



Handbook

MISSION STATEMENT.....1

PHILOSOPHIES.....1

FACILITIES.....2

AAHA MEMBERSHIP AND ORGANIZATION2

 Association Membership..... 2

 Organization..... 2

 Board of Directors Reporting Structure..... 2

 Association Meetings..... 2

 Hockey Committee..... 3

FINANCES3

 Revenues..... 3

 Registration..... 3

 Equipment Credit for Goalies..... 3

 Financial Support..... 3

 Insurance..... 3

 Refunds..... 4

 Failure to Pay Fees..... 4

 Fundraising..... 4

Raffle..... 4

Concessions..... 4

Hosted Tournaments..... 4

Legalized Gambling..... 4

CODES OF CONDUCT5

POLICIES.....5

 Anti-Harassment Policy..... 5

 Discipline Policy..... 5

 Grievance Policy..... 5

 Vandalism Policy..... 5

 Zero Tolerance Drug Policy..... 5

PLAYERS: RULES AND REGULATIONS.....6

 Equipment..... 6

 Participation Levels..... 6

Cardinal, Blizzard, and Whitecaps Mite/Mite Program..... 7

 Rink Rookie Program..... 7

 Placement of Players/Tryouts..... 7

 Roster Size..... 7

 Player Movement and Participation..... 7

COACH SELECTION: RULES AND REGULATIONS.....8

 Criteria..... 8

 Non-Parent vs. Parent Coaches..... 8

 Equipment..... 8

HANDBOOK PURPOSE AND UPDATES.....8

MISSION STATEMENT

The Alexandria Area Hockey Association (AAHA) is committed to providing a quality environment for youth hockey players to learn and enjoy the sport of hockey.

PHILOSOPHIES

As a member of USA Hockey, Minnesota Hockey, and District 15 Hockey, and as a subscriber to these organizations, AAHA follows the philosophies and guidelines as set forth by these organizations. With consideration of the following, [AAHA's Philosophies](#) are prescribed by the Hockey Committee and approved by the Board of Directors.

USA Hockey is the National Governing Body for the sport of hockey in the United States. For more information on USA Hockey, visit www.usahockey.com.

Minnesota Hockey is the statewide governing body of amateur hockey in Minnesota and an affiliate of USA Hockey. For more information on Minnesota Hockey, visit www.minnesotahockey.org.

District 15 Hockey is AAHA's assigned regional district formed by Minnesota Hockey. For more information, visit d15.pucksystems.com

The goal of AAHA is to emphasize the educational and recreational values of ice hockey. This is accomplished by utilizing but not limited to MN Hockey's ADM model. Visit www.minnesotahockey.org for more details.

AAHA players compete at the level best suited to aid in the development of his or her individual physical and mental qualities. It is the responsibility of every member to promote a fun and fair hockey environment that develops respect for others, self-confidence, leadership, and teamwork in all student athletes.

Members are expected to understand coaches, players, and parents are making efforts to ensure success. Coaching is teaching, and perfection is not possible.

FACILITIES

Alexandria Area Hockey Association leases its primary facility from the City of Alexandria at the Runestone Community Center; however, additional facilities are leased as needed. Parents are responsible for their children's activities, and all participants and guests are required to comply with rules and regulations set forth by the owner of each facility. Anyone caught intentionally damaging facilities is responsible to pay for damages.

AAHA MEMBERSHIP AND ORGANIZATION

Association Membership

Membership in AAHA is on a per family basis, regardless of the number of players in the family (player fees are charged per individual participant). A registered AAHA member is a person who has registered his/her child with the Alexandria Area Hockey Association for the current season. The current season is approximately a one-year period beginning the date of the child's registration until the next season registration. A registered AAHA member in good standing is a person who has paid all financial obligations owed to AAHA for the current season.

Unless superseded by USA Hockey, Minnesota Hockey, or District 15, AAHA is designed for players residing and/or enrolled in School District 206 or players from surrounding communities who do not have a Minnesota sanctioned hockey program. This allows for continuity of teams and teammates throughout the progression of the AAHA hockey program.

Organization

A Board of Directors consisting of at least 13 and no more than 15 directors governs the Association. Ten to 12 elected positions are for a three-year term. Elected directors assume roles of Fundraising, Communications, Sponsorship, Tournaments, Concessions, Volunteer Coordinator, and Equipment. There are four officer positions: President, Vice President, Secretary, and Treasurer, which are elected by the board annually. Officers may fill the roles of directors as well as Officer duties. One position transitions with attrition: Past President. Two positions are held by appointment: Charitable Gambling Manager and Director of Hockey. The Board of Directors appoints and completes annual reviews of the Charitable Gambling Manager and Director of Hockey.

Every year during the May Board of Directors' meeting, AAHA members are invited to vote and elect new members, when openings exist. Please refer to the [Association Bylaws](#) for the specific responsibilities for officers and directors.

Board of Directors Reporting Structure

The Board of Directors reporting structure and its members are posted on the communication board outside the AAHA office.

Association Meetings

The Board of Directors meets on the fourth Sunday or Monday of each month (and at the call of the President) throughout the year. Meeting dates may fluctuate somewhat to ensure a quorum. All Association members are welcome and encouraged to attend. Meeting dates are posted on the communication outside the AAHA office. Association members are asked to provide a two week notice to the President for time on the agenda.

Hockey Committee

The [Hockey Committee](#) is responsible for player development, coaching development, and defines [AAHA's Philosophies](#) with approval from the Board of Directors. In all aspects, this committee reports to the AAHA Board of Directors and all recommendations and proposals are submitted to the AAHA Board of Directors for approval by official vote.

The Hockey Committee includes: AAHA Director of Hockey; boys and girls high school coaches; all AAHA coordinators (Mites, Squirts, Peewee, Bantam, Girls(2), Goalies, and Schedulers); members at large; and the President and Vice President of the Board. See the Director of Hockey for more detailed information about any of these positions. Requests for agenda items are submitted to the Director of Hockey.

FINANCES

Revenues

The goal of AAHA is to provide the best program at the most reasonable cost to participants. The Association is a non-profit organization. All money comes from the members through registration, team fees, and fundraisers. AAHA also receives revenue from legalized charitable gambling and sponsorships.

Registration

The AAHA Board evaluates and determines registration fees annually. Fees are due at the time of registration. Registrations received after the registration deadline may be subject to a late fee. AAHA offers a monthly payment program. Please contact a Board Member for details.

Equipment Credit for Goalies

Goalies at all travel levels may request an annual scholarship to help defray the cost of goalie equipment. This money is refunded to the player at the end of the season, provided all requirements have been fulfilled. [Applications](#) are available on the [AAHA website](#). AAHA supplies goalie gear (leg pads, chest protector, and blocker glove/catcher glove) to all other levels.

Financial Support

In a limited number of cases each year, AAHA attempts to assist families with partial scholarships. Those members who believe they may qualify for some level of assistance should contact the Board Treasurer. Members seeking support must prepare a letter outlining their needs and complete an application. The Board reviews these confidential letters and, if approved, grants up to 50% of registration for the season.

Insurance

AAHA provides excess coverage medical insurance through USA Hockey team registration, which is available for season play only. For more information on the coverage or for claim forms, contact the Association Registrar.

Refunds

Refunds are given for some registration fees if written notice is given to the Treasurer prior to tryouts and costs are not incurred by AAHA. Any other refunds due to extenuating circumstances (ie, injury) must have AAHA Board of Directors approval.

Partial ice fee refunds are given to players who have been injured during the regular season and are unable to continue due to medical reasons. A written explanation from a doctor is required. Contact the Board of Directors for specific information.

Failure to Pay Fees

The Board provides payment arrangements for its members. Failure to work with the Board to make payment arrangements will result in removal of the player from the team roster. All prior year fees must be paid in full before a player is allowed to participate in the current year program.

Fundraising

AAHA solicits and is grateful for sponsor contributions received from local businesses. In addition to sponsor contributions, fundraisers are also held each year. Profits collected from fundraisers go directly into the AAHA program for equipment, coach training, ice time, long-term projects, and programs to enhance AAHA. Fundraisers help lower fees.

The following fundraisers are conducted each year:

Raffle

AAHA sponsors an annual raffle. Members are required to participate in the raffle. Proceeds go directly into the Association's general fund.

Concessions

AAHA operates a concession stand at the RCC throughout the season and during special RCC events. Members are assigned required service credits based on the number of players participating in AAHA. Service credits are scheduled and applied through the DIBS system.

Hosted Tournaments

During the season, AAHA hosts invitational hockey tournaments as selected by the Board of Directors prior to the start of the season. Proceeds from the tournaments go directly into the Association's general fund.

Legalized Gambling

AAHA receives revenues from legalized gambling (pull tabs). Gambling is operated in accordance with the laws and regulations determined by the Minnesota Gambling Control Board. Gambling sites are listed on the AAHA website.

CODES OF CONDUCT

As representatives of the Alexandria Area Hockey Association players, coaches, and parents must behave in a manner respectful of others and reflects positively on the Association and the Alexandria community. Please refer to the [Codes of Conduct](#) on the AAHA website.

POLICIES

Anti-Harassment Policy

No player shall engage in violent behavior toward another player because of his/her race, religion, sex, or ethnic origin, or engage in physical or verbal conduct related to another player's race, religion, sex, or ethnic origin. Harassment is when the conduct:

- creates an intimidating, hostile, or offensive team environment;
- substantially or reasonably interferes with a player's team participation; or
- adversely affects a player's team opportunities

Any player found to have engaged in such prohibited conduct shall be subject to disciplinary action up to and including suspension and/or formal apology to the offended player(s).

Discipline Policy

Refer to the Players' [Code of Conduct](#) on AAHA website.

Grievance Policy

Refer to the "remedies" section on the Parents' [Code of Conduct](#) on the website.

Vandalism Policy

Players found responsible for or a party to property damage or vandalism at any leased facility or at any team activity under the sponsorship of the Association (including out-of-town tournaments) will be subject to the AAHA [Codes of Conduct](#) consequences and/or reimbursement for damages.

Zero Tolerance Drug Policy

Continued participation in AAHA team activities is contingent upon the strict avoidance of mood altering chemicals. Any player who is found to have consumed/used, possessed, sold, or furnished alcohol, tobacco, or controlled substances shall be subject to disciplinary action up to and including permanent suspension from all Association player activities. Further information is available on the Players' [Code of Conduct](#).

PLAYERS: RULES AND REGULATIONS

Equipment

All AAHA players must wear the following equipment during ice times:

- League approved helmet with face mask, chin, and mask straps
- Colored, internal mouth guard
- Shoulder pads and chest protector
- Elbow pads
- Shin guards
- Gloves
- Breezers
- Skates
- Athletic supporter (cup)/pelvic protector

All Goalies are required to wear the following equipment during ice times:

- League approved helmet with face mask, chin, and mask straps, OR goalie helmet
- Colored, internal mouth guard Chest protector
- Catcher glove
- Blocker glove
- Goalie stick
- Leg pads
- No exposed leg skin permitted
- Athletic supporter (cup)/pelvic protector

Participation Levels

AAHA participation levels follow [Minnesota Hockey](#) guidelines (except as outlined in the player movement policy). Players, to be eligible, must have been born on or after June 1st of the birth year indicated by Minnesota Hockey. AAHA utilizes the following playing divisions:

Boys		Girls	
Cardinal	4 and under	Whitecaps	6 and under
Blizzard	5 and under	7U/8U	8 and under
Gopher	6 and under	10U	9 and 10
Wild	7 and under	12U	11 and 12
Olympic	8 and under	15U	13, 14, and 15
Squirts	9 and 10		
Peewees	11 and 12		
Bantams	13 and 14		

Cardinal, Blizzard, and Whitecaps Mite/Mite Program

The skills-based instruction curriculum utilized in these programs is designed by USA/MN Hockey and emphasizes fun and learning while downplaying competition. There are no tryouts. Mite teams have joint practices in which players learn basic skills, as well as small-area games creating an environment for skaters to learn team-play. The program is primarily in-house and may include games and year-end jamborees.

Rules of Minnesota Hockey prohibit Mite teams from playing any team from outside their District in any form of game, practice, or scrimmage unless prior approval has been obtained from MN Hockey.

AAHA strives to provide equal amounts of ice time during games, regardless of ability.

Rink Rookie Program

The Rink Rookie program encourages young boys and girls to try hockey. Any mite/US within the first two years of participation are eligible for the program for a maximum of two years. In some circumstances, the Board of Directors may approve the participation of older children in the program. For a registration fee young skaters can join hockey. The following AAHA equipment is available:

- Helmet
- Breezers
- Skates
- Shin guards
- Shoulder pads
- Elbow pads
- Gloves

The following is equipment individual players must provide.

- Hockey stick
- Socks
- Mouth guard
- Cup protector

Placement of Players/Tryouts

Placement of players on Squirt/Li10, Peewee/12U, and Bantam/15U levels are determined by tryouts and an evaluation procedure determined by the [Hockey Committee](#). At registration, each player receives detailed information regarding tryouts. The Hockey Committee determines the criteria for evaluations and tryouts. The committee has established a [process](#) for players who are age eligible for association and high school play. Guidelines for tryouts include:

- Tryouts are completed at the earliest possible time.
- After the selection of the teams, rosters are communicated.
- The Evaluation/Tryout Committee addresses extenuating circumstances (i.e. injuries, sickness) on a case-by-case basis.

Roster Size

The number of players registered at each level determines team sizing.

Player Movement and Participation

Player movement from one division to another - refer to [Move-Up policy](#).

COACH SELECTION: RULES AND REGULATIONS

Criteria

The Director of Hockey and coordinators consider new applicants on the following criteria:

- General coaching philosophy and willingness to perform within the AAHA guidelines.
- Willingness to put in long hours during the season.
- Other considerations:
 - Coach of the team for the previous year
 - Experience as an assistant coach in AAHA
 - Experience as a coach in other youth hockey programs

Non-Parent vs. Parent Coaches

AAHA makes a continued effort to recruit non-parent coaches but not to exclude good parent coaches. Compensation is paid to non-parent coaches based on the recommendation of the AAHA Board of Directors. The Board of Directors provides a stipend for tournament hotel accommodations to non- parent coaches.

AAHA recognizes the Association contains many qualified parent coaches and assistant coaches and greatly appreciates all of their volunteer efforts. AAHA, however, does not reimburse a parent head coach or parent assistant coach for expenses.

Equipment

All coaches/assistants are required to have the following on the ice:

- Completed and signed screening form
- League approved helmet
- Appropriate league coaches training

HANDBOOK PURPOSE AND UPDATES

This handbook is designed to assist in understanding of the Association's guidelines and practices throughout the season and may be amended as the Board of Directors deem necessary. Please contact the President of the AAHA Board with feedback regarding the Association Handbook. Changes are communicated to the Association members in the [newsletter](#) on the website.