



Alaska State Hockey - Team Alaska Tier I Program Overview

Alaska State Hockey Association (ASHA) created Team Alaska Tier I program in 2019. The Comp Council of ASHA oversees all activities of the Team Alaska Tier I competitive program. In 2023 the program added three Girls' teams. These teams will fall under direction of The Girls and Womens' Council.

Tier I Director

The person in this position is responsible for the following. (In the event, due to growth in the program it becomes necessary to have a co-director, these duties will be divided).

The Director(s) is under the direction of the ASHA PRESIDENT and the COMP COUNCIL.

1. All operations of the Tier I Program.
2. Develop guidelines and coordinate purchasing of apparel. Jerseys, socks, gear bags, Tracksuits, hats, Polos, shirts, shorts, Practice jerseys, coach's bag.
3. Solicit Coaches and Applications to present to the Comp Council.
4. Develop and/or Create Policies and Procedures as needs arise.
5. Set up Tryouts and collect fees. Work with Coaches after team selections.
6. Collect Registration Fee from each player and turn over to the treasurer.
7. Keep Tier I Website Administrator, ASHA Webmaster, and ASHA Facebook Administrator updated as necessary.
8. Appropriately deal with all Discipline issues.
9. Work with Team Coaches, Managers and Treasurers as needed.
10. Coordinate team photographs.
11. Work with the Registrar to confirm all coach's requirements are complete including background screening, SafeSport, continuing education requirements, coaching certifications, age-specific modules, etc.
12. Provide teams with a Certificate of Insurance upon request.

Registrar

This person will need to communicate with the Alaska Associate Registrar for all access and updates to the USA Hockey Portal Registry System. The Registrar is responsible for the following.

1. Create each team's official 1-T Roster and update as necessary.
 - a. Add and drop players as needed
 - b. Enter each player's jersey number and position in the system.
 - c. Players who will turn 18 during a season MUST complete Safesport Training. The Registrar must make sure those players are notified regarding training.
 - d. Coaches need background screening, SafeSport, CEP, and modules completed before they may be added to the 1-T.
 - e. Manager(s) need background screening and SafeSport completed before they may be added to the 1-T.
2. Provide each team with official roster information and credential verification form for credentials.
3. Check each team's credential book approximately 2 months after the team has been selected.
4. Check each team's credential book prior to the official check for Districts.

Website Administrator

This person is responsible for the following.

1. Seeing that the subscription is paid annually in March.
2. Post Association news on the front page.
3. Give Teams access to update their page and train them as needed.

Ice Scheduler

This person is responsible for the following.

1. Work with Coaches to determine the Tryout dates and time and secure the ice.
2. Work with coaches to request the ice for the season. MOA ice requests due May 1.
3. Work with Teams to track all ice used, added, and dropped along with the associated costs.
4. Bill each team monthly for the ice used.

Team Alaska Tier I Treasurer

This person is responsible for the following.

1. Assist at Tryouts to collect fees and make deposits
2. Collect registration checks and deposit player portion to team and Association portion to Team Alaska General Account
3. Collect funds from each team monthly.
4. Pay all Association bills.
5. Accurately record all income and expenses for the Association.
6. Collect W4's from all Coaches and pay the Coaches Stipend.
7. Work with ASHA Treasurer to pay Tournament Fees while teams are getting set up.
8. Work with ASHA Treasurer to transfer bank accounts and credit card accounts to new teams.
9. Work with each Team Treasurer to make sure they are properly trained. Treasurers require a background check and Safesport training.

10. Monitor all teams for delinquent players. A player is considered delinquent when their team bill is 30 days past due OR when it is not paid prior to tournament travel. A delinquent play may be redlined from team activities including, but not limited to travel, practice and games, until the delinquent bill is brought current.
11. Treasurer will sign off on team accounting at the end of the season to make sure there are no outstanding bills/player fees. Once the account is signed off on the coach's stipend may be paid.

Coaches

All coaches must submit a Tier I Coaches Application. Applications will be reviewed by the Comp Council and the Comp Council will select the Coach for each Team. The Head Coach is responsible for ensuring that only players and coaches who are properly registered with USA Hockey and have completed background screening, SafeSport, CEP, and modules; if necessary, are allowed to participate in team practices and games. Participation by an individual who is not a registered member of USA Hockey with current screening and credentials may invalidate the insurance coverage of all participants.

Coaches will ensure that the players' behavior and the behavior of the team parents exemplify the highest quality as they are representing ASHA. At all times and places and during events that would qualify the team or any of its constituents for USA Hockey-required insurance coverage and during team travel by private conveyance, the Head Coach has responsibility for all public actions/behaviors of all team constituents. However, such responsibility may be delegated to Assistant Coaches if there is an excused or unavoidable absence of the Head Coach. This responsibility may not be delegated to the Team Manager except in extreme circumstances.

Team Alaska Coaches are paid a stipend by the Team Alaska Treasurer. Each team is responsible for collecting the \$15,000 stipend paid to the coach or coaching staff. A coach with a child on the team may not elect to directly offset the player's team bill against his/her stipend. All coaches that are paid a stipend are required to fill out a W4 and all payments will be reported to the IRS. Coaches may not receive their stipend until it has been determined that all player bills and team bills have been paid in full.

Team Manager

The Team Manager cannot be a Coach's spouse/significant other. The person in this position may be a parent and is responsible for the items listed below. This is a VOLUNTEER position and will not be paid in any way. This includes hotels for team travel, airfare, rental vehicles. Costs of supplies may be reimbursed through team account.

1. Must have background screening and complete SafeSport.
2. Work with the Head Coach to keep the team updated in a positive manner.
3. Make travel arrangements including hotel, transportation, meals, and team functions for out-of-town trips.
4. If a team is traveling out-of-state, a USA Hockey Travel Permit is required and may be obtained from the registrar.

5. Create team roster stickers to be used on all scoresheets. The players should be listed by jersey number, last name and first name. Coaches should have their CEP level, CEP number, and certification date on the stickers.
6. Create the team's credential book including retaining copies of all scoresheets.
7. Assign off ice duties (clock, score, penalty box) to qualified team adults.
8. Sign necessary legal documents on behalf of the team such as contracts, travel requests, etc.
9. Request referees for the team's home games. Refs may be scheduled in Anchorage by email to anchorage.scheduling@alaskahockeyofficials.com. There is an example on what information to provide when requesting refs on the ref website www.alaskahockeyofficials.com under "Schedule sample (XLS)". A list of ref rates for the games is found under "2025-2026 AHO Team Rates".
10. Tier I teams must roster 15 or more players to be eligible to participate at Districts and Nationals.

Team Treasurer

The Team Treasurer cannot be a Coach's spouse/significant other. The person in this position may be a parent and is responsible for the following. This is a VOLUNTEER position and will not be paid in any way. This includes hotels for team travel, airfare, rental vehicles. Costs of supplies may be reimbursed through team account.

1. Must have background screening and complete SafeSport
2. Post team schedule to the team page and make sure to have accurate contact details for all players and parents.
3. Set up Referee billing account.
4. Collect sufficient money, in advance, to meet all financial obligations incurred by the team.
5. Each player should be billed equally for team expenses unless there is a written agreement for special circumstances that has been approved by the Tier I Admin and shared with the team.
6. Provide the Team Alaska Treasurer periodic financial reports as requested.
7. Notify the Treasurer and Head Coach of delinquent player accounts in writing each month. The Treasurer will collect delinquent player fees and/or redline players.
8. Provide a detailed monthly accounting of team income and expenses to the Treasurer. Individual accounts should be provided to each player's parents even when the monthly billing is based on a budget for the season.
9. For home games, invoice the visiting team for ½ the cost of ice and referees. If the ice costs is a trade with the other team, prepare a TRADE ICE invoice for record purposes.
10. Pay the Team's expenses in a timely manner in the following order.
11. Ice Bills
12. Referee Bills
13. Tournament Fees as they occur.
14. Districts for 2025 it was \$2,850.00.
15. Nationals for 2025 it was \$1,500.00.
16. Invitationals
17. Tournament Travel (transportation, meals)
18. Other team expenses
19. Coaches Fees – In all cases, the coaches fee of \$15,000 per team is paid last. Coaches must provide you with a W4 before payment is made.

Parents

Parents are responsible for the following.

1. Provide the Team Manager with the USA Hockey Membership Confirmation and player's birth certificate when requested.
2. Paying their child's monthly team billings by the due date.
3. Head Coaches, with the knowledge of the Treasurer, have the authority to exclude a player from participating whose account is delinquent. Any alternative payment arrangements must be approved by the Head Coach and the Treasurer. Unresolved bills from a previous season will disqualify a player from participating in any USA Hockey sanctioned program.
4. Parents with concerns to be discussed with a coach are advised to wait 24 hours after the incident prompting the concern before approaching the Coach; however, health and safety concerns should always be communicated at the earliest opportunity.
5. Under no circumstance shall a parent use social media to negatively impact Team Alaska.

Players

Team Alaska is a competitive program of the highest level. Allocation of playing time is at the coaches' discretion. Consult with your coach before accepting a position on the team if you have concerns regarding playing time.

The Coaches and the Admin reserve the right to withhold playing time for disciplinary reasons when appropriate (player conduct, attendance issues, violation of team rules, etc.). Disciplinary action may include dismissal of a player from the team for significant or repeated instances of inappropriate behavior.

Travel

Team Alaska is in contract with Alaska Airlines to receive discounted group travel. This is a form of sponsorship for the Association. Team Alaska requires all players to use the team discount. The team treasurer or an appointed team travel coordinator will work with the Alaska Airlines group desk to secure the best team flight. After several seasons of trying to use airline miles and discounted tickets outside the group travel rate, Team Alaska has decided that there have been too many issues with players not being on the same team flight, not arriving on time or getting bumped from a flight because they are not in a group travel. We will strongly follow the policy of using the Alaska Airlines group travel desk. A contract code will be provided prior to June 1st of each season. The Group Travel code will allow all player mileage plan numbers to be added so the player receives credit for travel. Hotel rooms will be booked based on 4 to a room with double queen beds or 2 to a room with double double beds. Coaches may be asked to room together whenever possible to minimize team expense. No family members may stay in a team provided coach room. All team travel fees including airfare and hotels will need to be charged to the team debit card or a Coaches credit card. Many hotels offer points towards free stays and the points should go to the coaching staff and not any parent. Parents are required to pay travel expenses for up to 3 coaches. If the Coaching staff has declined a stipend, parents can be charged for up to 4 coaches travel for District and National tournaments.

For team travel there are to be no players in coach rooms. This is non negotiable. Meetings must be held in a common place such as hotel lobby or alternate location.

Acceptable Team Travel Expenses

Team expenses should be reasonable and customary in nature; and must be to the benefit of the Team.

1. For all invitational tournaments (excluding Districts and Nationals) a team may cover the travel expenses for the Head Coach and one Assistant Coach. In cases where the Head Coach elects not to receive a stipend for themselves or any member of coaching staff, parents can agree to pay for no more than four (4) members of the coaching staff. Should a Coach choose to have their family or travel partner accompany them on a trip and the coach and travel partners ticket was purchased utilizing a companion fare, the team's expense is half the total amount providing it is less than the player's ticket price.
2. Transportation for Team Members only. In the event that a manager may need to rent a vehicle to haul gear to and from airport and rinks it is acceptable to pay for that vehicle as the team will be using it as well. Only registered coaches may drive team vans/vehicles. If an instance arises where a coach is not available then the team manager or treasurer may drive.
3. Meals should be equitable for all Team Members.
4. Under no circumstances should alcohol be purchased. USA Hockey, AHSA and Team Alaska have a zero tolerance for drugs, alcohol, vaping, etc. for coaches, players, parents and volunteers.
5. Extra activities for Team Members only.

Fundraising

Teams are encouraged to take part in fundraising. Each team may elect to designate a parent who will coordinate team fundraising activities. All fundraising plans must be presented to the Tier I Treasurer for approval. Use of the ASHA GAMING LICENCE as well as the TAX ID# must be approved by the Director of Games and/or Team Alaska Treasurer. All players will participate in the Association fundraiser(s).

Teams may solicit corporate sponsorships to help defray team expenses. Teams may have more than one sponsor. Teams should acknowledge sponsors on the Tier I website. Only ASSOCIATION SPONSORSHIPS may be put on all team jerseys. Teams may make a banner or put sponsorship on website. Team Sponsor money is to be used equally for all team members.

Sponsors of individual players will have those funds put in to individual player account. There is no Association recognition for individual sponsorships. It is up to the individual player to properly thank those sponsors. Individual player sponsors should consult their tax advisors to determine whether the sponsor amount is a deductible expense.

Uniforms and Equipment

All items are to conform to USA Hockey standards. Each participant is personally responsible to wear protective equipment for all games, warm-ups, and practices.

Team Alaska Players are expected to wear black color helmets, TA gloves, and pant covers.

Players are expected to order and pay for their team apparel at the time and place set forth by the Head Coach.

Social Media

All use of social media must be approved by the Tier I Admin. All use of social media should be displayed to benefit Team Alaska.

Players Exiting the Team

Only the Team Alaska Director, upon meeting with the team Head Coach, may dismiss a player from the program. Head Coaches may have a meeting with the TA Director to determine whether a player needs to be released for cause or if there is a legitimate reason to release the player for other reasons. Financial obligations for a player leaving a team before the end of the season will be governed by Team Alaska's Exit Policy. Details are as follows.

A player might leave a team for a variety of reasons. For each of the listed circumstances, please use the corresponding guidelines.

1. Player's family moves out of state.
 - a. For whatever reason, if a player's family and the player move out of state, this should be viewed as a no fault of the player and any fees should be prorated in accordance with the player's participation.
2. Player chose not to play at all.
 - a. In this instance, the player's family is responsible for fees through the end of the month they last participated in. All sponsor and/or tournament fees are forfeited. If the player is carrying a positive balance after fees for the month are calculated, the team will issue a check to player family for the positive balance amount.
3. Player's behavior calls for dismissal from the coach.
 - a. In this instance all fees should be prorated in accordance with the player's participation with the departing team. Any sponsor fees are forfeited. If the player is carrying a positive balance after fees for the month are calculated, the team will issue a check to the player's family for the positive balance amount.
4. Player leaves due to injury.
 - a. If a player is injured and will not be able to participate for the remainder of the season, this should be viewed as no fault of the player and any all fees should be prorated in accordance with the player's participation, except sponsor and/or tournament fees which will be forfeited to the team. If the player is carrying a positive balance after fees for the month are calculated, the team will issue a check to the player's family for the positive balance amount.
 - b. Player is injured and will be able to participate later in the season, the player is responsible for all fees, except: Transportation, food, and lodging costs incurred during travel the player is absent.
5. Player chose to play for another association.
 - a. In this instance, the player's family is responsible for fees through the end of the month they last participated in and Coaching fees through the end of the season. All sponsor and/or tournament fees are forfeited. Any travel fees that have been collected in advance will be forfeited. If the player is carrying a positive balance after fees for the month are calculated, the team will issue a check to the family for the positive balance amount.

6. The only exceptions to the fore mentioned guidelines are as follows:
 - a. Family illness or severe medical necessity.
 1. A player's family is subjected to unforeseen illness or injury that puts a financial or time burden on the family to the extent the player is no longer able to participate, the Head Coach's and Admin will determine what fees are to be expected from the departing player's family.
 - b. Military Service.
 1. A player's parent(S) or guardian(s) are put on orders for active military service that puts a financial or time burden on the family to the extent the player is no longer able to participate, the Head Coach's and Admin will determine what fees are to be expected from the departing player's family.

Policies

Team Alaska Policies may be created for unforeseen circumstances at any time. All Coaches, Managers, Players, and Parents are expected to follow such policies.

1. Policies will be distributed to the team coaching staff and manager/treasurer.
2. Policies will be placed on the Team Alaska Website.

Tryout Fee

Tryout Fee is \$110.00 per player per team but is subject to change due to the number of tryout ice sheets. No discounts will be given for players trying out for more than one team or for Coaches children. No refunds will be given unless there is an extenuating circumstance.

Registration Fee

Registration Fee is \$1,000.00 per player. Team account will be given \$500.00 and \$500.00 will remain with Team Alaska main account. Registration fee is nonrefundable. This fee is subject to change in coming years as needed.

Scholarships

Team Alaska does not offer player scholarships at this time for team play. However, if an extenuating circumstance such as the death of a parent or another like hardship should arise, a player may ask for some type of help from the Association, although it is not a guarantee.

Any policy herein may be revised at any time to best suit the needs of the program and benefits of the players.

**TEAM ALASKA STAFF
2025/26 Season**

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