

MAT-SU AMATEUR HOCKEY ASSOCIATION

Established Since 1987



PARENT AND PLAYER HANDBOOK

2023-2024

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1 2023-2024 BOARD MEMBERS

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2 INTRODUCTION TO MAHA

- A. Welcome to the Mat-Su Amateur Hockey Association (MAHA). This handbook contains a great deal of useful information. Please take a moment to read it thoroughly.
- B. This handbook is published for the members of MAHA to provide a reference to various aspects of the Association and its operation. This handbook is intended to provide general information and is not an absolute set of rules; but rather guidelines that the Board uses to help administer the program.
- C. MAHA is a volunteer driven non-profit organization. We hope that your children enjoy the program and that you find the time to help organize and run the Association. Your help and effort are necessary to make this program work.

3 PHILOSOPHY OF MAHA

- A. The philosophy and goal of MAHA is to provide a viable Youth Hockey Program, and to help the kids involved grow and mature into better adults by participating in a program that promotes team effort, sportsmanship, competition, and quality adult leadership. To accomplish this, the Association provides an Initiation Program, a recreational league (Tier III, Tier IV), and a competition league (Tier I, Tier II). MAHA will not discriminate against anyone who wishes to participate in this Association.

4 MAHA ZERO TOLERANCE POLICY

In an effort to make ice hockey a more desirable and rewarding experience for all participants, USA Hockey instituted a zero tolerance policy beginning with the 1992-93 season. This policy requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Conduct inside or outside the arena, or while traveling with the team is covered by this rule. Parents will be held responsible for their actions as well as the actions of their children while attending or participating in any MAHA sponsored event.

Thus, the following points of emphasis must be implemented by all referees and linesmen:

4.1 Players

- A. A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:
 - 1. Openly disputes or argues any decision by an official.
 - 2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
 - 3. Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

4.2 Coaches

- A. A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:
 - 1. Openly disputes or argues any decision by an official.
 - 2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
 - 3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators.
- B. Any time that a coach persists in any of these actions, he/she shall be assessed a game misconduct penalty.

4.3 Officials

- A. Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial, and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.
- B. Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

4.4 Parents/Spectators

- A. The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:
 - 1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
 - 2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
 - 3. Throwing of any object in the spectators viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

5 MAHA GUIDELINES

- A. The following guidelines shall serve only as a standard to aid the Board in their determination of policies and/or courses of action based on their best judgment.
- B. The Board of Directors reserves the right to suspend any requirements of any member in the event that a catastrophe befalls a person or persons (e.g. the death of a parent of a player during the course of the season).
- C. MAHA has a formal set of Bylaws (included on the MAHA website at www.matsuhockey.com) and is a recognized non-profit corporation registered with the State of Alaska in accordance with Alaska Statutes and is established as federally tax exempt under IRS 501(c)(3) (the "Non-profit Statutes"). MAHA's Federal Tax ID number is 92-0060967. The Bylaws specify the structure of our Board of Directors, meeting requirements, and election procedures. MAHA also holds a State of Alaska Charitable Gaming Permit (#624).

- D. MAHA relies on its sponsors to provide funding for our hockey program. These sponsors provide financial support that reduce your costs. It is imperative that we recognize these sponsors for their contribution to our program. Please acknowledge them by patronizing their business and let them know that you appreciate their support.
- E. MAHA is a member of the Alaska State Hockey Association (ASHA) in the Pacific District of USA Hockey. The Pacific District is one of twelve districts established by USA Hockey and is composed of five Affiliates which represent the States of Alaska, California, Nevada, Oregon and Washington; and one non-affiliated State: Hawaii. ASHA is one of the recognized state affiliates of USA Hockey, which governs all amateur hockey in the United States. Many of the rules that we enforce, such as age classifications, playing rules, level classifications, etc. are established by either USA Hockey or ASHA.

5.1 Locker Room Policy

- A. In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to MAHA's goals. MAHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, MAHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.
- B. The local rinks that MAHA uses regularly have a variety of private and shared locker room, bathroom, and shower facilities. Parents should educate themselves as to the particular accommodations at each local rink for their player(s). At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.
- C. USA Hockey SafeSport Rules
 - 1. Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because they are often less supervised than at other times. Athlete-to-athlete problems, such as sexual abuse, bullying, harassment, or hazing, often occur when a coach or other responsible adult is not in a position to observe - this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a game or practice have an adult present to confer with regarding such injury.
- D. Locker Room Supervision
 - 1. USA Hockey is concerned with locker room activities between minor Participants; minor Participants and adult Participants; adults being alone with individual minor Participants in locker rooms; and with non-official or non-related adults having unsupervised access to minor Participants at team events.
 - 2. **It is the policy of USA Hockey that all USA Hockey Member Programs must have at least one responsible screened and trained adult (which may include coaches, managers or other volunteers) present at all times and monitoring the locker room during all team events** to assure that only Participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. While it is not always possible, two locker room monitors are preferable.

3. Preferred locker room monitoring includes having locker room monitors inside the locker room while Participants are in the locker room; at a minimum, locker room monitors must be in the immediate vicinity outside the locker room (near the door within arm's length and so that the monitor can sufficiently hear inside the locker room) **who also regularly and frequently enters the locker room to monitor activity inside**. The responsible adult(s) who monitors and supervises the locker room shall have completed SafeSport Training in compliance with Section II and completed a background check in compliance with Section III of the USA Hockey SafeSport Handbook. If the monitor(s) are inside, then it is strongly recommended that there be two monitors, as having a second monitor may help prevent allegations of impropriety by a monitor alone in the locker room.
4. Further, responsible adults must also secure the locker room appropriately during times when minor Participants are on the ice. If a minor Participant goes to a locker room during practice or a game, and does not return in a timely fashion, then an Applicable Adult (or if possible two) should check on the minor Participant's whereabouts.
5. It shall be permissible for a Member Program or team to prohibit parents from a locker room. However, in doing so the team shall be required to have properly screened adults monitoring and supervising the locker room as required above. With younger players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should be allowed in the locker room to do so.
6. Cell phones and other mobile devices with recording capabilities, which includes voice recording, still cameras, and video cameras, increase the risk for some forms of abuse or misconduct. As a result, the use of any device's recording capabilities in the locker rooms, changing areas, or similar spaces at a Facility is prohibited. Notwithstanding the foregoing, exceptions may be made for media and championship celebrations, provided that such exceptions are approved by the Member Program, two or more Applicable Adults are present, and where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.
7. Coaches sometimes may need to use the team locker room to get dressed before or after practices. Coaches must always have at least a base layer of clothing at all times while changing, or must use a private area to change into acceptable clothing. Under no circumstances shall an unrelated Applicable Adult intentionally expose his or her breasts, buttocks, groin, or genitals to a minor Participant.
8. **Except for players on the same team**, at no time are unrelated Applicable Adults permitted to be alone with a minor Participant in a locker room or changing area when at a Facility, except under emergency circumstances. Any individual meetings between a minor Participant and a coach or other adult in a locker room shall require that a second responsible adult is present.
9. If a team is using a Facility that requires shared use of a locker room or changing area, the Member Program must designate separate times for use by Applicable Adults, if any.
10. For each team, the coach and/or team administrators shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach and/or team administrator that fails to take appropriate steps to ensure the Locker Room Policy is adhered to, and any USA Hockey Participant or parent of a Participant who otherwise violates this Policy is subject to appropriate disciplinary action; moreover, an Affiliate may impose fines or other sanctions against any Member Program whose teams do not comply with this Locker Room Policy.

E. Locker Room Monitoring

1. MAHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

F. Parents in Locker Rooms

1. Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

G. Mixed Gender Teams

1. Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, MAHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

H. Cell Phones and Other Mobile Recording Devices

1. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. It may be permissible to have team manager collect phones.

I. Prohibited Conduct and Reporting

1. MAHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in MAHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

5.2 Travel Policy

- A. A significant portion of USA Hockey participation involves overnight travel for youth teams to games and tournaments. Minor players are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of player to player misconduct. During travel, players may be away from their families and support networks, and the setting - unfamiliar locker rooms, automobiles, and hotel rooms - is less structured and less familiar. A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor players will be supervised between and during travel to and from practice and games. Adherence to travel policies helps to reduce the opportunities for misconduct.
- B. MAHA has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. MAHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.
- C. We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").
- D. Local Travel
 1. Local travel occurs when MAHA or one of its teams does not sponsor, coordinate, or arrange for travel.
 - a. Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
 - b. The employees, coaches, and/or volunteers of MAHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
 - c. Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.

- d. Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- e. It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of MAHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

E. Team Travel

1. Team travel is overnight travel that occurs when MAHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.
 - a. When possible, MAHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within MAHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
 - b. MAHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. MAHA will make efforts to provide adequate supervision through coaches and other adult chaperones. MAHA will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.
 - c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
 - d. Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.
 - e. Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
 - f. The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
 - g. The team personnel shall ask hotels to block adult pay per view channels.
 - h. Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

- i. All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- j. Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- k. The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- l. Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- m. If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- n. No coach or chaperone shall at any time be under the influence of alcohol, drugs, tobacco, or smoking products while performing their coaching and/or chaperoning duties.
- o. In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- p. During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- q. Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

F. Prohibited Conduct and Reporting

- 1. MAHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in MAHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.
- 2. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

5.3 Social Media and Electronic Communications Policy

- A. As part of USA Hockey’s emphasis on safety, communications involving any Participant, and especially minor Participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is crucial. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to minor Participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Social Media and Electronic Communications Policy helps reduce these risks.
- B. All electronic communication originating from Applicable Adults to minor Participants must be professional in nature. Absent emergency circumstances, if an Applicable Adult with authority over minor Participants needs

to communicate directly with a minor Participant via electronic communications (including social media), the Minor's parent must be copied. If a minor Participant communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult should respond to the minor Participant with a copy to another Applicable Adult or the minor's legal guardian. When an Applicable Adult with authority over minor Participants communicates electronically to the entire team, said Applicable Adult must copy another adult.

C. Pursuant to these requirements, all electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.

D. Social Media

1. Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor Participants are involved. Coaches are prohibited from having minor Participants joined to or connected through their personal Facebook page, Instagram or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to the team through that site. All electronic communication of any kind between coach (and any Applicable Adult) and a minor Participant, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

E. Email, Text Messaging, and Similar Electronic Communications

1. Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and minor Participants must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor Participant **must** include a copy to the player's parents. Where possible, a coach should be provided and use the organization web site email center (the coach's return email address will contain "@organization.com") for all communications with the team, players, and player's parents, where applicable.

F. Social Media and Group Chats Among Players

1. Minor hockey players often create group chats through texting or other social media applications. Such group chats are concerning because Minors may engage in bullying behavior, sexual misconduct, harassment, threats, discriminatory and other inappropriate conduct that may violate policies of USA Hockey. Group chats among Minor hockey players should be supervised by an adult to mitigate these risks.

G. Request To Discontinue All Electronic Communications or Imagery with Athlete

1. Following receipt of a written request by the parents of a minor Participant that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the Member Program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

H. Abuse and Misconduct

1. Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other Participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.
2. A USA Hockey Participant who violates this Social Media and Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

5.4 Concussion Information

A. What Is A Concussion?

1. A concussion is a type of traumatic brain injury - or TBI - caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

B. How Can I Help Keep My Children Or Teens Safe?

1. Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teen's chances of getting a concussion or other serious brain injury, you should:
 - a. Help create a culture of safety for the team.
 - b. Work with their coach to teach ways to lower the chances of getting a concussion.
 - c. Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - d. Ensure that they follow their coach's rules for safety and the rules of the sport.
 - e. Tell your children or teens that you expect them to practice good sportsmanship at all times.
 - f. When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

C. How Can I Spot A Possible Concussion?

1. Children and teens who show or report one or more of the signs and symptoms listed below - or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body - may have a concussion or other serious brain injury.
2. Signs Observed by Parents or Coaches
 - a. Appears dazed or stunned.
 - b. Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
 - c. Moves clumsily.

- d. Answers questions slowly.
- e. Loses consciousness (even briefly).
- f. Shows mood, behavior, or personality changes.
- g. Can't recall events prior to or after a hit or fall.

3. Symptoms Reported by Children and Teens

- a. Headache or "pressure" in head.
- b. Nausea or vomiting.
- c. Balance problems or dizziness, or double or blurry vision.
- d. Bothered by light or noise.
- e. Feeling sluggish, hazy, foggy, or groggy.
- f. Confusion, or concentration or memory problems.
- g. Just not "feeling right," or "feeling down."

D. Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that it's better to miss one game than the whole season.

E. Concussions affect each child and teen differently. While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' health care provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.

F. What Are Some More Serious Danger Signs To Look Out For?

1. In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- a. One pupil larger than the other.
- b. Drowsiness or inability to wake up.
- c. A headache that gets worse and does not go away.
- d. Slurred speech, weakness, numbness, or decreased coordination.
- e. Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- f. Unusual behavior, increased confusion, restlessness, or agitation.
- g. Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

G. Children and teens who continue to play while having concussion symptoms or who return to play too soon - while the brain is still healing - have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect a child or teen for a lifetime. It can even be fatal.

H. What Should I Do If My Child or Teen Has a Possible Concussion?

1. As a parent, if you think your child or teen may have a concussion, you should:
 - a. Remove your child or teen from play.
 - b. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
 - c. Ask your child's or teen's health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.
2. Do not try to judge the severity of the injury yourself. Only a health care provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a health care provider.

I. To learn more, go to www.cdc.gov/HEADSUP

5.5 Code of Conduct

All MAHA players and team officials shall conform to following code of conduct:

- A. No swearing or abusive language on the bench, in the rink, or at any team function.
- B. No lashing out at any official no matter what the call is. The coaching staff will handle all matters pertaining to officiating.
- C. Anyone who receives a penalty will skate directly to the penalty box.
- D. Fighting will not be tolerated. Fighting will result in an appearance before the Discipline Committee.
- E. There will be no drinking, smoking, chewing of tobacco or use of illegal substance at any team function.
- F. Players and team officials will conduct themselves in a befitting manner at all facilities (ice rink, hotel, restaurant, etc.) during all team functions.
- G. Any player or team official who cannot abide by these rules or violates them will be subject to further disciplinary action.

6 BOARD OF DIRECTORS

- A. Officers
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Player Development Director

6. SafeSport Coordinator

B. Age Division Representatives

1. 6U Rep (Mini-Mites)
2. 8U (Mite)
3. 10U (Squirt)
4. 12U (PeeWee)
5. 14U (Bantam)
6. 16U/18U (Midget)
7. Girls

C. Standing Committees

1. Registrar
2. Coaching Director
3. Ice Scheduler
4. State Representative
5. Competition Council Representative
6. House/Recreation Council Representative
7. Girls/Womens Council Representative
8. Fundraising Coordinator
9. Sponsorship Coordinator
10. Gaming Coordinator
11. Tournament Coordinator
12. Scholarship Chairperson
13. Outdoor Ice Coordinator
14. Discipline Committee
15. Webmaster
16. Jersey Coordinator
17. Two (2) Valley Thunder Steering Committee Members
18. Equipment Coordinator

D. Elections

1. All Officers and Age Division Representatives are elected each year at the annual membership meeting in April.

7 MEMBERSHIP AND MEETINGS

A. Membership

1. A MAHA member is a parent or guardian who has registered a child as a participant in the Association and any person serving in a recognized volunteer position or coaching position.
2. As a member, you have the right to attend monthly Board meetings, be elected to a Board positions, and vote at the Board elections held annually. General members do not vote at monthly meetings.
3. As a member, you are also expected to stay current with your financial obligation to MAHA and to abide by the rules of the MAHA, ASHA and USA Hockey. Any member not in good standing will not be able to register and tryout for the upcoming season. All previous payments must be paid in full. Any member not in good standing will not be allowed to try out for the next season. Any registration fees paid will be applied to outstanding amounts owed. All previous payments must be paid in full.

B. Board Members

1. The Board of Directors meets once a month throughout the regular season. Meeting date and time are determined during the previous month(s) meeting and posted on the MAHA website schedule. Regularly scheduled Board meetings are open to all members; however, members are not generally included in discussions unless they have a direct involvement with the issue at hand. If a member would like to comment at a Board meeting, they must be added to the agenda as a "Person to be heard". Persons to be heard will be limited to 5 minutes of comment per person. Please contact the MAHA Secretary for more information.

C. General Membership Meetings

1. General membership meetings are held once per year and may coincide with a regularly scheduled Board meeting. The time and place of the meeting will be posted on the MAHA website.

D. Age Division Representatives

1. The Age Division Representative is the liaison between the MAHA Board and the team. Age division representatives are a resource available to players, parents, and coaches to bring questions and concerns to the Board. In many cases, issues can be resolved in a more expeditious manner by utilizing the Age Division Representatives. Age division representatives are strongly encouraged to participate in evaluations and coordinate with coaches to attend the first meeting of each team which they represent.

8 DIVISION AND REGISTRATION FEES

A. Age Classifications:

<u>If You Were Born In</u>	<u>You Are A</u>
2017-2018	6U
2015-2016	8U
2013-2014	10U
2011-2012	12U
2009-2010	14U
2007-2008	16U
2005-2006	18U

- B. Registration fees will be set annually by the Board of Directors, prior to August 1st of the current season, based on anticipated costs. Registration fees will remain the same throughout the year. The fees must be paid in full at the time of registration.
- C. Registration refund requests must be submitted to the Board of Directors in writing prior to November 15th of the current season and be accompanied by proof of payment to be placed under consideration. An administration fee of \$25 for House players, and \$50 for Comp players, will be withheld from any refund approved by the Board of Directors.
- D. Any refund granted by the Board for Mini-Mites will be prorated based on the ice time already used. A \$25 Administration fee will not be refunded.
- E. All registrations submitted on or before December 31st shall be for the full registration amount set for the current season. Registrations submitted after December 31st shall be for 50% of the full registration amount set for the current season.

9 GENERAL INFORMATION

A. Health

- 1. Any health condition which a coach should be aware of must be stated prior to the start of the season.

B. Insurance

- 1. MAHA players are covered by a secondary insurance group policy through our USA Hockey affiliation. This policy is to assist when all other insurance policies have been exhausted. Only injuries sustained during MAHA participation may be considered. Please report any injuries to the team coach immediately. Any questions you have should be addressed to the MAHA Registrar. Claim forms will be available from the MAHA Registrar.

C. Birth Certificates

- 1. Each player must have a birth certificate on file with the MAHA Registrar at the time of registration.

D. Volunteer Organization

- 1. MAHA would not exist without its volunteers. We need assistance throughout the season to provide a positive experience for all members, teams, and skaters at all levels. If you can help, it would be greatly appreciated. Please do not hesitate to contact your Team Manager, Age Division Representative, or a Board Member to volunteer your services. There is a job for everyone.

2. Volunteer Opportunities will be posted and tracked on the MAHA website thru DIBS. Opportunities throughout the season include tryouts/evaluations, fundraising, Association tournaments, and other events throughout the season.
3. MAHA Board Members, on-ice volunteers, and off-ice volunteers can be reimbursed for successfully completing compliance requirements. Examples of qualifying expenses include successful completion of USA Hockey registration, SafeSport training, and background checks. Submit proof of successful completion and the receipt for reimbursement to the MAHA Treasurer. Additional training or compliance reimbursement requests will be reviewed on a case-by-case basis by the MAHA Board.

10 EQUIPMENT, ICE & SCHEDULING

10.1 Schedules

- A. Hockey is a full time sport from August to April of each year. The MAHA Ice Scheduler will schedule ice among all teams, which generally results in 3-5 sheets of ice per week.
- B. You may find it necessary to travel to Eagle River and Anchorage during the regular season for games. In addition, you may be expected to travel to Kenai, Homer, Fairbanks, or Juneau for State or other tournaments. We suggest parents form carpools when travel is necessary.

10.2 Ice Times

- A. Allocation
 1. The MAHA Board will attempt to provide equitable distribution of ice to all players. However, the Board recognizes there are varying needs for ice based on different age levels and programs. The Ice Scheduler will assign each team specific hours of ice each month. Due to greatly reduced available ice hours during the high school hockey season, it may be impossible to schedule ice times that are acceptable to all teams.
 2. If additional hours of ice are available, the Ice Scheduler shall sell these hours to teams which want more ice. It shall be the responsibility of the team to notify the Ice Scheduler if they want extra ice.
- B. Cancellation
 1. A team must contact the MAHA Ice Scheduler 45 days in advance if they will not use ice which has been assigned to them at the Brett; 45 days in advance if they will not use ice assigned at Palmer; and 90 days in advance if they will not use ice which has been assigned to them at the Complex. If they do not, they will be billed for this ice.
- C. Outdoor Ice
 1. If a team holds a hockey activity on outdoor ice when the temperature is below zero degrees Fahrenheit, it will be at the parent's discretion.

10.3 Tournaments

- A. There is an end of season Mite jamboree.

- B. There are State Championship Tournaments for Tier I through Tier IV levels of the 10U, 12U, 14U, and 16U/18U divisions. Alaska State Hockey Association (ASHA) has strict guidelines that must be met for participation in these tournaments. It is each team's responsibility to keep their team credentials in order and current as per ASHA and USA Hockey. Teams may contact the MAHA Registrar for assistance.
- C. In the MAHA recreational program, one team per division will represent MAHA at their State Tournament. If there is more than one team in a division, MAHA will hold a local playoff to determine which team will go to the State tournament. The Ice Scheduler and Coaching Director, with the approval of the Board of Directors shall determine the format for the playoff within ASHA Guidelines. Prior to the playoffs, a coaches meeting will be held with the Coaching Director to review rules. The local playoffs will be held 15 to 21 days prior to the State Tournament.
- D. MAHA will pay a portion of the State tournament fee based on monies collected at the time of registration for the teams selected to represent MAHA at the State tournament. If the State tournament fee, as determined by ASHA, is in excess of funds collected at registration, it will be the team's responsibility to submit the balance to MAHA. Teams will be notified of State tournament fees in January. Teams, 10U and above, not participating in a State tournament will receive applicable funds (total tournament funds received from the team as part of registration) for the tournament of their choice.
- E. Teams may compete in other tournaments. Teams are responsible for all expenses incurred by participation in these tournaments.

10.4 Referees and Linesmen

- A. The referee is in complete charge of the game. S/he has the power to call penalties before and after a game. S/he determines penalties and if a goal has been scored. Please remember that the majority of the game rules are judgment calls and the referee calls them as s/he sees them.
- B. The linesman's job is to decide violations of off sides, offside passes and icing. S/he also assists the referee in carrying out other rules.
- C. All referees and linesmen will enforce the Zero Tolerance Policy. (see page 4)

10.5 Standing Committees

- A. Registrar
 - 1. The MAHA Registrar is responsible for registering players; collects registration fees and birth certificates; registers teams through USA Hockey and ASHA; maintains team rosters and handles insurance claims. Ensures coaching staff is current with CEC numbers, SafeSport, and USA Hockey age specific Modules are complete by December 31st of the current season.
- B. Sponsorship Coordinator
 - 1. The Sponsorship Coordinator is responsible for coordinating sponsorship funding.
- C. Tournament Coordinator

1. The Tournament Coordinator works with the Ice Scheduler and any specific Tournament Director. Visiting teams will need to be informed of the expense of programs in the proposed tournament budget.

D. Coaching Director

1. The Coaching Director is appointed/hired by the Association to help in the recruitment and selection of coaches, organize and run Tier II tryouts and recreational team evaluations, organize player and coaching clinics, work with MAHA coaches to improve overall level of coaching in MAHA, and provide the MAHA Board of Directors with ongoing coaches' evaluations. Prior to appointment of head coaches, the Coaching Director shall provide a list of coaching candidates to be approved by the Board.

E. ASHA State Representative

1. The State Representative is appointed by the MAHA Board to serve as a voting member representing MAHA on the ASHA Board.

F. Comp Council Representative

1. The Comp Council Representative is appointed by the MAHA Board to serve as a voting member representing MAHA with the Comp Council division of ASHA.

G. House/Rec Council Representative

1. The House/Rec Council Representative is appointed by the MAHA Board to serve as a voting member representing MAHA with the House/Rec Council division of ASHA.

H. Scholarship Committee

1. The Scholarship Committee will negotiate and approve financial assistance on a case-by-case basis for players who request it based on need. This Committee shall consist of 3 Board members during the review of the applicants.

I. Discipline Committee

1. The Discipline Committee enforces the standards of conduct of the Association and shall enforce USA Hockey rules and standards. The committee will have authority to penalize a player(s), coach(s), or parent(s) for infractions of conduct and/or infractions of USA Hockey rules and standards. Decisions of the Discipline Committee may be appealed to the MAHA Board of Directors. The members of the Discipline Committee will be the President, Secretary, and an Association member who IS NOT currently seated on the Board of Directors. That member will be determined at the beginning of each hockey season.

J. Fundraising Coordinator

1. The Fundraising Coordinator will be responsible for the preparation, organization, and money collection of Association fundraisers. Association fundraisers will be selected by the Board of Directors.

K. Jersey Coordinator

1. The Jersey Coordinator is responsible for keeping an inventory and ordering Association jerseys; providing all registered skaters with an appropriate team jersey for the current season. The Jersey coordinator will need to correspond with each Team Manager to get rosters and sizes once teams are established for the current season.

L. Webmaster

1. The Webmaster is responsible for maintaining the MAHA website and any current social media representing MAHA as instructed by the Board of Directors.

M. Gaming Coordinator

1. The Gaming Coordinator is responsible for coordinating all functions which utilize the MAHA gaming license. The Gaming Coordinator shall possess certification through the OTIS Gaming Permittee Test administered by the Alaska Department of Revenue Tax Division. The Gaming Coordinator is responsible for gaming rule compliance, which includes preparing and submitting all Local, State, and Federal gaming reports and handling correspondence with the governing agencies. The Gaming Coordinator is required to be physically present at the conclusion of all gaming events, such as when a winning ticket is drawn.

N. Valley Thunder Steering Committee Member

1. The Valley Thunder Steering Committee Member is appointed by the MAHA Board to serve as a voting member representing MAHA on the Valley Thunder Steering Committee.

10.6 Team Manager

- A. Each team will have a Team Manager. S/he will be responsible for score keeping, schedules, scheduling referees, scheduling workers and direct communications between coach, the Age Division Representative and the team. The Team Manager needs the support of all the team parents. All Team Managers will be required to submit a background check per USA Hockey requirements to the Association no later than December 31st of the current year. All Team Managers will need to complete the SafeSport training and background screening through USA Hockey and register for a USA Hockey ID number.
- B. Communication is the team manager's principle responsibility. Ensuring coaches, players and parents know what is going on well in advance can make the difference between having an enjoyable experience with hockey and not. When in doubt, communicate.

10.7 Team Treasurer

- A. Each team shall have a person designated as the Team Treasurer. S/he will be responsible for keeping the financial records for the team. S/he will collect monies for team-approved expenses, provide receipts, pay approved team expenses, provide periodic reports to MAHA, manage a team account with the approval of the Board, and turn in team financial records within 30 days of the season end. Any and all refunds will be handled through the MAHA Treasurer and the MAHA General Account. The Team Treasurer will be required to complete the USA Hockey SafeSport training and background screening.

11 PARTICIPANT GUIDELINES

11.1 Player Guidelines

- A. All member players of MAHA will abide by the training, practice and game rules as set forth by the Association and official playing rules. The following rules as established will apply.

1. A player shall be on the ice during his/her scheduled time only with the supervision of the coach or assistant.
 2. Each player will abide by the rules and schedules as set forth by his/her coach.
 3. All players will report for practice and games on time wearing all required gear.
 4. Should a player be unable to attend a scheduled practice or game, the coach or Team Manager will be notified in ample time. A coach may choose to discipline (i.e., play less or not at all) any player who frequently misses practices and games without prior notification.
 5. Each player will be responsible for any equipment on loan and shall return in good repair at the end of the season.
 6. Each player shall recognize that swearing and obscene language is a serious offense that could lead to suspension. Please refer to Zero Tolerance Policy (see page 4).
 7. A player in possession of or involved in the use of alcohol, drugs, tobacco, or smoking products will face disciplinary action consisting of a minimum of a one game suspension. More serious disciplinary action will take place on second and subsequent offenses.
 8. Each player shall cooperate with all game officials before, during, or after any game.
 9. Any player disrupting any practice, scrimmage, or game may be penalized by the coach or assistant coach (with possible suspension from upcoming games).
 10. Each player will take pride in the responsibility for the rink and Association property as well as other facilities s/he uses.
 11. Each player will play hard and clean, be a tactful winner, and show good sportsmanship when losing. All players shall work in harmony with their coaches and teammates.
 12. Each player traveling under the name of MAHA shall abide by all rules set forth by the adult supervisor. Any misconduct could result in suspension. Each player is a representative of MAHA and should act accordingly.
 13. Each player will be allowed on the ice only during his/her team's practice or game. Any player directly assisting the coach must be 16 years of age or older and have the approval of the coach. Exceptions must be requested through the Board. They must also be registered and certified as a coach through USA Hockey.
 14. Only players registered with MAHA will be on the ice during scheduled practice times.
- B. Should any of the above guidelines not be followed by a player; disciplinary action may be taken by the Discipline Committee.

11.2 Coaching Guidelines

- A. Each potential Head coach must be approved by the Board of Directors, following selection and recommendation by the Coaching Director before being allowed to coach.
- B. Each coach may select an assistant coach, and present his/her choice to the Coaching Director(s) for Board approval.
- C. All coaches will be required to submit a background check per USA Hockey requirements to the Association no later than September 30th of the current hockey season.

- D. Each coach shall strive to give equal ice time to all players during practices, scrimmages and regular season games as per the USA Hockey ADM Guidelines.
- E. Each coach shall make players aware of all policies and guidelines, set forth by the Association and has the authority to take any appropriate disciplinary action when necessary. When disciplinary action is taken against a player, the Bylaws of the Association will be adhered to.
- F. Each coach shall attend all practices, scrimmages and games unless s/he has a substitute or assistant coach in his/her place.
- G. The coach should realize that coaching begins before the game and continues after the game, so it is important to be in the locker room at these times.
- H. Each coach shall attend all MAHA Coaching Clinics and are encouraged to attend referee and player clinics, and are required to meet the current certification guidelines of USA Hockey.
- I. Each coach and assistant coach will refrain from the use of alcohol, drugs, tobacco, and smoking products during scrimmages, practices, and games.
- J. Each coach and assistant coach shall refrain from using profane language. Coaches are not allowed to physically, emotionally or psychologically abuse any player, parent, game official or directors. Please refer to Zero Tolerance Policy (see page 4).
- K. Each coach and assistant coach shall cooperate with all game officials before, during, and after games. Each coach will also be responsible for all team member actions before, during, and after games and practices.
- L. Each coach will instruct team members to report all injuries to him/her as soon as possible. In turn each coach will report any injury requiring a visit to a doctor to the MAHA Registrar, as soon as possible.
- M. Each coach shall meet with the parents of the players at the start of the season to explain what is planned for the team, the expected participation by the parents, and the expected financial costs.
- N. A coach who considers it necessary to remove a player from his/her team for more than three (3) games for disciplinary reasons must receive permission from the Discipline Committee to take such action. Permission must be requested in writing. The Committee shall conduct a hearing within 72 hours of the request. Player, parents, and coach will be allowed to participate in the hearing. The Committee will make a decision within 24 hours of the completion of the hearing. The coach will be notified of the Committee's decision.
- O. Should any of the above guidelines not be followed by coaching personnel, disciplinary action may be taken by the Board of Directors.
- P. MAHA Head Coaches, Assistant Coaches, and on-ice volunteers can be reimbursed for completing USA Hockey level 1, 2 3, 4, Goaltending Bronze, Silver, and Gold coaching certification clinics. A copy of the coaching card with a current level sticker, and receipt from the clinic shall be provided. Submit the receipt for reimbursement to the MAHA Treasurer. Additional training reimbursement requests will be reviewed on a case-by-case basis by the MAHA Board.
- Q. Coaches are strongly encouraged to conduct regular meetings with parents to reinforce team goals, discuss any fundraising efforts, and communicate expectations for upcoming events, travel plans, etc.

11.3 Referee Guidelines

- A. A rate schedule will be set by the Alaska Hockey Officials, Inc. and adopted by the Board prior to September 1st of the current season.
- B. All teams (10U and above) will have a two-man system for all games. 14U and 16U/18U competition games require a three-man system.
- C. Teams must call or email Alaska Hockey Officials with 24 hours notice to cancel referees if scheduled games are canceled or changed.
- D. Referees who show up to referee a game will be paid if there is: (1) a forfeit; (2) the game was canceled without notifying the referee coordinator.
- E. Referees will not be paid if a game is canceled due to: (1) inclement weather; (2) a power outage; or (3) an act of God.

11.4 Parent Guidelines

- A. MAHA is a volunteer driven organization which depends on parent involvement to insure a successful program for our kids. We encourage all parents to follow these guidelines as a positive role model for our players, all visiting teams, and the members of the community.
 - 1. Cooperate with Team Managers and Team Treasurers when assistance is requested.
 - 2. When you disagree with other members, do so with respect for them as human beings. People usually respond to courtesy with courtesy.
 - 3. Let your son/daughter communicate his/her problems and concerns to the coach if at all possible.
 - 4. If you have an issue to discuss with the coach, bring the matter to the Team Manager who can then schedule an appointment for you with the coach, if necessary.
 - 5. The attitude and behavior of our parents reflect on our children, community, as well as on the Association.
 - 6. If you have a problem which cannot be resolved at the team level, please refer to the Problem Resolution section of this handbook (see page 32).
 - 7. Sometimes both parents may be working during a practice time or a game; please consider carpooling.
 - 8. League Officials, referees, and medical personnel are the only individuals authorized in the locker room during games and tournaments besides the coaches, team personnel, and players. Parents must receive the coach's permission and have completed the SafeSport training and background screening to enter the locker room.
 - 9. Be sure to communicate your positive comments and compliments to the coach for a job well done.
 - 10. Parents of players on teams with paid coaches may sign an agreement with the Association regarding responsibilities and procedures.
 - 11. Parents must attend all practices and team meetings. If a parent is unable to stay at practice that parent needs to make accommodations with another parent in case of extenuating circumstances (i.e. injury or canceled ice).
- B. Should any of the above guidelines not be followed by a parent; disciplinary action may be taken by the Discipline Committee.

12 DIVISION GUIDELINES

12.1 Initiation Program

- A. This program was developed by USA Hockey in an attempt to broaden participation in the sport as well as to reduce discouragement and the dropout rate among young players. The philosophy revolves around the principle that the number of elite players at the top of the pyramid of all participants will be larger if the base of the pyramid is large (more participants). The IP philosophy emphasizes skill development and enjoyment of the sport, while downplaying competitive stress through a program of short drills, and lots of fun and games.

12.2 6U (Mini-Mite)

- A. The 6U program is normally a player's first introduction to ice hockey, but it is also the natural progression after the IP program. Just as with our 8U program, MAHA follows the guidelines of USA Hockey and the ADM (American Development Model). The proven model provides players with a strictly skill and skating based program for development. The 6U program is a development based program with a focus on skating and skill but with an emphasis in exposing the players to the game; again in a relaxed and fun environment.
- B. For the 6U age group, all games are conducted as cross-ice (meaning parallel with the blue line), in accordance with the USA Hockey standards for this age group. This small area game focus gives players greater ability to participate in small area stick handling situations while emphasizing on skating edge work.

12.3 8U (Mite)

- A. At its core, Red, White and Blue Hockey is high-performance training at 8U Mite. It's playing cross-ice games and conducting station-based practices and is designed to get the best out of each and every player.
- B. In this environment, a player's activity level skyrockets because their engagement level increases, which leads to an increased skill set and love of the game. Drills are designed to focus on multiple skills and situations, increasing time with the puck and situational repetition. The goalies are also more involved in the drills because they get more shots to stop. It's been proven that kids who begin their hockey training in this environment develop a better foundation of skills and hockey instincts, and enjoy the game more.
- C. It's because of this emphasis on fun and development that associations, teams, coaches and parents include station-based practices and cross-ice games at the 8U Mite level. Doing so is an important part of the development process at this age.
- D. Why are small group station-based practices important?
 - 1. Moving a player from station to station allows for better time utilization.
 - 2. Less ice time is wasted setting up drills.
 - 3. With more kids on the ice, associations have the ability to lower costs or increase ice touches with an increase in development.
 - 4. Better leverage of coaching.
 - 5. Kids are three times more active than in traditional practices.
- E. What to expect:

1. More puck touches.
2. Maximum ice utilization.
3. Increased competition for all players.
4. Fun for all participants.

12.4 10U (Squirt) & 12U (PeeWee)

- A. Because it's the beginning of a golden age in skill development, there's no better time to learn hockey skills than the 10U/12U level. And there's no better time for us to foster those skills than by promoting a fun, positive and focused environment for them to develop in. One that recognizes that they're still kids, but also understands that age 10 through 12 is the prime window of skill development.
- B. Even though the years between 8 and 10 may not seem like a long time, they can make all the difference in a hockey player's life. Their brain is rapidly developing in ways that allow them to better understand concepts, learn skills and use their natural creativity to their advantage. Which means we need to begin to push their cognitive abilities in practices by developing their hockey sense, spatial awareness and overall understanding of the game. There's still plenty of physical skills to learn as well, but the mental side of hockey is something that needs to be introduced at this stage in their development.
- C. As 10U is the beginning of a player's prime development window, their development hinges on how we teach them the game. Things like reducing roster sizes to maximize playing time, understanding the rules and ethics of the game, and learning proper nutrition and exercises are important, but the 3 most important things are:
1. Practices need to be of a higher quality with a focus on individual training.
 2. There should be a 3-to-1 Practice-to-Game ratio.
 3. We need to develop the athlete before the hockey player.
- D. At 12 years old, a player is beginning to fill out his or her body - albeit at completely different times. Some may hit a growth spurt at 12 and have difficulty adjusting to their new frame while others grow at a slower rate. It's not uncommon to have a 12U player standing almost 6 feet while their linemate is still trying to crack 5 feet. But wherever they're at physically, skill development should remain front and center. The 3 most important things are:
1. Developing hockey sense.
 2. Continuing to build on skills from 10U.
 3. Taking advantage of the closing window of prime skill development.
 4. There should be a 3-to-1 Practice-to-Game ratio.
- E. What to expect:
1. A better practice-to-game ratio.
 2. Prime window for skill development.
 3. Athletes first, then hockey players.
 4. Increased emphasis on decision-making skills.

12.5 14U (Bantam) & 16U/18U (Midget)

- A. The 14U and 16U/18U level is where a player starts to put it all together. The skills they have acquired at younger ages are starting to gel, and mental skills are easier to learn. And though they should still be developing athletic skills by playing multiple sports, many players will begin to specialize in hockey. At 14U and 16U/18U, the games are more intense, the practices are harder and the quality of play is better than it ever has been.
- B. At 14U the physical skills acquired at previous levels are subconsciously becoming part of their game. Other mental skills like hockey sense and decision-making are gelling as well. And because their bodies and minds are more developed, body checking is now incorporated in games. All the tools are in place, but they need to be used properly to ensure maximized development. The 3 most important things are:
1. Learning game tactics and concepts.
 2. Keeping skill development as a main goal.
 3. Training specifically for hockey.
- C. Up to this point, playing multiple sports has always been key for athlete development. Different muscle movements and cognitive abilities are learned through other sports that translate well to hockey. But at the 16U level, specialization can start to take place and training for hockey becomes a focus. At the 16U level players may begin to specialize in hockey - though they should also continue with other activities. The competition gets more intense. And players start to think about their future in the game. The 3 most important things are:
1. Specialization in hockey begins to take place.
 2. Keeping skill development as a main goal.
 3. Taking the next step.
- D. What to expect:
1. Increased hockey training schedule.
 2. Player takes more responsibility for off-ice training.
 3. Managing recovery becomes important.
 4. Make sure the competition is meaningful.
 5. There should be a 3-to-1 Practice-to-Game ratio.

13 RECREATIONAL TEAM PROGRAM

- A. Goals
1. The recreational team program aims to create a learning and recreational atmosphere for development of skills and agility in hockey. Good sportsmanship is stressed and everyone is given a fair opportunity to play based on the effort s/he puts into the game. Emphasis is placed on the player gaining necessary basic abilities and enjoying the sport of recreational hockey.
- B. Evaluations

1. Recreational team players will be assigned to teams through a process of evaluations. The evaluation committee will assign players. If there is more than one team in an age group (10U and above), teams will be tiered by ability and strength. Assignments will take place after the selection of the Tier I/Tier II team for the division if that division is represented by a Tier I/Tier II team. Mite players will be evaluated and placed onto the Red, White or Blue team designations based on their abilities and strengths.

C. Tier I/Tier II Tryouts

1. Any recreational team player may request a tryout for a position on a Tier I/Tier II team. The request must come through the coach of the Tier I/Tier II team and the Coaching Director. The Coaching Director will consider the request if it is timely and appropriate. MAHA encourages players to request tryouts no later than November 1st of the current season. The final approval for assignment will rest with the Board of Directors. No tryout will be permitted after December 31st per USA Hockey Rules.

D. Recruitment

1. In the event a recreational team desires to increase its roster of players to any number allowed by the Guidelines for team size, the recruitment shall take place as follows:
 - a. The coach of the team requesting recruits will contact the Coaching Director concerning the number of players needed.
 - b. The Coaching Director will go to appropriate recreational team within the same level or one level below, (i.e., Tier III 10U's drawing from Tier IV 10U's) and inform the coach of that team of the desire to recruit players.
 - c. The Coaching Director and coach will notify the players/parents of his/her recruiting team that positions are available on the recruiting team. An emphasis will be placed on giving the prospective candidates ample time to talk the opportunity over with his/her parents.
 - d. The Coaching Director will present the names of the players interested in moving to the recruiting coach.
 - e. The Coaching Director will advise the players/parents of the players on the recruiting team that have expressed interest in moving, that the recruiting coach and the Coaching Director shall observe the candidate players.
 - f. The Coaching Director will notify all players/parents of decision and provide the parents of the moving player with the new team manager's name and phone number.
 - g. In the event that the recruitment causes an unacceptable reduction in roster the Coaching Director will implement the same guidelines to recruit players to regain roster size.
 - h. Movement of players within their age division shall require the Coaching Director to notify appropriate Age Division Representative, who will then solicit the Board approval.

E. Team Size

1. Teams will consist of no less than 11 players nor more than 18 plus 2 goalkeepers. If a team has less than 11 players it may be disbanded. If a team is disbanded, the players will be assigned to the remaining teams in the appropriate division by the Coaching Director.

F. Minimum Game Time

1. In the 8U (Mite) and above divisions, each player who has not been benched for disciplinary reasons shall play in each period an average of 3 minutes or at least 2 shifts, except that a coach shall only be required to play a player a minimum of one shift during State tournament play only. This rule applies to tournament games as well as regular season games.

G. Playing Out of Division

1. No player will be allowed to play on a house team outside his/her appropriate age division without prior Board approval per USA Hockey rules. Please refer to Section 8 for more information.

H. Dual Participation

1. Prior Board approval is required for a player to play for more than one Association. If a player is registered with more than one association, the player must declare MAHA as his/her home team. No team will be allowed to dual participate.

I. Travel

1. Teams are discouraged from traveling on school nights. All teams represent MAHA. Conduct of players, coaches, and parents must be above reproach. Damage to property by traveling team members will be assessed to that particular team. Players must be under adult supervision while traveling. Please refer to Section 5.2 for more information.

14 COMPETITIVE PROGRAM

- A. Aspiring youth hockey players need a goal. Thus the Tier I/Tier II concept has been adopted by MAHA. The Tier I/Tier II teams are formed from the 10U (Squirt) division and above. During league play, each team plays against other similarly tiered teams within the State. Tier I and Tier II teams may scrimmage with recreational teams in the next higher age division. Any player with the potential should be encouraged to participate at this competitive level. Players should be sure they are ready to make a commitment of time, effort, and expense that is required at this level of play. If not, they should be encouraged to play at the recreational level where the program is less demanding. It is the goal of MAHA to present the most skilled team possible to represent MAHA in State, Regional and National competition. To accomplish this goal MAHA promotes the following objectives in its competition hockey program:

1. To provide competitive play with an emphasis on winning;
2. To solicit participation of the most skilled players;
3. To maximize the advancement of player individual and team skills and abilities;
4. To advocate and demand sportsmanship;
5. To provide an atmosphere of fun and healthy activity for our youth.

- B. Selection will be made through a series of tryouts. The tryouts will be held before a panel of evaluators consisting of the Coaching Director, team coach, and at least one independent evaluator who will select up to 20 players for the competitive team, Players may be added or removed up to December 31st per USA Hockey rules. In order to accomplish this, the MAHA Registrar must receive any roster changes by December 15th of the current season. The team head coach will determine any additions or deletions.

- C. All skaters trying out for a Tier I or Tier II team must be registered with USA Hockey and pay a tryout fee.
- D. The minimum number of players on a Tier I or Tier II team roster is 15, with a maximum of 20 (18 skaters and 2 goaltenders).
- E. If a player registers after completion of tryouts due to illness, injury, vacation, or being new to the area, the player may request a Tier I/Tier II team tryout and pay the tryout fee. The request must be made by December 15th and will be handled by the Coaching Director.
- F. A Tier I/Tier II team player may not play on a recreational team nor on a team for another association, with the exception of high school and end-of-season Select teams, without the permission of the Board. A Tier I/Tier II player can only play on one team with the possibility of going to a National tournament.
- G. A player who wishes to try out for placement on a Tier I/Tier II team one level above his/her appropriate age division must notify the Coaching Director prior to tryouts. If the player was on a roster for a Tier I or Tier II team the prior season, final approval will rest with the Coaching Director, who will notify the Board of Directors. If the player was previously registered on a recreational level team (Tier III or Tier IV), s/he shall be evaluated by the Coaching Director and two other evaluators. Only if the player is deemed to be performing above the highest level within their age-appropriate division will recommendation be presented to the Board of Directors. Final approval for moving a recreational player out of division shall rest with the Board of Directors.
- H. Because of the nature of the competitive program, parents should be advised there will be a variety of additional costs for Tier I/Tier II players. These additional costs may include:
 - 1. A paid coaching staff.
 - 2. Extra ice bills and referee bills.
 - 3. A second (travel) jersey and socks.
 - 4. Travel outside the Mat-Su area for games.
 - 5. Travel to 2 or 3 tournaments.
 - 6. A trip outside if they win the State tournament at the 14U and older level.
- I. Due to the nature of the Tier I/Tier II program and in order to provide adequate indoor ice, parents, players, and coaches should be willing to accept practices at less than perfect times.
- J. Because of the commitments required for a successful competition program, coaches and parents may be expected to sign agreements with the Association regarding responsibilities and expectations.
- K. Coaches and assistant coaches will meet certification requirements of ASHA and USA Hockey.
- L. All Tier I/Tier II players are required to wear a black helmet, black gloves, and black pants or a black shell to cover any alternative color pants.

15 QUESTIONS OR PROBLEMS

15.1 QUESTIONS

- A. What equipment do I need?

1. It is the responsibility of the parent or guardian to insure that their child is furnished with, and wears to all games and practices, all required safety equipment and gear. Please use the following list as a checklist:
 - a. Helmet with face mask - HECC Approved.
 - b. Colored mouthpiece - Attached to Mask.
 - c. Shin pads and elbow pads.
 - d. Shoulder/chest pads.
 - e. Hockey gloves.
 - f. Hockey pants (No split pants).
 - g. Athletic supporter.
 - h. Hockey socks.
 - i. Jersey.
 - j. Skates.
 - k. Hockey stick
2. Please check with your coach for additional equipment such as neck guards.
3. Some goalkeeper gear may be provided by MAHA if available.
4. At the start of any game, the referee may conduct an equipment check. You may anticipate that helmets will be rigorously inspected for compliance to the HECC standard. Please verify that your helmet has an HECC approval sticker on it. Any player not wearing the mandatory safety equipment will not be allowed to play. If a player is found on the ice without the proper equipment, s/he may be disqualified for the remainder of the game.

B. What about cold weather?

1. MAHA's policy is to use caution in playing and practicing outdoors during extremely cold weather. Extra protection against frostbite is suggested all winter long. A painter's hood or polypropylene hood will protect the head. Polypropylene liners work well for the hands and feet as well. MAHA discourages practices and/or games when the temperature is below 0 (zero) degrees Fahrenheit.

C. What are the basics of skate care?

1. Make sure to dry the blades after each use and before putting on skate guards to prevent rust. Skates should be sharpened every 3-4 hours on outdoor ice and 5-6 hours on indoor ice. Competition players and older skaters often find they need to sharpen their skates more frequently.

D. Gear is expensive, how can we lower the cost?

1. Many parents advertise used equipment. Coaches and other parents are often good sources for used equipment.

15.2 PROBLEM RESOLUTION

- A. It is possible that conditions will arise that a member feels are unfair or unjust. This situation may be with a particular coach, team or the Association in general. Team Managers should be able to assist you with most problems.

- B. If your concern is with a team-related situation, you should first attempt to resolve the issue informally by speaking with the head coach. It is recommended to do this after you have considered the situation and your perspective for at least 24 hours. If this informal discussion does not resolve the matter, you then have the option to follow the formal grievance process as outlined below.
- C. If your grievance is with the MAHA, you should first inform the coach and then approach the Age Division Representative.
- D. If the matter is still not resolved to your satisfaction, you do have the right to escalate your grievance to ASHA and then USA Hockey, in that order.
- E. The appropriate levels of addressing concerns are:

First	Team Manager
Second	Team Coach/Assistant Coach/Coaching Director
Third	Complaint and Appeal Committee
Fourth	Board of Directors

- F. **Remember:** Board members may speak for the entire Board only when they are authorized to do so; otherwise they are only stating their opinion.
- G. The Board of Directors encourages all members to give their input, attend general membership meetings, and regular meetings, leave suggestions at the ice arena, and give constructive suggestions to the Board. Also please complete the end-of-the-season coach evaluation.
- H. Format for formal complaints and appeals:
 1. A Complaint and Appeal Committee, consisting of the Age Division Representative and the President, exist to receive complaints and appeals, other than those complaints regarding standards of conduct. A MAHA member who has a formal complaint or appeal should submit the complaint or appeal in writing within 5 days of the questionable event. Complaints should be submitted to a Board member.
 2. The Complaint and Appeal Committee shall meet within 7 days of receiving the statement to review the situation and listen to all parties involved.
 3. The Complaint and Appeal Committee shall present a written finding with recommendation for Board action at the next scheduled Board meeting.
 4. The Board shall make a decision based on the findings and recommendations of the Complaint and Appeal Committee.
 5. Any further appeals should follow State and USA Hockey guidelines. The MAHA State Representative may be contacted.
 6. It is always best to resolve problems at the lowest level possible. This procedure should only be used in the most serious situations.

16 FINANCES

- A. Proposed Budget

1. Registration fees are designed to cover the overall costs as estimated in the budget. Ice time is a separate cost.

B. Ice Time Costs

1. Ice time will be a separate monthly bill based on usage. The Team Treasurer will be responsible for billing each player his/her equal share of the Team's ice bill each month.
2. The Ice Scheduler will distribute ice bills to the individual teams by the 15th of each month. The Team Treasurer will be expected to pickup these bills, bill the individual players, collect by the end of the month, and remit payment by the 1st of the following month, or as noted on the ice bill. It is the responsibility of individual players to pay these bills promptly so the Team Treasurer can pay bills on time.

C. **Any player who is not paid by the 1st will not skate until their ice bill is current.**

D. Tryout/Evaluation Fees

1. Each player trying out or being evaluated for a team will pay a tryout/evaluation fee before s/he will be allowed on the ice. The fee will be posted prior to and during tryouts/evaluations.

E. Sponsorship & Contributions

1. Contribution forms and a current sponsor newsletter can be found at www.matsuhockey.com. All donations must be submitted with a completed contribution form. Contact the MAHA Treasurer for further sponsorship information.

F. Scholarship Requirements

1. Scholarship applicants must prove a financial need by completing the MAHA scholarship request form and include one letter of recommendation from non-family members such as a previous school teacher. Dependent on scholarship funding and individual needs, scholarship recipients may qualify for assistance with registration fees and/or ice bills. Recipients must maintain good academic attendance, passing grades, be active in club fundraising, and participate in all MAHA community service projects. Families awarded scholarships will be expected to provide a minimum of 20 volunteer hours in Association activities. Failure to fulfill these obligations or having an outstanding ice bill of 30 days past due will result in withdrawal of scholarship funding and will exclude eligibility for any additional MAHA scholarships in the future.

G. Team Accounts

1. Each Team Treasurer shall manage a team account authorized by the Board of Directors. The Team Treasurer shall pay legitimate team hockey bills from this account, keep an accurate record of all expenditures, receipts, and submit their records to the MAHA Treasurer on or before May 1st.
2. In the event a player discontinues team participation, parents shall be responsible for their player's ice bills for an additional two (2) weeks effective the date written notification is received by team staff.
3. If a player experiences a significant hardship (e.g. medical, death of an immediate family member, etc.) which excludes them from participating on the team they must notify team staff immediately. Ice bills will continue until written notification is provided. Ice bills will stop accumulating effective the date written notification is received by team staff.

H. De Minimus Financial Matters

1. At its discretion, the MAHA Board may not become involved in resolving financial matters which are less than \$100 or are stale. A stale financial matter is one which is not from the current or immediate past playing season.

I. Ice Credits

1. MAHA encourages and provides opportunities for fundraising through the use of its gaming resources. It is MAHA's policy that money raised through the use of its gaming resources be used for the support of players and the Association. Refunds of gaming funds will not be permitted without Board approval. If, at the end of the season, a player has a remaining credit on their team account as a result of fundraising, MAHA's Treasurer will record the amount of the ice credit and hold it for the next season. Should a player move to another association, MAHA's Treasurer can transfer the credit to the new association. Ice credits of \$20 or less will be reallocated to MAHA's scholarship fund.
2. Unused ice credits will be held for a maximum of two (2) consecutive seasons, after which the ice credit will be considered stale and reallocated to MAHA's scholarship fund.

J. Access to MAHA Books

1. Any MAHA member may request to review the MAHA financial books at anytime. The MAHA Treasurer will prepare written monthly and annual summaries of financial activities and make these available to any member upon request.

17 HANDBOOK CHANGES

- A. Requests for handbook changes must be presented to the Board of Directors for comment at any regularly scheduled Board meeting. Action may be taken at that meeting or any subsequent meeting provided the wording for the handbook change has been presented to the Board. Any handbook changes approved by the Board of Directors will go into effect the season following the date of approved change. The hockey season for purposes of handbook changes will be determined by MAHA's fiscal year, July 1 to June 30.