



**Kenai Peninsula
Hockey Association
Member Handbook**

INTRODUCTION

This booklet has been compiled to acquaint you with the Kenai Peninsula Hockey Association (KPHA) and its programs. We have included information for newcomers to the association, plus general and special rules governing several aspects of the program. These rules are updated as needed and are to be used in addition to the State Affiliate Handbook, Pacific District Guidebook, and USA Hockey, Inc. Annual Guide. In the event that this KPHA Handbook does not give clear guidelines, it will default to the previously stated guidelines.

The KPHA mailing address is 405 Overland Ave., Ste. 104, Kenai AK, 99611. Information about KPHA and its programs is available on KPHA's website at www.kpha907.net. The KPHA utilizes the Soldotna Regional Sports Complex and Kenai Multipurpose Ice Rink for games and practices.

KPHA is affiliated with the United States of America Hockey (USA Hockey, Inc.) program and the Alaska State Hockey Association (ASHA). KPHA youth hockey, as with other sports, is operated by volunteers who donate many hours of their time. Your active support is necessary to achieve a successful youth hockey program. If you have an interest or see a special area of need in the KPHA program where you could make a positive contribution, contact a KPHA Board Member.

KPHA MISSION STATEMENT

A non-profit volunteer organization devoted to developing and promoting young hockey players in a safe and fun learning environment in which children of all ages can develop skill, character, confidence, and self-esteem in the sport of hockey.

KPHA AIMS AND PHILOSOPHIES

The KPHA operates a youth hockey program to give any boy or girl from ages 4 to 18 years of age the opportunity to play hockey regardless of skill level. It is the belief of KPHA that no youth should be denied the opportunity to participate in hockey because of financial or skill limitations.

To accomplish its goal, the association operates two leagues: The House League known as Tier III and IV and the Competition League known as Tier I and II. The House League aims to create a learning and recreational atmosphere for development of skills and agility in hockey. Good sportsmanship is stressed, and everyone is given a fair opportunity to play based on the effort he or she puts into the game.

Participation in KPHA is a privilege. The actions of either a participant and/or their parents/guardians that are detrimental or disparaging to KPHA membership may cause privileges to be revoked.

The House League begins with the Atoms/Mini-Mite division and continues through Midget level of play and emphasizes individual skill development, along with various team play and general objectives of the game. Emphasis is placed on the skater gaining necessary basic abilities and enjoying the sport of recreational hockey.

Aspiring youth hockey players need a goal. Therefore, the Competition Team concept was adopted by KPHA some years ago. It is the aim and intent of KPHA to form the best competition teams possible to represent the Association while providing a positive growth experience for its players. For more information on competition teams please see the Competition Team Section on page 15.

KPHA ADMINISTRATIVE BODY

Meetings of the Board of Directors are held regularly throughout the year. Dates and times are to be determined by the Board of Directors. Any member of the Association may attend Board meetings. Anyone wishing to address the Board on any issue may do so by contacting the President prior to any regularly scheduled Board meeting and requesting to be placed on the agenda. In the event that a

member is unable to be placed on the agenda prior to the meeting, they may request to have the agenda amended at the beginning of a meeting in order to be heard.

QUESTIONS AND PROBLEMS

Questions and problems are a natural occurrence. Members who have issues for which they desire some explanation or resolution are encouraged to work through the proper channels before approaching the Board for action. By doing so, most issues can be resolved short of Board action. If you have a question or concern prior to teams forming, contact any Board Member. After teams are formed, your Team Manager or Coach will usually be able to address your question/concern(s) or get an answer for you. The Coach's first priority is with all players. Immediately before or after a game or practice is not the appropriate time to approach the Coach with issues. Make a phone call or appointment to speak with your child's Coach. If the problem is not resolved by contacting your Team Manager or Coach, please contact the Division Representative or Coaching Director for further assistance. For issues that go beyond these levels, please fill out a KPHA complaint form, which is available from the KPHA office or any Board Member. When an issue proceeds to the Board level, members should expect a response within two Board meetings of receipt of complaint. A list of Board Members will be on the KPHA website.

Questions or problems regarding players or the program should be channeled in the following order:

1. Team Manager
2. Head Coach
3. KPHA Safe Sports Representative
4. KPHA Board

VOLUNTEERS

KPHA is operated by volunteers who donate many hours of their time and energy to the program and your active support is needed. There are many duties which need to be spread out amongst the membership. Some are full time and others are occasional. Some of these positions have certain requirements. For instance, Coaches, Managers, Board Members, and Locker Room Monitors will need the following basic items to help keep us in line with USA hockey and ASHA: USA Hockey registration, Safe Sports Training, and background check. Other areas that teams will need help with don't require the above listed items but are appreciated: Running score or clock, penalty box, handing out team snacks, doing a team dinner, etc. If you have an interest in helping in any capacity, please contact your Team Manager or a Board Member.

MEMBERSHIP

ELIGIBILITY

KPHA membership is open to any child who is of the appropriate age, and not prohibited from participation by USA Hockey, Inc. or the Alaska State Hockey Association. A child must be a registered member of KPHA in order to practice or play in games or scrimmages for any KPHA team. All fees to KPHA or any other ASHA affiliate association from the previous season must also have been paid before a child may register or skate for the current season.

REGISTRATION

All players must be registered with USA Hockey prior to tryouts in the Competition Program and On-Ice Evaluations in the House Program. USA Hockey registration is done on the USA Hockey website. After Competition Tryouts and House Evaluations, players must register with KPHA before participation in team activities. Currently, Competition Team Tryouts are held in August of each year and House Evaluations are held in October. Both are subject to change, so please refer to the KPHA

Website (kpha907.net) for the most updated information.

USA Hockey, ASHA and KPHA recommend that players participate in their age-appropriate divisions:

ADM	6 years of age and under
MITES	8 years of age and under
SQUIRTS	10 years of age and under
PEE WEES	12 years of age and under
BANTAMS	14 years of age and under
MINOR MIDGETS	16 years of age and under
MAJOR MIDGETS	18 years of age and under

Please note that under no circumstances may a player participate in a younger age division. Also, ASHA forbids a move-up from U12 (non-checking) to a higher age division (checking). There are no exceptions to either.

Please refer to the "Change of Division" section of this handbook for KPHA's policies and procedures regarding other categories and situations for potential move-ups.

FEES

The cost of participation for each season is established by the annual budget process. Fees will vary by program, with the highest fees in the Competition Program, lower fees in the House Programs, and the lowest fees in the ADM programs. Fees must be paid in full when due, unless individual arrangements are made with the KPHA Treasurer. Non-payment may result in prohibition from participating in further team activities. Non-payment of fees for any season disqualifies a player from joining another team in any other association nationwide under USA Hockey.

Players with demonstrated financial need who otherwise would not be able to participate, may apply for financial assistance by filing a request with the KPHA Registrar and will be decided on a case by case basis by the KPHA Board. Request forms are available on the KPHA website. All information submitted is strictly confidential. Certain fee waivers or reductions will require participation in various KPHA Fundraising activities or volunteer work or both.

BIRTH CERTIFICATE AND OTHER DOCUMENTS

The following documents are mandatory to register a player:

1. Copy of a certified birth certificate (First year of play or requested by Registrar) *
2. USA Hockey Consent to Treat (signed by parent) / Medical History (signed by parent)
3. USA Hockey Parent / Spectator Code of Conduct - Zero Tolerance (signed by parent and player)

* The birth certificate must contain the legal name of the player.

INSURANCE

All KPHA players/coaches are covered by a group insurance policy with USA Hockey, Inc. This is, however, a secondary policy, which means that it only covers costs not covered by a member's primary insurance carrier. If a member has no primary insurance, then this insurance may be considered a primary policy covering hockey-related injuries. In all cases, there is a minimum deductible which may vary from year to year. In the event that a player suffers an injury, the KPHA Registrar should be contacted as soon as possible for claim forms, information about deductibles, etc.

If a player/coach suffers an injury, even where no intent or need for filing of a claim is perceived at

the time of incident, the player/coach and parent are to report the matter to the team's Head Coach, who will notify the Coaching Director and Safe Sports Coordinator of the incident in case a claim needs to be filed at a later date. The Coach may request that the player have a medical release before the player returns to the ice.

HEALTH CONDITIONS

Any health or physical impairment which might potentially affect a player's performance in the sport of hockey must be noted on the registration form. Conditions such as asthma, epilepsy, visual or auditory impairment, etc. are included on the Medical History form and should also be reported to the Head Coach to ensure that he/she is fully aware.

GENERAL PROGRAM INFORMATION

KPHA offers programs designed for all levels ages 4-18. Please see the current KPHA Program Definitions for detailed information about each division for the current year. The current Program Definitions can be found at www.kpha907.net.

TEAM ROSTERS

All house team selections will take place in the fall after all Competition Team try-outs are completed. Teams shall have no less than 11 players and not more than 20 players on their roster at the commencement of the season. If a team drops to less than 11 players, the remaining players will be added to the other teams in the respective division if there is more than one team, or if there is only one other team in the division with enough players to allow the short team to draft players from and maintain the 11 player minimum on both teams. This supplemental re-disbursement of players will be done as follows:

1. The Coach of the team having the required number of players will be allowed to protect his share of equally ranked players from the draft.
2. In accordance with the ranking of players, if there is an odd number, the team with the proper limit of players will be allowed to keep the extra ranked player.
3. If there has been a request for players to play together on the same team and that request was honored at the beginning of the season, it cannot be reversed.
4. If there was a request for players to play together, but refused, this request should be revisited.

TEAM DRAFT PROCESS

At the beginning of each season, all registered players will be rated by the Coaches Selection Committee and assigned a rating of 4, 3, 2, or 1 to indicate skill level, with four being the highest rating. On-ice evaluations will be conducted prior to the selection of players to teams. Each team will have a designated Head Coach before teams are selected, all goal keepers, coach's children, and assistant coach's children in the same division shall be declared and identified.

The head coach's child is protected until it is his/her team's pick in the second round of his/her child's rating. If there isn't a second round, the head coach must pick his/her child with his/her first pick in the next division. If the head coach has more than one child in that division, his/her children are protected until his/her next pick.

The assistant coach's child is protected until the team's first pick in the category his/her child is ranked. If the assistant coach has more than one child, his/her children are protected until the team's next pick in the category his/her children are rated in.

All 4 (3.5 or above) players will be selected first, then 3 (3.0-3.49) players, then 2 (2.0-2.9) players,

and finally 1 (1.0-1.9) players. Coaches will draw position order then reverse last through first until the selection is complete. For several minutes following the completion of the selections, players may be exchanged to balance the teams, if necessary.

PICTURES

Team pictures will be taken after team rosters have been established and additional enrollment in the KPHA program becomes unlikely. The cost of team pictures is not included in registration and will be paid for by those individuals wanting to have their child's photo taken.

EQUIPMENT

Parents or guardians have the responsibility to insure that their child is equipped with and wears during all games and practices the following mandatory safety equipment:

- helmet with face mask as approved by USA Hockey, Inc. - HECC
- internal colored mouth guard, PeeWee divisions and above
- shin pads
- elbow pads
- shoulder/chest pads
- hockey gloves
- hockey pants
- athletic supporter with hard plastic cup - Atoms and above
- KPHA jersey and socks (provided by KPHA)
- hockey skates
- hockey stick

When selecting new equipment, please be aware that the KPHA competition colors are navy, gold, and white. The above equipment is made mandatory by USA Hockey, Inc. rules and our insurance coverage.

At the start of any game the referee may conduct an equipment check. Any player not wearing mandatory safety equipment required for that age group will not be allowed to play. If a player is checked and subsequently discards a required equipment item, he/she will be disqualified from play for the remainder of the game and the team will be assessed a minor penalty by the referee. If a piece of equipment breaks during the course of a game, it is to be repaired or replaced before the player may continue.

PARENT RESPONSIBILITY

Parents are responsible for seeing that their child wears proper safety equipment during all on-ice sessions including practice, scrimmage, or official game. Any child without proper equipment will not be permitted to skate. If you have any questions regarding what equipment is required in your child's age division, contact the Coach.

Parents are responsible for performing game duties such as running the time clock and keeping score at all games, controlling players in the penalty box, serving as Team Manager, and other duties considered necessary by the Coach. These volunteer duties are very important for a successful season. Please let your Coach know when you can be available and what duties you can perform or are willing to learn.

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

RESPONSIBILITY FOR LOANED GEAR

KPHA has sets of gear available for loan for Atoms through squirt aged players on a first come first serve basis. These sets do not include skates or sticks. These items will be the responsibility of the parents.

SCORE SHEETS

The home team is defined as the team listed first on the game schedule. The home team is responsible for securing a score sheet. Each coach and manager will be provided score sheets for their season. Players must be listed in numerical order. All coaches on the bench must fill in their name, CEP#, level, and date coaching card was issued.

Per ASHA rules:

Minor Officials

- A. For each game it shall be the responsibility of the home team to provide the timekeeper; the visiting team to provide the score keeper; and each team to provide their own penalty box personnel. (This applies to House Teams playing each other)
- B. It is each association's responsibility to ensure volunteers are sufficiently trained and able to perform the required duties.
- C. Each off-ice official must behave in a non-partisan manner and remain neutral.

Upon completion of the game, it is the responsibility of both team's coaches to check over the score sheet to be certain that all goals, assists, saves, and penalties have been awarded/assessed correctly. If an award is challenged, the referees must make any change to the official score sheet.

If the referees decide that the questioned award is in fact correct, the score sheet should be corrected and initialed by the referee. All game officials must sign the score sheet. The original is deposited in the KPHA metal box at the arena. Other copies are distributed as noted on the bottom of the score sheet.

KPHA PROGRAM STAFF

TEAM MANAGERS

The Team Manager is selected by the team's Head Coach. This person is responsible for maintaining all documentation necessary for credential review prior to participation in season activities, including tournaments (if applicable). Managers must meet USA Hockey requirements: Safe Sports certification and pass a background check.

COACHES

All KPHA coaches will be chosen by the Coaches Selection Committee and recommended to the KPHA Board for approval. Coaches may apply or be recommended by the Coaching Director to the Coaches Selection Committee. All coaches are to be certified and current according to USA Hockey, Inc. requirements for the division and Tier they are assigned to. Coaches are also required to have a current background check, which is conducted through ASHA. KPHA will reimburse coaches for all USA Hockey, Inc. certification classes after completion of test and card verification.

DIVISION REPRESENTATIVES

The Division Representatives are the liaisons between the Board of Directors and the Team Managers and are responsible for seeing that Team Managers are recruited as soon as teams are formed. The Division Representative should conduct meetings once a month to keep the Team Managers informed of general information that needs to be distributed to coaches, parents, and

players. They manage their divisions, including receiving protests, and delivering and recommending change of division requests to the Coaches Selection Committee.

COACHING DIRECTOR

The Coaching Director is appointed by the President and approved by the Board of Directors. This person is responsible for coordinating with the Alaska Ace Coordinator to organize local coaching clinics, distributing information to the coaches, and conducting the house team draft at the beginning of the season. The Coaching Director will work with the Coaching Selection Committee in the following areas: field problems from parents/coaches, solicit and recommend coaching applicants, recommend material for coaches, receive and recommend player change of division requests, and schedule player evaluations. The Coaching Director is the liaison for the Coaches Selection Committee and the KPHA Board, as well as USA Hockey, Inc. The decisions of the Coaching Director are appealed only to the Board of Directors.

COACHING SELECTION COMMITTEE

A 3-5 person coaching selection committee will be chosen by the Coaching Director and approved by the KPHA Board of Directors for the purpose of reviewing coaching applications, conducting interviews and making recommendations to the board regarding coaching selection for all KPHA teams.

The Coaches Selection Committee will ensure that all coaches recommended to the Board for appointment meet the following selection criteria of KPHA:

1. Fair interview process, may use two interviews
2. Consider years of coaching/playing experience
3. Consider what they have accomplished in the time they have coached, (i.e., state titles, tournament success, coach of the year nomination, etc.)
4. Check coaching qualifications and experience from application information
5. Consider pros and cons of parent evaluations
6. Verify that the applicant understands the commitment
7. Discuss each applicant's strengths and weaknesses before voting
8. Check with other coaches or prior references for additional information and recommendations

FUND RAISING

The KPHA needs money to operate. The three main sources of revenue are registration fees, fund raisers, and sponsorship fees. KPHA welcomes and appreciates monetary contributions in any amount. Contributions will be placed in the general fund for best use or may be designated for specific teams or players at the request of the donor.

REGISTRATION FEES

The registration fees are set annually by the Board of Directors in conjunction with the budget.

ANNUAL FUND-RAISING PROGRAM

The average cost of hockey is far more than our registration and ice fees. An annual fund-raising event will generate funds to offset the cost of hockey to the KPHA players and families. Each player is required to meet this obligation by raising at least the minimum amount of funds.

Because the KPHA recognizes that some families may not wish to participate in fund raising, each player also has the option of paying the minimum required amount for his/her age group. The KPHA believes that fund raising offers the player the opportunity to fulfill the obligation of meeting the cost of his/her hockey program without relying on the parent to pay, and as such is a character-building opportunity.

SPONSORSHIP FEES

Sponsorship fees are determined on the current season's financial health for KPHA operational needs. Local businesses donate funds at bronze (\$100), silver (\$500), gold (\$1,000) or platinum (\$2,500) / corporate levels. The KPHA encourages its members to patronize sponsoring businesses and agencies.

Sponsors are solicited by the Fund-Raising Committee. If you are aware of a potential sponsor, please contact any member of the Sponsorship Committee or the Board to convey this information rather than approaching the potential sponsor yourself.

SPECIAL FUND RAISING

Teams wishing to conduct individual fund-raising activities shall present their proposals to the KPHA Board and obtain approval prior to conducting the activity. The KPHA Board of Directors must sanction approval of any and all fund raisers conducted by or on behalf of any KPHA sponsored team. The use of alcoholic beverages as a part of fund-raising activities is also subject to the KPHA Board of Directors approval.

Teams participating in special fund raising must also provide a completion report to the KPHA Treasurer outlining the expenses and revenues of the function. All funds must be directed to the KPHA general account and the KPHA Treasurer will reimburse 90% of the funds raised. The other 10% is used to offset KPHA's operating costs.

Depending on the reason for fund raising, the KPHA Board may waive the 10% usage fee (i.e., raising funds for nationals, etc.)

CONTRIBUTIONS

KPHA welcomes and appreciates monetary contributions in any amount. Contributions will be placed in the general fund for best use or may be designated for specific teams or players at the request of the donor.

CONDUCT

(KPHA Abides by the USA Hockey Sports Handbook)

SPORTSMANSHIP

Fair play is to be stressed at all times for both participants and spectators. Spectators shall not interfere with the referee's assigned tasks of interpreting the rules and officiating the game. A referee shall have the authority to halt play and inform the coaches of the offensive behavior of any spectator. It shall then become the responsibility of the coach to correct the situation. If a referee suspends play, game shall not be replayed or restarted without approval from the KPHA Board in accordance with USA Hockey, Inc. rules.

RINK

No person shall be on the ice when the zamboni is cleaning the ice surface. There shall be no skating on the hockey rink between periods during KPHA league, tournament, or traveling games by anyone other than players of competing teams unless approved by rink management. There shall be no puck shooting on the rink between periods by players or referees except during authorized warm-ups unless approved by rink management. NOISEMAKERS objectionable mechanical and electrical noisemakers are not allowed at KPHA sponsored events per USA Hockey, Inc. Use of whistles by anyone other than the referee will not be allowed.

SUBSTANCE ABUSE

The illegal use and/or sale of drugs or alcoholic beverages are not allowed by anyone at any rink used by youth hockey or while engaged in any KPHA youth activity. Violation will result in suspension and possible criminal action.

ABUSIVE LANGUAGE AND BEHAVIOR

The use of profanity, obscene language, or gestures on the ice or anywhere in the rink will cause a ten-minute misconduct penalty to be imposed on the offending player for the first offense. A second penalty will result in ejection from the game and a three-game suspension. These USA Hockey, Inc. rules will be strictly enforced. If parents or spectators ignore warnings about abusive behavior towards players, coaches, or officials they run the risk of having their children removed from the KPHA program.

FIGHTING

During games - A player penalized by the referee for fighting during a game shall receive a game misconduct penalty. A second offense shall result in an indefinite suspension from the league with notification made to the player by the Coaching Director. The suspended player, his/her coach, and referee must appear before the KPHA Discipline Committee who will then determine when the player may return to league play. Non-compliance can result in suspension and/or financial obligations as a result of the Committee's rulings.

Before and after games - Players fighting on or around the ice before or after a game, shall be suspended for one game. A second offense shall result in an indefinite suspension from the league, with notification made to the player by the Coaching Director. The suspended player, his/her coach, and referee must appear before the KPHA Discipline Committee who will then determine when the player may return to league play. These USA Hockey, Inc. rules regarding fighting will be strictly adhered to.

VANDALISM AND THEFT

Vandalism and/or theft at any ice facility will not be tolerated, and will be dealt with in suspension, restitution, and possible criminal action.

PUCK AND STICK MISUSE

Pucks and sticks will only be used on the ice surfaces or on arena premises under the direct supervision of a coach. Persons caught doing otherwise may be required to forfeit their stick and puck to a rink or KPHA official. Mini-sticks are also subject to this rule.

LOCKER ROOMS

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to KPHA's goals. KPHA adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, KPHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. Regardless of the rink (both home and away), this locker room policy is in effect at all KPHA affiliated events.

Locker Room Monitoring

KPHA has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. All lock room monitors must be the same gender as the room they are

monitoring. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. Only participants (coaches and players), approved team personnel, and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

Parents in Locker Rooms

Except for players at the younger age groups [ATOMS, MINIMITES AND MITES], we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, KPHA will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress but believe that this is the most reasonable way to accommodate and respect all of our players.

Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. It may be permissible to have team manager collect phones. Locker Room Monitors must also adhere to this policy.

Prohibited Conduct and Reporting

KPHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in KPHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1- 800-888-4656

GENERAL & SPECIAL RULES FOR ALL DIVISIONS

USA HOCKEY/ASHA TEAM REGISTRATION AND TEAM ROSTER

All Tier I and Tier II registration/rosters must be submitted to the District Registrar prior to the first league game. Absolutely no changes can be made after December 15th.

SUNDAY PRACTICES / GAMES

KPHA has long held with the philosophy that the House League not be required to use Sunday ice. However, with the increase of ice user groups, the decline of available ice time allotted to KPHA, and the growth of our programs, Sunday ice must be used by both House and Competition teams. It is common to be on the ice as early as 6:00 a.m. An effort will be made by the Rink Advisor to spread the games and practices around so no one team has all the difficult hours.

OUTDOOR ICE GUIDELINES

Parents should use extreme caution when bringing children out in cold temperatures. These guidelines for temperatures are intended for the use of ice at the Kenai rink:

1. if the air temperature falls to 0° F or colder
2. if the wind-chill is -10° F or colder

These are guidelines only, and the head coach(es) will make the final determination as to whether ice will be cancelled. Managers will need to notify their team and the Rink Advisor as early as possible (minimum of 24 hours is desired).

TEAM ASSIGNMENTS / LATE SIGN-UP

Players signing up for hockey after the team selections have been made must undergo a skills evaluation after which they will be assigned to a team by the Coaching Director. If a player signs up after registration has been closed, he/she will be placed on a team on a space available basis.

TEAM TRANSFER

In an effort to impartially, and as equally as possible, balance teams in player strength, no transfer will be made between house teams within a division unless extreme hardship would result from a player's original team assignment. Transfers, when required, will only be made with the consent of the Coaching Director who will consult with the Board of Directors and coordinate with the coaches of the pertinent teams. Anyone who feels that they are in need of a transfer should contact the Coaching Director and submit a written request stating the reason(s) a transfer is requested.

CHANGING DIVISIONS

Change of Division

USA Hockey regulations prohibit players from playing in an age division lower than that established by the player's birth year. Further reference to change of division in this section shall mean playing in an age division higher than that established by the player's birth year. **In general, KPHA discourages change of division.** The three levels of participation in KPHA (Tier II-III-IV) within each age group are generally appropriate and challenging to that age division's skaters. However, KPHA recognizes that change of division in certain circumstances may be considered depending upon the best interest of needs of the organization. Therefore, if a change of division is to be considered, the following policies and procedures will be followed:

- No player in a non-checking age group (U12 and younger), per ASHA rules, may move up to a checking division (Example: U12 to U14, in any Tier). There are no exceptions to this rule and appeals are not permitted.

- No player will be allowed to request a move up from U8(mites) to U10(squirts) to keep in line with the ADM model.
- No player shall be forced to play in an older division against his or her wishes.
- In no case will a player requesting a division change displace an age appropriate player already on the roster or displace an age appropriate player trying out for the team who is sufficiently skilled to make the team.
- If the change of division is approved, a frank discussion should be held with the player and his parents by the Coach and Coaching Director regarding potential injury and playing time.
- Players applying for a change of division must pay, if applicable, non-refundable try out fees, and submit the fees along with the change of division application form available online, to the Coaching Director or Registrar in advance of the tryout dates. If tryout fees are applicable, separate tryout fees must be paid to each team to which the player is applying.
- Goalies are a separate category of "move up." Goalies may move to a higher division to facilitate formation of a team, with the approval of the Coaching Director.
- The above change of division policy does not apply to an advanced mini-mite player who is skilled enough to play at the mite house level, and such a change of division may be considered after consultation with the parents, coaches, and Coaching Director.
- There are circumstances in which the Coaching Director or the KPHA Board may, in consultation with the player, parents, and coaches of the involved teams, initiate a change of division not based upon skill level but in the interest of fielding a minimum number of players to form a team. In such a situation, the individual skill requirement may be waived (Examples: There are not enough players for a Bantam Tier IV team, so the association fields a U16 house team comprised of both age groups in order to provide these players an opportunity to play. In the case of Girls Teams, given the fewer number of female players, move ups are more liberal in order to form a viable team). Also, the Coaching Director has the discretion to determine if a hardship case exists with an individual player that merits a change of division.
- Per ASHA and USA Hockey, up to three girls may be moved up to facilitate formation of a team.
- A player who has been granted a change of division but who later desires to return to his or her age appropriate team must do so before rosters are set per ASHA guidelines, generally December 31 of each year. An effort will be made to place the player on the most appropriate team where space is available, in consultation with the team coach, parents, and Coaching Director.
- One written appeal may be made to the KPHA Board if the decision is not favorable. Only the decision-making process may be appealed. Neither the determination of skill level nor a decision of the coach of the prospective team to not select a move-up player may be appealed.
- All coaches affiliated with the move up and parents must agree to move up and sign the *Division Change* form.
- The KPHA Board of Directors will form a three-person committee, no bias, to observe the tryouts to determine if move up is satisfactory.

DUAL ROSTER PARTICIPATION

KPHA subscribes to USA Hockey, Inc. regulations regarding dual participation. Any eligible player may be dual rostered by emailing the KPHA Registrar and meeting the following criteria:

1. The player and parents must sign the registration form, accept all ice fees, team fees, and be responsible for all equipment for both teams.
2. The Coaches Selection Committee will make the recommendation to the KPHA Board after

- consulting with both coaches.
3. This recommendation is forwarded to the Board of Directors who will make the final decision on the Dual Participation request.
 4. If the Board contradicts the Coaches Selection Committee, the player is allowed one appeal with his/her parents and the Coaches Selection Committee. Following the appeal, the Board's decision is final.

ON-ICE COACHING

Coaches at the Mini-Mite and Mite Divisions are allowed and encouraged to be on the ice during the scrimmages and/or games to assist and instruct the players, provided an assistant coach remains in the player's bench area.

LINE CHANGES / HOUSE LEAGUE

In the House League, at all divisions, whether Tier III or Tier IV, equal playing time is encouraged, especially in regular season games. Coaches may limit playing time for disciplinary reasons. Coaches may elect to use a "shortened bench" at critical points in Tournament Play for the purpose of winning the game to gain another game of the playoff / championship round, for the benefit of the entire team.

GOAL TENDERS

Goal tenders in the House League may participate in practices with any other division appropriate KPHA team with the approval of both coaches and the parents of the child as long as the practice does not conflict with the goal tender's regularly assigned team's scheduled games or practices.

MAKE- UP GAMES

Changes to schedules are sometimes unavoidable. If a change is required, Coaches or Team Managers will be notified by the Rink Advisor of the date set for make-up games. Once season play begins, no changes to the schedule can be made through the ice scheduler or the rinks. Coaches/managers can trade ice with other teams however to accommodate specific needs.

TOURNAMENT ELIGIBILITY

To be eligible to participate in post season tournament play, a player must be in good standing with the KPHA, by meeting the following criteria:

1. is a registered member of the KPHA
2. meet all fund-raising criteria (if applicable)
3. meet all guidelines set forth by the ASHA

GENERAL

League officials, referees, and medical personnel are the only individuals authorized in the locker room during games and tournaments besides the coaches, team personnel, locker room monitors and players. Parents, other than locker room monitors, must receive the manager or coach's permission to enter the locker rooms.

Only the score keeper, timekeeper, and announcer are allowed in the score box. USA Hockey, Inc. rules outline how many certified team officials are allowed in the player's bench area during a game.

Coaches are responsible to see that their players enter the ice and vacate the ice properly. Teams should be kept in their locker room areas prior to the previous team's exit from the ice. The home team will then be the first to enter the ice and the last to leave the ice.

A majority of the KPHA Executive Board is authorized to make temporary waivers to these rules for special cases where time does not allow for the matter to be reviewed by the full board. The KPHA

Board will then review for ratification any permanent changes recommended as a result of experiences with special circumstances.

COMPETITION TEAMS

Competition Teams are developed at the Squirt through Midget division levels. At the present time KPHA is represented by Tier II teams. The ASHA holds State Tournament competition for Mite (open) and above age divisions. USA Hockey, Inc. holds Regional and National Competitions for State Tier I and Tier II winners at the Bantam and above levels.

COMPETITION TEAM PHILOSOPHY AND GUIDELINES

The Comp program involves a greater investment of time, effort, and expense than does the House League program. If a player is offered the opportunity and elects to participate in the comp program, it is essential that the player and parent be aware of the greater time commitment and financial requirements.

There are two comp team levels: Tier I and Tier II. Tier I is designated as the highest level of competition.

The Comp Teams are required to represent KPHA at any state, regional, or national USA Hockey tournaments for which they qualify. National tournaments are for Pee Wee age divisions and up. KPHA will pay the entry fees for any required USA tournaments, but otherwise, all travel and tournament expenses are the responsibility of the team. However, the KPHA Board has the authority to approve limited financial assistance to teams for required travel. Most teams will participate in elective out-of-town and out-of-state tournaments, and occasionally international travel to games and tournaments.

TEAM SIZE AND COMPOSITION

Each team is made up of a maximum of 20 players including up to three goaltenders per USA Hockey and Alaska State Hockey Association rules and regulations. A coach may elect to have a team with fewer members.

PLAYING TIME

Coaches have discretion over playing time. Players should expect unequal playing time on a competition team, except that equal playing time in the Squirt and Pee Wee divisions, which are prime developmental years, is encouraged. If you have concerns or reservations about playing time, consult with the coach about his/her policies before accepting a position on the team.

PARENTS/GUARDIANS

Parents/guardians are an important part of the KPHA Competition program. Participation requires a serious financial commitment and a significant commitment of time and energy; please read the team finance and player fee sections below. KPHA recognizes the role of parents and encourages their active involvement in the KPHA program. Parents can help the program through the soliciting of sponsorships, actively participating in fundraising events, and by supporting their players emotionally and financially. Parents/guardians should keep the following points in mind when their child is a player on a KPHA team: Players are expected to be on time for and participate in all team events unless excused by the coach. The behavior of team parents/guardians should not in any way embarrass the KPHA or the State of Alaska. Parents/guardians should be aware that USA Hockey Officiating Rules allow a referee to penalize a team for the unruly behavior or inappropriate language from the stands. Parents/guardians should let the coach do his or her job during games and practices. If you have a concern about the team or your player, please speak to the coach or team manager after the game or practice. Parents/guardians not traveling with the team are responsible

for arrangements with a parent who is traveling with the team to accept full responsibility for their player including money for daily expenses, medical care, and transportation.

If you and your child elect to participate in the program, then you are accepting all the responsibilities associated with the program.

TEAM TRYOUTS/SELECTIONS

Player selection for Tier II teams is the responsibility of the selected coaches. Players must wear full gear for the tryouts. If applicable, a nonrefundable tryout fee may be collected before the player may go on the ice. The fee will be assessed for each division for which the players tryout. Each player must be registered with USA hockey prior to participating in tryouts. Absolutely no player may be added to a competition team roster after December 31st in accordance with USA Hockey, Inc. regulations.

PLAYER HOCKEY GEAR AND JERSEY

Each player is responsible for providing their own hockey gear including but not limited to HEC approved skates, socks, shin pads, black hockey pants, cup, shoulder pads, elbow pads, black helmet (exception of goalie), mouth guard.

Jerseys are the property of KPHA. No patches are to be placed on any game jerseys other than a name and sponsor placard.

PLAYER FEES AND EXPENSES

All players will pay the KPHA registration fee (see current fee schedule) which pays for USA Hockey insurance, coach's clinics, coaches & manager registrations and the KPHA administration. All players are responsible for participating fully in the KPHA fundraising as defined by the KPHA board each season. All players will pay a monthly program fee (see current program definitions and fee schedule). The KPHA board and team coaches will enforce the no-pay/no play policy. Unresolved bills from past year will disqualify a player from playing on a KPHA team. The Alaska State Hockey Association has a reciprocal policy that precludes transfer from one association to another for players whose accounts are in arrears.

The Comp Teams are required to represent KPHA at any state, regional, or national USA Hockey tournaments for which they qualify. National tournaments are for Pee Wee age divisions and up. KPHA will pay the entry fees for any required USA tournaments, but otherwise, all travel and tournament expenses are the responsibility of the team. However, the KPHA Board has the authority to approve limited financial assistance to teams for required travel. Most teams will participate in elective out-of-town and out-of-state tournaments, and occasionally international travel to games and tournaments.

DISCIPLINE

A head coach may suspend a player for up to two weeks and hold that player's team position in response to disciplinary or motivational problems. However, no player twice suspended shall be allowed to return to a team position without a review before the board of directors. A coach can be written up by the Coaching Director or the President for any disciplinary matter. However, no coach written up twice shall be allowed to return to his or her duties until a meeting with the board of directors.

KPHA Members who have issues for which they desire some explanation or resolutions are encouraged to work through the proper channels. Many situations may be with a particular coach, team or the association. Team managers should be able to assist with most of your

problems. KPHA asks that you try to resolve your issue or concern off the ice and not in proximity of other parents, players, etc. It is always best to resolve problems at the lowest level possible.

This procedure should only be used in the most serious situations. If your concern is with a team-related situation, the first attempt is to resolve the issue informally with the team manager. If your concern is a coach related situation, the first attempt is to speak with the head coach. It is strongly recommended you allow a minimum of 24 hours to reflect on a situation prior to expressing your concern(s).

If this informal discussion does not resolve the matter, there is the option to follow the grievance process as outlined below. If the problem is not resolved by contacting your team manager or coach, please contact the SafeSport Representative or the Disciplinary Chairperson (President) and a written concern form. If there is a player or a coach safety concern that will be directed to the SafeSport representative. If there is a player involved with a disciplinary action, it will involve the disciplinary chairperson and an unresolved problem with a coach, then the coaching director will be contacted.

If still unsatisfied by the third level of the process, recommendation will be to take board action. Depending on the process, it may take up to two meetings for a response.

Board members may speak for the entire Board, only when authorized to do so; otherwise, they are only stating their opinion. A list of Board Members is located on the KPHA website.

The appropriate points of contact are as outlined:

First	Team Manager
Second	Head Coach
Third	SafeSport Representative, Disciplinary Chairperson (President), or Coaching Director, accompanied by a written statement outlining the concern(s) and mention of the steps that have already been taken.
Fourth	KPHA Board/Concern/Appeal Committee
Final	Only if all four steps above have been completed, Alaska State Hockey Association (ASHA).

The format for written concern:

- A member with a formal complaint or appeal must submit in writing within five (5) days of the questionable event. Complaints or concerns should submit to either the SafeSport Representative, Disciplinary Chairperson or Coaching Director.
- The KPHA Board/Concern/Appeal Committee shall make a decision based on the findings within 5 days of the meeting.
- Any further appeals would follow State and/or USA Hockey guidelines.

KENAI PENINSULA HOCKEY ASSOCIATION, INC. BY-LAWS

(As amended February 2020)

ARTICLE I. CORPORATION NAME AND OBJECTIVES

Section 1. Corporation Name

- A. The name of the corporation shall be the Kenai Peninsula Hockey Association, Inc.
- B. KPHA, Kenai Peninsula Hockey Association, KPHA Ice Hawks, Kenai Peninsula Hockey Association Ice Hawks, and all its logos are a registered Trademark with the US Patent and Trademark Authority. All KPHA logos may not be used without permission of the Board of Directors.

Section 2. Objectives

The objectives of the corporation shall be:

- A. To promote the sport of ice hockey on the Kenai Peninsula, Alaska.
- B. To engage in and promote the general development of sports, sporting events, sports facilities, training, coaching, managing, and administration of sports and sporting events, and to these ends to buy, sell, engage and otherwise deal in land, property, both real and personal.
- C. To seek funds, contributions, grants, and to take gifts, bequests, and to do any other lawful act; and to conduct its affairs in accordance with the purposes and principles set forth in the Articles of Incorporation of the Kenai Peninsula Hockey Association, Inc.

ARTICLE II. MEMBERSHIP

Section 1. Eligibility

- A. Membership shall be open to all persons nineteen (19) years of age and older upon approval by a majority vote of the Board of Directors. Members may participate in all the programs and projects of the corporation and will be allowed to vote on the management of corporation affairs and to vote and hold office.
- B. The families of duly registered players are automatically considered members of the KPHA, but each family will be limited to one vote regardless of the number of players registered by said family. An adult family member (age 19 and older) must exercise voting rights. The registration of players and the payment of registration fees shall fulfill the requirements for qualified membership.
- C. Membership with full rights to vote and hold office shall be open to all other interested adults (age 19 and older), subject to the approval of the Board of Directors, upon the submittal of application and payment of annual dues in September, or have been a past season volunteer such as a coach or manager.

Section 2. Dues

Membership dues shall be in such amount as may be set by the Board of Directors. Anniversary date for the payment of membership dues is September.

Section 3. Termination of Membership

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

- B. By lapsing: The Board of Directors may terminate any individual's membership for the reason of the individual's failure to pay his dues within ninety days after same have become due.
- C. By Expulsion: A member may be terminated by expulsion as provided in Article VII of these by-laws.

ARTICLE III. MEETINGS

Section 1. Corporation Meeting

Meetings of the corporation shall be held on the Kenai Peninsula, Alaska, at such times and places as may be designated by the President. General Membership meetings shall be held annually in of April. Ten percent of the active regular membership, but in no case fewer than five members, shall constitute a quorum for the transaction of business.

Section 2. Board of Directors Meeting

Meetings of the Board of Directors shall be held at the call of the President, and the Board must hold one meeting in the month of April each year, at such time and place as may be designated by the President. Five members of the Board shall constitute a quorum for the transaction of business.

ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS

Section 1. Officers

- A. The corporation officers, consisting of the President, 1st Vice President, 2nd Vice President, Secretary, Registrar, and Treasurer, shall serve in their respective capacities with regards to both the corporation and its meetings and the Board of Directors and its meetings, and shall be members of, and elected by, the Board of Directors.
- B. The President shall preside at all meetings of the corporation and of the Board and shall have the duties and powers normally appurtenant to the office of the President, in addition to those particularly specified by these by-laws.
- C. The 1st Vice President shall have the powers and exercise the duties of the President in case of the President's absence or incapacity.
- D. The 2nd Vice President shall have the powers and exercise the duties of the President in case of the President's and 1st Vice President's absence or incapacity.
- E. The Secretary shall keep a record of all meetings of the corporation and of the Board of Directors and shall have all the duties and powers normally appurtenant to the office of Secretary.
- F. The Registrar shall administer the annual player and team registrations, maintain player records including, but not limited to: birth certificates, registration forms, team rosters, and ensure that all registrations comply with regulations of USA Hockey, Inc. and the Alaska State Hockey Association (ASHA). The registrar shall administer insurance providing for adequate player coverage and be available to assist members with insurance procedures, questions, and forms. The Registrar shall ensure that statistics are compiled and retained. The Registrar shall be a member of the Tournament Committee and an ex-officio member of the House Program and Competition Program Committees.

- G. The Treasurer (in addition to KPHA hired Bookkeeper) shall keep all finance records of the corporation and the Board of Directors, and shall have all the duties and powers normally appurtenant to the office of Treasurer, and shall keep all such records as would normally be associated with standard business practice.

Section 2. Board of Directors

- A. Sixteen (16) members shall comprise the Board of Directors; twelve (12) elected by the general membership and up to four (4) appointed at the discretion of the Board. The 12 elected Directors shall serve a two-year term with terms staggered to accommodate the election of six each year. Appointed Directors shall serve one-year terms. All Board Members must be members of the Association.
- B. Non-officer members of the Board of Directors shall be assigned titles and duties by resolution enacted at the first regular Board meeting after the election of officers.

Section 3. Executive Committee

There shall be an Executive Committee of six members consisting of the President, 1st Vice President, 2nd Vice President, Secretary, Registrar, and Treasurer. The function of the committee shall be to take such actions, make such recommendations, and formulate such policies as may be delegated to it by the Board of Directors. The President shall serve as chairman of the Executive Committee. The Board of Directors must ratify actions taken by the Executive Committee on behalf of the Association. Three members shall constitute a quorum for the transaction of business.

Section 4. Attendance

If a board member is unable to attend a meeting, they need to provide a curtesy notice to the President, 1st or 2nd Vice President, or Secretary to advice of absence. Board Members absent for more than 25% of the yearly meetings (April-March) will be considered for removal from the Board by a majority vote of Board Members.

Section 5. Vacancies

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

ARTICLE V. CORPORATION YEAR, ANNUAL MEETING, ELECTIONS

Section 1. Corporation Year

The corporation year shall run from July 1st to June 30th.

Section 2. Annual Meeting

The annual meeting shall be held in the month of April each year, at the call of the President, at which meeting newly elected members of the Board of Directors shall be seated. Said Directors shall be members of the Association as provided in Article IV, Section 2, and Article V, Section 4, of these by-laws. Those seated shall take office immediately at the close of the meeting, and each outgoing Director shall turn over to his/her successor in office all properties and records relating to the directorship.

Section 3. Elections

- A. Nominations of candidates to the Board of Directors shall be taken from January 1 through January 31 of each election year.
- B. Election of Directors shall occur by secret ballot. Ballots shall be distributed to the general membership by mail. Each ballot shall be numbered to ensure that no duplication of ballots occurs. Ballots shall be counted and announced by the first Board Meeting in April.
- C. The Board of Directors shall elect officers of the Board. The nominated candidate for each office receiving the greatest number of votes shall be declared elected.

Section 4. Nominations

No person who is not a member of the corporation in good standing shall be nominated for any office or for any Board position. Members who resign from their board position must wait a one election year before being considered for a board position. Officers of the Board shall be nominated by a committee to be appointed by the President at the first regular meeting following the seating of new Board Members in April, and shall be elected pursuant to Section 3, paragraph c. Nominations may be made at any meeting by any member of the corporation prior to the election of new officers.

ARTICLE VI. COMMITTEES

Section 1. Committee Appointment

- A. The President shall appoint such committees, as he/she deems necessary to carry out the functions of the corporation. The President shall be an ex-officio member of all committees and may serve as he/she chooses.
- B. There shall be standing committees of the Board. All committees shall be appointed by the President, subject to approval of the Board of Directors, to serve under the chairperson of a member of the Board of Directors. Standing committees may appoint sub-committees for specific purposes. The committee chair shall appoint members of sub-committees.

ARTICLE VII. DISCIPLINE

Section 1. Expulsion

A member may be expelled from the Association only after charges are brought before the Board of Directors at a regular meeting or at a special meeting called by the President for said purpose. Charges must be made in writing and a copy given to each member of the Board of Directors and to the defendant. Eleven members of the Board must be present at any meeting called to hear such charges, and a two-thirds vote of those present at the meeting shall be required for expulsion. In the event that there are 11 or fewer active Board Members present, full seating of the Board shall be required to hear charges.

ARTICLE VIII. TRANSACTION OF BUSINESS

Section 1. Transaction of Business

Before this corporation transacts any business or acquires any property, the membership of the corporation must meet and adopt these by-laws. A majority vote of all members in good

standing shall be necessary for the adoption of such by-laws.

Section 2. Finances

Two signatures are required on all Association checks greater than \$500 with the President, 1st and 2nd Vice Presidents, Registrar, Treasurer and appointed KPHA employee authorized to sign. At the close of each year, the Treasurer shall prepare a financial report for review by the Board of Directors.

ARTICLE IX. CORPORATE SEAL

Section 1. Corporate Seal

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

ARTICLE X. AMENDMENTS

Section 1. Amendments

These by-laws may be amended by a majority vote of the Board of Directors.

ARTICLE XI. DISSOLUTION

Section 1. Dissolution

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

These by-laws were originally adopted on April 4, 1975; amended April 2, 1976; February 18, 1977; May 31, 1978; March 7, 1979; May 8, 1979; April 23, 1980; October 10, 1988; March 7, 1990; September 16, 2003; August 2009; June 2016; February 2020