a Transaction, a potential Conflict of Interest exists. Conflicts of Interest may also involve activities of a Family Member or close associate of a Responsible Person. This definition of Conflict of Interest is intended to be interpreted broadly because the appearance of impropriety can be just as damaging as actual impropriety. Therefore, a Conflict of Interest exists whenever the public may reasonably infer from the circumstances that there is or could be such a Conflict of Interest. Responsible Persons must recognize and attempt to avoid any activity or investment that constitutes or might appear to constitute a Conflict of Interest.
4. **Conflict of Interest Involving Teams.** A Conflict of Interest exists when a Responsible Person is a coach of a Longmont team that is or may be the subject of a Board or Committee action or determination. A Conflict of Interest also exists when a Responsible Person has a Family Member who is a member of a Longmont team that is or may be the subject of a Board or Committee action or determination.
5. **Reporting Conflicts of Interest.** Prior to Board or Committee action or determination on a matter involving a Conflict of Interest (including any decision or any Transaction), a Responsible Person who believes he or she has a Conflict of Interest shall disclose all facts material to the Conflict of Interest to the Board or Committee, as applicable.
6. **Discussion.** A Responsible Person who believes he or she has a Conflict of Interest may participate in discussion of the matter if they have disclosed the material facts related to the Conflict of Interest; provided however, for any Board action or determination, the President or Vice President may provide an opportunity to discuss the matter without the person with the Conflict of Interest present.
7. **Voting.** A Responsible Person with a Conflict of Interest may not vote on the subject matter; provided, however, that such Responsible Person may be counted in determining the existence of a quorum. For any

Board action or determination, the President or Vice President shall have the power to require the interested person to leave the room while the vote is taken and/or during deliberations.

8. **Approval.** After due consideration, the Board or Committee may approve any matter if the material facts as to the matter and the Conflict of Interest are fully disclosed or known to the Board or Committee, and the Board or Committee approves the matter in good faith by the affirmative vote of a majority of the disinterested members of the Board or Committee.
9. **Duty to Cooperate.** All Responsible Persons shall have a duty to cooperate with any investigation or resolution under this Conflict of Interest Policy. A failure to cooperate may in itself be a violation of this Policy.
10. **Violations.** Any alleged violations of this Conflict of Interest Policy shall be reported to the President (or, if a violation is alleged to have been committed by the President, to the Vice President), who shall refer the matter for investigation and resolution as required under applicable Longmont policies and rules.
11. **Conformity.** This Conflict of Interest Policy is expressly intended to adopt all relevant provisions of conflict of interest policies promulgated by USAH and/or CAHA, and all provisions of this Policy shall be interpreted in conformity therewith.

### SECTION III. WHISTLEBLOWER POLICY.

1. **In General.** This Whistleblower Policy is intended to protect the legal rights of individuals to report certain types of actual or suspected activity to Longmont personnel. Whistleblower protections are to cover two important areas: confidentiality and retaliation.
2. **Definitions.** As used in this Policy, the following capitalized terms shall have the meanings indicated.
  - i. **"Board"** is the Board of Directors of Longmont.
  - ii. **"Covered Party"** is a Longmont Member, Director, Officer, coach, volunteer, independent contractor, good faith reporter or other party reasonably intended to be protected under this Policy.
  - iii. **"Whistleblower"** is a Covered Party who reports an activity that he or she considers to be illegal, fraudulent or dishonest to one or more other Covered Parties.
3. **No Duty to Investigate.** A Whistleblower is not responsible for investigating the activity itself or for determining fault or corrective measures.
4. **Examples.** Examples of illegal, fraudulent or dishonest activities subject to protection under this Whistleblower Policy include, but are not limited to: (i) violations of federal, state or local laws; (ii) billing for services not performed or for goods not delivered; and (iii) fraudulent financial reporting.
5. **Reporting.** If a Covered Party has knowledge of or a concern of illegal, fraudulent or dishonest activity, the Covered Party should contact the President, who is responsible for investigation and coordinating corrective action; provided, however, that if the illegal or dishonest activity is alleged to involve the President, the Covered Party should contact the Vice President.
6. **False Reporting.** The Covered Party must exercise sound judgment in reporting illegal, fraudulent or dishonest activities to avoid baseless allegations. A Covered Party who intentionally files a false report of wrongdoing will be subject to discipline as set forth under applicable Longmont policies and rules.
7. **Confidentiality.** Insofar as possible, the confidentiality of a Whistleblower will be maintained. However, a Whistleblower's identity may have to be disclosed in certain circumstances, including but not limited to the

following: (i) to conduct a thorough investigation of the allegations; (ii) to comply with applicable federal, state or local law; or (iii) to provide an accused individual of his or her legal rights of defense.

8. **No Retaliation.** There shall be no retaliation against a Whistleblower. This includes, but is not limited to, protection of a Whistleblower from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any Whistleblower who believes he or she is being retaliated against should immediately contact the President; provided, however, that if such retaliation is to be conducted by the President, the Whistleblower should contact the Vice President.
9. **No Protection for Personal Wrongdoing.** The right of the Whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged to have been committed by the Whistleblower.
10. **Duty to Cooperate.** All Covered Parties shall have a duty to cooperate with any investigation or resolution under this Whistleblower Policy. A failure to cooperate may in itself be a violation of this Policy.
11. **Violations.** Any alleged violations of this Whistleblower Policy shall be reported to the President (or, if a violation is alleged to have been committed by the President, to the Vice President), who shall refer the matter for investigation and resolution as required under applicable Longmont policies and rules.
12. **Conformity.** This Whistleblower Policy is expressly intended to adopt all relevant provisions of Whistleblower policies promulgated by USAH and/or CAHA, and all provisions of this Policy shall be interpreted in conformity therewith.

**SECTION IV. TEAM ROSTERS.** Longmont shall place all players on a USAH 1-T roster in compliance with applicable CAHA and USAH rules. Longmont shall obtain an approved USA Hockey 1-T roster prior to participation in any games using USAH officials and/or against another association team, including but not limited to league, non-league, scrimmage, exhibition and/or tournament games.

**SECTION V. PLAYER RELEASE POLICY.** Longmont shall obtain a player release for any player joining Longmont from another CAHA Member Association or Member Independent Team, in accordance with applicable CAHA Policies and Procedures. This includes players joining on a temporary basis.

**SECTION VI. DISPUTE RESOLUTION POLICY.** Longmont shall provide for the prompt and equitable resolution of grievances, including fair notice and opportunity for a hearing, to any Longmont Member, Director, Officer, volunteer, independent contractor, coach, player, parent, or other party reasonably intended to be protected under this Grievance and Dispute Policy, before declaring such individual, entity, team, program or association ineligible to participate in Longmont activities. Longmont shall comply with the USAH Annual Guide and Bylaw 10 for due process in dispute resolution matters.

**SECTION VII. PLAYER SAFETY POLICY.** Longmont shall adopt policies prohibiting sexual and physical abuse which meet certain minimum criteria established by CAHA (subject to any contrary requirements contained in state or local law applicable to Longmont) and USAH. Further, Longmont Board members, Directors, Officers, coaches, certain players, certain volunteers and other designees shall complete annual SafeSport training and biennial background screening as required by CAHA and USAH.

#### **SECTION VIII. ACKNOWLEDGMENT**

1. **General Acknowledgment.** The undersigned hereby acknowledges that he or she has read the foregoing CAHA Membership Policies, has had an opportunity to ask any questions that he or she may have about the Policies, and understands and agrees to comply with the Policies.

2. **Conflict of Interest Policy Acknowledgment.** The undersigned hereby acknowledges that he or she has read the Longmont Conflict of Interest Policy set forth in Section II, above, has had an opportunity to ask any questions that he or she may have about the Longmont Conflict of Interest Policy, and understands and agrees to comply with the provisions of the Longmont Conflict of Interest Policy.
3. **Execution of Acknowledgment.** Each Longmont Board member, Director, and Officer shall execute this Acknowledgment as set forth below.

Signature: *Molli Jorgensen* Date: 9/24/2025

Print Name: Molli Jorgensen

Position: Recreation Aquatics Coordinator for Aquatics and Ice Rink