



Homer Hockey Association

Handbook

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Mission Statement

HHA is a non-profit organization that cultivates on-ice recreation of all kinds, for all ages, on the Lower Kenai Peninsula.

History of HHA

HHA was organized in the 1980's, became an affiliate member of USA Hockey in 1991 and incorporated as a nonprofit 501(c)(3) entity in 1996. HHA has grown from a small informal group of hockey players to an organization with teams at every age level competing with other associations throughout the state. HHA has fielded youth teams participating at the House Rec A and B levels that have gone on to win state championship tournaments, and grown to include, girl's hockey, women's hockey, and men's hockey. The Kevin Bell Arena also supports figure skating, curling, broomball and Homer High School teams.

Kevin Bell Arena

In 1996, the Homer Hockey Association (HHA) was organized under the auspices of USA Hockey to provide youth hockey programs for all ages. HHA acquired the necessary funds to finance the construction of the Homer Ice rink in the spring of 2005. Construction was made possible through grants from the Rasmuson Foundation, the Murdock Charitable Trust, Wells Fargo, Homer Foundation, Kachemak City, and the Arctic Winter Games legacy program; along with overwhelming community support that included various in-kind donations, pledges and agreements to purchase advertising in the rink.

On March 29, 2008 the Homer Ice rink was renamed the Kevin Bell Arena, in honor of HHA co-founder Kevin Bell. Kevin passed away on January 7, 2008 after a yearlong battle with brain cancer. Two of Kevin's greatest loves were hockey and the community of Homer.

Hockey's Organizational Structure

USA Hockey

USA Hockey is the national governing body of hockey in the United States. Located in Colorado Springs, CO, USA Hockey is responsible for — among many duties — development and education programs for players, coaches and officials; determining Select, National and Olympic Teams, and developing policies and procedures.

USA Hockey website: www.usahockey.com

Alaska State Hockey Association

The Alaska State Hockey Association (ASHA) is a member of USA Hockey that oversees youth, men's, women's, and disabled hockey in Alaska.

As the local USA Hockey affiliate, ASHA may set stricter guidelines than USA Hockey.

ASHA Website: www.AlaskaStateHockey.com

Alaska Youth Hockey Divisions

AAA (Triple A) "Team Alaska"

- Also known as Tier 1 Competitive League
- USA Hockey National Bound Teams
- Ages 14U and Up
- Only 1 team per age group
- Managed by Alaska State Hockey Association

AA (Double A)

- Also known as Tier 2 Competitive League
- USA Hockey National Bound Teams
- Ages 12U and Up
- Associations must apply and be approved by Alaska State Hockey Association
- Teams managed by local association

12U Minor & 12U Major

- Also known as Tier 2 Competitive League
- USA Hockey National Bound Teams
- Ages 12U and Up
- Associations must apply and be approved by Alaska State Hockey Association
- Teams managed by local association

10U Minor & 10U Major

- Also known as Tier 2 Competitive League
- USA Hockey National Bound Teams
- Ages 12U and Up
- Associations must apply and be approved by Alaska State Hockey Association
- Teams managed by local association
- **Districting Policy for 2014/15 birth year players applies as of 2023-2024 season**

House Rec A

- Also known as Tier 3 House League
- USA Hockey Non National Bound Teams
- Ages 8U and Up
- Body checking allowed for 14U and Up

- Associations must notify Alaska State Hockey Association each season
- Teams managed by local association

House Rec B

- Also known as Tier 4 House League
- USA Hockey Non National Bound Teams
- Ages 8U and Up
- Body checking not allowed for 14U and Up
- Associations must notify Alaska State Hockey Association each season
- Teams managed by local association

HHA Membership

HHA membership is open to anyone not currently a member of any other hockey association, and not prohibited from participation by USA Hockey or the Alaska State Hockey Association. All players must be registered with HHA and USA Hockey and may not practice or play in games or scrimmages for any HHA team until fully registered. A player may not be listed on the roster of more than one team registered with HHA and USA Hockey. School sports are governed separately. All fees from the previous season must also have been paid before you may register for the current season.

Membership Fee

The Fee for membership is set annually by the HHA Board of Directors.

*Some HHA Youth Team fees include the HHA membership fee.

HHA Governance

The Board of Directors consists of ten elected positions. Responsibilities are shared between all board members. Board meetings are held monthly.

Board Member positions are elected at the annual membership meeting.

Due to the large amount of work, the responsibilities are assigned to two advisory boards and multiple standing committees.

For more information on HHA Association Governance, refer to HHA Organization Information which can be found online at: <https://www.kevinbellarena.org/organization-info>

Advisory Boards

HHA Advisory Board

- Polar Tots
- Microbells
- 8U - 18U Teams
- Girls Hockey
- IceBreakers
- Youth Hockey Tournaments

KBA Advisory Board

- Men's Hockey
- Women's / Divas Hockey
- Adult Hockey Tournaments
- WeSkate / Figure Skating
- Broomball
- Curling
- Private Ice Rentals

Standing Committees

- Finance
- Fundraising
- Grievance
- State Tournament

Coaches

All coaches (head coach, assistant coach, under-age coach, etc) must be approved by the HHA Board of Directors.

Registration

All ice hockey coaches as well as instructors of HHA youth programs shall be registered annually as individual Participants of USA Hockey for the current season (before the start of the season) in order to be eligible to coach/instruct in any regular-season activities (practices, clinics, games, tournaments, try-outs, etc.), state, district, regional playoff, national championships or in the USA Hockey Player Development Programs.

Requirements

All coaches must have the required USA Hockey certification level by January 1 of the current season.

All coaches must complete the online age-specific USA Hockey modules PRIOR to participating with their team.

Team Managers

All Team Manager's must be approved by the team coach and the HHA Board of Directors.

Registration

All managers of HHA youth programs shall be registered annually as a Manager/Volunteer of a USA Hockey program for the current season (before the start of the season).

Program Administration

Age Group Divisions

Players are registered in the division appropriate to their birth year.

Girls who wish to play on a boys/youth team may do so. They will register with the division appropriate to their age.

Player Move Ups

HHA strongly recommends that each player skates at the level designated by USA Hockey rules. However, HHA recognizes that there are exceptions and will consider these exceptions on a case-by-case basis.

There is no process for a parent or player to request playing "up" -- that will be the sole function and decision of the HHA BOD and coaches.

Registration

All players, coaches, and managers must properly register with HHA and USA Hockey before they will be permitted to participate in warm ups, evaluations, practices, or games.

HHA Policy for Team Declaration

The youth hockey divisions in Alaska are designed to provide players the opportunity to play and compete in a division composed of players of similar age and skill level.

The overall skill level in these divisions varies from year to year because all hockey associations are allowed to choose the division for their respective teams. Associations in large communities in Alaska (Anchorage, Wasilla/Palmer, Fairbanks, etc) typically host tryouts to determine the best division for each player. Associations in smaller communities typically rely on other methods such as player evaluations and prior year performance to determine the best division for a team.

Parent Head Coaches

Head Coaches who are also parents of prospective players may participate in their team selection only with input from the Homer Hockey Board of Directors and fellow coaches. HHA may require a parent-coach to remove themselves from the selection process on their son's or daughter's team.

Process to determine division for HHA Teams

Automatic Placement

Teams will be placed in a division based on the division of 50% or more of their players from the previous season.

Example

- A team has 14 players.
- 8 players played in House Rec A the previous season.
- The team will automatically be placed in the House Rec A division.

Moving Divisions

Throughout the entire season, House Rec teams are able to play teams in either division.

HHA recommends that teams play several games in both A and B divisions before requesting to move to a different division.

Before approving a division move, HHA may require the team to participate in an approved tournament in the requested division.

Alaska State Hockey Association requires teams to participate in a minimum of 10 games and rostered players participate in a minimum of 5 games in the division they are registered to play in for the State Tournament.

Coaches interested in moving divisions should contact the HHA Coaching Coordinator as early as possible to discuss the specific requests.

The deadline to move divisions is December 1st and is set by Alaska State Hockey Association.

Consideration

In addition to the conditions outlined below, HHA Board of Directors will consider input from the coaches, player evaluations, and results of any games played in the current season.

From House Rec A to House Rec B:

- If a team is automatically placed in House Rec A, but would like to move to House Rec B, the following criteria will be used to evaluate the request:
 - State Tournament ranking for all players that played in Division A of the previous season
 - Players ranked based on team placement
 - Example: 1st place: Rank =1, 2nd place: Rank =2, etc
 - Any player that participated in AA Boys (Tier 2) hockey the previous season will automatically receive a Rank = 1 regardless of actual state rank
 - The team average must be more than 4.0 to be considered for division move

Example:

- 3 players played in Division A on Team X the previous season and finished in 3rd place.
- 4 players played in Division A on Team Y the previous season and finished in 5th place.
- The team average is 4.14
- Team is eligible to request move

From House Rec B to House Rec A:

- If a team is automatically placed in House Rec B, but would like to move to House Rec A, the following criteria will be used to evaluate the request:
 - State Tournament ranking for all players that played in Division B of the previous season
 - Players ranked based on team placement
 - Example: 1st place: Rank =1, 2nd place: Rank =2, etc
 - Any player that participated in AA Boys (Tier 2) hockey the previous season will automatically receive a Rank = 1 regardless of actual state rank
 - The team average must be less than 4.0 to be considered for division move

Example:

- 3 players played in Division B on Team X the previous season and finished in 2nd place.
- 4 players played in Division B on Team Y the previous season and finished in 4th place.
- The team average is 3.14
- Team is eligible to request move

AA or Tier 2 Requests

Coaches and/or Teams desiring to play in AA or AAA (Alaska Competitive League Tier 2) should notify the HHA Advisory Board Chair as early as possible (preferably at the end of the prior season). If approved by the HHA Board of Directors, HHA will work with the team to obtain approval from Alaska State Hockey Association by the August 1st deadline.

Roster Limits

USA Hockey limits rosters to 20 players per team.

The following process will be used if more than 20 players register to play on the same team.

- Only birth year players are considered
 - If player move ups increase the divisions to over 20 players, those players will be required to play with the team based on their birth year
- Still more than 20 players remain
- Evaluations will be held
- Players will be placed based on evaluation results

Dual Rostering

HHA adheres to Dual Rostering guidelines set by the Alaska State Hockey Association in ASHA Guide rule 2.4

Girls that are dual rostered on a Girls AAA (Tier 1) or AA (Tier 2) team may play at their birth year level or higher and may only participate at the house/recreational A (Tier 3) division level for State Tournament play. A House/Recreational team may have up to five dual rostered females on a 1T. No exceptions will be granted for a Girls AAA (Tier 1) or AA (Tier 2) team player to play in a house/recreational B (Tier 4) division level for State Tournament play.

Any youth (male or female participating on one or more youth teams) player can dual roster on two or more teams with the following guidelines: No Alaska League player may dual roster on an A or B team, no exception will be granted. For example a 12U Major player may not also roster on a 12UA team. Any A or B player can dual roster but not on teams at the same age division. For example a 14UA player cannot roster on a 14UB team. All dual rostered players must declare, in writing to the Alaska Associate Registrar, by December 31, which team they will play in State, Districts and Nationals. Players may only participate in one State Tournament.

Player Evaluations

HHA will conduct evaluations of all players across all teams at the beginning of the season to enhance player development. These evaluation skates provide coaches with crucial insights into each player's current skill level and developmental needs. By assessing players' abilities and setting individual goals, coaches can tailor their approach to better support each player's growth. This process also helps in identifying areas for improvement and preparing players who may be moving up to the next age group, ultimately contributing to a more cohesive team.

A fair and consistent evaluation process for all players will be conducted. All participants will be evaluated on transparent criteria consistent with the core habits and fundamentals of the program. The evaluation may consist of practice/skill assessment and game sessions. The sessions will be conducted by independent evaluators in conjunction with the team coaching staff. All evaluators will use the same criteria to score players and all scores will be recorded.

All players must be evaluated at the beginning of the season on one of the teams within their age-classification, unless specifically permitted to move to a higher age-classification by the HHA BOD.

This decision will be based on the player demonstrating to the satisfaction of the HHA Board and coaches involved that the player is or will not be sufficiently challenged within their age-classification, and that both the player and the program will benefit from moving the player to a higher age classification without affecting their current age-classification. Players and parents may not request playing outside a player's appropriate age-classification. The decision to move a player lies solely within the discretion of HHA and the coaches.

Evaluation results will be shared with players, coaches, and their parent/guardian.

Coaches are encouraged to conduct end of the year evaluations to determine individuals progress throughout the season and to assist the players in setting development goals for the following season.

Financial Administration

Registration Fee

Registration and Program fees are set annually by the HHA Board of Directors.

Registration Fees are collected directly by HHA.

Includes two on ice practices per week (1 hour each practice) beginning at the start of the season through the teams State Tournament.

Money Collection & Handling

Families must pay for all practices and games in the schedule whether present or not. This is part of their commitment to the team.

Note: Tournaments do not follow this requirement

An injury is the only exception to the financial commitment but must be backed up with an official written note from the doctor. A sore knee that just needs a day's rest does not comply, nor does illness or academics, the arts, etc

Team Managers may need to collect money from individual players throughout the season for items such as: additional ice, tournaments, coach gifts, etc.

Managers should prepare an itemized bill containing the breakdown of expenses when requesting money from individual players.

There are only two approved methods the HHA Teams and Managers can use for collecting money.

1. FinnySport
2. TeamSnap

Note: Using apps like Paypal and Venmo are not approved and should not be used

Fundraising and Sponsorship

HHA Raffle

All HHA Youth players are required to sell raffle tickets each season. Team Managers will assist the HHA Raffle committee with distributing tickets and collecting ticket proceeds from players on the team.

Fundraising

Teams should request prior approval before hosting individual team fundraising events.

HHA generally permits fundraising activities onsite (for example: operation concession stand) and other activities such as car washes or bake sales.

Teams typically retain 80% of fundraising revenue from onsite activities and 90% for offsite activities. The remaining percentage should be sent to the HHA Bookkeeper for deposit.

Please discuss fundraising activities or ideas with the HHA Coaching Coordinator.

Sponsors

Without the generous donations of individuals and corporate sponsors, HHA would not exist. Contributing sponsors are essential to the operation of HHA. Local businesses donate funds to help sponsor teams and fund ice rink operations.

HHA also encourages its members to patronize sponsoring businesses and agencies. If you are aware of a potential sponsor, please contact a Board Member so they can approach interested parties.

Contributions

HHA will gladly accept cash donations and contributions in any amount. Participants who are unable to pay registration fees may use special contributions as “scholarships” to allow participation or to purchase needed equipment.

Equipment Policy

Each player is personally responsible to wear protective equipment for all games, warm-ups and practices. Such equipment should include gloves, shin pads, shoulder pads, elbow pads, hip pads or padded hockey pants, protective cup, tendon pads plus all head protective equipment as required by USA Hockey rules.

Team Jerseys

The HHA Equipment Manager will assign team jerseys at the beginning of the season.

These jerseys are to be returned to HHA at the end of the season in good condition, or players will be charged a fee.

Player Socks

Players are given 1 pair of team socks at the beginning of the season. Players can keep these socks and do not need to return them at the end of the season.

If players need additional socks, they can be purchased from HHA. The manager or player can request socks from the HHA Equipment Manager.

Travel Policy

Homer Hockey Association (HHA) has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. HHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

Local Travel

Local travel occurs when HHA or one of its teams does not sponsor, coordinate, or arrange for Travel.

Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

- The employees, coaches, and/or volunteers of HHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
- Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of HHA or one of its teams to drive alone with an unrelated minor player.
- However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when HHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally.

Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

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

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

Prohibited Conduct and Reporting

HHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in HHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Out of State Travel

All teams traveling outside Alaska to other states or Canada are required to submit a completed copy of USA Hockey's Travel Permit Form to the Alaska Associate Registrar.

- The USA Hockey Travel Permit Form can be obtained from the HHA registrar.
- The requesting team will submit it's official & approved 1T along with the Travel Permit Form.
- Travel Permits should be submitted 30 days in advance of travel. If for a valid reason, time does not allow 30 days, please contact the Alaska Associate Registrar.

Conduct Expectations

Codes of Conduct

Sportsmanship

Fair play will be emphasized and considered essential for all HHA players, coaches, parents and spectators. Spectators are not to interfere with any officials. Referees carry the authority to stop play to inform coaches of unacceptable spectator behavior (see Spectator Code of Conduct). Coaches will then have the responsibility to correct the situation. It is the referee's decision to suspend play.

Language and Behavior

Profanity, abusive language, and obscene behavior are not allowed during HHA on or off-ice functions, and will be strictly enforced through USA Hockey Rules.

Facility Upkeep

HHA facilities have been built and are maintained by volunteers with donated time, effort and funds. It is the responsibility of each player, parents, and spectators to respect the privilege of using the rink. If something needs attention, please report to the rink staff.

Zero Tolerance

In an effort to make HHA activities a more rewarding and desirable experience for all participants, HHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in HHA may be subject to disciplinary action for violation of HHA policies or for engaging in any misconduct or abuse that violates the USA Hockey SafeSport Policies.

Social Media Policy

HHA follows the USA Hockey and Safesport guidelines for Social Media use and electronic communications.

Summary

- All communication between coaches and players must be relevant to the team, professional, and copied (cc'd) to parent and/or guardian.
- When posting online, even on personal accounts, it reflects on HHA. Keep posts positive.

- Refrain from posting negative comments about other teams or associations.
- Group chats among minor athletes should be monitored by an adult.
- Any HHA member using social media or electronic communications as a means of misconduct may result in appropriate disciplinary action (through the formal grievance process) including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

Refer to HHA's Social Media Policy for Full Details

<https://www.kevinbellarena.org/social-media-policy>

Substance Abuse Policy

HHA strictly adheres to, and adopts as policy the provisions of Policy D, as outlined in the Annual Guide of USA Hockey, Inc., concerning the consumption/use/abuse of alcohol, drugs, and tobacco as set forth by USA hockey.

USA Hockey Annual Guide 2024-2025

Policy Section - Part D - Details

ALCOHOL, TOBACCO, SMOKING PRODUCTS AND DRUG ABUSE

It is the considered judgment of the Board of Directors of USA Hockey that consumption/use/abuse of mood altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furtherance of their playing, or coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, USA Hockey prohibits use by any participant of alcohol, tobacco, smoking products or drugs, as these terms are defined below, during participation in its programs as follows:

1. Zero tolerance for possession or use of drugs by any participant unless participant is currently under a doctor's care and the medication is required for treatment of an illness or injury;
2. Zero tolerance for providing or condoning the use of alcohol, tobacco, smoking products or drugs to or by a minor athlete by a coach, assistant coach, manager, official or any other person who is in a position of authority over that athlete;
3. Zero tolerance for being under the influence of alcohol, tobacco, smoking products or drugs while supervising minor athletes or while participating in a USA Hockey practice, game or event; and
4. Abuse of alcohol, tobacco, smoking products or drugs by a participant while participating at a USA Hockey event other than that prohibited by #3 above.

Violation of this policy shall subject the participant to disciplinary action up to and including suspension or disqualification from membership. Further, USA Hockey hereby recommends that

each and all of its teams, associations, programs and affiliates develop and enforce alcohol, tobacco, smoking products and drug abuse policies and practices that are consistent with this policy.

For purposes of this policy, the word “alcohol” shall include the following:

1. Intoxicating beverages.

For purposes of this policy, the words “drug” shall include the following:

1. Any controlled substances.
2. Prescription or prescribed controlled substances when used to an excess in violation of doctors orders, or to produce the state of intoxication in the participant.
3. Any mood altering or psychoactive substance that produces a state of intoxication in the participant.

For purposes of this policy, the words “tobacco and smoking products” shall include the following:

1. Electronic Smoking Devices are devices that heat a chemical solution into a vapor that is inhaled into the lungs (e-cigarettes, e-cigars, e-pipes, vape pens or other similar devices).
2. Smokeless Tobacco are tobacco products chewed or snuffed rather than smoked by the user, including dipping tobacco, chewing tobacco, snuff, snus or similar tobacco products not used for smoking.
3. Tobacco smoking is the use of regular tobacco in cigarettes, cigars, pipes, hookahs, water pipes or other similar tobacco smoking products.

Further, the word “participant” shall include players, coaches, referees, and all persons involved in the conduct of an ice hockey contest.

Player/Participant Discipline

HHA will not tolerate any violation of association policy. Accordingly, any alleged violation of HHA policy by a participant shall be brought to the attention of the HHA Advisory Chair who shall investigate the alleged violation.

If upon a review of the circumstances it is found that a violation occurred, the standard discipline procedures will apply. The Advisory Chair has the right to require additional, reasonable conditions be met before restoring the player to active status.

Standard Discipline Procedure

First Offense

Suspended for 5 continuous hours of practice and/or games

Second Offense

Suspended for 10 continuous hours of practice and/or games

Third Offense

Suspended for the remainder of the season

A participant who is found to have violated this policy a 3rd time, in the same or subsequent years, shall be suspended from any participation with the club for the remainder of the current season. The participant must formally request re-admittance to the club and must present the steps they have taken to address the problem.

Re-admission to the program is at the HHA Board's discretion. The club may refuse re-admission to any player for any or no reason.

Suspension from the club because of a policy violation will not be grounds for a monetary refund of any sums paid to the association.

Non-player Discipline

Any coach, manager, team official, parent and/or spectator may be subject to disciplinary action by HHA if they are non-compliant with HHA Policy or Codes of Conduct. Any of the aforementioned may be disciplined or expelled after an opportunity for a hearing at which time they will have the opportunity to be heard and to present others to testify on their behalf, prior to any final disposition. Based on the nature of the grievance, summary judgment may be imposed with an opportunity for a hearing.

Safesport

HHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in HHA may be subject to disciplinary action for engaging in any misconduct or abuse that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.

Grievance

Hockey is an intense sport played at the edges of one's physical and emotional abilities. Watching hockey is also an intense experience regardless of the ages of the players. With this mind, HHA recognizes that there will be times throughout a season that coaches, players,

referees and parents may have disagreements. HHA requires all participants and spectators of a game to be respectful and positive before, during, and after the game.

COACHES, PLAYERS, AND REFEREES ARE NOT TO BE APPROACHED BEFORE, DURING, OR AFTER A GAME WITH DISAGREEMENTS OR COMPLAINTS.

Any parent who fails to adhere to the steps above may be immediately suspended from all games and practices pending a discussion and/or hearing with the HHA Advisory Chair. This policy is set down strictly in an effort to avoid any public scenes at the rink and/or in front of players.

All members and participants are encouraged to settle disagreements personally and informally before following the more formal grievance procedure laid out below.

If a significant concern or incident arises during the season, parents are required to use the 24 hour rule by which they refrain from discussing their concerns with the players, coaches or other parents for 24 hours.

HHA believes the best path to solving problems is open, honest communication. Members are encouraged to communicate directly with the parties involved in order to come to a solution. If a solution cannot be agreed upon, or the parent feels that they need additional support, they are encouraged to complete the Grievance Form which can be found on our website (www.KevinBellArena.org/grievance).

The Grievance process is for a serious issue or event that may violate the HHA Code of Conduct or Safesport. This formal process is not for minor disagreements

Steps in the Grievance Process

1. Someone makes a grievance and fills out the form.
2. Form is sent to Coaching Coordinator and HHA Advisory Chair
3. The Coaching Coordinator and HHA Chair decide what parties need to be involved in any further action. Actions could include convening the grievance committee, having a team meeting, etc.
4. The Grievance Committee may consist of the Coaching Coordinator, the HHA Advisory Chair, HHA Board member, HHA members in good standing
5. The Grievance Committee will decide on what actions need to be taken, take those actions, and record them on the Grievance Form.

Grievances will NOT be heard during the monthly board meetings. They will be handled separately and in a timely manner.