City of Longmont Panthers USA Hockey

TEAM HANDBOOK

2026/2027

City of Longmont Mission Statement

Our mission is to enhance the quality of life for those who live in, work in, or visit our community.

City of Longmont Recreation Team Mission Statement

Our mission: *To Empower Community Wellbeing, One Recreational Moment at a Time.*

City of Longmont Youth Hockey- The Panthers

The City of Longmont's Youth Ice Hockey program is a proud participant in USA Hockey through the Colorado Amateur Hockey Association (CAHA). Designed for players ages 5–18, the program emphasizes skill development, teamwork, and sportsmanship for both new and returning players.

Registration includes:

- Two practices and one game per week
- Team jersey
- Rental hockey skates (if needed)

All participants must also register with USA Hockey and provide their USA Hockey number when signing up with the City of Longmont. Registration is ongoing on a space-available basis.

USA Hockey Board Members for City of Longmont Youth Hockey:
Phil Henry – President; phil.henry@longmontcolorado.gov
Sara Taylor – Safe Sport Coordinator; sara.taylor@longmontcolorado.gov
Heather Gehm – Registrar; heather.gehm@longmontcolorado.gov
Jason Bain – Hockey Coach Director; jaybaino@yahoo.com

Communication

Communication will be primarily done through the Team Snap App. All youth will be uploaded into the system, and the primary guardian will receive an email notification once they are set up.

Game Schedules

Hockey League games are played on Sundays, Dec. 6 – March 7 (no games on Dec. 27). The starting times will rotate between age groups, between 8am-12pm. Game schedules will be viewable on Team Snap.

Facility

The City of Longmont Ice Rink is an outdoor rink, with no locker rooms on site. Please arrive dressed for the outside temperatures. Porta Potty bathrooms are on site.

Ice Rink Facility Rules

- Only players in full hockey gear are allowed on the ice.
- No one is allowed on the ice during resurfacing times (with the exception of coaches or referees moving goal nets). Players, coaches and officials must wait until the Zamboni entry doors are completely closed before going on the ice.
- No profanity
- Dogs in the lobby must be on a leash held by a person, non-aggressive, and non-disruptive to operations.
- No banging on the Plexi-glass
- Use of alcohol and tobacco products is not permitted in the facility.

- Acts of vandalism to the building or grounds shall be reported immediately.

Inclement Weather Policy

Longmont Ice Pavilion Weather Policy

Purpose: This policy outlines guidelines for staff to determine when the ice rink will open or close due to weather conditions.

- The WeatherBug app will be used as the rink's official source for current and forecasted air temperatures.
- If temperatures fall below the safe operating threshold after opening, the rink reserves the right to close.

Hourly Weather Evaluation:

- Weather conditions will be monitored throughout the day.
- If the temperature is **5°F or above at opening time**, the rink will open as scheduled, provided ice and facility conditions are safe.
- If the temperature falls below **5°F**, the rink may close or programs may be cancelled.
- The rink may also close or cancel programs when weather conditions create unsafe skating or facility conditions, regardless of temperature.

Program Delays and Cancellations:

- **Sunday Morning Youth Hockey Games:**
  The decision will be made by 4:00 PM the Saturday before the scheduled games.
- **Evening Programs:**
  Weather conditions and forecasts will be evaluated throughout the day. Decisions regarding cancellation will be made **at least one hour before the scheduled program start time whenever possible**.

Refunds:

- Refunds may be issued for cancelled programs providing makeup days are not available.
- Refunds may take 7-10 business days to process.

Communication:

- Patrons will be notified of any delays, closures, or cancellations via the City of Longmont Ice Rink **website** and **email notifications** through **Team Snap.**

Safety Considerations:

- The rink reserves the right to delay opening, close the facility, or cancel programs whenever weather or ice conditions become unsafe. This includes situations in which temperatures fall below the safe operating threshold or rise high enough to compromise the quality and safety of the ice.

Dress Code

Each player is personally responsible to wear protective equipment for all games. Such equipment should include gloves, shin pads, shoulder pads, elbow pads, hip pads or padded hockey pants, protective cup, tendon pads plus all head protective equipment as required by USA Hockey rules. It is recommended that all protective equipment be designed specifically for ice hockey.

All protective equipment, except gloves, padded hockey pants, helmet/facemask and goalkeeper's leg guards, must be worn under the uniform. *(Note) Players, including goalkeepers, violating this rule shall not be permitted to participate in the game until such equipment has been corrected or removed.*

All players who wear required or recommended protective equipment must wear it in the manner for which it is designed without any alterations.

All players, including goalkeepers, are required to properly wear a HECC-certified helmet as designed by the

(Note) HECC certification includes an expiration date on the sticker and a helmet that has an expiration date that has expired is no longer considered certified. The player may not wear a helmet that does not have a valid and current certification sticker.

All players on the team benches and the penalty benches must wear the protective helmet/facemask while in the bench area.

Dress Code Continued:

All players, including goalkeepers, are required to wear a facemask certified by HECC, plus any chin protection that accompanies the facemask.

All players, including goalkeepers, are required to wear a colored (non-clear) internal mouthpiece that covers all the remaining teeth of one jaw, customarily the upper. It is strongly recommended, in all classifications, that all players wear a mouthpiece form fitted by a dentist.

All players, including goalkeepers, are required to wear a HECC-certified neck laceration protector, that covers as much of the neck area as possible, and are recommended to wear cut-resistant socks, sleeves or undergarments.

USA Hockey Safe Sport

City of Longmont Youth Hockey proudly supports Safe Sport. Please be aware of the following information provided by Safe Sport, which guides behavior standards of coaches and reporting expectations. To read the official USA Hockey Safe Sport Handbook please view it online: **https://www.usahockey.com/safesportprogram**

The safety of its participants is of paramount importance to USA Hockey. USA Hockey Safe Sport is the organization's program related to off-ice safety.

USA Hockey has long had systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include without limitation Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. The USA Hockey Safe Sport Handbook is intended to update and collect USA Hockey's various policies to protect its participants from all types of misconduct and abuse.

Any persons banned or suspended by the Center for SafeSport as a result of a SafeSport violation can be searched by name and sport through the Centralized Disciplinary Database- viewable online.
https://uscenterforsafesport.org/response-and-resolution/centralized-disciplinary-database/

The **USA Center for Safe Sport** is an independent nonprofit organization responsible for responding to and preventing emotional, physical, and sexual misconduct and abuse in the U.S. Olympic and Paralympic Movement. The Center also serves as an educational resource for sports organizations at all levels, from recreational sports organizations to professional leagues.

Definition: Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Emotional Abuse

Emotional abuse is an attack on a child's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

USA Hockey Safe Sport Continued

Neglect

Neglect is prolonged inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no-one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.

Sexual Abuse

Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification.

Bullying and Harassment

City of Longmont Youth Hockey is committed to providing a fun and safe sport and work environment which promotes equal opportunities and prohibits discriminatory practices and bullying. Harassment is a form of discrimination which is prohibited by human rights. Bullying involves a person expressing their power through the humiliation of another person. A sports environment which actively discourages harassment and bullying and builds relationships based on trust and mutual respect is an environment which discourages the abuse of children and youth, and encourages the overall development of the individual. Players and other participants are expected to refrain from harassing or bullying behavior and are encouraged to report incidents of harassment or bullying. Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline.

Duty to Report

It is the policy of City of Longmont Youth Hockey that any City of Longmont Youth Hockey personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or City of Longmont Youth Hockey partner (parent, guardian) who, has reasonable grounds to suspect that a participant is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the City of Longmont Hockey Officials so proper steps can be taken.

Those involved with City of Longmont Youth Hockey in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. City of Longmont Youth Hockey is committed to help reduce and prevent abuse and realizes that people working closely with children and youth have a special awareness of abusive situations. Therefore, these people have a particular reporting responsibility to ensure the safety of City of Longmont Youth Hockey participants. Failure to report an offence and thereby, failure to provide safety for participants may render the adult who keeps silent legally liable for conviction.

City of Longmont Youth Hockey Bylaws & CAHA Membership Policies

CITY OF LONGMONT YOUTH HOCKEY Bylaws & CAHA Membership Policies 2026-2027 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.

City of Longmont Youth Hockey Bylaws & CAHA Membership Policies Continued

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 ~2~ 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.

City of Longmont Youth Hockey Bylaws & CAHA Membership Policies Continued

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 ~3~ 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. **Approva**l. 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.

City of Longmont Youth Hockey Bylaws & CAHA Membership Policies Continued

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 ~4~ 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 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.

City of Longmont Youth Hockey Bylaws & CAHA Membership Policies Continued

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.