

[www.NMAHA.org](http://www.NMAHA.org)



# MEMBER HANDBOOK

*(Revised September 2023)*

## Message from the NMAHA Board of Directors

*This New Mexico Amateur Hockey Association (NMAHA) Handbook is meant to be a resource for the NMAHA hockey community. The Handbook reflects the philosophies, rules, and expectations of the Board of Directors of our Association and our affiliate organizations, USA Hockey, Inc. and the Land of Enchantment Amateur Hockey Association (LOEAHA). **Please read this Handbook thoroughly.***

*We also hope that the Handbook will encourage you to become more involved in NMAHA's activities. We value and need your participation and support to make NMAHA's hockey programs a success. Please attend NMAHA board meetings to share your thoughts. Contact a member of the NMAHA Board of Directors, a coach, or a manager to discuss how you can volunteer.*

*The success of NMAHA today is attributable to the countless hours that volunteers have devoted to hockey every year. We are grateful for the contributions of the many leaders who paved the way for NMAHA. We now look forward to the upcoming hockey season and to the continued growth of our program and our youth.*

*Let's work together to have a great hockey season!*

*Sincerely,*

*The New Mexico Amateur Hockey Association Board of Directors*

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## THE NMAHA PHILOSOPHY

**The primary purpose of NMAHA is to contribute to the development of our youth through the game of ice hockey.** NMAHA is committed to providing our young people the opportunity to ***have fun*** on the ice while learning the basic skills of ice skating and playing the game of hockey. Our program is available to all interested youth regardless of socio/economic background. As a team sport, hockey affirms the importance of commitment, self-discipline, teamwork, and sportsmanship among participants and spectators. Our commitment is to assure that the young people who participate in NMAHA will develop skills and values, which will bring lifelong benefit to them and to society. Specific benefits participants of youth hockey receive include:

- Development of the skills necessary to play ice hockey
- Knowledge of the rules and strategies of the game
- Knowledge of conditioning techniques that affect short- and long-term health and performance
- Commitment to teamwork
- Increased self-esteem and confidence
- Leadership and collaboration skills development
- Enjoyment and recreation

## MEMBERSHIP

Each family unit of a player meeting the age and classification requirements according to USA Hockey guidelines and whose prescribed fees are paid is a voting member of the Association. Each family unit is entitled to one vote in all matters pertaining to NMAHA for each skater registered with no delinquent fees and is otherwise in good standing with NMAHA. Parents exercise voting rights as a representative of their children registered with NMAHA. Members elect the Board of Directors at the annual meeting each April. There may be subsequent votes throughout the year when making changes to the association as a whole. Membership in NMAHA corresponds to the term of registration and automatically terminates upon withdrawal from the program or failure to re-register. Association members are encouraged to voice their opinions and concerns at open board meetings held monthly. In compliance with our Privacy Policy, guests will be asked to step out of the meeting if any personal information regarding a member needs to be discussed. Guests may return after that discussion is completed.

## BOARD OF DIRECTORS

The nine members of the NMAHA Board of Directors serve staggered, two-year terms. The roles are President, Vice-President of Recreational Hockey, Vice-President of High School Hockey, Treasurer, Secretary, Community Outreach, and three At-Large Board positions. There will also be a Vice-President of Competitive Hockey as needed & determined each season.

Four or five board members are elected each year during the annual Board of Directors election in April. The bylaws of NMAHA authorize the Board to oversee the operation of the Association and carry out its goals. Board meetings are held monthly at the MAC on the 2<sup>nd</sup> Tuesday at around 6:30pm.

At the first meeting after the Annual Membership Meeting at the end of the season (generally the May meeting), the Board of Directors elects officers (as-applicable based on 2-year terms:

President, VPs (x3), Treasurer, Secretary) and assigns responsibility for specific activities carried out by NMAHA. Also, as-needed the Board will search & assign the following organizational roles (per season, no term-limits): Scheduler, Coach-in-Chief (formerly Chief of Coaches), Equipment Manager, and Website Administrator.

For the list and contact information of the current Board of Directors, and those holding additional positions for NMAHA, please visit our website ([www.NMAHA.org](http://www.NMAHA.org)).

To facilitate communication between the Board and the membership regarding NMAHA activities, the Team Manager or a designated representative of each team is encouraged to attend Board meetings. Individual members are also welcome.

Board members are expected to exercise the duties and responsibilities of their positions with integrity and respect, remembering that the Board serves in the best interest of the general membership overall.

This includes:

- Act in a professional manner that promotes membership in the communities it serves and cooperate with and support fellow Board members with their projects and committees.
- Make attendance at all meetings of the board a priority – Board members are expected to attend meetings on a regular and punctual basis.
  - Board members missing more than three (3) meetings or 2-consecutive meetings without notification are subject to a vote for removal (in accordance with our bylaws)
- Be prepared to discuss the issues and business on the agenda.
- Put the interests of the general membership above personal interests.
- Always represent the organization in a positive and supportive manner.
- Maintain the confidentiality of Board-specific issues: future plans/proposals, disciplinary player hearings, other organizational conflicts/issues in-progress, etc. The Board will always strive to be transparent with our membership.
- Respect the opinions of fellow board members and support the decisions (actions/votes) of the board.
- Think outside the box for solutions to issues concerning the membership and take initiative to help grow the membership and the sport of hockey in our community.
- Maintain communication with other Board members in meetings and when information needs to be shared about activities/events concerning the association in between meetings (email, GroupMe app, etc.).

## RESOURCES

The Board maintains the [www.nmaha.org](http://www.nmaha.org) website to be a useful and informative resource for members and will designate a Website Administrator role to assist in this, preferably a volunteer (this is not a Board position and will also monitor/maintain the [nmaha.domain@gmail](mailto:nmaha.domain@gmail.com) email account as well). This role will also be responsible for creating season/clinic registrations, rostering, and work with the Treasurer for registration issues/corrections.

The home page will be continually updated with the latest organization news and updates as well as updates regarding hockey around New Mexico. Contact information for Board members can be found on the Board page. Contact information for teams can be found on individual team pages. The documents section contains registration document, Board minutes, Manager forms, applications, and other important resources. Team Managers should keep team pages up to date during the season.

## **TEAM AND PLAYER CLASSIFICATION**

As a registered member of USA Hockey, NMAHA abides by all of USA Hockey's regulations governing amateur hockey for both Recreational and Competitive Hockey. Contact information is found on the NMAHA website under Board of Directors information.

### **Recreational (Rec) Team Hockey**

Rec team hockey focuses on providing instruction and playing hockey in a recreational environment. All children are offered the same opportunities and are treated similarly regardless of their abilities or the speed at which they learn. While scores are kept and games are won and lost, a strong emphasis is placed on sportsmanship. Players are divided into balanced teams. Player evaluation sessions may be held at the beginning of the season to assist in team assignments. These are not "try outs," as every child will be placed on a team and will receive an equal amount of ice time. Coaches and assistants are selected from the parents of Rec team players. Sponsors, Team Managers, and off-ice "officials" (Scorekeeper, Timekeeper, Penalty Box) are also needed for each team. Volunteers will be requested for these roles, please first contact the Team Manager, or the Vice President (VP) of Rec Hockey or your Coach.

### **Competitive (Comp) Team Hockey**

NMAHA may offer Gold teams. Gold teams are an extension of an age division Rec team. All players on a Gold team are expected to play in all associated Rec games but may travel to additional tournaments during holiday weekends. Gold teams will be overseen by the VP of Competitive/Travel.

NMAHA may also offer Platinum, travel-only teams. These teams are not part of the Rec team but are a separate team that will travel throughout the season. The decision to establish a Platinum team will be based on the availability of players each season. Try-outs will be held at the beginning of the season for each Platinum team. Platinum teams will be overseen by the VP of Competitive/Travel.

### **High School (HS) Hockey**

The Los Alamos Hockey Association (LAHA) oversees the participation of New Mexico High School Hockey teams in the Rio Grande High School Hockey League (RGHSHL). NMAHA follows the rules and regulations set forth by the RGHSHL in its most recent handbook. NMAHA offers HS Hockey for those schools located within the Western Region of the greater Albuquerque area. High School teams will be overseen by the VP of High School.

## **SEASON PRACTICES**

Prior to the season's start, NMAHA will post the approved practice schedule for all levels. Earlier times will be reserved for younger players and 6U & 8U levels will practice at the same time on the same nights. Most other approximate levels (10U/12U; 14U/JV) will generally overlap for 90-minutes of ice (30-minutes full-ice; 30-minutes half-ice; 60-continuous minutes per level) to keep practices from running too late. Older age-levels will generally have the later practice times overall.

Any practices that get cancelled due to weather or other circumstances shall not be used towards end of season parties. All cancelled practices shall be rescheduled if possible.

## FALL SEASON SPORTS

NMAHA recognizes that many hockey players participate in other sports and extracurricular activities, such as football and soccer. The NMAHA Board recognizes the value of these activities and supports the participation of our players in these endeavors. As such, coaches and schedulers should make every effort to avoid conflicts with the fall sports season. To the extent that conflicts do exist with fall sports schedules, NMAHA supports players in their efforts to fulfill their commitments to their fall sports by recognizing that their first priority should be to their fall team until the fall sports season has concluded.

## PLAYER AGE / DIVISION CATEGORIES

USA Hockey sets the age categories for national youth hockey. Based on registration and participation, NMAHA attempts to field recreational/house (and competitive/travel for special tournaments, see page 8) teams at each level, in accordance with USA Hockey Age Classifications, as defined in the most current USA Hockey Annual Guide. NMAHA's goal is to keep players of the same age, physical, and emotional maturity together and to protect the integrity of each age division within NMAHA. As a general rule, players will not be allowed to play outside the appropriate age category in which he or she is classified, as determined by his or her birth year and USA Hockey policies.

### USA Hockey and NMAHA Hockey Age Classifications

USA Hockey regards age as the age the player is on December 31<sup>st</sup> of the current year. For example: a child turning 13 on or before December 31<sup>st</sup> of this year, would not be allowed to register as a Peewee (for 12 years and under), but would rather need to register as a Bantam (for 14 years and under). The following chart reflects NMAHA's division and age categories:

<u>Division</u>	<u>Age Category</u>
6U Mini-Mite*	6 Years & Under
8U Mite	8 Years & Under
10U Squirt	10 Years & Under
12U Peewee	12 Years & Under
14U Bantam	14 Years & Under
HS/JV Midget	16 Years & Under
HS/Varsity Midget	18 Years & Under

\* Mini-Mite is not recognized/registered by USA Hockey

NMAHA recognizes there may be circumstances indicating a player should “play up” in an age division above his or her USA Hockey classification, based on individual skill level and desire for continued player development. USA Hockey does not allow players to play down age divisions. New skaters may practice down one-level if the head coaches at both levels agree it is practical.

Permission to “play up” may be granted by the NMAHA Board, but only after the application process has been followed. A player may participate in exactly one practice with the team they are interested in moving to as part of the evaluation process described below but must return to their age-appropriate team until the “play-up” request is approved by the Board.



## “PLAY UP” APPLICATION PROCESS

The process will vary depending on the time of the season it is applied:

1. **Early-season** (full evaluation w/ BOTH coaches; pay difference up to next level (Oct/Nov))
2. **Mid-season** (gaining coach evaluation; pay remaining balance differential to next level (Dec/Jan))
3. **Late season** (simple, not as complex: gaining coach evaluation, no pay up if in February)

To be considered to “play up,” several conditions must be met. They are as follows:

1. The “losing” team shall continue to have a minimum of 13 skaters plus a goalie rostered for a total of 14 skaters remaining on the team if a player plays up. If the “losing” division has multiple teams, each team shall continue to have a minimum of 13 skaters plus a goalie.
2. Notify both Team Managers and have the coach obtain the NMAHA “Play Up” Application from the Coaching section of [www.nmaha.org](http://www.nmaha.org).
3. Parents must write a letter to the Board explaining why they want their player to “play up” and provide it with the completed application to the VP of Rec
4. Parents must request an evaluation via the Team Manager by the panel as described below.
5. A player must be evaluated to be within the top 10% of players within their appropriate age category. This is to maintain age category integrity, comply with USA Hockey insurance requirements and provide a safe developmental environment for both the individual player and the players of both teams concerned.
6. Ideally, a panel comprised of a “losing team” coach, a “gaining team” coach and a neutral USA Hockey-certified coach or the NMAHA Coach-in-Chief will conduct an on-ice evaluation for the player concerned – against both current age category and upper age category players in an effort to ensure playing up will not be detrimental to the safety or development of either the individual player or the respective team. Size and maturity level should be assessed, in addition to player skill and ability. The evaluators will sign-off on the application IF the player evaluation supports playing up to the next level. The application will then be given to the VP of Rec.
7. If the panel as described above is not practical, the “losing” coach and the “gaining” coach must sign-off IF the player evaluation supports the move. The application still goes to the VP of Rec.
8. Parents should also notify the manager of both the “losing” and “gaining” teams as a courtesy.

Once the application process has been completed and the coaches’ letters have been submitted to the appropriate VP (Rec or Competitive/Travel) the VP will then submit the application package to the NMAHA Secretary for Board approval. The decision of the Board will then be conveyed to the parents and both coaches by the appropriate VP.

There will be a maximum of 3 play-up requests per level per season without special approval.

## REGISTRATION ON MORE THAN ONE TEAM

Although not encouraged, each player may be registered and rostered more than one team within NMAHA. Under all circumstances, attendance and participation at practices and games is expected for each player rostered on more than one team. Fees will be assessed at the oldest Age division where the player is rostered.



## GAMES, TOURNAMENT AND FESTIVAL PLAY

Many games will be played during the hockey season, which runs approximately from September through March. The regularly scheduled games during the hockey season are included in the registration fee for NMAHA.

Each Association determines their in-game guidelines. NMAHA game guidelines are as follows:

Division:	Class:	Warm Up:	Period length:	Curfew / Time Outs:	Overtime	Minor:	Major:	Misconduct / Match:
Rec	6U-Mini 8U-Mite Cross-Ice	2 min	Run clock 2-minute line changes	60-minutes / No Time Outs	N/A	N/A	N/A	N/A
Rec	10U- Squirt	3-min	12-minute stop clock Runtime in 3rd to stay under curfew	60-minutes / No Time Outs	N/A	1-min.	3-min.	6-minutes / 3-minutes
Rec	12U- Peewee	3-min	12-minute stop clock Runtime in 3rd to stay under curfew	60-minutes / No Time Outs	N/A	1-min.	3-min.	6-minutes / 3-minutes
Rec	14U- Bantam	3-min	13-minute/stop Runtime in 3rd to stay under curfew	60-minutes / No Time Outs	N/A	1-min. 30-sec.	4-min.	8-minutes / 4-minutes
High School <small>(RGHSHL 18-F)</small>	16U/ JV	4-min (RGHSHL)	15-minute/stop Runtime in 3rd to stay under curfew (RGHSHL)	75-minutes / No Time Outs Non-curfew gets one 1-minute Time Out (RGHSHL)	Curfew: N/A Non-curfew: Allowed (RGHSHL)	2-min.	5-min.	10-minutes / 5-minutes
High School	18U/ Varsity	4-min (RGHSHL)	17-minute/stop Zam between 2nd/3rd periods Runtime in 3rd to stay under curfew (RGHSHL)	120-minutes / No Time Outs Non-curfew gets one 1-minute Time Out (RGHSHL)	Curfew? N/A Non-curfew: YET Championship Only - full periods. (RGHSHL)	2-min.	5-min.	10-minutes / 5-minutes

Throughout the season, the opportunity for teams to play in various tournaments, festivals, or other related events may also arise. As the level of play at such events can vary greatly, it is the decision of the team's coaching staff, in conjunction with the team manager(s) and parents/guardians, as to which tournaments and festivals teams might enter. In most situations, there will be an additional cost to the players attending tournaments and festivals, which is not covered by the NMAHA registration.

Any tournament or festival listed for Rec teams may be entered. At such events, in as much as possible, all registered players of that team shall have an equal opportunity to attend and play. For playing time equity, teams may desire to enter more than one team, providing each roster allows a minimum of 10 players and a goalie for each team entered. However, this is not a mandatory requirement and the reduction in playing time per player should be realized in advance, especially if team rosters exceed 15 players plus a goalie.

Tournaments or festivals to which a Rec team may be invited but are advertised as being for competitive-level teams, may be entered on a strictly voluntary basis. Entering such a tournament should be a joint decision of the team's coaching staff, the team manager(s), parents/guardians, and VP Competitive/Travel. Due to the increased skill level at these types of events, the coaching staff reserves the right to decide to limit the roster size, by inviting only those players who have displayed an ability to compete at the level indicated. Communication by the coaches with all players and parents/guardians concerned is paramount to ensuring participation in such events goes smoothly.

**Tournaments fees are not refundable** unless a player is 1) under medical care or 2) the family moves to another town/state. In general, tournaments can **ONLY** be refunded if the hosting association fully-cancels the entire tournament **AND** returns NMAHA's payment.

## COACHING

### Coach Selection Committee

NMAHA's coaches come from a variety of backgrounds, but all share two important characteristics: They are ALL volunteers and they all care deeply about the development of all the players on the teams they are coaching. Our coaches require the support of the parents of the players they are coaching. Anything parents can do to help with team activities is encouraged. The previous title of "Chief of Coaches" is now Coach-In-Chief.

Anyone interested in being the Head Coach of a team needs to submit a coaching resume to the NMAHA Secretary by email to [nmahasecretary@gmail.com](mailto:nmahasecretary@gmail.com). The Secretary will forward all resumes to the NMAHA Coach-In-Chief. Each year, the NMAHA Board establishes a Coach Selection Committee headed by the Coach-In-Chief to review applicants' resumes. This committee consists of the Coach-In-Chief, the VP of league (Rec/High School), a coach at large, a parent at large, and, if possible, a representative from the state referee association. If committee members are interested in being the Head Coach for a particular team, they will recuse themselves from the vote for that team's Head Coach. The Coach-In-Chief will bring the committee's slate of Head Coach candidates to the NMAHA Board for approval. The Assistant Coaches will then be determined per team by the Coach-In-Chief and the Head Coach with the approval of the committee prior to the start of the season. Please check [www.nmaha.org](http://www.nmaha.org) for details and dates regarding the Head Coach selection process, typically begun in the summer.

All coaches must obtain the USA Hockey certification appropriate to the level at which they are coaching as well as any additional coaching training required by USA Hockey. As players develop, it becomes increasingly important for coaches to be sufficiently skilled to be able to develop the skills of the most advanced player on a team. Coaches must also possess a thorough knowledge of the rules and strategies of the game. **Head Coaches should develop a written practice plan to share with assistant coaches prior to practice.** If the Head Coach must miss a practice this will assure that skills progress in the planned manner. It is encouraged that the written coaching plan be developed with input from all coaches for that team.

USA Hockey provides training and certification to individuals who wish to coach through the Coaching Education Program (CEP). This program is administered through USA Hockey in the form of clinics. These clinics are specifically designed to supply each coach with the knowledge of his/her responsibilities and skills that will equip him/her to do the best possible job at any level of play. USA Hockey has resources coaches can use to develop their written coaching plans.

USA Hockey and NMAHA require all persons interested in becoming coaches to attend these clinics. *Clinics are held in the fall and the cost of registration for the clinics are reimbursed by NMAHA.* All coaches must submit a background screening and complete both their annual SafeSport certification and age-appropriate training during the first month of the season. If you are interested in coaching, please contact the NMAHA Coach-In-Chief.

## TEAM SUPPORT

There are many critical areas where parents can contribute to the welfare of a team. Two important roles are covered below:

**Team Managers:** Every NMAHA team must have a manager. A manager provides a vital link between the coach and parents and has administrative responsibilities for filling out team rosters, ensuring that such rosters are properly filed with USA Hockey, scheduling games, preparing team rosters for tournaments, developing the team's budget, distributing team jerseys, obtaining Minor (off-ice) officials, notifying parents of schedule changes, making hotel arrangements under NMAHA's name for away games and tournaments as necessary, completing travel game score sheet rosters, and facilitating communication between coaches and parents throughout the hockey season. All managers must be current with their background screening and their SafeSport training.

The team manager will have the authority to ask NMAHA related spectators to leave games if situations unbecoming of NMAHA and USA hockey occur during an event or practice.

**Off-Ice Officials:** Each team is responsible for providing volunteers for a Scorekeeper (10U and up), Timekeeper (ALL levels), and Penalty Box Official (All levels) at home games. **USA Hockey requires that ALL volunteers submit a background check.** Some roles also require the completion of the SafeSport training. For more details see the Volunteering page under the Parent Resources of the NMAHA website. Off-ice officials are required to follow all instructions given by the on-ice officials before, during, and after games.

**Locker Room Monitors:** Each team should have one or two designated Locker Room Monitors *in addition to* the Team Manager. Preferably two monitors will be present in or around the locker rooms before and after practices and games to monitor behavior and ensure phones (as applicable) are not out with limited exceptions (celebrations, etc.). This role will require a background screening, completion of the SafeSport training, and cannot be the Head Coach of any level (in accordance with LOEAHA rules).

*\*The next two sections (Equipment Requirements and Registration) are situated as such to simplify printing out just those two pages for quick referencing while equipping and/or registering skaters.*

## EQUIPMENT REQUIREMENTS

Each skater must wear the following USA Hockey required equipment when participating in games or practices:

1. Hockey skates (not figure skates).
2. USA Hockey-approved protective helmet with full-face protection of any style. (must have the HECC seal of approval and not be expired)
3. Ice hockey stick (not a plastic street hockey stick). (UNCURVED sticks are strongly recommended for new players)
4. Neck/throat protector. \* (NMAHA recommends neck protectors made with ballistic nylon [Kevlar].)
5. Hockey elbow pads.
6. Hockey gloves.
7. Hockey shin pads with hockey socks over them.
8. Hockey shoulder pads.
9. Hockey padded pants (aka: "breezers").
10. Colored mouth guard – REQUIRED in games at Peewee (12U) and up. NMAHA recommends that when using a mouth guard that attaches to the face mask, it is a type that will separate upon impact.
11. Protective cup/supporter. ("Jill" pelvic protector for girls) – recommend the type with Velcro on the legs to support our current game socks.
12. Jersey - Game jerseys (and socks) can be purchased from NMAHA. Jersey numbers are distributed first to returning team members. A returning team member can keep his or her number from the previous season. If that player wants to change his or her number, then the number goes to the next player who seeks the number and has paid the dues. For all new players on a team, the first person to request a jersey number will receive that number based on the timestamp of their season registration. The team manager will resolve any conflict over jersey numbers & the decision is final.

NMAHA has a limited supply of equipment, especially goalie equipment, available to you. Parent/Players should check availability before planning on using NMAHA equipment. If you are needing equipment, please contact the VP of the level of your player (Rec or High School) needing the equipment.

## REGISTRATION PAYMENT POLICY

Payment for registration fees must be made at the time of registration. As NMAHA is a non-profit organization, **all fees collected are NON-REFUNDABLE**, and if for any reason your child cannot participate, all collected fees will be considered a donation.

*All players must have registered **and** paid the applicable fee with USA Hockey (online), **prior** to registering with NMAHA. The receipt for the payment of the USA Hockey dues **must be** presented at any in-person registration for NMAHA.*

There are usually two online options for making payment of the applicable NMAHA fees. A player may either pay the registration fee in full online during registration or utilizing the online payment plan if still available.

Please check our website [www.nmaha.org](http://www.nmaha.org) for additional registration requirements, documentation, and payment options in the Registration tab.

New registrants are welcome at any time in the Rec Program. Registration fees for new players starting after the registration deadline (September 30) will be prorated for the season (20% per month missed, October through January).

**NMAHA has a strict “NO PAY, NO PLAY” policy.** No player will be allowed to register until any outstanding balance from the previous season is paid in full. Additionally, **no player will be allowed on the ice, for practices or games (including tournaments), until all registration fees are paid in full (or the monthly payment is made IN FULL on the Payment plan)**, unless special arrangements have been made in advance and approved by the Board.

If a player moves to a different city or state mid-season, they must pay all NMAHA registration fees **BEFORE** registering with another association. Contact NMAHA's Registrar and Treasurer ASAP if this applies.

NMAHA will attempt to accommodate prospective participants. Therefore, the NMAHA Board reserves the right to make exceptions upon written request in extenuating circumstances.

## DISCOUNTS

In an attempt to attract volunteers for our organization and reduce the financial burden on families who have a child rostered on more than one team or with more than one child playing hockey, the following discounts will apply:

- Board of Directors – 30% off registration fees
- Head Coach – 30% off registration fees (one head coach per division)
- Assistant Coach – 10% off registration fees for two assistant coaches on a team with a division head coach. If a division has two or more teams, the additional teams can have three assistant coaches each.
- Team Manager – 30% off registration fees
- More than one child registered – \$25 off registration fees for each additional child.

**Each positional discount is for one player only, unless otherwise stated. Only one discount can be taken for any one player.** If a parent has multiple children who play on separate teams and the parent volunteers in multiple roles, the parent may only apply the applicable discount for each volunteer position matching the player's age-level specifically.

Any volunteer who qualifies for a discount with no player on a team may use the discount to sponsor a specific player or contribute to the Scholarship fund.

If eligible for a Board discount, please ensure that the discount code is applied at checkout in the registration. Starting in 2023, all coaching (Head Coach and two (2) Assistant Coaches per level) and Team Manager discounts will be applied **retroactively via the NMAHA Treasurer** once all of the following requirements are met:

- Background screening and SafeSport for Coaches and Managers
- Age-appropriate Module(s) for Coaches only

## **FUNDRAISING**

Generally, fundraising will be necessary during the season in order to cover the costs of End of Season festivals/tournaments (based on level) and End of Season parties (separate at the Team level or possibly combined at a single-location event for all levels – determined early in each season by the Team Managers and the Board of Directors.

There will likely be fundraising at the **team level** as noted above - generally with a realistic minimum funds per player. Player families can choose to participate in the selected fundraiser or simply cover the minimum funds per player. For example, we have our Givebutter donation sites (NMAHA overall; Teams) to support NMAHA for friends, family, etc.

The Board will work to streamline NMAHA's solicitations of the area businesses. All solicitations of businesses for support whether successful or not must be reported to the NMAHA Board. This will help us avoid approaching businesses repeatedly during any given period. Remaining funds raised in a season will revert to the general fund at the end of that season.

### **NMAHA Policy regarding Donations**

New Mexico Amateur Hockey Association (NMAHA) is a 501(c)(3) nonprofit organization registered in the state of New Mexico. To continue making hockey available to local youth at reasonable cost, NMAHA combines funding from a variety of sources including fundraising, registration fees, sponsorship funds, grants and charitable donations.

This policy applies to all fundraising for all NMAHA programs, regardless of type of donor or amount involved. It is to be applied to all new funding from existing donors and to all new donors in the future. The terms "donation", "gift" and "contribution" are used synonymously in these rules. Donations are gifts and are not refundable to the donor. As a 501c3 donations cannot be given to any individual player, only to their Team level or NMAHA overall.

### **Donation Policy**

It is NMAHA's policy to accept donations from any donor as long as the acceptance does not impair NMAHA's independence to pursue its mission, nor endanger its charitable status, integrity and good reputation. NMAHA's acceptance of a donation does not imply



any endorsement of the donors' opinions, policies or records, regardless of the donor being a private individual, business or other organization.

Donations may be given as an unspecified donation to NMAHA or for an existing purpose such as equipment purchases, tournament awards sponsorship, etc. Such specific donations shall not result in undue influence over NMAHA's priorities or execution of a program. Donations shall be presented by the Treasurer to the NMAHA Board of Directors. The allocation of all funds shall be decided by the NMAHA board to ensure no such influence exists.

### **Donor Privacy**

NMAHA does not share information about donors or donations, unless agreed separately with the donor.

## **SCHOLARSHIP POLICY (formerly called Financial Aid)**

It shall be the policy of NMAHA that, when available, scholarship funds will be accessible to those members of the association who demonstrate financial need.

It shall be understood by all applicants that upon approval of a scholarship request, the applicant's parents/guardians will be expected to volunteer time for the benefit of NMAHA as may be requested by the Board. Approval responsibility for scholarship applications shall rest with the Board of Directors.

To request a scholarship, if available, the following procedures should be followed:

1. Applicant shall signify desire for scholarship funding by completing the registration form at time of registration.
2. Applicant shall complete Scholarship (aka: Scholarship Packet) application.
3. Applicant shall furnish treasurer with copies of the two most recent years' tax returns.
4. Applicant parent/guardian shall complete a background screen & SafeSport Training to account for volunteer requirements – this will apply immediately upon approval

The NMAHA Board of Directors will always strive to be reasonable and prudent in their endeavor to disburse scholarship funds fairly and equitably. Any scholarship information collected by NMAHA shall be held in strictest confidence. At no time will any association member or any other person having cause to review applicant information furnish said information to unrelated third parties or in any way perform any action which might be deemed detrimental to the applicant.

## **ZERO TOLERANCE POLICY**

NMAHA adheres to the Zero Tolerance Policy described in USA Hockey's rules. All players and parents/guardians will be required to sign a Zero Tolerance policy to participate in NMAHA hockey. The goal of this policy is to require all players, coaches,



officials, administrators, and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during, and after all USA Hockey sanctioned games.

## PLAYER BEHAVIOR AND CONDUCT

The NMAHA Board and its coaches, team managers, and volunteer parents all have a vested interest in providing a safe, fun-filled environment for each player. In return, each skater must understand that coaches, assistant coaches, and parent volunteers are to be treated with respect and consideration. NMAHA skaters are expected to be attentive to coaches' directions and instructions and to avoid disruption.

The Board will support the coaching staff in cases where reasonable discipline must be exercised in order to maintain an organized and enjoyable learning environment.

**Punctuality:** Ice time is valuable and should not be wasted. All participants should arrive at games and practices in sufficient time to allow for suiting up and the necessary pregame/practice instruction and/or warm-up. Unless your coach has told you differently, it is recommended that you be ready to "take the ice" at least 10 minutes before the scheduled starting time.

**Attendance:** Reliable attendance is essential to personal skill development and the development of team continuity.

**Conduct:** All players must display good sportsmanship both on and off the ice at all games and practices, regardless of whether a contest is won or lost and regardless of how a game is officiated. Damaging or defacing property and the general display of poor sportsmanship reflects poorly on the individual, the team, the coaches, and the Association. Such behavior is unacceptable and will be dealt with immediately and severely by team coaches and/or the NMAHA Board.

Repeated or a severe incident of bad sportsmanship or other inappropriate or unacceptable conduct will result in disciplinary action by the Board. Any participant found guilty of a major or persistent violation of USA Hockey, LOEAHA, or NMAHA rules shall be dismissed from the program without refund. Coaches have the right to discipline, by way of "sit outs" and other means, any behavior not consistent with the philosophy of NMAHA. NMAHA will adhere to all USA Hockey and league rules with respect to minor and major penalties.

In accordance with USA Hockey procedure, the Board, or a Board appointed committee, shall review match, game, or gross misconduct penalties received by a NMAHA player during a game. It is the responsibility of the team coach to report any such incident, in writing, to the NMAHA Board within 24 hours of the occurrence. In addition, all match or gross misconduct penalties and recommended actions will be reported by the Board to the LOEAHA. Parents who disagree with a coach or Board Committee decision should submit their written grievance to the NMAHA Board for consideration. Also see Grievance Procedures (page 18).

## PARENT CONDUCT

All parents must display good sportsmanship at all games and practices, regardless of whether a contest is won or lost, and regardless of how a game is officiated. As parents or guardians, we must be positive in our attitudes toward the game of hockey and emphasize the cooperative nature of the game. Negative and rowdy behavior in or around the hockey rink reflects directly and poorly on the whole organization. We must foster good relationships between our young players within the Association and with officials and our competitors. As parents, we must set positive examples for our children. In accordance with USA Hockey's policy of ZERO TOLERANCE, the following actions are **not** acceptable:

- Yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- Direct confrontations with coaches, parents, or players.
- Demonstrations of frustration or anger after missed play or a game loss.
- Unnecessary or exaggerated celebration of a goal scored or a game won that would embarrass or demean the opposing team.
- Any physical abuse of any other person.
- Any threat of physical violence toward any other person.
- Approaching the bench during a game situation unless summoned by a player or coach.

Disruptive or abusive parents may be asked to leave a rink by rink employees, game officials, Board of Directors, or the team manager and compliance is expected (*the MAC front office has a letter granting permission of these individuals to remove disruptive persons from their private business*). Such conduct may result in an immediate suspension from NMAHA functions until a Board hearing is held on the matter. Further penalties may be assessed at that time.

## COACHES' CONDUCT

NMAHA coaches are expected to be positive role models of behavior for their players by adhering to the same rules of conduct as those outlined for parents above. At no time is a NMAHA Coach to permit a player not registered with USA Hockey and NMAHA to participate in a NMAHA practice or game (see Visitors Policy next). Such conduct may result in an immediate suspension from coaching duties until a Board hearing is held on the matter. Further penalties may be assessed at that time.

Coaches are also expected to be professional and respectful to referees and volunteers during games. Failure to do so will result in a disciplinary review by the BOD/Discipline Committee.

**REMEMBER THAT EVERY PARENT, COACH, AND PLAYER REPRESENTS NMAHA AND MUST ACT APPROPRIATELY.**

## **VISITORS POLICY**

Coaches will not allow any non-USA Hockey or NMAHA registered player to attend any of their practices. Coaches will not allow any visitors to their practices without first seeking the permission of their VP. The VP will grant the permission at his/her discretion and advise the Board.

The Board understands that coaches may want or need to invite players to a practice to fill out their lines from time to time. Teams with only one goalie may want to borrow another for practices. If this is the case, please talk to the VP responsible for the team (Rec or High School). The Board is specifically concerned with younger and older age players joining outside their age group classification. Same-age player visitors on an occasional basis will be considered.

New skaters can be allowed to skate “down” a level at practices to gain skills, but must play all games at their actual age level. USAH does not allow playing “down” in games.

In addition, some of you have contacts with adults in the community who have a wealth of hockey experience and will be a benefit to the development of our children. These people typically are not USA Hockey registered and, therefore, not covered by USA Hockey insurance. Submit a request through the appropriate VP, and a formal request can be written to LOEAHA to allow these non-USA Hockey visitors to our practices without compromising anyone’s insurance.

## **GRIEVANCE PROCEDURE**

Any parent or guardian of a NMAHA player may appeal any decision regarding discipline or suspension of their child or themselves. The grievance or notice of appeal should be placed in writing and presented to the NMAHA Board within 10 days of the action taken. NMAHA has standardized hearing procedures for the conduct of hearings and appeals. These procedures will be made available to parties participating in a hearing before the NMAHA Board. The player involved shall not play until the issue has been resolved.

Only grievances (complaints) submitted to the Board in written form will be acted upon. All grievances must be signed by the party submitting the grievance. All grievances submitted in an anonymous form will not be grounds for NMAHA action. Complaints can be emailed to [nmahahockey@gmail.com](mailto:nmahahockey@gmail.com).

## **CONCERN/ISSUE RESOLUTION PROCEDURE**

The general process when members have concerns or issues is to first discuss with the Team Manager of the team where the concern lies. The Team Manager will then discuss with the team’s Head Coach and VP of the team’s division (Rec or High School) and work to resolve the issue at that level if possible. If the nature of the concern involves the Team Manager, the next point of contact should be the team’s Head Coach and the same process follows to the division VP to work towards a resolution. Members should always

work to follow this process, but also approach the President directly if the concern involves any of the other roles noted in this process.

In order to help prevent conflicts of interest in this procedure, it is recommended that the Vice-President roles of each division (Rec / High School) are not also Head Coaches of any level under their division whenever possible. This process will always allow for bypassing the VP and going to the President for any concerns/issues that apply.

## **PRIVACY POLICY**

The privacy of our members is particularly important to NMAHA. We have established this Privacy Policy in order for you to understand how we collect, use, communicate, disclose and make use of personal information.

- Personal data collected will be relevant to the purposes for which it is to be used.
- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use personal information solely with the objective of fulfilling those purposes specified by NMAHA or for similar purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will only retain personal information as long as necessary for the fulfillment of those purposes.
- We will collect personal information by lawful and fair means and, whenever possible, only with the knowledge or consent of the individual concerned.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- Membership account contact, billing or registration information will not be shared with an individual not associated with the account without verifiable consent of contact(s) listed in the membership registration except:
  - Delinquent status of a membership account may and will be shared with Land of Enchantment Hockey Association.
  - We may also be required to disclose information to comply with a court order or a subpoena.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.

NMAHA is committed to ensuring that the confidentiality of our members' personal information is protected and maintained.