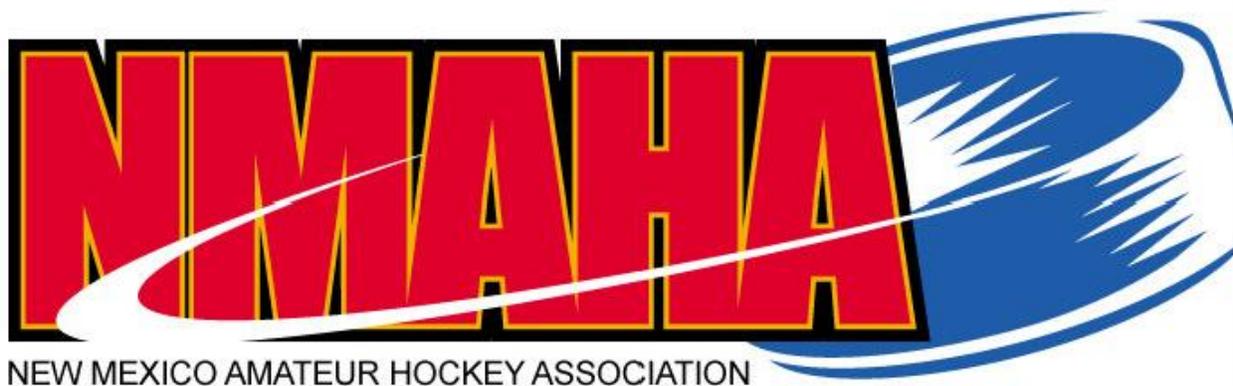


[www.NMAHA.org](http://www.NMAHA.org)



# HANDBOOK

*(Revised September 2015)*

## **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. 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 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, 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
- 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 and 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. Membership in NMAHA corresponds to the term of registration and automatically terminates upon withdrawal from the program or failure to re-register. Association members have the opportunity to voice their opinions and concerns at open board meetings held monthly.

## BOARD OF DIRECTORS

The nine members of the NMAHA Board of Directors serve staggered, two year terms. 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 Blades.

At the April meeting, the Board of Directors elects officers and assigns responsibility for specific activities carried out by NMAHA. 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 manager or a designated representative of each team is encouraged to attend Board meetings. Individual members are also welcome.

## RESOURCES

The Board maintains the [www.nmaha.org](http://www.nmaha.org) website to be a useful and informative resource for members. 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 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.

### 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, managers, and off ice officials are also needed for each team. If you are able to volunteer for any of these roles, please contact the Vice President (VP) of Rec Hockey, the team manager, or your coach.

### Competitive (Comp) Team Hockey

NMAHA will 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.

NMAHA also offers 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.

### High School (HS) Hockey

The Land of Enchantment Amateur Hockey Association (LOEAHA) has established the New Mexico Interscholastic Ice Hockey League (NMIHL). NMAHA follows the rules and regulations set forth by the NMIHL in its most recent handbook. NMAHA offers HS Hockey for those schools located within the Western Region of the greater Albuquerque area.

## 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 the 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 below chart reflects NMAHA's division and age category.

<u>Division</u>	<u>Age Category</u>
Mini-Mite*	6 Years & Under
Mite	8 Years & Under
Squirt	10 Years & Under
PeeWee	12 Years & Under
Bantam	14 Years & Under
Midget	16 Years & Under
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.

Permission to “play up” may be granted by the NMAHA Board, 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**

To be considered to “play up,” a number of 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. Print out and complete the NMAHA “Play Up” Application from the documents 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 from the “gaining” coach. This can be done by a coach from the “gaining” team during a practice.
5. A player must be evaluated to be within the top 10% of players within their appropriate age category and within the top 20% of registered players at the next 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 the both teams concerned.
6. Ideally, a panel comprised of a “losing team” coach, a “gaining team” coach and a neutral USA Hockey-certified coach will evaluate 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 would provide a written summary of the basis for their decision concerning the “play up” application to the VP of Rec.
7. If the panel as described above is not practical, the “losing” coach and the “gaining” coach must each send a letter of approval or disapproval directly 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 VP of Rec, the VP of Rec will then submit the application package to the Board for approval. The decision of the Board will be conveyed to the parents and both coaches by the VP of Rec.

## **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.

## **GAMES, TOURNAMENT AND FESTIVAL PLAY**

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

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 are 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), and parents/guardians. Due to the increased skill level at these type 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.

## **COACHING**

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 of 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.

Anyone interested in being the Head Coach of a team needs to go through the application process. Each year, the NMAHA Board establishes a committee headed by the Chief of Coaches to review the applications and assign the Head Coaches for the season. The Assistant Coaches will then be determined by 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 early 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.

USA Hockey provides training and certification to individuals who wish to coach through the Coaching Education Program. 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 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 be screened with a background check. If you have an interest in coaching or assistant coaching, please contact the Chief of Coaches.

## TEAM SUPPORT

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

**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 screened with a background check.

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 a Scorekeeper, Timekeeper, and Penalty Box Official at their "home" games. These are relatively easy tasks to perform once you become familiar with the procedure. These responsibilities also offer a new perspective to the game. Off ice officials are required to follow all instructions given by the on-ice officials before, during, and after games. All officials must be screened with a background check.

*\*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. (HECC seal of approval)
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.
8. Hockey shoulder pads.
9. Hockey padded pants.
10. Colored mouth guard. 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)
12. Jersey - Home & Away game jerseys 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. The team manager will resolve any conflict over jersey numbers, which decision is final.

NMAHA has a limited supply of equipment, especially goalie equipment, which may be borrowed or rented for the season. Players should check availability before planning on using NMAHA equipment. If you are needing to borrow or rent equipment, please contact the VP of Rec. All borrowed equipment should be returned in good and clean condition to at the end of each season to the VP of Rec.

## REGISTRATION PAYMENT POLICY

Payment for registration fees must be made at the time of registration. **As NMAHA is a nonprofit 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 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.

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. Prorating does not apply to previous NMAHA players.

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 practice or games, until all registration fees are paid in full, unless special arrangements have been made in advance and approved by the Board. NMAHA has a strict “NO PAY, NO PLAY” policy.

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 – 40% 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 – 40% off registration fees
- More than one child registered – \$50 off registration fees for each child.

**Each discount is for one child only, unless otherwise stated. Only one discount can be taken for any one child.** If a parent has multiple children who play on separate teams and the parent volunteers in multiple roles, the parent may apply the applicable discount for each volunteer position.

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. A volunteer with a discount may transfer the discount to a player or the scholarship fund.

If eligible for a discount, please ensure that the applicable discount is noted at time of registration to the NMAHA representative and on the registration form.

## **FUNDRAISING**

Fundraising is an integral part of the NMAHA budget process and has grown to represent a substantial proportion of the organization income, keeping our registration fees low. The primary purpose of fundraising is to minimize the amount of money that must be raised by the organization through registration fees. For this reason, it is hoped that all members will participate in NMAHA's fundraising activities, which include bingo. Please view this activity with enthusiasm. The Board will try to streamline NMAHA's solicitations of the area businesses. In doing so, 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.

### **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 bingo, 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.

#### **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 over \$1,000 shall be presented by the Treasurer to the NMAHA Board of Directors. The allocation of these 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

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, applicant 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 indicating such desire on registration form at time of registration.
2. Applicant shall complete scholarship application.
3. Applicant shall furnish treasurer with copies of the two most recent years' tax returns.

The NMAHA Board of Directors will at all times 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 any 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, 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 15).

## 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 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 abuse of 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 team manager and compliance is expected (*the Blades 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. 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.

## **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. 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.

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.

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

## **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.

## **PRIVACY POLICY**

The privacy of our members is very 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 us 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 your 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.