



1973-2009
SERVING ALASKA HOCKEY FOR 36 YEARS

AFFILIATE HANDBOOK

**ALASKA STATE HOCKEY
ASSOCIATION**

PO BOX 1464
PALMER, ALASKA 99645-1464

www.alaskastatehockey.com

2009-10

21st Edition
August 2009

Every effort has been made to make this Handbook as complete and accurate as possible. The information provided is dependant upon association representative's accuracy in providing information to the author. Readers are encouraged to reference the ASHA website for real time updates and changes after the date of publication of this document.

ALASKA STATE HOCKEY ASSOCIATION TABLE OF CONTENTS

<u>DIRECTORY</u>	<u>Pages</u>
2008-09 ASHA Officers of the Association	1
2008-09 Seated Board of Directors	1
At-Large Members	4
Discipline Review Committee	6
ASHA Web Master	6
USA Hockey Elected / Appointed Representatives	6
Alaska Officiating Program Personnel	7
Local Representatives for Referee Registration/Seminar Questions	8
Affiliate Associations	8
 <u>IMPORTANT DATES</u>	
ASHA Board Meetings	14
ASHA State Tournaments	15
District Tournaments	16
National Tournaments	17
Miscellaneous Dates	17
Coaching Education Program Clinics	18
Referee Clinics	18
 <u>State Tournament Champions</u>	 18
 <u>RULES AND GUIDELINES</u>	 20
 SECTION I – AFFILIATE MEMBERSHIP	
A. Affiliate Membership	21
B. Suspension and Expulsion	21
C. USA Hockey Suspension	22
D. Open Competition	22
E. Intra-State Competition	22
F. Handbook Changes	22
 SECTION II – ASHA SCREENING AND ABUSE POLICY	
A. General	22
B. Deadlines	22
C. Disqualifying Events	23
D. Screening Results and Procedure	23
E. Compliance	24
F. Screening Procedures and Instructions	24

	<u>Pages</u>
G. Refusal to be Screened	24
H. Non-Compliance	24
I. Rescreening Cycle	24
J. Sexual Abuse Policy	24
K. Physical Abuse Policy	25
 SECTION III – PARENT EDUCATION PROGRAM	 25
 SECTION IV – ACE DIRECTORS	 26
 SECTION V- COACHES	 26
A. General	26
B. Definition	26
C. USA Hockey CEP Requirements	26
D. Evidence of Level	27
E. Coaching Education Program (CEP)	27
F. Temporary Coaches Card	27
G. Level 4 Temporary Coaches Card	27
H. Student Coaches	27
I. Helmet Rule	28
J. ASHA Coaches Disciplinary Policy	28
Penal Code for Coaches	30
 SECTION VI – INDIVIDUAL & TEAM REGISTRATION	 30
 SECTION VII – PLAYER & TEAM ELIGIBILITY	 31
 SECTION VIII – TEAM GUIDELINES	 32
A. Hockey Team Defined	32
B. Team Duration	32
C. Game	32
D. Minimum Game Length	32
E. Games in a Calendar Day	32
F. Game Misconduct Penalties	32
G. Match Penalties	33
Penal Code for Match Penalties	33
H. Persons on the Bench	34
I. Responsibilities – Coach	34
J. Responsibilities – Team Manager	36
K. On-Ice Official(s) Sanctioning	36
L. Responsibilities – Game Officials	37
M. Travel	37
N. Player Release Form Policy	38
O. Time Between Scheduled Games	39

	<u>Pages</u>
SECTION IX - DISCIPLINE REVIEW COMMITTEE	39
SECTION X – TOURNAMENTS (INVITATIONAL)	42
SECTION XI – STATE TOURNAMENTS	
A. State Tournament Eligibility	43
B. General Requirements	46
C. Tournament Regulations	48
1. Participating Teams	48
2. Credentials Committee	49
3. USA Hockey Rules	49
4. Back-Up Goaltenders	49
5. Protest / Discipline Committee	49
6. Protests	50
7. Forfeits	50
8. Referees	51
9. Coaches Meeting	51
D. Requirements of Host Associations	51
E. Tournament Format	52
F. Tie Breaker Rules	54
G. Home Team Seeding(National Bound Teams)	55
H. Tier III/IV Special Rules	55
SECTION XII – TYPICAL GAME SCHEDULES	56
SAMPLE LETTER TO PARTY OWING DEBT TO AFFILIATE	69
ALASKA COMPETITION LEAGUE GUIDELINES	70
Competition League Scheduling Meeting	72
Other Telephone Numbers	72
Comp League Coordinators	73
SECTION I – COMPETITION TEAM LEAGUE	
A. League Officials	74
B. League Organization	74
C. League Play	76
D. Travel Restrictions	78
E. Game Change Request Form	79

	<u>Pages</u>
ASHA GIRLS/WOMEN'S GUIDELINES	
ASHA Girls and Women's Team Guidelines	81
ASHA Girls/Women's Teams	82
ALASKA RECREATIONAL COUNCIL GUIDELINES	
SECTION I - GENERAL	86
SECTION II – TIERS, EVALUATIONS AND TEAM SELECTIONS	87
A. Player Evaluations	87
B. Tiers	87
C. Team Selection	87
SECTION III – DISCIPLINE	88
<u>ASHA BY-LAWS</u>	88
Articles By-Laws	
I. Name	89
II. Purpose	89
III. Not For Profit	89
IV. Membership	89
V. Suspension / Expulsion	90
VI. Application Fees / Dues / Sanctions	90
VII. Board of Directors	91
A. Affiliate Directors	91
B. At-Large Directors	92
C. Honorary Directors	92
D. Powers and Duties	93
E. Meetings	94
F. Voting	96
G. Committees	97
VIII. Officers	98
A. Elected Officers	98
B. Powers and Duties	98
C. Fiscal Policies / Procedures	102
D. Order of Succession	102
IX. Election Procedures	102
A. At-Large Directors/Officers	102
X. Amendments	103
XI. Indemnification of Officers, Directors And Employees	103

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**21st Edition
August 2009**

(Note: The term "he", "him", "his" as used in this handbook is gender neutral.)

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2009-10 FISCAL OPERATING YEAR**

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**ALASKA STATE HOCKEY ASSOCIATION
2009-10 FISCAL OPERATING YEAR**

IMPORTANT DATES

A. ASHA BOARD MEETINGS:

The following are the scheduled meeting dates for ASHA during the 2009-2010 fiscal/operating year:

<u>DATE</u>	<u>LOCATION</u>
July 18, 2009	Coast Inn (Anchorage)
August 29, 2009	Hanshew Jr. High (Anchorage)
November 7, 2009	Coast Inn (Anchorage)
January 9, 2010	Coast Inn (Anchorage)(Tentative)
February 6, 2010	Coast Inn (Anchorage)
April 17, 2010	Coast Inn (Annual Meeting)

IMPORTANT - The dates and locations listed on the following pages are "proposed." Due to ice availability and/or circumstances beyond ASHA's control, these dates and locations may be changed. Please confirm dates and locations with the ASHA VP/Tournaments before making any travel arrangements.

B. ASHA STATE TOURNAMENTS (Proposed)

DIVISION	HOST	LOCATION	DATE
TIER I			
Squirt	Mustangs	Eagle River	3/12-14, 2010
Pee Wee	All Stars and North Stars	Anchorage	3/13-14, 2010
Bantam	All Stars	Anchorage	2/26-28, 2010
Midget U 16	SCAHA	Anchorage	2/26-28, 2010
Midget U 18	SCAHA	Anchorage	2/26-28, 2010
TIER II			
Mite	North Stars	Anchorage	3/5-7, 2010
Squirt	Jr. Avalanche	Wasilla	3/19-21, 2010
Pee Wee	Mat-Su	Wasilla	3/5-7, 2010
Bantam	NAHA	Fairbanks	3/5-7, 2010
Midget U 16	Jr. Avalanche	Wasilla	3/12-14, 2010
Midget U 18	Jr. Avalanche	Wasilla	3/12-14, 2010
TIER III			
Mite	Mighty Moose	Anchorage	3/19-21, 2010
Squirt	KPHA	Soldotna	3/12-14, 2010
Pee Wee	FAHA	Fairbanks	3/19-21, 2010
Bantam	AHA	Anchorage	3/19-21, 2010
Midget U 16	Mighty Moose	Anchorage	3/19-21, 2010
Midget U18	FAHA	Fairbanks	3/26-28, 2010
TIER IV			
Squirt	Palmer	Palmer	3/26-28, 2010
Pee Wee	Mat-Su	Wasilla	3/26-28, 2010
Bantam	Boys & Girls Club	Anchorage	3/19-21, 2010
Midget	FAHA	Fairbanks	3/26-28, 2010

GIRLS

NO DATE OR HOST AT PRINTING DEADLINE

C. DISTRICT TOURNAMENTS

Note: The Alaska State champion has historically been granted a direct bye to the National Tournament for the following divisions: Pee Wee Tier I and II, Midget U16 Tier II and Midget U18 Tier II.

DIVISION	HOST	LOCATION	DATE
TIER I			
U-12		San Jose, CA	3-18/21,,2010
U-14		San Jose, CA	3-18/21, 2010
U-16		San Jose, CA	3-18/21, 2010
U-18		San Jose, CA	3-18/21, 2010
TIER II			
There will be no District Tier II Tournaments this year. All State winners will go directly to Nationals			
GIRLS TIER I AND II			
All levels		San Jose, CA	3-18/21,2010
WOMEN'S			
Women		Vacaville, CA	3-4/11, 2010

D. NATIONAL TOURNAMENTS

DIVISION	LOCATION	DATE
TIER I		
U-12	Amherst, NY	4/7-11, 2010
U-14	Amherst, NY	4/7-11,,2010
U-16	Woodbridge, IL	4/7-11, 2010
U-18	Woodbridge, IL	4/7-11, 2010
TIER II		
U-12	Reston, VA	4/7-11, 2010
U-14	Wayne, NJ	4/7-11, 2010
U-16	West Chester, PA	4/7-11, 2010
U-18	Rochester, NY	4/7-11, 2010
GIRLS / WOMENS		
All Girls Tier I	Green Bay, WI	4/7-11, 2010
All Girls Tier II	Lancing, MI	4/7-11, 2010
All Women	Green Bay, WI	3/26-28, 2010

E. MISCELLANEOUS DATES:

USA Hockey Mid-Winter Meeting

January 15-16,, 2010 Orlando, FL

USA Hockey Pacific District Meeting

October 24, 2009 Seattle, WA

USA Hockey Pacific District Annual Meeting

USA Hockey Annual Congress

June , 2010 Colorado Springs, CO

High School Tournament

February 11-12 & 13, 2010

State Select Qualifying Camp: Birth Years 93, 94, 95, & 96

Tryouts will be held at Ben Boeke Ice Arena in Anchorage December 19-21, 2009

Contact Dennis Sorenson for registration information

State Select Qualifying Camp: Birth Years 93, 94, 95, & 96

Tryouts will be held at Subway Arena in Anchorage December 19-21, , 2009.

Contact Kim Rupp for information.

F. 2009-10 COACHES EDUCATION PROGRAM CLINICS

– see ASHA web site at www.alaskastatehockey.com

G. 2009-10 REFEREE CLINICS will be posted on the ASHA web site at

www.alaskastatehockey.com.

**2009 ALASKA STATE TOURNAMENT
FIRST PLACE TEAMS**

DIVISION

ASSOCIATION

TIER I

SQUIRT (U-10)	All Stars
PEE WEE (U-12)	All Stars
BANTAM (U-14)	All Stars
MIDGET (U-16)	All Stars
MIDGET (U-18)	North Stars

TIER II

MITE (U-8)	North Stars
SQUIRT (U-10)	Big Lake
PEE WEE (U-12)	Mat-Su
BANTAM (U-14)	All Stars
MIDGET (U-16)	North Stars
MIDGET (U-18)	Alaska Wolves

TIER III

MITE (U-8)
SQUIRT (U-10)
PEE WEE (U-12)
BANTAM (U-14)
MIDGET (U-16)
MIDGET (U-18)

AHA Comets - Blue
Jr. Avalanche
Juneau
Palmer
Mustangs
TOK

TIER IV

SQUIRT (U-10)
PEE WEE (U-12)
BANTAM (U-14)

Delta
Delta
Wasilla Wild

GIRLS (House)

U10/U12
U14/U16

Fairbanks Icebreakers
Lady Mustangs



RULES AND GUIDELINES

ALASKA STATE HOCKEY ASSOCIATION

RULES AND GUIDELINES

Amended July 18, 2009

SECTION I - AFFILIATE MEMBERSHIP

A. AFFILIATE MEMBERSHIP

Affiliate 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 affiliate membership shall be presented to the ASHA President on an official affiliate member application form. The President will refer the application to the appropriate Executive Committee Vice President, (Competition, Adult, House/Rec or Girls/Women) for review and recommendation, prior to the State Board Annual Meeting.

Also submitted with the application shall be those items listed in Article IV, Section B of the ASHA by-laws. These include the prescribed fee, a certified copy of the applicant's constitution and by-laws and an association affiliate agreement.

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

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

Teams that are not members of a bona fide active amateur ice hockey association become non-voting members of ASHA by completing both ASHA and USA Hockey registration forms and submitting them with the required fees.

B. AFFILIATE MEMBER SUSPENSION AND EXCLUSION

Prior to an action to suspend or expel, in accordance with Article V of the ASHA by-laws, the Board of Directors must notify the affected 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.

C. 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.

D. OPEN COMPETITION

No association may prohibit play, without due cause, between their teams and USA Hockey registered teams of equal classification. 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.

E. INTRA-STATE COMPETITION

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

F. HANDBOOK CHANGES

Changes to the ASHA Handbook require two 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 reading may be satisfied by the provision of an electronic copy of the proposed changes to the seated board members.

SECTION II - ASHA SCREENING AND ABUSE POLICY

A. General: ASHA has implemented a new online background screening program in partnership with Acxiom Information Security Services (“Acxiom”) and the Pacific District. All coaches (head and assistants), managers and other individuals who have routine access to children (anyone under the age of majority) must consent to be screened through Acxiom and complete the Acxiom screening process. Further, it is ASHA’s policy that all member associations affiliated with ASHA adopt this Screening Policy as a condition of their affiliation.

B. Deadlines: All coaches, managers and other individuals that are required to be screened must complete the Acxiom screening process by September 30th of the current playing season. Any individual who begins an activity after September 30th of the current playing season that would require the individual to be subject to the ASHA Screening Policy must complete the screening process within thirty (30) days after beginning such activity.

C. Disqualifying Events: An individual may be disqualified and prohibited from serving as a coach, manager or in any other position for ASHA or its member associations if he/she:

1. has a conviction for a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or illegal use of a controlled substances(including crimes that have been expunged and pleas of no contest);
2. has been adjudged liable for civil penalties or damages involving sexual or physical abuse of children;
3. is subject to a court order involving any sexual abuse or physical abuse of a minor including, but not limited to, domestic orders for protection of a minor;
4. has experienced termination of parental rights;
5. has any history with another organization (whether volunteer, employment, or independent contractor) of complaints of sexual or physical abuse of minors;
6. has a record of resignation or termination or a request to resign from any position, paid or unpaid, because of complaints of sexual or physical abuse of minors; or
7. has a conviction or plea of no contest to any alcohol or drug-related offense.

In addition, ASHA reserves the right to disqualify from participation in any of its sanctioned activities any individual who has a history of other behavior that may be a danger to children associated with ASHA.

Any individual, who is subject to the provisions of this Screening Policy, will be summarily suspended if arraigned by a Municipal, State or Federal Court of Law on charges that fall into the categories, covered by the policy. The person shall remain suspended until the ASHA Screening Committee convenes a hearing.

D. Screening Results and Appeal Procedure: Each screened individual will be advised in writing by certified mail of any adverse information discovered as a result of the screening process. Individuals may appeal adverse decisions to the ASHA Screening Committee. Such appeals must be filed within 10 days of receipt of notification of the decision.

- E. Compliance:** Each member association, coach, manager or other individual, required to be screened, shall comply with ASHA Screening Policy.
- F. Screening Procedure and Instructions:** The ASHA Online Background Screening Program Instructions for completing the Axciom online screening process can be downloaded from the ASHA website at www.alaskastatehockey.com. ASHA may prepare and distribute additional rules and procedures to implement this Screening Policy.
- G. Refusal to Be Screened:** Any individual required to be screened who does not consent to being screened and completing the Axciom screening process as required shall not be allowed to participate in any ASHA, Pacific District or USA Hockey sanctioned activities, including but not limited to all team activities or any other “on ice” or “off ice” hockey activities.
- H. Non-Compliance:** Any member association, coach, manager or other individual that is required to be screened, but fails to comply with the ASHA Screening Policy will be referred to the ASHA Disciplinary Committee for appropriate action.
- I. Re-Screening Cycle:** Screening checks will be completed on a 3-year cycle. ASHA may adjust this period on an association-by-association basis to balance the renewal cycle.
- J. Sexual Abuse Policy:** It is the policy of the Alaska State Hockey Association that there will be no sexual abuse of any minor participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaching Clinics, Referee Clinics, Regional and National Tournaments or other Alaska State Hockey Association events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer, or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor if the touching occurs at the request or with the consent of the employee, volunteer, or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participant’s age, nor the fact that the sexual contact did not take place at a hockey function are defenses against a complaint of a sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and from programs of the Alaska State Hockey Association.

- K. Physical Abuse Policy:** It is the policy of the Alaska State Hockey Association that there will be no physical abuse of any participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaching Clinics, Referee Clinics, Regional and National Tournaments or other Alaska State Hockey Association events by an employee, volunteer, or independent contractor. Physical abuse means physical contact with the participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes the physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

SECTION III - PARENT EDUCATION PROGRAM

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, no later than November 1. Each association is required to notify the ASHA President annually of compliance with the parent education requirement no later than December 1.

USA HOCKEY SPECTATORS CODE OF CONDUCT

- 1. Display good sportsmanship. Always respect players, coaches, and officials.**
- 2. Act appropriately; do not taunt or disturb other fans; enjoy the game together.**
- 3. Cheer good plays of all participants; avoid booing opponents.**
- 4. Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.**

5. **Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.**
6. **Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.**
7. **Support the referees and coaches by trusting their judgment and integrity.**
8. **Be responsible for your own safety - be alert to prevent accidents from flying pucks and other avoidable situations.**
9. **Respect locker rooms as private areas for players, coaches and officials.**
10. **Be supportive after the game - win or lose. Recognize good effort, teamwork and sportsmanship.**

SECTION IV – ACE DIRECTORS

In accordance with USA Hockey and Pacific District guidelines, all Alaska associations shall select an ACE Director who shall act as liaison with the Alaska ACE Administrator and the District Coach in Chief. Each association shall submit the name and contact information (mailing address, phone/fax numbers, and email) of its ACE Director to the ASHA Secretary and to the Alaska ACE Administrator. The association ACE Director serves at the pleasure of the association. The association shall notify the ASHA Secretary and the Alaska ACE Administrator of any changes that may occur. Functions of the ACE Director are located in the USA Hockey Annual Guide and on the USA Hockey website.

SECTION V – COACHES

- A. In addition to those requirements outlined in Section II—ASHA Screening and abuse Policy and Section VIII-Team Guidelines, requirements of this section apply to all coaches duly registered and listed with USA Hockey, affiliate associations of ASHA, or non-affiliated ASHA teams.
- B. **Definitions:** 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 any 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 & between period locker room strategy discussions, or presiding on the team bench during USA Hockey or ASHA sanctioned games.
- C. **USA Hockey 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. All coaches must be certified, or re-certified where appropriate, at the proper CEP level for the level of play in which they are coaching prior to January 1 of the current season.

- D. Evidence of level:** All coaches shall possess a USA Hockey CEP Coaching Card with a valid certification sticker, and must have the CEP Coaching card in their possession for all USA Hockey or ASHA sanctioned games.
- E. Continuing Education Requirement:** All coaches certified below Level 4 shall progress through the Coaching Education Program, attending a coaching clinic at least once every 3 years until reaching Level 3. After a coach has completed Level 3, he/she shall re-certify within three (3) years by advancing to Level 4, attending another Level 3 clinic, attending a re-certification Workshop Clinic, or completing a recognized USA Hockey online re-certification course. All re-certifications (including the on-line option) must be completed prior to January 1 of the current season. There shall be no further re-certification or continuing education requirements for any coach successfully completing Level 4 certification or higher.
- F. Temporary Coaching Card:** A coach may apply for a Temporary Coaching Card to fulfill any CEP certification requirement. Requests and fees for Temporary Coaching Cards shall be submitted to the Alaska District Coach-in-Chief prior to December 31st of the current season. A coach may obtain only one Temporary Coaching Card during his/her entire USA Hockey and ASHA coaching career.
- G. Level 4 Temporary Coaching Card:** Requests for Temporary Coaching Cards to fulfill Level 4 certification requirements shall be submitted to the Alaska District Coach-in-Chief prior to December 31st along with a \$300.00 cash bond in addition to the Temporary Coaching card application fee. The bond shall be held as advanced payment for the next scheduled Level 4 clinic to be held in the Alaska District, and shall be applied on behalf of the coach receiving the Level 4 Temporary Coaching Card once he/she registers for the next scheduled Level 4 clinic. Any balance due from the bond shall be returned to the coach after successful completion of all Level 4 clinic requirements, and the Alaska District Coach-in-Chief has issued the permanent Level 4 coaching card. Any coach receiving a Level 4 Temporary Coaching Card shall forfeit the \$300.00 bond if he/she does not register and attend the next scheduled Level 4 clinic held in the Alaska District.
- H. Student Coaches:** The term "Student Coach" shall apply to any player aged 13 through 17 duly registered and listed with USA Hockey, affiliate associations of ASHA, or non-affiliated ASHA teams serving as a team helper for another team. Student Coaches shall be subject to the following rules and guidelines:

1. A Student Coach must complete the USA Hockey's Coaching Educations Program Student Coach Clinic training, presented by the designated association ACE representative;
2. Following completion of Student Coach training, the association ACE 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 Alaska District Coach-in-chief shall then provide a written letter acknowledging completion of Student Coach training. This 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;
3. A Student Coach must be under the supervision of an 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;
4. 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;
5. A Student Coach may not act as a head coach or an assistant coach during practices or games;
6. A Student Coach may be on the bench during games with an adult coach, and the Student Coach will count as one(1) of the four(4) maximum Team Officials allowed on the bench;
7. 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;
8. A Student Coach may only work with players who are at least one full playing age level below their current level of play;
9. 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.

I. Helmet Rule: All coaches involved in on-ice activities, practices and scrimmages shall wear a HECC approved hockey helmet with the chin strap buckled at all times. The only exception shall be when a coach attends to an injured player during a game. Enforcement rests with the ASHA Board. Failure to comply shall result in a 30 day suspension by the ASHA Disciplinary Committee.

J. ASHA Coach Disciplinary Policy: Each affiliate member of the Alaska State Hockey Association (ASHA) and any non-affiliated team 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.

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 prior to January 1, shall be placed on suspension and shall NOT be allowed to participate in any further coaching activities for an 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 the 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 in accordance with Article V and Article VI of the ASHA By-Laws.

Any member association with an active coach (as defined in this section) for a team duly registered with USA Hockey and ASHA that has not attained the required USA Hockey CEP certification level, completed required re-certification, or has not received a Temporary Coaching Card from the Alaska District Coach in Chief, by December 31st of the current season shall be required to pay a financial penalty to ASHA equal to 100% of the current clinic registration fee established by USA Hockey for the certification level that was not obtained. The penalty cost shall be invoiced by the ASHA Treasurer to that association. Any association that has received such a penalty notice and has not forwarded payment of the penalty to the ASHA Treasurer by the end of the current USA Hockey season (July 31st) shall not be allowed to register any teams with ASHA until the penalty is satisfied (See ASHA By-Laws Article V and VI).

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 District 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 31st of each year.

Coaches that have failed to achieve a proper USA Hockey CEP level for a hockey season will be placed on suspension at the end of the season and will NOT be allowed to participate in any further coaching for a USA Hockey team until they have obtained (pre-qualified) the minimum level of CEP required for coaching that team. No ASHA member or non-affiliated team registered with ASHA will be allowed to use the services of a suspended coach until the proper CEP level is achieved. A list of the suspended coaches will be maintained on the ASHA website to ensure that teams and associations are clearly aware of the suspension. Any member association

of a team that utilizes the services of a suspended coach will be subject to suspension in accordance with Article V and Article VI of the ASHA By-Laws.

PENAL CODE FOR COACH, MANAGER OR VOLUNTEER GAME MISCONDUCT PENALTIES

Any coach, manager, or volunteer who receives a game misconduct under 601(I) shall have a meeting with his/her association. The chair of the disciplinary committee shall notify the association of the game misconduct and the association shall report back to the chair of the disciplinary committee the outcome of the meeting within 30 days of receiving the game misconduct.

If a coach, manager or volunteer receives two or more game misconduct penalties within the same hockey season under playing rules section 601(I), the offending coach, manager or volunteer shall be required to attend a hearing conducted by the ASHA Disciplinary Review Committee. The hearing will determine if additional supplementary discipline is required to obtain corrective action for the inappropriate behavior leading to the suspensions.

Any subsequent (the third or more) game misconduct penalties incurred under 601(I) after the initial hearing and within the same hockey season, shall trigger the following penal action:

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

SECTION VI – INDIVIDUAL & TEAM REGISTRATION

- A. Membership in ASHA and USA Hockey requires the completion of the USA Hockey Individual Membership Registration form (IMR) for ALL team members. The USA Hockey forms can be obtained from the Alaska Associate Registrar and must be completed by the team and signed by the Alaska Associate Registrar before the team begins practices or games. The USA Hockey forms, with the accompanying registration fees, must be returned to the Alaska Associate Registrar. The cost of liability insurance is included in the USA Hockey registration fees. (NOTE: USA Hockey liability insurance will not be in effect until these forms and registration fees are received.)

SECTION VII- PLAYER & TEAM ELIGIBILITY

- A. The ASHA playing season will be August 1 through April 30 and May 1 through July 31 (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.
- B. All team officials of teams registered with ASHA must be in good standing with ASHA and USA Hockey.
- C. No ASHA member 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 Alaska 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 Rules and Guidelines, Section I, B and By-Law Article V.
- D. No ASHA member team shall knowingly permit any player, team, or coach suspended by ASHA or USA Hockey to participate in any game or practice or play any team using such a suspended player, team or coach. Any ASHA team in violation shall be subject to Rules and Guidelines Section I, B and By-Law Article V.
- E. No ASHA member team may play any Alaska team that is not also a member of, and in good standing with, ASHA and USA Hockey. Any ASHA team in violation shall be subject to Rules and Guidelines found in Section I, B and By-Law Article V.
- F. Players in all divisions must conform to the age classification of the division in which they are participating in accordance with USA Hockey Guidelines.
- G. No association may register more than one team at the Tier I or Tier II levels in the same age division. USA Hockey Form 1-T (USA Hockey Official Team Roster) shall designate the tier level for all teams (Tier I & Tier II) at the scheduling meeting. .
- H. No National Tournament bound player may register on more than one team that participates in games leading toward a national championship beginning with the 2010-2011 season. Player changes to the official team roster form (1-T) will not be accepted after December 31. No changes of declared tier level will be allowed without approval of the respective council (Comp, Girls/Women, or House/Rec).
- I. Tier levels for House/Rec teams shall be designated by forwarding a Declaration of Intent to the House Council no later than December 1st. No changes of declared tier level will be allowed without approval of the House/Rec Council.

SECTION VIII - TEAM GUIDELINES

For purposes of establishing authorities and responsibilities for individual or collective actions of a hockey team, the Alaska State Hockey Association (ASHA) will use the following definitions.

A. HOCKEY TEAM

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

B. 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 affiliate association, but in no instance later than the last day of the USA Hockey playing year, currently July 31.

C. GAME

A game is defined as the time during which a team is in the parking lot before or after the game, in the rink preparing to go on the ice, physically on the ice, moving between the ice and dressing room or in the dressing room during intermissions and following the game. Game types recognized by ASHA are league, exhibition and tournament.

D. MINIMUM GAME LENGTH

The minimum game length for any game shall be one hour of scheduled ice time. Games lasting less than one (1) hour of scheduled 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. 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 for the team or players.

E. GAMES IN A CALENDAR DAY

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

F. GAME MISCONDUCTS PENALTIES

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.

G. MATCH PENALTIES

Match penalties shall be reported by the referee in a written report to the Local Area Officiating Supervisor who shall provide that report to the Referee-in-Chief and to the ASHA Discipline Review Committee. Any player or team official receiving such a penalty shall be suspended from any further USA Hockey sanctioned games or practices until the ASHA Discipline Review Committee determines the appropriate penalty and disposition for the infraction.

All match penalties must be referred to the ASHA Discipline Review Committee for referral and advice. In no circumstances will the penalized player/coach be allowed on the ice, on the bench, or to practice with the team during a 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(c), the circumvention of which will be dealt with severely by the ASHA Discipline Review Committee.

PENAL CODE FOR MATCH PENALTIES

RULE	INFRACTION	No. of MONTHS	No. of GAMES
601(g/j) (1)	Attempt to injure official	Note 1 12 6-12	N/A
601(g/j) (2)	Attempt to injure team official Conduct detrimental to the	Notes 1, 3 1-3	N/A 5-15
601(g/j) (3)	game	Notes 1, 3 1-2	Notes 1, 3 5-10
603 (a)	Attempt to injure an opponent	Notes 2, 3 2-4	Notes 2, 3 8-12
	Deliberate injury to an opponent	Notes 1, 3	Notes 1,3
603 (b)	Match same as 601 (g/j) (1) (2)	2-4	8-12
603 (c)	Taped hand/cut injury	Notes 1, 3	Notes 1, 3
603 (d)	Head Butt	Same as 603 (a)	Same as 603 (a)
608 (c)	Butt Ending	Same as 603 (a)	Same as 603 (a)
623 (a)	Kicking	Same as 603 (a)	Same as 603 (a)
633 (c)	Slashing	Same as 603 (a)	Same as 603 (a)
634 (a)	Spearing	Same as 603 (a)	Same as 603 (a)
640 (c)	Roughing	Same as 603 (a)	Same as 603 (a)
632 (a)	Coach refusal to start play	10-30	3-6
	Coach Refusal to come on the	Notes 2, 3 10-30	Notes 2, 3 3-6
632 (b)	ice	Notes 2, 3	Notes 2, 3

End of Year	Any Match penalty that is not successfully appealed that cannot be served in its entirety in the hockey season (August 1 –July 31) in which it was assessed will carry forward to the following season for completion or implementation regardless of any change in USA Affiliate by the penalized player.
Note 1	One year probation beginning at date of infraction
Note 2	One year probation beginning at date of infraction
Note 3	Credit is awarded for time served
Other	Hearing will be heard after proper notification, with or without the presence of the accused. If requested, referee attendance is mandatory. However, every effort will be made to resolve the issue based on the referee's statement.

H. PERSONS ON THE BENCH

Teams registered with USA Hockey are allowed a maximum of four team officials on the bench.

If no team coaches are available for the bench, temporary coach substitutions may be made with approval of appropriate game or tournament officials, provided the coaching level requirements as set forth above are met.

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 is not listed as a player on the score sheet of that team for that game and the game does not count for USA Hockey credential requirements for that injured 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.

I. RESPONSIBILITIES - COACH

In addition to those requirements outlined in Section II—ASHA SCREENING AND ABUSE POLICY and SECTION V—COACHES, guidelines and responsibilities of this paragraph apply to all Head Coaches and Assistant Coaches duly registered with USA Hockey, affiliate associations of ASHA, or non-affiliated ASHA teams

Ultimate responsibility for the team and all its constituents lies with the Head Coach who, in his/her absence, may delegate any and all team responsibilities to the registered assistant coach(s). No other delegation of team responsibility is allowable in order to comply with risk management and legal guidelines.

Although a team is in existence during the period defined in Paragraph B, above, the authorities and responsibilities indicated in Paragraph I accrue only at times, in places, and during events that would qualify the team or any of its constituents for USA Hockey required insurance coverage should an insurance-eligible injury or mishap occur. An exception is that team travel by private conveyance, which is not usually covered by USA Hockey association insurance, is included here as a team activity.

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 above, 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 answerable for exercise of his/her team authority and responsibility to his/her ASHA affiliate association. The review and action of the ASHA affiliate association is subject to review and action by the ASHA Board. The review and action by the ASHA Board is subject to review and action by USA Hockey. The decision for review and action is at the discretion of the next higher level reviewing body.

The coach and other team officials of any team registered with the 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.

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 to the Head Coach and his/her affiliate association. Any subsequent major offense may result in (a) ASHA suspending the coach from any further coaching activity within the state of Alaska, and (b) recommending to USA Hockey that he/she be decertified as a coach. The Board of Directors of ASHA will base all punitive actions on a hearing held before any action is taken.

Such decisions by the Board of Directors will be based on a preponderance of evidence that the charges of inappropriate behavior(s), uncontrolled by the coaching staff and the affiliate association, are more likely to have occurred than not to have occurred.

In addition to those requirements outlined in Section II—ASHA SCREENING AND ABUSE POLICY and SECTION V—COACHES, guidelines and responsibilities of this paragraph apply to all Head Coaches and Assistant Coaches duly registered with USA Hockey, affiliate associations of ASHA, or as non-affiliated ASHA teams

J. RESPONSIBILITIES – TEAM MANAGER

It is recommended that each youth and Girls/Women’s ice hockey teams have a team manager. All Tier I and Tier II youth teams and Girls/Women’s competition teams are required to have a team manager.

The team manager shall be the custodian of all documents necessary for credential review prior to participation in invitational tournaments, State, District, and National championships. Required documents include:

1. USA Hockey certified Player Roster Form 1-T;
2. USA Hockey Individual Registration Form (IMR) for each rostered player, head coach, each assistant coach, and team manager. IMR’s are not required when the team’s certified player roster form has been printed through the electronic registration process;
3. Current signed USA Hockey Waiver of Liability and Release Form for each registered participant -
 - Registered participants include players, coaches and team managers;
 - Participants who register On-Line are not required to have a signed Waiver of Liability;
4. Current signed USA Hockey Consent to Treat Form for each rostered player, coach and team manager;
5. Current signed copy of the USA Hockey participant code of conduct for each participant;
6. A copy of the game score sheets for ALL USA Hockey sanctioned games played by the team. [This includes all games played in Canada.];
7. Proof of legal residency for Non USA citizens, and a signed USA Hockey Player Release Form;
8. Proof of appropriate Coaching Education level for all rostered coaches (per USA Hockey and Pacific District Guidelines);
9. Other documents pertinent to team activities and player eligibility, including travel permits. [See Paragraph K for Travel Permit requirements.]

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 Alaska Associate Risk Manger or Pacific District Risk Manager

K. ON ICE OFFICIAL (S) SANCTIONING

ASHA member associations must schedule only USA Hockey certified referees to officiate their games. The use of uncertified referees invalidates USA Hockey team and individual insurance. It also invalidates the game as an official game. Therefore, it cannot be used to meet the number of 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 502-i & j) 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:

- 1) USA Hockey
- 2) The ASHA Discipline Review Committee

L. RESPONSIBILITIES—GAME OFFICIALS

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 Review Committee shall record all incidents occurring in these circumstances as game or game-related incidents subject to direct consideration.

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, with the final score recorded as the score at the time the game was suspended.

M. TRAVEL

Notice of travel outside Alaska to other states or Canada shall be made to the Alaska Associate Registrar a minimum of 21 days prior to beginning travel. A USA Hockey travel permit may be obtained by contacting the Alaska Associate Registrar who shall complete the permit and submit it to USA Hockey with a copy forwarded to the President of ASHA. 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.

Summer travel to Canada – The Canadian Amateur Hockey Association does not sanction any play during the summer time [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.

Approval for travel outside of 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.)

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. The affiliate President will immediately notify the USA Hockey District Director of these penalties.

N. PLAYER RELEASE FORM POLICY

Players in debt default 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 for presentation as proof of payment to the receiving association.

If the amount of the debt is not in dispute and the receiving association registers the player, the entire matter shall be referred to the ASHA Discipline Review Committee for review and resolution, which must include payment of all monies owing.

However, if the amount due is in dispute, ASHA shall collect a certified check in the full amount claimed by the association/team and hold this check in trust pending resolution by the Discipline Review Committee. The matter shall then come before the Discipline Review Committee of the ASHA Board at its next regularly scheduled meeting. Only after the certified check is presented to ASHA will the player be eligible to participate in practices or competition with the receiving team.

Prior to requesting the assistance of ASHA, Affiliates are required to send a 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 the debt; what the charges are; and the fact that the player may not register with another association until the debt is paid (citing reference to this section of the ASHA Handbook). The letter must provide at least 15 days for a reply. Attached must be a full detailed accounting of the debt. A sample letter is included at the back of the Rules and Guidelines Section of the handbook. 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.

When Affiliates have determined that the party in question has in fact registered with another Affiliate, the demand letter has been sent, the required time for reply has elapsed, and all other reasonable means of collection have been exhausted, a request for assistance to the President of ASHA is in order. This request must contain the following: a cover letter

outlining the process to date; a copy of the demand letter, copy of the returned receipt and any reply; a full account of the debt; other pertinent correspondence with the party; last known address and phone number; and identification of new Association or team now registered with and their principal contact.

In addition, if the claim is disputed on the grounds that expectations changed from the original understanding of the financial requirements, the player and his/her family shall provide ASHA with the letter, agenda or other pertinent document provided at tryouts or at the first team meeting that stated the season expectations, together with any other pertinent documents showing major changes. It should be noted that ASHA is not in the collection business and will only become an agent for the Affiliate if the player is erroneously allowed to register with another Affiliate. At this time, the action becomes a discipline matter. In addition, ASHA will only support claims from the most recent past playing season in which the player participated. The Discipline Review Committee will only look at amounts over \$100.00.

O. TIME BETWEEN SCHEDULED GAMES

All youth and girls teams that are registered with the state must have at least a 2-1/2 hour break between the end of the first game and the start of the next game.

SECTION IX - DISCIPLINE REVIEW COMMITTEE

- A. The Board of Directors shall annually create two ASHA Disciplinary Subcommittees. They will operate in Fairbanks and Anchorage to be chaired by the ASHA appointed Chairman for the Anchorage based committee. The Committee, through its Chair, is directly responsible to the President, and through the President, to the Board of Directors of ASHA in performing its functions.
- B. 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 to be 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. The vice-chair will serve as chair should the appointed chair be absent, or in a conflict situation. The committee will notify the association to which the player(s) belongs in writing of the action taken by the Discipline Review Committee as soon as possible after the hearing.

- C. The general business of the Committee is to be conducted in open session; general business conducted by telephonic communication is to be available to the public upon request. Any hearing involving a disciplinary or other similar action of a confidential or quasi-confidential or personal nature shall be conducted in closed session with those present being members of the Committee and:
- D. The person against whom an action is being considered (including a parent or designated guardian and/or coach for players); and/or
- E. Designated representatives(s) of the team or ASHA affiliate against whom an action is directed; and/or
- F. The aggrieved people, including parents or designated guardians and/or coach for players, team or affiliate involved.
- G. Individuals providing testimony in such proceeding shall appear in the proceeding singly, and be excused after providing testimony.
- H. The deliberations of the Committee in session will be duly recorded and a written copy of same will be provided to the President of ASHA no later than the next regular session of the ASHA Board of Directors. Only the decision of the Committee will be made public through an announcement by the President, except that parties to the action may be apprised of committee decisions and recommendations to the ASHA Board of Directors for action.
- I. USA Hockey rules notwithstanding, ASHA has determined that the running of the 30-day time limit for holding a required hearing shall commence upon receipt by the appropriate Discipline Review Committee Subcommittee (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 Review Committee and/or the penalized individual so long as the initial scheduling occurs within the stated 30-day time frame.
- J. Committee actions can be initiated by:
- Notice to the chair of an infraction of USA Hockey or ASHA rules that requires a match penalty, by a referee or an appropriate designated tournament official, in writing, or verbally followed by an annotated game score sheet or other appropriate written notice;
 - A request from the President, ASHA;
 - A Tournament Director;
 - A designated member of Tournament Disciplinary Committee.

- K. The Committee will respond/act on any such notification at its next regularly scheduled meeting or as soon thereafter as all pertinent materials and persons involved in the issue at hand can be assembled.
- L. Scheduled meetings of the Committee will be at 6 p.m. on the first and third Mondays of each month, September through March. The Committee will convene on this schedule unless the chair, for lack of active issues, cancels the meeting. The President, ASHA or the chair may call ad hoc meetings for specific issues at any other time during the full calendar year.
- M. Any person or team that considers him/herself aggrieved by sanctions imposed by the Committee may appeal that decision to the ASHA Board of Directors. The President of ASHA must receive written appeals of a decision or action of the Committee within 15 days of notification of the decision of the Committee (or on Monday following the 15th day if that day is Friday) for consideration. Such appeal must be accompanied by all written documentation from the original proceeding. The President, ASHA, will present the appeal to the full Board of Directors at the Board's next regularly scheduled meeting for reconsideration, and will be responsible for all appeal proceedings and actions.
- N. Any imposed match penalty not successfully appealed that cannot be served in its entirety in the hockey season (August 1-July 31) in which it was assessed, will carry over to the following season for completion or implementation, any change in USA Hockey Association by the player so penalized notwithstanding.
- O. 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.
- P. 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.
- Q. Additional disciplinary duties of the Committee will be as assigned by the President, ASHA.
- R. The Chair of the Discipline Review 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 action concerning a member of that Affiliate. This may include, but is not limited to, long distance telephone audio or videoconference charges, travel expenses, or collection accounting expenses (in support of Section VII-L).

SECTION X - TOURNAMENTS (INVITATIONAL)

- A. This section applies to all tournaments hosted by member associations in the U-8 classification and above. The ASHA Vice President of Tournaments (VP of Tournaments) is responsible for all tournaments hosted by an ASHA member association to which other associations have been invited. These regulations adhere to the USA Hockey guidelines and shall be strictly followed by ASHA members except for those waivers specifically granted by the VP of Tournaments.
- B. **Tournament Sanctioning:** The officially designated tournament director for the host association shall abide by all tournament rules and regulations as approved by ASHA. Tournament sanctioning forms (USA Hockey Form 3-T) may be obtained through the Alaska Associate Registrar. An exact copy of the proposed tournament rules must be submitted with sanctioning papers to the Alaska Associated Registrar no less than 60 days prior to the scheduled tournament start date. ASHA or USA Hockey sanctioning may be withdrawn if the above stipulations are not met. If the tournament includes foreign teams, including Canadian teams, the appropriate fee must accompany the application.

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 USA Hockey.

- C. All tournaments hosted by member associations are subject to approval (sanctioning) by the ASHA Board of Directors and the Alaska Associate Registrar (refer to the USA Hockey Annual Guide).
- D. It is the responsibility of the association hosting a tournament to inform the ASHA VP of Tournaments of the dates, schedules, and rules of the tournaments. Waivers to these guidelines are to be addressed to the VP of Tournaments who has the approval authority on all waiver requests. Appeals of the VP's decision shall be addressed to the ASHA Board of Directors.
- E. The Host Association must notify ASHA and the Alaska Associate Registrar immediately when planning to host an Invitational Tournament with a paid gate. The Alaska Associate Registrar will assess the appropriate USA Hockey Sanctioning Fee. In addition, the host association must notify any association being invited that the tournament will have a paid gate.

SECTION XI - STATE TOURNAMENTS

A. STATE TOURNAMENT ELIGIBILITY

Agreement to Participate Forms: The ASHA State Tournament Agreement to Participate Form shall be the official notification of intent to participate in state tournaments. This form shall be received by VP of Tournaments or post marked no later than the November ASHA Meeting each year by Tier I and II teams. Tier III and IV shall have their forms postmarked no later than December 31st. This form shall be the only means used to notify ASHA of a team's intent to participate in a State Tournament.

This form must be accompanied by a \$600.00 per team deposit with the balance due by December 31 by Tier I and II teams. Tier III and IV teams shall send their form with all State Tournament fees paid in full by each team by December 31st. Checks should be made payable to ASHA. The check and participation form shall be mailed to the VP of Tournaments at the address listed in the ASHA Handbook.

Should no State Tournament be held in a division, a full refund to the affected teams will be mailed no later than March 20th. Teams that need to cancel their participation in a State Tournament must notify the ASHA Board by the February ASHA Board meeting and a refund of 50 % of the tournament fees paid will be sent to their association by March 20th.

Prior to the start of the State Tournament: Tier I and II youth teams must play a minimum of 18 games; Girls/Women's competitive teams must play a minimum of 12 games; and House/rec teams must play a minimum of 10 games.

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

Any ASHA member team changing classification from Tier I or Tier II to Tier III 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 Tier IV classification

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.

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 eighth 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.

Individual players on any youth or Girls/Women teams must have participated in at least 8 of the team's required games prior to playing in the State Tournament.

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 team must have 10 games per player and 20 games per team and Girls/Women competition teams must have 10 games per player and 14 games per team.

Players on any recreational youth or girl's teams must have participated in at least five of the team's required games. Official team rosters (USA Hockey form 1-T) are required to be completed by all teams.

State/District/National Tournaments: The Associate/District registrar will certify the 1-T (USA Hockey Official Team Roster) by signing and dating it after reviewing the birth certificates. The local Associate Registrar will maintain the copies of the Birth Certificate for the current season. Team personnel do NOT need to carry copies of birth certificates for any tournament.

Tier I and Tier II youth and Girls teams (U12 and Higher): 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 District Registrar or his/her designee prior to that game being played. Games

played with a player not on the certified team 1-T will not count for the individual player or for the team.

No changes to rosters are allowed after December 31, for Tier I and Tier II youth and Girls competitive teams (U-12 and higher) that are planning to participate in District or National tournaments.

Any youth player registered and rostered on a Tier I or Tier II team that transfers to a Tier III or Tier IV team of the same age division after November 1st (U-14 & younger) or October 1st (U-16 & U-18) of the current season may not participate in the state tournament with any Tier III or Tier IV team. Any player that drops from a Tier I or Tier II National Bound team after the above dates must play up an age division and at the Tier III level. Any player wishing to play Tier IV must have permission of the Recreational Council.

A female player registered and rostered on a National bound girls' Tier I or Tier II team or on a Tier I or Tier II youth team that transfers to a Recreational girls' team after November 1st of the current season may not participate in the Girls' Recreational State Tournament.

Any youth player dropping from Tier I to Tier II during the season must remain at the Tier II level for the remainder of the season.

The Associate Registrar for Alaska shall provide the Recreational Committee Vice-President with all Tier I, Tier II youth and girls names and teams as of November 1st (October 1st for Midgets)

All House/Rec teams must submit the Official Team Roster (USA Hockey From 1-T) by January 31st to the Alaska Association Registrar. A copy of each player's birth certificate is required to accompany the Official Team Roster.

Prior to the deadline established by the Tournament Director; the Credentials Committee; must be presented with the items listed in Section VII, paragraph H of this Handbook.

An ASHA affiliate, if qualified but unwilling or unable to participate in a District or National tournament, will not participate in the ASHA State Championship Tournament. Failure by a team to advance, if qualified, to the next higher tournament level shall subject the ASHA affiliate 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.

The requirement to participate in District and National competition shall be extended to first and second place runners-up if the ASHA Board accepts additional invitations or slots in District and/or National competitions.

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

B. GENERAL REQUIREMENTS

1. All State Tournament Rules shall be under the supervision of the ASHA Vice President of Tournaments. Bids to host State Tournaments shall be presented to the Competition Committee for Tier I and II teams and to the Recreation Committee for Tier III and IV at their meetings preceding the Annual ASHA Board of Directors 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.
2. At the July meeting the VP of Tournaments shall present to the Board of Directors a proposed schedule of tournaments for the coming year. The Board of Directors shall make any necessary adjustments and approve the schedule.
3. The ASHA Board of Directors will set Tournament entry fees and dates for payment no later than the October meeting. The ASHA Board of Directors will set State Tournament referee fees no later than the August/September meeting.
4. 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 officials properly registered with USA Hockey. The ASHA Board of Directors will determine whether a two-official or three-official system is best for the level of tournaments scheduled.
5. Within seven days of the February board meeting, the VP of Tournaments 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 within 48 hours of receipt of the schedule. Information on coaches meetings and credentials meetings for the state tournaments shall be e-mailed to the appropriate team representative. Exceptions may be made for a few outlying areas with limited e-mail service.
6. Each host association shall appoint a Tournament Chairperson and shall notify the VP of Tournaments of the name and contact number of its tournament chairperson. This shall be done no later than the

regularly scheduled October ASHA meeting. The chairperson shall work with and report directly to the ASHA VP of Tournaments

7. Each association shall select its recreational representative teams to the ASHA State Tournaments in any way it sees fit, as long as that representative conforms to all of the Rules and Guidelines of ASHA
8. Any team violating any of the rules and regulations of the ASHA during the playing season may be barred from the ASHA State Tournament.
9. A copy of each team's playing roster shall be available from the Credentials Committee upon request from any of the participating teams
10. The VP of Tournaments shall review any challenges to decisions made by the Credentials Committee regarding credentials qualifications and render a decision on that challenge after seeking consultation and advise he/she deems appropriate.
11. Any challenge of a player's eligibility shall be made before the conclusion of the coaches meeting. Challenges to a ruling by the VP of Tournaments shall be reviewed and ruled on by the District Registrar or Alaska Associate Registrar and the ASHA President or his or her designee. Challenges presented after the credentials meeting will not be heard.
12. Should the District Registrar (or his appointee) determine a player to be ineligible before, during, or after the tournament, said player or players shall be ruled out of any remaining games, and the team using the ineligible player(s) shall be required to forfeit any games in which the player(s) participated by the Tournament Disciplinary Committee. 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.
13. The Competition Committee, the Recreational Committee and the Girls/Women Committee shall have the following responsibilities for state tournaments:
 - a. Identify a member of each committee as liaison to the Tournament VP.
 - b. Identify the contact person for each tournament and provide that name and contact information to the Tournament VP.
 - c. Secure the jersey numbered rosters for all teams going to state tournaments at least one month prior to the tournament date or as soon as possible after tournament bound teams are identified, if the tournament is scheduled in less than a month. Provide those names to the named contact for each tournament so they can be placed in the tournament program and provide a copy to the VP for Tournaments.

14. The Alaska Hockey officials have been instructed that in all games at which spectators, fans, or parents are out-of-control or become verbally or physically abusive to the players, coaches, game officials, or other fans and spectators they are to respond in the following manner:
 - a. 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;
 - b. If a game is terminated, the USA Hockey rule for game completion will be used to determine the winner of that 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 0 points for that game.
15. These guidelines do not preclude the Tournament Director or Tournament Chairperson from having the offending individual(s) 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.
16. If a player or coach receives a match penalty in any State tournament games, there will be an ASHA disciplinary hearing, with the tournament discipline committee acting on behalf of the State Discipline Committee, immediately to determine if the penalty was 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 in which the tournament is being held.
17. Any house/rec player who is assessed a 5-minute major and a game misconduct under the USA Hockey rule for fisticuffs shall be removed from participating as a player for the remainder of the tournament.
18. No obnoxious noisemakers, such as cowbells, foghorns, whistles, etc., are allowed at any tournament. The Tournament Director has the final say on noisemakers.
19. 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.

C. TOURNAMENT REGULATIONS

1. Participating Teams: Each tier level (**except Mite Tier IV**) shall have a State tournament.

Tier III & Tier IV only: Each Association will be guaranteed one entry in each State Tournament for which at least one Association team is

eligible. Associations that wish to enter an additional team or teams must submit an entry with the applicable fee by December 31st as provided in Section XII – A. of this handbook. If the tournament cannot accommodate all additional entries, additional teams to be accepted will be determined through a random draw by the ASHA VP of Tournaments. The ASHA VP of Tournaments will have final authority to approve tournament format and additional entries after consulting with the House Council and the host association.

Each team must be fully uniformed with matching, numbered uniforms and equipment meeting USA Hockey requirements. All Tier I, Tier II Youth and Girls Teams will have a home and away jersey. These jerseys will conform to the USA Hockey policy listed in the annual guide. The home jersey will be white/light in body color and the away jersey will be black/dark in body color. The home and visiting teams will be designated in the pairings. The home team, as listed on the game schedule, will wear light jerseys and report to the home bench.

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.
3. USA Hockey Rules: The official USA Hockey playing rules shall be used in ASHA/USA Hockey tournaments. The USA Hockey Annual Guidebook shall prevail.
4. Back-up Goaltenders: All teams should have two goaltenders qualified under the rules. An association may bring a back-up goalie from its association if it has only one registered goalie on the team. That goalie must be from the same division and tier or one level lower than the team that is in the tournament. No back-up goalies from Tier I or Tier II teams shall be allowed to play in the state house/rec 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 goaltender that has been replaced must return and participate in the tournament as soon as he/she is able.
5. Protest and Discipline Committees: the VP of Tournaments shall appoint a Protest Committee and a Discipline Committee. Whenever possible, the committee should be composed of a representative of each

organization in the tournament. The Referee-in-Chief, or his representative, shall not serve on these committees.

- a. The Discipline Committee shall be responsible for deciding any action to be taken against a player or team official receiving a game misconduct penalty. Players and teams shall not be given suspensions from further games until given a reasonable opportunity to appear before the Committee to relate their version of the incident. All match penalties and action taken by the Committee shall be reported in accordance with ASHA rules directly and promptly to the ASHA Discipline Review Committee or its designee committee for the tournament. Match penalties can be heard and acted upon only with advance delegation of authority by the ASHA Discipline Review Committee.
 - b. 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.
6. Protests: No protests shall be allowed on the playing rules. Protests shall be presented in writing and attached to a 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 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 the Alaska State Hockey Association. Copies of all protests must be submitted to the ASHA VP of Tournaments.
7. Forfeits

a. 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 ASHA VP of Tournaments shall make the final decision on this issue.

Any team playing in the state tournament that leaves the ice during the game over a disputed decision shall be deemed to have lost the game 1-0 and will be subject to further disciplinary measures. If a team fails to appear in time to start the game or does not have sufficient players and does not give notice, the game shall be forfeited providing the other team takes the ice and claims 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.

b. As determined by USA Hockey Rules: A game in which a team is unable to provide enough players on the ice (USA Hockey rule 201(a))

shall be ruled a forfeit with a score of zero (0). The opponent shall be awarded its score at the time of the forfeit.

8. Referees: All U-18, U-16 and U-14 tournament games must have three officials present in order to start play unless both teams agree to begin with two referees. All other tournament games must have two referees present in order to start play unless both teams agree to begin with one referee. Referees shall precede teams onto the ice prior to the start of a game or period. Referees are not to leave the ice before the completion of the handshake at the end of a game or before the teams leave the ice following the end of a period.
9. 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 game of the tournament. The VP of Tournaments shall have discretion to allow exceptions to this provision upon evidence that the failure has occurred as a result of circumstances beyond the control of the coach(es) in question

D. REQUIREMENTS OF HOST ASSOCIATIONS

1. Host Associations shall assist the VP of Tournaments, upon request, with scheduling required ice for State tournament play.
2. 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.
3. The host association is responsible for the following items.
 - Adequate Personnel to handle the credentials meeting (recommended minimum of 2 people per book).
 - Pucks for games and warm ups.
 - Tournament Programs.
 - Hospitality rooms.
 - Other administrative costs (phone, mail, printing, etc.).
 - Emergency Medical Care.
 - Pullovers available for jersey conflicts
4. Tournament fees approved by ASHA shall be the cost of the tournament to the 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 the other participating teams.
5. If 911 Emergency Response is available within the Municipality of the host, on site medical emergency care is not required.

6. The host association shall appoint a Tournament Committee and Chairperson to coordinate all matters with the VP of Tournaments. See Section XII-B-11.

E. TOURNAMENT FORMAT

1. The formats listed in the following chart shall be used for all State tournaments.
 - a. National bound teams: If another format is desired, such format shall be submitted to ASHA for approval 60 days in advance of the tournament.
 - b. All other teams: The VP of Tournaments shall have the authority to adjust tournament formats and schedules on a case-by-case basis. This authority shall include, but is not limited to, scheduling consolation games and establishing an alternate tournament schedule or format.

# Of Teams	Format	# of Games
2	Best two out of three (no ties)	3
3	Double Round Robin	7
4	Single Round Robin	7
5	Single Round Robin	11
6	Single Round Robin	16
6	Two Division (4 day)	12
7	Single Round Robin	22
7	Two Division(4 day)	15
7	Two Division-Round Robin Crossover & Championship	15
8	Two Division-Single Round Robin Crossover & Championship	15
9	Two Division-Single Round Robin Crossover & Championship	19
10	Two Division-Single Round Robin Crossover & Championship	23
11	Two Division-Single Round Robin Crossover & Championship	28
12	Four Division-Single Round Robin Crossover & Championship	25

2. Time of periods and penalties
 - a. National Bound teams: Refer to the USA Hockey National tournament rules as set forth in the USA Hockey Annual Guide.
 - b. All other teams: Play three 12 minute stop-clock periods. Running-clock shall be used at any time during a game if a team has

outscored its opponent by eight goals or more with the condition that stop-clock time will be resumed if the trailing team scores and reduces the lead to seven goals.

3. The VP of Tournaments shall do the pairings of teams, including designation of home and visiting teams. Procedures for seeding of teams shall be provided by the ASHA board.
4. Seeding of teams for State Championship Tournaments in the proper tournament format shall be done no later than the regular ASHA Board meeting prior to the tournament. The VP of Tournaments shall preside over the seeding, which shall be done based on the position of the teams in their respective state league standings for Competition teams. Recreational team seedings are determined by random draw.
5. Ice shall be resurfaced before each game at all levels. In addition, the ice shall be resurfaced after the second period for all U-12, U-14 and all girls games from which teams will advance to a District or National Tournament. Ice shall be resurfaced after each period for U-16 and U-18 national bound teams. For all other teams the ice shall be resurfaced only in Championship games.
6. Games requiring overtime periods shall allow for subsequent overtime periods if still tied at the end of the first overtime. All overtime is sudden death; that is, the first goal scored wins the game.
 - a. Tier I & Tier II Teams - refer to the USA Hockey Annual Guide for all round robin games
 - b. All other teams - All initial round robin games shall end in regulation time and no overtime shall be permitted
7. Round-robin standings shall be determined by points as follows:
 - a. Tier I & Tier II National Bound Teams -
 - i. 0 points for a loss;
 - ii. 1 point for an overtime/shootout loss;
 - iii. 2 points for an overtime/shootout win;
 - iv. 3 points for a regulation time win.
 - b. Non National Bound Teams –
 - i. 0 points for a loss;
 - ii. 1 point for a tie;
 - iii. 2 points for a win.
 - c. In the event that more than one team is tied for position, use the tie breaking procedures as outlined in paragraph F.
8. There shall be a minimum of four hours between games played on the same day by a team, and 12 hours between games played on

consecutive days by a team. Time is counted from the end of one game to 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 by the VP of Tournaments.

No team playing its second game of the day shall be required to play the championship game against a team playing its first game of the day.

All House/rec team associations must provide the VP of Tournaments the names of the team(s) that will represent their association at the State Tournament immediately upon completion of their house/rec tournaments.

F. TIE BREAKER RULES

The following are the tie breaker rules that apply to the state tournaments:

1. Tier I & II and National Bound Girls/Women's - Refer to the USA Hockey Annual Guide
2. Non-National Bound Teams - The following tie breaking rules, as set forth by the ASHA Board of Directors, will determine the standings of two or more teams that have an equal number of points at the end of round robin play:
 - a. The results of the games played BETWEEN the teams tied in the following order:
 1. The points acquired in these games (head to head).
 2. Least number of goals against.
 3. Subtracting goals scored against from goals scored in these games, the positions being determined in order of the greatest surplus. However, no more than a maximum of an eight (8) goal differential is allowed., i.e. a game score of 12-2 would be considered 10-2 for calculating this step.
 4. Dividing the goals scored by the goals scored against, the positions being determined by the greatest quotient. With a maximum of eight (8) goal differential, i.e. a game score of 12-2 would be 10-2 for calculating this step.

If one tiebreaker establishes a position for one or more teams, each team is placed in the applicable position. Once a team is placed, the remaining tied teams shall start the tiebreaking process over again at step a. Step "a" -- head to head results -- will not be used unless each tied team played the same number of games vs. each of the other tied teams.

- b. If, after applying the above formula of "a" 1, 2, 3, or 4, the tie still exists, then formulas 2, 3, and 4 shall be applied using ALL games played by the teams tied.
- c. If the above procedure does not break the tie, the teams shall use a shoot out procedure. This will involve each team selecting five (5) players who will alternate taking penalty shots. A toss of the coin will determine who shoots first. If after five (5) players from both teams have completed this procedure, the tie still exists, it shall be repeated with five (5) different players until the standings are determined.

G. HOME TEAM SEEDING (NATIONAL BOUND TEAMS ONLY)

Home team for the championship games will be determined by USA Hockey tiebreaker procedures, except in tournaments in which an uneven number of games are played.

In tournaments in which an uneven number of games are played, home team will be decided by a coin toss.

H. TIER III/IV SPECIAL RULES

- 1. Overtime Procedures - If a cross over/championship game is tied after regulation time, there shall be an eight (8) minute stop clock sudden death overtime (4 on 4); if the score is still tied, they shall do a five(5) player shoot out. If they are still tied, a five (5) player sudden death shoot-out will be conducted until a winner is declared. The team must exhaust its entire bench before allowing any player to shoot a second time in the shoot out.
- 2. Tier III/IV four-day tournaments will start on Friday and end on Monday.

SECTION XIII - TYPICAL GAME SCHEDULES

TWO TEAM BEST Two of Three

Day One:	Day Two:
Game 1 - 1 VS 2	Game 2 - 2 VS 1
	Game 3 1 VS 2 (if necessary)

All games will be played until there is a winner.

THREE TEAM ONE DIVISION DOUBLE ROUND ROBIN

Three Team Seeding:

- 1 – 1st place
- 2 – 2nd place
- 3 – 3rd place

Day One:	Day Two:
Game 1 - 3 VS 2	Game 4 - 2 VS 3
Game 2 - 2 VS 1	Game 5 - 1 VS 2
Game 3 - 1 VS 3	Game 6 - 3 VS 1

Day Three: Game 7 - Teams with two highest point totals play for championship

FOUR TEAM ONE DIVISION ROUND ROBIN

Four Team Seeding:

- 1 – 1st place
- 2 – 2nd place
- 3 – 3rd place
- 4 – 4th place

Day One:	Day Two:
Game 1 - 4 VS 3	Game 3 - 4 VS 2
Game 2 - 2 VS 1	Game 4 - 3 VS 1
	Game 5 - 1 VS 4
	Game 6 - 3 VS 2

Day Three: Game 7 - Teams with two highest point totals play for championship

FIVE TEAM ONE DIVISION ROUND ROBIN

Five Team Seeding:

- 1 – 1st place
- 2 – 2nd place
- 3 – 3rd place
- 4 – 4th place
- 5 – 5th place

Day One:	Day Two:
Game 1 - 5 VS 1	Game 6 - 5 VS 2
Game 2 - 2 VS 4	Game 7 - 4 VS 1
Game 3 - 1 VS 3	Game 8 - 3 VS 5
Game 4 - 4 VS 5	Game 9 - 1 VS 2
Game 5 - 2 VS 3	Game 10 - 3 VS 4

Day Three: Game 11 - Teams with two highest points total play for championship.

**SIX TEAM
ONE DIVISION ROUND ROBIN**

Six Team Seeding:

- 1 – 1st place
- 2 – 2nd place
- 3 – 3rd place
- 4 – 4th place
- 5 – 5th place
- 6 – 6th place

Day One:	Day Two:
Game 1 - 6 VS 1	Game 7 - 3 VS 5
Game 2 - 2 VS 3	Game 8 - 1 VS 4
Game 3 - 4 VS 5	Game 9 - 6 VS 2
Game 4 - 1 VS 3	Game 10 - 3 VS 4
Game 5 - 2 VS 5	Game 11 - 5 VS 6
Game 6 - 4 VS 6	Game 12 - 1 VS 2
Day Three	
Game 13 - 3 VS 6	
Game 14 - 5 VS 1	
Game 15 - 2 VS 4	

Day Three: Game 16 - Teams with two highest point total play for championship

**SIX TEAM
NATIONAL BOUND TEAMS ONLY**

TWO DIVISION ROUND ROBIN

Six Team Seeding:

<u>DIVISION I</u>	<u>Division II</u>
1-1st place	4-4th place
2-2nd place	5-5th place
3-3rd place	6-6th place

Day One:	Day Two:
Game 1 - 1 VS 4	Game 4 - 3 VS 4
Game 2 - 2 VS 5	Game 5 - 2 VS 6
Game 3 - 3 VS 6	Game 6 - 1 VS 5

Day Three
Game 7 - 3 VS 5
Game 8 - 1 VS 6
Game 9 - 2 VS 4

Semi Finals—Top 4 Teams based on Round Robin play using USA
Hockey Tie Breaker procedures

Day 4

Championship—Home Team will be determined using USA Hockey Tie
Breaker procedures

**SEVEN TEAM
SINGLE ROUND ROBIN**

Seven Team Seeding:

- 1 – 1st place
- 2 – 2nd place
- 3 – 3rd place
- 4 – 4th place
- 5 – 5th place
- 6 – 6th place
- 7 – 7th place

Day One:	Day Two:
Game 1 - 6 VS 7	Game 8 - 4 VS 6
Game 2 - 4 VS 5	Game 9 - 1 VS 3
Game 3 - 2 VS 3	Game 10 - 5 VS 7
Game 4 - 7 VS 1	Game 11 - 2 VS 4
Game 5 - 5 VS 6	Game 12 - 3 VS 6
Game 6 - 3 VS 4	Game 13 - 5 VS 1
Game 7 - 1 VS 2	Game 14 - 7 VS 2

Day Three
Game 15 - 1 VS 4
Game 16 - 6 VS 2
Game 17 - 3 VS 5
Game 18 - 4 VS 7
Game 19 - 6 VS 1
Game 20 - 2 VS 5
Game 21 - 7 VS 3

Day Four:

Game 22 – Teams with two highest point total play for championship.

**SEVEN TEAM
NATIONAL BOUND TEAMS ONLY**

**1ST DIVISION SINGLE ROUND ROBIN
2ND DIVISION DOUBLE ROUND ROBIN**

DIVISION I

1-1st place

4-4th place

5-5th place

Division II

2-2nd place

3-3rd place

6-6th place

7-7th place

Day One:	Day Two:
Game 1 - 6 VS 3	Game 5 – 2 VS 6
Game 2 - 7 VS 5	Game 6 – 1 VS 7
Game 3 - 4 VS 1	Game 7 – 5 VS 4
Game 4 - 3 VS 2	Game 8 – 2 VS 3

Day Three:
Game 9 – 3 VS 6
Game 10 – 5 VS 1
Game 11 – 7 VS 4
Game 12 – 6 VS 2

Day Four:

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 of Game 13/Winner Game 14*

*Home team advantage will be determined by a coin toss

**SEVEN TEAM
(OPTIONAL)**

**1ST DIVISION SINGLE ROUND ROBIN
2ND DIVISION DOUBLE ROUND ROBIN**

DIVISION I

1-1st place

4-4th place

5-5th place

Division II

2-2nd place

3-3rd place

6-6th place

7-7th place

Day One:	Day Two:
Game 1 - 6 VS 3	Game 7 - 3 VS 6
Game 2 - 7 VS 5	Game 8 - 5 VS 1
Game 3 - 4 VS 1	Game 9 - 7 VS 4
Game 4 - 3 VS 2	Game 10 - 6 VS 2
Game 5 - 1 VS 7	Game 11 - 5 VS 4
Game 6 - 2 VS 6	Game 12 - 2 VS 3

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 of Game 13 VS Winner of Game 14

EIGHT TEAM

TWO DIVISION 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 - 7 VS 6	Game 7 - 8 VS 4
Game 2 - 3 VS 2	Game 8 - 5 VS 1
Game 3 - 8 VS 5	Game 9 - 2 VS 7
Game 4 - 1 VS 4	Game 10 - 6 VS 3
Game 5 - 7 VS 3	Game 11 - 1 VS 8
Game 6 - 6 VS 2	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 of Game 13 VS Winner of Game 14

NINE TEAM

TWO DIVISION SINGLE ROUND ROBIN

DIVISION I

2-2nd place

3-3rd place

5-5th place

7-7th place

8-8th place

Division II

1-1st place

4-4th place

6-6th place

9-9th place

Day One:	Day Two	Day Three:
Game 1 - 8 VS 3	Game 7 - 6 VS 4	Game 12 - 4 VS 9
Game 2 - 5 VS 2	Game 8 - 7 VS 2	Game 13 - 2 VS 8
Game 3 - 9 VS 6	Game 9 - 8 VS 5	Game 14 - 5 VS 7
Game 4 - 4 VS 1	Game 10 - 1 VS 9	Game 15 - 1 VS 6
Game 5 - 7 VS 8	Game 11 - 3 VS 7	Game 16 - 2 VS 3
Game 6 - 3 VS 5		

Day Four:

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 of Game 17 VS Winner of Game 18

TEN TEAM

TWO DIVISION SINGLE ROUND ROBIN

DIVISION I

2-2nd place
3-3rd place
5-5th place
8-8th place
9-9th place

Division II

1-1st place
4-4th place
6-6th place
7-7th place
10-10th place

Day One:	Day Two	Day Three:
Game 1 - 9 VS 8	Game 9 - 2 VS 3	Game 15 - 9 VS 2
Game 2 - 10 VS 6	Game 10 - 1 VS 4	Game 16 - 10 VS 1
Game 3 - 5 VS 3	Game 11 - 8 VS 5	Game 17 - 3 VS 8
Game 4 - 7 VS 4	Game 12 - 6 VS 7	Game 18 - 4 VS 6
Game 5 - 8 VS 2	Game 13 - 3 VS 9	Game 19 - 2 VS 5
Game 6 - 6 VS 1	Game 14 - 4 VS 10	Game 20 - 1 VS 7
Game 7 - 5 VS 9		
Game 8 - 7 VS 10		

Day Four:

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 of Game 21 VS Winner of Game 22

11 TEAM

TWO DIVISION SINGLE ROUND ROBIN

DIVISION I

2-2nd place
3-3rd place
5-5th place
7-7th place
9-9th place
10-10th place

Division II

1-1st place
4-4th place
6-6th place
8-8th place
11-11th place

Day One:	Day Two	Day Three:
Game 1 - 11 VS 8	Game 9 - 9 VS 2	Game 18 - 5 VS 9
Game 2 - 10 VS 9	Game 10 - 1 VS 4	Game 19 - 3 VS 10
Game 3 - 7 VS 5	Game 11 - 7 VS 3	Game 20 - 2 VS 7
Game 4 - 6 VS 4	Game 12 - 8 VS 6	Game 21 - 11 VS 1
Game 5 - 3 VS 2	Game 13 - 2 VS 5	Game 22 - 4 VS 8
Game 6 - 8 VS 1	Game 14 - 4 VS 11	Game 23 - 5 VS 3
Game 7 - 9 VS 7	Game 15 - 3 VS 9	Game 24 - 2 VS 10
Game 8 - 10 VS 5	Game 16 - 10 VS 7	Game 25 - 6 VS 11
	Game 17 - 1 VS 6	

Day Four:

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 of Game 26 VS Winner of Game 27

**12 TEAM
FOUR DIVISION ROUND ROBIN**

AMERICAN CONFERENCE NATIONAL CONFERENCE

<u>DIVISION I</u>	<u>DIVISION II</u>	<u>DIVISION III</u>	<u>DIVISION IV</u>
1-1st place	7-7th place	2-2nd place	8-8th place
4-4th place	9-9th place	3-3rd place	10-10th place
6-6th place	12-12th place	5-5th place	11-11th place

Day One:	Day Two	Day Three:
Game 1 – 1 VS 7	Game 7 – 5 VS 8	Game 13 – 1 VS 12
Game 2 – 4 VS 9	Game 8 – 2 VS 10	Game 14 – 4 VS 7
Game 3 – 6 VS 12	Game 9 – 3 VS 11	Game 15 – 6 VS 9
Game 4 – 2 VS 8	Game 10 – 1 VS 9	Game 16 – 2 VS 11
Game 5 – 3 VS 10	Game 11 – 4 VS 12	Game 17 – 3 VS 8
Game 6 – 5 VS 11	Game 12 – 6 VS 7	Game 18 – 5 VS 10

Day Three

- 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

Day Four

- Game 23 - Winner AM 1 / NA 4 VS Winner NA 2 / AM 3
- Game 24 – Winner NA 1 / AM 4 VS Winner AM 2 / NA 3

Game 25 – Championship Game

14 TEAM
2 CONFERENCES—4 DIVISIONS

AMERICAN CONFERENCE

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:

Game 1—7 vs 6

Game 2—3 vs 2

Game 3—8 vs 5

Game 4—1 vs 4

Game 5—7 vs 3

Game 6—6 vs 2

Game 7—8 vs 4

Game 8—5 vs 1

DAY TWO:

Game 9—2 vs 7

Game 10—6 vs 3

Game 11—1 vs 8

Game 12—4 vs 5

Game 13—1st Div I vs 2nd Div II

Game 14—1st Div II vs 2nd Div I

NATIONAL CONFERENCE

DIVISION I

1-1st Place

2-2nd Place

3-3rd Place

DIVISION II

4-4th Place

5-5th Place

6-6th Place

DAY ONE:

Game 1—1 vs 4

Game 2—2 vs 5

Game 3—3 vs 6

Game 4—5 vs 1

Game 5—6 vs 2

Game 6—4 vs 3

DAY TWO:

Game 7—3 vs 5

Game 8—1 vs 6

Game 9—2 vs 4

Game 10—1st vs 4th

Game 11—2nd vs 3rd

DAY THREE:

Game 26--Winner Game 13 of American vs Winner Game 11 of National

Game 27--Winner Game 14 of American vs Winner Game 10 of American

Winner Game 26 vs Winner Game 27--Championship

SAMPLE LETTER TO PARTY OWING A DEBT TO AFFILIATE

(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 - Squirt Tier II

Dear Mr. and Mrs. I Owe;

Our records show that you still owe our Squirt Tier II team, \$355.00 for ice time during the past season. Several efforts by the Team Manager, Dedi Caded, 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 15 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 VII, paragraph L, 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 15 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

Encl

Cc: President ASHA



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**COMPETITION LEAGUE
GUIDELINES**

**Alaska State Hockey Association
PO Box 1464
Palmer, AK 99645**

www.alaskastatehockey.com

ALASKA COMPETITION LEAGUE GUIDELINES

The purpose of the Alaska Competition 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.

Every effort has been made to make this Handbook as complete and accurate as possible. The information provided is dependant upon association representative's accuracy in providing information to the author. Readers are encouraged to reference the ASHA website for real time updates and changes after the date of publication of this document.

**10th Edition
August 2009**

Competition League Scheduling Meeting

Date: Friday, August 28 and Saturday, August 29 2009

August 28rd - Pee Wee Tier I Bantams & Midgets

Time: 6:00-9:00 PM

August 29th- Mites, Squirts, Pee Wee Tier II

Time: 8:00 a.m. – 10:30 a.m.

**Location: Hanshew Jr High School
Anchorage, AK**

**For: Midgets/Bantams/Peewees/Squirts/Mites/Girls
Tier I and Tier II**

Other Telephone Numbers

Ben Boeke / Annette Powell	249-2011
Harry McDonald / Reid McDonald	696-0051
Sullivan Arena	279-0618
Subway Sports Centre	349-7465
UAA / Allan Piccard	786-1231
Curt Menard Sports Center / Bruce Urban	357-9100
Big Dipper Ice Arena	459-1070

COMP LEAGUE COORDINATORS

U-8 Mites

Gordy Morgan
2611 West 69th Avenue
Anchorage, AK 99502
248-8214 (h) 242-0973 (c)
gordmorgan@hotmail.com

U-10 Squirts

Becky Beckett
19644 Driftwood Bay Dr.
Eagle River, AK 99577
622-2221 (h) 306-5115 (c)
beckybeckett@gmail.com

U-12 Peewees

Lisa McPheters
11701 Jerome Street
Anchorage, AK 99516
349-2616 (h) 227-5619 (c)
lisamcp@hotmail.com

U-14 Bantams

Rhonda Curtin
1820 Hamilton Dr.
Anchorage, AK 99515
248-6685
jnr@gci.net

U-16 Midgets

Diane Firmani
2260 Pearl Road
Wasilla, AK 99654
373-0375 (h) 232-0138 (c)
firmani@gci.net

U-18 Midgets

Gordy Morgan
2611 W. 69th Avenue
Anchorage, AK 99502
248-8214 (h) 242-0973 (c)
gordmorgan@hotmail.com

COMPETITION TEAM LEAGUE

The following regulations apply to all associations with Girls Tier I or Tier II or youth Tier I or Tier II. 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 in 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. A league handbook will be distributed to participating teams and its contents will constitute the official league rules.

A. LEAGUE OFFICIALS

- 1. Vice President – Competition League Committee:** The Vice President - Competition League Committee shall be elected during the Annual meeting of the Association. The VP of Comp is responsible for all league affairs. The VP of Comp shall appoint the other league officials and provide a list of the 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 at the next scheduled meeting. The VP of Comp will be responsible for editing the Competition League Guidelines that are printed in the Affiliate Handbook.
- 2. Division Coordinators:** Division Coordinators are responsible to the Competition Vice President 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 Comp VP,, inter-league communication, compilation of statistics, and the handling of grievances, protests and disciplinary matters within the division.

B. LEAGUE ORGANIZATION

1. Member associations desiring to place a team in the Alaska League shall notify the VP of Comp before August 1st. Each team must play in the Alaska League in the same division and tier that they will enter the State Tournament.
2. Any association that has not registered a Tier I or Tier II youth team in the past two years must receive permission from ASHA to participate in the Alaska League at any ASHA meeting prior to the annual scheduling meeting.
3. Any ASHA member team changing classification from Tier I or Tier II to III or IV Classification may not take part in the State Tournament at their

new classification and will not be allowed to have a team at Tier I or Tier II in the following season.

4. No Association will hold try-outs for youth or girls teams until the Friday afternoon following the last USA Hockey National Youth Tournament. If an association is found in violation of this rule, that team will not be eligible for State Tournament.
5. The VP of Competition, with the assistance of the Division Coordinators, shall conduct a league-scheduling meeting. The meeting will be for the purpose of determining the league schedule.
6. 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.

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 its home games with every other participating team in its division. Each team shall submit a schedule of home games to its Division Coordinator and the Referee Scheduler before leaving the meeting.

7. Tier I teams shall schedule and play two (2) home league games with each team in its division. Deviations from the two and two schedule for U-18, U-16, and U-14 Tier I are permitted with permission granted by the Comp VP. Tier II teams shall schedule and play one (1) home league game with each team in its division.
8. The Division Coordinators shall review the team's schedules and resolve any conflicts with the participating teams, and consolidate all of 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 from the VP of Comp, may result in ineligibility of the offending team to play in the State Tournament. A team may be permitted to change the time 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 for the change is valid.
 - The requesting team submits an official Game Change Request Form to their Division Coordinator signed by the coach and manager from both teams.
9. Each division shall contain teams only within that age classification. 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, zero (0) points for a loss. In the event that two 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.

10. U-12 Tier I and above shall use a three-man referee system. U-12 Tier II and below shall use a two-man referee system. However, in the event that one or more of the on-ice officials fail to appear for the game or are forced to leave the game early, USA Hockey Rule 502 shall govern. If a lack of available referees causes a U-12 Tier I or above game to have only two officials assigned, that game will be deemed to have complied with the requirement.
11. The Alaska League Hockey season officially begins September 1st and ends according to the schedule posted below. However, due to high school hockey, the recommended length for Alaska League seasons is as follows:

U-18	September 1 st to mid-October
U-16	September 1 st to mid-October
U-14 Tier I	September 1 st to mid-October
U-14 Tier II	September 1 st to late January
U-12	September 1 st to late January
U-10	September 1 st to 3 rd Sunday of February
U-8	September 1 st to 3 rd Sunday of February
Girls/Women	September 1 st to late January

12. Each team will be assessed a \$50 fee to pay for the expenses of League. 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.

C. LEAGUE PLAY

1. No ASHA member team may knowingly use any illegally rostered or non-rostered player. Any ASHA team in violation of this rule shall be subject to Rules Section 1B and By-Law Article V.

2. 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 that requires sitting out the next game regardless of whether it is a league game. Therefore, an individual receiving a game misconduct in a league game might miss two games because of the infraction.
3. For a player receiving a Match Penalty, refer to Section X – Discipline Review Committee; Paragraph C.
4. If a player receives a game misconduct penalty in the last game of the League season, the penalty must be served at the next game that is already on the schedule when the game misconduct occurred and the first game of the State Tournament.
5. The following game formats are recommended:
 - 1 hour game = three (3) minute warm-up and three 10 minute periods.
 - 1.25 hour game = three (3) minute warm-up and three 12 minute periods.
 - 1.5 hour game = three (3) minute warm-up and three 15 minute periods.

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 period or both of the first two (2) periods in order to maximize use of the allowed ice time. However, no time shall be added to the third 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. There will be no time-outs and no overtime allowed for League games.

6. Minimum recommended Game Lengths for League Games

• U-8 & U-10	1 Hour	3-10 minute periods
• U-12	1.25 hour	3-15 minute periods
• u-14	1.25 hour	3-12 minute periods
• U-16 & U-18	1.5 hour	3-15 minute periods

Waivers may be granted by the VP of Comp at the scheduling meeting.

8. Prior to the start of the game, all coaches of both teams shall list the coaches' CEP level, CEP number, and certification date and sign the score sheet attesting that their team roster is correct and that players listed on the score sheet are present. It is the responsibility of the winning team to deliver, email or fax a copy of the completed League game score sheet to the Division Coordinator within 48 hours of game completion.

9. Referees will be scheduled for all League games based on the home schedules submitted to the referee scheduler at the League Scheduling meeting, or to 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 Hockey Rule 502(i).

D. TRAVEL RESTRICTIONS

The Alaska State Hockey Association recognizes the need to promote and enhance local competition among 8-U and 10-U competition teams. ASHA recommends the following:

1. U-8 teams shall play not more than 40 games in a season and shall limit travel outside of Alaska to no more than two trips in a season.

GAME CHANGE REQUEST FORM

Team Association _____

Team Division and Tier _____

Head Coach _____

Contact Number _____

Manager _____

Contact number _____

Original game time _____

Rescheduled game time _____

Reason for change _____

Opposing Team Association _____

Opposing Team Division and Tier _____

Head coach _____

Contact number _____

Manager _____

Contact number _____

We agree to the above game change. Approval by the League Commissioner makes the above game an official game of the State League schedule.

Requesting Coach or Manager

Date

Opposing Coach or Manager

Date

Please fax or email completed form to your Division Coordinator. Upon approval the official league schedule will be revised to reflect the change.



GIRLS/WOMEN'S GUIDELINES

**3rd Edition
August 2009**

**Alaska State Hockey Association
PO Box 1464
Palmer, AK 99645**

www.alaskastatehockey.com

ALASKA GIRLS' AND WOMEN'S TEAMS GUIDELINES

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.

Girls/ 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 towards a National championship and Member Association recruit and solicit for registered players. The program should foster fun, development, team values and a sense of fair play.

Every effort has been made to make this Handbook as complete and accurate as possible. The information provided is dependant upon association representative's accuracy in providing information to the author. Readers are encouraged to reference the ASHA website for real time updates and changes after the date of publication of this document.

GIRLS' AND WOMEN'S TEAMS GUIDELINES

A. ASHA GIRLS'/WOMEN'S TEAMS

1. 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's ice hockey teams.
2. Girls' Tier I and Tier II teams are National Bound in the 2009-2010 season. Girls' tiered teams must abide by the following:
 - a. Players must be properly registered in accordance with USA Hockey and must meet the registration guidelines of ASHA.
 - b. Coaches and assistants must abide by the USA Hockey CEP criteria.
 - c. Each organization may field no more than one team at each level that can advance to a National Championship.
 - d. Tier I rosters at the U-19 and U-16 shall have no out-of-district player restrictions. For U-14 and U-12 rosters shall be limited to a maximum of four out-of-district players. The District or Affiliate may impose stricter requirements.
 - e. Tier I team programs should include strength and conditioning, hydration and recovery, mental preparation, training elite athletes, training and opportunity for upward mobility.
 - f. Tier II rosters are limited to a maximum of four out-of-district players for all levels.
3. All Girls/Women's Players and Teams shall conform to the provisions of Sections V, VI & VII of the ASHA Affiliate Handbook.
4. Team Contacts. By September 1 of each season, all teams must submit contact information, including name, address, telephone number, fax number for the coaches and manager of each team to the Vice President of the Girls'/Women's Committee. Failure to submit required information by this deadline may result in disqualification of the team from post-season participation.
5. Girls'/Women's Divisions are defined as follows:
 - a. Girls' National Bound U-12, U-14, U-16, & U-19
 - b. Women's Adult A, B, C (18 & over), and 30 & over per USA Hockey.
 - c. Girls' Non National Bound: U-8, U-10, U-12, U-14, U-16 and U-19.
 - d. Ages shall be determined as of January 1 preceding the start of the season.
 - e. A player may play in an older age classification without the consent of the ASHA Girls'/Women's committee. Playing up will

be allowed at the club's discretion in order to provide an opportunity to develop more girls teams in the state.

6. 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 Girls'/Women Chair will notify all competing teams in writing.
7. Girls' and Women's Adult A, B, C, and Over 30 Classifications
 - a. ASHA MISSION STATEMENT FOR GIRLS' AND WOMEN'S ADULT A, B, C, AND OVER 30 National Bound: A high level program where teams compete towards a national championship and whereby a Member Association may recruit and solicit for registered players.
 - b. Number of Games for Eligibility: Each team must have competed as a team unit for at least fourteen (14) games and each player must have played at least ten (10) games during the season. The team's 1-T (USA Hockey Official Roster) must have the Associate/District registrar's signature prior to any score sheets counting toward the 14/10 rule.

The chart below depicts the minimum youth level that a National Bound team may play in order for the game to count towards a state, district, or national tournament.

NATIONAL BOUND GIRLS/WOMEN DIVISION		MAY PLAY:
WOMEN'S SENIOR		U18 & ABOVE
GIRLS 19U & ABOVE		U16 & ABOVE
GIRLS 16U & ABOVE		U14 & ABOVE
GIRLS 14U & ABOVE		U12 & ABOVE
GIRLS 12U & ABOVE		U10 & ABOVE

All games count for the Non-National Bound girls teams.



ASHA RECREATIONAL COUNCIL
GUIDELINES

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ASHA RECREATIONAL COUNCIL GUIDELINES

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**8th Edition
August 2009**

ASHA RECREATIONAL COUNCIL GUIDELINES

I. GENERAL

- A.** The terms “House/Rec Council”, “House/Rec Committee”, “Recreation Committee”, and “Recreation Council” will all refer to the Alaska State Hockey Association executive committee described under the ASHA By-Laws Article VII, Section G, 6 as the “Recreational Committee” and may be used interchangeably. The term “HC VP” refers to the ASHA Vice President Recreation Committee described under the ASHA By-Laws Article VIII, Section A, 7.
- B.** 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 in the House/Rec Council they must register at least one house/rec team the prior year, and intend to register at least one house/rec team for the current year.
- C.** The House/Rec Council representatives 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 e-mailed) notice of meetings at least 1 week in advance of the meeting.
- D.** If three or more House/Rec Council representatives 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.
- E.** 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 the main ASHA Board for approval/action. House/Rec Council issues and actions will be presumed to have been discussed by the respective HC representatives with their own association’s Board and ASHA representative.
- F.** A quorum will consist of a majority of House/Rec Council representatives from participating associations. Alternate representatives will count toward a quorum. Any association that does not have a designated representative or alternate at two consecutive meetings will not be included in the count of participating associations for the purpose of quorum determination for the remainder of the operating year and lose their voting rights.

II. TIERS, EVALUATIONS AND TEAM SELECTIONS

A. 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.

B. TIERS:

Each association will place their players in the appropriate tier based upon the individual player's skill level. House recreational teams shall consist of two tiers: Tier III and Tier IV . Tier IV teams generally have less experienced players.

C. TEAM SELECTION:

Each association will select their teams within each tier 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 the predominant determinant and teams are selected to ensure even skill level within any given tier. Any effort to produce one individual team within a tier of the association with a higher skill level than the others is prohibited.

III. DISCIPLINE

- A.** Each association shall have a disciplinary committee and a direct contact person to whom inquiries by other associations can be made.
- B.** 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 regulated by the ASHA state disciplinary board.



ASHA BY LAWS

ALASKA STATE HOCKEY ASSOCIATION, INC. BY-LAWS

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:

- A.** Encourage, foster and promote the sport of ice hockey in the State of Alaska.
- B.** Develop and encourage sportsmanship between all players for the betterment of their physical and social well being.
- C.** Associate with other hockey associations.
- D.** Conduct state ice hockey tournaments and select state representative teams for USA Hockey District/National Championship Tournaments.
- E.** 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 bylaws as stated in the USA Hockey Annual Guide

ARTICLE IV: MEMBERSHIP

- A.** 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.
- B.** 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, proof of good standing with USA Hockey, a certified copy of the applicant's Constitution and/or by-laws, and an association affiliate agreement. Application shall be made to applicable

executive committee prior to "Annual" State Board Meeting. New associations will only be voted on at the "Annual" State Board Meeting.

- C. 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.

- A. 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.
- B. 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.
- C. The following fee structure applies:
 - 1. An individual membership fee shall be charged for each coach or player registered with this Association in the amount of \$5.00 per year. The membership fee for players six and younger is waived.
 - i. State tournament fees are based on the division.

- ii. Comp League dues are \$200 per team.
- iii. State Tournament fees for House teams are \$900

VII: BOARD OF DIRECTORS

SECTION A - Affiliate Directors

1. 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.
2. Each affiliate association shall name an alternate board member that may vote in place of a seated member of their association in the event of an absence excused by the State President or Secretary.
3. Upon termination of an affiliate agreement, all representatives of that affiliate are terminated from the Board.
4. 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.
5. 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.

6. 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.

7. 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

1. 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.
2. Election of the at-large directors will be held at the Annual Meeting of the Association.
3. The term of the at-large directors shall be from the date of their election until the next Annual Meeting of the Association.
4. Replacement of at-large directors can only be done by a majority vote of the seated Board of Directors present.

SECTION C - Honorary Directors

1. 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.
2. 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 lifetime members.

3. 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 term.

SECTION D - Powers and Duties

1. The powers and duties of the Board of Directors shall be to:
 - a. 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;
 - b. Formulate, prescribe, alter and amend the by-laws or Rules and Regulations for the government of this Association;
 - c. Impose and enforce penalties for any violation of the by-laws or Rules and Regulations;
 - d. Remove or remit any suspension or penalty that has been imposed by its officers, its registrars or a committee;
 - e. Remove from office any officer by a two-thirds majority vote;
 - f. Temporarily fill a vacancy on the Board caused by the resignation, expulsion or withdrawal of any officer/at-large director;
 - g. Appoint sub-committees from its membership or otherwise employ individuals for the handling of special or specified business;
 - h. Establish and collect fees and funds of the Association and direct the expenditure of monies;
 - i. Interpret, define and explain all of the provisions of the by-laws and Rules and Regulations;
 - j. Call any necessary special meetings of the Association and fix the time and place of special meetings not fixed by the by-laws;
 - k. 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;
 - l. 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;

- m. 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;
- n. Act upon temporary rulings by the President on emergencies not provided for in the by-laws or Rules and Regulations of this Association;
- o. Hear and rule on appeals;
- p. Maintain comprehensive general liability insurance coverage as required by the Board and USA Hockey;
- q. Make recommendations to USA Hockey concerning USA Hockey position appointments affecting ASHA;
- r. 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
 - Alaska competitive league rules

SECTION E – Meetings

1. 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.

2. 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.
3. All 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.
4. A simple majority of the seated members of the ASHA Board or executive committees shall constitute a quorum for the transaction of business.
5. 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

Minutes

Correspondence

Persons to be Heard

Reports:

Officers' Reports

Questions on Officers' Reports

Committee Reports

Questions on Committee Reports

Old business

New business

Board Members' 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:

Officers' Reports

Questions on Officers' Reports

Committee Reports

Questions on Committee Reports
Old business
New business
USA Hockey Annual Meeting
Board Members' Comments
Review the time and place for the coming year's meetings
Adjournment.

SECTION F – Voting

1. Each affiliate director and at-large director shall have one (1) vote in the conduct of Board business.
2. A majority vote of the seated Board of Directors will carry or defeat motions 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.

SECTION G – Committees

1. The standing committees of the Board of Directors shall be the Discipline Review Committee, the Competition Committee, the Recreational Committee, the Adult Committee, and the Girls' and Women's Committee. The chairperson and the general members of Discipline Review Committee shall be appointed by the President and the other committees will be chaired by the elected Vice President for that section with membership provided by the Board affiliate members.
2. 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 members of ad hoc committees shall be the same as for standing committees.
3. 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.
4. The chairperson of 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.
5. The President of ASHA is a member of all committees.
6. The executive committee of the Board of Directors shall be composed of the President and six Vice Presidents of the Board of Directors.
7. The chairpersons (Vice-Presidents) of the Competition Committee, the Recreational Committee, the Adult Committee and the Girls' and Women's Committee shall be elected by the Board of Directors at the Annual Meeting of the Association. All chairpersons (VP) shall be elected for a term of one (1) year. 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.
8. Each association that has a program that participates in an applicable committee division may seat one member on that committee. Each seated member shall be allowed one vote in committee sessions. Seated members must be appointed in writing by their association with their appointment submitted at the Annual Meeting.
9. 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.
10. Meetings of Executive Committees shall take place as needed. Executive Committee meetings may be conducted through the use of conference telephone or similar communications equipment, so long as all members can hear and be heard by each other.

ARTICLE VIII - OFFICERS

SECTION A - Elected Officers

The officers of this Association shall be elected by the Board of Directors at the Annual Meeting of the Association. The officers of this Association shall be as follows:

- President
- Vice-President Tournaments
- Vice-President Development
- Secretary
- Treasurer
- Vice-President Recreation Committee
- Vice-President Competition League Committee
- Vice-President Girls'/Women's Committee
- Vice-President Adult Committee

All officers shall be elected for a term of one (1) year. 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.

SECTION B - Powers and Duties

The powers and duties of the officers shall be as follows:

1. The President shall:
 - a. Preside at all meetings of the Association and the Board and generally perform the duties assigned to the office of President;
 - b. 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;
 - c. Represent the Association at meetings as required;
 - d. See that all requirements of the by-laws and the Rules and Regulations of the Association are carried out.
2. The Treasurer shall:
 - a. Have the responsibility of receiving all funds due the Association, depositing them in a chartered bank selected by the Board of Directors, and paying all rightful obligations of the Association according to the Rules and Regulations of the Association; however, any and all cash advances must be approved by the Board of Directors prior to disbursement;
 - b. Be responsible for the Association's federal and state status as a "Not-for-Profit" organization;

- c. Prepare and submit to the Board an annual operating budget for the Association;
 - d. See that an audit of the Association's financial records are completed as required by law or as requested by action of the Board of Directors;
 - e. Submit to the Board of Directors at the Annual Meeting a financial statement relative to the prior fiscal year's operating budget;
 - f. 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.
 - g. 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 development bank account requires the Alaska Referee in Chief signature.
3. The Secretary shall:
- a. 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.
 - b. Receive all registrations for membership in the Association;
 - c. Provide notices to all Directors relative to meetings and other important information;
 - d. Submit to the Board at the Annual Meeting a summary of all official actions of the Board during the prior year;
 - e. Maintain in good standing the Association's Affiliate Agreement with USA Hockey;
 - f. 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.
4. The Vice-President of Tournaments shall:
- a. Serve as Director of all State Tournaments;

- b. Send the ASHA Tournament Applications to all associations and collect the fees associated with the state tournaments;
 - c. Send to the VP of Comp, VP of House, and VP of Girls/Womens all applicable paperwork for state tournaments including the schedules, USA Hockey forms, rules and procedures dealing with state tournaments;
 - d. Schedule all state tournament ice and work with the rinks to make sure that ice is appropriately available;
 - e. Perform other duties as may be established by the Board in the rules and regulations of the association.
5. The Vice-President of Player Development shall:
- a. Supervise all player development programs administered by or in conjunction with ASHA;
 - b. Publish and update annually the ASHA 5-year strategic plan;
 - c. Publish the annual operating plan;
 - d. Review and make recommendations to the Board on all revenue producing strategies;
 - e. Chair the Plans and Development Committee;
 - f. Perform other duties as may be established by the Board of Directors or the Rules and Regulations of the Association.
6. The Vice President of Recreation shall:
- a. Set dates for Recreation Council Meetings;
 - b. Arrange and reserve meeting sites for Recreation Council Meetings;
 - c. Act as liaison to the Board President for the Recreation Committee and teams;
 - d. Set up Conference Calling for the Recreation Council so that out-of-area members can call-in for the meetings;
 - e. Produce an agenda for all Recreation Council Meetings;
 - f. Report to the Recreation Council any pertinent information coming from the previous ASHA meeting;
 - g. Report to ASHA the ideas and will of the Recreation council;

- h. Assist the VP of Tournaments with the Recreation tournaments;
 - i. Perform other duties as may be established by the Board for this position.
7. The Vice-President Competition Committee shall:
- a. Chair the Competition Committee;
 - b. 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;
 - c. Act as liaison to the Board President for the Competition Committee and teams;
 - d. 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;
 - e. Perform other duties as may be established by the Board for this position.
8. The Vice-President Girls'/Women's Committee shall:
- a. Chair the Girls'/Women's Committee;
 - b. 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;
 - c. Act as liaison to the Board President for the Girls'/Women's Committee and teams;
 - d. Coordinate with the Vice-President for Tournaments on tournament dates to assure that the Girls'/Women's Committee is represented in the development of the Competition tournament dates;
 - e. Perform other duties as may be established by the Board for this position.
9. The Vice-President of Adult Committee shall:
- a. Chair the Adult Committee;
 - b. 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;

- c. Act as liaison to the Board President for the Adult Committee and teams;
- d. Perform other duties as may be established by the Board for this position

SECTION C - 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 D - 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

1. 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.
2. The outgoing President shall notify each Affiliate of available officer positions thirty (30) days prior to the Annual Meeting. Nominations shall be sent into an appointed member of the board no later than seven days prior to the Annual meeting.
3. Notification of the election shall be included in the announcement for the Annual Meeting. Nominations shall be made from the floor at the Annual Meeting.
4. The outgoing President shall conduct the elections for officers, each of whom will assume a position as an At-Large Director .
5. Voting shall be by written ballot. The outgoing President shall announce the results.
6. 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 the winner. If no candidate receives forty (40%) or more of the vote, a run-off election shall immediately take place between the affected candidates receiving the most votes.
7. At-Large Directors shall be seated in their officer positions immediately after the election results are announced.

ARTICLE X: AMENDMENTS

- A.** Amendments or alterations to these by-laws shall be made only by a two-thirds majority vote of the seated Board of Directors present.
- B.** Proposed amendments or alterations to the by-laws must be submitted at a regular meeting of the Board of Directors and discussed as 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 alteration was advanced.
- C.** 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 of said action.

ARTICLE IX: INDEMNIFICATION OF OFFICERS, DIRECTORS, and EMPLOYEES

The Corporation shall indemnify any person made 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 a 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.

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