

# 2024-2025 Handbook

## ALASKA STATE HOCKEY ASSOCIATION



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#### ASHA Discipline Committee

CHAIRMAN	Clint Lancaster 907-240-3044 Email: <a href="mailto:clancaster@natca.org">clancaster@natca.org</a>
VICE CHAIRMAN Interior	JAYSON KOWALCHUK P.O. Box 74154 Fairbanks, AK 99707 Home: 907-590-0849 Email: <a href="mailto:kowalchukjayson@gmail.com">kowalchukjayson@gmail.com</a>



USA Hockey Elected and Appointed  
Representatives  
Pacific District

PACIFIC DISTRICT DIRECTOR, CHAIRMAN  PLAYER DEVELOPMENT ADMINISTRATOR	KRISTOPHER KNAUSS P.O. BOX 110190 Anchorage, AK 99511 Phone: 907-351-2524 Email: <a href="mailto:knauss@gci.net">knauss@gci.net</a>
PACIFIC DISTRICT DIRECTOR	WAYNE SAWCHUCK 2020 901 Shannon Drive Fairbanks, Alaska 99701 907-322-5978 <a href="mailto:wsawchuk@me.com">wsawchuk@me.com</a>
PACIFIC DISTRICT DIRECTOR	Alex Morrison 1697 Turnberry Dr. San Marcos, CA 92069 Phone: 760-481-5252 Email: <a href="mailto:usahpdgirlsrep@gmail.com">usahpdgirlsrep@gmail.com</a>
PACIFIC DISTRICT DIRECTOR	Rick Hutchison <a href="mailto:Hutchison72@gmail.com">Hutchison72@gmail.com</a> 714-305-7907
PACIFIC DISTRICT SAFESPORT COORDINATOR	DARRYL L. THOMPSON 880 N Street, Suite 101 Anchorage, Alaska 99501 (907) 272-9322 Office (907-227-4865 Cell <a href="mailto:darrylthompson@akdltlaw.com">darrylthompson@akdltlaw.com</a>
PACIFIC DISTRICT REGISTRAR	WENDY GOLDSTEIN 20 Entrada West Irvine, CA 92620 Home: 714-838-2827 Cell: 714-496-3893 Email: <a href="mailto:scawahendy@sbcglobal.net">scawahendy@sbcglobal.net</a>

PACIFIC DISTRICT COACH-IN-CHIEF	FLINT DOUNGCHAK 5662 Donohoe Avenue Eugene, OR 97402 Phone: 541-554-7004 Email: <a href="mailto:flint@eugenegenerals.com">flint@eugenegenerals.com</a>
PACIFIC DISTRICT ASSOCIATE COACH-IN-CHIEF GOALTENDING	DARIN CAMPBELL 705 Sunrise Place SW Issaquah, WA 98027 425-269-4574 <a href="mailto:darin.campbell@snokinghockey.com">darin.campbell@snokinghockey.com</a>
PACIFIC DISTRICT REFEREE-IN-CHIEF	DAN ELLISON 2135 Venice Street San Diego, CA 92107 619-701-6491 (C) <a href="mailto:pacificdistrictric@gmail.com">pacificdistrictric@gmail.com</a>

PACIFIC DISTRICT RISK MANAGER	JOHN SILBERSTEIN Risk Manager 1789 N. Warbler Place Orange, CA 92867 714-350-5364 (C) <a href="mailto:usahpdrm@gmail.com">usahpdrm@gmail.com</a>
PACIFIC DISTRICT GIRLS / WOMEN'S SECTION REPRESENTATIVE	Kathy McGarrigle Girls/Women's Representative 714-342-7347 <a href="mailto:kathymc.pacificgw@gmail.com">kathymc.pacificgw@gmail.com</a>
PACIFIC DISTRICT TREASURER	CHRIS HAYS 849 East Stanley Blvd., #294 Livermore, CA 94550 Phone: 925-525-0354 Email: <a href="mailto:chays@kcpag.com">chays@kcpag.com</a>
PACIFIC DISTRICT SECRETARY	LISA McPHETERS 11701 Jerome Street Anchorage, AK 99516 Phone: 907-227-5619 Email: <a href="mailto:lisa.mcp@hotmail.com">lisa.mcp@hotmail.com</a>

PACIFIC DISTRICT DISABLED HOCKEY REPRESENTATIVE	MATTHEW ZUCKER Phone:201-452-2830 Email: <a href="mailto:Hockeyfan1189@gmail.com">Hockeyfan1189@gmail.com</a>

#### Alaska USA Hockey Personnel

ALASKA ADM COORDINATOR	COLBY SWENOR 907-351-0019 Email: SWEENS17@GMAIL.COM
ALASKA ASSOCIATE REGISTRAR- ALASKA AND HAWAII	ANNA CULLEY 1109 Parks Drive Fairbanks, AK 99709-4714 Phone: 907-322-7633 Email: <a href="mailto:akregistrar@live.com">akregistrar@live.com</a>
ALASKA ASSOCIATE RISK MANAGER	SUZY CORONEL PO Box 81574 Fairbanks, AK 99708-1574 Phone: 907-347-0193 Email: <a href="mailto:aksuzy1@aol.com">aksuzy1@aol.com</a>
ALASKA COACH-IN-CHIEF	RICK TRUPP 20400 Granite Park Circle Eagle River, AK 99577 Cell: 907-854-8090 Email: <a href="mailto:alaskacic@gmail.com">alaskacic@gmail.com</a>
ASHA GOALTENDER COORDINATORS ALASKA GIRLS GDC ALASKA BOYS GDC	CHRIS KAMAL Email: <a href="mailto:Chris.kamal@akgoalies.com">Chris.kamal@akgoalies.com</a> CASSI CAMPBELL STEFAN SANDERS

ALASKA REFEREE-IN-CHIEF	JOSH ELLIS 907-727-3787 jellisref@hotmail.com
ALASKA SAFESPORT COORDINATOR	Gina Hoke Phone:907-259-5055 Email:aksafesport@gmail.com
ALASKA SCREENING COORDINATORS	DARRYL THOMPSON 880 N Street, Ste 101 Anchorage, AK 99501 Work: 907-272-9322 Phone: 907-227-4865 Fax: 907-277-1373 Email: <a href="mailto:darrylthompson@akdltlaw.com">darrylthompson@akdltlaw.com</a>  Gina Hoke Phone:907-259-5055 Email:aksafesport@gmail.com
ASHA STATISTICIAN	JASON BEACH PO Box 870936 Wasilla, AK 99687 907-830-0170 Email:Jason_beach@hotmail.com
ASHA WEBMASTER	JASON BEACH PO Box 870936 Wasilla, AK 99687 907-830-0170 Email:Jason_beach@hotmail.com

Alaska Officiating Program Personnel

ANCHORAGE South Central Alaska	SCOTT SIVULICH Phone: 907-841-2518 Email: <a href="mailto:ahovalley@protonmail.com">ahovalley@protonmail.com</a>
NORTHERN ALASKA SUPERVISOR	JASON GILLAM Phone: 907-750-8564 Email: <a href="mailto:Jason.d.gillam@gmail.com">Jason.d.gillam@gmail.com</a>
KENAI PENINSULA	CHRIS CUSHMAN Phone: <a href="tel:907.229.9187">907.229.9187</a> Email: <a href="mailto:ahopeninsula@oswebs.com">ahopeninsula@oswebs.com</a>
USA HOCKEY SEMINAR COORDINATOR	Lance Meland-Dickey Phone: 907.230.2216 Email: <a href="mailto:dickey_2001@yahoo.com">dickey_2001@yahoo.com</a>
EVALUATION PROGRAM COORDINATOR	<a href="#">TBD</a>

Alaska Officiating Program  
Local Representatives

ANCHORAGE	
COPPER CENTER GLENNALLEN KENNY LAKE	TBD
DELTA JUNCTION	TBD
FAIRBANKS	JASON GILLAM Home: 907-750-8564 Email: <a href="mailto:Jason.d.gillam@gmail.com">Jason.d.gillam@gmail.com</a>
HOMER	CHRIS CUSHMAN Phone: 907-229-4463 Email: <a href="mailto:homer.scheduling@alaskahockeyofficials.com">homer.scheduling@alaskahockeyofficials.com</a>
JUNEAU	BRIAN THOMASON Phone: 907-209-7160 Email: <a href="mailto:jhoinc17@gmail.com">jhoinc17@gmail.com</a>
KENAI SOLDOTNA	Shayne Miller Phone: 907.394.6665 Email: <a href="mailto:akbaseball28@gmail.com">akbaseball28@gmail.com</a>
WASILLA	SCOTT SIVILUCH Phone: 907-841-2518 Email: <a href="mailto:ahovalley@protonmail.com">ahovalley@protonmail.com</a>

Referee Schedulers  
[www.alaskahockeyofficials.com/schedulers](http://www.alaskahockeyofficials.com/schedulers)

ANCHORAGE	<p>Gaylyn Towe - Youth Programs            Phone: 907-350-1789            Email: <a href="mailto:anchorage.scheduling@alaskahockeyofficials.com">anchorage.scheduling@alaskahockeyofficials.com</a>            Web: <a href="http://www.alaskahockeyofficials.com">www.alaskahockeyofficials.com</a></p> <p>GABE O'LENA-Adult Programs            Phone:907-398-6615            Email:<a href="mailto:anc.adult.scheduling@alaskahockeyofficials.com">anc.adult.scheduling@alaskahockeyofficials.com</a></p>
FAIRBANKS	<p>KEITH BERRIAN            Phone: 907-322-9352            Email: <a href="mailto:thebarrians@gmail.com">thebarrians@gmail.com</a></p>
HOMER	<p>CHRIS CUSHMAN            Phone: 907-229-4463            Email: <a href="mailto:homer.scheduling@alaskaofficials.com">homer.scheduling@alaskaofficials.com</a></p>
JUNEAU	<p><a href="#">BRIAN THOMASON</a>            Phone :907-209-7160            Email :<a href="mailto:jhoinc17@gmail.com">jhoinc17@gmail.com</a></p>
KENAI	<p>SHAYNE MILLER            Phone: 907-394.6665            Email:<a href="mailto:peninsula.scheduling@alaskahockeyofficials.com">peninsula.scheduling@alaskahockeyofficials.com</a></p>
MAT-SU	<p>R. Scott Sivulich            Phone: 907-841-2518            Email:<a href="mailto:matsu.scheduling@alaskahockeyofficials.com">matsu.scheduling@alaskahockeyofficials.com</a></p>

## USAH Coaching Clinic Dates



### Associations' w/Presidents

<p>Alaska All Stars Hockey Assoc. Justin Marcum P.O. Box 241805 Anchorage, AK 99524 Phone: 907-242-7631 Email: <a href="mailto:akallstar_ice@hotmail.com">akallstar_ice@hotmail.com</a> Website: <a href="http://www.alaskaallstars.org">www.alaskaallstars.org</a></p>	<p>Alaska Hockey Officials Scott Sivulich PO Box 92618 Anchorage, AK 99509-2618 Phone: 907-841-2518 Email: <a href="mailto:scott.sivulich@gmail.com">scott.sivulich@gmail.com</a> Website: <a href="http://www.alaskahockeyofficials.com">www.alaskahockeyofficials.com</a></p>
<p>Alaska Kream Adult League Jeff Cable 8180 Berry Patch Circle Anchorage, AK 99502 Phone: 907-242-0042 Email: <a href="mailto:jcable4@alaska.edu">jcable4@alaska.edu</a></p>	<p>Alaska Oilers Hockey Association Dane Smulick 400 Orchid Circle Anchorage, AK 99515 Phone: 907-980-7626 Email: <a href="mailto:dane.smulick@anchsand.com">dane.smulick@anchsand.com</a> Website: <a href="http://www.alaskaoilers.com">www.alaskaoilers.com</a></p>
<p>Alaska Salmon Sharks Hockey Association Chris Dennison Phone: 907-441-8748 Email: <a href="mailto:aksalmonsharks@gmail.com">aksalmonsharks@gmail.com</a> Website: <a href="http://www.aksalmonsharks.com">www.aksalmonsharks.com</a></p>	<p>Alaska Wolves Hockey Association Travis Frisk 2738 Snug Harbor Circle Anchorage, AK 99507 Phone: 907-223-8035 Email: <a href="mailto:travisfrisk64@gmail.com">travisfrisk64@gmail.com</a> Website: <a href="http://www.hometeamsonline.com/teams/?u=AKWOLVES&amp;s=hockey">www.hometeamsonline.com/teams/?u=AKWOLVES&amp;s=hockey</a></p>



<p>Anchorage Hockey Association  Jean Carey  P.O. Box 202069  Anchorage, AK 99520  Phone: 907-575-8825  Email: <a href="mailto:jcarey@anchoragehockey.com">jcarey@anchoragehockey.com</a>  Website: <a href="http://www.anchoragehockey.com">www.anchoragehockey.com</a></p>	<p>Anchorage Women's Hockey  Laura Davis  PO Box 91887  Anchorage, AK 99507  Phone: 907-947-3777  Email:  <a href="mailto:anchagewomenshockey@gmail.com">anchagewomenshockey@gmail.com</a>  Website: <a href="http://anchagewomenshockey.org">anchagewomenshockey.org</a></p>
<p>Anchorage Wolverines  Aaron Schutt  PO Box 770536  Eagle River, AK 99577  Phone: 907-831-2467  Email: <a href="mailto:aaron@anchagewolverines.com">aaron@anchagewolverines.com</a></p>	<p>Arctic Lions Hockey Association  Bruce Haas  PO Box 74082  Fairbanks, AK 99707  Phone: 907-388-1761  Email: <a href="mailto:bhaas000@yahoo.com">bhaas000@yahoo.com</a></p>
<p>Challenge Alaska  Clay Beethe  8211 Wellsley Ct.  Anchorage, AK 99507  Phone: 907-244-1722  Email: <a href="mailto:claybeethe@gmail.com">claybeethe@gmail.com</a></p>	<p>Copper River Hockey Club  Tamara Hamby  Phone: 907-259-5752  Email:  <a href="mailto:copperriverhockeyclub@gmail.com">copperriverhockeyclub@gmail.com</a></p>
<p>Delta Skating Association  Todd Zachgo  P.O. Box 331  Delta Junction, AK <del>99603</del> 99737  Phone: 907-388-8809  Email: <a href="mailto:tz49ak@gmail.com">tz49ak@gmail.com</a></p>	<p>Eagle River Hockey League  Reid McDonald  23801 Upper Terrace Drive  Eagle River, AK  Phone: 907-301-8088  Email: <a href="mailto:northlandhockey@hotmail.com">northlandhockey@hotmail.com</a></p>
<p>Fairbanks Old Timers  Laird Grantham  PO Box 56436  North Pole, AK 99705  Phone: 907-322-9606  Email: <a href="mailto:lairdg907@gmail.com">lairdg907@gmail.com</a></p>	<p>Fairbanks Women's Hockey  Stephanie Saari  1720 Gillette  Fairbanks, AK 99709  Phone: 907-371-8037  Email: <a href="mailto:stephsaari22@gmail.com">stephsaari22@gmail.com</a>  Website:  <a href="http://fairbankswomenshockey.pucksysteams.com">http://fairbankswomenshockey.pucksysteams.com</a></p>

Healy Hockey Association Erik Haugen P.O. Box 596 Healy, AK 99743 Phone: 907-317-8764 Email: <a href="mailto:healyhockey@gmail.com">healyhockey@gmail.com</a>	Hockey Club Alaska Elizabeth Walker  Soldotna, AK 99669 Phone: Email: <a href="mailto:secretary.hcak@gmail.com">secretary.hcak@gmail.com</a>
Hockey Club Fairbanks Luther Brice PO Box 73630 Fairbanks, AK 99707 Phone: 907-978-3014 Email: <a href="mailto:lutherkbrice@gmail.com">lutherkbrice@gmail.com</a>	Homer Hockey Association Mike Barth 41047 KAY CT Homer, AK 99603 Phone: 907-306-7590 Email: <a href="mailto:BARTH907@GMAIL.COM">BARTH907@GMAIL.COM</a>
Jr. Avalanche Hockey Association Jason Beach P.O. Box 870936 Wasilla, AK 99687-0396 Phone: 907-830-0170 Email: <a href="mailto:Jason_beach@hotmail.com">Jason_beach@hotmail.com</a> Website: <a href="http://www.jravalanchehockey.com">www.jravalanchehockey.com</a>	Juneau Adult League Tom McKenzie 8480 Duran Court Juneau, AK 99801 Phone: 907-209-0543 Email: <a href="mailto:tmm33@hotmail.com">tmm33@hotmail.com</a>
Juneau Douglas Ice Association Renee Loree PO Box 240811 Juneau, AK 99824 Phone: 907-378-8839 Email: <a href="mailto:president@jdiahockey.com">president@jdiahockey.com</a> Website: <a href="http://www.jdiahockey.net">www.jdiahockey.net</a>	Kenai Peninsula Hockey Assoc. Ted Barton 405 Overland Ave, #104 Kenai, AK 99611 Phone: 907-252-1184 Email: <a href="mailto:imbarton@hotmail.com">imbarton@hotmail.com</a> Website: <a href="http://www.kpha907.net">www.kpha907.net</a>
Kenai River Brown Bears - NAHL Nate Kiel P.O. Box 1236 Kenai, Alaska 99611 Office: 907-262-7825 Fax: 910-920-9050 Email: <a href="mailto:admin@krbbears.com">admin@krbbears.com</a>	Kodiak Hockey League Breanna Peterson PO Box 1227 Kodiak, AK 99615 Phone: 907- 942-3292 Email: <a href="mailto:breanna@kodiakhockeyleague.org">breanna@kodiakhockeyleague.org</a>

Mat-Su Hockey Association Joe Austin PO Box 871880 Wasilla, AK 99687-1880 Phone: (701) 721-4987 Email: <a href="mailto:president@matsuhockey.com">president@matsuhockey.com</a> Website: <a href="http://www.matsuhockey.com">www.matsuhockey.com</a>	Mature Gentlemen's Hockey Todd Bauer 11525 Reader Road Anchorage, AK 99515 Phone: 907-561-3257 Phone: 907-360-9957 Email: <a href="mailto:toddbauer@edwardjones.com">toddbauer@edwardjones.com</a>
Mustang Hockey Association John DeCaro P.O. Box 773904 Eagle River, AK 99577 Phone: 907-231-5807 Email: <a href="mailto:president@mustanghockey.com">president@mustanghockey.com</a> Website: <a href="http://www.mustanghockey.com">www.mustanghockey.com</a>	Nikiski Youth Hockey Rachel Parra P.O. Box 7116 Nikiski, AK 99635 Work: 907-776-8800 Phone: 907-398-1151 Email: <a href="mailto:rparra@borough.kenai.ak.us">rparra@borough.kenai.ak.us</a>
Northern Alaska Hockey Assoc. Bruce Haas PO Box 74082 Fairbanks, AK 99707 Phone: 907-388-1761 Email: <a href="mailto:bhaas000@yahoo.com">bhaas000@yahoo.com</a> Website: <a href="http://www.AKGrizzlies.com">www.AKGrizzlies.com</a>	O'Neill Tier III Mike Thompson 9651 Birch Road Anchorage, AK 99507 Home: 907-346-3130 Email: <a href="mailto:miket@chugach.net">miket@chugach.net</a>
Royal Adult League John Stenehjerm 11111 O'Malley Centre Drive Anchorage, AK 99515 Work: 907-868-4314 Fax: 907-868-4325 Email: <a href="mailto:john@omalleysports.com">john@omalleysports.com</a> Website: <a href="http://www.omalleysports.com">www.omalleysports.com</a>	Rusty Blades Tier II Scott Sundberg 39300 Moose Range Drive Sterling, AK 99672 Phone: 907-260-3234 Email: <a href="mailto:sundbersinak@alaska.net">sundbersinak@alaska.net</a>
Pioneer Amateur Hockey Assoc. Colleen O'Bryant P.O. Box 3912 Palmer, AK 99645 Phone: 907-350-2111 Email: <a href="mailto:President@palmerhockey.com">President@palmerhockey.com</a> Website: <a href="http://www.palmerhockey.org">www.palmerhockey.org</a>	Scotty Gomez Hockey Foundation <a href="#">Carlos Gomez</a> <a href="#">PO Box 111294</a> <a href="#">Anchorage, AK 99511</a> <a href="#">Phone: 907-230-8744</a> Email: <a href="mailto:cgomez@sgomezfoundation.com">cgomez@sgomezfoundation.com</a>

<p>South Anchorage Hockey Assoc.  Derek Tannahill  Phone: 907-947-1611  Email: <a href="mailto:akallstar22@hotmail.com">akallstar22@hotmail.com</a>  Website: <a href="http://www.mightymoose.org">www.mightymoose.org</a></p>	<p>Talkeetna Youth Hockey  Michael Moeglein  P.O. Box 231087  Talkeetna, AK 99523  Phone: 907-440-7025  Email: <a href="mailto:moeglei@hotmail.com">moeglei@hotmail.com</a></p>
<p>Tok Hockey Association  Shawn Champagne  P.O. Box 454  Tok, AK 99780  Phone: 907-883-3691  Email: <a href="mailto:tokyouthhockey@gmail.com">tokyouthhockey@gmail.com</a></p>	

## Alaska Ice Rinks

Anchorage	<p>Ben Boeke Ice Arena  534 East 16<sup>th</sup> Avenue  Anchorage, AK 99501  Phone: 907-868-4320  Web: <a href="http://www.omalleysports.com">www.omalleysports.com</a></p> <p>Dempsey Anderson Ice Arena  1741 W. Northern Lights Blvd  Anchorage, AK 99517  Phone: 907-868-4330  Web: <a href="http://www.omalleysports.com">www.omalleysports.com</a></p> <p>Kelley Create Ice Center  11111 O'Malley Centre Drive  Anchorage, AK 99515  Phone: 907-349-7465  Web: <a href="http://www.omalleysports.com">www.omalleysports.com</a></p> <p>Sullivan Arena  1600 Gambell Street  Anchorage, AK 99501  Phone: 907-868-4330  Web: <a href="http://www.omalleysports.com">www.omalleysports.com</a></p> <p>University of Alaska Anchorage  Wells Fargo Sports Complex, Room 220  2801 Spirit Way  Anchorage, AK 99508  Phone: 907-786-1232  Web: <a href="http://www.uaa.alaska.edu">www.uaa.alaska.edu</a></p>
Eagle River	<p>Harry J. McDonald Memorial Center  13701 Harry McDonald Drive  Eagle River, AK 99577  Phone: 907-696-0051  Web: <a href="http://www.mcdonaldcenter.net">http://www.mcdonaldcenter.net</a></p>

Fairbanks	<p>Polar Ice Center 1087 Dennis Road North Pole, AK 99705 Phone: 907-488-9525 Web: <a href="http://www.polaricecenter.com">www.polaricecenter.com</a></p> <p>University of Alaska Fairbanks Patty Ice Arena 410 Tanana Loop Fairbanks, AK 99775 Phone: 907-474-6888 Web: <a href="http://www.uaf.edu/draw/patty-ice">www.uaf.edu/draw/patty-ice</a></p>
Homer	<p>Kevin Bell Ice Arena P.O. Box 2703 Homer, AK 99603 Phone: 907-235-2647 Web: <a href="http://www.homerhockey.org">www.homerhockey.org</a></p>
Juneau	<p>Treadwell Ice Arena 105 Savikko Road Douglas, AK 99824 Phone: 907-586-0410 Web: <a href="http://juneau.org/parkrec/icerink/index.php">juneau.org/parkrec/icerink/index.php</a></p>
Kenai	<p>ConocoPhillips Kenai Multi-Purpose Ice Facility 9775 Kenai Spur Highway Kenai, AK 99669 Phone: 907-283-3692 Web: <a href="http://www.ci.kenai.ak.us/parks_recreation.html">www.ci.kenai.ak.us/parks_recreation.html</a></p>
Palmer	<p>MTA Events Center 1317 Kerry Weiland Way Palmer, AK 99645 Phone: 907-746-4231 Web: <a href="http://www.cityofpalmer.org">www.cityofpalmer.org</a></p>

Soldotna	<p>Soldotna Sports Center  538 Arena Avenue  Soldotna, AK 99669  Phone: 907-714-1210  Web: <a href="http://www.ci.soldotna.ak.us/sports_center.html">www.ci.soldotna.ak.us/sports_center.html</a></p>
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Wasilla	<p>Brett Memorial Ice Arena  800 Bogard Road  Wasilla, AK 99654  Phone: 907-376-9260  Web: <a href="http://www.matsugov.us/communitydevelopment/brett-memorial-ice-arena">www.matsugov.us/communitydevelopment/brett-memorial-ice-arena</a></p> <p>Curtis D. Menard Memorial Sports Center  1001 S. Clapp St  Wasilla, AK 99654  Phone: 907-357-9100  Web: <a href="http://www.cityofwasilla.com/Menard">www.cityofwasilla.com/Menard</a></p>
Big Lake	<p>Big Lake Lions Recreation Center  2942 S Lions Ct  Big Lake, AK 99652  907-892-6502  Bill Haller  907-841-8040  <a href="mailto:fishlessbill@yahoo.com">fishlessbill@yahoo.com</a></p>

ASHA 2024-2025 Calendar

*\*The Megan Room 6951 A Street, 1<sup>st</sup> Floor Anchorage, AK 99518*

DATE	2024-2025	LOCATION
1/16/2025	USAH Winter Meetings	Nashville, TN
1/25/25	ASHA Board Meeting @10:00am	The Megan Room
2/2/24	Pacific District Board Meeting	Irvine, CA



2/22/24-2/25/24	Youth Tier 1 13O, 14U, & 15O Pacific District Championships	Seattle, WA - Kraken Community Ice Plex
2/22/24-2/25/24	Girls Tier 1 & Tier II Pacific District Championships	San Jose, CA - Sharks Ice
2/29/24-3/3/24	USAH Pacific District Youth 16U and 18U Tier I Championship	Anchorage, Alaska
3/20/24-3/24/24	High School Nationals	West Chester, Pennsylvania
3/10-12/2023	Youth Selects 2009	Royal Ice Center
4/2/24-4/7/24	Youth Tier I 13O	Novi/Plymouth, Michigan

4/2/24-4/7/24	Youth 14U Tier I Nationals	Plymouth/Novi, Michigan
4/2/24-4/7/24	Youth 15O Tier I Nationals	Fargo, North Dakota
4/2/24-4/7/24	Youth 16U, 18U Tier I Nationals	Las Vegas, Nevada
4/3/24-4/7/24	Youth 14U Tier II Nationals	Amherst, New York
4/3/24-4/7/24	Youth 16U Tier II Nationals	Dallas, Texas
4/3/24-4/7/24	Youth 18U Tier II Nationals	Delmont, Pennsylvania
4/2/24-4/7/24	Girls 14U, 16U, 19U Tier I Nationals	Wesley Chapel, Florida
4/3/24-4/7/24	Girls 14U Tier II Nationals	Sioux Falls, South Dakota

4/3/24-4/7/24	Girls 16U Tier II Nationals	Green Bay, Wisconsin
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4/3/24-4/7/24	Girls 19U Tier II Nationals	East Lansing, Michigan
4/27/2024	ASHA Annual Bd Meeting @ 10:00 am	The Megan Room
6/7/24	USAH Annual Congress	Denver, CO

*The Megan Room 6951 A Street, 1<sup>st</sup> Floor Anchorage, AK 99503*

2025 ASHA Youth State Tournaments

Refer to [www.alaskastatehockey.com](http://www.alaskastatehockey.com) for updates

Current State Tournament Schedules



2024 ASHA State Tournament Champions

Competitive Division	
10U Minors	Hockey Club Fairbanks
10U Majors	Alaska Oilers
12U Minors	Hockey Club Fairbanks
12U Major	Alaska Oilers
14U	Alaska Wolves
16U	Valley Thunder
18U	North Stars
House A	

10U	Delta Huskies
12U	Juneau
14U	Anchorage Hockey
16U	Palmer Pioneers
18U	Juneau Capitals
House B	
10U	SAHA Drillers
12U	Healy Coal Kings
14U	Delta Huskies
16U	NA
18U	Gomez

# Alaska State Hockey Association Rules and Guidelines

## 1. Association Membership

Local Association membership in the Alaska State Hockey Association (ASHA) is available to any bona fide active amateur ice hockey association in the State of Alaska that is registered with USA Hockey and ASHA. Application for Local Association membership shall be presented to the ASHA President on an official Local Association Member Application form. The President will refer the application to the appropriate Executive Committee Vice President (Competition, Adult, House/Recreation or Girls/Women's) for review and recommendation to the State Board Annual Meeting.

### 1.1 Application

Submitted with the application shall be those items listed in Article IV, Section 2 of the ASHA By-Laws. These include the prescribed fee, if any, and a certified copy of the applicant's Constitution and By-Laws, and a Local Association Agreement.

The Executive Committee Chair will present any and all new association requests at the “Annual” State Board Meeting. New associations will be voted into membership at the “Annual” State Board Meeting.

### 1.2 Teams without Local Association

Teams that are not members of a bona fide active amateur ice hockey Local Association become non-voting members of ASHA by completing both ASHA and USA Hockey registration forms and submitting them with the required fees. Refer to the Alaska State Hockey website for the official form.

### 1.3 Directors and Officers Insurance

Directors and Officers (D&O) insurance is paid by all participants although registration fees with USA Hockey and all affiliated associations that are in good standing with ASHA and USA Hockey are therefore covered.

### 1.4 Local Association Member Suspension and Expulsion

Prior to an action the Board of Directors must notify the affected Local Association of the apparent violation in writing and allow for a written response within 30 days and/or provide the opportunity for a hearing at the next meeting of the Board.

### 1.5 USA Hockey Suspension

Any player, team association or individual suspended by USA Hockey shall be automatically suspended by ASHA and shall remain suspended until USA Hockey lifts such suspension.

### 1.6 Playing Season

The ASHA playing season will be September 1<sup>st</sup> through April 30<sup>th</sup> and May 1<sup>st</sup> through August 31<sup>st</sup> (the spring/summer hockey season). All applicable ASHA By-Laws, rules and regulations remain in effect and all spring/summer league teams must be registered with ASHA and USA Hockey.

#### 1.6.1 Pre-Season

Each season, the start of the season commences on September 1<sup>st</sup>. Prior to this date, but no sooner than August 15<sup>th</sup>, for Youth and/or Girls games to count for credential purposes, a written request must be made of the appropriate Affiliate

President by the 3<sup>rd</sup> week of July. Unusual circumstances must prevail for such a request to be made. The Affiliate President will then forward such request to the Pacific District Registrar, no later than August 1<sup>st</sup>, for final determination. Should the request be approved, the following requirements must be met:

- a. Both teams participating in a game must have an officially approved 1T for the forthcoming playing season
- b. Teams must be of like competitive levels
- c. Referees must be secured through the local referee association
- d. The Associate Registrar assigned to the Affiliate must be notified of the scheduled games
- e. Score sheets for games between August 15 & 31 must be emailed to such Associate Registrar within 24 hours of game completion.

In the event that any of these requirements are not met, the game under consideration will not count for credential purposes.

## 1.7 Competition within ASHA

### 1.7.1 Open Competition

No association may prohibit play between their teams and USA Hockey registered teams of equal classification without due cause. That due cause must be made a matter of record and presented to the ASHA Board for decision and action. Any association that feels it has not been allowed open competition may appeal to ASHA in writing.

### 1.7.2 Intra-State Competition

Competitions between teams from member associations within Alaska are governed by USA Hockey rules although member associations may have more stringent rules. Member associations may apply their own additional rules for play in sanctioned invitational tournaments that they sponsor.

### 1.7.3 Player Development Camps

(a) At the time of the ASHA Player Development Camps, no Competition League Team Activity or Spring/Summer League Team Activity may take place during that time period for players in that age level.

(b) All ASHA Associations that participate in the Alaska Competition League shall be required to participate in the evaluation process of the affiliate player development camps. Competition League Associations teams not participating shall be fined \$500.00 prior to national bound tournament participation. There will be no exceptions to this provision.

#### 1.7.4 Spring and Summer League Tryout Policy

a) For Non-National Bound players, no coach, manager or association official shall hold tryouts, contact parents/players (without current season's Head Coach's consent), or give verbal commitments until January 1 of the current season.

After January 1, spring organizations may begin to form their teams and commit players to their roster. No team activities are permitted until the day following the conclusion of the ASHA State Tournament for U10 & U12. Additionally,

(b) For National Bound players, no coach, manager or association official shall hold tryouts, contact parents/players (without current season's Head Coach's consent), or give verbal commitments until January 1 of the current season. After January 1, spring organizations may begin to form their teams and commit players to their roster. No team activities are permitted until the day following the conclusion of the USA Hockey National Championship.

(c) Each Spring and Summer League shall provide information to the ASHA Webmaster for posting on the ASHA Website. Included in this information shall be a general announcement of the team, tryout dates, planned tournament participation and travel plans as it pertains to schedules.

#### 1.7.5 Spring and Summer League 1Ts & Travel Permits

(a) ALL Spring & Summer teams/leagues must have USA Hockey 1T's Certified by the Alaska Associate Registrar.

If traveling to a USA Hockey Sanctioned event, the team must also submit a USA Hockey Travel Permit(s) to the Alaska Associate Registrar. If you are not sure if the event is sanctioned by USA Hockey - ask the tournament coordinator or the Alaska Associate Registrar.

#### 1.7.6 Spring/Summer Coaches Certification

(a) Spring/Summer Coaches must have their SafeSport Screening Certification and Affiliate Screening prior to any coaching activities.

First time coaches (who have never been rostered, inclusive of traditional playing season rosters) may be added to a roster and will have until December 31 of that

year to complete their CEP requirements. This should be done as early in the year as possible. Beginning in 2017, April CEP classes will be offered through the Pacific District.

Coaches who have current and valid CEP credentials but are coaching at a different division (age), may be rostered. They must complete their required age module prior to the start of the ensuing playing season if they intend to coach; otherwise by December 31 to be eligible to coach in Spring/Summer activity.

Any coach that did fail to meet CEP requirements by December 31 in any prior playing season (see above) is not eligible to participate in Spring/Summer activities until they have completed all CEP requirements.

## 1.8 Handbook Changes

Changes to the ASHA Handbook require two (2) readings in order to take effect. The proposed change shall be read at one meeting and voted on at the next meeting. The requirement for the first (1<sup>st</sup>) reading may be satisfied by the provision of an electronic copy of the proposed changes to the seated board members.

# 2. Participant Registration and Eligibility

## 2.1 USA Hockey Registration

For all Players, Coaches, Managers & Volunteers, Membership in ASHA and USA Hockey requires online registration with USA Hockey at [www.usahockeyregistration.com](http://www.usahockeyregistration.com). All Local Associations will be provided with the USA Hockey software and their registrar must claim all the players, coaches and managers into their software database. The cost of liability insurance is included in the USA Hockey registration fees. Managers and volunteers register for free with USA Hockey. (NOTE: USA Hockey liability insurance will not be in effect until your players, coaches, managers and volunteers are claimed.)

If an association is having difficulty with registration or claiming members, they should contact the Associate Registrar for guidance.

## 2.2 Individual Membership Registration

No ASHA Local Association may allow any player to participate on any team unless said player has a current active IMR (Individual Membership Registration) properly on file with the Associate Registrar. No ASHA member may have a team registered that does not have players with current IMR's. Any ASHA team in violation shall be subject to USA Hockey Bylaw 10.

## 2.3 Age Classifications

Players in all divisions must conform to the age classification of the division in which they are participating in accordance with USA Hockey Guidelines. All Associations have the authority to allow players to play up as USA Hockey rules allow.

## 2.4 Dual Rostered Players

Girls that are dual rostered on a Girls Tier I or Tier II team may play at their birth year level or higher and may only participate at the house/recreational A (formerly Tier III) division level for State Tournament play. A House/Recreational team may have up to five dual rostered females on a 1T. A waiver can be requested by a Girls Tier I or Tier II team player to play in a house/recreational B (formerly Tier IV) division level for State Tournament play.

Girls may dual roster on a youth and girls'/women's teams may continue playing on both teams until the end of the regular season. However, the player must declare in writing to her appropriate registrar or his/her designee, by December 31, on which national championship-bound team she wishes to be eligible to advance to the district, state, regional and national championship. If the player does not indicate on which team she wishes to be eligible to advance to the district, state, regional and national tournament, registrar shall have the final authority to certify the eligibility of any such player solely on the basis of the date of the earliest team roster registration form, as provided above, is received.

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.

Exception: No National Tournament Bound player may register on more than one team that participates in games leading toward a national championship, except if, as listed above for Girl Players, and when ASHA host any National bound high school teams in which case, players may participate on a national bound high school team and a national bound tier I or tier II team. **Major, Minor, A and B players can apply for an exception to participate in 2 State Tournaments through the respective ASHA Council (Recreational, Competitive, Girls)**

### 2.5 Player Release Form Policy

Players in debt to an Association are ineligible for membership with any other ASHA registered team until the indebtedness is satisfied and a Player Release Form is acquired as proof to the receiving association. See **[www.alaskastatehockey.com](http://www.alaskastatehockey.com)** for the Official Player Release Form. Documentation must be provided within 72 hours of the player leaving the team, however, for valid reasons the player would be conditionally released pending receipt of final bill.



### 2.6 Debt Collection Process

Prior to requesting the assistance of ASHA, Local Associations are required to send a Notice Letter (certified/return receipt requested) to the last known address of the party that owes the money. This letter must contain verbiage that demands payment and addresses the following information: amount of debt; what the charges are; and the fact that the player may not register with another Association until the debt is paid. The letter must provide at least 30 days for a reply. Attached must be a full detailed accounting of the debt. A sample letter is included in [Appendix A](#) and on the ASHA website. If registration with another team has taken place before a payment resolution has been accomplished, the matter shall be referred to the Disciplinary Committee for action.

**QR CODE for letter**

### 2.6.1 Discussion Period

During the thirty (30) day period prior to the due date for the formal reply, the parties may discuss the matter and seek to amicably resolve any disputed amounts and provisions for payment. The parties are encouraged to amicably resolve any disputed debts, and if at any time the Local Association and player enter into a written agreement to resolve the debt and also making provisions for payment, then the player shall become immediately eligible to participate in all USA Hockey programs in ASHA.

### 2.6.2 Amount Not Disputed

If after the 30 day period provided for a Reply and Discussion, (i) the parties have not otherwise resolved the matter, (ii) the amount claimed in the Local Association's Notice Letter has not been paid, and (iii) the Local Association has not received written notice from the player's parents that it disputes the financial obligation, then the Local Association may send a notice to the ASHA Discipline Committee and the Associate Registrar of the non-payment status and the player shall be deemed to be ineligible to participate in any program within ASHA.

The Local Association must send proof of compliance with 2.5.1 and 2.5.2 of this sub-section.

Thereafter, the ASHA Discipline Committee shall send a notice to the player/ and/or parent indicating that the player is ineligible to participate in any program within the ASHA. If after receipt of the notice from the ASHA Discipline Committee, a parent and/or player then seeks to dispute the amount owed, see Section 2.5.4 below. The notice from the ASHA Discipline Committee shall include the following: (1) a statement that the player is ineligible to participate in USA Hockey programs in ASHA, because of the claimed debt; (2) that the player may ask the ASHA Discipline Committee to hold a hearing for the limited purposes of determine if there is a good faith dispute as to the existence of the debt; and (3) of the player's right to become eligible pending a resolution of the ASHA Discipline Committee's hearing and the ultimate resolution of the debt thereafter by providing to the ASHA Discipline Committee a certified check in the amount of the disputed debt to be held in trust, as set forth in Section 2.5.4 below.

### 2.6.3 Amount Disputed

If after the 30 day period provided for a Reply and Discussion, or after receipt of the notice from the ASHA Discipline Committee of the player's ineligibility, the parent or player disputes the amount due, the player may be considered eligible to participate in USA Hockey activities in ASHA provided: (1) the player or parent ask in writing for a hearing before the ASHA Discipline Committee; and 2) they provided to the ASHA Discipline Committee a certified check in the full amount

claimed to be due and owing by the Local Association/team. If the player/parent elects to have a hearing, and tenders the required cashier's check to the ASHA Discipline Committee, the ASHA Discipline Committee shall turn the funds over to the ASHA Treasurer who shall hold said funds trust pending a hearing regarding the existence of a disputed debt between the player/parent and the Local Association/team.

The ASHA Discipline Committee has the discretion to conduct a hearing if requested for the limited purposes of determine if there exists a disputed debt. If a hearing is so requested, the matter shall then come before the ASHA Discipline Committee.

Only after the certified check is presented to ASHA will the player be eligible to participate in practices or competition with the receiving team. Any determination that there exists a disputed debt by the ASHA Discipline Committee shall be an affirmation that there is a disputed debt and that as such, the player is ineligible throughout ASHA to participate in hockey programs and shall not be a determination that the debt is owed or the amount of such debt, but only that the player is ineligible based on the existence of a disputed debt.

If the player has tendered a cashier's check to be held in trust by ASHA, after a hearing, should the ASHA Discipline Committee find the existence of a disputed debt, in order to continue to participate in hockey activities in ASHA, the player or parent must agree that the funds being held in trust be turned over to the Local Association/team claiming the debt is owed. If the player/parent elects to not have the funds turned over to the Local Association /team claiming the debt is owed, then the funds shall be returned to the player/parent and the player shall immediately be ineligible to continue to participate in hockey activities unless the debt is resolved in some other forum and /or otherwise satisfied.

It should be noted that ASHA is not in the collection business. If the ASHA Discipline Committee determines there is not a disputed debt, then the player shall be determined to be immediately eligible to participate in all hockey activities in ASHA and the funds held in trust shall be returned to the player/parent. The Local Association is free to take whatever collection actions it deems appropriate if it disagrees with the finding of the ASHA Discipline Committee that there is no disputed debt, and the ASHA Discipline Committee's finding that there is no debt in dispute shall not be binding on any other forum.

#### 2.6.4 If Participant has Registered with Another Local Association

When Local Associations have determined that the party in question who the Local Association claims owes them a debt has in fact registered with another Local Association, then it is required to send to that other Local Association's Registrar and President a copy of the notice it sends to the ASHA Discipline Committee and Associate Registrar when it sends the notice to the ASHA

Discipline Committee and Associate Registrar, or as soon as it is aware of the player participating and being registered with another local Association, whichever comes first.

The other Local Association Registrar and President shall send a copy of this notice immediately to the Head Coach of the team that the player is registered on in the other Local Association and the team shall immediately honor ASHA wide ineligibility and the player shall be ineligible to continue to participate in hockey activities in ASHA, including, but not limited to hockey activities of the team in the new Local Association with whom the player is currently registered.

Receipt of the notice by the Local Association's Registrar and President shall be deemed constructive notice of receipt of same by the Head Coach, and receipt of notice by the Head Coach shall be deemed constructive notice of receipt of same by all of the team's coaching staff.

If a Local Association or Coach willfully ignores the notice of ineligibility of a player, it becomes a discipline matter. Any Local Association or Coach who willfully allows a player to continue to participate in hockey activities who they have been placed on notice is ineligible may be subject to discipline by the ASHA Discipline Committee, which discipline may include suspension or a finding that an association is not in good standing with ASHA.

#### 2.6.5 ASHA Procedures Not-For-Sale or De Minimis Debts

ASHA's procedures set forth in Sections 2.5.1-2.5.5 and determination of player ineligibility for disputed debts are only applicable to disputes over \$100.00 and for disputed debts from the current and the immediate past playing season. Verified debts will remain in effect until the debt is paid in full.

#### 2.6.6 RIGHT TO APPEAL

Any dispute about whether these procedures have been followed shall be decided in hearing conducted by the ASHA Discipline Committee pursuant to the Unified Procedure and shall be appealable to the ASHA-Appeals Committee and in turn to the USA Hockey Executive Committee pursuant to USA Hockey Bylaw 10.E. The hearing and appeal shall only address whether the procedures set forth in USA Hockey Bylaw 10. (j)(2) have been followed, and shall in no way address the liability for or amount of the financial obligations.

## 3. Teams

A hockey team is comprised of the coaches, managers, and players (team constituents) duly registered and listed with USA Hockey and the Local Association of ASHA.

### 3.1 Team Duration

A team will come into existence upon being duly registered with USA Hockey. It will go out of existence when formally disbanded at the end of the hockey season consistent with the closeout requirements of its Local Association, but in no instance later than the last day of the USA Hockey playing year.

### 3.2 Team Registration

No team may register in more than one division—I.E...12U (11-12) team may not register as a 14U (13-14) team. Tier I teams MUST have 15 players. Tier I 18U may have 22 rostered players. All teams may have up to 20 player roster. Rosters can have up to 18 players and 2 goalies.

### 3.3 Team Manager

It is recommended that each Non- National Bound youth and Girls/Women's have a team manager and Locker Room Monitors and they must be listed on the 1T.

All Tier I and Tier II youth teams and Girls/Women's national bound teams are required to have a team manager and Locker Room Monitors, which all must be listed on their 1T.

### 3.4 Credentials Book

The team manager shall be custodian of all documents necessary for credential review prior to participation in state, district, and national championships. Required documentation for registered participants include players, coaches (head and assistants), Locker Room Monitors and managers. All Locker Room Attendants must be listed on the 1T.

The credentials need to be neatly placed in a 3-ring binder. Each page of information needs to be placed in a plastic sleeve, documents back-to-back preferably, but can also be one page per sleeve. The document(s) must be so that

it can be viewed without removing it from the plastic sleeve. Credential books need to be arranged in the order below:

Team information (in order of presentation):

- Credential Verification form (3 copies) as printed by your association registrar. This form lists all the players, coaches, and managers registered on the team. It is not to be completed but is for the review process.
- A final certified Team Roster (1-T), printed from your association registrar after Dec. 31 for Comp; Jan 31 for House/Rec.
- All Score Sheets from all games, this includes league, exhibition and tournament games played for the current season, including pre-season games (prior to September 1) arranged chronologically from the most recent game back to the first game played to verify the team and player eligibility under the 18/8(youth comp teams); 14/10 (girls' national bound teams) and 10/5 (house/rec) rules, as well as all major penalties. For District bound Tier I Youth teams with no state playoff, please ensure you have 20/10 countable score sheets for your teams.

Coaches Information (Head Coach first, followed by Asst Coaches in alphabetical order):

- Coach CEP Temporary application signed by Alaska CIC and Coach if applicable. All Coaches with current CEP's, that information is reflected on the Official Sanctioned 1T.
- For National Bound Teams Only. A completed, signed and dated copy of USA Hockey's Consent to Treat form. Electronic signatures are accepted on Consent to Treat forms effective with the 2021-2022 season.

Player's information (in order of presentation):

- For National Bound Teams Only. A completed, signed and dated copy of USA Hockey's Consent to Treat form. Electronic signatures are accepted on Consent to Treat forms effective with the 2021-2022 season.

### 3.5 Official Roster Changes

#### 3.5.1 Alaska Competition League (National Bound)

Player changes to the official team roster form (1-T) will not be accepted after December 31. No changes to the declared tier level will be allowed without the approval of the Competition or Girls/Women's Council. There will be NO roster changes, including Coaches, after the start of the State Tournament. There will be NO roster changes, including Coaches, 7 days prior to the start of Districts/Nationals.

### 3.5.2 Alaska Competition League (Non-National Bound)

Player changes to the official team roster form (1-T) will not be accepted after December 31. No changes to the declared tier level will be allowed without the approval of the Competition Council. There will be NO roster changes, including Coaches, after the start of the State Tournament.

### 3.5.3 House/Rec League

Player changes to the official team roster form (1-T) will not be accepted after January 31. No changes to the declared tier level will be allowed without the approval of the House/Rec Council. There will be NO roster changes, including Coaches, after the start of the State Tournament.

## 3.6 On/Off Ice Activities

All on/off ice activities must be sanctioned by the Associate Risk Manager or District Risk Manager of the USAH Pacific District. An unsanctioned event could be an uninsured event. For further information, please contact the Associate Risk Manager or Pacific District Risk Manager. Examples of events that would need sanctioning would include Try Hockey for Free events (outside of the USAH sanctioned events), team fundraising and other off-ice activities)

## 3.7 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 your association 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.

Once received, the Alaska Associate Registrar will complete the form, submit it to USA Hockey, if needed. A copy of the completed form will be returned to the team. The team must have the approved form in its possession prior to beginning travel.

### 3.7.1 International Travel

Approval for travel outside the United States (International) shall be obtained in accordance with the requirements established in the USA Hockey Annual Guide. (Note: This is a lengthy process, particularly for travel outside of North America, and approval should be requested well in advance.)

### 3.7.2 Summer travel to Canada

The Canadian Amateur Hockey Association does not sanction any play during the summertime (May 1-August 31) and has no insurance coverage in effect during that period. There is no USA Hockey insurance coverage in effect for any USA Hockey member, team or association that travels to and participates in Canada with a Canadian team or teams in the summer months.

## 4. Coach and Assistant Coaches

In addition to those requirements outlined in Section 4.2 below, guidelines and responsibilities of this paragraph apply to all Head Coaches and Assistant Coaches duly registered with USA Hockey, Local Associations of ASHA, or non-affiliated ASHA teams.

For the purpose of this section, the term “Coach” shall refer to all head coaches, assistant coaches, trainers, managers, assistants or other team officials participating in coaching activities, or residing on the team bench during USA Hockey or ASHA sanctioned games. The term “Coaching Activities” shall refer to any on-ice activities, dry land or conditioning training, pre-game and between periods, locker room strategy discussions or presiding on the team bench during USA Hockey or ASHA sanctioned games.



## 4.1 Coaching Registration

All ice hockey coaches, as well as instructors of USA Hockey programs shall be registered 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, tryouts, etc.) state, district, regional playoff, national championships or in the USA Hockey Player Development Programs. There will be an annual fee to register the coaches (head and assistants) and instructors. Coaches who also play on a USA Hockey registered team are required to pay this registration fee only once per year. Coaches may register as participants online at [www.usahockey.com](http://www.usahockey.com) or through a local association member program, if available.

## 4.2 ASHA Screening and SafeSport Compliance Policy

### 4.2.1 Screening and Abuse Policy

Background screening will be done in accordance with USA Hockey mandates. USA Hockey has implemented a National Level Background Screening Policy in compliance with requirements from the United States Olympic & Paralympic Committee (USOPC). USA Hockey uses the services of NCIS. For a complete copy of the USA Hockey BACKGROUND Screening Policy, See Appendix J.

PLEASE READ: USA Hockey has already entered your self-registration ID number on the first page of the screen. You do not need to change this number.

<https://www.ncsisafe.com/Members/SelfRegBatchCode.aspx?srb=35615801>

### NCSI Technical Support

For all questions regarding technical support, documentation uploads, required information and how to request a copy of your screen, please contact NCSI's Technical Support using the information below.

Phone : 866-996-7412 (Option 2)

Email : [support@ncsisafe.com](mailto:support@ncsisafe.com)

Address : 1853 Piedmont Rd. Suite 100, Marietta, GA 30066

### USA Hockey Review Process & Eligibility Determinations

If you have received an email containing an adverse Action Notice or Notice of Eligibility with Conditions and would like to appeal the eligibility determination, or to view USA Hockey's screening criteria, please reference the USA Hockey

Background Screening Policy Review Procedure below for USA Hockey's process for appeal and its screening criteria.

#### USA Hockey Background Screening Policy Review Procedure

For questions regarding eligibility or the background screen review process, please email [usahscreeningappeals@usahockey.org](mailto:usahscreeningappeals@usahockey.org) or contact:

Lauren Tesler Harless  
SafeSport Compliance and Legal Administrator  
Phone : (719) 538-1145  
Email : [lauren.harless@usahockey.org](mailto:lauren.harless@usahockey.org)

Ben Tronnes  
Associate Counsel  
Email: [ben.tronnes@usahockey.org](mailto:ben.tronnes@usahockey.org)

All individuals, including, but not limited to coaches, managers, locker room attendants, on-ice officials, and all others who have regular contact with youth USA Hockey participants are required to undergo a background screening through NCSI, USA Hockey's contracted vendor.

All coaches must complete their age-appropriate online module, USA Hockey's SafeSport Certification, and their USA Hockey Background Screening prior to being eligible to roster on a team's Official Roster (1T). USA Hockey's Registration Portal blocks any coach who does not have all three (3) of these requirements to be placed on a roster. Coaches will be "redlined" until these requirements are complete and **are not eligible to participate in any capacity with their team.**

Those individuals who are required to be screened for the first time or because their prior screening has expired must be screened either for the first time or again prior to assisting in or engaging in any USA Hockey activities – there is no grace period. Knowingly engaging in any activities which require one to be screened and cleared prior to so engaging shall subject the individual to possible discipline and a referral to the ASHA Discipline Committee for appropriate disciplinary actions, which may include, but is not limited to, a suspension for some appropriate period of time.

For guidelines on the ASHA Screening and Abuse Policies, including disqualifying events, please see the USA Hockey website at: [www.usahockey.com](http://www.usahockey.com) and also the most current written USA Hockey SafeSport Policy. The following policies are listed:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying, Threats and Harassment
- Hazing
- Locker Room Policy

ASHA abides by the USA Hockey Policy and enforcement of the above guidelines.

#### 4.2.2 SafeSport Policy

The safety of our youth participants is of paramount importance to ASHA. This includes not only on-ice safety, but also off-ice safety in any part of USA Hockey's programs. ASHA, along with USA Hockey has long had safety systems in place to protect its participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players. These include without limitation, Physical Abuse, Sexual Abuse, Screening, Locker Room Supervision and Hazing Policies, in addition to Codes of Conduct applicable to Administrators, Coaches, Officials, Parents, Players and Spectators. USA Hockey has created a SafeSport Program Handbook that collects USA Hockey's various policies to protect its youth participants from all types of misconduct and abuse.

All coaches must complete their age-appropriate online module, USA Hockey's SafeSport Certification, and their Affiliate's Background Screening prior to being eligible to roster on a team's Official Roster (1T). USA Hockey's Registration Portal blocks any coach who does not have all three (3) of these requirements to be placed on a roster. Coaches will be "redlined" until these requirements are complete and are not eligible to participate in any capacity with a team.

ASHA, along with USA Hockey has **ZERO TOLERANCE** for abuse and misconduct. ASHA shall adopt USA Hockey's SafeSport Program Handbook, which addresses the following:

SafeSport Policies, include policies prohibiting Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Threats and Harassment, and Hazing. The Policies also address areas where misconduct can occur and are intended to reduce the risk of potential abuse, including a Locker Room Policy, a Social Media, Mobile and Electronic Communications Policy, a Travel Policy, a Billeting Policy and an Education and Awareness Training Policy.

- Education and Awareness Training
- Screening and Background Check Program

- **Reporting of Concerns of Abuse**
- **Responding to Abuse and Other Misconduct**
- **Monitoring and Supervision of the SafeSport Program**

These specific Policies are of paramount importance to USA Hockey and shall be modified or amended as needed.

A USA Hockey member or parent of any member who (1) violates any of the SafeSport Policies or (2) fails to consent to and pass a screening and background check in compliance with the Screening and Background Check Program, may be denied eligibility within any USA Hockey programs and is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

ASHA requires each participating local Association to designate their SafeSport Representative to the ASHA SafeSport Coordinator by September 15<sup>th</sup>. The affiliate SafeSport Coordinator as well as the affiliate's Association SafeSport Representative shall undergo the required SafeSport Training & Certification. Any required training/certification will be completed by October 15<sup>th</sup>. Any affiliate association failing to timely provide a SafeSport Representative or timely complete training & certification shall not be in held in good standing with ASHA.

All Coaches, Managers & Volunteers are required to complete SafeSport Training every year based on the date SafeSport is taken.

Beginning with the 2015/16 season, 1T's will not be approved by the Alaska Associate Registrar unless all Coaches, Managers & Volunteers listed on the 1T have completed their SafeSport Training.

Please refer to the SafeSport Program Handbook for details of these policies. A copy of the USA Hockey SafeSport Program Handbook may be obtained from ASHA and USA Hockey and is also available at: [www.usahockey.com](http://www.usahockey.com) or [www.alaskastatehockey.com](http://www.alaskastatehockey.com). Any inquiries from ASHA Local Associations can be referred to the ASHA SafeSport Coordinator at [aksafesport@gmail.com](mailto:aksafesport@gmail.com).

#### 4.2.3 Locker Room Supervision Monitoring

For every USA Hockey sanctioned team, properly screened and SafeSport compliant coaches, team managers and/or Association administrators shall be responsible for compliance with the locker room supervision requirements set forth in the USA Hockey SafeSport Policy/Handbook. Failure by a coach or

administrator to take appropriate steps to ensure adherence to the Locker Room Policy, or violation thereof by any participant or parent of a participant is subject to appropriate disciplinary action.

It should also be noted that a local program may at its discretion adopt stricter policies than those defined by USA Hockey or ASHA, but in no case may said policy be less strict.

Associations found in violation of this policy may be sanctioned in the following manner:

- 1<sup>st</sup> offense: \$200.00 fine to the team and one game suspension to the head coach.
- 2<sup>nd</sup> offense: \$400.00 fine to the team and a two-game suspension to the head coach.
- 3<sup>rd</sup> offense: the head coach and an Association representative shall attend an ASHA Disciplinary hearing which may result in further sanctions up to and including fines, suspensions and/or post season sanctions.

ASHA's president will designate an individual(s) to conduct random spot checks, from time to time, to ensure compliance with this policy and/or if through another SafeSport investigation it becomes apparent that this Locker Room Supervision Monitoring policy is not being adhered to.

#### 4.2.4 Parent/Guardian & Spectator Code of Conduct

Each Association is responsible for having a Parent/Guardian Education Program that includes the USA Hockey Spectator Code of Conduct and sanctions for non-compliance with it. **It is mandatory that each parent/guardian sign a parental pledge annually, not later than November 1<sup>st</sup>.** Each Association is required to notify the ASHA Secretary annually of compliance with the parent education requirement no later than December 1. Failure to comply **can** render an association not in good standing with ASHA.

USAH Player/Spectator/Coach/Official/Parent and Administrator Code of Conducts



#### 4.3 USAH Coaching Education Program (CEP) Requirements

All coaches (as defined in this section), participating in any coaching activities (as defined in this section) or presiding on the team bench during USA Hockey or ASHA sanctioned games shall be certified at the proper CEP level in accordance with USA Hockey and Pacific District requirements as stated below.

Required Coaching Education Program Levels for Ice Hockey USA Hockey requires that all affiliates and/or districts shall establish the following requirements without modifications for all coaches (head and assistant). All coaches must have the required certification level before January 1 of the current season.

##### USA Hockey Coach Code of Ethics



All coaches must enter USA Hockey's Coaching Education Program at Level 1, and must continue their education each year until, at a minimum, they achieve Level 4 (except a coach that is coaching in the Mite division or lower (8 and under), they may remain at Level 1). A coach may attend only one (1) certification clinic per year (not including age-specific requirements). IE... Coaches who do not coach in continuous years must re-enter the program at the next level when they resume coaching responsibilities.

Once Level 4 is achieved, **National Bound** coaches will need to complete 5 credit hours of continuing education within each subsequent three-year period [as outlined in Paragraph I below].

Effective in the 2021-22 season, coaching certification at Levels 4 and 5 is valid for three (3) seasons, as indicated by the expiration date. Before the expiration of their level, coaches must accumulate 5 credit hours of continuing education

by either taking Level 5, or by attending other USA Hockey continuing education clinics. The USA Hockey clinic listings will indicate all continuing education offerings and the credit value of each. The Coaching Education Program retains the responsibility for defining continuing education credit values, including clinic or online course work.

### **Grandfather Clause**

For those coaches who received Level 4 or Level 5 PRIOR TO January 1, 2021, only coaches of Tier I and Tier II teams are required to do continuing education as required above.

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Per USA Hockey bylaws, coaches who fail to complete CEP requirements by December 31 of the playing season are immediately ineligible for all coaching activities for the remainder of the season. In addition, per the Pacific District, the coach shall remain ineligible to participate in any coaching activities until all CEP requirements for the following season are completed.

#### **4.3.1 Age-Specific Training Model**

In addition to the training program outlined above, coaches must also complete age-specific training components specific to the level of play they are coaching if they have not already taken that component. The requirement applies to all coaches at all levels 1 through 5. Coaches may complete more than one age specific component in any given season.

All coaches must complete their age-appropriate online module, USA Hockey's SafeSport Certification, and their Affiliate's Background Screening prior to participating in any team activity and being eligible to roster on a team's Official Roster (1T). USA Hockey's Registration Portal blocks any coach who does not have all three (3) of these requirements to be placed on a roster. Coaches will be "redlined" until these requirements are complete and are not eligible to participate in any capacity with their team.

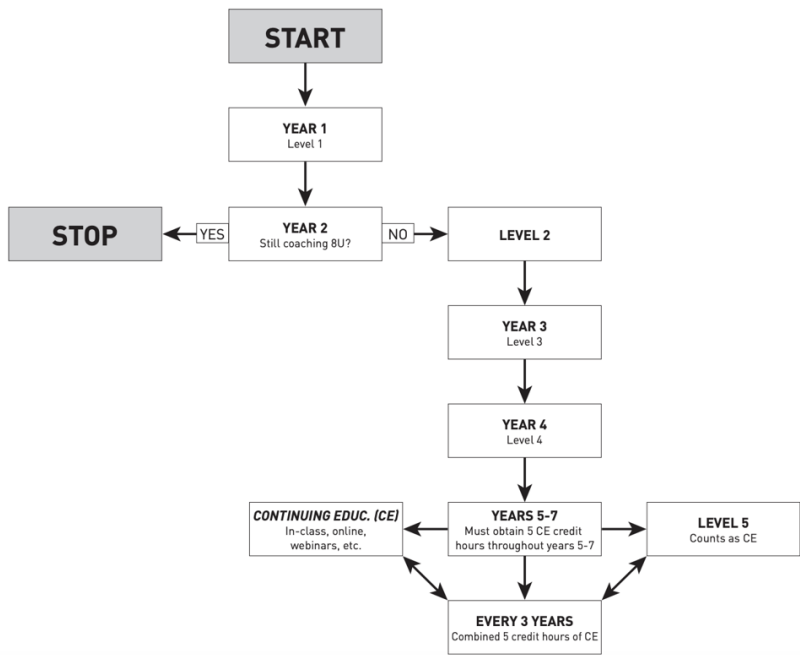
#### **4.3.2 Previous Expired Certifications**

### **Previous/Expired Certifications**

Coaches with any expired certification will retain their previous certification levels provided the certification can be verified. Coaches may re-enter the

certification system at that previous level and be subject to the certification guidelines above.

**2021-22 CEP PROGRESSION GUIDELINES**





#### 4.3.3 Evidence of Level

It is the responsibility of the local association to identify those coaches who do not meet the certification requirements. All coaches have until December 31 of the current season, or earlier date as established by the district and/or affiliate, to attend a USA Hockey coaching clinic. All coaches must complete the online age-specific modules PRIOR to participating with their team. Prior to the start of all games throughout the season all coaches are required to indicate their current certification status on the scoresheet, regardless of their certification level. All coaches (except for juniors) must legibly print their USA Hockey Coaching Education Program (CEP) card number, their CEP level (levels 1-5), their online age-specific playing level module and the year their CEP level expires.

Beginning January 1 of the current season, Prior to the start of each game, all coaches present are required to sign the designated area of the scoresheet in order to verify the accuracy of the player roster, as it appears on the scoresheet, for that game.

#### 4.3.4 Temporary Coaching Card

Coaches in USA Hockey's Pacific District may be issued a Temporary Coaching Cards in extraordinarily extenuating circumstances (medical leave, military service). The following persons must approve such a request: Association President, Affiliate President, and then District Coach in Chief.

Approved Temporary Card Requests are not considered complete and valid until the following conditions are met. Coaches in USA Hockey's Pacific District may be issued a Temporary Coaching Cards in extraordinarily extenuating circumstances (medical leave, military service).

- **Step 1:**
  - The coach will contact the District Coach-in-Chief and request a Temporary Card form after approval from their Association President.
- **Step 2:**
  - The Alaska Coach in Chief will email the Temporary Card form (see attached) to the coach.
- **Step 3:**
  - The coach then emails the Temporary Card form back to the Alaska Coach in Chief.

- The Alaska Coach in Chief will review the Temporary Card form and will Accept or Deny.
- **Accepted** – The Alaska Coach in Chief will sign and return the Temporary Card form to the coach and provide a link to My Events for the coach to make payment. Fee is \$55 for a temp card.
- Once the coach makes payment, he/she will receive an automatic receipt which will serve as their Temporary Card. It will be good through August 31 of the preceding year. The coach will need to keep this with them for proof of their Temporary Card.
- **Denied** – The Alaska Coach in Chief will contact the coach that the Temporary Card has been denied. There is no appeal.

Temporary Cards expire on August 31st of the playing season and coaches **MUST** complete the required certification the following season. **The grace period of December 31 for the following season does not apply for coaches who receive a Temporary Card. After the August 31st expiration of the card, the applicant must complete their CEP requirements prior to returning to any USA Hockey coaching activity.**

A coach may obtain only one Temporary Coaching Card during his/her entire USA Hockey and ASHA coaching career.

A copy of the approved application for a Temporary Coaching Card does suffice as evidence of coaching eligibility

#### 4.3.5 Penalty and Enforcement Regarding CEP

All coaches must have current certification and online component verification by December 31 of the current playing season. Any coach not in possession of these requirements will be ineligible to coach for the remainder of the season. Districts and affiliates are required to uphold this penalty. It will be the responsibility of the local Association registering the team to enforce the national policy.

Each Local Association of ASHA and any non-Local Association teams registered with ASHA as an USA Hockey member team are responsible for proper monitoring and enforcement of USA Hockey and ASHA rules regarding annual coach registration and achievement of minimum USA Hockey Coaching Education Program (CEP) certification levels.

#### 4.3.6 Coaching Education Program Disciplinary Policy

Any coach (as defined in this section) that fails to achieve a proper USA Hockey CEP level, required re-certification, or a Temporary Coaching Card by December 31, shall be placed on suspension and shall NOT be allowed to participate in any further coaching activities for a USA Hockey or ASHA team until he/she has obtained (pre-qualified) the minimum CEP certification required for coaching that team. No ASHA member or non-affiliated team registered with ASHA shall be allowed to use services of such suspended coach until the proper CEP level is achieved. **A list of the suspended coaches will be maintained on the ASHA website to ensure teams and Associations are clearly aware of all suspensions.** Any member Association or team that utilizes the services of a suspended coach shall be subject to suspension for the remainder of that season, in accordance with Article V and Article VI of the ASHA By-Laws.

Coaches, as defined in this section, that do not have proper CEP level coaching cards including any required re-certification or have not obtained a Temporary Coaching Card from the Alaska Coach-in-Chief by December 31st of the current season shall not be permitted to participate in any coaching activities related to any USA Hockey or ASHA sanctioned team or tournament for the remainder of that season, ending July 31<sup>st</sup> of each year.

#### 4.4 Certification and Score Sheet Accuracy

Prior to the start of the games throughout the season, all coaches are required to sign the designated area of the score sheet attesting to the accuracy of eligible players on the roster. Roster will note coaches name, cep number, certification level and date of expiration.

Stickers can be used for the scoresheet.

Following USA Hockey rules, the Head Coach shall assure that a player that did not participate will be crossed off the scoresheet before or after the game, but before the scoresheets are distributed, once it is determined that eligible players listed on the scoresheet did not participate. If using multiple copy forms, each copy needs to be signed and players crossed off accordingly.

In the event that a team believes there is a roster discrepancy, that team's Head Coach needs to bring it to the Referee's attention prior to the start of the game and request a head count. The Referee will count the players and if there is a discrepancy have the team whose roster is in question clarify on the score sheet as to player(s) not present. A copy of the score sheet in question should be scanned and sent to the Alaska Registrar for follow up by the questioning team. At the Alaska Registrar's discretion, involvement of one of the Alaska State Hockey

League Councils, the ASHA Discipline Committee, and/or the ASHA President and Board may occur.

It is the responsibility of the home team to text or email the white copy of the completed league score sheet immediately after the game or as soon as possible to ASHA Webmaster and Division Coordinator.

#### Sample of scoresheet roster stickers

01 Hammingh, Carol

02 Thompson, Matt

10 Campbell, Cassi

12 Newhouse, Jim

14 Towe, Hugh

20 Thompson, Darryl

25 Anderson, Nate

Head Coach: Larsen, Jamie CEP #1234567 Lvl 4 Exp 12/25

AC: Jacobson, Amanda CEP #8910111213 Lvl 3 Exp 12/26

Manager: Lancaster, Clint

#### 4.5 Helmet Rule

All coaches involved in on-ice activities, practices and scrimmages shall wear a HECC approved helmet with the chin strap buckled at all times. The only exception shall be when a coach attends an injured player during a game. **USA Hockey has enacted an automatic 30-day suspension from all coaching activity beginning with the 2018/19 Season for no helmet worn during on ice activity.** Enforcement rests with the coach's association, then the ASHA Board. Failure to comply may result in an increased suspension time period.

#### 4.6 Coaching Compliance

All USA Hockey Coaches (head and assistants) and instructors must abide by the USA Hockey Coach's Code of Conduct and Coaching Ethics Code and understand that violations may result in full or partial forfeiture of coaching privileges in programs, at sites or events under USA Hockey's governance. All coaches have an obligation to be familiar with USA Hockey's Coach's Code of Conduct and Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct. The USA Hockey Coach's

Code of Conduct and Ethics Code can be found online at



#### 4.7 Match Penalties (or other Grievous Penalties) during Travel

The coach shall notify the affiliate President immediately of any match penalties incurred by his/her team, players or other USA Hockey members in the course of travel outside the affiliate.

#### 4.8 On and Off Ice Behavior

At all times and places and during events that would qualify the team or any of its constituents for USA Hockey-required insurance coverage as defined in Section 2.1, and during team travel by private conveyance, the Head Coach has responsibility for all public actions/behaviors of all team constituents. However, such responsibility may be delegated to assistant coaches if there is an excused or unavoidable absence of the Head Coach.

The Head Coach is responsible for the actions of their team. The review and action of the ASHA Local Association if it entails suspension or discipline of a coach is govern by USA Hockey Bylaw #10 and is subject to review and appeal by the ASHA Discipline Committee, ASHA Appeals Committee then USA Hockey in that order.

The coach and other team officials of any team registered with ASHA are subject to disciplinary measures for significant willful failure or failure through neglect to control the on and off-ice inappropriate or unseemly behavior of the team, individually or collectively, at all times when the team is the responsibility of the coach and his/her staff.

#### 4.8.1 Disciplinary Action

Disciplinary action will be based on a pattern of inappropriate behavior. The first incident of significant failure to control team behavior will result in a written warning from the ASHA President or Discipline Committee to the Head Coach and their local Association.

Any subsequent major offense may result in a referral to the ASHA Discipline Committee for a hearing whose discipline may include but is not limited to suspending the coach from any further coaching activity within the state of Alaska and recommending to USA Hockey that he/she be decertified as a coach. In accordance with USA Hockey Bylaw 10, any disciplinary decision by the ASHA Discipline Committee is subject to an appeal to the ASHA Appeals Committee..

Except for those circumstances that warrant a “Summary Suspension,” no coach may be subject to disciplinary action by the ASHA Discipline Committee without a full and fair opportunity to be heard at a hearing.

Any disciplinary decisions by the ASHA Discipline Committee will be based on a preponderance of evidence that the charges of inappropriate behavior(s), uncontrolled by the coaching staff and the Local Association, are more likely to have occurred than not to have occurred.

#### 4.9 Penal Code for Coach, Manager or Volunteer Game Misconduct Penalties

Any coach, manager, or volunteer who receives a game misconduct under 601 (1) shall have a meeting with his/her Local Association regarding the penalty.

If a coach, manager or volunteer receives two or more game misconduct penalties within the same hockey season under USA Hockey rules section 601(1), the offending coach, manager, or volunteer shall be required to serve 3 additional game penalties in concert with USA Hockey Rule 411(c).-. They are also required to attend a hearing conducted by the ASHA Discipline Committee. The hearing will determine if additional supplementary discipline is required to obtain a corrective action for the inappropriate behavior leading to the suspensions.

Any subsequent (the third or more) game misconduct penalties incurred under 601(1) after the initial hearing and within the same hockey season, will result in the automatic suspension from all USAH Activities and will trigger a hearing with the ASHA Disciplinary Committee where they will decide on the following action to be taken:

One (1) to three (3) months suspension for ALL USA Hockey coaching, manager or volunteer activities for any ASHA member association and a one (1) year probation from the date of the third (3rd) infraction. Credit shall be awarded for suspension served prior to notification of the suspension.

Any final decision of the ASHA Discipline Committee is subject to an appeal to the ASHA Appeals Committee.

#### 4.10 Student Coaches

The term “Student Coach” shall apply to any player age 13 through 17 who is currently and properly registered with USA Hockey, an ASHA Local Association, or non-affiliated ASHA teams serving as a team helper for another team. Student Coaches shall be subject to the following rules and guidelines:

- A Student Coach must attend a training session by an ASHA Local Association or audit a CEP Level 1 Clinic by December 31. The Student Coach is not required to pay nor will they receive certification credit.
- Following completion of a training session, the association representative must provide the Alaska District Coach-in-Chief written verification indicating the team on which the Student Coach is duly registered as a player, and the team for which he/she is participating as a Student Coach. The acknowledgement letter will serve as the equivalent of a formal Coaching Card and must be in the Student Coach’s possession during all coaching activities.
- A Student Coach must be under the supervision of a carded, screened adult coach during all practices, games, clinics, tryouts, locker room meetings or other activities. The adult coach must be properly screened and hold a current CEP Coaching Card for the appropriate level required.
- A Student Coach may assist adult coaches at practices, games, clinics and tryouts only. Student Coaches may not participate as a player in scrimmages or game activity.
- A Student Coach may not act as a head coach or an assistant coach during practices or games.
- The Student Coach will count as one (1) of the four (4) maximum Team Officials allowed on the bench.
- A Student Coach must wear a helmet with full face shield; gloves and skates while on the ice and must wear a helmet with full face shield during games while on the bench.1.7.3
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- A Student Coach may only work with players who are at least one full playing age level below their current level of play.
- Upon reaching the age of 18, a Student Coach must comply with the USA Hockey Screening Program, repeat the Level 1 clinic, and meet all USA Hockey Coaching Education Program requirements which apply to coaches.

## 5. Games

### 5.1 Definition

An ice hockey game is a match played against another team which is registered with USA Hockey or a member organization of the International Ice Hockey Federation (IIHF). USA Hockey Playing Rules or approved modification thereof shall apply.

The age-appropriate standard playing surface at 8 & Under is cross-ice or half-ice. No 8 & Under full ice games (including scrimmages) will be played.

### 5.2 Teams in Good Standing

No ASHA local Association or team shall allow any of its teams to play any Alaska team that is not a member of and in good standing with USA Hockey and ASHA. Any ASHA team in violation shall be subject to USA Hockey Bylaw 10.

### 5.3 Qualifying Games Youth and Girls Tier I/II and Non-National Bound Alaska League Teams.

In order for a game to count towards the 10/20 rule for national bound youth teams against a girls' team, the youth team must play up a division against a girls' team. (IE...A 16U youth team must play a Girl 19U team in order for the game to count for the youth team).

#### 5.3.1



Recommended Qualifying Games for National Bound Youth and Girls and  
Non-National Bound Alaska League Teams

(USA Hockey's Associate Registrar for Alaska has authority on Qualifying Games)

Division	Youth 10U	Youth 12U	Youth 14U	Youth 15O	Youth 16U	Youth 18U	Girls 14U	Girls 16U	Girls 19U
Youth 10U	X	X							
Youth 12U		X	X				X	X	
Youth 14U			X	X	X			X	X
Youth 15O			X	X	X	X		X	X
Youth 16U				X	X	X			X
Youth 18U				X	X	X			X
Girls 14U		X	X	X	X		X	X	X
Girls 16U			X	X	X	X		X	X
Girls 19U			X	X	X	X			X

Teams listed in the Division Column (at any Tier level) may play the Division Row at any Tier level) listed at top as indicated by 'X'. 14U Tier I games can count for 16U Tier II teams.

National Bound Youth Game Counts **required** for State Tournament Play are 20 per team/10 per player. Youth Game Counts for District/National Tournament Play are 20 per team/10 per player. Non National Bound game count 18 games per team/8 per player.

Girls Game Counts **required** for State/District/National Tournament Play are 14 per team/10 per player.

5.3.2

Recommended Qualifying Games for House/Recreational Teams

(USA Hockey's Associate Registrar for Alaska has authority on Qualifying Games)

Division	Youth 10U	Youth 12U	Youth 14U	Youth 16U	Youth 18U	Girls 10U	Girls 12U	Girls 14U	Girls 16U	Girls 19U
Youth 8U	X <sup>1</sup>					X <sup>1</sup>				
Youth 10U	X	X				X	X			
Youth 12U		X	X					X	X	X
Youth 14U			X	X					X	X
Youth 16U				X	X					X
Youth 18U				X	X					X
Girls 10U	X	X				X	X			
Girls 12U	X	X	X				X	X		
Girls 14U		X	X	X				X	X	
Girls 16U			X	X	X				X	X
Girls 19U			X	X	X				X	X

<sup>1</sup>Games must be Cross-Ice or Half-Ice.

Teams listed in the Division Column (at any Tier level) may play the Division Row (at any Tier level) listed at top as indicated by 'X'.

Game Counts **required** for State Tournament Play are 10 per team/5 per player.

Youth 16U and 18U **House/Rec teams only**, will be allowed to play Adult League games and have 50% (5 games maximum) of those games count towards the

required number of games needed to qualify for State Tournament. The following requirements must be met for the games to count:

- All Adult player names and USAH confirmation numbers need to be submitted to your local association registrar who in turn will submit the data to Alaska's Associate Registrar, 24 hours before the games' start time.
- All adult players must be USAH registered and claimed by a USAH Adult program.
- All games must be non-checking.

#### 5.4 Minimum Game Length

The minimum game length for any game shall be one (1) hour of scheduled ice time. Games lasting less than one (1) hour of schedule ice time may only be counted towards game totals if they are stopped for reasons beyond the team's control such as one team forfeits, unsafe ice or rink conditions or injury to an official/player.

#### 5.5 8U Cross Ice / Half Ice

USA Hockey has instituted a mandate that all games for 8U and under must be played on a cross-ice / half-ice surface. There may not be any full ice games for 8U and under. There is no ASHA Exception or Waiver of the USA Hockey American Development Model cross ice/half ice mandate.

Failure to comply with the cross/half ice mandate and conducting full ice games may subject the coaching staff, team or Association to possible discipline, including, but not limited to suspensions or a finding that the association is not in good standing with ASHA and USA Hockey.

It is the responsibility of each individual Association to timely distribute this information concerning:

- The cross ice/half ice mandate for all games for 8U and under.
- That there is no exception to this mandate; therefore, no 8U teams are allowed to participate in any full ice games.
- The possible consequences to coaches, teams and associations for a team's participation in full ice games.

##### 5.5.2 8U Mite - ADM Red, White & Blue

All associations will follow the USAH 8U ADM Red, White and Blue program guidelines. ASHA encourages all associations to have a communication plan in place to educate coaches and parents on The American Development Model (ADM) at 8U hockey.

ASHA encourages all associations with multiple teams to field 8U teams that are not birth year specific but are instead evenly skilled teams.

Associations may allow a total of four (4) 8U to play up to 10U.

There will be NO full ice games in the 8U division.

ASHA will not sponsor an 8U State Tournament but instead encourages associations to celebrate the end of the season as they see fit.

## 5.6 10U Half Ice

Beginning with the 2018-19 playing season, ASHA has mandated the following Half Ice Games for 10U teams defined by league level of participation.

### 5.6.1 Competition Level

Each 10U Major and Minor team will schedule six (6) Half Ice and/or Cross Ice games **between September and before the State Tournament**. One Half ice game for credentialing purposes is defined as 1 hour of ice time. Half-ice games do not count for credential purposes towards the required 18/8 rule for team and player game counts.

At the State Tournament credential meeting, each 10U Major and Minor team will present, in their credential book, score sheets documenting that the minimum requirement of **six (6)** Half Ice games has been met. If a team fails to meet this guideline the head Coach will be suspended for the team's first game at State. The following guideline can be used for qualifying half ice games:

10U Major: 10U Major, 12UA

10U Minor: 10U Minor, 12UA, 12UB

### 5.6.2 House/Recreational Level

Each 10U A and B team will **play six (6)** Half Ice and/or Cross Ice games between October, November, December, January and February. A and B teams can play each other for such games.

At the State Tournament credential meeting, each 10U(A) and 10U(B) team will present, in their credential book, score sheets documenting that the minimum requirement of **six (6)** Half Ice games has been met. If a team fails to meet this guideline the head Coach will be suspended for the team's first game at State. Half-ice games do not count for credential purposes towards the required 10/5 rule for team and player game counts. The following guideline can be used for qualifying half ice games:

10UA may play: 8U Red, 10UB, 10UA, 12UB

10UB may play: 8U Red, 10UB, 10UA

## 5.7 Effect of Forfeiture

A team that forfeits a game by not having the required number of players, refusing to continue the game, or having the game stopped by an official because of unsafe play, may not count that game as one of its required number of games (qualifying game) for the team or its players; however, that game will count for the opposing team and its players.

## 5.8 Games in a Calendar Day

All youth and girls' team that are registered with ASHA must have at least a 2 ½ hour break between the end of the first game and the beginning of the second game for a game to be a qualifying game.

No more than three (3) games in a calendar day may be counted towards a team or player's required number of games. For this purpose, calendar game day shall be defined as 6:00 AM until 6:00 AM the next day. Games starting before 6:00 AM or finishing after 12:00 midnight shall count towards the maximum number of games on each day.

## 5.9 Persons on the Bench

### 5.9.1 Team Officials

Teams registered with USA Hockey are allowed a maximum of four (4) team officials on the bench student coaches are included as one (1) of the maximum of four (4). Bench personnel are not allowed to change during a game.

In emergency situations only, if no team coaches are available for the bench, temporary coach substitutions may be made with approval of appropriate game or tournament officials. See USA Hockey Rule 201(b).

### 5.9.2 During the Game

If at any time during the game, through penalties, illness or any other reasons, there are no team officials on the players' bench to be in control of and responsible for the team, the game shall continue provided there is adult supervision on the bench. If no adult supervision is available, the referee shall suspend the game and submit a report to the proper authorities.

### 5.9.3 Injured Players

Per USA Hockey rule 201b A player or goalkeeper on the roster who is unable to play, other than through suspension, may be on the player's bench without being considered a Team Official if he is wearing the team jersey and all required head and face protective equipment. The injured player shall not be listed on score sheet of that team for that game and the game shall not count for USA Hockey credential requirements (qualifying game) for that injured player.

### 5.9.4 Ineligible (suspended or non-rostered) Player

No player who is ineligible to play in the game may be on or in the area of the bench. Players who are under suspension shall not be on or in the area of the bench. No player may count a game in which he/she is ineligible or not available to play as fulfilling the minimum game requirements for credentialing purposes.

Should an ineligible player participate in a team game, the game will not count for any player on the roster for credentialing purposes and the Head Coach may be subject to suspension.

Should an ineligible player participate on a team in a league game, and such team wins, the win will be converted to a forfeit.

### 5.10 On-Ice Official(s) Sanctioning

ASHA local associations must schedule only USA Hockey certified referees to officiate their games. Because the use of uncertified referees invalidates USA Hockey and individual insurance, it also invalidates the game as an "official game." Only those games officiated by USA Hockey certified referees shall be used to meet the minimum games required to play in the State, District or National Tournaments.

If the referees are not present at the scheduled game time, refer to the USA Hockey Rule Book (Rule 501(d)) for proper procedures. Annotate the circumstances in the remarks section of the score sheet.

No ASHA member Association shall schedule or use officials for games under its jurisdiction that have been suspended or sanctioned by any of the following:

- USA Hockey
- The ASHA Discipline Committee

#### 5.10.1 Game Officials Responsibilities

Game officials' authorities and responsibilities are limited to game related actions of the teams' constituents, or approved temporary coaching substitutes, while the teams are physically on the ice, moving between a dressing room and the ice at the beginning, during and immediately following a contest, or any action by any team member off the ice but within the facility or on the facility premises that reasonably could be considered related to the scheduled contest. The ASHA Discipline Committee shall record all incidents occurring in these circumstances as game or game-related incidents subject to discipline.

USA Hockey has instructed all referees that if a crowd or individual is out of control or disrupting a game, the referee(s) shall immediately confer with both coaches. If the coaches cannot bring the crowd under control, the referees shall suspend the game without further delay. Any game with less than two full periods played will not be recorded as a played game. Games called after two periods but before the third period is over will be complete and recorded as a played game, with the final score recorded as the score at the time the game was suspended.

## 6. Discipline

### 6.1 Penalty Enforcement

#### 6.1.1 Game Misconduct Penalties

The referee in a separate report to the Local Area Officiating Supervisor shall report all game misconduct penalties. Any game misconduct incurred will be served at the next game in accordance with USA Hockey and, if applicable, league rules.

If a player receives a 2nd game misconduct for fisticuffs (fighting), they will be required to sit 3 games and if they get a 3rd game misconduct for fisticuffs (fighting), they will be suspended from playing hockey until they have met the ASHA Disciplinary Committee.

If at any time a Game Misconduct Penalty is assessed, the player or coach must leave the bench/ice immediately; he/she may not sit near the bench of the team, nor in any way attempt to direct the play of the team. You do not have to leave the arena. A player or coach incurring a Game Misconduct Penalty shall also be suspended for his/her team's next game (the game already appearing on the schedule of that team at the time of the infraction). If the Game Misconduct Penalty occurred in an exhibition game, the player/coach sits the very next game presently scheduled. If the Game Misconduct Penalty occurred in a league game, the player/coach sits the very next game presently scheduled and the very next league game presently scheduled (potential for a 2-game suspension). Any Player or Coach receiving a suspension or Game Misconduct penalty, who are playing or coaching on two or more teams; they may not participate in any USAH sanctioned games with any teams until their suspension or Game Misconduct penalty has been served for the team in which the penalty was received. The only exception to this is when the suspension is given in the last game of an invitational tournament in which the player is not playing with their regular season team/association. If this is the case, the player will satisfy USA Hockey guidelines by serving the penalty at the next game on their schedule. State, District and National Play is considered a continuation of League Play. A player/coach does not need to be present to serve the Game Misconduct.

- Coaches Responsibilities: Enforcement of Game Misconducts shall be the responsibility of the offending player's coach. Suspended player/coach must be noted on the score sheet that he/she is serving his/her suspension. A failure to comply shall result in the automatic forfeiture of the game(s) in which the suspended player/coach improperly participates. In addition, the head coach may receive a one game suspension for each game in which a suspended player participates. Violation of this responsibility is also subject to review by ASHA Discipline Committee and may constitute the imposition of additional sanctions of up to a season (one year) suspension for the coach who plays a suspended player.

Responsibilities: A Suspended player and/or coach may not be in the locker room or bench area or participate as an off-ice official, including penalty box attendant, timekeeper, scorekeeper, during the game. The player/coach is encouraged to be at the arena watching the game. Per USA Hockey Rule 401(c) For any Team Official or Player serving a suspension for a prior game misconduct violation or disciplinary suspension, the suspension will commence 45 minutes prior to the start of each game and conclude 30 minutes following the conclusion of each game. The Team Official or Player serving the suspension shall be prohibited from:



- (1) Having any interaction, involvement or communication “in person,” electronically or otherwise with the team
- (2) Being present in the locker room
- (3) Being on or near the bench of their team

Any violation of this Rule may result in supplementary discipline and may subject such Team Official or Player to further disciplinary proceedings.

#### 6.1.2 Progressive Penalties

It is the Player/Coach responsibility to track all penalties received and ensure they are served properly.

***(Note) USA Hockey is committed to providing a safe and fair environment for all participants. While the vast majority of players participate within the rules and respect the game and their opponents, USA Hockey recognizes the need to hold those players and coaches deemed to be repeat offenders accountable for their actions.***

**(a)** Any player who receives their third major penalty during the same season for any combination of aggressive infractions listed below shall receive an additional three game suspension. For any player who receives their fourth major penalty in this category, the player shall receive an additional five-game suspension. Any player who receives their fifth major penalty in this category during the same season shall be suspended until a hearing is conducted by the proper authorities (USA Hockey Affiliate). These designated game suspensions shall be in addition to any other suspensions imposed through the official playing rules. The aggressive infractions that fit into this category are:

- Rule 603 Boarding
- Rule 604 Body Checking (Competitive Contact categories)
- Rule 606 Butt-Ending
- Rule 607 Charging
- Rule 608 Checking From Behind
- Rule 609 Cross-Checking
- Rule 611 Elbowing
- Rule 619 Head-Butting
- Rule 620 Head Contact
- Rule 621 High Stick
- Rule 622 Holding an Opponent (Grabbing Facemask)
- Rule 627 Kicking
- Rule 628 Kneeing
- Rule 634 Slashing
- Rule 635 Spearing
- Rule 639 Tripping/Clipping/Leg Checking/Slew Footing
- Rule 640 Unnecessary Roughness (Roughing)

*(Note) A separate progressive suspension rule for Fighting is covered under Rule 615(f) Fighting.*

**(b)** Any team that receives three major penalties in the same game shall have its Head Coach suspended for the next game of that team. For any subsequent game where that team receives three or more major penalties in the same game, the Head Coach shall serve a three-game suspension. For a third game with three or more major penalties by the same team during the same season, the Head Coach shall be suspended indefinitely until a hearing has been conducted by the proper authorities (USA Hockey Affiliate).

*(Note) The role of the Official is to enforce all playing rules at all times and they are expected to strictly enforce playing rules that fall under the aggressive infraction category. Players and coaches must be held accountable for dangerous actions and the onus is on them to teach and play the game within the rules. Officials are required to submit a game report no later than 24 hours following the game for any major penalty falling in the aggressive infraction category, game misconduct or match penalty that is assessed.*

**(c)** Any coach who receives their second game misconduct penalty in the same season for a violation of Rule 601 shall automatically receive an additional three-game suspension.

Any coach who receives their third game misconduct penalty in the same season for a violation of Rule 601 shall automatically be suspended from USA Hockey activities until a hearing is conducted by the Proper Authority.

### 6.1.3 Match Penalties

Match penalties shall be reported by the referee in a written report to the Local Area Officiating Supervisor who shall report to the Referee-In-Chief, Associate Registrar, ASHA President. Any player or team official receiving such a penalty **shall be suspended from any further USA Hockey sanctioned games or practices in accordance with USA Hockey Standardized Discipline Policy – Match Penalties.** USA Hockey has adopted a standardized discipline policy for the suspensions associated with imposition of match penalties:

USA Hockey has established suspension range recommendations for match penalties. These suspension ranges shall serve as a means to create consistency in the application of suspensions involving players or team officials assessed match penalties. USA Hockey has directed that the following procedure shall be followed by the proper authorities as determined by the Affiliate in each instance when a match penalty is assessed. Within ASHA, the “Proper Authority” to whom an applicable incident report is to be submitted for a preliminary determination shall be Alaska Referee-in-Chief (RIC), or that individual designated by the RIC to

make the preliminary determination as referenced below. The RIC shall notify the President of ASHA in writing of any such designation of a third party to exercise this authority. The RIC may make a blanket designation of this authority to the Local Area Supervisors.

(Note) Any match penalty assessed under Rule 601(f.1) (Physical Assault of Official) is excluded from this policy. Original jurisdiction in any hearing resulting from a match penalty assessed under Rule 601(f.1) (Physical Assault of Official) shall reside with the Affiliate and is governed by USA Hockey's "Resolutions of Disputes, Arbitration and Suspensions" section of the current USA Hockey Annual Guide.

When a match penalty has been assessed, the official(s) will submit the required incident report to the RIC, or his or her designee. The RIC, or his or her designee, shall review the report and make a preliminary determination of one of the following:

1.) The incident report is accurate, and the proper application of the rule(s) has been implemented. The action warrants the suspension as outlined in the policy. The offending party is then notified of this finding and offered the opportunity to accept the suspension or reject the decision and request a hearing. If a hearing is requested, the hearing shall be offered in accordance USA Hockey Playing rule 405(c) and with Bylaw 10D (Suspension Hearings/Domestic Competition Playing Rules), and in accordance with the Alaska State Hockey Association rules and procedures; specifically, the offending party must submit a request for a hearing directly to the ASHA Discipline Chairperson and copy said request to the ASHA President.

(Note) If the offending party requests a hearing under this section, the hearing body may, as a result of that hearing, reduce the suspension, maintain the suspension or increase the suspension imposed.

-or-

2.) The incident report was determined to be inaccurate (misapplication of the rule(s) or wrong player identified), in which case the matter shall be turned over to the RIC, or his or her designee for further review.

-or-

3.) The incident report is accurate, and the proper application of the rule(s) has been implemented. However, the action and/or history warrants further disciplinary review. The RIC, or his or her designee shall notify the offending party that a hearing shall be conducted in accordance with Playing Rule 405(c) and Bylaw 10D (Suspension Hearings/Domestic Competition Playing Rules).

In all instances where a player or team official has been suspended for a period of time as a result of a match penalty, the player or team official shall be prohibited from participating in all USA Hockey activities for the length of the suspension. The required game(s) suspensions shall include the next regularly scheduled games that appear on the schedule of their team at the time of the incident. A player or team official who is rostered on multiple USA Hockey registered teams must serve the suspension in full before they are permitted to participate on any other USA Hockey registered team, unless otherwise specified by the RIC, or his or her designee.

For the purpose of this policy, there shall be three levels of standardized suspension. They are:

**Level 1 – Match penalties assessed under the below rules have a recommended–range of a 6 - 10 Game Suspension**

Rule 305(b) Dangerous Equipment

Rule 601(f) Abuse of Officials and Other Misconduct (This includes all match penalties assessed under this rule except 601(f.1) Physical Assault of an Official)

Rule 602(a) Attempt to Injure/Deliberate Injury of Opponent

**Level 2 – Match penalties assessed under the below rules have a recommended–range of a 4 - 8 Game Suspension**

Rule 603(c) Boarding

Rule 606(b) Butt Ending Rule 607I Charging

Rule 608(c) Checking from Behind

Rule 619(Head Butting)

Rule 620(c) Head Contact

Rule 634(d) Slashing (Swinging Stick During Altercation)

Rule 635(b) Spearing

**Level 3 – Match penalties assessed under the below rules have – recommended range of a 3 - 5 Game Suspension**

Rule 601(e.3) Abuse of Officials and Other Misconduct – Hateful/Discriminatory Language

Rule 604(e) Body Checking- Competitive Contact Category

Rule 609(c) Cross-Checking

Rule 611(c) Elbowing

Rule 615 Fighting (Helmet Ioval)

Rule 621(c) High Stick

Rule 622(c) Holding an Opponent

**Rule 623(c)** Hooking

**Rule 627(b)** Kicking Opponent or Puck **Rule 628(c)** Kneeing

**Rule 633(a or b)** Refusing to Start Play

**Rule 634(c)** Slashing

**Rule 639(c)** tripping/Leg Checking/Slew Footing

**Rule 640(e)** Unnecessary Roughness (Roughing) until the assumed the ASHA Discipline Committee determines the appropriate penalty and disposition for the infraction.

**In no circumstances will the penalized player/coach be allowed on the ice, on the bench, in the locker room, or to practice with the team during the suspension period. Therefore, any suspension will be “total” during the suspension period.**

All associations should advise their coaching staffs of USA Hockey Playing Rule 405(d) the circumvention of which will be dealt with severely by the ASHA Discipline Committee.

The local area supervisor will send all game reports to the Association representative, Associate Registrar, Disciplinary Chair, and ASHA President within 48 hours of receipt of referee’s written report.

## 6.2 Discipline Committee

The ASHA Board of Directors shall annually appoint two (2) ASHA Disciplinary Subcommittees. One will operate in Fairbanks and one will operate in Anchorage to be chaired by the ASHA appointed Chairman for the Anchorage based committee. The third committee will operate statewide and is dedicated to the resolution of Adult League Matters. The VP-Adults shall be the Chairman of the Adult Discipline Committee. The ASHA President shall retain the discretion to assign to the Fairbanks or Anchorage Discipline Committee the responsibility of hearing and Adult League matter if the President deems the adult matter is best served by one of the non-Adult League subcommittees. All Committees, through their Chairs, are directly responsible to the President, and through the President, to the Board of Directors of ASHA in performing its functions.

### 6.2.1 Members and Committee Decisions

The VP-Adults shall serve as the Chairman of the Adult Discipline Committee. ASHA Board Members may serve on the Disciplinary Committee. The Disciplinary Chair, who is selected by the ASHA President, will select a standing Discipline

Committee. The Disciplinary Chair may request different or additional committee members as needed. Any ASHA Board member that serves on a Discipline Committee on a particular discipline matter shall not be permitted to serve on an ASHA Discipline Appeals Committee regarding the same individual and subject matter. The VP-Adults shall not be permitted to serve on the ASHA Discipline Appeals Committee regarding the same individual and subject matter.

Committee decisions may be made by as few as three (3) of the members if there are abstentions, absences, or conflicts of interest. Committee actions and decisions are based on a simple majority vote. In situations in which a tie vote is possible, a vote by the chair will be reserved and occur only as a tiebreaker.

The Chair may note conflict of interest or appearance of conflict of interest and excuse him/herself or request another member of the committee to excuse him/herself from the proceedings in which the conflict or appearance of conflict is thought to occur. The chair, as necessary to compensate for abstaining or absent members and conflict of interest exclusions pro tempore, will appoint members.

#### 6.2.2 Meeting and Hearings

The general business of the Committee is to be conducted in open session. General business conduct by telephonic communications is to be available to the public upon request.

Scheduled meetings of the Committee will be at 6:00 PM on the first (1st) and third (3rd) Mondays of each month, November through March. The Committee shall keep a scheduled weekly meeting September 1-October 31. The Committee will convene on this schedule unless the Chair, for lack of active issues, cancels the meeting. The ASHA President, Board of Directors, or the Chair may call ad hoc meetings for specific issues at any other time during the full calendar year.

The committee will notify the association to which the player/coach/parent(s) belong in writing of the action taken by the Discipline Committee as soon as possible after the hearing.

##### 6.2.2(1) Confidential Hearing

Any hearing involving a discipline or other similar action of a confidential or quasi-confidential or personal nature shall be conducted in a closed session with those present being members of the Committee and:

- The person against whom an action is being considered (including a parent or designated guardian and/or coach for players); and/or
- Designated representative(s) of the team or ASHA Local Association against whom an action is directed: and/or
- The aggrieved people, including parents or designated guardians and/or coach for players, team or Local Association involved: and./or
- Individuals providing testimony in such proceeding shall appear in the proceeding singly and be excused after providing testimony. Any discovery or allegation by an individual shall be presented in writing to the Committee. Accusations in writing must be presented 48 hours following the incident with sources of the accusation identified in documentation. The Chair will only enter evidence and testimony into the record if sources are identified and content deemed pertinent to the Hearing. The Chair may accept documentation at a later date based on hearing schedule and discovery.

The deliberations of the Committee in session will be duly recorded and a written copy of same will be provided to the ASHA President no later than the next regular meeting of the ASHA Board of Directors. The Chair shall submit a written report to the ASHA President, Association President, Associate Registrar and VP of Tournaments.

#### 6.2.3 30-Day Time Frame for Hearing

USA Hockey rules notwithstanding, ASHA has determined that the running of the 30-day time limit for holding a required hearing shall commence upon a receipt by the appropriate Discipline Committee (Anchorage or Fairbanks) of the officially transmitted written incident report. An official hearing may occur after the expiration of the 30-day time frame for the convenience of the Discipline Committee and/or penalized individual so long as the initial scheduling occurs within the stated 30-day time frame.

#### 6.2.4 Committee Actions

Committee Actions can be initiated by:

- Notice to the chair of an infraction of USA Hockey or ASHA rules that require a match penalty, by a referee or an appropriate designated tournament official, in writing, or verbally followed by an annotated score sheet or other appropriate written notice.
- A request from the ASHA President or Board of Directors

- A Tournament Director
- A designated member of Tournament Disciplinary Committee

The Committee will respond/act on any such notification or as soon thereafter as all pertinent materials and persons involved in the issue at hand can be assembled.

Committee actions and decisions will be based on USA Hockey published rules and regulations, ASHA Hockey rules and regulations, specific tournament rules and regulations, and generally accepted policies for implementation of all such rules and regulations.

Penalties imposed by the Committee may affirm the original penalty imposed by a game official or may be additional to that penalty at the discretion of the Committee.

The ASHA President will assign additional disciplinary duties of the Committee.

The Chair of the Discipline Committee will bill directly to the Affiliate Association, through the Treasurer, any costs exceeding \$20.00 that the committee incurs in the course of reviewing any actions concerning a member of that Affiliate. This may include, but is not limited to, long distance telephone audio or videoconference charges, travel expense, or collections accounting expenses.

#### 6.2.5 Appeal Procedures

Any person or team that considers himself/herself aggrieved by sanctions can appeal.

Appeals: Any member, team, league or local association who has a standing in the matter may appeal a disciplinary action, in writing, to the Chairman of the Discipline Committee ASHA President within fourteen (14) calendar days, after a decision was rendered by the ASHA Discipline Committee or Adult Discipline Committee.

Such appeal must state that it is an appeal, and provide the rationale, citing the applicable rule or regulation, as to why the disciplinary suspension or administrative action should be overturned or modified. In all appeals, the appealing party is required to establish the merits of the appeal.

Discipline Appeals Committee must make a written determination within twelve (12) calendar days of receipt of a written appeal and receipt of a \$200 Filing Fee, refundable if the Committee rules in the appealing party's favor. The decision of



the Discipline Appeals Committee shall be final except as noted in the paragraph 6.2. hereinafter titled "USAH Appeal".

#### 6.2.5.1 Appeal Process:

a. The Discipline Appeals Committee shall consist of active ASHA Board of Director members acting on behalf of the full board as authorized by ASHA's Bylaws. Discipline Appeals Committee shall consist of a Chairman and at least two additional Board Members. The decision on appeal must be made by a vote of a simple majority of the Committee. The Committee may make their determination by holding personal meetings, or communicating through the mail, e-mail or conference or video call(s).

b. The "Hearing" format is not typically used for appeals, since the intent is to review the appropriateness of the initial decision, not to provide another forum in which to present the same arguments or evidence. Appeals are generally handled solely on written submissions, and the appealing parties should be notified that no personal appearances can be made. The Discipline Appeals may make an exception to not having personal appearances, but such exceptions may be made in their discretion and only in extraordinary circumstances.

c. The appealing party must provide a basis for the appeal by referring to the relevant rules and/or regulations and describing why the previous decisions made were flawed or incorrect. These elements are essential when considering the basis for appeal. Appeal Requests lacking this information may be rejected for cause.

d. Only the evidence and theories explicitly presented to the initial decision-making body for consideration prior to rendering of its decision shall be presented or considered for appeal. The standard of review of a Discipline Committee or Adult Discipline Committee decision is "gross abuse of discretion", in other words, Discipline Appeals Committee may overturn a lower Committee decision only if it finds that Committee's decision was a "gross abuse of discretion". The Discipline Appeals Committee may: (1) affirm the lower Committee's decision; (2) modify the lower Committee's decision; or (3) overturn it. Further, the event new evidence is discovered, it must be identified as such and included in the Appeal Request. If it is determined by the Discipline Appeals Committee that the new evidence was not available at the time of the original discipline hearing, and is truly "new evidence", and that such "new evidence" would have likely affected the initial decision, the matter will be referred back, or "remanded" to the initial hearing body.

#### 6.2.5.2 USAH Appeal:

The Discipline Appeals Committee, or Board of Directors decisions may be appealed to USAH following the provisions of USAH Bylaw 10 - Dispute Resolution, Discipline, Arbitration.

#### 6.2.5.3 Exclusive Remedy

All Claims, demands, discipline or disputes as defined above shall be subject to the provisions of this Article, and this Article shall constitute the sole and exclusive remedy for dispute resolution. Any recourse to the courts of any jurisdiction by any member or individual shall be deemed conduct detrimental to the best interests of hockey and a violation of the ASHA and USAH Articles and By-Laws. This violation may result in suspension of membership and/or expulsion from the organization pursuant to the provisions of this Article.

## 7. Tournaments – Invitational

### 7.1 Tournament Sanctioning

The officially designated Tournament Director for the host Association shall abide by all tournament rules and regulations as approved by ASHA. All invitational tournaments hosted by member Associations are subject to approval (sanctioning) by the Associate Registrar (refer to the USA Hockey Annual Guide, Rules and Regulations Section VIII).

The USA Hockey Tournament Sanctioning Form (USA Hockey Form 3-T) may be obtained through your association registrar or the Alaska Associate Registrar. The completed form AND an exact copy of the rules and fees must be submitted to the Alaska Associate Registrar no less than 45 days prior to the scheduled event start date. Failure to comply with the 45-day rule may result in a late fee of \$100 to your association and/or the possibility of the tournament not being sanctioned.

#### 7.1.1 Foreign Teams

If the tournament includes foreign teams, including Canadian teams, the appropriate fee must accompany the application. All Canadian teams who play games in the US must have an approved travel permit. That travel permit must be sent to the VP of Tournaments, Tournament Director, and a copy sent to the Associate Registrar 30 days prior to the start of the tournament. If the team does not provide a copy of their travel permit, then the games will not have proper insurance coverage.

## 7.2 Paid Gate

The host Association must notify ASHA and the Associate Registrar immediately when planning to host an invitational tournament with a paid gate. The Associate Registrar will assess the appropriate USA Hockey Sanctioning Fee. In addition, the host association must notify any association being invited that the tournament has a paid gate.

## 7.3 Insurance Restrictions

Insurance restrictions require that no player or team registered or affiliated with USA Hockey/ASHA shall compete in any tournament unless ASHA and/or USA Hockey have sanctioned that tournament. Any registered team and/or player participating in a non-sanctioned USA Hockey/ASHA tournament may not be covered by USA Hockey insurance and may be subject to sanctions by ASHA and/or USA Hockey.

# 8. State Tournaments

All Youth teams, Competition and House/Recreation, with the exception of 8U and under, shall have a state tournament. Girls Tier I and Tier II may have a state tournament beginning with the 2018-19 season.

State Tournament Forms



## 8.1 Definitions

### 8.1.1 National Bound Teams

- Girls' Tier I and Tier II 19U, 16U, 14U
- Women's Sr A, B, C
- Youth Tier I and Tier II 18U, 16U, 15O, 14U, 13O

### 8.1.2 Non-National Bound Teams

Non-National Bound teams are all youth and girls House/Recreational A and/or B teams, 12U Major/Minor and 10U Major/Minor teams that are members of the Alaska Competition League.

### 8.1.3 Tournament Positions

Terms used for the tournament positions.

- VP of Tournaments
- Tournament Director—person assigned to run the tournament on a daily basis (person in charge of the tournament site)

## 8.2 Team Eligibility

Any team violating any of the rules and regulations of the ASHA playing season may be barred from the ASHA State Tournament.

### 8.2.1 National Bound Teams

#### 8.2.1(1) Non-Alaska League Teams

Any Tier I or II Youth team that is a member in good standing of USAH and ASHA, but not a member of the Alaska League, may petition the ASHA Board to enter the State Tournament. The petitioning team must complete the Agreement to Participate Form no later than the November ASHA meeting. The petitioning team will play a one game “play-in” versus the number eight seed on the day proceeding the first day of tournament play. However, if the eighth-place team is the host team, the play-in game will be against the seventh-place team. The winner of the “play-in” game will assume the seed of the game loser in the tournament.

If two (2) teams petition for the play-in game, the VP of Tournaments or ASHA President shall conduct a coin flip at the November ASHA meeting to determine which team will be allowed in the state tournament. The team traveling the greatest distance shall call heads or tails prior to the coin flip. The coin shall be allowed to land flat on the ground to be completed.

If three (3) or more teams petition for the play-in game, the VP of Tournaments or the ASHA President will draw team names from a hat at the November ASHA meeting to determine which team will be allowed in the state tournament.

This play-in game shall be part of the State Tournament and all ASHA and USA Hockey rules shall apply.

## 8.3 Participation and Team Limitation

### 8.3.1 Alaska Competition League Teams

All ASHA State Youth Tournaments held for National Bound Age Classifications shall be limited to the top eight (8) teams based on the Final Alaska League Standings. All ties are broken per the USAH tiebreakers in the USAH Annual Guide. The host of the ASHA State Tournament will be guaranteed a slot in the State Tournament. If the host team is seeded below 8th place in the Alaska League, it will be given the 8th seed.

### 8.3.2 Non-National Bound Teams

All House/Rec team associations must provide the VP of Tournaments and the VP of House/Rec the names of the team(s) that will represent the Association at the state tournament immediately upon completion of their house/rec association end of season tournaments.

Each Association will be guaranteed one (1) entry in each State Tournament division for which they have an eligible team. Associations who wish to enter an additional team of teams must submit an entry with the applicable fee by December 1st.

All efforts will be made to accommodate all teams requesting entry into the state tournament, provided each team has met the requirements listed above. If the tournament absolutely cannot accommodate all teams, teams will be determined by a random draw by the VP of Tournaments and the VP of House/Rec. The VP of Tournaments and the VP of House/Rec will approve the final tournament formats.

## 8.4 Agreement to Participate Forms and Payment

### 8.4.1 National Bound Teams

The ASHA State Tournament Agreement to Participate Form shall be the official notification of intent to participate in state tournaments. This form, from Tier I/II and Alaska League Major and Minor teams, along with a check made payable to ASHA for \$900.00, shall be received by VP of Tournaments or post marked no later than October 15th.

The balance of the state tournament fee is due upon **receipt of final bill from VP of Tournaments**. Checks should be made payable to ASHA and mailed to the VP of Tournaments at the address listed in the ASHA Handbook.

#### 8.4.2 Non-National Bound Teams

The ASHA State Tournament Agreement to Participate Form shall be the official notification of intent to participate in state tournaments. This form for House/Recreational A/B teams should be sent via email to the VP of Recreation and VP of Tournaments. The form along with a check made payable to ASHA for **\$1200.00** per team shall be received by VP of Tournaments or postmarked no later than December 1st at the address listed in the ASHA Handbook.

### 8.6 Roster Changes

#### 8.6.1 National Bound Teams

No changes to rosters are allowed after December 31, for Tier I and Tier II Youth and Girls competitive teams (14U and higher) as well as 12U and 10U Major and Minor teams participating in the Alaska Competition League. All Dual Rostered players must declare, in writing, to the Alaska Associate Registrar by December 31, which team they will be playing on for State, Districts and Nationals.

#### 8.6.2 Non-National Bound

The Alaska Associate Registrar certifies the 1-T (USA Hockey Official Team Roster) by signing and dating it after reviewing the birth certificates. Team Personnel will NOT carry a copy of any birth certificate.

The Alaska Associate Registrar will check all House/Recreational A/B rosters against the Tier I/II rosters and verify that the player is eligible to play in the state tournament.

All House/Rec teams must submit the Official Team Roster (USA Hockey Form 1-T) by December 15th to the Alaska Associate Registrar. All Dual Rostered players must declare, in writing, to the Alaska Associate Registrar by December 31, which team they will be playing on for State, Districts and Nationals.

##### 8.6.2(1) Player Additions

Players may continue to be added until January 31st to House/Rec teams, at which time all House/Rec rosters are final with no further changes. If the birth certificate column is blank, a copy of the player's birth certificate must accompany the 1T, the Associate Registrar will not sign off on the 1T until all birth certificates for the team are verified.

## 8.7 Changes to Team and Player Classification

### 8.7.1 Teams Changes

Any ASHA member team changing classification from Tier I or Tier II to House/Recreational A classification may not take part in the state tournament at its new classification and will not be allowed to have a team at Tier I or Tier II the following season. No Tier I or Tier II team shall be permitted to change to a House/Recreational B classification.

#### 8.7.1(1) ASHA Approval

Any Tier I or Tier II team changing classification with ASHA approval, must play at least ten games within its new classification division and tier level or higher level prior to the State Tournament.

#### 8.7.1(2) Player Transfers

Any player registered and rostered on a Tier I or Tier II team that transfers to a House/recreational A or B team of the same age division after November 1st (14U & younger) or October 1st (16U & 18U) of the current season may not participate in the state tournament with any House/Recreational A or B team. Any youth player registered and rostered on a junior team after October 1, of the current season may not participate in State Tournaments at the House/Recreational A or B level.

#### 8.7.1(3) Exception

To be eligible to play in a House/Recreational A tournament, Tier I or II players must drop from their Tier I/II team, play up an age division at the House/Recreational A level and be rostered on the House/Recreational A team by December 31.

Any player wishing to play House/Recreational B, after a transfer from a House/Recreational A, must have permission of the House/Recreational Council.

## 8.8 Game Requirement

### 8.8.1 National Bound & Alaska Competitive League Teams

Prior to the start of the Alaska Competition League State Tournaments, competitive league teams (Tier I and Tier II & 12U and 10U Major & Minor) must play a minimum of 20 games per team/10 per player for National Bound and 18 games per team and 8 games per player. Girls/Women's competitive teams must play a minimum of 14 games per team and 10 games per player.

For score sheets to count in meeting the State Tournament eligibility rules, that team's Official Team Roster (USA Hockey Form 1-T) must be certified by the Alaska and/or District Registrar or his/her designee prior to that game being played. Games played with a player not on the certified team 1-T (unrostered) will not count for the individual player or for the team.

#### 8.8.1(1) National Bound Teams

All teams that have a direct bye to Districts or Nationals must comply with the USA Hockey rule for games, which states that a Tier I or Tier II Youth team must have 10 games per player and 20 games per team and Girls/Women National Bound teams must have 10 games per player and 14 games per team.

### 8.8.2 Non-National Bound Teams

Prior to the start of the State Tournament House/Recreational A & B teams must play a minimum of 10 games. Each player must have played in 5 games in order to participate in a state tournament. Teams must provide score sheets in their credential books to verify the team and player game counts.

#### 8.8.2(1) Exemption

Teams that are off the road system can apply by December 1st to the House/Recreational Council to be exempt from the 5/10 game rule. Decisions will be made on a case-by-case basis.

### 8.9 Player Eligibility

#### 8.9.1 National Bound Teams

No player, at any level, may play on more than one team at a State Tournament in any one hockey season except nothing in this rule shall prohibit a player from playing on a USA Hockey high school team, if any, and a Tier team. No player



rostered on a team going to a District or National Tournament may play on another team in a State Tournament in the same hockey season except for a USA Hockey high school team, if any. USA Hockey and ASHA specifically allows dual rostering for USA Hockey; USA Hockey High School, and USA Hockey national bound teams. No U12 player may be rostered on any national bound team.

Exception: Girls that are dual rostered on a Girls Tier I or Tier II team may play at their birth year level or higher and may only participate at the house/recreational A (formerly Tier III) division level for State Tournament play. A House/Recreational team may have up to five dual rostered females on a 1T. A waiver can be requested by a Girls Tier I or Tier II team player to play in a house/recreational B (formerly Tier IV) division level for State Tournament play.

## 8.10 Tournament Rules

All state tournament rules will be under the supervision of the ASHA VP of Tournaments. Any modifications to rules will be made by the VP of Tournaments.

The official USA Hockey Playing Rules shall be used in all ASHA/USA Hockey tournaments.

## 8.11 Tournament Regulations

### 8.11.1 Uniforms

Each team must be fully uniformed with matching, numbered uniforms, and equipment meeting USA Hockey requirements. The home and visiting teams will be designated in the pairings. The home team, as listed on the game schedule will report to the home bench.

#### 8.11.1(1) National Bound Teams

All National Bound teams will have a home and away jersey. These jerseys will conform to USA Hockey policy listed in the USA Hockey Annual Guide. The home jersey will be white/light in body color and the away jersey will be black/dark in body color.

### 8.11.2 Goaltenders

National Bound teams::

(1) For any teams that need an Emergency Back Up goalie (EBUG), the team will need to submit an appeal to the National Championships Appeals Committee. Registrars cannot add EBUGs to the roster that were not on the roster prior to December 31 and/or that did not meet the game count requirements. Teams that played all season with one (1) goalie are expected to go to Nationals with one goalie. To request an EBUG, a team must:

1. Provide proof/explanation of extenuating circumstances to show why a team with two (2) goalies now only has one (1) or a team with one (1) goalie and now have no goalie (i.e. medical note);
2. Provide the name, team, program, and level of the goalie the team would like as an EBUG. EBUGs must be in the same age classification as the team. EBUGs should be from the same affiliate, at the same or lower level of play, and from a team that is no longer competing at an affiliate, district, or national championship; and
3. Submit the above information to the team's district registrar.

The district registrar will review the documentation to confirm the extenuating circumstance and that the EBUG requested by the team conforms to the above. If it conforms to the above, the registrar will submit it to the National Championship Appeals committee, along with their recommendation for this specific request. If approved, EBUGs will only be allowed to play in affiliate, district, or national championships or games leading thereto when it is shown that the team's other goalie on the roster is unable to play.

If the team only has one (1) goalie and a situation arises during an affiliate, district, and/or national tournament where the goalie becomes unable to continue, the team will be expected to dress a skater as a goalie or finish the game with six (6) skaters. For the remaining games, the onsite tournament registrar can submit the above request for an EBUG. If an EBUG is needed, and it's not logistically feasible for the team to supply one, the team can inquire with the host to see if one is available locally. A local EBUG must be approved by the tournament registrar.

### 8.11.3 Goaltenders Non-National Bound

All teams can/should have two (2) goaltenders qualified under the rules. An Association may bring a back-up goalie to their State Tournament from its Association if it has only one registered goalie on the team. That goalie must be from the same age classification and tier and or lower than the team that is in the tournament.

All teams are responsible for providing their own back-up goalie. The host Association is not required to have a back-up goalie available. The back-up goalie may only play if the team's registered goalie is ill or injured. The properly registered goalie that has been replaced must return and participate in the tournament as soon as he/she is able. Teams that are unable to arrive with a backup goalkeeper shall be permitted, with the approval of the VP of State Tournament to use a substitute emergency goalkeeper using the following guidelines:

First the goalie should be from the same age classification in a lower-level team within the same association. If no qualifying goalies are available from their association, they may look at other associations. For example, a 14UA team can ask a 14UB goalie to be their back-up goalie.

Second, if the above option is not available, the back-up goalie may be from the age and tier level below the team requesting the back-up goalie. For example, a 14UB team could ask a 12UA or 12UB goalie to participate.

No goalie from a Major or Minor team may participate as a back-up goalie on a Rec/House team. The substitute emergency goalkeeper shall only be permitted to participate in a game in the event of extenuating circumstances and with the approval of the on-site Tournament Director

No back-up goalies from Tier I or Tier II teams shall be allowed to play in the state house/recreation tournament.

#### 8.11.4 Referees

Referees shall precede the teams on the ice prior to the start of the game or period. Referees are not to leave the ice prior to the completion of the handshake at the end of the game or before the teams leave the ice following the end of a period.

#### 8.11.5 Referee Scheduling

The Alaska USA Hockey Referee-In-Chief shall be responsible for assigning tournament referees and coordinating operations through the VP of Tournaments. All tournament games must be officiated by USA Hockey registered officials. The Referee-In-Chief along with the local area supervisor will determine which official system will be used for the level of tournaments scheduled.

#### 8.11.5(1) National Bound Teams

National Bound teams shall use a three (3) or four (4) man referee system. However, in the event one or more of the on-ice officials fail to appear for the game or are forced to leave early, USA Hockey Rule 501(d) shall govern. If the lack of referees causes a National Bound team to have only two (2) referees assigned, that game will be deemed to have complied with the requirement.

#### 8.11.5(2) Non-National Bound Teams

All Midget (15-16/17-18) games will have three (3) officials, in the event only two are available, both team coaches must approve using two (2) officials. 14U (13-14) games may have three (3) or (2) officials depending on the availability in the host area. All others will have a two (2) official system.

In the event of only one (1) official showing, the game will not proceed unless both team coaches agree to begin with one (1) official.

#### 8.11.6 Championship Game Procedures National and Non-National Bound Teams for State Tournaments

All State Tournament Championship games will be managed as follows:

- Three-minute warm up.
- Before game: Players line up on the goal line, player names are announced.
- After game: Players shake hands with each other then all players line up on the blue lines, second place team names are announced then first place names are announced.

#### 8.12 Tournament Protest and Discipline Committee

National Bound Only: The teams shall each appoint a representative to serve on the Protest and Discipline Committee.

Non-National Bound: The committee shall be composed of a representative of each team in the tournament, and each team shall designate a representative prior to the start of the tournament. The Referee-In-Chief or his appointee may not serve on these committees.

##### 8.12.1 Discipline Committee

The Discipline Committee shall be responsible for deciding any action to be taken against a player or team official receiving a game misconduct and/or match penalty. Players and teams shall not be given suspensions from further games until a reasonable opportunity to appear before the Committee to relate its version of the incident. All match penalties and action taken by the Committee shall be reported in accordance with ASHA rules to the AHSA Discipline Committee and **Ref in Chief** or its designee committee for the tournament.

#### 8.12.1(1a) Match Penalty for Player/Coach

If a player or coach receives a match penalty in any state tournament games, there shall be an ASHA Disciplinary hearing with the Tournament Discipline Committee acting on behalf of the ASHA Disciplinary Committee immediately to determine if the penalty is justified. If the Disciplinary Committee upholds the penalty, the player/coach will be ejected from participating in any more tournament games and will be ejected from the ice arena(s) in which the tournament is being held. This is in accordance with the USA Hockey Annual Guide By-Law 10.

#### 8.12.2(1b) Fighting

Any player, who received a 5-minute major and a game misconduct under the USA Hockey rule for fisticuffs (fighting), shall be removed from participating as a player for the remainder of the tournament.

#### 8.12.2 Protest Committee

The Protest Committee shall act expeditiously on all properly submitted protests. Their recommendation shall be forwarded to the VP of Tournaments, whose decision shall be final.

No protests shall be allowed on the playing rules. Protests shall be submitted in writing and attached to the copy of the score sheet of the game involving the protest. They shall be presented within an hour following the game or incident being protested. A \$50.00 fee, refundable only if the protest is upheld, must accompany the protest. If the protest fails, the fee will be donated to the host Association. If the host Association team protests a game and the protest is denied, the fee will go to ASHA. Copies of all protests must be submitted to the VP of Tournaments.

## 8.14 Tournament Hosts

Bids to host the state tournaments shall be presented to the appropriate councils at the meeting prior to the ASHA Annual Board meeting. The proposed hosts for each category will be presented at the Annual meeting. Hosting associations must be members of ASHA and all teams under their jurisdiction must be properly registered.

### 8.14.1 Requirements of Host Associations

All associations shall assist the VP of Tournaments upon request with scheduling required ice for state tournament play.

The host Association is responsible for the following items:

- Pucks for games and warm-ups
- Tournament programs
- Hospitality room
- Other administrative costs (phone, mail, printing, etc...)
- Emergency Medical Care—However if 911 is available in the municipality of the host, on site emergency care is not required.
- Protest and Disciplinary committees
- Bracket Boards
- Score and timekeepers for all games

### 8.14.2 Tournament Chairperson

Each host Association shall appoint a Tournament Chairperson and shall notify the Tournament Coordinator of the name and contact information of its Tournament Chairperson. This shall be done no later than October 15th. If an Association fails to appoint a chairperson, the VP of Tournaments may grant the tournament to another Association.

### 8.14.3 Tournament Committee and Tournament Director

The host association shall appoint a Tournament Committee and Tournament Director to coordinate all matters with the Tournament Chairperson.

### 8.14.4 Accommodations and Travel Arrangements

Accommodations and travel arrangements are the responsibility of the visiting team, but the host shall make every endeavor to assist the visiting teams in making suitable arrangements.

#### 8.15 Tournament Dates

At the July meeting, the VP of Tournaments shall present to the Board of Directors a proposed schedule of tournament dates and hosts for the coming year. The Board of Directors shall make any necessary adjustments and approve the schedule.

#### 8.16 Tournament Fees

The ASHA Board of Directors will set tournament entry fees and dates for payment no later than the November meeting.

Tournament fees approved by ASHA shall be the cost of the tournament to participating members. No refunds will be granted, or additional costs charged to the teams. When a team accepts an invitation to play in a tournament, that team incurs a responsibility to the host and other participating teams.

##### 8.16.1 Refunds of Fees

Should no State Tournament be held in a division, a full refund to the affected teams will be mailed no later than March 31st.

Teams that need to cancel their participation in a State Tournament must notify the VP of Tournaments immediately and will be fined \$1,000 (\$500 will go to that state tournament host association and \$500 will go to ASHA). In addition, a team that fails to show for a tournament or withdraws will have its share of the tournament fees for that tournament added to its fine. These fees must be paid by October 1st of the following season of the tournament in question. The team's Association will not be in "good standing" with ASHA and will not be allowed to participate with ASHA affiliated teams or in future State Tournaments until the fine has been paid in full.

#### 8.17 Tournament Schedule

No later than 4 weeks prior to the start of a State Tournament the Tournament Coordinator will provide all qualified participating teams with a schedule of games. Any team requesting a change in the schedule must notify the VP of Tournaments in writing (via email) within 48 hours of the schedule being sent.

Information on coaches and credentials meetings for the state tournaments shall be emailed to the appropriate team representative.

## 8.18 Credentials

### 8.18.1 Coaches Meeting

A mandatory coaches meeting shall be held no later than the morning prior to the first game of the tournament. Failure of a team to have a team representative present shall result in the suspension of the head coach from the team's first (1st) game of the tournament. The VP of Tournaments shall have discretion to allow exceptions to these provisions upon evidence the failure has occurred as a result of circumstance beyond the control of the coach(s) in question.

### 8.18.2 Credentials Committee

A credentials committee shall be appointed by the host Committee Chairperson to verify each team's eligibility in accordance with the USA Hockey Annual Guide. Each team is required to furnish the Credentials committee, at a time and place established by the credentials committee, the items required by the committee for tournament eligibility. The Credentials Committee has the right to refuse any team's credentials that are not presented in a neat and organized fashion. Teams are not eligible for tournament participation until the credentials committee has verified all credentials. The following items are required for the credentials:

#### 8.18.2(1) Credentials Book

Credentials Book are required to be as described in Section 3.4.

## 8.19 Challenge of Team or Player Eligibility

Any challenge to the VP of Tournaments of a player or teams' eligibility shall be made before the conclusion of the coaches meeting. Challenges to the ruling by the VP of Tournaments shall be reviewed and ruled on by the District Registrar or Associate Registrar and the ASHA President or his/her designee.

The VP of Tournaments shall review any challenges to decisions made by the credential's committee regarding credentials verification and rendering a decision on that challenge after seeking consultation and advise he/she deems



necessary. Challenges to the ruling by the VP of Tournaments shall be reviewed and ruled on by the District Registrar or Associate Registrar and the ASHA President or his/her designee.

Should the District Registrar or Associate Registrar (or their appointee) determine a player or players to be ineligible before, during or after the tournament, said player or players shall be deemed ineligible for any remaining games and the team using the ineligible player(s) shall be required to forfeit any games in which the player(s) participated in. Also, if it is proven that the coach and/or manager were aware of the player(s) ineligibility, they shall be subject to possible suspension.

## 8.20 Tournament Format

### 8.20.1 Alaska League Non-National Bound Tournament

All Alaska League Non-National bound teams will follow the Typical Game Schedule in Appendix B.

If there is more than one tournament Typical Game Schedule available for the state tournament, the coaches of the teams in that division will be able to vote on which format to use for that season's state tournament schedule. The game schedule with the majority of the votes will be the tournament schedule for that season.

#### 8.20.1(1) Out of Town Team Accommodation

Concessions may be made for tournament games to switch day of games if another day of games to accommodate an out-of-town team. (IE...3 team tournament schedule, this could be modified to accommodate a team that is from out of town so that they would not play one day and have the next day off.)

#### 8.20.1(2) Seeding of Teams for State Tournament Games

The seeding of teams will be done no later than 3 days after the completion of League Play for all teams. The comp council along with the VP of Tournaments will establish the seeding based on the teams standing in the Alaska League.

#### 8.20.1(3) Times of Periods and Penalties

All Alaska League Non-National bound teams will utilize a five (5) minute warm up and play three (3) - fifteen (15) minute stop clock periods, unless otherwise noted in the tournament rules.

All National bound teams will abide by the times of periods and penalties as outlined in the USA Hockey Annual Guide and USAH Tournament Guidebook.

#### 8.20.1(4) Ice Resurfacing

Ice shall be resurfaced prior to the start of each game. Overtime resurfacing will be done at the end of the first overtime and every two overtime periods thereafter.

#### 8.20.1(5) Time between Games

There shall be a minimum of four (4) hours between games played on the same day by a team and twelve (12) hours between games played on consecutive days by a team. Time is counted from the end of one game and the start (warm-up) of the next. The VP of Tournaments is the only person with the authority to grant a waiver to this rule because of time constraints in scheduling, due to ice shortages, or other viable reasons. No waiver shall be granted in Championship games except with the permission of the team that will forfeit its rest period and agreement with the VP of Tournaments.

No teams playing its second (2nd) game of the day shall be required to play the championship game against a team playing its first (1st) game of the day.

#### 8.20.1(6) Round Robin Standings

Round Robin standings for Alaska League Non-National Bound teams, as well as National Bound teams, will be determined by the USA Hockey Annual Guide.

#### 8.20.1(7) Overtime Procedures

##### 8.20.1(7a) Round Robin Games

Refer to the Nationals section of the USA Hockey Annual Guide for Round Robin Games for all overtime procedures.

##### 8.20.1(7b) Cross Over and Championship Games

Refer to the Nationals section of the USA Hockey Annual Guide for Cross Over and Championship Games for all overtime procedures.

#### 8.20.1(8) Tie Breaker Rules

Refer to the Nationals section of the USA Hockey Annual Guide for all tie breaker rules.

#### 8.20.1(9) Home Seeding

Home seeding for championship games will be determined by USA Hockey tiebreaker procedures except in tournaments in which an uneven number of games are played. In tournaments which an uneven number of games are played, home team will be decided by a coin toss.

#### 8.20.1(10) Tournament Game Schedules

See Appendix B.

### 8.20.2 Non-National Bound Tournament

#### 8.20.2(1) Game Schedule

All House/Recreational tournaments will use the Typical Game Schedule as listed in Section 8.20.4. The House/Recreational council and VP of Tournaments approve changes to the game schedules.

#### 8.20.2(2) Number of Days

House/Recreational state tournaments should be played in three (3) days if at all possible; however, in order to accommodate all teams, a tournament may need to be played in four (4) days. In the event a tournament must take four (4) days, the tournament will start on Friday and end on Monday.

#### 8.20.2(3) Times of Periods and Penalties

All Non-National bound teams will utilize a three (3) minute warm up and play three (3)—twelve (12) minute stop clock periods unless otherwise noted in the tournament rules. Running clock shall be used at any time during a game if a team has outscored its opponent by eight (8) goals or more with the condition that stop clock will be resumed if the trailing teams scores and reduces the lead to seven (7) goals or less.

#### 8.20.2(4) Seeding of Teams

The seeding of teams will be done no later than the February ASHA state board meeting. For all House/Recreational A and B teams, the seeding will be determined by a random drawing by the House/Recreational Council.

All Major and Minor 10U and 12U teams in the Alaska Competitive League, tournament seeding will be based on where each team placed in league play.

#### 8.20.2(5) Ice Resurfacing

Ice shall be resurfaced as stated in the USAH Annual Guide and/or Tournament book. All games will start on clean ice.

#### 8.20.2(6) Round Robin Games

All initial Non-National Bound round robin games will end after regulation time and no overtime will be permitted.

##### 8.20.2(6a) Round Robin Standings

Round robin standings shall be determined by the following point system.

- 0 points for a loss
- 1 point for a tie
- 2 points for a win

In the event that more than one (1) team is tied for position, use the tie breaking procedures as outlined in the below.

##### 8.20.2(6b) Tie Breaker Rules

Refer to the USA Hockey Annual Guide, Nationals Section, Rules & Regulations of District Playoffs and National Championships for all tie breaker procedures.

#### 8.20.3 Overtime Procedures for Cross Over & Championship Games

If a crossover/championship game is tied after regulation time, the tied teams will play eight (8) minute overtimes until a winner has been declared. Ice resurfacing will be done at the end of the 1st overtime and every two overtime periods thereafter. Goalies will switch ends every two overtime periods. No additional time outs will be given for Overtime periods.

## 8.20.4 Non-National Bound Game Schedules

See Appendix C.

### 8.21 Spectators, Fans and Parents Responsibility

The Alaska Hockey Officials have been instructed that in all games in which spectators, fans, or parents are out-of-control or become verbally or physically abusive to players, coaches, game officials, or other fans and spectators, they are to respond in the following manner:

The referee is to stop the game and advise both coaches that continued behavior as noted must be stopped immediately or the game will be terminated at that time.

If the game is terminated, the USA Hockey rule for game completion will be used to determine the winner of the game. If the length of the game has not satisfied the USA Hockey rule, there will be no winner declared, the game will not be replayed and both teams will receive zero (0) points for that game.

These guidelines do not preclude the VP of Tournaments or Tournament Chairperson from having the offending individuals removed from the arena or from notifying the referee that the game is to be stopped and notifying both coaches of the impending actions should the behavior continue.

#### 8.21.1 Noisemakers & Obstructions

No lighted signs are to be hung/taped on the glass. Obnoxious noise makers such as cowbells, foghorns, whistles, etc. are not allowed in any tournament. The playing of tasteful recorded music and sounds during stoppages of play will be allowed with the permission of the VP of Tournaments.

### 8.22 Forfeits

#### 8.22.1 Intentional Forfeits

Teams that intentionally forfeit a game in a tournament shall be disqualified from the tournament. Unintentional forfeits caused by travel, weather or factors beyond the control of the team shall not result in disqualification. The VP of Tournaments shall make the final decision on this issue.

### 8.22.2 Leaving Ice During Game

Any team playing in a state tournament game that leaves the ice during the game over a disputed decision shall be deemed to have lost the game 1-0 or if the score of the opponent is higher than one (1) the team shall be awarded its score at the time of the forfeit. In cases of exceptional circumstances, the forfeit may be appealed to the VP of Tournaments and the game replayed if the appeal is upheld.

### 8.22.3 Insufficient Amount of Players

As determined by USA Hockey Rule 201(a), a game in which a team is unable to provide enough players on the ice, shall be ruled a forfeit with the score of zero (0). The opponent shall be awarded its score at the time of the forfeit. If the score at the time of the forfeit is zero (0) to zero (0), the winner of the game will be awarded one (1) goal.

## 8.23 Tournament Results

Within 48 hours after the completion of a state tournament, each Tournament Director shall provide the VP of Tournaments with complete results of the tournament games.

## Competition Council & Alaska League Guidelines

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Alaska Oilers	Merit Waldrop	907-229-8061	<a href="mailto:waldropmerit@hotmail.com">waldropmerit@hotmail.com</a>
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Hockey Club Alaska	Jeremy Love	907-420-7220	<a href="mailto:vicepresident.hcak@gmail.com">vicepresident.hcak@gmail.com</a>
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Jr Avalance Hockey	Jason Beach	907-830-0170	<a href="mailto:jason_beach@hotmail.com">jason_beach@hotmail.com</a>
Kenai Peninsula Hockey Association	Jenna Redford	907-394-5516	<a href="mailto:jredford17@gmail.com">jredford17@gmail.com</a>
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Alaska League Division Coordinators

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12U Major & Minor	Nina Anderson 907-229-4008 <a href="mailto:nwoods@mac.com">nwoods@mac.com</a>
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16U Tier I & Tier II	Lee Twait 907-223-0418 <a href="mailto:Twaitlee@gmail.com">Twaitlee@gmail.com</a>
18U Tier I & Tier II	Vanessa Lamantia 907-952-0966 <a href="mailto:vtondini@hotmail.com">vtondini@hotmail.com</a>



## 9. Competition Council Guidelines

### 9.1 Comp Council Voting Representative

Each participating association shall designate in writing one Comp Council voting representative and shall have the option to designate an alternate. For an Association to be a voting participant at the Comp Council, they must have registered at least one Comp team the previous season and intend on registering at least one comp team this season.

### 9.2 Meetings

The Competition Council will meet at least once quarterly. Council meetings will be called by the VP of Comp, who will also chair the meetings. The VP of Comp will give written (or email) notice of meetings at least one (1) week in advance.

Comp Council meetings will be run as an executive committee of ASHA and will be governed by Roberts Rules of Order. Motions will be made and voted on accordingly. Minutes of meetings will be provided to all Alaska League representatives, the ASHA President, Secretary and all Vice Presidents. Passed motions or resolutions are to be presented by the VP of Comp to the main ASHA Board of Directors for approval/action. Comp Council issues and actions will be presumed to have been discussed by the respective Comp representative with their own association's board and ASHA representative.

A quorum will consist of a majority of Alaska League representatives from participating associations. Alternate representatives from participating associations will count toward the quorum.

#### 9.2.1 Special Meetings

If three (3) or more Comp Council members request a special meeting in writing, the VP of Comp will call the meeting in no less than 30 days, but sooner if possible, to discuss the proposed action item. Special meeting requests shall identify the issue at question and suggest a method of resolution.

## 10. Alaska Competition League Guidelines

The purpose of the Alaska League is to facilitate hockey at a competitive level. It is our hope that in so doing, it will promote growth both as a hockey player and as an individual through hard work, self-discipline, and fair play.

The following regulations apply to all associations with Youth Tier I, Tier II, Major and Minor teams. The objective of a state league for competition teams is to provide open competition for all the teams within the state at the competition level in which they intend to register with USA Hockey. The league should also provide participating teams with a regulated competitive environment that will encourage them to improve both their team and individual hockey skills.

No Association may register more than one team at the Tier II National Bound level (14U, 16U, 18U) in the same age group.

### 10.1 League Officials

#### 10.1.1 Vice-President—Competition League Committee

The ASHA Board shall elect the VP of Comp every two years. The VP of Comp is responsible for all Comp League affairs. The VP of Comp shall appoint the other league officials and provide a list of appointments to the Board of Directors. When the VP of Comp deems it necessary to replace a league official, he/she shall do so and notify the Board of Directors at the next meeting. The VP of Comp, along with the Comp Council, will be responsible for editing the Competition League Guidelines that are printed in the Affiliate Handbook.

#### 10.1.2 Division Coordinators

Division Coordinators are responsible to the VP of Comp for the affairs of their respective divisions. Specific responsibilities include developing the schedule of games with the cooperation of the participating teams for submission to the VP of Comp, inter-league communication, compilation of statistics, and the handling of the grievances, protests, and disciplinary matters within the division.

# 11. Alaska Competition League Organization

## 11.1 Participating Teams

The VP of Comp will send an email out to all associations prior to August 1st requesting a list of all teams that will be participating in the Alaska League Scheduling meeting. The Association must notify the VP of Comp by August 15th of the teams that will be participating in the Alaska League.

Each team must play in the Alaska League in the same division and tier that they will enter the state tournament.

Any association that has not registered a Tier I and/or Tier II youth team in the past two (2) years must receive permission from ASHA to participate in the Alaska League prior to August 1st.

### 11.1.1 Classification Change

Any ASHA member team changing classification, after November 1, from Tier II to House/Recreational A or may not take part in the state tournament at their new classification. **Teams may not change classification from Tier II to House/Rec B.**

## 11.2 ASHA Tryout/Player Selection

Effective with the 2017-18 season, no Youth or Girls Tier I or Tier II team may recruit or solicit players or offer contracts to players for the following season, or hold development camps, tryouts, player selections or any activity that could be construed as a tryout/solicitation or recruitment for the following season, until 48 hours after the last game of Youth National Championships (both Tier I and Tier II Nationals must be completed). (i.e., if National Tournament ends at 4 PM on Monday, tryouts can begin after 4 PM on Wednesday). Any violation of this prohibition may subject the coach, team, program and/or responsible administrators to appropriate discipline, or ineligibility of the team or coach, as determined by the ASHA.

In compliance with these regulations and pursuant to current ASHA regulations on tryouts, ASHA tryouts will begin no sooner than the dates set below:

- Youth Tier I - time in compliance to above
- Youth Tier II no sooner than the second Tuesday to Thursday in August for 2024 season

- Girls Tier 1 No sooner than 48 hours following the completion of the USA Hockey National Tournament. Exact dates to be outlined by the Girls and Women's COuncil annually by February 1.
- Girls Tier II No sooner than 48 hours following the completion of the USA Hockey National Tournament. Exact dates to be outlined by the Girls and Women's COuncil annually by February 1. the first Monday of May 2024

### 11.2.1 Punishment for Tryout Violation

#### 11.2.1(1) Coach Punishment

- First (1st) Offense—Suspended for ninety (90) days of a hockey season from coaching all ASHA teams.
- Second (2nd) Offense—Suspended for One (1) full year from all ASHA teams/ One entire hockey season.
- Third (3rd) Offense—Lifetime ban from coaching all ASHA teams.

#### 11.2.1(2) Association Punishment

- First (1st) Offense—Association put on notice.
- Second (2nd) Offense—Team associated with violation will not be allowed to participate in State Tournament.
- Third (3rd) Offense—Entire Association deemed by ASHA as "Not in Good Standing" for one (1) year (September 1-August 31st)
- Fourth (4th) Offense—Entire Association deemed by ASHA as "Not in Good Standing" for 2 years.

### 11.2.2 Steps to file Complaint

The Vice President of Comp and the President of ASHA must be notified of a potential violation in writing and have it put on the agenda for the following Comp Council and State Board meetings. The violation at hand must be brought forth by the accuser to the Discipline Committee, then the state board to determine whether or not that the activity is in fact a violation. The State Disciplinary Committee will deal with the offending Coach and association.

### 11.3 Alaska Competition League Season

The Alaska League Hockey season officially begins September 1<sup>st</sup> for 14U, 16U and 18U and after October Scheduling meeting for 10U and 12U. Alaska League Season ends according to the schedule posted below. However, due to high school hockey, the recommended length of Alaska League seasons is as follows:

18U and 16U	September 1st to Mid-October
14U Tier I	September 1st to Mid-October
14U Tier II	September 1st to late January
12U	September 1st to late January
10U	September 1st to mid-February
Girls 19U, 16U and 14U	September 1st to late January

#### 11.4 Fees

Each team will be assessed a \$200.00 fee to cover Competitive League expenses. Payment will be collected at the League Scheduling meeting. Actual game expenses such as ice and referee costs shall be split evenly between the teams playing.

#### 11.5 Divisions

Each division shall contain teams only within that age group classification.

##### 11.5.1 Seeding at State Tournament

Seeding of teams for the state tournament will be based on the total points accrued by the teams for all scheduled league games played. Two (2) points for a win; one (1) point for a tie; and zero (0) points for a loss. In the event, two (2) or more teams are tied in points at the end of league play, seeding will be determined as follows:

- Head-to-head play (points acquired)
- Goals for minus Goals against (head-to-head)
- Dividing goals for by goals against (greatest quotient seeds higher)
- Coin toss

It is the responsibility of the teams to verify that their team point total is correctly recorded at the end of the season. Corrections to the seeding for the State Tournament will not be allowed after the Comp Committee has reviewed them, presented them to the ASHA Board and it has accepted the seeding at its February meeting.

#### 11.6 Game Requirement

Tier I teams shall schedule two (2) home league games with each team in its division. Deviations from the two (2) and two (2) schedule for 18U, 16U and 14U are permitted with permission granted by the VP of Comp. Tier II teams shall schedule and play one (1) home and one (1) away league game with each team in its division.

## 11.7 Scheduling Meeting and Seeding for 10U/12U

The VP of Comp along with the Division Coordinators shall conduct a league scheduling meeting. The meeting will be for the purpose of determining the league schedule.

Associations shall send a representative from each participating team to the scheduling meeting for the purpose of scheduling league games for their team. Team representatives shall have the ability and authority to commit their teams to the Alaska League Schedule. Teams that do not participate in the scheduling meeting will not be allowed to play in the Alaska League.

The Scheduling meeting(s) will take place in August for 14U, 16U, and 18U. Scheduling meeting for 10U and 12U will take place mid-October after the seeding Tournament. 10U and 12U teams that have submitted to play in the Alaska Competition League will be designated as Major or Minor classification for that season by a 3-5 member evaluation group. The evaluation group shall be approved by the Comp Council. Teams will be notified of their placement prior to the scheduling meeting.

Each team shall submit a schedule of home games to its Division Coordinator and the referee scheduler prior to leaving the meeting.

### 11.7.1 Prior Distribution of Ice Times

To facilitate timely game scheduling, participating Associations must distribute ice times to each team prior to the scheduling meeting. Each participating team is responsible to schedule home games with every participating team in its division.

### 11.7.2 Conflicts

The Division Coordinators shall review the team's schedules and resolve any conflicts with the participating teams and consolidate all the home schedules into an Official League Schedule for distribution to all of the participating teams. Failure to play a scheduled league game, without prior approval of the VP of Comp, may result in loss of eligibility of the offending team to play in the state tournament. A team may be permitted to change the time, date, and location of a scheduled league game if the following conditions are met:

- Both teams agree to the change
- The VP of Comp deems the reason to change is valid.

- The requesting team submits an Official Game Change Request Form to their Division Coordinator signed by the coach and manager of both teams.

## 11.8 Referees

National Bound teams shall use a three (3) or four (4) man referee system and Non-National Bound teams may use a two (2) or three (3) man referee system. However, in the event one or more of the on-ice officials fail to appear for the game or are forced to leave early, USA Hockey Rule 501(d) shall govern. If the lack of referees causes a National Bound team to have only two (2) referees assigned, that game will be deemed to have complied with the requirement.

## 11.9 ASHA Tier I Hockey

### TIER I Hockey-Youth

USA Hockey has limited the number of Tier I teams that each affiliate may have in a given season depending upon the total number of participants in the age group from the prior season. It is then incumbent upon the affiliate to decide how many teams within the affiliate it elects to allow to be Tier I teams at each age group, and which program shall host the respective teams. For Tier I Youth hockey, ASHA has delegated to the Competition Council the authority to select the number of Tier I teams at each age group that may be hosted within the affiliate, and which program shall be allowed to host the teams at each age group. The Competition Council has decided to only have no more than one team at each age level (U14, 15, U16, and U18), to be hosted by ASHA, and to name the program Team Alaska. The ASHA Board has ratified the decision to have ASHA host the program, and the Council will evaluate each year which level will have a team dependent upon the number of competitive players anticipated to participate at the respective age levels; and each year those coaches desiring to coach a specific age level, shall submit an application and proposed season program plan to the VP of the Competition Council by February 15 of Each year and the Competition Council shall select the coaches for each age level. The Competition Council has also decided to have a Tier I Administrator to provide administrative oversight of the program, selected by the Competition Council, whose duties are delegated to him or her by the Competition Council.

## 11.10 Districting

It is the intent of the Alaska Competition League to have 10U and 12U players play in their home areas or districts. For 2023-24 the Alaska Competition League will be phasing in Districting Policy for 2014/15 birth year players playing in the 10U Division. This will continue for following



birth years moving forward until Districting applies to all 10U and 12U players. Districting does not apply to 14U, 16U and 18U teams. Any player requesting an exemption for the current season must submit a request and reason to the VP of Comp by Friday July 28 for 2023-24 and by the first Monday in July for 2024-25 and following seasons. Comp Council will approve or deny exemptions via electronic vote.

#### 11.10.1 Divisional Boundaries

All affiliated associations shall be divided into 5 divisions for the Alaska Competitive League as follows:

A. The Gold Rush Division: Comprised of the Fairbanks North Star Borough limits.

B. The Glacier Division: Comprised of the cities of Palmer, Houston, Big Lake, Wasilla, Willow, and Sutton.

C. Beluga Division: Comprised of the Anchorage bowl from JBER all the way to Portage along Turnagain arm. JBER covers a significant land area and serves as its own geographic enclave. Families with a physical address on JBER can opt to play in either Eagle River or Anchorage at their discretion.

D. The Fjord Division: Encompassing all communities on the Kenai Peninsula from Hope to Homer.

E. The Mountain Division: Comprised of the Communities of Peters Creek, Birchwood, and Eagle River.

#### 11.10.2 Off the Road System Players

Any player off the road system (Kodiak, Juneau, Barrow, Nome, Sitka...etc), as well as the small road system towns (Toke, Delta, Talkeetna, Glennallen...etc) not within the aforementioned core urban centers, shall be free to choose which of the five Divisions they would like to play in. Any small community or off the road system town that registers an entire team in the Alaska Competition League shall be included within its nearest geographic Division for the playing season. (example: Delta fielding a 12U Minor team would become part of the Gold Rush Division).

#### 11.10.3 Exemptions

All players physically living within each of the five divisions that wish to play outside of their divisional boundaries must submit their request no later than the first Monday in July for the upcoming playing season. For 2023-24 requests may be submitted to the VP of Comp up until Friday July 28.

The Comp Council will review and decide on all request a week before the start of Competitive tryouts for the playing year.

A. Exemptions will be granted for extenuating circumstances to include, but not limited to:

1. Split Households. 2. Logistical burdens. 3. Financial burdens 4. Major or Minor players may play outside of their district in the event that their region does not offer their respective team that season( IF ASHA does not hold a Seeding Tournament).

B. Inter-Association Cooperative Teams:

1. Associations can work together to field a combined team when numbers do not allow for a team to be fielded at any particular association. 2. All such efforts shall be on a season by season basis. 3. All efforts will be captured in a Memorandum of Understanding (MOU) signed by both associations Presidents. 4. These MOUs shall be sent to the Comp Council each season, but no further approval is needed.

C. Grandfather Clause: Any 8U (2014 Birth year) player currently registered at an association out of their district is allowed to play either in their district, or for the association they were registered with for the 2022-2023 playing season. For example, if your 2014 8U player is districted in Fairbanks, but was playing their 8U 2022-23 season for the Kenai Hockey Association, they can continue to play at either Kenai, or any Fairbanks Association. All subsequent birth years will stay in their district unless they follow the waiver process.

## 12. League Play

12.1 See section 5.9.4 for additional information on players

12.1.1 No U12 player may Play up

U12 Players falling under the Competition & Girls/Women Council shall not be allowed to play up to U14 or higher.

12.1.2 Player Movement between Teams

Any youth player dropping from Tier I to Tier II in their division during the season for league games must remain at the Tier II level for the remainder of the season. No player movement is allowed after December 31st of the current playing season.

### 12.1.3 Ineligible Players

No team shall play a League Game with any player not listed on their 1T Roster. Any League Game that has a player on the roster for that game that is not on their 1T will be considered an Intentional Forfeit and will be subject to rule 12.3.3(2).

## 12.2 Games

If there appears to be more time available than will be required to complete the recommended time allocations, the coaches may agree to lengthen the first (1st) period or both of the first (1st) two (2) periods in order to maximize the use of the allowed ice time. However, no time shall be added to the third (3rd) period of play.

If the scheduled ice time will expire before the completion of the third (3rd) period, the timekeeper may, at the direction of the referee, run the clock until the time expires. During running clock, there will be no time outs.

## 12.3 Minimum Alaska Competition League Game Lengths

Age Level	Warm-Up Length	Period Length	Ice Cut	Time Out	Ice Length
10U	3 Minutes	12 Minutes	None	1	1.0 Hour
10U	3 Minutes	15 Minutes	None	1	1.25 Hours
12U	3 Minutes	12 Minutes	None	1	1.0 Hour
12U	3 Minutes	15 Minutes	None	1	1.25 Hours
For 10U & 12U Games see Note D below pertaining to Minor Penalties.					
14U	3 Minutes	15 Minutes	None	1	1.25 Hours
14U	3 Minutes	15 Minutes	None	1	1.5 Hours
16U	3 Minutes	15 Minutes	None	1	1.25 Hours
16U	3 Minutes	15 Minutes	None	1	1.5 Hours
16U	3 Minutes	17 Minutes	None	1	1.75 Hours
16U	3 Minutes	17 Minutes	1	1	2.0 Hours
18U	3 Minutes	15 Minutes	None	1	1.25 Hours

18U	3 Minutes	15 Minutes	None	1	1.5 Hours
18U	3 Minutes	17 Minutes	None	1	1.75 Hours
18U	3 Minutes	17 Minutes	1	1	2.0 Hours

- A. All periods will be run in a stop clock format; however, 3rd period may go to running clock if agreed to by both Head Coaches.
- B. Each Timeout will be 1:00 minute in length per game.
- C. Ice Cut will take place between 2nd & 3rd Period of Play if available by ice arena.
- D. 12U & 10U Major & Minor Divisions will utilize 1.5 minutes for all Minor Penalty Infractions. House/Rec 12U & 10U Teams will utilize 2 minutes for all Minor Penalty Infractions.

When a game is played between two (2) teams of different age classifications, referees and off-ice officials will follow the rules that are stricter within the two age classifications. For example, a 12U Major team playing a 14U Tier II team will be a non-checking game with 2-minute minor penalties used for both teams, and automatic off sides for both teams.

#### 12.3.1 Tournament to Count for League Game

In order for a tournament game to count towards league play, the team/teams requesting must have a majority approval from the Comp Council prior to the start of the tournament.

#### 12.3.2 Scoresheets

It is the responsibility of the home team to text or email the white copy of the completed league score sheet immediately after the game or as soon as possible to ASHA Webmaster and Division Coordinator.

#### 12.3.3 Forfeits in League Play

##### 12.3.3(1) Unintentional Forfeits

Unintentional forfeits caused by travel, weather or factors beyond the control of the team shall not result in disqualification from state tournaments. Every effort should be made to reschedule the game; if the game cannot be rescheduled:

- A score sheet will be written up as a tie and entered into standings.

- Any notations of players/coaches serving penalties will count for time served.

### 12.3.3(2) Intentional Forfeits

Should a team intentionally forfeit a game:

- A score sheet will be written up with the forfeiting team losing 1-0. The game will not count for the forfeiting team or players but will count for the non-forfeiting team and its players.
- Any notations on the score sheet for the affected team of players/coaches serving penalties will count for time served.
- The forfeiting team will assume all costs associated with the game.
- The forfeiting team will be referred to ASHA Discipline. A penalty of disqualification from State Tournament may be recommended.

### 12.3.4 Referees

Referees will be scheduled for all league games based on the home schedules submitted to the referee scheduler at the League Scheduling meeting, or their local community scheduler for games to be held outside of the Anchorage scheduling area. It is prudent for the home team manager to confirm, one day in advance that referees are scheduled for their game. It is the responsibility of the home team manager to notify the referee scheduler at least 24 hours in advance of any schedule changes. Failure to properly notify the referee scheduler of changes will obligate the home team to pay for the referees previously scheduled.

Teams may only schedule and use USA Hockey certified referees except as provided for in USA Official Rules of Ice Hockey.

## 12.4 Penalties/Discipline

### 12.4.1 Game Misconduct

A game misconduct penalty incurred in a league game shall be served at the next scheduled league game. However, the offending player/coach must also meet the USA Hockey Rule 404(b) that requires sitting out the next game regardless of whether it is a league game. Therefore, an individual receiving a game misc. in a league game might miss two (2) games due to the infraction.

If a player receives a game misconduct in the last game of the league season, the penalty must be served in the next game that is already on the schedule when the game misconduct occurred and the first (1st) game of the state tournament.

#### 12.4.2 Match Penalties

For a player receiving a Match Penalty, refer to Section 6.1.2.

#### 12.5 Advancement Requirements For National Bound Teams

An ASHA Association shall not participate in the ASHA State Championship Tournament if qualified but unwilling or unable to participate in a District or National tournament. Failure by a team to advance, if qualified, to the next higher tournament level shall subject the ASHA Association it represents to suspension in future State Championship Tournaments. The ASHA Board of Directors shall determine the length and severity of the suspension at the next regularly scheduled meeting. If a team fails to advance, the Association will be fined \$5,000 payable to ASHA prior to the Annual Meeting, if an association fails to pay the fine, they will be considered not in good standing with ASHA or USA Hockey.

##### 12.5.1 Additional Invitations or Slots at District/Nationals

The requirement to participate in District and National competition shall be extended to first place team and may be extended to the second place runners-up unless the USA Hockey At Large Selection Committee(s) chooses a different team, if the ASHA Board accepts additional invitations or slots in District and/or National competitions.

##### 12.5.2 District/National Tournament Fee

All tiered teams advancing to District/National competition must submit the District Tournament fee to the ASHA Treasurer within seven days of notification for advancement.

## **13. 10U (9-10) and 12U (11-12) Alaska Competition League**

One level of competitive hockey will be offered at the 10U and 12U age level. An Association may not register more than two (2) teams at the 10U and 12U age

levels without the consent of the ASHA Board. This restricts associations to a maximum of 2 teams at the major level or 2 teams at the minor level or a split of 1 major and 1 minor team per season. Requests for an exception are to be made on an annual basis and are only good for the forthcoming playing season.

USA Hockey Form 1-T (USA Hockey Official Team Roster) shall designate the team's name using the word Major or Minor as part of the team name. Additionally, at the Alaska Competition League scheduling meeting the team name will also include Major or Minor.

If an association has two Major (or two Minor) teams, they must differentiate between the team names prior to the Alaska Competition League scheduling meeting. Many attach the head coach's name to the team, for example, Arctic Lions Smith and Arctic Lions Jones or Mighty Moose Johnson and Mighty Moose Thompson.

Associations may place teams according to birth year or blended birth year.

### 13.1 Games

A team's league games – 1 home/1 away – will be played against the other teams in their respective division. Games played with 12U teams in the other division will be considered exhibition games, and not count toward league standings.

Teams from each division should make a concerted effort to schedule at least 1 exhibition game with each team in the opposite division.

### 13.2 State Tournament

At the end of the season, one Association will host the state tournament for both 12U and/or 10U divisions. There will be a 10U Minor and Major Champion and a 12U Minor and Major State Champion.

# 14. USA Hockey - ASHA High School Hockey Program

## 14.1 ASHA High School Teams

High School teams competing for a USA Hockey Championship must comply with all USA Hockey and ASHA regulations regarding high school rosters and high school player eligibility. Any additional requirements in USA Hockey regulations are included by reference and must also be followed.

## 14.2 Eligibility for State/National Championships

Teams interested in competing to represent Alaska at the Division II ("Pure") USA Hockey National Championship must submit a declaration package to ASHA by September 15. Package to include:

A letter from the school Athletic Director or Principal confirming intent to comply with all ASHA and USA Hockey regulations governing Division II High School teams.

USA Hockey Team Roster form 1-T including proof of U.S. residency, eligibility to enroll in school, proof of enrollment in the school, eligibility to play varsity sports at the school, proof of USA Hockey registration for each player, coach, and manager.

\$500.00 deposit must also be submitted with the USA Hockey Team Roster form 1-T prior to September 15 of the current playing season. This deposit shall be applied toward the Alaska State Tournament. If the team drops from the Division II classification after October 31 the deposit shall be forfeited.

## 14.3 Regulations

All coaches and managers must complete the USA Hockey/ASHA Compliance Program before participating in any game, practice, or tryout.

High School Roster limit is thirty (30). Only twenty (20) players may dress for any one game.

Final team and player eligibility must be determined, and final rosters must be submitted by February 1. (refer to page 152 of USA Hockey Annual Guide)



No billeted player competing on a Junior, Tier I, or Tier II team may be rostered on a High School team. (Note this may be modified by USA Hockey)

Players must be 19 years old or under as of December 31.

Each team must have competed as a team unit in at least 10 games with a legal USA Hockey roster approved in advance of the game against USA Hockey recognized opponents (USA Hockey registered or foreign teams approved by USA Hockey). Opposing teams must be age appropriate as defined by the oldest player on the High School team.

Each player must have played in at least five games with the team during the season.

Score sheets for each game intended to count toward the 10/5 requirement must be received by the ASHA High School Chair or his/she designate within one week of the game. Score sheets must be legible and must be signed by the coaches indicating that all players are eligible and by the on-ice officials indicating the scores and penalty records are correct. Incomplete score sheet acceptance or late score sheet acceptance is at the discretion of the HS Commissioner.

#### 14.4 Dual Rosters on HS Teams

No club, league, or team may prohibit or discourage any player from playing on a Division II High School team. Further, each club and league must make reasonable accommodation to enable players on Division II High School teams to satisfy the five-game requirement. Players dual rostered on a Division II High School team are allowed to play for both of their teams in tournaments where there is a separate High School Division and the games do not affect league standings of the non-High School team.

#### 14.5 ASHA HS Tournament

ASHA may have an Invitational Tournament to determine a conference or the Alaska championship team; however, ASHA is authorized through one of its Local Associations to enter into a Memorandum of Agreement with any local school district and/or Alaska School Activities Association (ASAA) to provide the outsourcing of High School Hockey, and any Conference Championship or State Championship Tournament shall be consistent with the terms of any Memorandum of Agreement with any local school district and/or ASAA. Nothing in these Guidelines prohibits ASHA Teams from engaging in a High School Season and conducting Conference and State Championship tournaments even if none of the Teams have elected to advance to the USA Hockey High School National

Championship Tournament, nor do they prohibit the formation of “blended” teams consisting of players from more than one High School on one designated team.

Invitations to this tournament will be extended to between four and eight qualifying teams in the state from among those teams registering by October 1 who can show by December 31 ten (10) completed legal games and a roster of fifteen (15) to twenty (20) qualified players each with five (5) games with the team.

In lieu of ten (10) completed games, a team may show by December 31 a schedule of games that will enable the team to achieve the required ten (10) games before the ASHA High School Invitational Tournament.

## 15. Girls/Women’s Section Guidelines

### Girls/Women’s Council Reps

Association	Rep	Phone	Email
GWC VP	Cassi Campbell	907.982.1031	<a href="mailto:akvpqwc@gmail.com">akvpqwc@gmail.com</a>
AHA	Whitney Wigren	907.229.1282	<a href="mailto:whitneywigren@gmail.com">whitneywigren@gmail.com</a>
All Stars	Cristy Hickel	907.351.5545	<a href="mailto:crusher@gci.net">crusher@gci.net</a>
HCF	Tyson Goertzen	907.590.0416	<a href="mailto:tysongoertzen@yahoo.com">tysongoertzen@yahoo.com</a>
JDIA	Heather Brandon	503.756.2653	<a href="mailto:hbrandon99801@gmail.com">hbrandon99801@gmail.com</a>
Jr Avs	Heather Hull	907.354-1064	<a href="mailto:thehulls@mtaonline.net">thehulls@mtaonline.net</a>
Kodiak	Carmel Carty	907.539.1859	<a href="mailto:carmeltcarty@gmail.com">carmeltcarty@gmail.com</a>
KPHA	Tami Miller	907.398.6667	<a href="mailto:hockeyfam.miller@gmail.com">hockeyfam.miller@gmail.com</a>
MAHA	Misty Massie	907.232.1063	<a href="mailto:mistymassie@hotmail.com">mistymassie@hotmail.com</a>

## Alaska Girls' and Women Team Definitions

### 15.1 Recreational

Local Member Association teams comprised of players registered with USA Hockey and ASHA with emphasis on player progression from basic individual skills to team skill development. The program should foster fun, development and team values. The teams shall be comprised of players with basic individual skills in a reasonably priced program.

### 15.2 Girls' and Women's National Bound Teams

The development of players within local Member Associations who have the desire and ability for a more competitive experience in which winning, and sportsmanship are stressed and travel for competition is moderately priced. Team objectives include (when applicable) local league, State and Pacific District Championships. The goal is a high-level program in which teams compete toward a National Championship and Member Association recruit and solicit for registered players. The program should foster fun, development, team values and a sense of play.

USA Hockey has determined that a player thirteen (13) years of age or older may play on a girls' team in an older age classification at a District or National Championship Tournament only if the applicable Affiliate's rules permit that player to do so, and in ASHA, a female player may play in an older age classification without consent of ASHA Girls/Women's Committee. Playing up will be allowed at the association's discretion in order to provide an opportunity to develop more girls' teams in the state.

#### 15.2.1 12U Players Prohibited from playing up on any National Bound Team

Effective for the 2021/2022 USA Hockey Season and moving forward, USA Hockey has determined that no U12 players may be rostered on a Girls 14U, or higher age classification team intending or declared to compete in the District or National Championships or playoffs leading thereto.

## 16. Girls' and Women's Team Guidelines

All Girls/Women's Player and teams shall conform to the provisions of the previous sections of the ASHA Affiliate Handbook.

### 16.1 Girls'/Women's Committee

The Girls'/Women's Committee is responsible for recommending rules that define and regulate Girls'/Women's hockey teams in the State of Alaska. Unless noted otherwise, the provisions of this section shall be the rules that govern Girls/Women ice hockey teams.

The GWC will meet at least quarterly. Council meetings will be called by the VP of GWC, who will also chair the meetings. The VP of GWC will give written (or email) notice of meetings at least (1) one week in advance.

GWC meetings will be run as an executive committee of ASHA and will be governed by Roberts Rules of order. Motions will be made and voted on accordingly. Minutes of meetings will be provided to ASHA president, Secretary and all Vice Presidents. Passed motions or resolutions are to be presented by the VP of GWC to the main ASHA Board of Directors for approval/action. GWC issues and actions will be presumed to have been discussed by the respective GWC representative with their own association's board and ASHA representative. A quorum will consist of a majority of GWC reps from participation associations. GWC meetings are open to all ASHA members.

For an association to sit (vote) on the GWC, that association must have at least one registered girl on a team set to play in sanctioned games in that current season. Associations may be asked to provide 1-T and game sheets. For national bound issues only those representatives whose associations have fielded national bound teams in the current seasons will be allowed to vote. Each participating association president shall designate in writing to the VP of Girls and Women's Council (GWC) one representative to the GWC and shall have the option of designating an alternate.

### 16.2 Tier I and Tier II National Bound Teams:

Girls Tier I and Tier II Teams shall follow the Alaska Competition League Tryout Policy. Tier 1 tryouts shall be no sooner than 48 hours following the completion of the USA Hockey National Tournament. Tier 2 tryouts shall be held no sooner than the third Monday in April for the upcoming season unless approved by the GWC.

- Players must be properly registered in accordance with USA Hockey and must meet the registration guidelines of ASHA.

- Coaches and assistants must abide by the USA Hockey CEP criteria.
- Each organization may field no more than one team at each level that can advance to a National Championship.
- Tier I roster at the Girls 19 (17-19) and Girls 16 (15-16) shall have no out-of-district player restrictions. Girls 14 (13-14) rosters shall be limited to four (4) out-of-district players. The District and Affiliate may impose stricter requirements.
- Tier I team programs should include strength and conditioning, hydration and recovery, mental preparation, training elite athletes, training and opportunity for upward mobility.
- Tier II rosters are limited to a maximum of four (4) out-of-district players for all levels.

16.2.1 Special Meetings: If three (3) or more GWC members request a special meeting in writing, the VP of GWC will call a meeting in no less than 30 days, but sooner if possible, to discuss the proposed action item. Special meeting requests shall identify the issue at question and suggest a method of resolution.

#### 16.3 Team Contacts

By September 1st of each season, all teams must submit contact information, including name, address, telephone numbers and fax number for the coaches and managers of each team to the VP of Girls/Women's Committee. Failure to submit required information by this deadline may result in disqualification of the team from post-season participation.

#### 16.4 Girls/Women's Divisions

Girls National Bound:

Girls 19 (17-19), Girls 16 (15-16) and Girls 14 (13-14)

Women's Adult A, B, C (18 & over), and 30 & over per USAH

Girls Non-National Bound:

Girls 19 (17-19), Girls 16 (15-16), Girls 14(13-14), Girls 12 (11-12),

Girls 10 (9-10) and Girls 8 (8 & under) House/Rec

Ages shall be determined as of January 1 preceding the start of the season.

Except for 12U and younger players who may not play up to Tier I 13 only or Tier I/II U14 age brackets, as prohibited by USAH, a player may play in an older age classification, without consent of ASHA Girls/Women's Committee. Playing up will be allowed at the association's discretion in order to provide an opportunity to develop more girls' teams in the state

## 16.5 State Tournaments

No Girls Competition division shall hold a state tournament unless the number of teams in that division exceeds the available number of berths in the District Tournament.

If playoffs are required to determine which teams may participate in the Pacific District playoffs, the Girls/Women's Committee shall meet and determine the rules and procedures for such playoffs and the VP of Girls/Women's will notify all competing teams in writing.

### 16.6 Girls' and Women's Adult A,B, C and over 30 classifications

#### 16.6.1 ASHA Mission Statement for Girls'/ Women's Over 30 National Bound

A high-level program in which teams compete towards a National Championship and whereby a member association may recruit and solicit for registered players.

#### 16.6.2 Number of Games for Eligibility

Each team must have competed as a team at least fourteen (14) games and each player must have played in at least ten (10) games during the season. The team's 1-T (USA Hockey Official Roster) must have the District/Associate Registrar signature and date prior to any score sheets counting toward the 14/10 rule.

#### 16.6.3 Games Against Youth teams

Game counts toward a state, district or national tournament will follow the USA Hockey Annual Guide rule IX.D(d) "A Game is a contest played against another team which is registered with a member organization of the IIHF of the same competitive level and officiated by registered officials". The chart below is a guideline for recommended games.

National Bound Division	Youth Division
Women's Senior	14U (13-14) and Above
Girls 19 (17-19)	14U (13-14) and Above
Girls 16 (15-16)	14U (13-14) and Above
Girls 14 (13-14)	12U (11-12) and Above

#### 16.6.2(a) Girls League Play

If there are more than one (1) team in a division, they must play a minimum of one (1) home and one (1) away game versus same division teams. These games are to be scheduled at an official scheduling meeting (date set by Girls' and Women's Council), by October 1. Failure of an association to schedule and compete in their scheduled home league games may result in disciplinary action of the team's head coach.

Please note that the USA Hockey's Alaska Registrar has final authority on games which count for qualifying games for State, District and National play.

All games count as qualifying for Non-National bound girls' teams.

#### 16.6.4 Games against Other Girls Teams

For games against other female teams, the teams must play in their age division or higher, for games against youth teams, the team may play down one (1) division as noted in Paragraph 8C of the Girls/Women's Committee Section. If there is only one (1) girls' team in a particular division, then that team must request permission from the District Registrar in order to play down against other girls' teams. If there are 2 or more teams in a division, no more than 1/3 (4) of their total games may be against lower division girls' teams.

## 17. Recreational Council Guidelines

### House Council Reps

Vice President House Council	Amanda Jacobson	<a href="mailto:ajacobson2008@gmail.com">ajacobson2008@gmail.com</a>
Alaska All Stars Hockey Association		
Anchorage Hockey Association	Brian Gross	<a href="mailto:bgross@anchoragehockey.com">bgross@anchoragehockey.com</a>
Alaska Salmon Sharks	Chris Dennison	<a href="mailto:aksalmonsharks@gmail.com">aksalmonsharks@gmail.com</a>
Delta Hockey Association	Austine Martin	<a href="mailto:martin.austine@gmail.com">martin.austine@gmail.com</a>
Copper River Hockey Association	Gina Hoke	<a href="mailto:copperriverhockeyclub@gmail.com">copperriverhockeyclub@gmail.com</a>
Alaska Grizzlies Hockey		
Healy Hockey Association	Jeni Mason	<a href="mailto:healyhockey@gmail.com">healyhockey@gmail.com</a>
Hockey Club Fairbanks	Jim MacNaughton	<a href="mailto:jim_macnaughton@hotmail.com">jim_macnaughton@hotmail.com</a>
Homer Hockey Association	Chip Landmesser	<a href="mailto:hha.housecouncilrep@gmail.com">hha.housecouncilrep@gmail.com</a>
Alaska Avalanche Hockey Association	Jason Beach	<a href="mailto:jason_beach@hotmail.com">jason_beach@hotmail.com</a>



Juneau Douglas Ice Association	Renee Loree	<a href="mailto:president@jdiahockey.net">president@jdiahockey.net</a>
Kenai Peninsula Hockey Association	Amanda Jacobson	<a href="mailto:melissajurdi2@hotmail.com">melissajurdi2@hotmail.com</a>
Kodiak Hockey Association	Patrick Callahan	<a href="mailto:kodiakhockeyleague@gmail.com">kodiakhockeyleague@gmail.com</a> , <a href="mailto:Pcalkodiak@gmail.com">Pcalkodiak@gmail.com</a>
Mat-Su Hockey Association	Amanda Weglin	<a href="mailto:houserep@matsuhockey.com">houserep@matsuhockey.com</a>
Mustang Hockey Association	Korey Day	<a href="mailto:housedirector@mustanghockey.com">housedirector@mustanghockey.c om</a>
Nikiski Youth Hockey	Felix Martinez	<a href="mailto:76countrysquire@gmail.com">76countrysquire@gmail.com</a>
Palmer Hockey Association	Jason Carmichael	<a href="mailto:Vicepresident@palmerhockey.org">Vicepresident@palmerhockey.org</a>
Scotty Gomez Hockey Association	Mandy Reale	<a href="mailto:mandy@sgomezfoundation.com">mandy@sgomezfoundation.com</a>
South Anchorage Hockey Association	Annetta Powell	<a href="mailto:boekeice@hotmail.com">boekeice@hotmail.com</a> , <a href="mailto:kmorris0602@yahoo.com">kmorris0602@yahoo.com</a>
Talkeetna Hockey Association	Todd Kingery	<a href="mailto:todd@akfishbonecharters.com">todd@akfishbonecharters.com</a>
Tok Hockey Association		

## ASHA Recreational Council Guidelines

### 17.1 General

The following terms will refer to the ASHA Recreational Council described under ASHA By-Laws Article VII, Section G, Paragraph 6:

- House/Rec Council
- House/Rec Committee
- Recreation Committee
- Recreation Council
- House Council

The term “HC VP” refers to the ASHA Vice President Recreation Committee described under ASHA By-Laws Article VII, Section G, and Paragraph 7.

### 17.2 House/Rec Council Voting Representative

Each participating association shall designate in writing one House/Rec Council voting representative and shall have the option to designate an alternate. For an association to be a voting participant the House/Rec Council, they must have registered at least one house/rec team the previous season and intend on registering at least one house/rec team this season.

### 17.3 House/Rec Council Meetings

The House/Rec Council will meet at least once quarterly.

Council meetings will be called by the HC VP, who will also chair the meetings. Participation by teleconference will be allowed. The HC VP will give written (or email) notice of meetings at least one (1) week in advance.

House/Rec Council meetings will be run as an executive committee of ASHA and will be governed by Roberts Rules of Order. Motions will be made and voted on accordingly. Minutes of meetings will be provided to all HC representatives, the ASHA President, Secretary and all Vice Presidents. Passed motions or resolutions are to be presented by the HC VP to main ASHA Board of Directors for approval/action. House/Rec Council issues and actions will be presumed to have been discussed by the respective HC representative with their own Association’s board and ASHA representative.

A quorum will consist of a majority of House/Rec Council representatives from participating associations. Alternate representatives from participating associations will count toward the quorum.

#### 17.3.1 Special Meetings

If three (3) or more House/Rec Council members request a special meeting in writing, the HC VP will call the meeting in no less than 30 days, but sooner, if possible, to discuss the proposed action item. Special meeting requests shall identify the issue at question and suggest a method of resolution.

## 18. Playing Levels (Tiers), Evaluations and Team Selections

### 18.1 Player Evaluations

Each association will maintain an evaluation procedure in which a committee approved by their association, evaluates the individual players' skill level at least annually.

### 18.2 Playing Levels (Tiers)

Each Association will place their players in the appropriate playing level based upon the individual's skill level. House/Rec teams shall consist of two (2) playing levels – A (formerly Tier III) and B (formerly Tier IV). B level teams generally have less experienced players.

### 18.3 Team Selection

Each Association will select their teams within each playing level in a manner designed to produce fair, evenly matched teams. The teams will be selected using player evaluations as the primary guide. Additional guidelines are permitted, such as geographic location within an association, age, relation or retention to coach or manager, etc. as long as the player evaluation is predominant, and teams are selected to ensure even skill level within any given playing level.

Any effort to produce one (1) team within a playing level of the association with a higher skill level than the others is prohibited.

Each association shall have a disciplinary committee and a direct contact person to whom inquiries by other associations can be directed.

Each association shall be responsible for the discipline of its own players, bench personnel, off-ice officials and spectators and pledges to address problems as they occur.

Members are encouraged to communicate, in writing, any incidents of unsportsmanlike behavior to their associations' disciplinary contact person. All match penalties, etc. will continue to be heard by the ASHA Discipline Committee.

Effective with the 2019-2020 season, 14U and up A level hockey will allow body checking. The B level (formerly Tier IV) has been non-checking for several years and continues to be non-checking.

Classification levels, A or B, for House/Recreation teams shall be designated by forwarding a Declaration of Intent to the VP of House/Recreation no later than December 1 of the current playing season. Once this is done, no changes of declared classification level will be allowed without approval of the House/Recreation Council.

All Tier A and/or B 1-T (Official Team Rosters) will be electronically submitted by an association's registrar to the Alaska Associate Registrar for approval. Initial House/Recreation 1T's are due to the Alaska Associate Registrar no later than December 15th. Roster changes can be made up to January 31<sup>st</sup> of the current playing season, at which time House/Recreation 1T's are final.

#### 18.4 State Tournament Movement after July ASHA Board Meeting

If an Association that agreed to host a State Tournament in April of the previous season discovers that they will not be fielding a team in that division and no longer wishes to host that State Tournament,

- if another association is willing/able to host the state tournament, and
- if the ice/ref/time schedule can be made to work by the ASHA VP of Tournaments, and the House Council approves the change of location,
- then the hosting association can be relieved from the duties of hosting the State Tournament.

## 18.5 Recreational Game Chart

Age Level	Warm up	Period Length	Ice Length
10U	3 Minutes	12 Min stop clock	1:00 Hr
12U	3 Minutes	12 Min stop clock	1:00 Hr
14U	3 Minutes	12 Min stop clock	1:00 Hr
16U/18U	3 Minutes	12 Min stop clock	1:00 Hr
10U	3 Minutes	15 Min stop clock	1.25 Hr
12U	3 Minutes	15 Min stop clock	1.25 Hr
14U	3 Minutes	12 Min stop clock	1.25 Hr
16U/18U	3 Minutes	12 Min stop clock	1.25 Hr
16U/18U	3 Minutes	18 Min stclock. (Adult team games only)	1:00 Hr

\*3rd period will go to run clock if short on ice time.

# 19. ASHA Hockey Hall of Fame

## 19.1 General-Mission Statement

Pursuant to ASHA By-Laws Article VII, Section G, Paragraph 10, ASHA has established The Alaska State Hockey Association Hall of Fame Committee which responsible for identifying and honoring in a permanent manner those individuals and teams who have achieved excellence in the sport of amateur hockey while members of Alaska State Hockey Association and those who have distinguished themselves by virtue of exemplary contributions to the advancement of the sport of hockey through their support of Alaska State Hockey Association.

## 19.2 Honored Categories

The ASHA Hall of Fame shall recognize the following five categories:

- Athletic Achievement
- Coaching Achievement
- Officiating Achievement
- Administrator Achievement
- Team Achievement

## 19.3 Number, Membership and Responsibilities of Committee.

There shall be at least seven members of the ASHA Hall of Fame Committee, comprised of the President, the Chairmen and at least five more members appointed by the President. To the greatest degree possible, the members of the committee shall be individuals who themselves are familiar with ASHA, its history, the hockey community and representative of honored categories. In addition to the responsibilities as established in the ASHA By-Laws, the Committee shall be responsible for meeting on a regular basis. They shall be responsible for creating and circulating the approved nomination form for each category and posting the request for nominations on the official ASHA website and making any other form of advertising or requesting nominations to be submitted as is deemed reasonable by the committee, such as newspaper advertisement, and announcements in other forms of media, social or to traditional. The Committee shall be responsible for announcing the opening of nominations and when nominations shall be closed. Once all nominations have been submitted, and the time for submitting nominations has closed, the Committee shall meet to discuss and vote on the various nominations.

The Committee's shall have the discretion to make the final approval for those individuals and team(s) to be inducted in the first year and shall announce the inductee at the first ASHA Board meeting following the Committee's approval.

For all subsequent selections, the Committee shall evaluate all submitted nominations based on the selection criteria set forth below, and shall vote to approve, by a simple majority, those team(s) and/or individuals that the Committee recommends should be inducted into the ASHA Hall of Fame and submit the proposed inductees to the full ASHA Board at its Annual Meeting for ratification and approval.

Subject to ASHA Board ratification and approval, the Committee shall also be responsible for securing and maintaining a permanent location to host the public form of recognition, for developing both type of public form of recognition to be posted (plaque, picture, e.g.); as well as the awards or private recognition ad or awards to be given to the individuals, including members of a inducted team, and for ensuring that on an annual basis, there is both public awareness of ASHA's annual inductees into ASHA Hall of Fame and appropriate web presence.

#### 19.4 Selection Criteria

For the Five (5) recognized categories of recognition, ASHA adopts the following criteria for the Committee to use in deliberating and making its induction selections and recommendations:

##### 19.4.1 ASHA HALL OF FAME CRITERIA for Athletic Achievement

- A. The Selection Committee shall evaluate whether or not an individual nominated to receive induction into the ASHA Hockey Hall of Fame for Athletic Achievement by considering the following criteria:
  - 1) The individual player nominated must have played minor hockey in Alaska coming up through the various age levels to at least one year of U16's.
  - 2) The player must be at least 25 years old, so that at a minimum the athletic being a great USA hockey player, High School hockey player, junior, college, or pro player.
  - 3) The player must have influenced other competitors with his or her performance through any, or all of the following: high performance and skill level, sportsmanship, fair play, competitive techniques and/or persistent and inspirational leadership through their play.

- 4) Whether the athletic was ever regarded as a dominant player in their era.
  - 5) Whether the athletic had an impact on getting their teams to Nationals in youth hockey, or championships at any level.
- B. In addition to the above, although not mandatory criteria, the Committee is recommended to also consider the following:
- 1) Whether the athletic displayed the spirit of the game, during and after their playing career.
  - 2) Whether the athletic was held in high regard with their teammates during their playing career.
  - 3) Whether the athletic under consideration retains high respect from the hockey community at large even after their hockey playing career has ended.

#### 19.4.2 ASHA HALL OF FAME CRITERIA for Coaching Achievement

The Selection Committee shall evaluate whether or not an individual nominated to receive induction into the ASHA Hockey Hall of Fame for Coaching Achievement by considering the following criteria:

- 1) The minimum years of coaching in ASHA must be from 10 to 15 years. This minimum number of coaching years is not limited to head coaching positions. This minimum number of coaching years may be waived if there are extenuating circumstances.
- 2) The time a nominated coach has coached in other programs, such as Alaska High School programs, UAA, or UAF shall be considered if they have also coached ASHA teams.
- 3) The nominated coach must have made a significant positive impact on Alaska's youth and the sport of hockey.
- 4) Whether the nominated coach has had significant achievements in 2 or more of the following: league champs, state champs, district champs, national champs, athletic success of individuals coached, leadership roles in national/state/local organizations.
- 5) The selection committee shall only consider those nominated coaches that are in good ethical and moral standing in their community.
- 6) The time after a coach's retirement before they can be considered for nomination is not a factor. Whether the coach is active or inactive, all other requirements must be met.



#### 19.4.3 ASHA HALL OF FAME CRITERIA for Officiating Achievement

The Selection Committee shall evaluate whether or not an individual nominated to receive induction into the ASHA Hockey Hall of Fame for Officiating Achievement by considering the following criteria:

- 1) Longevity/ Knowledge of Rules. An On-Ice Official nominated official shall have officiated a minimum of 10-15 years at multiple levels.
  - a) An On-Ice nominated official shall have shown a willingness to work at most levels of Youth Hockey and shall get credit for Officiating Non USAH events such as NCAA and Pro Hockey Leagues.
  - b) An On-Ice nominated official shall have reached a minimum of a Level 3 qualification under the USAH system of rating officials by testing of rules and skating skill level. Older aged Nominees may be inducted even if they were under a different system.
  - c) An On-Ice nominated official should have officiated at State, District, and National Tournaments at some time in their career. However, attaining a position at a District and National event is not always by choice and is at the discretion of the Referee In chief of each state and this must be taken into consideration for all Nominees who were never given the chance to officiate at these levels but still meet most of the other criteria.
- 2) Personality and Consistency
  - a) An On-Ice nominated official must have demonstrated a willingness to work with coaches, players, and other officials in a manner that allowed all parties to enjoy the game of Ice Hockey.
  - b) An On-Ice nominated official must have demonstrated a consistent application of the rules to the appropriate age level and level of competition, and a on ice temperament that advances both the application of the rules, and the competitiveness of the game.
  - c) An On-Ice nominated official must have maintained high ethical and moral standards during and after their Officiating career.

### 3) The Test of Time.

- a) In the effort to reach back in time to include those potential individuals that rightly should be nominated, the Committee shall be allowed to adjust the criteria to include those individuals to fit the "Standards of the Day".
- b) The purpose is to allow membership into the ASHA Hockey Hall of Fame from before and after the adoption of all of the new USAH officiating requirements and qualifications were instituted.

#### 19.3.4 ASHA HALL OF FAME CRITERIA for Administrative Achievement

The Selection Committee shall evaluate whether or not an individual nominated to receive induction into the ASHA Hockey Hall of Fame for Administrative Achievement by considering the following criteria:

- 1) The nominated individual must have been a volunteer in some administrative capacity for a minimum of 5 years.
- 2) The nominated individual must have successfully volunteered with a Youth Hockey Association or ASHA in the capacity of at least 2 of the following positions: Team Manager, Division Director, Board of Director Member, Officer, or an Administrator.
- 3) The nominated individual must have demonstrated a willingness to expand their role in the support of Youth Hockey.
- 4) The nominated individual must have had a positive impact on the team/association for which they volunteered to include promoting youth hockey in Alaska.
- 5) The nominated individual must have exemplified some of the following qualities: Reliable, Responsible, Pleasant, Selfless, Respectful, Professional, Flexible, Tireless, Willingness to learn, Dedicated, Passionate, Good organizational and communication skills, Creative, Energetic, and Patient.

#### 19.4.5 ASHA HALL OF FAME CRITERIA for Team Achievement

The Selection Committee shall evaluate whether or not a Team nominated to receive induction into the ASHA Hockey Hall of Fame for Team Achievement by considering the following criteria:

- 1) It is anticipated that absent exceptional circumstances, only those teams that have achieved significant achievement at the USA

Hockey National level will be considered for nomination and induction into the ASHA Hockey Hall of Fame.

- 2) Included in the Committee's consideration is the level of achievement, and composition of the team, the contributions of the individual team members and coaching staff to ASHA and USA Hockey over time, and the character of the team as a whole, as tested over time.
- 3) The Committee shall adopt additional criteria for considering the Team Achievement induction into the ASHA Hockey Hall of Fame as it deems appropriate and shall evaluate each team nominated on a case-by-case basis.

See Appendix I which showcases the individuals inducted into the Alaska State Hockey Association's Hall of Fame.

## **ASHA Bylaws**

### **ARTICLE I – Name**

The name of this organization shall be the Alaska State Hockey Association, Inc DBA Alaska State Hockey Association (ASHA)

### **ARTICLE II – Purpose**

The purpose of this Association, in addition, to any lawful purpose allowed by the State of Alaska shall be to:

Encourage, foster and promote the sport of ice hockey in the State of Alaska.

Develop and encourage sportsmanship between all players for the betterment of their physical and social wellbeing.

Associate with other hockey associations

Conduct state ice hockey tournaments and select state representative teams for USA Hockey District/National Championship Tournaments

Do any and all things as are incidental or conducive to the attainment of the above purposes and objectives.

### **ARTICLE III – Not for Profit**

ASHA will abide by the USA Hockey Preeminence and Indemnity By-Laws as stated in the USA Hockey Annual Guide.

### **ARTICLE IV – Membership**

Any bona fide active amateur ice hockey association located in Alaska shall be eligible for full membership in this Association, and upon compliance with all provisions of these By-Laws, the Constitution, and By-Laws of USA Hockey, and all Rules and Regulations of this Association and USA Hockey, shall be deemed a member in good standing. For the purpose of full membership, a bona fide active amateur ice hockey association is defined as follows: An association that regularly sponsors amateur hockey participants.

Membership in the Association may be acquired by application on an official membership application form. Applications for membership must be accompanied by the prescribed fee, a certified copy of the applicant's Constitution and/or By-Laws, and an association affiliate agreement. Application shall be made to the applicable executive committee prior to the Annual State Board Meeting.

Membership in the Association shall be subject to suspension or forfeiture in the event of a failure to comply with any of the requirements of the By-Laws, Rules and Regulations of the Association, or decisions of the Board of Directors of this Association. Rules pertaining to the procedures that govern suspension or forfeiture actions by the Board of Directors must be approved by the same process as that pertaining to amendments of the By-Laws.

#### **ARTICLE V – Suspension and Expulsion of Members**

Any violation of the by-laws, or Rules and Regulations of this Association or decisions of the Board of Directors of this Association by any member shall render such member liable to suspension by a two-thirds majority vote of the Board of Directors until the next annual or special meeting of this Association, and to expulsion by a two-thirds majority vote of the members at such meeting.

#### **ARTICLE VI – Application Fees, Dues and Sanctions**

A travel fund is available to every seated board member living 125 miles out of the Anchorage radius on a prorated basis. An organization that functions within the 125-mile radius of Anchorage shall provide \$100 to the travel fund for each of its seated Board members no later than the August board meeting. This fund augments but does not replace the ASHA provided airfare for Fairbanks and Kenai associations board members to attend one board meeting a year.

An annual membership fee shall be established by the Board of Directors for membership in this Association and the amount of the fees shall accompany the annual membership application.

In addition to the annual membership fee, each member playing to a paid gate shall pay additional dues to this Association as established by the Board of Directors.

Members failing to pay fees or dues within thirty (30) days following the due date shall be subject to suspension from this Association. Failure to pay within 90 days of the due date will result in suspension and possible expulsion from this Association.

The following fee structure applies:

An individual membership fee shall be charged for player registered with this association in the amount of \$5.00 per year. The membership fee for players six (6) and younger is waived.

State Tournament fees for Alaska League teams are based on the division.

Alaska League dues are \$200.00 per team.

State Tournament fees for house teams are set by the ASHA Board.

## **ARTICLE VII – Board of Directors**

### **SECTION A – Affiliate Directors**

Each affiliated association shall be represented by one director who shall have one vote. An affiliated association registering 450 participants shall be allowed a second director. An affiliated association registering 900 or more participants shall be allowed a third director.

Each affiliate association shall name an alternate board member that may vote in place of a seated member of their association in the event an absence excused by the State President or Secretary.

Upon termination of an affiliate agreement, all representatives of that affiliate are terminated from the Board.

Affiliate directors shall be elected by a vote of the teams of their association prior to the ASHA Annual Meeting to serve a term of one year that begins at the ASHA Annual Meeting following their election. The seating of directors will be done at the Annual Meeting upon receipt of certified election results signed by an officer of the affiliate association.

Affiliate directors may be replaced by their affiliate association according to the rules and procedures governing the association. The seating of a replacement director will be done at the next regular meeting of the ASHA Board of Directors assuming receipt of termination action by the affiliate is received by the Board of Directors prior to said meeting and the Board of Directors has received a copy of the certified election results signed by an officer of the affiliate association.

Affiliate associations must have on file with ASHA a copy of the rules and procedures governing the replacement of a director. Replacement directors serve the remaining term of the director that was replaced. Any association's

representative to the ASHA Board will lose his/her right to vote for the balance of the operating year after his/her second absence from scheduled Board meetings unless excused by the President. The vote will not again be granted to that representative. However, the association may replace its representative with a new representative who will be authorized to vote. Any member at-large will also be replaced after his/her second absence unless excused by the President.

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 Director, including the President. The decision to dismiss will be final upon majority vote by written ballot of the directors, exclusive of the director subject to dismissal. A director so dismissed may not serve on the Board as an appointed director for the balance of the hockey year from which he/she is dismissed.

By the same process, the Board of Directors will dismiss any appointed director for refusing to accept duties and obligations reasonably assigned by the President, or willful failure, or failure through benign neglect, to complete such duties, inappropriate behavior, personal attacks on fellow Board members, public display of disrespect toward fellow Board members, and conduct which may place the affiliate at risk. The voting privilege will be restored to the affiliate only by the seating of a replacement director for the disenfranchised appointed director according to the rules and procedures governing replacement within the association.

The order of business and/or procedures of any Board meeting or any subject not covered by these by-laws or noted in Board minutes shall be subject to "Robert's Rules of Order Revised" which shall serve as the official "guide." However, should there be a conflict with these by-laws and/or "Robert's Rules of Order Revised," the by-laws shall prevail.

## **SECTION B – At-Large Directors**

There shall be nine (9) at-large directors. These directors' slots shall be those allocated for the nine officer positions on the Board. They shall be elected for the respective officer position for which they are running and upon election shall fill an at-large director position while serving in their officer position.

Election of the at-large directors will be held at the Annual Meeting of the Association.

The term of the at-large directors shall be from the date of their election until the next Annual Meeting of the Association.

Replacement of at-large directors can only be done by a majority vote of the seated Board of Directors presents

### **SECTION C – Honorary Directors**

Honorary Directors shall have the privilege to advise and support, but no privilege of voting /and or making motions. They may chair standing and ad hoc committees.

Lifetime Directors of ASHA elected by a two-thirds majority vote of the Board of Directors at an Annual Meeting shall be Honorary Directors. All past presidents, without reservation, who fulfilled their entire term of office, shall become automatic Life Directors.

The Coaching Achievement Program Director, Associate Registrar and the Referee-In-Chief, all USA Hockey appointees, shall be Honorary Directors for the duration of their time.

### **SECTION D – Powers and Duties**

The powers and duties of the Board of Directors shall be to:

- Govern, in concert with the Constitution, by-laws and Regulations of USA Hockey, the by-laws of ASHA, and the Rules and Regulations of ASHA, amateur hockey in Alaska;
- Formulate, prescribe, alter and amend the by-laws or Rules and Regulations for the government of this Association;
- Impose and enforce penalties for any violation of the by-laws or Rules and Regulations;
- Remove or remit any suspension or penalty that has been imposed by its officers, its registrars or a committee, and Appeals from the Discipline Review Committee and the Adult Discipline Committee shall be heard by the Discipline Appeal Committee;
- Remove from office any officer by a two-thirds majority vote;



- Temporarily fill a vacancy on the Board caused by the resignation, expulsion or withdrawal of any officer/at-large director;
- Appoint sub-committees from its membership or otherwise employ individuals for the handling of special or specified business;
- Establish and collect fees and funds of the Association and direct the expenditure of monies;
- Interpret, define and explain all of the provisions of the by- laws and Rules and Regulations;
- Call any necessary special meetings of the Association and fix the time and place of special meetings not fixed by the by-laws;
- Have immediate access through a qualified auditor on demand or on the demand of the President to all books, vouchers, receipts and records generally pertaining to the finances and operation of the Association, its Affiliates, Registrars, Referees-in-Chief and any other program or project of this Association;
- Receive a copy of the financial statement (balance sheet and operating statement of the Association). The Board of Directors shall also receive a copy of the Association's operating budget as submitted by the Treasurer within ninety (90) days and shall approve an operating budget within one hundred twenty (120) days of the Annual Meeting. The fiscal year of the Association shall be from August 1 through July 31 of each year;
- Have an annual audit conducted by a qualified auditor within ninety (90) days of the end of the fiscal year on all books, vouchers, receipts and records generally pertaining to the finances and operation of the Association;
- Act upon temporary rulings by the President on emergencies not provided for in the by-laws or Rules and Regulations of this Association;
- Hear and rule on appeals, and appeals from the Discipline Review Committee and Adult Discipline Committee shall be presented to the standing Discipline Appeals Committee;

- Maintain comprehensive general liability insurance coverage as required by the Board and USA Hockey;
- Make recommendations to USA Hockey concerning USA Hockey position appointments affecting ASHA;
- Establish Rules and Regulations of the Association pertaining to the following:

Election procedures

Lifetime directors

State tournaments

USA Hockey championship tournaments

Invitational tournaments

Inter-affiliate competitions

Order of business for Board meetings

Expenditures of Association funds

Conflicts of interest

Order of officer succession

Annual calendar of the Association

Appointed officials of the Association

Membership suspension or forfeiture procedures

General rules and regulations

Discipline Review Committee procedures

Discipline Appeal Committee procedures

Alaska competitive league rules

House Recreational Council

Girls/Women's Council

Hall of Fame Committee

## **SECTION E – Meetings**

There shall be at least three (3) regular meetings of the Board each operating year. In addition, there shall be an Annual Meeting of the Association each spring that shall take place prior to June 1st each year. A session shall start with the annual general meeting and end at the start of the next annual general meeting.

Special meetings of the Board may be called by the President or by a written request to the President from a majority of the affiliate members of the Association. Such meetings must be held within thirty (30) days of receipt of the request by the President. Written notification of the meeting date, time and

location of the meeting must be provided to all Directors at least fourteen (14) days prior to the meeting.

Meetings of the Association shall be open to the public. However, the Board may adjourn into executive session for discussion of an agenda item covering personal action or for the purpose of conducting a hearing on an appeal to a prior action of the Board or an Officer of the Board. No formal and/or binding action on the Association or any affiliate member of the Association or on any individual may be taken in executive session.

A simple majority of the seated members of the ASHA Board or executive committees shall constitute a quorum for the transactions of business.

The order of business for regular, special and annual meetings will be that as contained in the Rules and Regulations of the Association.

#### Order of Business (Regular Meeting)

Call to Order

Roll Call

Minutes

Correspondence

Persons to be heard.

Reports

Officer's Reports

Questions on Officer's Reports

Committee Reports

Questions on Committee Reports

Old Business

New Business

Board Member Comments

Review the time and place for next meeting.

Adjournment

#### Order of Business (Annual Meeting)

Call to Order

Seating of Affiliate Board Members

Election of Officers into At-Large Positions

Minutes

Correspondence

Persons to be heard.

Reports

Officer's Reports

Questions on Officer's Reports

Committee Reports  
Questions on Committee Reports  
Old Business  
New Business  
USA Hockey Annual Meeting  
Board Members Comments  
Review the time and place for next meeting/Adjournment.

## **SECTION F – Voting**

Each Affiliate Director and At-Large Director shall have one (1) vote in the conduct of Board business.

A majority vote of the seated Board of Directors will carry or defeat except for motions to amend these By-Laws of this Association. A two-thirds majority of the seated Board of Directors present is required to amend the By-Laws of this Association.

### **Guidelines for Electronic Voting**

#### **Making a motion:**

A board member needs to make an actual motion; the motion should include a suggestion for discussion time.

The Secretary will send out the motion to the seated ASHA board members.

All discussion must follow the same email thread; other emails should not follow this thread.

Before discussion and voting, the motion needs to be seconded by a seated board member.

#### **Discussion:**

There should be a minimum of three days for discussion unless all agree to a shorter timeframe in writing.

The maker of the motion should send a summary of points to the secretary and he/she will distribute to seated ASHA board members with a reminder that a motion is on the table.

Discussion time can be extended by a simple majority of all board members.

When discussing via email, be sure to reply to all.

#### **Making Amendments to a Motion:**

If amendments are deemed friendly by the maker of the motion, discussion then moves to the amended motion.

If amendments are not friendly, then the proposed amendment will be discussed and voted on.

### Voting:

In the case of a vote, the President or his/her delegate circulates a new email with “ASHA vote Required” in the email subject line. Seated board members vote by directly responding to the message indicating “yes”, “no” or “abstain”.

All motions will be noted at the next board meeting and in the minutes.

In situations where there is a lot of discussion and conducting the discussion via email becomes too hard to follow, there is an option to stop the electronic voting process and postpone to the next board meeting (or request an emergency meeting). This circumstance would require at least five members to make the request to the President (or his/her delegate).

Ideally and electronic vote should be used for simple votes where there is not a lot of discussion.

## **SECTION G – Committees**

The standing committees of the Board of Directors shall be the Executive Committee, Discipline Review Committee, Discipline Appeal Committee, Competition Committee, the Recreational Committee, Adult Committee/Adult Discipline Committee, Girls’ and Women’s Committee and Alaska State Hockey Association Hall of Fame Committee. The Chairperson and the general members of the Discipline Review Committee, the Discipline Appeal Committee, and the Alaska State Hockey Association Hall of Fame shall be appointed by the President; and the other committees shall be chaired by the elected Vice-President for that section with membership to those seated committees provided by the Board Affiliate members.

Ad Hoc Committees may be established by the President **or** by action of the Board of Directors. The selection process of the Chairperson and the general member of the Ad Hoc Committees shall be the same as standing committees.

All Ad Hoc Committees will be chaired by an Affiliate, At-Large, or Honorary Member of the Board of Directors. Individuals, other than affiliate or at-large directors may be appointed to committees.

The Chairperson for each committee, with the assistance of the committee members, shall carry out the duties of the committee and provide a written report to the Board of Directors as needed and/or requested.

The President of ASHA is a member of all committees.

The Executive Committee of the Board of Directors shall be composed of the officers of the Association. The committee shall meet as needed to deal with

issues that arise between board meetings. The Executive Committee meetings can be in person, electronic or telephonic. A majority (50% +1) of all officers must be in attendance in order for the committee to conduct business.

Seated Committees and Officers: There shall be four (4) seated committees: (1) Competition Committee; (2) Recreational Committee; (3) Adult Committee/Adult Discipline Committee; and (4) Girls' and Women's Committee. The Vice-Presidents of the Competition Committee, Recreational Committee, Adult Committee and Girls' and Women's Committee shall be elected by the Board of Directors at the Annual Meeting of the Association. All officers of the association will be elected to a two-year term. Beginning with the 2012 annual meeting the President, Treasurer, Vice President –Competition Committee, and Vice President – Adult Committee/Adult Discipline Committee will be elected in even number years. The Secretary, Vice President –House/Recreational Committee, Vice President – Player Development, Vice President – Girls and Women, and Vice President –Tournaments will be elected in odd number years. Any officer who is unable to complete his/her term shall be replaced by election of the Board to fill out the remainder of the term for which the officer was elected. Each association that has a program that participates in an applicable seated committee division may seat one member on that committee. Each seated member shall be allowed one vote in committee sessions.

Other than the elected Vice-President Chairperson, Seated committee member's term shall be for one (1) year. A member who is unable to complete his/her term shall be replaced by their association in writing to the Committee Chairperson and the Secretary of the Board.

The Alaska State Hockey Association Hall of Fame Committee shall be responsible for identifying and honoring in a permanent manner those individuals and teams who have achieved excellence in the sport of amateur hockey while members of Alaska State Hockey Association and those who have distinguished themselves by virtue of exemplary contributions to the advancement of the sport of hockey through their support of Alaska State Hockey Association. There shall be five categories of ASHA Hall of Fame recognition: (1) Athletic achievement, recognizing individual athletics; (2) Coaching achievement, recognizing individual coaches; (3) Officiating achievement, recognizing individual officials; (4) Administrator achievement, recognizing contribution of individual administrators; and (5) Team achievement, recognizing this outstanding teams that have made significant achievements that have withstood the test of time. There shall be at least seven members of the ASHA Hall of Fame Committee, comprised of the Chairmen, the President, and at least five more members appointed by the President. The Committee shall be responsible for preparing and presenting to the Full ASHA Board for ratification a body of governing regulations which shall, at a minimum, set out the: (1) the honored categories; (2)

the nomination process; (3) the selection criteria; (4) the selection process; and (5) the announcement timing and form of honor, such as permanent location, tangible award, including a physical location and web presence.

## **ARTICLE VIII – Officers**

### **SECTION A – Powers and Duties**

#### **The President shall:**

Preside at all meetings of the Association and the Board and generally perform the duties assigned to the office of President.

Determine questions arising from emergencies not provided for in the By-Laws or Rules and Regulations of the Association until such time as said questions may be acted upon by the Board of Directors.

Represent the Association at meetings as required:

See that all requirements of the By-Laws and the Rules and Regulations of the Association are carried out.

#### **The Treasurer shall:**

Be responsible for the Association's federal and state status as a "Not-For-Profit" organization.

Prepare and submit to the Board an annual operation budget for the Association.

See that an audit of the Association's financial records is completed as required by law or as requested by action of the Board of Directors.

Submit to the Board of Directors at the Annual meeting a financial statement relative to the prior fiscal year's operating budget.

Perform other duties usually associated with the position of Treasurer and as established by the Board of Directors in the Rules and Regulations of the Association.

Update signature cards annually after the annual meeting with the current executive officers of the board and request the bank to send a second copy of the monthly bank statement to the current elected President of the Board. The referee bank account requires the Alaska Referee-In-Chief signature.

#### **The Secretary shall:**

Have the responsibility of recording the minutes of the meetings of the Association and shall mail/email minutes to all seated Board members and to any other Association members submitting a written request to the Secretary for a copy of minutes within fourteen (14) days following the meeting. The Secretary shall also submit the final copy of the Board minutes to the ASHA web master for internet posting within fourteen (14) days.

Receive all registrations for membership in the Association.

Provide notices all Directors relative to meetings and other information.

Submit to the Board at the Annual Meeting a summary of all official actions of the Board during the prior year.

Maintain in good standing the Association's Affiliate Agreement with USA Hockey.

Perform other duties as is customary to the position and as may be established by the Board in the Rules and Regulations of the Association.

**The Vice-President of Tournaments shall:**

Serve as Director of all State Tournaments.

Send the ASHA Tournament Applications to all associations and collect the fees associated with the State Tournaments.

Send to the VP of Comp, VP of House, VP of Girls/Women's and Tournament Coordinators all applicable paperwork for state tournaments including the schedules, USA Hockey forms, rules and procedures dealing with state tournaments no later than the November ASHA board meeting.

Work with each Council's Tournament Coordinator with the scheduling of the games for each tournament.

Perform other duties as may be established by the Board in the Rules and Regulations of the Association

**The Vice President of Player Development shall:**

Supervise all player development programs administered by or in conjunction with ASHA.



Perform other duties as may be established by the Board of Directors or the Rules and Regulations of the Association

Send out an announcement to all eligible players, schedule the ice, collect the funds, and schedule the evaluators for the Select Try-Outs.

**The Vice-President of Recreation shall:**

Set dates, arrange and reserve a meeting site, and set up conference call-in for Recreation council meetings.

Act as liaison to the Board President for the Recreation Committee and teams.

Produce an agenda for all Recreation Council meetings

Report to the Recreation Council any pertinent information coming from the ASHA meeting.

Report to ASHA the ideas and will of the Recreation Council.

Assist the VP of Tournaments with the Recreation Tournaments.

Perform other duties as may be established by the Board for this position.

**The Vice-President Competition Committee shall:**

Chair the Committee.

Report all activities of the Competition Committee to the Board of Directors at each meeting and bring issues of concern and importance to the Committee to the Board of Directors

Act as liaison to the Board President for the Competition Committee and teams.

Coordinate with the Vice-President for Tournaments on tournament dates to assure that the Competition Committee is represented in the development of the Competition tournament dates.

Perform other duties as may be established by the Board for this position.

**The Vice-President Girls'/Women's Committee shall:**

Chair the Girls'/Women's Committee

Report all activities of the Girls'/Women's Committee to the Board of Directors at each meeting and bring issues of concern and importance to the Committee to the Board of Directors

Act as liaison to the Board President for the Girls'/Women's Committee and teams.

Coordinate with the Vice President of Tournaments on tournament dates to assure that the Girls'/Women's Committee is represented in the development of the Competition tournament dates.

Perform other duties as may be established by the Board for this position.

### **The Vice-President of Adult Committee shall:**

Chair the Adult Council

Report all activities of the Adult Committee to the Board of Directors at each meeting and bring issues of concern and importance to the Committee to the Board of Directors.

Act as liaison to the Board President for the Adult Committee and teams

Perform other duties as may be established by the Board for this position.

### **SECTION B – Fiscal Policies and Procedures**

Disbursement of Association funds shall be by the Treasurer in accordance with Article VIII, Section B of the By-Laws, and only one authorized signature shall be required on all checks. Financial records shall be maintained by the Treasurer and shall include a receipt and/or a request for disbursement for each check.

### **SECTION C – Order of Succession**

The Secretary shall act as President in the event the President is temporarily unable to perform his/her duties during a meeting. A temporary Secretary shall be appointed by the President for the duration of the absence of the President. If the President resigns, he/she shall be replaced by election conducted by the Secretary in accordance with the By-Laws.

### **ARTICLE IX – Election Procedures**

#### **SECTION A – At-Large Directors/Officers**

Officers elected at the Annual Meeting after seating of the new affiliate directors shall fill the nine at-large positions on the Board of Directors.

The outgoing President shall notify each Affiliate of available officer positions thirty (30) days prior to the Annual Meeting. Nominations shall be sent to an appointed member of the Board no later than seven (7) days prior to the Annual Meeting.

Notification of the election shall be included in the announcements for the Annual Meeting. Nominations shall be made from the floor at the Annual Meeting.

The outgoing President shall conduct the elections for officers, each of whom will assume an at-large position.

Voting shall be by written ballot. The outgoing President shall announce the results.

In the event that there are more than two (2) candidates for a position, the candidate receiving a plurality of forty percent (40%) or more of the vote shall be declared a winner. If no candidate receives forty percent (40%) or more of the vote, a run-off election shall immediately take place between the affected candidates receiving the most votes.

At-Large Directors shall be seated in their officer positions immediately after the election results are announced.

#### **ARTICLE X – Amendments**

Amendments or alterations to these By-Laws shall be made only by a two-thirds majority vote of the seated Board of Directors present.

Proposed amendments or alterations to the By-Laws must be submitted at a regular meeting of the Board of Directors and discussed a regular agenda item. The Board may then consider action on the proposed amendments or alterations no sooner than twenty-one (21) days following the meeting at which the proposed amendment or alterations was advanced.

The President shall notify all affiliate associations of any amendments or alterations in the By-Laws resulting from Board actions within thirty (30) days from the date action.

#### **ARTICLE XI – Indemnification of Officers, Directors and Employees**

The Corporation shall indemnify any person had a party to an action, suit or proceeding, whether civil or criminal, by reason of the fact that he is or was an Officer, Director or Employee of ASHA, or served in such as capacity upon reasonable costs of settlement of any action, suit or proceeding provided that the Officer, Director, or Employee is not liable for gross negligence or willful misconduct in performance of duty of this Corporation.

## ARTICLE XII- DISSOLUTION

### Section A. 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 B. Dissolution of Gaming Proceeds

Upon dissolution of the Alaska State Hockey Association, Inc., the disposition of net proceeds from charitable gaming conduct under AS 05.15 will go to a permittee, other than a multiple-beneficiary permittee.

ADOPTED BY THE BOARD OF DIRECTORS AUGUST 12, 1989

AMENDED JANUARY 8, 1990

AMENDED JUNE 1, 1991

AMENDED FEBRUARY 15, 1992

AMENDED SEPTEMBER 20, 1993

AMENDED OCTOBER 21, 1995

AMENDED SEPTEMBER 7, 1996

AMENDED AUGUST 2, 1997

AMENDED AUGUST 1, 1998

AMENDED AUGUST 7, 1999

AMENDED AUGUST 5, 2000

AMENDED AUGUST 4, 2001

AMENDED JULY 27, 2002

AMENDED JULY 26, 2003

AMENDED JULY 31, 2004

AMENDED JULY 30, 2005

AMENDED JULY 29, 2006

AMENDED JULY 28, 2007

AMENDED JULY 19, 2008

AMENDED JULY 18, 2009

AMENDED JULY 17, 2010

AMENDED JULY 16, 2011

AMENDED JULY 14, 2012

AMENDED JULY 16, 2016

AMENDED JULY 15, 2017

AMENDED APRIL 25, 2020

AMENDED JULY 16, 2022

AMENDED MAY 24, 2023

# Appendix A

## Sample Letter to Party Owing a Debt to Local Association

(Required Elements - May be modified to fit the Situation)

Date

Mr. Bill Moneybags, Treasurer  
Ptarmigan Amateur Hockey Association  
12345 W. Endless Street  
Anchorage, AK 99001

Mr. & Mrs. E.I. Owe  
2300 E. Poor Mouth St. #99  
Anchorage, AK 99002

RE: Amount owed for Wayne I. Owe - 10U Tier II  
Dear Mr. and Mrs. I Owe;

Our records show that you still owe our 10U Tier II team, \$355.00 for ice time during the past season. Several efforts by the Team Manager have not resulted in payment. A complete record of your account is attached. If the amount is valid according to your records, we shall expect payment within 30 days. If you disagree with this amount, please contact us immediately and provide documentation that will allow us to adjust your bill. We must settle this account as soon as possible.

We must also inform you that in accordance with Section 2.6, of the ASHA Rules and Guidelines, Wayne is ineligible to register with any USA Hockey Affiliate until this debt is cleared and we issue a Letter of Release. (Use the following if player has been erroneously allowed to register.) Since we have reason to believe he is already registered with \_\_\_\_\_, we have no choice under the ASHA rules except to refer this matter to ASHA to resolve if we do not receive payment within 30 days. Wayne will most likely be removed from the ice unless the debt is paid in full. If you dispute the amount and you wish Wayne to continue skating you may provide ASHA with a certified check for the full amount owed to be held in trust until the dispute is arbitrated.

It is obviously in the best interest of all parties involved to resolve this issue as quickly as possible. Please provide payment or if you have any questions contact me at \_\_\_\_\_.

Sincerely,  
Bill Moneybags  
Treasurer

Cc: ASHA President

## Appendix B – National Bound State Tournament Game Format

TWO TEAMS  
Best Two of Three

Day One	Day Two
Game 1: 1 vs. 2	Game 2: 1 vs. 2
	Game 3: 1 vs. 2 (if necessary)

THREE TEAMS  
One Division Double Round Robin - 3 Days

### Team Seeding

1 = 1st Place

2 = 2nd Place

3 = 3rd Place

Day One	Day Two
Game 1: 2 vs. 3	Game 4: 2 vs. 3
Game 2: 1 vs. 2	Game 5: 1 vs. 2
Game 3: 1 vs. 3	Game 6: 1 vs. 3

Day Three
Game 7: Teams with two (2) highest point totals play for Championship

### One Division Double Round Robin - 4 Days

Day One	Day Two	Day Three
Game 1: 2 vs. 3	Game 3: 1 vs. 2	Game 5: 1 vs. 3
Game 2: 2 vs. 3	Game 4: 1 vs. 2	Game 6: 1 vs. 3

Day Four
Game 7: Teams with two (2) highest point totals play for Championship

### Double Elimination (Three Teams, Cont.)

Day One	Day Two	Day Three
Game 1: 2 vs. 3	Game 2: 1 vs. Winner Game 1	Game 4: Winner Game 2 vs. Winner Game 3 (Championship Game)
	Game 3: Loser Game 2 vs. Loser Game 1	Game 5: (If Needed, i.e. if Winner of Game 2 Loses Game 4)

FOUR TEAMS  
One Division Single Round Robin

Team Seeding

- 1 = 1st Place
- 2 = 2nd Place
- 3 = 3rd Place
- 4 = 4th Place

Game 1: 3 vs. 4
Game 2: 1 vs. 2
Game 3: 2 vs. 4
Game 4: 1 vs. 3
Game 5: 2 vs. 3
Game 6: 1 vs. 4

Championship Game
Game 7: Teams with two (2) highest point totals play for Championship



FIVE TEAMS  
One Division Single Round Robin

Team Seeding

1 = 1st Place  
2 = 2nd Place  
3 = 3rd Place  
4 = 4th Place  
5 = 5th Place

Day One	Day Two
Game 1: 3 vs. 5	Game 6: 2 vs. 5
Game 2: 2 vs. 4	Game 7: 3 vs. 4
Game 3: 1 vs. 5	Game 8: 1 vs. 2
Game 4: 2 vs. 3	Game 9: 4 vs. 5
Game 5: 1 vs. 4	Game 10: 1 vs. 3

Day Three
Game 11: Teams with two (2) highest point totals play for Championship

SIX TEAMS  
One Division Crossover

Team Seeding

1 = 1st Place

2 = 2nd Place

3 = 3rd Place

4 = 4th Place

5 = 5th Place

6 = 6th Place

Day One	Day Two	Day Three
Game 1: 1 vs. 4	Game 4: 3 vs. 4	Game 7: 3 vs. 5
Game 2: 2 vs. 5	Game 5: 2 vs. 6	Game 8: 1 vs. 6
Game 3: 3 vs. 6	Game 6: 1 vs. 5	Game 9: 2 vs. 4
		Game 10: Top 4 teams based on Round Robin Play using USA Hockey Tie Breaker Procedures 1 vs. 4 (Top 4 Teams)
		Game 11: 2 vs. 3 (Top 4 teams)

Day Four
Game 12: Championship - Winner Game 10 vs. Winner Game 11 (home team determined by using USAH Tie Breaker Procedures)



EIGHT TEAMS  
Two Divisions Single Round Robin

Division I

2 = 2nd Place

3 = 3rd Place

6 = 6th Place

7 = 7th Place

Division II

1 = 1st Place

4 = 4th Place

5 = 5th Place

8 = 8th Place

Day One	Day Two
Game 1: 6 vs. 7	Game 7: 4 vs. 8
Game 2: 2 vs. 3	Game 8: 1 vs. 5
Game 3: 5 vs. 8	Game 9: 2 vs. 7
Game 4: 1 vs. 4	Game 10: 3 vs. 6
Game 5: 3 vs. 7	Game 11: 1 vs. 8
Game 6: 2 vs. 6	Game 12: 4 vs. 5

Day Three
Game 13: 1st Place Division I vs. 2nd Place Division II
Game 14: 1st Place Division II vs. 2nd Place Division I
Game 15: Winner Game 13 vs. Winner Game 14 (home team determined by a coin toss)

NINE TEAMS  
Two Division - Single Round Robin - 3 Day

Division I

1

4

6

9

Division II

2

3

5

7

8

Day One		Day Two	
Game 1	7 vs 8	Game 9	2 vs 3
Game 2	2 vs 5	Game 10	6 vs 9
Game 3	1 vs 6	Game 11	5 vs 8
Game 4	3 vs 8	Game 12	1 vs 4
Game 5	4 vs 9	Game 13	3 vs 7
Game 6	2 vs 7	Game 14	2 vs 8
Game 7	3 vs 5	Game 15	4 vs 6
Game 8	1 vs 9	Game 16	5 vs 7

Day Three
Game 17/Semi 1 - 1st Place Division I vs 2nd Place Division II
Game 18/Semi 2 - 1st Place Division II vs 2nd Place Division I
Game 19/Championship - Winners of Games 17 & 18

12 TEAMS  
Two Conferences

American Conference

1                8  
4                10  
5                12

National Conference

2                7  
3                9  
6                11

AMERICAN CONFERENCE	NATIONAL CONFERENCE
Game 1: 5 vs. 12	Game 1: 6 vs. 11
Game 2: 4 vs. 10	Game 2: 3 vs. 9
Game 3: 1 vs. 8	Game 3: 2 vs. 7
Game 4: 5 vs. 10	Game 4: 2 vs. 11
Game 5: 4 vs. 8	Game 5: 3 vs. 7
Game 6: 1 vs. 12	Game 6: 6 vs. 9
Game 7: 5 vs. 8	Game 7: 6 vs. 7
Game 8: 1 vs. 10	Game 8: 3 vs. 11
Game 9: 4 vs. 12	Game 9: 2 vs. 9
Quarter Finals	
Game 19: Natinal 4 vs. American 1	
Game 20: American 3 vs. National 2	
Game 21: American 4 vs. National 1	
Game 22: National 3 vs. American 2	
Semi-Finals	
Game 23: Winner Game 19 vs. Winner Game 20	
Game 24: Winner Game 21 vs. Winner Game 22	
Championship	
Winner of Games 23 and 24	

## Appendix C – Non-National Bound State Tournament Game Format

TWO TEAMS  
Best Two of Three

Game 1: A vs. B	Game 2: B vs. A
	Game 3: A vs. B (if necessary)

THREE TEAMS  
One Division Double Round Robin

Day One	Day Two
Game 1: C vs. B	Game 4: A vs. B
Game 2: B vs. A	Game 5: C vs. A
Game 3: A vs. C	Game 6: B vs. C

Day Three
Game 7: Teams with two (2) highest point totals play for Championship

FOUR TEAMS  
One Division Single Round Robin

Day One	Day Two
Game 1: D vs. C	Game 3: D vs. B
Game 2: B vs. A	Game 4: C vs. A
	Game 5: A vs. D
	Game 6: B vs. C

Day Three
Game 7: Teams with two (2) highest point totals play for Championship

FIVE TEAMS  
One Division Single Round Robin

Day One	Day Two
Game 1: E vs. A	Game 6: B vs. E
Game 2: B vs. D	Game 7: D vs. A
Game 3: A vs. C	Game 8: E vs. C
Game 4: D vs. E	Game 9: A vs. B
Game 5: C vs. B	Game 10: C vs. D

Day Three
Game 11: Teams with two (2) highest point totals play for Championship



SIX TEAMS  
One Division Round Robin

Game 1: F vs. A	Game 7: C vs. E
Game 2: C vs. B	Game 8: A vs. D
Game 3: E vs. D	Game 9: F vs. B
Game 4: A vs. C	Game 10: D vs. C
Game 5: D vs. F	Game 11: E vs. F
Game 6: B vs. E	Game 12: B vs. A

Game 13: C vs. F
Game 14: E vs. A
Game 15: B vs. D
Game 16: Teams with two highest point total play for Championship

SEVEN TEAMS  
One Division Single Round Robin

Game 1: F vs. G	Game 8: F vs. D
Game 2: D vs. E	Game 9: A vs. C
Game 3: B vs. C	Game 10: G vs. E
Game 4: G vs. A	Game 11: D vs. B
Game 5: E vs. F	Game 12: C vs. F
Game 6: C vs. D	Game 13: E vs. A
Game 7: A vs. B	Game 14: B vs. G

Game 15: A vs. D
Game 16: B vs. F
Game 17: C vs. E
Game 18: D vs. G
Game 19: F vs. A
Game 20: E vs. B
Game 21: G vs. C
Game 22: Teams with 2 highest point total play in Championship

SEVEN TEAMS  
Two Division, Double Round Robin

Division I

A

D

E

G

Division II

B

C

F

Game 1: F vs. C	Game 7: C vs. F
Game 2: G vs. E	Game 8: E vs. A
Game 3: D vs. A	Game 9: G vs. D
Game 4: C vs. B	Game 10: B vs. C
Game 5: A vs. G	Game 11: D vs. E
Game 6: B vs. F	Game 12: F vs. B

Game 13: 1st Place Division I vs. 2nd Place Division II
Game 14: 1st Place Division II vs. 2nd Place Division I
Game 15: Winner Game 13 vs. Winner Game 14

EIGHT TEAMS  
Two Divisions Single Round Robin

Division I

B

C

F

G

Division II

A

D

E

H

Game 1: F vs. G	Game 7: D vs. H
Game 2: C vs. B	Game 8: A vs. E
Game 3: H vs. E	Game 9: B vs. G
Game 4: A vs. D	Game 10: F vs. C
Game 5: G vs. C	Game 11: H vs. A
Game 6: B vs. F	Game 12: E vs. D

Game 13: 1st Place Division I vs. 2nd Place Division II
Game 14: 1st Place Division II vs. 2nd Place Division I
Game 15: Winner Game 13 vs. Winner Game 14

NINE TEAMS  
Two Divisions Single Round Robin

Division I

B

C

E

G

H

Division II

A

D

F

I

Game 1: H vs. C	Game 7: F vs. D	Game 12: D vs. I
Game 2: E vs. B	Game 8: B vs. G	Game 13: B vs. H
Game 3: I vs. F	Game 9: E vs. H	Game 14: G vs. E
Game 4: D vs. A	Game 10: A vs. I	Game 15: A vs. F
Game 5: H vs. G	Game 11: G vs. C	Game 16: C vs. B
Game 6: C vs. E		

Game 17: 1st Place Division I vs. 2nd Place Division II
Game 18: 1st Place Division II vs. 2nd Place Division I
Game 19: Winner Game 17 vs. Winner Game 18

NINE TEAMS  
Two Divisions Single Round Robin  
3 Day Tournament

Division I

A  
B  
C  
D  
E

Division II

F  
G  
H  
I

Game 1: A vs. B	Game 9: C vs. A
Game 2: C vs. D	Game 10: D vs. B
Game 3: F vs. G	Game 11: H vs. G
Game 4: H vs. I	Game 12: I vs. F
Game 5: E vs. A	Game 13: E vs. C
Game 6: B vs. C	Game 14: A vs. D
Game 7: F vs. H	Game 15: B vs. E
Game 8: D vs. E	Game 16: G vs. I

Game 17: 1st Place Division I vs. 2nd Place Division II
Game 18: 1st Place Division II vs. 2nd Place Division I
Game 19: Winner Game 17 vs. Winner Game 18

TEN TEAMS  
Two Divisions Single Round Robin

Division I

B

C

E

H

I

Division II

A

D

F

G

J

Game 1: I vs. H	Game 9: B vs. C	Game 15: I vs. B
Game 2: J vs. F	Game 10: A vs. D	Game 16: J vs. A
Game 3: C vs. E	Game 11: H vs. E	Game 17: C vs. H
Game 4: D vs. G	Game 12: F vs. G	Game 18: D vs. F
Game 5: H vs. B	Game 13: C vs. I	Game 19: B vs. E
Game 6: F vs. A	Game 14: D vs. J	Game 20: A vs. G
Game 7: E vs. I		
Game 8: G vs. J		

Game 21: 1st Place Division I vs. 2nd Place Division II
Game 22: 1st Place Division II vs. 2nd Place Division I
Game 23: Winner Game 21 vs. Winner Game 22

TEN TEAMS  
Two Divisions Single Round Robin  
3 Day Tournament

Division I

A

B

C

D

E

Division II

F

G

H

I

J

Game 1: A vs. B	Game 11: C vs. A
Game 2: C vs. D	Game 12: F vs. H
Game 3: F vs. G	Game 13: D vs. B
Game 4: H vs. I	Game 14: G vs. I
Game 5: E vs. A	Game 15: E vs. C
Game 6: B vs. C	Game 16: H vs. J
Game 7: J vs. F	Game 17: A vs. D
Game 8: G vs. H	Game 18: I vs. F
Game 9: D vs. E	Game 19: B vs. E
Game 10: I vs. J	Game 20: J vs. G

Game 21: 1st Place Division I vs. 2nd Place Division II
Game 22: 1st Place Division II vs. 2nd Place Division I
Game 23: Winner Game 21 vs. Winner Game 22



ELEVEN TEAMS  
Two Divisions Single Round Robin

Division I

B  
C  
E  
G  
I  
J

Division II

A  
D  
F  
H  
K

Game 1: K vs. H	Game 9: I vs. B	Game 18: I vs. E
Game 2: J vs. I	Game 10: A vs. D	Game 19: C vs. J
Game 3: G vs. E	Game 11: G vs. C	Game 20: B vs. G
Game 4: F vs. D	Game 12: H vs. F	Game 21: K vs. A
Game 5: C vs. B	Game 13: B vs. E	Game 22: D vs. H
Game 6: H vs. A	Game 14: D vs. K	Game 23: E vs. C
Game 7: I vs. G	Game 15: C vs. I	Game 24: J vs. B
Game 8: E vs. J	Game 16: J vs. G	Game 25: F vs. K
	Game 17: F vs. A	

Game 26: 1st Place Division I vs. 2nd Place Division II
Game 27: 1st Place Division II vs. 2nd Place Division I
Game 28: Winner Game 21 vs. Winner Game 22

ELEVEN TEAMS  
Two Conferences Three Division Round Robins

American Conference Division I	Division II	National Conference Division III
A	D	G
B	E	H
C	F	I
		J
		K

Game 1: G vs. H	Game 12: G vs. I
Game 2: I vs. J	Game 13: H vs. J
Game 3: A vs. D	Game 14: A vs. F
Game 4: B vs. E	Game 15: B vs. D
Game 5: C vs. F	Game 16: C vs. E
Game 6: K vs. G	Game 17: I vs. K
Game 7: H vs. I	Game 18: J vs. G
Game 8: E vs. A	Game 19: K vs. H
Game 9: F vs. B	Game 20: 1st American vs. 4th American
Game 10: D vs. C	Game 21: 2nd American vs. 3rd American
Game 11: J vs. K	

Game 22: 1st National vs. Winner Game 21
Game 23: 2nd National vs. Winner Game 20
Game 24: Championship - Winner Game 22 vs. Winner Game 23

TWELVE TEAMS  
Two Conferences  
Four Division Round Robins  
(Tournament Format Requires 2 Rinks)

American Conference

National Conference

Division I

Division II

Division I

Division II

A

D

G

J

B

E

H

K

C

F

I

L

Game 1: A vs. D	Game 12: J vs. I
Game 2: B vs. E	Game 13: A vs. F
Game 3: C vs. F	Game 14: B vs. D
Game 4: G vs. J	Game 15: C vs. E
Game 5: H vs. K	Game 16: G vs. L
Game 6: I vs. L	Game 17: H vs. J
Game 7: E vs. A	Game 18: I vs. K
Game 8: F vs. B	Game 19: American 1 vs. National 4
Game 9: D vs. C	Game 20: National 2 vs. American 3
Game 10: K vs. G	Game 21: American 2 vs. National 3
Game 11: L vs. H	Game 22: National 1 vs. American 4

Game 23: Winner 19 vs. Winner Game 20
Game 24: Winner Game 21 vs. Winner Game 22
Game 25: Winner Game 23 vs. Winner Game 24

TWELVE TEAMS  
Two Conferences  
Four Division Round Robins

American Conference

National Conference

Division I

Division II

Division I

Division II

A

D

G

J

B

E

H

K

C

F

I

L

Game 1: A vs. D	Game 7: E vs. A	Game 13: G vs. L
Game 2: B vs. E	Game 8: F vs. B	Game 14: H vs. J
Game 3: C vs. F	Game 9: C vs. D	Game 15: I vs. K
Game 4: G vs. J	Game 10: K vs. G	Game 16: A vs. F
Game 5: H vs. K	Game 11: L vs. H	Game 17: B vs. D
Game 6: I vs. L	Game 12: J vs. I	Game 18: E vs. C

Game 19: American 2 vs. National 3
Game 20: American 1 vs. National 4
Game 21: National 2 vs. American 3
Game 22: National 1 vs. American 4
Game 23: Winner Game 20 vs. Winner Game 21
Game 24: Winner Game 22 vs. Winner Game 19
Game 25: Championship - Winner Game 23 vs. Winner Game 24

THIRTEEN TEAMS  
Two Conferences  
Four Single Round Robin Divisions

American Conference

National Conference

Division I

Division II

Division I

Division II

A

D

G

K

B

E

H

L

C

F

I

M

J

Game 1: A vs. D	Game 1: M vs. L
Game 2: B vs. E	Game 2: J vs. I
Game 3: C vs. F	Game 3: H vs. G
Game 4: D vs. C	Game 4: L vs. K
Game 5: F vs. B	Game 5: G vs. J
Game 6: E vs. A	Game 6: I vs. H
Game 7: C vs. E	Game 7: K vs. M
Game 8: A vs. F	Game 8: L vs. M
Game 9: B vs. D	Game 9: I vs. G
Game 10: 1st vs. 4th	Game 10: J vs. H
Game 11: 2nd vs. 3rd	Game 11: M vs. K
	Game 12: K vs. L
	Game 13: 1st Division I vs. 2nd Division II
	Game 14: 1st Division II vs. 2nd Division I

Semi-Finals
Winner Game 10 American vs. Winner Game 13 National
Winner Game 11 American vs. Winner Game 14 National



Game 5: N vs. J	Game 11: 2nd Place vs. 3rd Place
Game 6: L vs. K	

Game 26: Winner Game 13 American vs. Winner Game 11 National
Game 27: Winner Game 14 American vs. Winner Game 10 National
Game 28: Championship - Winner Game 26 vs. Winner Game 27

FIFTEEN TEAMS  
Two Conferences  
Four Single Round Robin Divisions

American Conference
National Conference

Division I	Division II	Division I	Division II
A	E	I	M
B	F	J	N
C	G	K	O
D	H	L	

American Conference	
Game 1: C vs. D	Game 7: H vs. F
Game 2: B vs. A	Game 8: G vs. E
Game 3: G vs. H	Game 9: A vs. D
Game 4: E vs. F	Game 10: C vs. B
Game 5: D vs. B	Game 11: E vs. H
Game 6: A vs. C	Game 12: F vs. G

National Conference	
Game 1: O vs. N	Game 8: N vs. O
Game 2: L vs. K	Game 9: K vs. I
Game 3: J vs. I	Game 10: O vs. M
Game 4: N vs. M	Game 11: L vs. J
Game 5: I vs. L	Game 12: M vs. N
Game 6: K vs. J	
Game 7: M vs. O	

Quarterfinals
Game 25: 1st American Division I vs. 2nd American Division II
Game 26: 1st American Division II vs. 2nd American Division I
Game 27: 1st National Division I vs. 2nd National Division II
Game 28: 1st National Division II vs. 2nd National Division I
Game 29: Winner Game 25 vs. Winner Game 27
Game 30: Winner Game 26 vs. Winner Game 28



Championship
Game 31: Winner Game 29 vs. Winner Game 30

SIXTEEN TEAMS

Two Conferences

Four Single Round Robin Divisions

American Conference		National Conference	
Division I	Division II	Division I	Division II
A	E	I	M
B	F	J	N
C	G	K	O
D	H	L	P

American Conference	
Game 1: D vs. C	Game 7: H vs. F
Game 2: A vs. B	Game 8: G vs. E
Game 3: G vs. H	Game 9: A vs. D
Game 4: E vs. F	Game 10: C vs. B
Game 5: B vs. D	Game 11: E vs. H
Game 6: C vs. A	Game 12: F vs. G

National Conference	
Game 1: L vs. K	Game 7: P vs. N
Game 2: I vs. J	Game 8: O vs. M
Game 3: O vs. P	Game 9: I vs. L
Game 4: M vs. N	Game 10: K vs. J
Game 5: J vs. L	Game 11: M vs. P
Game 6: K vs. I	Game 12: N vs. O

Game 25: American Conference 1st Place Div I vs 2nd Place Div II
Game 26: American Conference 1st Place Div II vs 2nd Place Div I
Game 27: National Conference 1st Place Div I vs 2nd Place Div II

Game 28: National Conference 1st Place Div II vs 2nd Place Div I
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Semi-Finals

Game 29: Winner Game 25 vs. Winner Game 27
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Game 30: Winner Game 26 vs. Winner Game 28
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Championship Game

Game 31: Winner Game 29 vs Winner Game 30
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SEVENTEEN TEAMS  
TWO CONFERENCES

American Conference		National Conference	
Division I	Division II	Division I	Division II
A	E	I	N
B	F	J	O
C	G	K	P
D	H	L	Q
		M	

American Conference		National Conference	
Home team is listed first in all pool play games.			
Game 1	D vs C	Game 1	I vs J
Game 2	A vs B	Game 2	K vs L
Game 3	G vs H	Game 3	N vs O
Game 4	E vs F	Game 4	P vs Q
Game 5	B vs D	Game 5	M vs I
Game 6	C vs A	Game 6	J vs K
Game 7	H vs F	Game 7	N vs P
Game 8	G vs E	Game 8	L vs M
Game 9	A vs D	Game 9	K vs I
Game 10	C vs B	Game 10	L vs J
Game 11	E vs H	Game 11	P vs O
Game 12	F vs G	Game 12	Q vs N
		Game 13	M vs K
		Game 14	I vs L
		Game 15	J vs M
		Game 16	O vs Q

### Quarter Finals

Game	Home Team	Visitor Team
Game 29	1st Place American Div I	2nd Place American Div II
Game 30	1st Place American Div II	2nd Place American Div I
Game 31	1st Place National Div I	2nd Place National Div II
Game 32	1st Place National Div II	2nd Place National Div I

### Semi-Finals

Game 33	Winner Game 29	Winner Game 31
Game 34	Winner Game 30	Winner Game 32

### Championship

Game 35*	Winner Game 33	Winner Game 34
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\*Home team to be determined by a coin toss.

## Appendix D – ASHA Whistleblower Policy

The Whistleblower Policy of the Alaska State Hockey Association (“ASHA”) (1) encourages board members, staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of ASHA; (2) specifies that ASHA will protect the person from retaliation and (3) identifies where such information can be reported.

- 1) Encouragement of Reporting. ASHA encourages complaints, reports or inquiries about illegal practices or serious violations of ASHA’s policies, including illegal or improper conduct by ASHA itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which ASHA has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- 2) Protection from Retaliation. ASHA prohibits retaliation by or on behalf of ASHA against board members, staff or volunteers for making good faith complaints, reports or inquires under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. ASHA reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquires or who otherwise abuse this policy.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right of defense.

- 3) Where to Report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquires. They should be directed to the ASHA President or Treasurer immediately; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Secretary. ASHA will conduct a prompt, discreet, and objective review or investigation. Directors, staff or volunteers must recognize that ASHA may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

# Appendix E – Conflict of Interest

## SECTION 1 – Purpose

ASHA is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of ASHA as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between ASHA and its board, officers, and the public fiduciary duty, which carries with it a broad and unending duty of loyalty and fidelity. The board and officers have the responsibility of administering the affairs of ASHA honestly and prudently, and of exercising their best care, skill and judgment for the sole benefit of ASHA. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with ASHA or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

## SECTION 2 – Persons of Concerned

This statement is directed not only to directors and officers, but to all who can influence the actions of ASHA. For example, this would include all who make purchasing decisions, all persons who might be described as “management personnel,” and anyone who has proprietary information concerning ASHA.

## SECTION 3 – Areas in Which Conflict May Arise

Conflicts of interest may arise in the relations of directors and officers with any of the following third parties:

- 1) Persons and firms supplying goods and services to ASHA.
- 2) Persons and firms from whom ASHA leases property and equipment.
- 3) Persons and firms with whom ASHA is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- 4) Competing or affinity organizations.
- 5) Donors and others supporting ASHA.
- 6) Agencies, organizations and associations which affect the operations of ASHA.

- 7) Family members, friends, and other employees.

#### SECTION 4 – Nature of Conflicting Interest

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

- 1) Owning stock or holding debt or other proprietary interests in any third party dealing with ASHA.
- 2) Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with ASHA.
- 3) Receiving remunerations for services with respect to individual transactions involving ASHA.
- 4) Using ASHA's time personnel, equipment, supplies, or good will for other than ASHA-approved activities, programs, and purposes.
- 5) Receiving personal gifts or loans from third parties dealing or competing with ASHA. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

#### SECTION 5 – Interpretation of This Statement of Policy

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are no exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of ASHA.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

## SECTION 6 – Disclosure Policy and Procedure

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- 1) The conflicting interest is fully disclosed;
- 2) The person with the conflict of interest is excluded from the discussion and approval of such transaction;
- 3) A competitive bid or comparable valuation exists; and
- 4) The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving directors should be made to the board President, (or if she or he is the one with the conflict, then to the board Treasurer) who shall bring these matters to the [board or a duly constituted committee thereof].

The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to ASHA. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of ASHA and the advancement of its purpose.



Alaska State Hockey Association (ASHA)

Conflict of Interest Disclosure Statement

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provides information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

\_\_\_\_\_

2. CAPACITY: \_\_\_\_\_ board of directors  
\_\_\_\_\_ executive committee  
\_\_\_\_\_ officer  
\_\_\_\_\_ committee member

3. Have you or any of your affiliated persons provided services or property to ASHA in the past year?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you or any of your affiliated persons purchase services or property from ASHA in the past year?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the part year to which ASHA was or is a party?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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6. Were you or any of your affiliated persons indebted to pay money to ASHA at any time in the past year (other than travel advances or the like)?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from ASHA or as a result of your relationship with ASHA that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to ASHA?

\_\_\_\_\_

Yes

\_\_\_\_\_

No

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you or any of your affiliated persons a party to or have any interest in any pending legal proceedings involving ASHA?

\_\_\_\_\_

Yes

\_\_\_\_\_

No

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by ASHA's [board or a duly constituted committee thereof] in accordance with the terms and intent of ASHA's conflict of interest policy?

\_\_\_\_\_

Yes

\_\_\_\_\_

No

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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I HEREBY CONFIRM that I have read and understand ASHA's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicated that this disclosure is inaccurate or that I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify [designated officer or director] immediately.

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Signature

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Date

## Appendix F – Record Retention Policy

Records must support income, expenses, and credits reported on Form 990 series and other tax returns. Generally, these are the same records used to evaluate programs and prepare financial statements. Books and records of tax-exempt organizations must be available for inspection by the IRS. If the IRS examines a tax-exempt organization's returns, the organization must have records to explain items reported. Having a complete set of records will speed up the examination.

Except in a few cases, the law does not require a special kind of record. A tax-exempt organization can choose any record keeping system, suited to its activities, that clearly shows the organization's income and expenses. The different type of activities a tax-exempt organization conducts determines the type of records that should be kept for federal tax purposes. A tax-exempt organization should set up a record keeping system using an accounting method that is appropriate for proper monitoring and reporting of its financial activities for the tax year. If a tax-exempt organization have more than one program, it should ensure that the records appropriately identify the income and expense items that are attributable to each program.

A record keeping system should generally include a summary of transactions. This summary is ordinarily written in the tax-exempt organization's books (for example, accounting journals and ledgers). The books must show gross receipts, purchases, expenses (other than purchases), employment taxes, and assets. For most small organizations, the checkbook might be the main source for entries in the books while larger organizations would need more sophisticated ledgers and records. A tax-exempt organization must keep documentation that supports entries in the books.

Tax-exempt organizations must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with provisions of the Code. Generally, this means the organization must keep records that support an item of income or deduction on a return until the statute of limitation for that return runs. The statute of limitations has run when the organization can no longer amend its return and the IRS can no longer assess additional tax. Generally, the statute of limitations runs three years after the date the return is due or filed, whichever is later. An organization may be required to retain records longer for other legal purposes, including state or local tax purposes.

**Record Retention Periods** Record retention periods will vary depending on the types of records or returns

**Permanent Records** - Some records should be kept permanently. These include the application for recognition of tax-exempt status, the determination letter recognizing tax-exempt status, and organizing documents, such as articles of incorporation and by-laws, with amendments, as well as board minutes.

**Employment Tax Records** - If any organization has employees, it must keep employment tax records for at least four years after the date the tax becomes due or is paid, whichever is later.

**Records for Non-Tax Purposes** - When records are no longer needed for tax purposes, an organization should keep them until they are no longer needed for non-tax purposes. For example, a grantor, insurance company, creditor, or state agency may require that records be kept longer than the IRS requires.

My recommendation is to keep all records for a minimum of 5 years.

# Appendix G – USA Hockey Codes of Conduct

## Administrator's Code of Conduct

- Follow the rules and regulations of USA Hockey and your association to ensure that the association's philosophy and objectives are enhanced.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs; seek out financial support when possible.
- Communicate with parents by holding parent/player orientation meetings as well as by being 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 advise your board members of 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 contents of the *USA Hockey Annual Guide* and USA Hockey's official playing rules.
- Develop other administrators to advance to positions in your association, perhaps even your own.

# Coach's 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, 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 and 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 players 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.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.



# Player's 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.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with an official's decision.

# Spectator's 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; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- 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.

## Appendix H – Gift Policy and Disclosure Form

As part of its conflict-of-interest policy, ASHA requires that directors and officers decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with ASHA or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. “Responsible Person” is any person serving as an officer, employee or a member of the board of directors of ASHA.

Section 2. “Family Member” is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to ASHA is not a “contract” or “transaction.”

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or his designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with ASHA or,
2. Does or seeks to compete with ASHA or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with ASHA.

### GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the proceeding year.

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Signature

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Date

# Appendix I-Alaska Hockey Hall of Fame Inductees

Pursuant to ASHA By-Laws Article VII, Section G, Paragraph 10, ASHA has established The Alaska State Hockey Association Hall of Fame Committee which responsible for identifying and honoring in a permanent manner those individuals and teams who have achieved excellence in the sport of amateur hockey while members of Alaska State Hockey Association and those who have distinguished themselves by virtue of exemplary contributions to the advancement of the sport of hockey through their support of Alaska State Hockey Association.

Please visit the ASHA Website for a complete list of all inductees.



Nomination Forms for Alaska Hockey Hall of Fame





## **USA HOCKEY NATIONAL BACKGROUND SCREENING POLICY REVIEW PROCEDURE**

This USA Hockey National Background Screening Policy Review Procedure is to be used by USA Hockey to review applicants seeking participation in USA Hockey programs in positions that require a background check be conducted prior to the applicant being eligible for such position. Pursuant to the requirements of the United States Olympic & Paralympic Committee, the USA Hockey Bylaws and the USA Hockey SafeSport Program, USA Hockey, through the procedure below, may deny or place limitations on any applicant's participation in any USA Hockey sanctioned events or programs if it finds that permitting an applicant with negative background check results is inconsistent with the stated purpose of USA Hockey's Bylaws, policies, and/or the USA Hockey SafeSport Program.

### **PRELIMINARY MATTERS**

**Confidentiality.** All information and discussion related to a screening application must be kept confidential within the process of review of background screens as outlined below until a final determination is made by USA Hockey as to whether an applicant is deemed eligible or ineligible to participate.

**Email Communications.** Pursuant to USA Hockey's agreement with the national background screen vendor, National Center for Safety Initiatives ("NCSI"), and NCSI's standard protocol, communications between NCSI and applicant and/or USA Hockey and applicant will be via email at the address provided to NCSI by applicant during the screening application process.

**Previous Background Screen Determinations by USA Hockey Affiliates.** USA Hockey Affiliates shall submit all prior background screening determinations to USA Hockey for persons deemed ineligible within the Affiliate as a result of a background screen. Previous determination that an applicant was eligible to participate in USA Hockey sanctioned events or programs does not guarantee

future determinations of eligibility.

**Screens from Other National Governing Bodies.** At this time, NCSI cannot process a background screen conducted on an applicant on behalf of another Olympic National Governing Body.

**Background Screen Results.** The procedure below outlines how determinations are made following a background screen. As set forth more fully below, determinations may be that the applicant (i) is “clear” and eligible for to fulfill positions requiring a background screen, (ii) is clear with restrictions or conditions imposed (e.g. no driving minors or not eligible for a certain position, etc.), which means that an applicant is eligible for membership but must adhere to certain restrictions imposed as a condition of the applicant’s membership, or (iii) is “declined,” which means the applicant has a disqualifying condition in the applicant’s background screen record (as further defined below) and is not eligible to fulfill positions requiring a background screen.

**Flagged Screens.** If an applicant’s screen is “flagged,” it means the applicant is ineligible, pending

an appeal, to become a member of USA Hockey or serve as a volunteer in any role requiring a background screen because the search determined the applicant has a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty (including dismissed charges), or

has a pending charge for any of the following crimes, but not limited to:

a. Any felony, defined as all crimes punishable by greater than one (1) year in jail or prison, regardless of how it’s characterized by jurisdiction;

b. Any misdemeanor involving:

1. All sexual crimes, criminal offenses of a sexual nature to include but not limited to; rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, and public indecency;
2. Any drug related offenses;
3. Harm to a minor or vulnerable person, including, but not limited to, offenses such as

child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor;

4. Violence against a person, force, or threat of force (including crimes involving a deadly weapon and domestic violence);
5. Stalking, harassment, blackmail, violation of a protection order, and/or threats;
6. Destruction of property, including arson, vandalism, and criminal mischief;
7. Animal abuse, cruelty, or neglect; and
8. Any DUI/DWI in the last two (2) years, or two (2) or more DUIs/DWIs in the last five (5) years, based on the disposition date of the offense(s); and/or

c. If the applicant is currently listed, or has ever been listed, on a sex offender registry or a similar database.

**Background Screen Review Committee.** The Background Screen Review Committee (“BSRC”) shall be comprised of twenty-one (21) qualified individual volunteers appointed by the President of USA Hockey. Members of the BSRC will be assigned in teams of three (3) members per panel to (i) conduct an initial review of any background screen resulting in a flagged status (as defined below) to determine whether an applicant should be eligible, and (ii) conduct hearings and make determinations when an applicant has been denied eligibility based on flagged status. A member of the BSRC shall not serve on a hearing panel for an applicant in which the BSRC member was part of the panel that conducted the initial review. Panel members will communicate primarily via email, but may elect/agree to communicate by other means if necessary. Hearings will be held via telephone and/or video.

**Screening Appeals Committee.** The Screening Appeals Committee (“SAC”) shall be composed of five (5) persons appointed by the President of USA Hockey to decide appeals of applicants that have been denied eligibility following a hearing before the BSRC.

#### **BACKGROUND SCREENING REVIEW PROCEDURE**

**Initial Review.** After the applicant submits to a background screen through NCSI, and as the circumstances warrant, NCSI either (i) directly notifies the applicant (via email) and USA Hockey (via direct database communication) of a Clear screen or (ii) sends the applicant a Pre-Adverse Action Notice indicating that either (a) NCSI needs more information to complete the screening process or (b) the screen results show a criminal record consistent with the flagged Screens criteria listed above and the applicant may contest the accuracy of the screening results directly with NCSI within five (5) business days. If the applicant successfully contests the accuracy within the five (5) business day period, then NCSI through its process will issue a Clear screen. If the applicant (a) does not contest the accuracy of the screen within the five (5) day period or (b) unsuccessfully contests the accuracy of the screen, NCSI will change the applicant's status to flagged, and will notify USA Hockey of the change in the applicant's status.

**Flagged Status.** If an application returns a result of flagged (as described above) through either the NCSI report, a self-disclosure response, or a state-specific supplemental search (as described below), USA Hockey will promptly refer the application to designated members (at least three (3)) of the BSRC, with a copy to the applicable Affiliate, junior league or ACHA representative(s). The members of the BSRC will conduct an initial review of the screen's results, consider any feedback from the ACHA, Affiliate or junior league in which the applicant intends to participate, and will determine whether the applicant is eligible (Clear) or remains ineligible (flagged). The BSRC's panel of at least three (3) members, also referred to as "the Panel" or "the BSRC Panel" hereinafter, will use its best efforts to make its determination within five (5) business days of receipt of the background screen results.

a. If the applicant is deemed eligible by the BSRC, USA Hockey will set the applicant's status to Clear. USA Hockey will notify the applicant (via email) of the applicant's eligibility if there are any restrictions and/or conditions to regarding the applicant's ability to participate. If the BSRC sets any such restrictions or conditions (e.g., not allowed to drive minors, not allowed to hold certain positions, etc.), USA Hockey will also notify the applicable Affiliate President and SafeSport Coordinator, or the junior league or ACHA representative(s) if applicable, of the restriction(s) with the



expectation that the applicable Affiliate and program, or junior or ACHA team, shall require and enforce that the restriction(s) are followed according to the BSRC's direction. The applicant will not be able to participate in any role requiring a background screen in any USA Hockey sanctioned events or programs until the applicant acknowledges and accepts any identified restrictions and/or conditions via return email prior to participation in USA Hockey activities. Any violations of any restrictions or conditions imposed by the BSRC will be addressed pursuant to the disciplinary process of Bylaw 10.

b. If the applicant is deemed ineligible by the BSRC on initial review, USA Hockey will cause an Adverse Action Letter to be sent to the applicant via email, advising that the applicant has a flagged condition and will instruct the applicant on the procedure to request a hearing to contest the determination (as described below).

c. Self-Disclosures. As part of the application process for background screens with USA Hockey, applicants are required to answer certain questions regarding their background. Any self-disclosure response that meets USA Hockey's criteria for flagged screens (as contained herein) that does not otherwise show on the NCSI report will be set to flagged and processed pursuant to this Section 2. All adverse determinations of self-disclosed conduct can be contested pursuant to Section 3 below.

d. State-Specific Background Screen Requirements. Some states require supplemental documentation or background searches in addition to the USOPC-mandated background screen conducted by NCSI. Any conduct shown in a state-required screen that meets USA Hockey criteria for flagged screens will be flagged and processed pursuant to this Section 2 and that state's law. However, records within the past seven years which violate USA Hockey's screening criteria which are found on state specific screening documents, but not on NCSI, will first be sent to NCSI to reinvestigate. The screen will then be re-posted as "flagged" with a Pre-Adverse Action letter sent to the applicant. All adverse determinations made pursuant to this paragraph can be contested pursuant to Section 3 below.

e. Sexual Misconduct. In accordance with Federal

law, the SafeSport Code, and the USA Hockey SafeSport Program Handbook, any allegation of sexual misconduct (as defined in the SafeSport Program Handbook) discovered by USA Hockey at any point in the background screen process will be reported to the U.S. Center for SafeSport (the “Center”) and will be processed according to the Center’s policies and procedures. When a report is made to the Center, USA Hockey will immediately cease processing the background screen, and the screen will not be considered by USA Hockey, until such time as the Center declines jurisdiction or otherwise reaches a resolution in the matter.

f. If the time frame for exercising the right to contest a screening determination (fourteen (14) days from transmission of the Adverse Action Letter) has passed and the applicant has not properly exercised that right, the determination by the BSRC will be deemed final, the applicant’s status will be set to Declined, and the applicant will be deemed ineligible to Participate in any role in USA Hockey which requires a valid background screen.

**Procedure to Contest a Screening Determination.** The applicant will have fourteen (14) days from transmission of the Adverse Action Notice or Notice of Eligibility with Conditions to file a Statement of Appeal to the BSRC to contest the Adverse Action Notice or conditions imposed, c/o [usahscreeningappeals@usahockey.org](mailto:usahscreeningappeals@usahockey.org). USA Hockey will only accept electronic submissions.

- a. The applicant may include with the Statement of Appeal any additional submissions the applicant deems necessary including, but not limited to:
- letters of reference;
  - memorandums in support of eligibility; and
  - court records, including police reports, sentencing documents, proof of completion of court order, etc.
- b. The Statement of Appeal shall be no longer than ten (10) typewritten double spaced pages with a font size no smaller than twelve (12) point. Exhibits to support the Statement of Appeal may also be attached. Exhibits shall not be included

in the ten (10) age limitation; however, exhibits shall only be included if they are non-duplicative (e.g., no more than three (3) personal reference letters) and necessary to explain why the applicant's appeal should be granted.

- c. The BSRC will consider appeals from any applicants who receive an Adverse Action Notice or a Notice of Eligibility with Conditions for any, coach, official, administrator, or volunteer screened by NCSI as a condition of their eligibility for membership or participation within USA Hockey. Screening flags of USA Hockey employees to determine their eligibility for employment with USA Hockey shall be reviewed, and a decision shall be made, by USA Hockey's Executive Director with no right of appeal.
- d. The designated BSRC Panel will review the applicant's submissions and schedule a telephonic and/or video hearing to take place no later than thirty (30) days of receipt of the Statement of Appeal by USA Hockey, although the applicant may waive a hearing and ask that the Panel make its determination solely on the applicant's submissions. At any hearing, the applicant shall be allowed up to ten (10) minutes to make a presentation to the Panel, followed by any questions from the Panel. At the time of the hearing, the applicant should be prepared to discuss:
- The factual basis for the flagged offenses;
  - The role in USA Hockey the applicant intends to fill;
  - The applicant's history in USA Hockey or other sport;
  - How the offense has impacted the applicant and others;
  - Whether the applicant has sought treatment or counseling; and
  - How the applicant intends to use what the applicant has learned from the offense.

The Rules of Evidence in judicial proceedings shall not apply in the BSRC Panel's administrative hearing. The burden of proof shall be on the applicant challenging the initial determination of ineligibility or eligibility with conditions to prove by a preponderance of the evidence that the applicant should be

eligible for participation within USA Hockey, or that any conditions imposed should be modified or removed, despite the existence of the reported disqualifying condition. The Panel will review the initial determination de novo and may affirm, reverse, or modify the determination as it deems appropriate in accordance with the factors below. The applicant may consult with legal counsel during the hearing, but legal counsel may not participate in the hearing itself. The Panel will make arrangements for a record of the proceedings. A copy of that record shall be provided to the applicant upon request, at the applicant's expense. All proceedings are confidential.

- e. At the request of the applicant, but in the discretion of the Panel, the Panel shall use reasonable efforts to expedite the proceedings.
- f. After the hearing, or upon consideration of the submissions alone at the request of the applicant, the Panel will determine eligibility by a two-thirds (2/3) majority vote.

**BSRC Panel Determination.** In rendering its finding, each designated BSRC Panel shall consider the following:

- a. The legitimate interest of USA Hockey in providing a safe environment for all USA Hockey participants and other persons who attend USA Hockey sanctioned events;
- b. The seriousness of the criminal offense of the applicant, including the age of any victim(s) at the time of the offense;
- c. The time which has elapsed since the occurrence of the criminal offense or act;
- d. The age of the applicant at the time of the criminal offense or act;
- e. The bearing, if any, the criminal offense or act has on the applicant's ability to perform the necessary functions of their role in USA Hockey;
- f. Any information produced by the applicant, or on behalf of the applicant, with respect to the applicant's rehabilitation and good conduct;
- g. Any voluntary restrictions on access proposed by the applicant;
- h. Any recommendation or information provided by the

applicant's organization; and,

- i. Any other information, which in the determination of the designated BSRC Panel, would bear on whether or not the applicant should be eligible to have regular contact with or authority over minor athletes in USA Hockey, or otherwise eligible for the position being sought.

#### **Appeals Following BSRC Determination.**

- a. Upon the written appeal of any applicant whose determination of ineligibility has been upheld by the BSRC, or if the applicant wishes to appeal any restrictions imposed by the BSRC as a condition of eligibility, an appeal of such determination may be made to the SAC. A Statement of Appeal must be received by the SAC by email to [usahscreeningappeals@usahockey.org](mailto:usahscreeningappeals@usahockey.org) within fourteen (14) days from email transmission of the BSRC determination that the applicant is ineligible or is eligible but subject to conditions. If a Statement of Appeal is not received by the SAC within the fourteen (14) day period, the BSRC determination shall be final.
  - b. The applicant may submit a new Statement of Appeal for consideration by the SAC, but any other documents may only be submitted if previously submitted to the BSRC. The Statement of Appeal shall be no longer than ten (10) typed double spaced pages with a font size no smaller than twelve (12) point and shall only address the issue of whether the BSRC determination was made in an arbitrary or capricious manner or was not supported by the facts.
  - c. The record on appeal to the SAC will be compiled by USA Hockey and will consist of all documentation and correspondence considered by the BSRC, including, but not limited to: the applicant's NCSI background screen report, self-disclosure, or state-specific documentation or report (as applicable), the applicant's USA Hockey member records, any submissions presented to the BSRC by the applicant, the applicant's new

Statement of Appeal to the SAC (if applicable), and any correspondence from the applicant to the BSRC, SAC, or USA Hockey. The applicant may request a copy of the record from USA Hockey prior to submitting a Statement of Appeal to the SAC by sending an email to [tousahscreeningappeals@usahockey.org](mailto:tousahscreeningappeals@usahockey.org). If the applicant does not request a copy of the record prior to submitting a

Statement of Appeal, USA Hockey will send a copy of the record to the applicant upon receipt of the Statement of Appeal and will ask the applicant to confirm the record is accurate prior to sending the record to the SAC for review.

- a. Each appeal shall be heard by no less than three (3) members of the SAC and decided by majority vote of the SAC members hearing the appeal.
- b. The appeal to the SAC shall be decided based upon the written submission only. There shall be no hearing. Only the evidence and theories presented to the BSRC shall be considered on appeal. The applicant shall bear the burden of proof that the BSRC determination was made in an arbitrary or capricious manner or was not supported by the facts. The SAC may affirm, reverse, remand or modify the BSRC's determination as it deems appropriate, consistent with standard of review above. The SAC shall decide any appeal and deliver a written decision within thirty (30) days of receipt of applicant's Statement of Appeal.
- c. The decision of the SAC shall be final within USA Hockey's screening procedures and there shall be no further appeal.

**Reporting of Decision.** USA Hockey staff will communicate the BSRC or SAC panel's decision to the applicant, the applicant's Affiliate President and SafeSport Coordinator, or to the appropriate junior league, ACHA representative or NCSI when applicable. If an applicant's participation is approved through their screen or by USA Hockey, then the applicant's record in the USA Hockey membership database shall signify a valid screen until the screen expires. Unless otherwise indicated in a BSRC determination or a SAC decision, USA Hockey will keep records of all adjudications and BSRC and SAC decisions approving of an applicant shall be upheld and binding in future screening determinations. However, previous conduct and determinations will be reconsidered by the BSRC and the SAC should any new flagged offenses appear through this procedure.

# THE Alaska Hockey Hall of Fame

2024  
Recipients

Administrator:

Rick Pitta

Coach:

Jamie Smith

Player:

Ty Conklin

9 Sanders

Kory Wright

Official:

Lee Karabelnikoff

Team:

Anchorage Aces Amateur USAH  
(1990-1996)

## Congratulations to all Inductees