

# **PAHA MEMBERSHIP HANDBOOK**



**Welcome to Pioneer Amateur Hockey Association**

**Pioneer Amateur Hockey Association, Inc.**

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# **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 principles 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 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. 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. 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 regulation 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 6U through 19U. 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, may schedule ice and/or ice changes, or delegate to an appointed ice scheduler. 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 evaluations in cooperation with 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, coaches, team managers and the board of directors.

## **House Program Registration**

Walk in registration is available online 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 Registrar or Treasurer for action.

## **House Registration Fee Breakdown**

[www.palmerhockey.orgRegistration](http://www.palmerhockey.orgRegistration)

Registration fees cover the general operating cost for PAHA and shall be set by the Board of Directors in their off season Budget Meeting. 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. Another exception shall be the 8U program. PAHA will cover the cost of required coaching credentials (background checks, CEP training, modules, etc.)

## **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" and "Consent to Treat" form is signed at registration. These forms must be on file prior to the child participating in any practices, scrimmages, or games. 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.

## **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/Ice Scheduler 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 and SafeSport training must be performed for adults (coaches, team managers, referees, Board of Directors, players ages 17 and 18, 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 (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.

**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.**

**Please visit USA Hockey for a full description of all codes of conduct.**  
**<https://www.usahockeyrulebook.com/page/show/1015129-codes-of-conduct>**

**To play the game is great; to love the game is better.**

## **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 may 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 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.

## **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, ect.
- 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.

- Create a budget with input/approval from the PAHA Treasurer. Provide the PAHA Treasurer with periodic financial reports as requested.
- Ensure timely responses to the PAHA treasurer for any team expenses to be paid.
- 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 team members with forecasted team expenses, YTD actual expenses, YTD credits, and YTD payments upon request.

## **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 the player will be responsible for fees through the end of the month in which they have participated. All sponsor money will be forfeit UNLESS they were personal.
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.
3. If a player decides to play for another association or 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.
4. If a player's behavior calls for dismissal by the coach or disciplinary board, then the player will be responsible for fees through the end of the month in which they have participated. Any sponsor fees will be forfeit.
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 only for fees during each month the player was able to participate, EXCEPT: 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 aforementioned 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 paren(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.

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. The team manager or treasurer will 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. 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.

## **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 - 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 registered member for the season in which the voting takes place shall be allowed one (1) vote to be cast by the registered member or by a parent or legal guardian 18 years or older on his or her behalf.
3. Registered Member - A registered member shall be an individual who is registered with the organization for the season in which the voting takes place and who meets any of the following requirements:
  - a. being elected as an officer as a member of the Board of Directors;
  - b. appointment by the Board of Directors;
  - c. is serving as coach (head or assistant) or
  - d. is serving as a team manager or treasurer

### 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 ByLaws.

## **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 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. Exceptions to this are:

1. Checks written for ice bills to the City of Palmer, City of Wasilla or Matsu Borough.
2. Checks written to ASHA or host associations for tournament fees.
3. Checks written to AHO for ref fees.

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 V - GLOSSARY OF HOCKEY TERMS**

<https://www.usahockeyrulebook.com/page/show/1018532-appendix-v-glossary>