

PAHA

MEMBERSHIP HANDBOOK



Welcome to Pioneer Amateur Hockey Association

Pioneer Amateur Hockey Association, Inc.

PO Box 3912

Palmer, Alaska 99645

Website: palmerhockey.org

Email address: paha@mtaonline.net

Second Edition, February 2018
Revision Date February 2018

TABLE OF CONTENTS

PAHA Mission Statement	Page 1
SECTION I PROGRAM GUIDELINES	Page 2
Program Administration	Page 2
General	Page 3
Board of Directors	Page 3
Eligibility	Page 5
House Program Registration	Page 5
Refunds	Page 5
House Registration Fee Breakdown	Page 5
Age Division and Tiers	Page 6
Tournaments	Page 6
Documentation	Page 6
Insurance	Page 6
Scheduling	Page 7
Volunteers	Page 7
Background Check	Page 7
Score Sheets	Page 7
Match Penalties	Page 8
Equipment	Page 8
SECTION II CONDUCT	Page 8
Conduct	Page 8
Zero Tolerance	Page 8
Disciplinary Committee	Page 8
Codes of Conduct	Page 9
SECTION III HOUSE PROGRAM	Page 13
Teams	Page 13
Grievances	Page 13
Player Evaluation Grievances	Page 13
State Tournament	Page 13
Coaches	Page 14
Team Manager	Page 15
Team Treasurer	Page 15
Parents	Page 16
Player Exit	Page 17
League Participation	Page 18
Length of Games	Page 18
Team Disciplinary Guidelines	Page 18
Team Sponsorships	Page 18
Score Sheets	Page 18
Problem Solving	Page 19
SECTION IV PAHA Comp. PROGRAM	Page 20
Board of Directors	Page 21
Coaches	Page 21
Team Manager	Page 22
Team Treasurer	Page 22
Parents	Page 23
Players	Page 23
Tournaments and Travel	Page 23

Ice	Page 24
Fundraising	Page 24
Uniforms and Equipment	Page 24
Player Exit	Page 25
Parent Contract	Page 26
SECTION V BYLAWS	Page 28
ARTICLE I CORPORATION NAME AND OBJECTIVES	Page 28
Section 1. Corporation Name	Page 28
Section 2. Objectives.	Page 28
ARTICLE II MEMBERSHIP	Page 28
Section 1. Eligibility	Page 28
Section 2. Dues	Page 29
Section 3. Termination of Membership	Page 29
ARTICLE III MEETINGS	Page 29
Section 1: Corporation Meetings	Page 29
Section 2: Board of Directors Meetings	Page 29
ARTICLE IV OFFICERS AND BOARD OF DIRECTORS	Page 29
Section 1. Officers	Page 29
Section 2. Board of Directors	Page 31
Section 3. Vacancies	Page 31
ARTICLE V CORPORATION YEAR, ANNUAL MEETING, ELECTIONS	Page 32
Section 1. Corporation Year	Page 32
Section 2. Annual Meeting	Page 32
Section 3. Elections	Page 32
ARTICLE VI COMMITTEES	Page 32
Section 1. Committee Appointments	Page 32
Section 2. Standing Committees	Page 33
ARTICLE VII DISCIPLINE	Page 34
Section 1. Expulsion	Page 34
ARTICLE VIII TRANSACTION OF BUSINESS	Page 34
Section 1. Transaction of Business	Page 34
Section 2. Finances	Page 34
ARTICLE IX Conflict of Interest Policy of Pioneer Amateur Hockey Association	Page 34
Section 1.Purpose	Page 34
Section 2. Definitions	Page 35
Section 3. Procedures	Page 35
Section 4. Records of Proceedings	Page 36
Section 5. Compensation	Page 37
Section 6. Annual Statements	Page 37
ARTICLE X Corporate Seal	Page 38
Section 1. Corporate Seal	Page 38
ARTICLE XI AMENDMENTS	Page 38
Section 1. Amendments	Page 38
ARTICLE XII DISSOLUTION	Page 38
Section 1. Dissolution	Page 38
SECTION VIII GLOSSARY OF HOCKEY TERMS	Page 39

PAHA Mission Statement

PAHA is committed to providing a safe, consistent recreational and competitive hockey program .

Our mission is based on the following principles:

Continuous Growth –commit to continuous improvement through training, technology and innovation to help grow our sport.

Family enrichment – Provide a safe environment for participants with an emphasis on character, teamwork, skills and fun.

Game stewardship – Provide leadership at the State and Association level by introducing ideas and initiatives to support the game in a positive manner; it's about the kids - it's about teaching – the players themselves and parents alike.

Financial stability – *HELPING EVERY KID PLAY* is our goal while recognizing our capacity to influence this goal and each of these principals by being financially responsible to PAHA.

Coaching Excellence – Provide the best coaches possible for our teams – strive to make them better.

SECTION I - PROGRAM GUIDELINES

Program Administration

PAHA is an organization whose purpose is to support and encourage both recreational and competitive hockey programs for all youth, whether male or female, in the State of Alaska. PAHA is registered with the State of Alaska as a nonprofit corporation. It is operated primarily by volunteers, and is totally self-supporting through team sponsorships from the business community, registration fees, financial grants and private donations.

PAHA consists administratively of a House Program comprised of multiple teams in each division and age group. This allows PAHA to have their own House League as well as to interleague with other associations. House teams may include Youth and Girls' teams ages 4 – 19.

PAHA is governed by its Board of Directors. Membership on the Board is by annual vote of the membership in the month of February. In addition to the six elected members of the Board Directors, there are two BOD appointed positions, Coaching Director, ASHA House Council/ ASHA Comp. Council Rep.

The Board of Directors meets regularly throughout the year. Meetings are open to the public and are usually held, but not limited to the Palmer Ice Arena. PAHA BOD reserves the right to excuse the public and convene in executive session when necessary to discuss sensitive issues. Dates and times of the meetings are posted on the website, as well as the PAHA bulletin board at the rink. Meetings will be held as often as deemed appropriate by the Board of Directors with a one week advance notice to the general public of PAHA. Agenda items are to be emailed to PAHA at least 72 hours prior to the scheduled meeting. An approved agenda will be posted on the PAHA website 24 hours prior to the scheduled meeting. Other meetings are held in accordance with the by-laws at any time and location as designated by the President of PAHA. Future PAHA meetings will be set at the conclusion of the current meeting or shortly thereafter.

The rules and regulations by which PAHA operates are its bylaws, which are filed with the State of Alaska as part of its incorporation documents. These guidelines provide explanation and additional direction for complying with those bylaws. Annual revision to these guidelines is based on Board of Director actions during the hockey year. Revisions to the bylaws must be approved by the membership at the Annual meeting or a special meeting called for that purpose.

PAHA, as an affiliate of ASHA and USA Hockey, is required to abide by the rules of its parent organizations. When conflicts happen that are not addressed by the PAHA bylaws or guidelines, the rules of ASHA and USA Hockey shall be used to resolve the issue.

The Corporation year runs from August 1 of the current year through July 31 of the following year. Administratively, the hockey season for all teams shall follow the USA Hockey guidelines.

For individual members of PAHA, there are certain privileges and responsibilities at each of the three levels: local (PAHA), State (ASHA) and National (USA Hockey). The privileges and responsibilities of the State and National organizations flow automatically from membership in PAHA. How your enrollment dollars are spent is perhaps best explained by these categories. These figures are common to both the Comp (when available) and House programs.

General

PAHA provides a comprehensive program for youth amateur hockey players at age levels 4 through 19. Programs are available to accommodate recreational and competitive hockey with emphasis of placing individual players with other players with comparable skating and playing skills. General program standards are designed to ensure fair and equal treatment to all skaters and members.

PAHA rules and regulations are in effect at or during any PAHA function. A PAHA "function" is defined as any event or occasion sanctioned by USA Hockey. Insurance coverage extends only to events or occasions meeting the above definition. Official approval from the Board of Directors is necessary for participation in any event or occasion that is not covered programmatically by PAHA bylaws or these guidelines. Failure to abide in good faith with all policies, guidelines, rules and regulations of PAHA and its parent organizations will subject members to disciplinary action, including expulsion from the organization.

PAHA is composed of the House (recreational) program and the Comp (competitive) program. There are differences in the two program's philosophies and administration that relate to USA Hockey guidelines as well as State (ASHA) rules and regulations.

Administratively, direct oversight responsibility for the House program is the elected Board of Directors. The House program fosters the teaching of basic hockey skills through equal participation by each player. The House program is comprised of teams at the A and B level.

Administratively, direct oversight responsibility for the Comp program is the Board of Directors. The Comp program is composed of Tiers 1 and 2. The Comp program's emphasis on competition requires the skaters to be more experienced and skilled and exhibit an attitude and willingness to undertake the rigorous competitive program. Skaters are selected through competitive tryouts held annually.

Board of Directors

The board of directors consists of a President, Vice-President/Program Director, Treasurer, Secretary, Registrar, Player Agent and two BOD appointed positions: Coaching Director and an ASHA House Council/ASHA Comp. Council Representative. Below is a partial list of duties assigned to each position, but not limited to.

- The President shall preside at all meetings, set the agenda of the meetings and oversee the meetings. And, shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified by the bylaws.
- The Vice President/ Program Director shall have the powers and exercise the duties of the President in case of the President's absence or incapacity. And, shall schedule ice and/or ice changes and schedule referees. After the allocation of ice to each team, those allocations, in number of ice sheets per team, will be posted for viewing to the general membership. The President and/or Vice President may form and chair committees as needed.
- The Secretary shall keep a record of all meetings of the Corporation and the Board of Directors and shall have all the duties and powers normally appurtenant to the office of Secretary. The Secretary shall also act as an information source to the general membership.
- The Registrar shall be responsible for all the duties of registering participants/coaches in accordance with the PAHA handbook and USA Hockey rules. Organizing registration processes and try-outs in cooperation of the Coaching Director. The Registrar is also responsible for preparation of ASHA paperwork and IT forms for state tournaments and oversee team managers.
- The Treasurer shall be responsible for all financial records of the Corporation and the Board of Directors and shall have oversight of maintaining all such records. The Treasurer shall have all the duties and powers normally appurtenant to the office of Treasurer and shall maintain all such records as would normally be associated with standard business practices. The Treasurer shall also oversee all team treasurers.
- The Player Agent will act as a representative between the BOD and parents/players. The Player Agent shall also be a member of the disciplinary committee and all other issues with participants/players.
- The Coaching Director shall be appointed by the PAHA BOD and be responsible for selection of coaches, evaluations of players/participants, participate on the disciplinary committee. The Coaching Director shall have all the duties that normally involve coaches/coaching, as well as voting rights. The PAHA BOD recommends the coaching director NOT take a head coaching position within PAHA. The BOD also requires the coaching director have a minimum of 1 year head coaching experience either within PAHA or another hockey organization.
- The ASHA Representative will attend **ALL** ASHA House Council and ASHA Comp. Council meetings and report all findings/rulings back to the PAHA Board of Directors. The ASHA Representative position is a non-voting, appointed position.

The following positions will be elected in ODD numbered years: Vice-President, Secretary and Player Agent. The following positions will be elected in EVEN numbered years: President, Treasurer and Registrar. All will have a term of two consecutive years. BOD appointed positions will be appointed by the BOD at the Annual Meeting for a term of two years. At no time, may an appointed position be held by an immediate family member of the BOD. PAHA BOD reserved the right to review compensation for BOD members and Coaches yearly. Compensation may not exceed the total amount of the largest PAHA house team ice bill.

Eligibility

PAHA membership is open to any child who is of the appropriate age and not prohibited from participation by USA Hockey or the Alaska State Hockey Association. Parents of any player who is currently registered with another association must follow ASHA guidelines before transferring to PAHA. A child who is not a member of PAHA may not practice or play in games or scrimmages for any PAHA team. All fees to PAHA or any other ASHA affiliate association from the previous season must also have been paid before a child may register for the current season.

All players must be registered with USA Hockey. Membership to PAHA as provided by the By-Laws, includes parents or guardians of the participant, coaches, team managers and the board of directors.

House Program Registration

Walk in registration is available in August or as deemed appropriate by the Board of Directors following the notification to the previous season's players. There will be a fee charged for all dishonored checks to the maximum Alaska state law allows. In the event, there are two (2) dishonored checks from a player, that player will go on a money order or cash only basis for payment. Registration may be limited by ice allocated to the program. Registrations are accepted on a first-come, first-served basis.

Individuals should contact the PAHA President, Vice President or Treasurer to discuss payment issues and concerns who will pass the issues on to the Board of Directors for discussion and decision on any action

Refunds

All House registration fees are considered fully earned when the participant takes part in a scheduled practice or game. Comp registration is non-refundable. Upon demand, all requests for refunds will be forwarded to the Treasurer for action.

House Registration Fee Breakdown

www.palmerhockey.orgRegistration

[Registration fees cover the general operating cost for PAHA and is set at \\$150. The Board of Directors will approve an annual operating budget every July for the following fiscal year.](#)

Team Expenses

Team expenses will consist of all costs associated with team activities and will be divided up equally amongst all team members. The exception of this will be the coach will receive the benefit of one

team member's share to be used as a credit for one or multiple players. Teams will cover the cost of required coaching credentials (background checks, CEP training, modules, etc.). Team expenses will also include required background checks for managers and treasurers.

Age Division and Tiers

Divisional placement for any participant on a youth or girls team is determined by USA Hockey and ASHA guidelines.

All house players must initially register in their appropriate age/division level. With the permission of the PAHA Coaching Director and Player Agent participants may advance, in exceptional instances, to a higher age level division. Consideration for higher level placement must be expressed in writing to the BOD and/or Coaching Director before try-out ice commences.

Players are "tiered" based primarily on experience and evaluated hockey ability. Tiers are utilized to place players in a level of play comparable to their own ability.

Tournaments

Comp teams, based on their eligibility, are required to compete at the district, regional and national level. House teams do not compete beyond the state level.

Documentation

A copy of a certified birth certificate may be requested by the Registrar prior to a player participating in any scheduled game. A current PAHA registration form must be on file with PAHA. A "Waiver of Liability" form must be on file for all players who did not register on line. Consent to Treat forms are required to be provided by parents to their child's head coach prior to the child participating in any practices, scrimmages, or games in the event the child should be injured and a parent cannot be located. A code of conduct form must be on file and signed by the player and parent(s) acknowledging their acceptance of conduct standards with PAHA. These forms are available from the PAHA Registrar.

Insurance

All PAHA currently registered players/coaches are covered by a group insurance policy with USA Hockey. Please see the USA Hockey website for guidelines.

Scheduling

Scheduling errors may occur. If "double-scheduling" occurs, rink management will be contacted. If rink management cannot resolve the conflict contact the PAHA ice scheduler.

Games involving out-of-town teams traveling the farthest distance, take precedence -Any Tier

If "double scheduling" involves single sheet practice ice, teams are encouraged to split the ice. Team Managers/Coaches are expected to notify the Vice-President/Program Director for the rescheduling of the team(s), which does not use the ice.

Due to unforeseen events (power outage, zamboni breakdowns, etc.) game times may either run at a later time than published or may be modified to make up for any lost time. This is solely dependent on the decisions of rink management.

Volunteers

PAHA membership includes many players, coaches and volunteers. Volunteers are the backbone of PAHA who keeps the operation of PAHA going. Parents/Guardians are encouraged to assist the teams during the season by volunteering as team managers and as off-ice officials. Team Managers are strongly encouraged to actively recruit volunteers. Anyone who would like to get involved as a volunteer please contact any board member of PAHA. There are additional opportunities to serve as a volunteer by chairing or serving on a committee as outlined in the bylaws in section V.

Background Checks

USA Hockey has mandated that background checks must be performed on adults (coaches, team managers, referees, and others) who may have direct contact with youth under the age of 18, must comply with current USA Hockey and ASHA procedures.

Score Sheets

Score sheets shall be provided to the team managers prior to the beginning of their team's season. All Comp and House program teams shall abide by their respective league guidelines for completing score sheets.

The proper completion of the score sheet is extremely important. Score sheets are used to determine a player's eligibility in games and tournaments, for disciplinary reviews, and for USA Hockey insurance reporting requirements to verify injuries.

It is also very important that any injuries incurred by an eligible player, team bench personnel, on-ice or off-ice official during a game be noted on the score sheet

Match Penalties

Match penalties require action by the ASHA and PAHA Disciplinary Committees before the player(s) or coach(s) assessed the penalty(s) may return to the ice. Any player or coach assessed one of these penalties is suspended from all team activities until the ASHA Disciplinary Board meets for a hearing. The PAHA disciplinary committee may meet with the individual(s) concerned to review the sanctions imposed by the ASHA Disciplinary Committee.

Equipment

It is the responsibility of the parent/guardian to provide the player with the proper equipment.

PAHA provides some items of goaltender equipment (chest protector, glove, blocker and pads) for House program. Personal equipment (skates, socks, helmet, neck guard, etc.) are provided by the player. Rental hockey equipment (helmet, shoulder pads, elbow pads, shin guards and gloves) are available to rent to youth players at a fee set by the PAHA BOD.

SECTION II - CONDUCT

Conduct

Fair play is stressed for players, coaches and spectators. Referees are scheduled through the local referee association. Pioneer Amateur Hockey Association follows the USA Hockey Codes of Conduct for players, parents, coaches and spectators.

Zero Tolerance

PAHA endorses USA Hockey efforts to make ice hockey a positive and rewarding experience for all participants. In conjunction with their emphasis of requiring all players, coaches, officials and spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey functions, PAHA follows the guidelines of the USA Hockey Zero Tolerance Policy.

Disciplinary Committee

The PAHA Disciplinary Committee (ASHA Rep, Coaching Director, Player Agent and Vice President) reports to the President of the Association and the BOD. The Committee enforces the standards of conduct of PAHA and USA Hockey rules and standards. The Committee has the authority to penalize player(s), coach(s), or parent(s)/guardian(s) for infractions of conduct and/or infractions of USA Hockey rules and standards up to and including expulsion from PAHA as voted by the BOD.

Individuals receiving a match penalty are required to meet the ASHA Discipline Review Committee followed by the PAHA Disciplinary Committee before returning to any team activity. Any appeals will be required to go before the PAHA BOD and ASHA Disciplinary Committee.

Codes of Conduct

Administrators Code of Conduct

- Follow the rules and regulation of USA Hockey and PAHA to ensure the association's philosophy and objectives are enhanced.
- Support programs that train and educate players, coaches, parents/guardians, officials and volunteers.
- Promote and publicize programs; seek out financial support when possible.
- Communicate with members of the association and be available to answer questions and address problems throughout the season.
- Work to provide programs that encompass fairness to the participants and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Encourage coaches and officials to attend USA Hockey clinics and promote the necessity for their training sessions.
- Make every possible attempt to provide everyone, at all skill levels, with a place to play. •
Read and be familiar with the USA Hockey Annual Guide and Rule Book.
- Develop other administrators to advance to positions in the association - even your own.

Off-Ice Officials Code of Conduct

- Off-ice officials are under the control of the referee. Off-ice officials must be neutral and refrain from making remarks about any official, player, coach or spectator during the game.
- Act in a professional and businesslike manner at all times and takes your role seriously. •
Remember that officials are "teachers." Set a good example.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Adopt a "zero tolerance" attitude toward verbal or physical abuse.
- Never use foul or vulgar language when speaking with a player, coach, on-ice or off-ice official or spectator.
- Use honesty and integrity when answering questions. •
Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.

Players Code of Conduct

- Play for FUN.
- Work hard to improve your skills.
- Be a team player - get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time for practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, and your parents, opponents and officials.
- Never argue with an official's decision.

Coaches Code of Conduct

- Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember that players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just, do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.
- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- Be reasonable in your demands on the players' time, energy and enthusiasm. Remember that they have other interests.
- Teach the players that rules of the game are mutual agreements, which no one should evade or break.
- Group players according to age, height, skill and physical maturity whenever possible.
- Avoid over-playing the talented players. The "just-average" players need and deserve their fair share of ice time.
- Remember that players are involved in hockey for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the players for making mistakes or losing a competition.

- Ensure that equipment and facilities meet safety standards and are appropriate for the age and ability of the players.
- The scheduling and length of practice times and competitions should take into consideration the maturity level of the players.
- Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
- Follow the advice of a physician in determining when an injured player is ready to play again.
- Remember that players need a coach whom they can respect. Be generous with your praise when it is deserved, and set a good example on and off the ice.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of individual growth and development.
- Abide by USA Hockey, ASHA and PAHA minimum standards for paperwork needed for any player to step on the ice.

The head coach of any team found to be using illegal (un-rostered) players shall be brought before the PAHA Discipline Board for a hearing. Punishments for using illegal players may be (but not limited to) suspension from all PAHA activities for a period of at least 6 months.

Any coach of any team whom comes to a PAHA, ASHA and/or USA Hockey sanctioned event, including, but not limited to practice, dry floor or team meetings, under the influence of alcohol or any other illegal or legal mind-altering drug, will be excused from their position and suspended upon suspicion, pending a disciplinary board resolution. This may be up to the expulsion from PAHA.

Parents/Guardians Code of Conduct

- Do not force your children to participate in sports. Support their desires to play their chosen sport. Children play sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. Reemphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development support of the game. Any criticism of the officials only hurt the game.
- Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - it is destructive. Work on removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with, and support them.
- If you enjoy the game, learn all you can about the game, and volunteer.

Spectators Code of Conduct

- Display good sportsmanship. Always respect players, coaches and officials. •
Act appropriately; do not taunt or disturb other fans; enjoy the game together. •
Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment. •
Abide by local ice rink rules.
- Support the officials and coaches by trusting their judgment and integrity. •
Be responsible for your own safety - be alert.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game, win or lose. Recognize good effort, teamwork and sportsmanship.

To play the game is great; to love the game is greater.

SECTION III - HOUSE PROGRAM

Administratively, direct oversight for the House Program is the elected Board of Directors.

Teams

Teams are formed in accordance with the PAHA Board approved team formation policy. Player evaluations will be held in the fall to determine their tier placement.

Teams will be formed based on individual player evaluations. The Evaluators and Coaching Director and the Team Coaches will make player assignments to specific teams. Teams will be formed to ensure fair and equitable distribution of players.

Grievances

All grievances will be presented to the PAHA President in writing referencing handbook policy and procedures in question, with the exception of grievances concerning player evaluations. Please see player evaluation grievance policy below. All grievances will ultimately be brought before the PAHA BOD for discussion.

Player evaluation Grievances

In the event a parent(s) or guardian is dissatisfied with their player's placement on a particular team, PAHA will require the parent(s) to follow the following grievance procedure.

In writing inform the Coaching Director and/or Player Agent of your concern as well as any solution you would like to see as a resolution.

All grievances must be filed with the Coaching Director and/or Player Agent in writing within 10 days of the evaluations being completed and/or team placement. The Coaching Director and Player Agent will schedule a meeting with all coaches involved within 5 days of receiving all grievances upon completion of evaluations and/or team placement.

The Coaching Director and/or Player Agent will notify the parent(s) of the decision within 10 days of meeting with all coaches involved. All coaches involved will include the coach the player is currently assigned and the coach of the team the parent(s)/guardian or player is requesting team placement. Our decision will be made based upon what is best for the player, team and association.

State Tournament

PAHA will allow more than one team to participate in the state tournament when permitted. When PAHA has more than one team at a tier, PAHA will host a head to head game with

certified officials per month starting in October. The 5th and final game will be held within the first 10 days of February.

Each game will count as 2 points per win, 1 point per tie and 0 points for a loss. The team with the most points after the 5th and final game will represent PAHA at the state tournament for their tier. In the event of a tie, the team with the best regular season LEAGUE game schedule will advance to the state tournament to represent PAHA. If teams are tied at that point, PAHA will follow ASHA state rules for a tie breaker situation.

If ASHA permits PAHA to have more than one team at any tier compete in the state tournament, then those teams will be allowed to compete regardless of the 5 game, head to head games. If PAHA has three teams or more at any one tier, the same 5 game head to head games and tie breaker rules apply.

Coaches

House program coaches are volunteers. Coaches will submit a coaching request by March 31 to the Coaching Director for the following season and are required to meet other PAHA policy guidelines. Final Head Coaches will be approved by the BOD.

In accordance with USA Hockey and ASHA guidelines, all coaches must be certified for the level of hockey they will be coaching. The Head Coach is responsible for ensuring that only players who are properly registered with USA Hockey and coaches who are both USA Hockey registered and properly screened are allowed to participate in team practices and games. Participation by an individual who is not a registered member of USA Hockey may invalidate the insurance coverage of all participants.

Coaches will ensure that players' behavior and the behavior of the team parents do not in any way embarrass PAHA. It is the responsibility of the Coach, not the Team Manager or accompanying parents, to act as guardian/supervisor of all players, at all times. Coaches are required to be in control of their team at all functions on and off the ice and at all times while traveling. This responsibility may not be delegated to the Team Manager except in extreme circumstances. At the parent meeting after team selection, the Head Coach will discuss plans for the season including anticipated travel. If a team chooses to participate in an out of town tournament, all players will be obligated to share in the expense of the tournament even if they do not attend.

Coaches are required to be in control of their teams at all times while traveling. This responsibility MAY NOT be delegated to the Team Manager or to another parent. With the head coach's permission, parents may elect to have their player travel separately from the team. In those circumstances when parents make separate travel arrangements for a child, the parents assume all responsibility and liability for the safety and well-being of their child while in transit.

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

Each head coach will recommend a candidate for Team Manager and Team Treasurer to the PAHA Treasurer and Registrar during or after try-outs.

Remember, your child's coach is a volunteer. You can make his or her job easier and your child's experience a more successful one by getting your child to practices and games on time, volunteering to help where possible, and taking time to thank them for their efforts.

Team Manager

The PAHA Team Manager is a volunteer position. A meeting for all PAHA Team Managers will be held after the teams have been selected.

The Team Manager's most important duty is to communicate with coaches, players, and parents. Other responsibilities include, but are not limited to the following:

- Forward USA Hockey online registration instructions from the PAHA Registrar to parents and coaches, provide registration confirmation codes and birth certificate copies to the PAHA registrar, and maintain the team's credentials book with required forms. A copy of Consent to treat forms should be available at all team functions.
- Sign necessary legal documents on behalf of the team such as ice contracts, travel requests, etc.
- Submit team expenses to the Treasurer for billing and reimbursement.
- Post the schedule for practices and home games, coordinate scheduling of away games with other teams, communicate the schedule to the team and post on the PAHA website.
- Arrange for timekeeper and scorekeeper for all home games, arrange for a person for the penalty box at all games, and retain a copy of all score sheets for credentials book.
- Facilitate all travel arrangements including hotel accommodations, team transportation, team meals and team functions. If a team is traveling out-of-state, a USA Hockey Travel Permit must be obtained from USA Hockey's Registrar for Alaska.

Team Treasurer

The PAHA Team Treasurer is a volunteer position. A meeting for all PAHA Team Treasurers will be held after the teams have been selected. Spouses and/or Significant others of coaches are prohibited from being Team Treasurer of that particular coach's team. A "cash only" status member of PAHA may not be eligible for the treasurer position.

Duties of a Team Treasurer to include, but are not limited to the following:

- Collect sufficient money, in advance, and equally from each player, to meet all financial obligations incurred by the team.
- Provide the PAHA Treasurer with periodic financial reports as requested.
- Notify the PAHA Treasurer and Head Coach of delinquent player accounts in writing each month.
- A detailed monthly accounting of team income and expenditures and individual accounts can be provided to each player's parents when requested.
- Provide each team member with a monthly status of forecasted team expenses, YTD actual expenses, YTD credits, and YTD payments..

Parents

By signing the PAHA House registration forms, PAHA members accept all of the responsibilities associated with the program for the season and indicating that you have/will read this handbook.

Parents will provide the Team Manager with the USA Hockey Membership Confirmation Code and a copy of the player's birth certificate when requested.

Parents are responsible for paying their child's monthly team billings by the due date.

Head Coaches have the authority to exclude a player from participating whose account is delinquent. Any alternative payment arrangements must be approved by the PAHA Treasurer in advance. Unresolved bills from a previous season will disqualify a player from participation in any USA Hockey-sanctioned program.

Under no circumstances shall a parent who is not a USA Hockey-registered team official write letters of protest to other Hockey Associations, or make representations on behalf of the team without full knowledge and consent of the Head Coach and the President of PAHA.

Parents with concerns to be discussed with a coach are advised to wait 24 hours after the incident prompting the concern before approaching the Coach; health and safety concerns, however, should always be communicated at the earliest opportunity.

Player Exit

Financial obligations will be governed by the following policy:

1. If the player's family moves out of state, then this will be seen as no fault of the player and all fees will be prorated for the player's participation. All sponsor money will be forfeit UNLESS they were personal (3rd jersey sponsors). If a positive balance above \$25 remains the family will be issued a check for the balance.
2. If the player's family decides to play at a lower level in PAHA, with agreement from all coaches involved and the coaching director, then the player will be responsible for any fees through the end of the month in which they have participated. Any sponsor money will be forfeit UNLESS they were personal (3rd jersey sponsors). If a positive balance above \$25 remains, the balance will be transferred to the new PAHA team.
3. If a player decides to play for another association or to not play at all, then the player will be responsible for fees through the end of the month in which they have participated. All sponsor fees are forfeit. If a positive balance above \$25 remains, a check will be issued to the family.
4. If a player's behavior calls for dismissal by the coach or disciplinary board, fees will be prorated for the player's participation. Any sponsor fees will be forfeit. If a positive balance above \$25 remains, a check will be issued to the family.
5. If a player might leave a team due to injury:
 - a. If a player is injured and will not be able to play for the remainder of the season, then all fees will be prorated through the player's participation. All sponsor money will be forfeit. If a positive balance above \$25 remains, a check will be issued to the family.
 - b. If a player is injured but will be able to participate at a later date in the season, the player is responsible for all fees, EXCEPT:
 1. Transportation, food, and lodging expenses incurred during travel events in which the player does not participate.
6. If a family has two players on one team and any of the listed scenarios occurs for one of the players, the fore mentioned guidelines will be adhered to regardless.
7. **The only exceptions to the fore mentioned guidelines are as follows:**
 - a. If a player's family is subjected to unforeseen illness or injury that puts a financial burden on the family to the extent the player is no longer able to participate, the PAHA board will determine what fees are to be expected from the departing player's family.
 - b. Military service: If a player's parent(s) or guardian(s) are put on orders for active military service that puts a financial burden on the family to the extent the player is no longer able to participate, the PAHA board will determine what fees are to be expected from the departing player's family.

League Participation

PAHA is a member of the Alaska House League. PAHA house program teams will abide by the Alaska League guidelines, as well as any PAHA policies and procedures. Information about these items may be obtained from the Palmer Ice Rink office.

PAHA is a member of the Alaska Competitive League. PAHA competitive program teams will abide by the Alaska League guidelines, as well as any PAHA policies and procedures. Information about these items may be obtained from the Palmer Ice Rink office.

Length of Games

Most games have a time limit (curfew) of one (1) hour to one and a quarter (1.25) hour. Ice usage should be maximized. These guidelines should be used to assist in utilizing the ice allocation. In all divisions, during the third (3) period, in the event the curfew is near, the referee will direct the timekeeper to switch to a "running" clock.

Team Disciplinary Guidelines

At the beginning of the season, each coach shall make players aware of all policies and guidelines set forth by PAHA and any additional player guidelines and expectations as established by the coach. Disciplinary action for player's failure to adhere to team or PAHA rules may include less ice or game time as appropriate.

Team Sponsorships

Corporate or private sponsorships that are given to PAHA or to an entire team are entitled to a tax deductible donation receipt. Donations to an individual player are not tax deductible. All donations need to go through the PAHA Treasurer, who will distribute the funds to the appropriate team fund and mail out a tax receipt if necessary. PAHA will not accept sponsorship money from its members or outside sources based upon conditions of donations.

Score Sheets

The PAHA Team Managers are responsible for all game score sheets. Score sheets are to remain in the team binder for the entire season and to be returned at season end to the Vice President of PAHA. A copy of all score sheets should be placed in the PAHA score sheet binder located in the Palmer Ice Rink office after ALL games. Any match penalties should be noted on the score sheets and reported to the Board of Directors within 72 hours of the penalty for further action. PAHA will pay for up to 30 scoresheets per team.

Scorekeepers are responsible for ensuring all teams are properly identified and that all player injuries are properly annotated on the score sheets.

Problem Solving

Questions and problems are a natural occurrence. Most issues can be resolved short of Board action. Any member with a question or concern prior to rosters, may contact any board member. After teams are rostered team managers or coaches will usually be able to address question/concern(s). If necessary, members may contact the coaching director or a board member for further assistance. A list of these individuals will be posted on the PAHA website.

All questions or concerns should be brought to the attention of the Team Manager. If he or she cannot resolve the situation, then contact the Coach, Coaching Director or Player Agent. If you feel the problem is still not resolved, contact the President.

SECTION IV

PIONEER HOCKEY'S COMPETITIVE HOCKEY PROGRAM



Concerns should be discussed and addressed at the team level whenever possible. Please communicate with Coaches and, if appropriate, the Team Manager before taking issues to the next level.

If you are unable to resolve differences at the team level, you may contact the following:

- 1) PAHA PRESIDENT:
- 2) PAHA Board of Directors:

Meetings are held regularly during the year. Association members are welcome to attend.

PAHA Board of Directors for Comp. Program

PAHA's BOD holds the overall responsibility for the PAHA Comp. program. Responsibilities will include, but not be limited to:

1. Develop and/or modify standards and guidelines for the PAHA Comp. Program.
2. Coordinate and develop rules/guidelines for PAHA Comp. Tryouts.
3. Develop guidelines and coordinate purchasing of jerseys and apparel.
4. Meet with Coaches, Team Managers and Treasurers as needed.
5. Represent PAHA on the ASHA Comp Council.
6. Coordinate PAHA Comp. Program Coaches' evaluations.
7. Coordinate coverage of State and District Tournaments hosted by PAHA.
8. Chair the PAHA Comp. Coach Selection Committee.
9. Approve the appointment of all PAHA Comp. Team Managers and Team Treasurers.

Coaches

The Head Coach is responsible for ensuring that only players who are properly registered with USA Hockey and coaches who are both USA Hockey registered and properly screened are allowed to participate in team practices and games. Participation by an individual who is not a registered member of USA Hockey may invalidate the insurance coverage of all participants.

Coaches will ensure that players' behavior and the behavior of the team parents do not in any way embarrass PAHA. It is the responsibility of the Coach, not the Team Manager or accompanying parents, to act as guardian/supervisor of all players, at all times. Coaches are required to be in control of their team at all functions on and off the ice and at all times while traveling. This responsibility may not be delegated to the Team Manager except in extreme circumstances.

Each Head Coach will recommend a candidate for Team Manager & Team Treasurer to the PAHA Treasurer and the Program Director during or after tryouts.

PAHA Comp. Coaches are paid a stipend by the team. For the season, the maximum coaching stipend per team will be \$6,000. A coach with a child on the team may elect to directly offset the player's team bill against his/her stipend. All payments for Coaching Stipends will be reported to the IRS via 1099-Misc.

The head coach of any team found to be using illegal (un-rostered) players shall be brought before the PAHA Discipline Board for a hearing. Punishments for using illegal players may be (but not limited to) suspension from all PAHA activities for a period of at least 6 months.

Team Manager

The PAHA Team Manager is a volunteer position. The Team Manager may be a parent, although that is neither a requirement nor an endorsement. A meeting for all PAHA Team Managers will be held after the teams have been selected.

The Team Manager's most important duty is to communicate with coaches, players, and parents. Other responsibilities to include, but not limited to the following:

- Forward USA Hockey online registration instructions from the PAHA Registrar to parents and coaches, provide registration confirmation codes and birth certificate copies to the PAHA registrar, and maintain the team's credentials book with required forms. A copy of Consent to treat forms should be available at all team functions.
- Sign necessary legal documents on behalf of the team such as ice contracts, travel requests, etc.
- Submit team expenses to the Treasurer for billing and reimbursement.
- Attend the ASHA scheduling meeting.
- Post the schedule for practices and home games. Coordinate scheduling of away games with other teams. Communicate the schedule to the team and post on the PAHA website.
- Arrange for timekeeper and scorekeeper for all home games. Arrange for a person for the penalty box at all games. Retain a copy of all score sheets for credentials book.
- Facilitate all travel arrangements including hotel accommodations, team transportation, team meals and team functions. If a team is traveling out-of-state, a USA Hockey Travel Permit will be required and can be obtained from USA Hockey's Registrar for Alaska.

Team Treasurer

The PAHA Team Treasurer is a volunteer position. The Team Treasurer may be a parent, although that is neither a requirement nor an endorsement. A Team Treasurer cannot be a Coach's spouse/significant other. A "cash only" status member of PAHA may not be eligible for the treasurer position. A meeting for all PAHA Team Treasurers will be held after the teams have been selected.

Duties of a Team Treasurer to include, but not limited to the following:

- Collect sufficient money, in advance, and equally from each player, to meet all financial obligations incurred by the team.
- Provide the PAHA Treasurer with periodic financial reports as requested.
- Notify the PAHA Treasurer and Head Coach of delinquent player accounts in writing each month.

- Provide each team member with a monthly status of forecasted team expenses, YTD actual expenses, YTD credits, and YTD payments..
- Pay team expenses in a timely manner.
- For home games, invoice visiting team for 1/2 the cost of ice and referees.

Parents

By signing the PAHA Parent Contract, you are accepting all of the responsibilities associated with the program for the season and indicating that you have read this handbook. Before signing this agreement, you will have an opportunity to discuss any questions with your child's coach.

Parents will provide the Team Manager with the USA Hockey Membership Confirmation Code and a copy of the player's birth certificate when requested.

Parents are responsible for paying their child's monthly team billings by the due date.

Head Coaches have the authority to exclude a player from participating whose account is delinquent. Any alternative payment arrangements must be approved by the PAHA Treasurer in advance. Unresolved bills from a previous season will disqualify a player from participation in any USA Hockey-sanctioned program.

Under no circumstances shall a parent who is not a USA Hockey-registered team official write letters of protest to other Hockey Associations, or make representations on behalf of the team without full knowledge and consent of the Head Coach and the President for PAHA.

Parents with concerns to be discussed with a coach are advised to wait 24 hours after the incident prompting the concern before approaching the Coach; however, health and safety concerns should always be communicated at the earliest opportunity.

Players

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

The Coaches and the PAHA Disciplinary Committee reserve the right to withhold playing time for the following disciplinary reasons, but not limited to when appropriate (player conduct, attendance issues, violation of team rules, etc.). Disciplinary action may include dismissal of a player from the team for significant or repeated instances of inappropriate behavior.

Tournaments and Travel

The PAHA Comp. league players are required to represent PAHA at any District, Regional or National USA Hockey tournaments for which they qualify. Exceptions may only be granted by the PAHA Board. Most PAHA teams will participate in elective out-of-town and out-of-state tournaments, and occasionally, international travel to games and tournaments.

At the parent meeting after team selection, the Head Coach will discuss plans for the season including anticipated travel. If a team chooses to participate in an out of town tournament, all players will be obligated to share in the expense of the tournament even if they do not attend.

Coaches are required to be in control of their teams at all times while traveling. This responsibility MAY NOT be delegated to the Team Manager or to another parent. It is expected that coaches will travel with the team and the team will not be responsible for providing separate ground transportation for the coaching staff. Coaches will be expected to room together whenever possible to minimize team expense. Parents are required to pay travel expenses for up to 3 coaches for in-state travel and up to 2 coaches for out-of-state travel.

With the head coach's permission, parents may elect to have their player travel separately from the team. In those circumstances when parents make separate travel arrangements for a child, the parents assume all responsibility and liability for the safety and well-being of their child while in transit.

Ice

PAHA Comp. teams should expect that some practices will be held at inconvenient times.

Fundraising

Any fund-raising activity that requires use of a charitable gaming permit must be approved by the PAHA Board to ensure compliance with PAHA rules, policies and guidelines. Any use of rink facilities for fund-raising must be cleared with the Rink Manager and/or Board of Directors.

Each team may elect to designate a parent who will coordinate team fundraising activities. This is not included in the responsibilities of a team manager.

Teams may solicit corporate sponsorships to help defray team expenses. Teams may have more than one sponsor. Sponsorships of a minimum \$500 may be acknowledged with a printed name on the tail of the home (white) or away (blue) jerseys for the whole team. Contact the PAHA Treasurer for details. Teams should acknowledge sponsorships of less than \$500 in a manner appropriate to the amount – i.e. banner, plaque, thank you letter, etc. Team sponsorship funds used to benefit the entire team are considered tax-deductible charitable donations. Individual sponsorships will not be acknowledged on the white or blue jerseys.

PAHA Comp. players are encouraged to solicit individual sponsorships. Sponsors for individual player accounts can be recognized on the practice jersey. Individual player sponsorships do not qualify as a charitable donation. Sponsors of individual players should consult their tax advisors to determine whether the sponsor amount is a deductible advertising expense.

Uniforms and Equipment

All items are to conform to USA Hockey standards. Each participant is personally responsible to wear protective equipment for all games, warm-ups, and practices. PAHA registered players must be in FULL protective gear to help with other division's practices. See USA Hockey guidelines for a complete list of equipment.

Player Exit

Financial obligations will be governed by the following policy:

1. If the player's family moves out of state, then this will be seen as no fault of the player and all fees will be prorated for the player's participation. All sponsor money will be forfeit UNLESS they were personal (3rd jersey sponsors). If a positive balance above \$25 remains the family will be issued a check for the balance.
2. If the player's family decides to play at a lower level in PAHA, with agreement from all coaches involved and the coaching director, then the player will be responsible for any fees through the end of the month in which they have participated. Any sponsor money will be forfeit UNLESS they were personal (3rd jersey sponsors). If a positive balance above \$25 remains, the balance will be transferred to the new PAHA team.
3. If a player decides to play for another association or to not play at all, then the player will be responsible for fees through the end of the month in which they have participated. All sponsor fees are forfeit. If a positive balance above \$25 remains, a check will be issued to the family.
4. If a player's behavior calls for dismissal by the coach or disciplinary board, fees will be prorated for the player's participation. Any sponsor fees will be forfeit. If a positive balance above \$25 remains, a check will be issued to the family.
5. If a player might leave a team due to injury:
 - a. If a player is injured and will not be able to play for the remainder of the season, then all fees will be prorated through the player's participation. All sponsor money will be forfeit. If a positive balance above \$25 remains, a check will be issued to the family.
 - b. If a player is injured but will be able to participate at a later date in the season, the player is responsible for all fees, EXCEPT:
 1. Transportation, food, and lodging expenses incurred during travel events in which the player does not participate.
6. If a family has two players on one team and any of the listed scenarios occurs for one of the players, the fore mentioned guidelines will be adhered to regardless.
7. **The only exceptions to the fore mentioned guidelines are as follows:**
 - a. If a player's family is subjected to unforeseen illness or injury that puts a financial burden on the family to the extent the player is no longer able to participate, the PAHA board will determine what fees are to be expected from the departing player's family.
 - b. Military service: If a player's parent(s) or guardian(s) are put on orders for active military service that puts a financial burden on the family to the extent the player is no longer able to participate, the PAHA board will determine what fees are to be expected from the departing player's family.

PIONEER AMATEUR HOCKEY ASSOCIATION
COMPETITIVE PROGRAM - COPY OF PARENT CONTRACT

This contract is entered between the Pioneer Amateur Hockey Association (PAHA), an Alaska non-profit corporation, and the parents/guardians (Parents) of _____, a player (Player) on the PAHA Comp. _____ team, effective today _____, 20__.

PAHA and Parents agree as follows:

I. Term of Agreement: This agreement shall commence on the date signed and ends upon the completion of the USA Hockey competition year for the above mentioned team (including local, state, regional, and national USA Hockey tournaments).

II. Responsibilities of PAHA: PAHA shall select and cause the team's Head Coach and Assistant Coach(s) to sign the Coach and Assistant Coach(s) contracts with PAHA, according to which they agree to provide Player and the team members with appropriate and desirable hockey coaching services, which are customary to the coaching of youth hockey players of this age and skill group. In performing this function, the Head Coach is responsible for overall direction of the team program and actions of the Assistant Coach(s).

III. PAHA shall monitor and enforce the coaching staff's compliance with the terms of the Coach(s) contracts and shall have the sole authority to terminate Head or Assistant Coach(s) services if necessary.

IV. Responsibilities of Parents/Guardians: In consideration of PAHA's covenants to select and contract with the Head Coach and Assistant Coach(s) to provide coaching services to Players and all team members, and to monitor the coaching staff's compliance with the terms of the coaches' contracts, the Parents/Guardians agree, jointly and severally, with the Parents/Guardians of the other team members as follows:

A. To pay the coaching staff a total determined by the PAHA BOD in two payments after all team expenses are met with the first payment on or about _____ and the second payment on or about _____. The Parents/Guardians are to pay the Player's proportionate share of each monthly coaching fee. The Parents/Guardians of all team members are obligated as a group to pay the entire fee. The monthly fee is to be collected from the Parents/Guardians of each Player by the Team Treasurer and disbursed by the Team Treasurer to the coaches in monthly payments. Nonpayment by the Parents/Guardians for any Player shall be grounds for dismissal of that Player from the team. Monies are to be distributed among the Head Coach and Assistant Coach(s) in amounts determined and agreed by the Head Coach and Assistant Coach(s). No additional involuntary levy is to be imposed on team parents for payment of a Head Coach or Assistant Coach(s). Parents should report any request by a Coach for additional compensation.

B. To reimburse the Head Coach and up to one (1 Assistant Coach, in addition to the coaching fee set forth in Paragraph IV(A) above, for the reasonable expenses incurred during and as a result of Player's or the team's travel to games or tournaments outside Alaska which are required by USA Hockey, or any other games or tournaments outside Alaska to which the Parents/Guardians agreed as a condition of Player joining the team or by subsequent two-thirds vote of the total number of Players by Parents/Guardians (one vote per Player). (For travel inside the state of Alaska, the team will reimburse the Head Coach and up to two Assistant Coaches for reasonable travel expenses.)

C. To contract, through the Team Manager, for any and all ice, including practice ice, reasonably required by the Head Coach.

D. To cooperate with the coaching staff in their efforts to provide coaching services and to lend support to the coaching staff and the purpose of the PAHA Comp. Team Program at all times.

E. To comply with and lend support to all the requirements, goals, and policies of PAHA and the Comp. Program.

V. Disputes: Disputes arising out of the agreement between PAHA and the Head or Assistant Coach(s) referenced above may be brought to the PAHA Board of Directors for resolution by any party to the dispute. Any major violation of this contract will be grounds for dismissal of the Player from the team.

(Signatures follow)

PAHA Comp. NON-REFUNDABLE Registration Fee . Payment Due after Final Tryout (Covers Office administrative costs, AK League team fees, District Tournament entry, State Tournament fees, 3rd sponsor Jersey/socks & practice Jersey/socks.)

Individual team plans for the season will be discussed shortly after team selection.

Jerseys, socks, track suits and other apparel orders will be taken by a vendor shortly after tryouts.

ALL PAHA COMP. FEES ARE NON-REFUNDABLE

SECTION V

BYLAWS

ARTICLE I CORPORATION NAME AND OBJECTIVES

Section 1 - Corporation Name

The name of the corporation shall be the Pioneer Amateur Hockey Association, Inc.

Section 2 - Objectives

The objectives of the corporation shall be to promote the sport of ice hockey in accordance with the principles set forth in the restated Articles of Incorporation.

ARTICLE II MEMBERSHIP

Section 1 - Eligibility

There shall be three types of membership as follows:

1. Participant - A participant member shall be a player who is duly registered in accordance with the requirements established by the Board of Directors.
2. Regular - A regular member shall be the parent or legal guardian of a duly registered participant. Regular members may participate in all off-ice programs and projects of the Corporation and shall be allowed to vote on the management of the affairs of the Corporation at the Annual Meeting and all special meetings of the Corporation. For voting purposes, each participant member shall be allowed one (1) vote to be cast by a regular member who is a parent or legal guardian 18 years or older on his or her behalf.
3. Associate - An association member shall be an individual not otherwise a member who supports the objectives of the corporation and who meets any of the following requirements:
 - a. being elected as an officer as a member of the Board of Directors; or
 - b. appointment by the Board of Directors;
 - c. is serving as a committee member.

Section 2 - Dues

Membership dues for each category of membership shall be in such amount as may be set by the Board of Directors. No member may vote or hold office whose dues and assessments are not paid for the current year. Special assessments may be levied and shall be collectible in the same manner as dues.

Section 3 - Termination of Membership

By resignation: Any member in good standing whose dues and assessments are paid in full may resign at any time that individual may desire.

By revocation: A membership may be terminated by revocation as provided in Article IX of the By-Laws.

ARTICLE III MEETINGS

Section 1 - Corporation Meetings

Annual meetings of the corporation shall be held in the City of Palmer at such time and place as may be designated by the President. The membership shall be notified of the time and place of the Annual Meeting and all special meetings of in accordance with the PAHA handbook.

Section 2 - Board of Directors Meetings

Meetings of the Board of Directors shall be held at the call of the President, and/or Vice President or Treasurer at such time and place as may be designated by the President, and/or Vice President or Treasurer. A majority of the Board shall constitute a quorum, but not less than four members for the transaction of business which can be done via email or teleconference or in person at the discretion of the President.

ARTICLE IV OFFICERS AND BOARD OF DIRECTORS

Section 1 - Officers

The Corporation's officers shall consist of the President, Vice President/Program Director, Treasurer, Player Agent, Registrar, Secretary, Coaching Director, ASHA House Council Rep./ASHA Comp. Council Rep. all of who shall serve in their respective capacities with regard to both the Corporation and its meetings. All officers shall be elected by the general membership with two exceptions; the Coaching Director and ASHA House/ Comp. Council Reps. shall be appointed by the Board of Directors of the corporation.

Section 2 - Board of Directors

The Board shall consist of up to 8 members, 6 of whom shall be the Executive Officers of the Corporation and 6 of whom shall be elected at the Annual Meeting and two Board of Directors appointed positions consisting of a Coaching Director and ASHA House Council Rep./ASHA Comp. Council Rep. Thereafter, Board Members, as required, shall be elected at Annual Meetings. Long-range planning and general management of the affairs of the Corporation shall be entrusted to the Board of Directors. The Board may appoint other individuals to assist in the general management of the Corporation as appropriate and needed; including serving as a standing committee head in the event that committee leadership cannot be satisfied by current board members. At no time may an immediate family member of a BOD member hold a BOD appointed position.

The non-elected appointees will be assigned titles and duties by resolution enacted at a regular Board meeting following the Annual Meeting or as soon thereafter as appointments are made.

Section 3 - Vacancies

Vacancies in the offices or on the Board of Directors shall be filled by a majority vote of the Board of Directors for the unexpired term of the office.

ARTICLE V CORPORATION YEAR, ANNUAL MEETING, ELECTIONS

Section 1 - Corporation Year

The corporation year shall run from August 1st to July 31st.

Section 2 - Annual Meeting

The annual meeting shall be held in the month of March of each year, at the call of the President. The current President will set a meeting for April at which meeting newly elected members of the Board of Directors shall be seated. Those seated shall take office at the April meeting, and each outgoing Director shall turn over to his/her successor in office all properties and records relating to the directorship.

Section 3 - Elections

Elections for BOD positions shall be held at the Annual Meeting. The President shall appoint one member to gather names and biographies of persons desiring to be on the Board of Directors. The member shall be appointed no later than 30 days prior to the date set for the Annual Meeting. Names shall be solicited from the general membership for people interested in the positions to be elected. The recommendations shall be presented to the Board of Directors no later than 10 days prior to the date set for the Annual Meeting and a ballot prepared for the election. In addition, but not limited to nominations for elected positions will be accepted from the floor at the Annual Meeting.

The following positions will be elected on ODD numbered years: Vice-President, Secretary and Player Agent. The following positions will be elected on EVEN numbered years: President, Treasurer and Registrar. All will have a term of two consecutive years. BOD appointed positions will be appointed by the BOD at the Annual Meeting for a term of two years.

ARTICLE VI COMMITTEES

Section 1 - Committee Appointments

The President shall appoint such committees, as he/she deems necessary to carry out the functions of the corporation. The President shall be an ex-officio member of all committees and may serve as he/she chooses.

There shall be standing committees of the Board. All committees shall be appointed by the President, subject to approval of the Board of Directors, to serve under the chairperson of a member of the Board of Directors. Standing committees may appoint sub-committees for specific purposes. The committee chair shall appoint members of sub-committees.

ARTICLE VII DISCIPLINE

Section 1 - Expulsion

Any elected director shall be subject to dismissal from the position to which elected for willful failure, or failure through benign neglect, to complete the duties and meet the obligations reasonably attendant to the position to which he/she was elected. Dismissal proceedings may be initiated by the President at the request of any Board Member including the President. The decision to dismiss will be final upon majority vote by written ballot of the Board Members exclusive of the Board Member subject to dismissal. A Board Member so dismissed may not

serve on the Board as an appointed member for the balance of the hockey year from which he/she is dismissed.

ARTICLE VIII TRANSACTION OF BUSINESS

Section 1 - Transaction of Business

Before this corporation transacts any business or acquires any property, the membership of the corporation must meet and adopt these by-laws. A majority vote of all Board of Directors in good standing shall be necessary for the adoption of such by-laws.

Section 2 - Finances

Prior approval is required for all checks over \$2500. The President, Treasurer, and/or Vice President are authorized to sign. At the close of each year, the Treasurer shall prepare a financial report for review by the Board of Directors and present to the general membership at the annual meeting.

ARTICLE IX CONFLICT OF INTEREST POLICY OF PIONEER AMATEUR HOCKEY ASSOCIATION

Section 1 - Purpose

The purpose of the conflict of interest policy, as adopted by the Board of Directors, is to protect PIONEER AMATEUR HOCKEY ASSOCIATION'S interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2 – Definitions

1. Interested Person - Any director, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, paragraph 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3 - Procedures

1. **Duty to Disclose** - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists** - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest**
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. **Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4 - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5 - Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6 - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE X CORPORATE SEAL

Section 1 - Corporate Seal

The Board of Directors may select and adopt a seal that shall be the seal of this corporation.

ARTICLE XI AMENDMENTS

Section 1 - Amendments

These by-laws may be amended by a 70% vote of support by the general membership.

ARTICLE XII DISSOLUTION

Section 1 - Dissolution

The corporation may be dissolved at any time by the written consent of no less than three-fourths of the members. After payment of all debts of the corporation, its remaining property and assets shall be disposed of by the Board of Directors in existence at the time of dissolution to a successor hockey organization, municipal corporation, or other non-profit organization, who in the judgment of the Board of Directors will best continue the objectives of the corporation.

SECTION VIII

GLOSSARY OF HOCKEY TERMS

Assist: An assist is credited in the scoring records to the player that is involved in the play immediately preceding a goal. Maximum of two assists per goal.

Back Check: The action of the forwards skating back into their defensive zone to break up the opposing team's play.

Body Check: Using the body against an opponent who has possession of the puck to break up an offensive play.

Breakaway: A condition where there are no opposition between the puck carrier and the opposing goalkeeper.

Breakout: Movement of a team in possession of the puck out of its Defensive Zone.

Changing on the Fly: Substitution of players while the clock is running.

Checking from Behind: The act of a player who body checks or pushes an opponent from behind.

Clearing the Puck: Shooting the puck out of the Defensive Zone or away from in front of its goal.

Coach: A person primarily responsible for directing and guiding the play of their team. Along with the Manager, the coach is responsible for the conduct of the team players before, during and after a game.

Coincidental Penalties: Coincident penalties occur when, at the stoppage of play, both teams receive an equal duration penalty.

Curfew Game: A game, which must end by a certain time of day. Time-outs are usually prohibited.

Deflecting the Puck: The action of the puck contacting any person or object causing it to change direction.

Delayed Off-side: A situation where an attacking player precedes the puck across the attacking blue line but the defending team has gained possession of the puck and is in a position to bring the puck out of their defending zone without any delay or contact with an attacking player.

Delayed Penalty: A team shall not be short-handed on the ice more than two players at any one time because of penalties imposed. Therefore, should a team receive a third penalty, that penalty shall be delayed in its start until one of the other penalties has terminated.

Delayed Whistle: When a violation occurs, the official will not blow the whistle to stop play as long as the non-offending team has possession of the puck. The moment the offending team possesses and controls the puck, the play will be stopped.

Directing the Puck: The act of intentionally moving or positioning the body, skate or stick so as to change the course of the puck in a desired direction.

Double Minor Penalty: The player is ruled off the ice for a period of 4 minutes. This is not a four-minute penalty, but two-2 minute penalties to be served consecutively. A substitute is not permitted.

Drop Pass: Puck carrier leaves the puck behind to be picked up by a trailing teammate.

Face-Off: The action of an official dropping the puck between the sticks of two opposing players to start play. A face-off begins when the Referee indicates its location and the officials take their appropriate positions and ends when the puck has been legally dropped.

Fisticuffs: The actual throwing of a punch (closed fist) by a player which makes contact with an opponent.

Fore checking: Attempting to break up an opponent's offensive play.

Freezing the Puck: Holding the puck against the boards with the stick or skate in order to stop play.

Game Suspension: When a player, Coach or Manager receives a game suspension(s), they shall not be eligible to participate in the next game(s) that were already on the schedule of that team before the incident occurs.

Goalkeeper: A person designated as goalkeeper who is permitted special equipment and privileges to prevent the puck from entering the goal.

Goalkeeper Penalties: When a minor, major or misconduct penalty is imposed on a goaltender, the time penalty shall be served by a teammate on the ice at the time the penalty is imposed.

Goalkeeper's Crease: Areas marked on the ice in front of each goal designed to protect the goalkeepers from interference by attacking players.

Goal Judge: An off-ice official that sits behind the goal outside the boards and determines if the puck enters the goal. Should there be a difference of opinion; the referee shall have the final decision.

H.E.C.C.: The Hockey Equipment Certification Council is an independent organization responsible for the development, evaluation and testing of performance standards for protective ice hockey equipment. To date, there are standards for facemasks, helmets and skate blades.

Hat Trick: When one player scores three goals in a game.

Icing: When a player shoots the puck from behind the center red line across the opponents goal line. (The team icing the puck must be of equal or greater on-ice strength than the other team). "Icing" occurs at the moment the puck crosses the entire goal line unless it enters the goal.

Injury Potential Penalties: Include Butt-Ending, Checking from Behind, Head-Butting, Sparring, Board Checking, Charging, Cross Checking, Elbowing, Kneeing, High Sticking, Holding the Facemask, Slashing and Roughing.

Last Play Face-off: The location at which the puck was last legally played by a player or goalkeeper immediately prior to a stoppage of play.

Linesman: Calls Icing, Off-Sides, High-sticking the puck, Hand pass infractions, Too many players on the ice infraction, goal net displaced from its normal position, premature substitution for the goaltender, articles thrown on the ice from the bench, and reports to the Referee any injury potential penalty after stoppage of play.

Major Penalty: The offender, except the goalkeeper is ruled off the ice for 5 minutes during which time no substitute shall be permitted.

Minor Penalty: The player is ruled off the ice for a period of 2 minutes. A substitute is not permitted.

Minor Officials: See Off-Ice Officials.

Misconduct Penalty: This involves the removal of a player from the game for a period of 10 minutes. A teammate is permitted to replace the penalized player.

Neutral Zone: Center ice area between the offensive team and the defensive team.

Off-Ice Officials: Includes the Goal Judges, Game Timekeeper, Penalty Timekeeper and Official Scorekeeper. Not all positions are utilized in youth games.

OffSides: The puck must precede all offensive players into the attacking zone. A player is offsides only when both skates are over the offensive blue line prior to the puck.

Penalty: Punishment for an infraction to the Playing Rules. It usually involves the removal from the game of the offender for a specified period of time. In some cases, the penalty may be the awarding of a penalty shot or the actual awarding of a goal.

Penalty Box: Off-ice area near the center red line and away from the player's bench where penalized players serve their time.

Playmaker: When one player makes three assists in a game.

Poke Check: Knocking the puck away from an opponent with the blade of the stick.

Possession of the Puck: The last player or goalkeeper to make contact with the puck. This includes a puck that is deflected off a player or any part of the player's equipment.

Possession and Control of the Puck: The last player or goalkeeper to make contact with the puck and who also propels the puck in a desired direction.

Power Play: The attempt to score by a team which has a numerical advantage due to a penalty or penalties.

Protective Equipment: Equipment worn by players for the sole purpose of protection from injury. Recommended equipment should be commercially manufactured.

Pull the Goalie: A team that is losing by one goal will sometimes take the goalkeeper off the ice in favor of another forward.

Referee: Calls all penalties, goals and assists, puck out of sight, Hi-sticking the puck, Hand pass infractions, Too many players on the ice infraction, goal net displaced from its normal position, premature substitution for the goaltender, articles thrown on the ice from the bench, attaching player in the goal crease. Has general supervision of the game and full control of all game officials, team officials and players before, during and after a game, and in case of any dispute, has the final decision.

Referee Crease: A restricted area marked by a red line in front of the timer's table in which a player is prohibited from entering while the referee is reporting a penalty.

The Point: The position of the defenseman in his offensive zone inside the blue line near the side boards when his team is attempting to score. **Save:** Goalkeeper stopping the puck prior to it crossing the goal line.

Screen: An offensive player positioning himself to block the opposing goalkeeper's view of the puck.

Shorthanded: When a team is below the numerical strength of its opponents on the ice.

Shut-Out: When a goalkeeper does not allow a goal to be scored during the entire game.

Slap Shot: A sweeping motion with an accentuated back swing to shoot the puck (like a drive in golf).

Slot: An unmarked area in front of the goal approximately 10 to 15 feet in diameter.

Substitute Goalkeeper: A designated goalkeeper on the Official Score Sheet who is not then participating in the game.

Sweep Check: A sweeping motion with the stick flat on the ice to take the puck away from an opponent.

Team Official: A person responsible in any degree for the operation of a team, such as a Team Executive, Coach, Manager or Trainer.

Temporary Goalkeeper: A player not designated as a goalkeeper on the Official Score Sheet who assumes that position when no designated goalkeeper is able to participate in the game and is governed by goalkeeper privileges and limitations and must return as a player when a designated goalkeeper becomes available to participate in the game.

Wrist Shot: The motion of shooting the puck with the puck with the puck against the blade of the stick.