2026

ARIZONA AMATEUR HOCKEY ASSOCIATION

POLICY & PROCEDURE MANUAL

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Arizona Amateur Hockey Association

Policy and Procedure Manual

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1.0 Jurisdiction

1.1 The rules and regulations set forth herein apply to all:

1.1.1 Players and teams registered with USA Hockey through the Arizona Amateur Hockey Organization Inc. (AAHA)

1.1.2 Players, Coaches, team officials, on-ice and off-ice officials, volunteers, and/or anyone associated with USA Hockey Registered teams.

2.0 Governance

2.1 Subject to its affiliation agreement with USA Hockey, AAHA shall have the authority to govern amateur hockey with respect to any matter specified by USA Hockey as requiring a decision or action by an Affiliate, or as to matters concerning more than one Ice Hockey Facility Member, Member Organization, and/or Officiating Member Organization. Subject to the terms of: (i) the Member Organization Agreement with AAHA; (ii) the Bylaws, rules, and regulations of USA Hockey; (iii) the Bylaws, rules, and regulations of AAHA; and (iv) the Bylaws, rules, and regulations of the Member Organization, Member Organizations in good standing with AAHA shall have the authority to govern amateur hockey with respect to any matter concerning any:

2.1.1 Players and teams registered with USA Hockey through such Member Organizations.

2.1.2 Players, coaches, team officials, on-ice and off-ice officials, volunteers and/or anyone associated with any such team, or

2.1.3 Nothing in the foregoing shall be interpreted as superseding the appellate role of AAHA under Bylaw 10 of USA Hockey and any similar rules of AAHA.

3.0 Policy Maintenance

3.1 AAHA policies must adhere to the following guidelines.

3.1.1 Simplified English will be used.

3.1.2 Each policy should address only one issue.

3.1.3 Personal opinions or editorializing do not belong in policies. Policies should be interpreted with the intent to achieve the core values of USA Hockey.

3.1.4 On an annual basis, AAHA will form a committee to review the existing policies. Any and all Policy and Bylaw revisions must be presented in writing to the Policy Committee prior to **December 1st** of every calendar year to fall within the Policy-Bylaw Change Process. As part of this established process, the Committee will then review all proposed revisions and present them to the Executive Committee and Board for review no later than the **February** Board meeting. Proposed revisions would then be eligible for Board vote at the **March** Board meeting. Policy and/or Bylaw revisions approved at the **March** Board meeting would become effective immediately following the last game of the USA Hockey National Championships. Any revisions proposed after the **December 1st** deadline, but prior to the **February** Board Meeting, will need approval from 2/3 of the voting Board members to be considered outside of this established Policy-Bylaw Change Process. All proposed changes must include the original policy as well as the suggested changes. Changes will be reviewed at a regular scheduled meeting of the AAHA Board and voted on at the next scheduled AAHA Board meeting. Policy changes or additions will only be introduced at the **February** Board Meeting and voted on at the **March** Board Meeting. No policy changes or additions will be permitted at any other time during the year.

3.1.5 Any Director in good standing may request the creation of an AAHA policy or modification to an existing AAHA policy. Any Director of AAHA Board will submit their request in writing (to the Chair of the Policy Committee) for initial review by the Policy and Executive Committees as outlined in 3.1.4 above.

4.0 Safety

4.1 Background Screening

It is **MANDATORY** that the AAHA Board of Directors and all AAHA Member Organizations have all "Member Organization's Persons" complete a background screening application. The background screening application shall be administered by a Background Screening Company retained by USA Hockey. The Background Screening application will be filled out and paid for by the applicant as part of their USA Hockey registration process. Each passing/cleared background screen shall be valid for a period of two (2) years.

4.1.1 For the purposes of this policy, "Member Organization's Persons" shall include all members of the Board of Directors, all Coaches, all Managers, all locker room monitors, all on-ice and off-ice officials, all Member Organization employees (whether full or part-time), any individuals subject to screening under Federal Law, and such other

persons as the AAHA Board of Directors and/or USAH may designate as necessary or appropriate.

1. Any parent or other volunteer, not defined as a "Member Organization's Person", who may have access to locker rooms or who may assist with any other team function will be required to register with USA Hockey and complete a Background Screening.

2. In every instance, only those people that have registered with USAH shall be eligible for Background Screening. Individuals not registered as either a coach or on-ice official shall register as a 'Volunteer' prior to being eligible for Background Screening.

4.1.2 A Member Organization may have a more restrictive screening policy than the AAHA/USA Hockey Screening policy.

4.1.3 Any Member Organization that becomes aware of any potential change to the cleared status of a "Member Organization's Person" shall have the obligation and responsibility to advise the AAHA.

All persons requiring background screening as outlined in 4.1.1 of this policy must provide proof of completion of the USA Hockey SafeSport program as required by USA Hockey. All such persons found to NOT be in compliance with AAHA and USAH policy will be suspended from all USAH sanctioned events until rectified. Anyone found violating the suspension will result in the Member Organization being fined
$500 per incident. After the first incident, the Member Organization will be placed on Not-In-Good-Standing status with the AAHA Board of Directors.

4.2 Sports Concussion Management

A sports concussion management program must be incorporated within each Member Organization and must follow the USA Hockey's program which is available at usahockey.com/safetyconcussion. In addition to the minimum concussion protocol to be followed by all USA Hockey programs and AAHA Member Organizations, the following protocol will also be followed:

4.2.1 All players, parents and coaches are required to sign the concussion protocol acknowledgement forms provided by AAHA at the start of every season. These forms will be included in the Manager's book

for the entire season. Immediately upon request of the AAHA Board or their designee, any manager will be required to show proof of all signed acknowledgement forms.

4.2.2 All injured players will be required to have a QUALIFIED medical professional complete the AAHA-provided Concussion Evaluation and Return to Play Protocol form. The parent must electronically transmit a copy of the completed form to admin@azamateurhockey.org prior to returning to play.

4.3 Helmet Rule – Coaches/Instructors

4.3.1 All ice hockey coaches and instructors of registered USA Hockey Youth 18 & Under and below, high school, girl's/women's 19 & under and below, and disabled programs are required to properly wear a H.E.C.C approved ice hockey helmet during all on-ice sessions, including practices, controlled scrimmages, and all Coaching Education Program clinics and/or workshops.

4.3.2 Failure to comply with the Helmet Rule will result in the following;

1. First offense – 30-day suspension from all activities involving USA Hockey registered programs.

2. Second offense in same playing season – The coach will appear before the AAHA Disciplinary Committee and is subject to additional discipline that may include a suspension of up to one calendar year.

4.3.3 It is noted that current NHL players will "crash" youth hockey practices during the playing season. The NHL players participate in the practice with the youth players assisting the coaches and demonstrating various skills and drills. It is recognized that NHL players are not registered USA Hockey Coaches and technically are not required to wear helmets as per the USA Hockey and AAHA rules. However, USA Hockey and the AAHA families strongly encourage the NHL players who may "crash" the practices to follow the accepted rule of wearing a helmet.

4.4 Reporting a Safesport Violation

4.4.1 File a Safesport report with USA Hockey and notify the Safesport Coordinator for Arizona Amateur Hockey Association (AAHA) via email.

4.4.2 If the report contains physical or sexual contact AAHA may issue a summary suspension immediately.

4.4.3 USA Hockey will determine if it is a mandatory report to the US

Center for Safesport. If not, USA Hockey sends the case back to AAHA to resolve pursuant to its policies and procedures. If it is, then the report will be given to the US Center for Safesport.

4.4.4 If it is sent to the Center for Safesport, they determine whether it will accept jurisdiction. If they accept jurisdiction, then USA Hockey, AAHA and the reporting Organization are hands off of any type of investigation to the case. If the case is sent back to AAHA from the Center, then AAHA resolves the case pursuant to its policies and procedures.

4.4.5 When a violation of "USA Hockey policy, SafeSport policy, or any specific Member Organization policy" occurs within a locker room "where an authorized locker room monitor is not present", the following progressive disciplinary actions will be enforced against the Member Organization:

1. First Offense: A financial penalty of $500 will be assessed.

2. Second Offense: A financial penalty of $1,000 will be assessed.

3. Third Offense and Subsequent Infractions: A minimum financial penalty of $1,500 will be imposed. In addition to this fine, the Member Organization will be mandated to appear before the AAHA Disciplinary Committee for a comprehensive hearing. This hearing will thoroughly review the circumstances of the repeated violations, evaluate the organization's adherence to supervision protocols, and determine any further sanctions. These additional sanctions may include, but are not limited to, increased financial penalties, probationary periods, suspension of privileges, or other corrective actions deemed necessary to ensure the consistent maintenance of a safe and compliant environment.

4. From the date of the First Offense the Member Organization is found to be in violation of this policy, there will be a rolling two-year probationary period. Only violations occurring within the same consecutive two-year probationary period are cumulative. Offenses older than two years are disregarded.

5.0 Discipline

5.1 Disciplinary Committee – The AAHA Board of Directors shall annually appoint one (1) AAHA Disciplinary Committee (DC). They will operate in Phoenix, Arizona to be chaired by the AAHA appointed Chair. The Committee, through

its Chair, is solely responsible to the Board of Directors of AAHA in performing its functions. The DC will be comprised of no less than members of 3 Member Organizations. It is advisable to have additional committee members without Member Organization affiliations. The DC will conduct any hearing in compliance with USA Hockey Bylaw 10 related to Summary Suspensions, Playing Rules Suspensions and Safe Sport violations.

5.1.1 DC decisions may be made by as few as three (3) of the members if there are abstentions, absences, or conflicts of interest. DC actions and decisions are based on a simple majority vote. In situations in which a tie vote is possible, a vote by the Chair will be reserved and occur only as a tiebreaker. The Chair may note conflict of interest or appearance of conflict of interest and excuse him/herself or request another member of the DC 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 for the time being, will appoint members. The Vice-Chair will serve as Chair should the appointed Chair be absent, or in a conflict situation. The DC will notify the Member Organization to which the player(s) belong in writing via email of the action taken by the DC within six (6) business days after the meeting.

5.1.2 The general business of the DC may be conducted in an open session; in person or through telephonic or digital technology such as Zoom. General business conduct by telephonic communications is to be available to the public upon request. Any hearing involving a suspension or other form of discipline of a confidential or quasi-confidential or personal nature shall be conducted in a closed session with those present being members of the DC and:

1. The person against whom an action is being considered (including a parent or designated guardian who must be present with a minor and/or coach for players); and/or

2. Designated representative(s) of the team or Member Organization against whom an action is directed: and/or

3. The aggrieved people, including parents or designated guardians who must be present with a minor and/or coach for players, team or Member Organization involved: and/or

4. Individuals providing testimony in such proceeding shall appear in the proceeding alone and be excused after providing testimony. Any discovery or allegation by an individual shall be presented in writing to the DC. Accusations in writing should be provided as promptly as possible following the incident with sources of the accusation

identified in documentation. DC may preserve anonymity provided the Chair is aware of the identity and has access to the source of the information. The Chair may accept documentation at a later date based on hearing schedule and discovery.

5.1.3 The deliberations of the DC related to a disciplinary hearing are confidential and will not be recorded.

5.1.4 A player or team official incurring a match penalty shall be suspended from participating in any USA Hockey games and practices until the case/hearing has been conducted and any additional suspension has been determined by the AAHA Disciplinary Committee. A hearing shall be offered (including any further disciplinary action) within 30 days of the incident ("30-day period") together with a decision in accordance with USA Hockey Bylaw 10.D(3)(b). If extenuating circumstances prevent conducting of the hearing within the 30-day period, the player or team official shall be automatically reinstated after the 30-day period. The failure to offer the hearing shall not prohibit the AAHA Disciplinary Committee from conducting the hearing after the 30-day period and imposing further disciplinary action.

5.1.5 DC actions can be initiated by:

5. Notice to the Chair of an infraction of USAH or AAHA rules that require match penalty, by a referee or an appropriate designated tournament official, in writing, or verbally followed by an annotated score sheet or other appropriate written notice.

6. A request from the AAHA President.

5.1.6 The DC 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.

5.1.7 Scheduled meetings of the DC: It is anticipated that the DC will not need to have a regularly posted schedule for hearings on match penalties. Even though the rules of USA Hockey provide a thirty (30) day window for scheduling hearings, the DC will make every attempt to schedule the hearing in a timely manner. In most cases when a match penalty occurs, a hearing will be scheduled within fourteen (14) days of when the match penalty is reported to the Disciplinary Chair. The AAHA President, Board of Directors, or Chair may call an ad hoc meeting for specific issues at any other time during the full calendar year.

Appeal Procedures – Any party that is suspended or otherwise disciplined may, after a hearing or failure to have a hearing in accordance with USA Hockey Bylaw 10, appeal that decision to the AAHA Board of Directors. The appealing party must submit a Statement of Appeal within fourteen (14) days of receipt of the decision of the DC to the AAHA President. The Statement of Appeal must be accompanied by all written documentation from the original proceeding. A check or money order in the amount of $250 shall accompany the appeal. Any check or money order is to be made out to the AAHA. The AAHA Executive Committee will determine whether the appeal will be presented to the Appeal Committee (made up of three disinterested Directors on the AAHA Board) or the full Board and will be responsible for all appeal proceedings and actions. The Appeal Committee shall follow USA Hockey Bylaw 10.E when processing the appeal and render its decision within a reasonable period thereafter in accordance with USA Hockey Bylaw 10.E(2)(d).

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

5.1.9 The Appeal Committee may affirm, reverse, or modify (including increase or decrease the term of a suspension) any decision in its sole discretion and as it deems proper under the circumstances.

5.1.10 A person or team that wins their appeal will be refunded the $250 appeal fee. A win is considered when the appeal reduces the suspension in any amount of games or time.

5.2. Penalty Enforcement

5.2.1 The Member Organizations, teams, coaches and other team officials are responsible for ensuring that all game misconducts incurred are served at the next game in accordance with USA Hockey and if applicable, league or tournament rules. This includes any games that are played outside the AAHA boundaries.

5.2.2 Match Penalties – Match penalties shall be reported by the referee in a written report to the Local Area Officiating Supervisor who shall report to the Referee-In-Chief, AAHA President, and to the AAHA Disciplinary Committee (DC). Any player or team official receiving such a penalty shall be suspended from any further USA Hockey sanctioned games or practices until the AAHA DC determines the appropriate penalty disposition for the infraction.

5.2.3 All match penalties must be referred to the AAHA DC for referral and

advice. In no circumstances will the penalized player/coach be allowed on the ice, on the bench, in the locker room, or to practice with the team during the suspension period. Therefore, any suspension will be "total" during the suspension period. All Member Organizations should advise their coaching staffs of USA Hockey playing rule 405C, the circumvention of which will be dealt with severely by the AAHA DC.

5.2.4 Any suspension imposed by the local organization, team or league shall be served separate and apart from any suspension assessed by the AAHA Disciplinary Committee.

5.2.5 At the **June** 2021 USA Hockey Annual Congress, the USA Hockey Standardized Discipline Policy covering match penalties was adopted. The policy is listed below and can also be found in the preface of the Official Rules of Ice Hockey, 2021-2025 edition. AAHA will follow this policy with one exception. The third paragraph of the policy states that an individual will review the report and make a determination of the severity of the penalty. The change is that the Chair of the DC along with two other members of the DC will make the initial determination of the penalty.

USA Hockey Standardized Discipline Policy – Match Penalties

USA Hockey has established suspension range recommendations for match penalties. These suspension ranges shall serve as a means to create consistency in the application of suspensions involving players or team officials assessed match penalties. The following procedure shall be followed by the proper authorities as determined by the Affiliate in each instance when a match penalty is assessed.

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

When a match penalty has been assessed, the official(s) will submit the required incident report to the proper authorities as determined by the Affiliate. The proper authorities as determined by the Affiliate will designate an individual who shall review the report and make a preliminary determination of one of the following:

1.) The incident report is accurate and the proper application of the rule(s) has been implemented. The action warrants the suspension as outlined in the policy. The offending party is then notified of this finding and offered the opportunity to accept the suspension or reject the decision and request a hearing. If a hearing is requested, the hearing shall be offered in accordance Playing Rule 405(c) and with Bylaw 10.D (Suspension Hearings/Domestic Competition Playing Rules).

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

maintain the suspension or increase the suspension imposed.

2.) The incident report was determined to be inaccurate (misapplication of the rule(s) or wrong player identified), in which case the matter shall be turned over to the proper authorities as determined by the Affiliate for further review.

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

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

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

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

Rule 305(b) Dangerous Equipment

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

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

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

Rule 603(c) Boarding

Rule 606(b) Butt-Ending

Rule 607(e) Charging

Rule 608(c) Checking from Behind

Rule 619(b) Head Butting

Rule 620(c) Head Contact

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

Rule 635(b) Spearing

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

Rule 601(e.3) Abuse of Officials and Other Misconduct – Hateful/Discriminatory Language Rule 604(e) Body Checking- Competitive Contact Category

Rule 609(c) Cross-Checking

Rule 611(c) Elbowing

Rule 615(c) Fighting (Helmet Removal)

Rule 621(c) High Sticks

Rule 622(c) Holding an Opponent

Rule 623(c) Hooking

Rule 627(b) Kicking Opponent or Puck
Rule 628(c) Kneeing
Rule 633(a or b) Refusing to Start Play
Rule 634(c) Slashing
Rule 639(c) Tripping/Clipping/Leg Checking/Slew Footing
Rule 640(e) Unnecessary Roughness (Roughing)

5.3 Administrative Action Challenges and Appeals

5.3.1 A member of the AAHA may challenge an Administrative Action of the AAHA as provided herein. An "Administrative Action" is defined as any action or decision by the AAHA that affects any parties' eligibility to participate in domestic competition and/or their membership in any AAHA organization within the jurisdiction of the AAHA Bylaws or Policies and Procedures.

5.3.2 A member of the AAHA may contest an Administrative Action by submitting a written statement within fourteen (14) days of notification of the action or decision to the AAHA President. The written submission should address how the Administrative Action was made in an arbitrary or capricious manner or was not supported by the facts. The written submission should be accompanied by all written documentation generated from the Administrative Action. A check or money order in the amount of $250 shall accompany the challenge. Any check or money order is to be made out to the AAHA. The AAHA Executive Committee will present the challenge to an Administrative Action Hearing Panel consisting of at least three (3) reasonably disinterested and impartial persons. The AAHA Executive Committee will be responsible for all proceedings and actions. The Hearing Panel shall follow USA Hockey bylaw 10.C when processing the Administrative Action challenge and render its decision within a reasonable period thereafter in accordance with USA Hockey Bylaw 10.C.(3)(g).

5.3.3 Appeal Procedures - Appeals of Administrative Actions shall be appealed to the AAHA Board of Directors or a panel of three (3) reasonably disinterested and impartial persons at the discretion of the AAHA Executive Committee. An Administrative Action appeal shall follow USA Hockey Bylaw 10.E addressing Administrative Action appeals. The Administrative Action Appeal Authority shall render its decision in the manner provided by USA Hockey Bylaw 10.E(2)(d). There shall be no further appeals of Administrative Actions

If the AAHA member/member program/other party is not successful in overturning the Administrative Action in its entirety, the AAHA member/member program/other party shall pay to the AAHA any and all fees, expenses, and other costs incurred by the AAHA (including its local associations) with respect to that matter (including but not limited to attorney's fees, expenses of any third-party consultants, experts,

investigators, and witnesses). Failure to reimburse the AAHA for the fees, expenses, and other costs may result in the termination of membership in the AAHA.

5.3.4 Any Administrative Action shall remain in full force and effect unless overturned pursuant to a hearing or appeal as set forth herein.

6.0 Bullying and Cyberbullying

6.1 All players, coaches and staff participating in AAHA programs have the right to safe and secure athletic programs. It is the intent of AAHA to provide all participants with an equitable opportunity to their hockey programs. To that end, AAHA has a significant interest in providing a safe, orderly, and respectful environment that is conducive to mutual respect and sportsmanship to promote both player and team development.

6.2 Bullying is detrimental to the athletic environment and player development and erodes individual and team morale. It interferes with the mission of AAHA to develop and improve both the player's and team experience and disrupts what should be a positive athletic experience based on fair play and sportsmanship. Bullying affects not only players or staff who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure player safety and to promote an inclusive, positive hockey program.

6.3 It is not AAHA's intent to prohibit players from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, AAHA does not condone and will take action in response to conduct that interferes with players' opportunity to participate and positively grow as both an individual and athlete in the various AAHA Member Organizations and programs.

6.4 Prohibited Behavior

The following behaviors are prohibited: Bullying; Cyberbullying; Harassment and Sexual Harassment; Retaliation against those reporting such defined behaviors; and Knowing and false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences.

6.5 Bullying and Cyberbullying Defined

6.5.1 "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a player or players that:

1. Has, or a reasonable person would expect it to have, the effect

of: (a) Physically harming a player or damaging a player's equipment or property; or (b) Placing a player in reasonable fear of physical harm or damage to the player's equipment or property.

2. Interferes with the rights of a player by: (a) Creating an intimidating or hostile athletic environment for the player; or (b) Interfering with the player's athletic performance or ability to participate in or benefit from their team activities or athletic opportunities provided by the team, OR

3. Is based on a player's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic,

or is based on a player's Member Organization with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph 1 or 2 above.

6.5.2 Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor.

2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion.

3. Non-verbal threats and/or intimidations such as use of aggressive, menacing or disrespectful gestures.

4. Threats of harm to a player, to his/her possessions, or to other individuals, whether transmitted verbally or in writing.

5. Blackmail, extortion, demands for protection money, or involuntary loans or donations.

6. Blocking access to team or related hockey facilities.

7. Stealing or hiding hockey equipment, gear bags, clothing or other possessions.

8. Stalking; and

9. Physical contact or injury to another person or his/her property.

6.5.3 "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

6.5.4 Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a player or team staff member on a website or other online application.

2. Posting misleading or fake photographs or digital video footage of a player or team staff member on websites or creating fake websites or social networking profiles in the guise of posing as the target.

3. Impersonating or representing another player or staff member through use of that other person's electronic device or account to send email, text messages, instant messages (IM), "posts", or phone calls.

4. Sending email, text messages, IM or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's email account, IM account, or cell phone; and

5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other players or team staff.

6.5.5 "Retaliation" means an act or gesture against a player for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

6.6 Application of Policy

6.6.1 This policy applies to any player, team staff, coach, or AAHA volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

6.6.2 This policy applies to bullying that:

1. Takes place at any AAHA event, including team practices and games, and team transportation and lodging, at the AAHA Member Organization, meaning: an ice rink or other facility used for team events.
2. Takes place while players and team staff are being transported to or from an AAHA or team-sponsored game or event.
3. Takes place at an AAHA or team sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of others as set forth in this policy's definition of bullying.

6.7 Reporting

6.7.1 Bullying or suspected bullying is reportable in person or in writing (including anonymously) to team, Member Organization, or AAHA personnel.

6.7.2 Players or team staff who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a coach, Member Organization, or AAHA.

6.7.3 Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a team staff member, coach, Member Organization, or AAHA.

6.7.4 Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any player who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

6.8 Responding

The team administration or AAHA through the Disciplinary Committee (DC) will:

6.8.1 Promptly investigate and respond to allegations of bullying behavior. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to AAHA.

6.8.2 Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to players who

engage in bullying behavior, team administrators and AAHA should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the player and the player's parents.

2. Reflective activities, such as requiring the player to write an essay about the player's misbehavior.

3. Mediation, but only when there is mutual conflict between peers, rather than on-way negative behavior, and both parties voluntarily choose this option.

4. Counseling.

5. Anger management.

6. Health counseling or intervention.

7. Mental health counseling.

8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing.

9. Community service; and

10. Game detention or suspension.

6.8.3 Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services; and

6.8.4 Communicate to the parent of a player who has been bullied the measures being taken to ensure the safety of the player who has been bullied and to prevent further acts of bullying.

7.0 Player Registration – Youth/Girls/Adult except for Junior

7.1 All players in all Member Organizations shall be registered at the age classification applicable in accordance with the most current USA Hockey guidelines.

7.2 Players shall register online in accordance with the procedures prescribed by USA Hockey.

7.3 All players who are rostered on a Member Organization shall be considered

members of that Member Organization.

8.0 Player Eligibility

8.1 No player shall be rostered on any team or participate in any practice or game until he or she has registered with USA Hockey for the current season.

8.2 No player will be rostered with any Member Organization if that player or his/her parent(s)/guardian remain indebted to any other AAHA Member Organization and are delinquent with respect to any financial obligation. AAHA will maintain a list of Affiliate players who have not timely satisfied their financial obligations, irrespective of whether the obligation is owed by the player or his/her parent(s), to a Member Organization or one of its teams. This list will be referred to as the "Delinquent Player List" (DPL).

8.2.1 Member Organizations may add players to the DPL at any time during the current playing season by submitting the following documentation to the AAHA Executive Committee:

1. Player name
2. Date of Birth
3. Contact information of the player being added.
4. Copy of signed Member Organization contract or documentation evidencing the debt owed.
5. Dollar amount owed to Member Organization
6. Description of collection attempts/timeline and an explanation of the nature of the delinquency.

8.3 Upon submittal by a Member Organization, the AAHA Executive Committee will conduct a review to ensure that the information and documentation required by 8.2.1 has been provided such that the submission is complete.

8.3.1 Once the Executive Committee has received a complete submission, meaning that all information and documentation required by 8.2.1 has been provided by a submitting Member Organization, the submission shall be deemed accepted, and the subject player/parent(s) shall be presumed to be delinquent with respect to the financial obligation identified in the submittal. However, in the event that the Executive Committee determines that the submission is incomplete due to a failure to provide the required information and

documentation, the submitting Member Organization shall be immediately notified that the submittal will not be accepted until the deficiency has been cured. Once cured, the submission shall be accepted, and the presumption of delinquency shall then apply. A submitting Member Organization shall be liberally granted reasonable opportunities to cure any deficiencies in its submittal. Only that information and documentation required to be submitted pursuant to 8.2.1 will be required of any submitting Member Organization and the Executive Committee shall not require any additional information or documentation other than as required by 8.2.1 as a condition of acceptance. The presumption of delinquency is rebuttable on appeal as prescribed herein.

8.3.2 If required information or documentation is found to be missing, the submittal will be returned to the submitting Member Organization with a clear description of what is missing. The Member Organization may cure the deficiency within 7 days and resubmit to the Executive Committee for acceptance and placement of the player on the DPL.

8.3.3 If all required information and documentation has been submitted to, and accepted by, the Executive Committee, the player shall be added to the DPL.

8.3.4 Players/Parents wishing to appeal the addition of a player to the DPL may request an appeal hearing before the AAHA Executive Committee by sending a written request for an appeal hearing to the President of AAHA. The AAHA President shall schedule an appeal review within fourteen (14) calendar days of receiving the request. At such hearing, the appealing player/parent(s) shall have the burden of rebutting the presumption of delinquency by establishing that a good faith and reasonable dispute exists as to whether the involved debt is either owed or is in a delinquent status. Should the Executive Committee determine that such a good faith and reasonable dispute exists, the player shall be removed from the DPL and the contracting parties will be left to adjudicate the dispute as they so choose. The Executive Committee will not make a determination as to the legitimacy of the debt or delinquency, but only whether a good faith and reasonable dispute exists concerning same. No player shall be maintained on the DPL while an appeal, either pursuant to this section or 8.9, is pending. However, during the pendency of an appeal by a player/parent(s) the involved Member Organization will not be required to issue an unconditional release.

8.3.5 Players/Parents wishing to appeal the decision of the AAHA Executive Committee can request an appeal hearing before the entire AAHA Board. A written request for an appeal hearing shall be sent to the AAHA President within fourteen (14) days after the

decision of the AAHA Executive Committee that is being appealed. The AAHA Board shall place the appeal hearing on the AAHA Board Meeting Agenda for their next scheduled meeting that allows for timely notice of the agenda item. The appealing player/parent(s) shall have the same burden as prescribed by 8.8.

8.3.6 A Member Organization wishing to appeal a decision of the AAHA Executive Committee can request an appeal hearing before the entire AAHA Board. A written request for an appeal hearing shall be sent to the AAHA President within fourteen (14) days after the decision of the AAHA Executive Committee that is being appealed. The AAHA Board shall place the appeal hearing on the AAHA Board Meeting Agenda for their next scheduled meeting that allows for timely notice of the agenda item. The appealing Member Organization shall have the burden of establishing that no good faith and reasonable dispute exists concerning the identified delinquency such that the player should be returned to the DPL.

8.3.7 Players added to the DPL may not participate in any activities for any team or Member Organization (including the Member Organization that caused the player to be placed on the DPL) until: (1) the involved financial obligation(s) is/are satisfied and the Executive Committee is notified by the involved Member Organization to remove the player from the DPL; or (2) the player/parent(s) have successfully appealed or have secured a judgment or other final and binding legal determination establishing that no delinquent financial obligation exists.

Any player that has been listed on the Delinquent Player List and desires to move to another AAHA Member Organization is required to obtain a full unconditional release from the Member Organization to which money is owed.

8.3.8 No Member Organization shall allow a player (who is listed on the DPL) to sign an AAHA Commitment Letter for said Member Organization and/or otherwise participate on a team from said Member Organization without proper release from the prior Member Organization that caused the player to be placed on the DPL, or until the player has otherwise been removed from the DPL. Any Member Organization in violation of this rule will be referred to the AAHA Disciplinary Committee for action which may include disciplinary action and/or a fine of up to $1000 per violation.

8.3.9 The Arizona Amateur Hockey Association (AAHA) assumes no responsibility for contractual and/or financial agreements entered into between the players, their families, and each individual Member Organization within the Affiliate. Responsibility at all times remain with the contracting parties.

8.3.10 Any player not listed on the DPL will be assumed to be in good financial standing and eligible for all USA Hockey activities.

8.3.11 The DPL will only be accessible to the Executive Committee and Member Organization Registrars.

9.0 Player Commitment and Release Letters

9.1 The AAHA Board will provide AAHA Commitment Letters and Release letters for use by Players, Parents and Member Organizations for all AAHA Registered Tier I (AAA), Tier II (AA) Travel teams, House/Rec Travel teams. The Commitment Letter will be electronic.

9.1.1 The AAHA Commitment Letter commits a specific Member Organization and a specific Team to a specific player and further, the specific player to a specific Member Organization and a specific Team for one playing season. No written communication confirming a player is on the team is allowed prior to the time and date determined by the Hockey Operations Committee.

9.1.2 The AAHA Commitment Letter shall not be viewed as part of, or party to any contract or financial agreement required of players by individual Member Organizations.

9.1.3 The commitment shall expire at the conclusion of the USA Hockey National Tournament for Tier rostered players and at the conclusion of the AAHA State Championships for House/Rec rostered players.

9.1.4 All players are required to sign AAHA's Commitment Letter for their respective Member Organization in order to participate on that team as defined earlier in this paragraph.

9.1.5 In the event that a Member Organization does not sign the minimum number of players (House/Rec: 13 players or as noted in 10.9.7, Tier II: 14 players or as noted in 13.3.3.3.e, Tier I: 15 players or as noted in 13.2.4.3.d) to field the team that the player signed an AAHA Commitment Letter to play for, then the Member Organization must offer the player(s) the option of being unconditionally released from their AAHA Commitment Letter and receiving a refund of any monies paid to the Member Organization, other than tryout fees, or offer the player(s) the option of signing with another team within that Member Organization in lieu of an unconditional release.

9.1.6 The AAHA Commitment Letter shall be signed by the custodial parent(s) or legal guardian of any player under the legal age of 18

or by the player if they are of legal age AND by an agent authorized by the Member Organization to make commitments on behalf of the Member Organization.

9.2 AAHA Commitment Letters may not be offered or signed prior to the AAHA established tryout dates for each travel level of each playing year. Any team within a Member Organization shall have no more than eighteen (18) skaters and twenty (20) total rostered players, including goalies, signed to AAHA Commitment Letters at any given time. Upon electronic completion of the AAHA Commitment Letter, the state will compile a list of all completed Commitment Letters and provide a list of such to Member Organization Registrars showing their committed players.

9.3 Each Member Organization shall be responsible for providing an electronic list of all players by team to the AAHA President or designee for posting to the AAHA website on or before **August 1st.**

9.4 Players/Parents may only be committed to one Member Organization (through completion of the AAHA Commitment Letter) at a time. There are two exceptions to this rule whereby players may be committed to more than one Member Organization: 1) Girls playing on a youth team and a girls only team and, 2) Players playing in Arizona high school hockey.

9.5 After the AAHA Commitment Letter is signed by all the parties, a player may move to another Member Organization prior to the completion of USA Hockey's National Tournament only by obtaining a signed AAHA Release Letter, completed by the Player/Parent and obtain an "approval to be released" signature from the Member Organization to which the Player/Parent previously committed. The Member Organization to which the Player/Parent is requesting the release from shall respond to the AAHA Release Letter request within fourteen (14) calendar days from receiving the request.

9.6 The Player/Parent shall present the fully executed AAHA Release Letter to any different Member Organization prior to participating in any tryout(s), practice(s), or game(s) with any different Member Organization. A copy of the AAHA Release Letter must be sent via email to the AAHA President and AAHA Affiliate Registrar in order to update the team roster thereby finalizing the release process.

9.7 If the AAHA Release Letter request is not approved by the original Member Organization, the Player may not participate in any tryout(s), practice(s), or game(s) with any different Member Organization until an approved AAHA Release Letter can be obtained from the original Member Organization.

9.8 A Player/Parent wishing to appeal a denial of release may request an appeal hearing before the AAHA Executive Committee by a written request for an appeal hearing along with a copy of the denial Release request to the President of AAHA. The AAHA President shall schedule an appeal review within fourteen

(14) calendar days of receiving the request.

9.9 The AAHA Commitment Letter is independent of a Member Organization's requirements, if any, of the Player/Parent to sign any specific Member Organization contract(s) including but not limited to a financial commitment contract as contemplated in Section 9.1 above.

9.10 Appeals from any denial of a Release will be considered solely consistent with the AAHA Commitment Letter process and governing rules unless the denial is based in whole or in part upon the allegation that a player is delinquent with respect to a financial obligation. To the extent that the denial by a Member Organization to issue a Release is based upon an allegation of delinquency on a debt owed, all determinations and appeals related thereto shall be governed by the protocol set forth in Section 8 herein, meaning that no player will be denied a release if it is determined that a good faith and reasonable dispute exists concerning the legitimacy of the alleged delinquent debt.

9.11 A Player/Parent of Member Organization wishing to appeal the decision of the AAHA Executive Committee can request an appeal hearing before the entire AAHA Board. A written request for an appeal hearing shall be sent to the AAHA President fourteen (14) days after the decision of the AAHA Executive Committee that is being appealed. The AAHA Board shall place the appeal hearing on the AAHA Board Meeting Agenda at their next scheduled meeting that allows for timely notice of the agenda item.

9.12 Any Player/Parent or Member Organization may appeal any aspect of the AAHA Commitment Letter process according to the USA Hockey Appeals process as published in the current Annual Guide. Violations of these policies may result in a Player, coach or Member Organization being brought before the AAHA Disciplinary Committee.

10.0 Youth/Girls Team Registration – Except for Juniors

10.1 Member Organizations that have jurisdiction over youth/girls teams must be in full control of all aspects of the program in which the teams participate. This control extends to, but is not limited to, Background screening for all individuals described in the Background Screening policy for all levels of participation within the program.

USA Hockey and AAHA only recognize youth/girls teams classified as Tier I, Tier II and House/Rec.

ALL teams (Youth/Girls), regardless of level of play, wishing to roster players may only roster players through a Member Organization in good standing. No "Independent Team(s)" shall be allowed.

The Arizona High School Hockey Association shall be recognized and designated as the single official high school hockey association/organization

for the State of Arizona.

There shall continue to be one recognized and designated official all-female organization for the State of Arizona until such time that female enrollment is significantly increased to a level that warrants multiple organizations as determined by the Board consistent with USA Hockey recommended guidelines. Female organizations shall be subject to the same Tier Authorization requirements and deadlines as outlined in sections 13.2.3 and 13.3.2. Additionally, the organization selected as the designated female organization shall hold the designation for two years. The requesting organization shall submit their request for said designation to the Executive Committee by **November 15th** on each even numbered years. Other organizations may not register all-female AZYHL teams 12U or older through the 2026-2027 season.

No later than the **March** AAHA Board meeting date the Board of Directors shall establish the earliest tryout dates for each level of play as defined above for the purposing of forming teams for the upcoming playing season (defined as beginning after the conclusion of USA Hockey's National Tournament). No Member Organization shall conduct or hold tryouts for the purpose of forming a team, at any level, for the upcoming playing season prior to the AAHA established date.

10.2 A Member Organization determined to be in possible violation (after submission of documents evidence to the AAHA President and/or Board of Directors) of having conducted tryouts or formed a team by any means prior to the AAHA established tryout date(s) shall be notified by the AAHA President that the Member Organization President will be scheduled to appear before the AAHA Disciplinary Committee (DC) at a time and place as designated by the Chair of the AAHA DC to review and discuss the possible violation. The results of this meeting shall be forwarded to the AAHA Board of Directors for review. If the Member Organization is found to be in violation of this policy by the AAHA Board of Directors, the Board may assess financial penalties and/or prohibit a team(s) and/or coach(s) from participating in any games including games leading up to the National Tournament.

10.3 Recruitment

10.3.1 Recruitment is defined as the open solicitation and/or direct contact from any AAHA Member Organization, including coaches, team managers and/or Member Organization officials and volunteers as designated by the Member Organization, by mail, email, social media and/or telephone of a player currently registered with another Member Organization, except as explicitly allowed by this policy, with the intent of the contacted player becoming a member of the contacting Member Organization.

10.3.2 Member Organizations may only openly solicit or recruit players from

other Member Organizations for the purpose of joining an established/advertised team at the new Member Organization during the off-season. The off-season is defined as the time between the USA Hockey National Championship game (for Tier 1/Tier 2 players) or forty-eight (48) hours after the last game of the AAHA AZYHL Championships (for non-tier and house league players) AAHA State Championship and that individual player signing an AAHA Commitment Letter for the upcoming season or completing a registration to participate in a Member Organization's House League program. No AAHA Commitment Letters may be signed prior to the date established by the AAHA Board of Directors. Member Organizations wishing to advertise during the playing season should refer to Section 10.3.10

10.3.3 For all Tier players (youth and girls), the playing season shall begin when they sign an AAHA Commitment Letter and shall end after the championship game has been played at the USA Hockey National Championship Tournament, regardless of whether or not the player's team is participating in the USA Hockey National Championship. Female youth players are permitted to dual roster and play on a youth team and girls team per USA Hockey Rules & Regulations Section III, paragraph C. A female may be committed and signed for a youth team and still be recruited for a girls team and vice versa and not be in violation of this recruitment policy.

10.3.4 For all Travel House/Rec (youth and girls) players, the playing season shall begin when they sign an AAHA Commitment Letter and shall end after the championship game has been played at the AAHA State Championship Tournament in the player's respective age division, regardless of whether or not the player's team is participating in the championship game. Female youth players are permitted to dual roster and play on a youth team and girls team per USA Hockey Rule & Regulations Section III, paragraph C. A female may be committed and signed for a youth team and still be recruited for a girls team and vice versa and not be in violation of this recruitment policy.

1. For all Member Organization House League participants, the playing season shall begin when they complete and sign a registration form indicating their intent to register and play for that Member Organization for the upcoming House League season and shall end after the championship game has been played at the AAHA State Championship Tournament in the player's respective age division.

10.3.5 An AAHA Commitment Letter is considered valid once it is signed by the player and/or parent/guardian. The AAHA Commitment Letter does not have to be received by AAHA to be considered valid.

10.3.6 Any Member Organization, coach, team manager or other Member Organization official or volunteer determined to be in possible violation of soliciting or recruiting players during the defined playing season from another Member Organization, after submission of documented evidence to the AAHA President, shall be notified by the AAHA President that the Member Organization President, coach, team manager and/or other Member Organization official or volunteer will be scheduled to appear before the AAHA Disciplinary Committee at a time and place as designated by the Chairperson of the AAHA Disciplinary Committee to review the possible violation(s).

10.3.7 The results and recommendation(s) of the AAHA Disciplinary Committee hearing shall be forwarded to the AAHA Board of Directors. The AAHA Board of Directors may assess financial penalties and/or suspensions to the Member Organization, coach, team manager and/or any other Member Organization official or volunteer.

10.3.8 Should any financial penalty or suspension be assessed to any Member Organization, coach, team manager and/or any other Member Organization official or volunteer, they shall have the right to appeal to USA Hockey. The AAHA President shall inform them of the appeal procedures immediately following any financial penalty or suspension decision.

10.3.9 Monetary fines and/or Suspensions

Member Organization

1st Offense: $500
2nd Offense: $1,000
3rd Offense: $2,000
Thereafter the monetary fine continues to double.

Coach/team managers/Member Organization official or volunteer

1st Offense: Suspended from any USA Hockey activity for up to 30 days.
2nd Offense: Suspended from any USA Hockey activity for a minimum period ranging between 3- 6 months
Any subsequent Offense:
Suspended from any USA Hockey activity for a minimum period of 6 months to 1 year

10.3.10 Any AAHA Member Organization in good standing that desires to advertise camps, skills skates, etc during the established playing season to all state registered players regardless of tendered Member Organization, must first send the content to the AAHA Executive Committee for review and consideration. The AAHA Executive Committee will then determine if the content is approved and can be sent via the state USA Hockey distribution list to all Arizona

players. This process is only available to Member Organizations officially registered with the state and in good standing.

If a Member Organization wishes to send advertising to players regarding camps, skills skates etc. during the defined off-season, they are free to send to anyone within their available distribution lists regardless of player affiliation.

10.3.11 Advertising as described in section 10.3.10 shall be defined as the open solicitation by a Member Organization to non-members through any means of promotion outside of the Member Organization's recognized website. Examples may include but are not be limited to: all forms of social media, direct mail, phone calls, alternate websites

10.4 No team shall play any game until it has registered with the AAHA Affiliate Registrar for the current season in accordance with USA Hockey Guidelines.

Teams registered with USA Hockey and AAHA as Tier I or Tier II will be considered Competitive (Travel) team and will be classified as one of the following and players rostered on them will be considered competitive travel players:

Youth (Boys) Division:

Tier I: 13O, 14U, 15O, 16U, 18U Tier
II: 14U, 16U, 18U
Girls Division:
Tier I or Tier II: 14U, 16U and 19U

10.5 Teams registered with USA Hockey and AAHA as Recreational (House/Rec) teams will be considered Recreational Teams and all players rostered on them will be considered recreational players.

10.6 No Arizona league may be formed that is not open to all AAHA Member Organizations in good standing.

10.6.1 The Arizona Youth Hockey League (AZYHL) shall be recognized and designated as the single official House/Rec Travel league for the State of Arizona.

1. League Age Classifications: Divisions

Within each age classification (10U through 18U) a Member Organization may field only four (4) teams. The AZYHL league divisions are as follows (from lowest to highest competition level):

8U: Select Teams only

10U: Canyon, Mesquite, Cactus, Pinnacle

12U: Canyon, Mesquite, Cactus, Pinnacle

14U: Canyon, Mesquite, Cactus, Pinnacle

16U: Canyon, Mesquite, Cactus, Pinnacle

18U: Canyon, Mesquite, Cactus, Pinnacle

10.6.2 AZYHL Registration & Rostering

1. Playing in the AZYHL is limited to teams rostered by AAHA Member Organizations in good standing plus any out-of-state teams that have been approved for participation by a majority vote of the AAHA Board of Directors.

   Each Member Organization shall provide an application to the AAHA Hockey Operations Committee no later than **April 1st** of each year of their intention to field Teams to participate in the AZHYL for the following playing season. Such notification shall list the expected number of teams in each age division in which the Member Organization intends to field AZYHL teams from tryouts and a letter of intent from the Member Organization's home ice rink(s) supporting ice needs for all teams for the upcoming season. All applications for Tier II and AZYHL teams must include a tryout brochure that details the cost of the season including

   a. how many tournaments are in and out of state. b. The number of practices per week shared or full ice, and total practices for the season. c. List of equipment included. d. what occurs if more expenses are incurred during the season. This will be posted on each program website and will be available at the program's tryout check-in table.

2. Member Organizations submitting applications will be notified in writing via email of the acceptance or denial of the application no later than **April 15th** of each year. If the recommendation is for denial, all reasons shall be stated and the submitting Member Organization shall have up to seven (7) calendar days to revise and resubmit their application.

3. No Member Organization shall have the authority to advertise teams and tryouts or participate in the AZYHL in any capacity unless it has received approval of their application in writing via email from AAHA.

4. Member Organizations must provide their FINAL list of teams to participate in the AZYHL to the AAHA Hockey Operations Committee no later than **June 20th** The list shall include: full name, email and phone number of Head coach, Team Manager and Member Organization Registrar. At this date, each team must meet the minimum roster requirements, if the minimum requirements have not been met, then that team must disband by **July 1st.**

5. Official (approved) 1T rosters for all AZYHL teams must be submitted to the AAHA administrator or designee no later than **August 15th** in preparation for the Pre- Season Seeding Tournament.

10.7 Member Organization will be granted jurisdiction to govern the affairs of Youth Recreational (House/Rec Teams), Competitive (Tier) Youth Travel Teams and Adult teams that register with USA Hockey through that Member Organization.

10.8 In the event that USA Hockey requires the registration of team officials, the registration process shall be as outlined in the most recent edition of USA Hockey's Annual Guide.

10.9 House/Rec teams shall be community-based teams. No billeted or Out-of-State players shall be rostered on a House/Rec team.

10.9.1 For purposes of this Article, an Out-of-State Player is any player who, at the time of roster submission, does not have an immediate family member who is domiciled in Arizona and lists Arizona as their permanent address. An immediate family member is defined as (1) a natural or adoptive Parent or Grandparent, (b) an older sibling or (c) a Guardian appointed due to the death or incapacity of a Parent. A player who meets the requirements of this subsection shall be treated as an In-State Player.

10.9.2 A player who has reached the age of eighteen (18) years and who otherwise would be an Out-of-State Player under 10.9.1 will be treated as an Out-of-State Player notwithstanding any assertion that said player is of the age of majority.

10.9.3 In any case where a player's address, as submitted on a House/Rec Roster, is different than that of the immediate family member domiciled in Arizona through which the player claims to be an In-State Player, the AAHA Board of Directors is authorized and directed to conduct such investigations as may be necessary to determine whether treating the player as an In-State Player is consistent with the purposes of this Article.

10.9.4 Exception for House/Rec Out-of-State players:

If a player does not have a USA Hockey registered House/Rec team in his/her State, or does not live within 250 driving miles of a USA Hockey registered House/Rec program in their home State, then said player may petition the AAHA Board of Directors to participate on an Arizona Member Organization House/Rec team. Such petition shall include the age division for the upcoming season, address of the family's domicile or permanent residence, level of team from prior season, written confirmation from State of residency's USA Hockey Affiliate that there is no USA Hockey registered House/Rec program at the player's age division for which said player could play, and the name/address of the Member Organization, along with the level of team to which said player is requesting to be rostered.

10.9.5 The AAHA Board of Directors shall have the final decision and authority in determining whether a player sought to be rostered on a House/Rec Team is an Out-of-State Player.

Should a rostering violation occur knowingly or unknowingly on a House/Rec team, the head coach shall appear before the AAHA Disciplinary Committee. The suspension for the violation shall be a minimum of 30 days to a maximum of one year. Should the violation occur with less than 30 days remaining in the season, the coach shall be suspended for any time remaining in the season and at a minimum from **September 1** through **September 30** of the next season in which the coach participates. Any suspension includes all games, on ice practices and off ice practices. Any appeal will go to the full AAHA Board. Examples of rostering violations include but are not limited to a player that does not reside in the state, a player that is not properly registered with USA Hockey, a player on the AAHA Delinquent Player List, etc. There can be others so it is recommended that any roster change is checked with the Member Organization Registrar and/or AAHA Affiliate Registrar.

10.9.6 House/Rec 10U and 12U travel teams shall have a minimum of twelve (12) skaters plus one (1) goalie (two (2) goalies are recommended) for a total of thirteen (13) players minimum and shall have no more than eighteen (18) skaters and twenty (20) total rostered players, including goalies, on their roster no later than **June 20th** of the current playing season. The entirety of this rule also applies to House/Rec 14U and 16U travel teams with the exception that 14U and 16U teams must have a minimum of thirteen (13) skaters plus one (1) goalie.

10.9.7 A House/Rec travel team shall not be permitted to have a "taxi" squad or players that are "practice players" or not actively rostered.

1. This policy will not apply to AHSHA (high school hockey).

10.9.8 Any appeal to these rostering rules shall be made to the full AAHA Board by **June 20th.**

11.0 8U Rules

11.1 All 8U players will be categorized as either Travel or House players.

11.1.1 Travel teams will all participate in the AZYHL.

11.1.2 The Travel league will be divided into an upper and lower division.

11.1.3 Each Member Organization will be allowed a maximum of two (2) Travel teams comprised of a minimum of seven (7) and a maximum of ten (10) players per team for each Select division (upper and lower). Rosters for all 8U teams must be submitted to the AAHA administrator or designee no later than **June 20th.**

11.2 All 8U contests, including tournaments, within the Arizona Affiliate will be cross ice / half ice and use 48" nets and are subject to 8U playing rules established by USA Hockey ADM, AAHA and the Hockey Operations Committee. NO FULL ICE GAMES OR SCRIMMAGES WILL BE PERMITTED.

11.3 The Hockey Operations Committee will set guidelines for state jamborees, these games will be played cross ice.

11.4 8U Travel teams shall be allowed to travel outside of the Arizona Affiliate but only with prior approval of the Hockey Operations Committee. Travel shall be limited to the Rocky Mountain District area, Southern California and Las Vegas.

11.5 8U Travel teams shall be allowed to travel outside of the Arizona Affiliate no more than 1 time per season.

11.6 8U Travel players aging up into 10U for the following season can begin to play 10U after the conclusion of the 10U AAHA State Championships.

11.6.1 Players 6U and younger may not participate in Travel teams unless approved by the Hockey Operations Committee.

11.7 Sanctions may include any or all of the penalties listed below and may be imposed for the current season and/or beyond:

11.7.1 Member Organization Tier teams will not be eligible for State, District or National Tournament play; Member Organization house/rec teams will not be eligible for any league playoffs; Member Organizations will be considered "not-in-good-standing" for the rest of the current season; suspension of the 8U coaching staff for the remainder of the current season and/or for the following season.

12.0 Rosters

12.1 Youth/Girls Team Rosters – Except for Juniors

No team shall play any game until it has submitted a properly completed team roster to the AAHA Affiliate Registrar. No player shall participate in any game with any team unless that player is designated as a player on that team's roster. Should a rostering violation occur knowingly or unknowingly, the head coach shall appear before the AAHA Disciplinary Committee. If a violation is found, the suspension for the violation shall be a minimum of 30 days to a maximum of one year. Should the violation occur with less than 30 days remaining in the season, the coach shall be suspended for any time remaining in the season and at a minimum from **September 1** through **September 30** of the next season in which the coach participates. Any suspension includes all games, on ice practices and off ice practices. Any appeal will go to the full AAHA Board. Examples of rostering violations include but are not limited to a player that is not properly registered with USA Hockey, a player on the AAHA Delinquent Player List, etc. There can be others, so it is recommended that any roster change is checked with the Member Organization Registrar and/or the AAHA Affiliate Registrar.

12.2 All USA Hockey sanctioned Junior Teams within the AAHA affiliate boundaries will register their team(s) and individuals directly with the USA Hockey Junior Registrar.

12.3 Adult/Rosters

Any Adult or college team may submit its registration application and/or roster directly to the AAHA Affiliate Registrar. The Registrar will then make those rosters available to the Local Supervisor of Officials to ensure that scheduling of USA Hockey certified officials is complied with, if required.

13.0 Youth Tier I and Tier II

13.1 All Member Organization Presidents or their designee, Coaches, Managers and Team Officials shall have the sole responsibility to ensure that each Team meets all the requirements for its classification and meets all the criteria for eligibility for State and District Playoffs. USA Hockey Registrars, AAHA Affiliate Registrar and Arizona Amateur Hockey Association (AAHA) Board of Directors will review team rosters at the time of their registration to make this determination. All applicable rules for the above are located in this document, the AAHA website, and the current USA Hockey Annual Guide.

13.2 Tier I

13.2.1 Purpose

The purpose of Tier I hockey in Arizona is to provide an opportunity for the best youth players in Arizona to develop and compete at the

highest level of hockey available in North America at their ages by and through USA Hockey and AAHA. Tier I hockey in Arizona shall be limited to those youth players who have the desire and ability to play at the highest youth level available and to continue to develop by playing Tier I hockey.

13.2.2 Tier I Member Organizations

1. General: A Tier I Member Organization shall exist within an established AAHA Member Organization that is in good standing with AAHA and USA Hockey. The proposed Tier I Member Organization must be duly organized and operated in accordance with the Bylaws, Rules, Regulations and Policies of AAHA and USA Hockey and authorized annually by AAHA to field, govern and control Tier I Teams organized by such Tier I Member Organization in the State of Arizona each season. Such authorization from AAHA expires annually on the last day of USA Hockey's National Championship.

2. Responsibility: Each Tier I Member Organization that is permitted by AAHA to register a Tier I team shall govern, control and be fully responsible for its Member Organization, actions, inactions and/or infractions of its teams, players, coaches, managers, parents, and personnel. This responsibility shall include debts incurred by or in the name of the Member Organization, or any of its Tier I teams, players, coaches or representatives.

3. Tier I Season: The Youth/Girls Tier I playing season shall commence on **August 1st** of each year and end on the last day of USA Hockey's National Championships each year.

4. Team Registration: Each Tier I Member Organization wishing to field youth (male) teams shall be required to field a team at each age division acknowledged by USA Hockey (e.g. Youth 13O, 14U, 15O, 16U, 18U), (Girls 14U, 16U, 19U) The 13O and the 15O division for youth Tier I shall be a pure birth year team in accordance with USA Hockey requirements. Until female registration numbers in Arizona are in accordance with USA Hockey Girls Tier I Standards and Criteria, a Tier I Member Organization wishing to field a girls team may apply to the Board for approval to do so at any or all of the age divisions (14U, 16U, 19U). Any variation of these requirements must be reviewed by the Hockey Operations Committee and approved by the AAHA Board of Directors. If an organization is currently not an approved Tier I Organization and they receive approval to be a Tier I Organization, they are only required to have a 13O, 14U, 15O Tier I team and a 14U, 16U Tier II team for the first

year. The second year that Organization will be required to have 13O, 14U, 15O, 16U, 18U Tier I teams as well as 14U, 16U Tier II teams.

5. Number of Teams: Each approved Tier I Member Organization may have a maximum of one (1) team at any age division provided:

   a. There are sufficient registered player numbers in the state to support multiple teams at an age division to comply with USA Hockey's Tier I guidelines.

   b. Any variation of this requirement must be reviewed by the Hockey Operations Committee and approved by the AAHA Board of Directors.

6. Participation in State Championships: Regardless of the number of teams per age division a Tier I Member Organization may field, any Tier I Member Organization/AAHA Member Organization in good standing may only enter (1) Tier I team in each age division in the Arizona Tier I State Championships Tournament. Refer to Appendix B, Section 2.3 for more information on Tier State Championships.

13.2.3 Tier I Selection Procedure

1. No Member Organization shall have any one team compete in more than 25 games against Tier I competition unless it has received written authorization that it has been selected by the AAHA Board of Directors to do so. Member Organizations requesting to field Tier I teams must be in good standing with AAHA and shall complete and deliver the AAHA Tier I Application (see APPENDIX A) to the AAHA President no later **November 15th** on even calendar years (i.e. 2022 for the 23/24, 2024 for the 25/26, 2026 for the 27/28). for all following seasons. The applications will be reviewed for compliance of paragraph 13.2.3.3 within seven (7) calendar days. If the application is denied the submitting member organization shall have seven (7) calendar days to revise and resubmit their application. Following the expiration of the seven-day revision period for any affected applications, the AAHA President shall provide all approved applications to the Tier I Selection Committee within twenty-four hours.

2. Establishment of the Tier I Selection Committee: Per AAHA Bylaw Article VII Section 7.14, this committee shall be formed by the AAHA Voting Director nomination process where each AAHA Voting Director may submit one candidate for selection to the AAHA President no later than **September 1st.** To be

eligible to appear on the ballot, candidates must have submitted a Conflict-of-Interest form by **September** 1st. At the **September** regular meeting, the AAHA President shall present all eligible Voting Director nominations for review by the AAHA Board of Directors. At the **October** Board of Directors meeting, the Directors shall cast votes for no more than 5 members to serve on this committee. The nominees who receive the most votes will be selected to serve on the Tier I Selection Committee. In the event of a tie, the tied nominees will remain on the ballot and the nominee(s) with the least number of votes will be removed from the ballot and a second vote will be taken. This process will continue until a committee of not less than three (3) and no more than five (5) members is selected. The committee must be comprised of an odd number of members. The AAHA President shall be responsible for notifying the selected nominees of their appointment within twenty-four (24) hours of their selection. Should a selected nominee no longer be able to accept their appointment to the committee, the nominee receiving the next highest vote total will be automatically appointed. This committee will be chaired by the current AAHA President, who will not carry a vote. No member of a member organization that has applied for Tier I can be in contact with a member of the Tier I Committee unless previously approved by the chair of the committee.

3. Application: Member Organizations seeking authorization shall comply with the minimum requirements set forth in this Article, AAHA and USA Hockey Bylaws, Policies, Rules and Regulations, which include, but are not limited to, the following:

   a. Each Member Organization requesting to field Tier I teams must also field a Tier II team in the same season in the 14U and 16U age divisions. An 18U Tier II youth team and House/Recreation teams at the 10U, 12U, 14U and 16U age divisions are recommended to be offered by the Member Organization as well.

   b. Written information regarding the structure, Member Organization and responsibilities of the Tier I Member Organization and each Tier I Team, its coach(es), manager and any administrators.

   c. A list of all Coaches and manager(s) for each Tier I Team.

   Written proof that each Coach, for each Tier I team, has obtained, or will obtain, the appropriate coaching certification for that age division within the time parameters

of USA Hockey's guidelines, and that all coaches and managers have complied with AAHA's background screening requirements and AAHA's/USA Hockey's SafeSport requirements shall also be submitted.

d. A proposed ice schedule and a commitment letter to that schedule from an Arizona ice facility that demonstrates the time slots and days of the week that the proposed Tier I team(s) shall practice and play games for the upcoming season. It is imperative that Member Organizations provide sufficient ice to support an appropriate number of home games and practices consistent with the size of its program and season. In addition, Tier I team(s) must provide evidence of a supporting off-ice development program.

e. A Fact Sheet as will be provided to each player and parent that provides full disclosure of the Tier I program and season (estimated number of games and practices, amount of travel, and any "rules" or expectations of the Tier I Member Organization or Tier I team) and all applicable costs (fundraising, uniforms, off-ice training, approximate travel costs, season registration fees, and any other expected expenses including coaches fees). The Fact Sheet shall also outline the refund policy of the team should a player not play for the full season, regardless of reason.

f. Current compliance and a statement of future intent, ability, and procedures to comply with USA Hockey and AAHA Bylaws, Policies, Rules and Regulations as well as the Guidelines and Policies established by the Hockey Operations Committee.

g. Any other information determined to be necessary by the Tier I Selection Committee.

h. All Tier I teams registered through AAHA shall limit the number of Out-of-State Players (as defined in this Article) to the following:

(i) 18U (youth); 19U (girls); shall have no more than 25% of the registered player roster with a maximum of one of those players being goalies,

(ii) 15O and 16U (youth); 16U (girls); shall have no more than 25% of the registered player roster with a maximum of one (1) of those players being goalies.

(iii) 13O and 14U (youth); 14U (girls); shall have no more than three (3) out of state players and only one (1) of those players may be goalies.

(iv) For purposes of this Article, an Out-of-State Player is any player who, at the time of roster submission, does not have an immediate family member who is domiciled in Arizona and lists Arizona as their permanent address. An immediate family member is defined as (a) a natural or adoptive Parent or Grandparent, (b) an older sibling or (c) a Guardian appointed due to the death or incapacity of a Parent.

In order to demonstrate Arizona residency, two (2) of the documents listed below must be submitted to the AAHA Board of Directors no later than **August 15th.** Submission must include one (1) document from group "A" the second document can be from the remaining documents in group "A" or group "B".

GROUP "A" DOCUMENTATION OPTIONS:

- Valid Arizona Driver's License with Arizona address
- Current Vehicle Registration in Arizona
- Voter Registration in Arizona
- Employment Record in Arizona (W-2 statement, Most recent payroll stub)

GROUP "B" DOCUMENTATION OPTIONS:

- Valid Residential Lease or Rental Agreement in Arizona
- Utility Bill (Water, electric, gas, cable, or phone bill) of Arizona Address. A player who meets the requirements of this subsection shall be treated as an In-State Player, subject to the provisions of subsection (vi) of this paragraph.

(v) A player who has reached the age of eighteen (18) years and who otherwise would be an Out- of-State Player under subsection (iv) of this paragraph will be treated as an Out-of-State Player notwithstanding any assertion that said player is of the age of majority.

(vi) No Player shall have more than one residence for the purpose of hockey.

(vii) No Player shall create a residence for hockey purposes.

(viii) This does not prevent a player from moving to Arizona for the purpose of hockey; said player will be

considered an Out-of-State Player unless they have established residency as defined above.

(ix) The player, parent, and/or guardian shall have the burden of proving Arizona residency.

(x) In any case where a player's address, as submitted on a Tier I Roster, is different than that of the immediate family member domiciled in Arizona through which the player claims to be an In-State Player, the AAHA Hockey Operations Committee is authorized and directed to conduct such investigations as may be necessary to determine whether treating the player as an In- State Player is consistent with the purposes of this Article.

(xi) All rostered players that are determined to be out of state players that do not reside with one or more parents, will be determined as a Billeted Player. All persons over the age of 18 residing in a Billeted residence must be background screened and Safesport compliant prior to said player residing in said residence.

(xii) The AAHA Board of Directors shall have the final decision and authority in determining whether a player sought to be rostered on a Tier I Team is an Out-of-State Player.

i. All Tier I games played in Arizona must be played against another USA Hockey certified team or in the case of foreign teams, certified by the IIHF (International Ice Hockey Federation). All games must be officiated by properly registered and certified USA Hockey Officials.

4. Evaluation: In evaluating the applications, the Tier I Selection Committee may consider the supporting materials submitted with the applications and any publicly available information. The Tier I Selection Committee may conduct live interviews and request further information to the extent it deems necessary.

5. Notification of Decision: The Tier I Selection Committee shall determine the Tier I designation(s) for the upcoming season by a majority vote of the committee members. And shall provide its decision to the AAHA Board of Directors at the **January** Board of Directors meeting and no later **than January 15th.** The Tier I Selection Committee Chair shall notify all Tier I Member Organization applicants of the decision of the Tier I Selection Committee in writing by **January 18th** of their decision. After the written decision, at the written request of any Member Organization applicant to the chair of the Tier I Selection

Committee, the members of the Committee shall provide a written decision.

a. Authorization Period: Tier I authorization is granted for a period of two (2) years. For purposes of this document, the Tier I season (year) begins the day after the conclusion of the USA Hockey Youth National Championships and concludes on the last day of the USA Hockey Youth National Championships the following season (year). The two- year authorization period, however, does not prevent other organizations from applying for Tier I status on an annual basis as referenced in the above policy 13.2.3.3 a-i.

13.2.4 Team Selection Process

1. Procedures: Each Tier I Member Organization shall institute procedures to select the best players available. Guidelines for team selection process shall include, but not be limited to the following:

   a. Each Tier I Member Organization shall hold open tryouts. The AAHA Board of Directors shall set the tryout dates each year. Tryouts may not be announced or advertised until the Tier I Member Organization has received written or email notification from the AAHA Board of Directors of its approval as a Tier I Member Organization and Tier I team for the ensuing season. The Tier I Member Organization that was the winner of the previous season's Tier I State Championship in each age division shall have the right to be the first team in that age division to hold tryouts or they may pass that right. The previous year's State Champion in each Tier I age division shall notify the Tier Chairperson, in writing or via email, of their decision to exercise their right to be the first team to hold tryouts or not within seven (7) days of the conclusion of the Tier I State Championship.

   b. Any and all Tier I tryouts must be announced publicly through general publication, Member Organization website and/or individual mailing to all players at each level, inviting any player who wishes to tryout.

   c. The announcement must contain, at a minimum, the Member Organization name, level of tryouts, name of head coach, contacts with phone numbers and email addresses, date/location/time of tryouts, and a statement about the program/Member Organization.

   d. Each Tier I Member Organization shall provide a Fact Sheet (see 13.2.4.5 below) to every player and every player's

parent who attends the tryouts.

2. Player Commitment: Any player who signs an AAHA Commitment Letter is committed to that Tier I Team for the ensuing playing season and cannot play for another Tier (Tier I or Tier II) team until he/she has been released from that Tier I Team. All such player releases shall be submitted to the Hockey Operations Committee. Refer to Article 9. Player Commitment and Release Letters for more details and requirements. Exceptions to this rule are Girls, High School, House League, Juniors, Junior College, College or University.

3. Roster: USA Hockey rosters (1T) for Tier I teams must be submitted to the appropriate AAHA Affiliate Registrar prior to any team participating in any game. Should a rostering violation occur knowingly or unknowingly on a Tier I team, the head coach shall appear before the AAHA Disciplinary Committee. The suspension for the violation shall be a minimum of 30 days to a maximum of one year. Should the violation occur with less than 30 days remaining in the season, the coach shall be suspended for any time remaining in the season and at a minimum from **September 1** through **September 30** of the next season in which the coach participates. Any suspension includes all games, on ice practices and off ice practices. Any appeal will go to the full AAHA Board. Examples of rostering violations include but are not limited to an out of state player that is in excess of the ratio allowable for a Tier I team, a player that is not properly registered with USA Hockey, a player on the AAHA do not play list, etc. There can be others so it is recommended that any roster change is checked with the Member Organization registrar and/or AAHA Affiliate Registrar.

   In addition, each Tier I Member Organization shall adhere to the following:

   a. Each Tier I Member Organization must register their Teams as Tier I Teams with the AAHA Affiliate and District Registrars prior to playing its first game of the current season.

   b. Any Member Organization that advertises and/or conducts and selects players to participate on a Tier I team, then requests the team play at a lower level, regardless of when the request is made following the Tier I tryout but prior to registering the team with the AAHA Affiliate Registrar, shall be ineligible to participate in the AZ State Championships and the USA Hockey National Tournament at any level. The Tier I team must submit a written request, clearly stating the

reason(s) and submit to the AAHA Board of Directors accompanied by an acknowledgement statement signed by the President of the Member Organization, all team coaches and managers and all of the parents of the team members. Additionally, any player selected to a Tier I team, in which that team requests to play at a lower level shall have the right to be unconditionally released from his/her AAHA Commitment Letter and financial obligations to the Member Organization/team. Once a team receives approval to move to a lower level a player shall have no more than fourteen (14) days to request an unconditional release.

c. Any Tier I team that has registered itself with the AAHA Affiliate and District Registrars as a Tier I team and requests to play at a lower level, may only play at the House/Rec Level. The Tier I team must submit a written request, clearly stating the reason(s) and submit to the AAHA Board of Directors accompanied by an acknowledgement statement signed by the President of the Member Organization, all team coaches and managers and all of the parents of the team members. Any request to do so must be done prior to **October 31st** of the playing season. Additionally, any player selected to a Tier I team that requests to play at a lower level shall have the right to be unconditionally released from his/her AAHA Commitment Letter and financial obligations to the Member Organization/team. Once a team receives approval to move to a lower level a player shall have no more than fourteen (14) days to request an unconditional release.

d. Tier I 13O, 14U and 15O teams (Youth or Girls) must have a minimum of fifteen (15) players (including at least one (1) goalie) and shall have no more than eighteen (18) skaters and twenty (20) total rostered players, including goalies, on their roster no later than **June 20th** of the current playing season. Tier I 16U and 18U teams must also comply with this rule; however, 16U and 18U rosters are due no later than **August 15th.**

e. A Tier I team shall not be permitted to have a "taxi" squad or players that are "practice players" or not actively rostered.

f. No Tier 1 team (Youth or Girls, regardless of whether or not the Team is Nationally Bound) may roster a player 12 years or younger (as defined in the age classification chart for the current season).

g. No appeal of the minimum rostering requirements for Tier 1 may be made.

4. Commitment Date: No player shall be allowed to commit to

play on a Tier I Team or sign a roster or pay monies prior to AAHA-approved tryout dates for the ensuing playing season.

5. Fact Sheet: Tier I Member Organizations and Tier I Teams shall furnish each Player and his/her parent(s), in writing, before any tryout and prior to signing an AAHA Commitment Letter, a Fact Sheet that provides full disclosure of their Tier I program and season, including all applicable costs (at a minimum, fundraising, uniforms, off-ice training, approximate travel costs, season registration fees of the Tier I Member Organization, and any other expected expenses including coaches fees, estimated number of games and practices, amount of travel, and any "rules" or expectations of the Tier I Member Organization or Tier I team). The Fact Sheet shall also outline the refund policy of the team should a player not play for the full season, regardless of reason.

   a. Each player selected to participate on a Tier I team, and his/her parent(s) shall acknowledge that they have been provided a "Fact Sheet" as outlined above by the Tier I Member Organization as part of signing the AAHA Commitment Letter.

13.2.5 Penalties for Non-Compliance

Any AAHA Member Organization Tier I team determined by the AAHA Executive Committee to be in violation of any of the AAHA Tier I policies shall be referred to the AAHA Disciplinary Committee for a hearing. The AAHA Disciplinary Committee may impose any or all of the following sanctions:

1. Suspension of the Head Coach for the remainder of the current playing season in which the violation occurred AND for the following playing season.

2. Disqualification of the violating team from participation in the USA Hockey National Tournament process.

3. A monetary fine of no more than Five Thousand Dollars ($5,000.00) to be assessed to the Member Organization that the violating team represents or is rostered through. Monetary fine amount shall be determined by the AAHA Board of Directors.

13.3 Tier II

13.3.1 Tier II Member Organizations

1. General: A Tier II Member Organization shall exist within an established AAHA Member Organization that is in good standing with AAHA and USA Hockey. The proposed Tier II Member Organization must be duly organized and operated in accordance with the By-Laws, Rules, Regulations and Policies of AAHA and USA Hockey and authorized annually by AAHA to field, govern and control Tier II Teams organized by such Tier II Member Organization in the State of Arizona each season. Such authorization from AAHA expires annually on the last day of USA Hockey's National Championship.
2. Responsibility: Each Tier II Member Organization that is permitted by AAHA to register a Tier II team shall govern, control and be fully responsible for its Member Organization, actions, inactions and/or infractions of its teams, players, coaches, managers, parents, and personnel. This responsibility shall include debts incurred by or in the name of the Member Organization, or any of its Tier II teams, players, coaches or representatives.

3. Tier II Season: The Youth/Girls Tier II playing season shall commence on **August 1st** of each year and end on the last day of USA Hockey's National Championships each year. No Member Organization shall have any one team compete in more than twenty-five (25) games against Tier I competition unless it has received written authorization that it has been selected by the AAHA Board of Directors to do so.

4. Team Registration: Each Member Organization requesting to field Tier II teams must be affiliated via its By-Laws and/or registration with an AAHA Member Organization in good standing and recommend that they field a minimum of one House/Recreation team at the 10U, 12U, 14U and 16U age divisions.

5. Number of Teams: Any AAHA Member Organization in good standing may field ONE Youth Tier II team at any age division recognized by USA Hockey (14U, 16U, 18U).The AAHA Member Organization designated as the sole Arizona all-female organization may field ONE Girls Tier II team at any age division recognized by USA Hockey (14U, 16U, and 19U).

13.3.2 Tier II Team Authorization Procedure

1. Application: Prospective Tier II Member Organizations shall notify the Hockey Operations Committee no later than **March 1st** of each year of their intention to field Tier II teams the following playing season. Such notification shall list the number

of teams in each age division in which the Member Organization intends to field Tier II teams and a letter of intent from home ice rink supporting ice needs for the upcoming season. The Hockey Operations Committee shall provide a listing of Member Organizations intending to field Tier II teams and the number of Tier II teams to the AAHA Board of Directors at its **March** meeting. No Tier II Member Organization shall have authority to operate or otherwise participate in Tier II hockey in any capacity unless it has received its authorization in writing or via email from AAHA.

2. Notification: Each prospective Tier II Member Organization will be notified in writing or via email by the AAHA Board of Directors of the acceptance or denial of its intention to field Tier II teams within thirty (30) days of receiving notice of intent to field Tier II team(s).

3. Each authorized Tier II Member Organization shall comply with the minimum requirements set forth in this Article, AAHA and USA Hockey Bylaws, Policies, Rules and Regulations, which include, but are not limited to, the following:

   a. Each Member Organization requesting to field Tier II teams must be affiliated via its Bylaws and/or registration with an AAHA Member Organization in good standing.

   b. Tier II teams shall be community-based teams. No billeted or Out-of-State players shall be rostered on or practice with a Tier II team.

      (i) For purposes of this Article, an Out-of-State Player is any player who, at the time of roster submission, does not have an immediate family member who is domiciled in Arizona and lists Arizona as their permanent address. An immediate family member is defined as (1) a natural or adoptive Parent or Grandparent, (b) an older sibling or (c) a Guardian appointed due to the death or incapacity of a Parent. A player who meets the requirements of this subsection shall be treated as an In-State Player, subject to the provisions of subsection (vi) of this paragraph.

      (ii) A player who has reached the age of eighteen (18) years and who otherwise would be an Out-of-State Player under subsection (iv) of this paragraph will be treated as an Out-of-State Player notwithstanding any assertion that said player is of the age of majority.

      (iii) In any case where a player's address, as submitted on a Tier II Roster, is different than that of the immediate family member domiciled in Arizona through which the player claims to be an In-State Player, the AAHA Board of

Directors is authorized and directed to conduct such investigations as may be necessary to determine whether treating the player as an In-State Player is consistent with the purposes of this Article.

(iv) Exception for Tier II Out-of-State players:

If a player does not have a USA Hockey registered Tier II team in his/her State, or does not live in a city within 250 driving miles of a city that has a USA Hockey registered Tier II program in their home State, then said player may petition the AAHA Board of Directors to participate on an Arizona Member Organization Tier II team. Such petition shall include the age division for the upcoming season, address of the family's domicile or permanent residence, level of team from prior season, written confirmation from State of residency's USA Hockey Affiliate that there is no USA Hockey registered Tier II program at the player's age division for which said player could play, and the name/address of the Member Organization, along with the level of team to which said player is requesting to be rostered.

(v) Any player who does not meet the above criteria as an in-state player, can submit an appeal for an exception to the AAHA Executive Committee for review and voted on by the full AAHA Board of Directors.

(vi) The AAHA Board of Directors shall have the final decision and authority in determining whether a player sought to be rostered on a Tier II Team is an Out-of-State Player.

c. A list of all Coaches and manager(s) for each Tier II Team shall be submitted to the Hockey Operations Committee prior to the start of team tryouts. Written proof that each Coach, for each Tier II team, has obtained, or will obtain, the appropriate coaching certification for that age division within the time parameters of USA Hockey's guidelines, and that all coaches and managers have complied with AAHA's background screening requirements and AAHA's/USA Hockey's SafeSport requirements shall also be submitted.

d. A proposed ice schedule or ice commitment statement that demonstrates the time slots and days of the week

that the proposed Tier II team(s) shall have available for practice and games for the upcoming season. It is imperative that Member Organizations provide sufficient ice to support an appropriate number of home games and practices consistent with the size of its program and season.

e. Current compliance and a statement of future intent, ability, and procedures to comply with USA Hockey and AAHA Bylaws, Policies, Rules and Regulations as well as the Guidelines and Policies established by the Hockey Operations Committee.

f. All Tier II games played in Arizona must be played against another USA Hockey certified team or in the case o f foreign teams, certified by the IIHF (International Ice Hockey Federation). All games must be officiated by properly registered and certified USA Hockey Officials.

g. Any other information determined to be necessary by the Hockey Operations Committee or AAHA Board of Directors.

13.3.3 Team Selection Process

1. Procedures: Each Tier II Member Organization shall institute procedures to select their players. Guidelines for team selection process shall include, but not be limited to the following:

a. Each Tier II Member Organization shall hold open tryouts. The AAHA Board of Directors shall, each year, establish when player tryouts for the following season may begin. Tryouts may not be held prior to the AAHA Board establishing this date.

b. Any and all Tier II tryouts must be announced publicly through general publication, Member Organization website and/or individual mailing to all players at each level, inviting any player who wishes to tryout.

c. The announcement must contain, at a minimum, the Member Organization name, level of tryouts, name of head coach, contacts with phone numbers and email addresses, date/location/time of tryouts, and a brief statement about the program.

d. Each Tier II Member Organization shall provide a Fact Sheet (see 5 below) to every player and every player's parent who attends the tryouts.

2. Player Commitment: Any player who signs an AAHA Commitment Letter is committed to that Tier II Team for the ensuing playing season and cannot play for another Tier (Tier I or Tier II) team until he/she has been released from that Tier II Team. All such player releases shall be submitted to the Hockey Operations Committee. Refer to Article 9. Player Commitment and Release Letters for more details and requirements. Exceptions to this rule are Girls, High School, House League, Juniors, Junior College, College or University.

3. Roster: USA Hockey rosters (1T) for Tier II teams must be submitted to the appropriate AAHA Affiliate Registrar prior to any team participating in any game. Should a rostering violation occur knowingly or unknowingly on a Tier II team, the head coach shall appear before the AAHA Disciplinary Committee. The suspension for the violation shall be a minimum of 30 days to a maximum of one year. Should the violation occur with less than 30 days remaining in the season, the coach shall be suspended for any time remaining in the season and at a minimum from **September 1** through **September 30** of the next season in which the coach participates. Any suspension includes all games, on ice practices and off ice practices. Any appeal will go to the full AAHA Board. Examples of rostering violations include but are not limited to a player that does not reside in the state, a player that is not properly registered with USA Hockey, a player on the AAHA do not play list, etc. There can be others so it is recommended that any roster change is checked with the Member Organization Registrar and/or AAHA Affiliate Registrar.

In addition, each Tier II Member Organization shall adhere to the following:

a. Each Tier II Member Organization must register their Teams as Tier II Teams with the AAHA Affiliate and District Registrars by **September 15th** of the current season or prior to its first game, whichever comes first.

b. Any Member Organization that advertises and/or conducts and selects players to participate on a Tier II team, then requests the team play at a lower level, regardless of when the request is made following the Tier II tryout but prior to registering the team with the AAHA Affiliate Registrar, shall be

ineligible to participate in the Arizona Youth Hockey League (AZYHL) Championships. The Tier II team must submit a written request, clearly stating the reason(s) and submit to the AAHA Board of Directors accompanied by an acknowledgement statement signed by the President of the Member Organization, all team coaches and managers and all of the parents of the team members. Additionally, any player selected to a Tier II team in which that team requests to play at a lower level shall have the right to be unconditionally released from his/her AAHA Commitment Letter and financial obligations to the Member Organization/team. Once a team receives approval to move to a lower level a player shall have no more than fourteen (14) days to request an unconditional release.

c. Any Tier II team that has registered itself with the AAHA Affiliate Registrar as a Tier II team and requests to play at a lower level, may only play at the House/Rec Level and shall be ineligible to participate in the Arizona Youth Hockey League (AZYHL) Championships. The Tier II team must submit a written request, clearly stating the reason(s) and submit to the AAHA Board of Directors accompanied by an acknowledgement statement signed by the President of the Member Organization, all team coaches and managers and all of the parents of the team members. Any request to do so must be done prior to **October 31st** of the playing season. Additionally, any player selected to a Tier II team that requests to play at a lower level shall have the right to be unconditionally released from his/her AAHA Commitment Letter and financial obligations to the Member Organization/team.

d. A Tier II team may not be registered as a High School team at any point during the season.

e. A Tier II team shall have no more than eighteen (18) skaters and two (2) goalies. Any Tier II team (Youth or Girls) must have a minimum of fourteen (14) players (including a minimum of one (1) goalie, although two (2) goalies are recommended) and shall have no more than eighteen (18) skaters and twenty (20) total rostered players, including goalies, on their roster no later than **June 20th** of the current playing season.

f. A Tier II team shall not be permitted to have a "taxi" squad or players that are "practice players" or not actively rostered.

g. No Tier II team (Youth or Girls, regardless of whether or not the Team is Nationally Bound) may roster a player 12 years or younger (as defined in the age classification chart for the current season).

h. Any appeal to these Tier II rostering rules, with the exception of item g above which is not appealable, shall be made to the full AAHA Board prior to the **July** AAHA Board of Directors meeting so that the appeal may be reviewed by the Board at that meeting.

4. Commitment Date: No player shall be allowed to commit to play on a Tier II Team or sign a roster or pay monies prior to AAHA-approved tryout dates for the ensuing playing season.

5. Fact Sheet: Tier II Member Organizations and Tier II Teams shall furnish each Player and his/her parent(s), in writing, before any tryout and prior to signing an AAHA Commitment Letter, a Fact Sheet that provides full disclosure of their Tier II program and season, including all applicable costs (at a minimum, fundraising, uniforms, off-ice training, approximate travel costs, season registration fees of the Tier II Member Organization, and any other expected expenses including coaches fees), estimated number of games and practices, amount of travel, and any "rules" or expectations of the Tier II Member Organization or Tier II Team. The Fact Sheet shall also outline the refund policy of the team should a player not play for the full season, regardless of reason.

a. Each player selected to participate on a Tier II team and his/her parent(s) shall acknowledge that they have been provided a "Fact Sheet" as outlined above by the Tier Member Organization as part of signing the AAHA Commitment Letter.

13.3.4 Penalties for Non-Compliance

Any AAHA Member Organization Tier II team determined by the AAHA Executive Committee to be in violation of any of the AAHA Tier II policies shall be referred to the AAHA Disciplinary Committee for a hearing. The AAHA Disciplinary Committee may impose any or all of the following sanctions:

1. Suspension of the Head Coach for the remainder of the current playing season in which the violation occurred AND for the following playing season.

2. Disqualification of the violating team from participation in the USA Hockey National Tournament process.

3. A monetary fine of no more than Five Thousand Dollars ($5,000.00) to be assessed to the Member Organization that the violating team represents or is rostered through. Monetary fine amount shall be determined by the AAHA Board of Directors.

14.0 Player Development

14.1 The Player Development Chairperson shall present the location(s) and schedule of the annual Player Development Camp(s) to the AAHA Executive Committee for review.

14.2 The Player Development Chairperson shall invite coaches as determined to be needed to assist in the operation and sessions of any AAHA sanctioned Player Development program including the Arizona Player Development/Selection Camps.

14.3 The Player Development Chairperson shall be responsible for extending invitations to those players selected by the coaches of the Arizona Player Development/Selection Camps to attend any Rocky Mountain District sanctioned Development Camp.

14.4 Registered USA Hockey Players who are USA Citizens and of proper age and who are in good standing of AAHA Member Organizations as well as any Junior or youth players participating in programs out of state but whose permanent address, as defined by USA Hockey, is located within AAHA boundaries have the right to participate in the AAHA sponsored/ Arizona Player Development/Selection Camps. Junior players that meet the age requirements of the Arizona Player Development/Selection Camps are eligible but must provide proof of their USA Hockey registration information to the Arizona Player Development Chairperson prior to the date of the Camp and are subject to the rules that govern the camp including attendance and playing equipment.

15.0 Coaching Development

15.1 Only AAHA Member Organizations will host USA Hockey sanctioned Coaching Clinics

15.2 The AAHA Coaching CEP Coordinator will make available to the AAHA webmaster, a list of USA Hockey sanctioned coaching clinics. The list will

contain the dates, times, and locations, education level, fees required; instructions on how to register and registration deadlines. These clinics will be posted to the USA Hockey website for registration purposes.

15.3 All Team coaches (Head Coach and all Assistants) shall be in compliance with USA Hockey's Coaching Education Program (CEP) Requirements as outlined in the latest edition of USA Hockey's Annual Guide.

16.0 Officiating (On-Ice and Off-Ice Officials)

16.1 All games involving any AAHA Member Organization teams must be officiated by USA Hockey approved on-ice officials.

All on-ice officials 18 and older must be background screened through the licensed company retained by the AAHA Board of Directors to perform such checks.

16.2 The AAHA Affiliate Registrar will make available to the USA Hockey Local Supervisor of Officials a list of all USA Hockey Registered teams as they become available.

17.0 Member Organization Tournaments

17.1 All USA Hockey Sanctioned Tournaments shall be conducted in compliance with the most recent USA Hockey Annual Guide.

18.0 Financial

18.1 By the **March** meeting of each year the Treasurer and his/her Finance Committee will present the budget for the upcoming year to the AAHA Board of Directors for approval.

18.2 All funds of the Affiliate not otherwise employed, shall be deposited, from time to time, to the credit of the Affiliate, or otherwise as the Board or the President shall direct, in such bank, trust companies, savings and loans, or other depositories as the Board may select or as may be selected by any officer or officers of the Affiliate to whom power in that respect shall have been delegated by the Board. For the purpose of deposits and for the purpose of collection for the account of the Affiliate, checks, drafts, and other orders for the payment of monies that are payable to the order of the Affiliate may be endorsed, assigned and delivered by any officer or agent of the Affiliate.

18.3 No contract or other transaction between the Affiliate and any other corporation or other entity and no act of this Affiliate, shall in any way be affected or invalidated by the fact that any Member or Members are pecuniary or otherwise interested in, or are directors, officers or employees of such other corporation or entity. Any Member, individual, or corporation or entity of which such Member may be a director, officer or employee may be a party to, or may be pecuniary or otherwise interested in, any contract or transaction of the

Affiliate, provided that the fact that he, she or such corporation or entity is so interested shall be disclosed or shall have been known to the Board, prior to the Board's vote on such contract or transactions and such transaction shall be ratified by a vote of the Board without counting the vote of any interested person. Any Member who is also a director, officer, or employee of such other corporation or entity, or is so interested, may be counted in determining the existence of a quorum at any meeting of the Board that shall authorize such contract or transaction with like force and effect as if he or she were not such director, officer or employee or not so interested, but he or she shall not have the right to vote on such contract or transaction.

18.4 No Committee may maintain a separate bank account without the prior approval of the Board. Any person or group authorized to maintain a bank account must submit to the Treasurer a monthly financial statement by the 15th of the month following and a full yearly statement for the fiscal year within 30 days after the end thereof. These shall be submitted in accordance with the Policies and Procedures as outlined by the Board.

18.5 In the event of liquidation, dissolution or termination of this Affiliate, for any reason, any assets remaining after payment of creditors, shall be paid over to any Member Organization exempt from taxation under 501(c)(3) of the Internal Revenue Code of 1986, as amended, as shall be selected by the Board of Directors, or failing such selection, as shall be selected by the Superior Court of the State of Arizona.

18.6 Except as otherwise required by these Bylaws, any contract or other instrument may be executed and delivered in the name of the Affiliate, and on its behalf by the President, or any officer or officers of the Board authorized to execute and deliver any contract or other instrument in the name of the Affiliate and on its behalf; and such authority may be general or confined to specific instances as the Board may by resolution determine.

18.7 All checks, drafts, orders for the payment of money, and insurance certificates shall be assigned or endorsed by such officer or officers or agent or agents of the Affiliate and in such manner as shall, from time to time, be determined by resolution of the Board.

18.8 Acceptance by AAHA of sponsorships are at the discretion of, and must be approved by, the AAHA Board of Directors.

18.9 Sponsorships and/or donations shall not promote acceptance and/or usage of a regulated or illegal substance or service. These substances and services include, but are not limited to, tobacco, alcohol, or performance enhancers/alterers and gaming.

19.0 Approved Events/Attendees and Reimbursement Procedures

AAHA will reimburse authorized representatives for travel expenses incurred while attending of authorized events. These expenses must be submitted to

the AAHA Treasurer within 30 days of the event and will only be reimbursed after copies of the original receipts are submitted. Credit card statements of expenses are not acceptable. Reimbursements include but are not limited to airfare, hotel, accommodations, rental car, meals and other actual expenses.

19.1 The approved events include but are not limited to:

a) RMD Mid-Winter Meeting
b) RMD Annual Meeting
c) USA Hockey Annual Meeting
d) USA Hockey Mid-Winter Meeting

20.0 Board Operating Policies

20.1 All policies in this Policy and Procedure Manual, including but not limited to those in this Section 20.0, shall be interpreted in a manner that is consistent with the Bylaws of AAHA. To the extent of any conflict between this Policy and Procedure Manual and the Bylaws, the Bylaws shall control.

20.2 The Board will announce in advance the dates and times of all meetings on the AAHA website.

20.3 Board members should expect meetings to start and end on time.

20.4 Board members will inform the AAHA President a minimum of 10 days prior to scheduled meeting date, of matters they wish to include on the meeting agenda.

20.5 Whenever possible, the AAHA President will distribute materials supporting action items the Board may consider to Board members before the meeting. Board members will review these materials before the meeting.

20.6 Non-Board members wishing to be placed on the agenda must notify the AAHA President in writing or by email at least fourteen (14) days prior to the scheduled meeting. The request should include the subject, the amount of time required, and copies of any materials that Board members need to review.

20.7 Each Board member has the responsibility of staying informed on the operations of AAHA. This requires, among other things, timely review of all communications, preparation for meetings, and attendance at all Board and Committee meetings.

20.8 Meetings of the Board are open to all members of the Member Organizations. The Chairperson may close the meeting to include only the Directors present and voting, to discuss personnel, confidential, disciplinary, or other sensitive matters.

20.9 Matters discussed in closed sessions of the Board shall remain within the

confines of the Boardroom.

20.10 Board members may express their conscience in a professional manner. Board members expressing their opinions will show courtesy to the volunteer efforts of the other Board members.

20.11 Board members will set the example in all areas of conduct affecting AAHA both within and outside the boardroom.

20.12 The Chairperson presiding at any meeting of the Board, shall rule on eligibility for voting on any issues involving the personal interests of a Board member, subject to being overruled by a majority of Directors present and voting at such meeting.

20.13 All Board members shall annually sign a Conflict of Interest Statement and return the statement to the President at the first Board of Directors meeting following election of the Board.

20.14 The Chairperson presiding at any meeting of the Board shall vote in accordance with the current AAHA Bylaws.

20.15 The Board will act on all policy decisions and all decisions involving expenditure of funds not already approved in the budget. The Board may delegate these specific items to a Committee of the Board.

20.16 The Board has a duty to leave for its successors, clear written policy on all areas of Board responsibility.

20.17 Board members will complete accepted assignments on a timely basis.

20.18 The Executive Committee of the AAHA Board will consist of the President, Vice President, Secretary and Treasurer and may meet from time to time to review issues that need to be addressed prior to the next scheduled AAHA Board meeting.

20.19 The Chairpersons of the standing committees of AAHA shall keep the President informed as to the progress, needs and concerns of their committees. The line of communication is Committee Member to Committee Chairperson to President.

20.20 Board members shall refrain from being critical of the Board, its members and staff, when communicating with others. Board members will keep any problems with the Board or its policies at the Board level and work to resolve them.

20.21 Board Executive Committee Nomination Process

20.21.1 Candidates for the Executive Committee officer positions must be nominated by seated Directors or may self-declare by submitting a

declaration of intent and a platform statement in writing to the Secretary on or before **March 25th**.

20.21.2 Eligibility of Candidates:

1. All candidates must reside in the State of Arizona.
2. A candidate for the office of President must be a member of AAHA in good standing. The proposed nominee must have accumulated during the past five years, two distinct years of experience as a member of the Board of Directors, or on any of AAHA's standing committees, or accumulated the necessary experience deemed appropriate by the Nominations Committee.

3. A candidate for the office of Vice-President, Secretary and Treasurer must be a member of AAHA in good standing. The proposed nominee must have accumulated during the past five years, one distinct year of experience as a member of the Board of Directors, or on any of AAHA's standing committees, or accumulated the necessary experience deemed appropriate by the Nominations Committee.

20.21.3 Biographies of all nominees will be compiled by the Board Secretary and submitted to all currently seated and proposed/incoming Directors 1 week in advance of the Annual meeting for their review.

20.21.4 Nominees may choose to address the Board at the Annual Meeting.

20.21.5 Write-in candidates will not be permitted.

20.21.6 Following the installation of Board of Directors at the Annual Meeting a written ballot vote shall be taken for the new officers in the following order President, Vice President, Treasurer, Secretary. Specific voting procedures are outlined by the AAHA Bylaws.

21.0 Records Retention Policy

21.1 AAHA will retain records in an orderly fashion for time periods that comply with legal and government requirements. The following holding periods will be utilized for the maintenance of the documents listed below:

<u>Accounting Records</u>	
Accounts Payable	7 years
Accounts Receivable	7 years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent

Expense Reports	7 years
Financial Statement (annual)	Permanent
General Ledger and General Journals	Permanent
Purchase Orders and Correspondence	7 years
Purchase Requirements	2 years
Tax Returns and Working Reports	Permanent
Trial Balances (annual)	Permanent
Bank Records	
Bank Reconciliations	3 years
Bank Statements	7 years
Canceled Checks	7 years
Corporate Records	
Board Minutes	Permanent
Bylaws, Charters, Articles of Incorporation	Permanent
Business Licenses	Permanent
Legal and Tax Correspondence	Permanent
Contracts – Minor	Life + 4 years
Insurance Policies, Accident, Claims	Life + 4 years

21.2 AAHA League, Member Organization and independent team members shall establish a record retention policy that addresses accounting, bank, corporate, and employee records as appropriate. Additional records that may be applicable to the AAHA membership include:

Accounting Records	
Loan Payment Schedules	7 years
Fixed Asset Purchases	Permanent
Bank Records	
Checks for Capital Purchase	Permanent
Electronic Payment Records	7 years
Petty Cash Vouchers	3 years
Corporate Records	
Contracts – Major	Permanent
Contracts – Minor	Life + 4 years
Insurance Policies, Accident, Claims	Life + 4 years
Leasehold Improvements	Permanent
Lease Payment Records	Life + 4 years
Employee Records	
Benefit Plans	Permanent
Employee Files (Terminated)	10 years
Employee Applications	1 year
Payroll Records and Employee Taxes	7 years

22.0 Whistleblower Policy

22.1 A whistleblower as defined by this policy is an AAHA member, volunteer, Executive Committee member, or Board member of AAHA who reports an activity that he or she considers to be illegal or dishonest to one or more other

parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

22.2 Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

22.3 If a member or volunteer has knowledge of/or a concern of illegal or dishonest fraudulent activity, the member or volunteer is to contact the AAHA President who is responsible for investigation and coordinating corrective action. The member or volunteer must exercise sound judgment to avoid baseless allegations. A member or volunteer who intentionally files a false report of wrongdoing will be subject to discipline up to and including suspension. If the allegation involves the AAHA President, then the member or volunteer should contact the Executive Committee.

22.4 Whistleblower protections are to cover two important areas; confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals of their legal right of defense. There shall be no retaliation against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse action such as suspension, fines or threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the AAHA President immediately. If the allegation involves the AAHA President, then the member or volunteer should contact the Executive Committee. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

22.5 Members or volunteers with any questions regarding this policy should contact the AAHA President.

23.0 Transgender Athlete Policy

23.1 As set forth in Section 3.1.3 of this Policy and Procedure Manual, and consistent with Section 8.01 of the AAHA Bylaws, AAHA must develop policies to effectuate the core values of USA Hockey.

23.2 AAHA, like USA Hockey, supports diversity and inclusion in all aspects of hockey. AAHA, like USA Hockey, believes that recreational ice hockey should adopt and promote an inclusive policy that focuses on allowing athletes to participate on a team that is consistent with their gender identity.

23.3 To that end, AAHA hereby adopts any and all policies of USA Hockey concerning transgender individuals, as they may be adopted and updated from time-to-time, including but not limited to the USA Hockey Transgender Athlete

Eligibility Policy.

24.0 Confidentiality Policy

24.1 AAHA values the privacy of individuals and entities within its jurisdiction. This Confidentiality Policy is intended to be consistent with those values. Nothing in this Confidentiality Policy is intended to supersede any other obligations concerning confidentiality or nondisclosure that may arise under any rules or procedures of USA Hockey, any rules or procedures of any Member Organization under the jurisdiction of AAHA, or under any federal, state, or local laws concerning privacy or nondisclosure of information.

24.2 A "Responsible Person" is any person who holds one or more of the following positions with AAHA or with an entity that controls, is controlled by, or is under common control with AAHA: any member of the Board of Directors (including both voting and nonvoting members); officer; member of a council, committee, or similar body; member of staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter; any employee; or any other person determined by the Board of Directors of AAHA to be subject to this Confidentiality Policy.

24.3 Each Responsible Person shall exercise reasonable care not to disclose confidential information acquired in connection with the Responsible Person's status, the disclosure of which information may be adverse to the interests of AAHA.

24.4 No Responsible Person shall use confidential information for his or her personal gain.

24.5 The following types of information received by a Responsible Person in the performance of his or her responsibilities as a Responsible Person shall be treated as confidential unless otherwise determined by the Board of Directors:

a. Information regarding the hiring or termination of employees;
b. Employee evaluations and compensation;
c. Information about contractual relationships with third parties;
d. Financial information; and
e. Membership data, including any identifying or contact information for any individual member(s) of AAHA or its Member Organizations, or within AAHA's records.

24.5.1 The above is not intended to be a complete list of all types of information that may be considered confidential. Responsible Persons are encouraged to use their reasonable judgment in determining what may information be considered confidential and should err on the side of nondisclosure. As stated above, nothing in the foregoing is intended to limit any other nondisclosure obligations that may apply under any other rules or procedures of USA Hockey, AAHA, or any Member Organization, or under federal, state, or local

law.

24.6 Any Responsible Person who fails to comply with the provisions of this Confidentiality Policy shall be subject to such sanctions or other action by AAHA as may be deemed appropriate.

25.0 Conflicts of Interest Policy

25.1 While conflicts of interest are not prohibited, they must be duly considered by AAHA. This Conflicts of Interest Policy (this "Policy") is intended to help: directors, officers, employees, members of councils, committees, and similar bodies; and other certain other persons identify situations that present possible conflicts of interest and to provide AAHA with procedures whereby potential conflicts of interest may be reviewed.

25.2 Conflicts of interest exist where an individual's activities or relationships present: the potential for improper personal gain or advantage; or an adverse effect on the interests of AAHA. It is impossible to list every circumstance giving rise to a conflict of interest; however, this Policy will serve as a guide to the types of circumstances that create conflicts of interest. Because the nature of the business of AAHA requires great public respect for, and trust in, the reputation and integrity of AAHA, and because AAHA operates in the public spotlight, AAHA is expected to conduct its affairs in a manner consistent with high ethical principles. AAHA correspondingly requires Responsible Persons (as defined below) to act in the same manner.

25.3 It is recognized that many persons serving in paid, volunteer, and other roles with AAHA may also have volunteer, employment, management, ownership, and other relationships with other entities involved in hockey and related activities that may give rise to fiduciary and similar obligations to those other third parties. Ordinarily, a Responsible Person's obligations to AAHA and a third party are not in conflict; however, when Conflicts of Interest arise, a Responsible Person may also have a duty to AAHA. If a Conflict exists, then the Responsible Person must recuse themselves from involvement in the matter as more fully set forth in Section 25.6 below. This Policy is intended to preserve the integrity of decisions and actions taken by AAHA while recognizing that Conflicts of Interest may arise.

25.4 **Definitions**. As used in this Policy, the following capitalized terms shall have the meanings indicated.

"Agent" refers to a person serving as a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of an entity or individual.

"Board" is the Board of Directors of AAHA.

"Control" exists if an entity or individual either (i) owns, directly or

indirectly, at least fifty percent (50%) of the equity ownership of another entity, or (ii) has the right, directly or indirectly, to direct or cause the direction of the management and policies of another entity, whether through the ownership of voting interests, by contract, or otherwise.

"Family Member" is a spouse, parent, child or a spouse of a child, brother, sister or spouse of a brother or sister, of a Responsible Person.

"Related Organization" is an entity that controls, is controlled by, or is under common control with AAHA, including but not limited to Member Organizations.

"Responsible Person" is any person who holds one or more of the following positions with AAHA or a Related Organization: any member of the Board of Directors (including both voting and nonvoting members); officer; member of a council, committee, or similar body; member of the AAHA staff; member of a task force or other similar ad hoc committee; member of a hearing or appeal panel regarding a disciplinary matter, or any other person determined by the Board of Directors to be subject to this Policy.

"Transaction" is any contract, transaction, agreement, or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a grant or loan, or the establishment of any other financial relationship with AAHA or a Related Organization.

25.5 Existence of a Conflict of Interest.

A "Conflict of Interest" or "Conflict" exists when a Responsible Person's activities or interests, whether direct or indirect, materially interfere with, influence, or have the potential to materially interfere with or influence, his or her responsibilities on behalf of, or owed to, AAHA, or to otherwise undermine the interests of AAHA. For example, where a Responsible Person has a financial interest, directly or indirectly, in a Transaction, the potential for a Conflict of Interest exists. This definition of Conflict of Interest is intended to be interpreted broadly because the appearance of impropriety can be just as damaging as actual impropriety. Therefore, a Conflict of Interest exists whenever the public may reasonably infer from the circumstances that there is or could be such a conflict. Conflicts of Interest include, without limitation, the following types of circumstances and related examples, which are presented for illustration purposes and are not intended to be an exhaustive list of all potential Conflicts of Interest:

25.5.1 When AAHA is considering entering into a Transaction with a Responsible Person or Family Member.

Example: Approval of the Board is sought for an agreement for the provision of consulting services by a director of Organization.

25.5.2 When AAHA is considering entering into a Transaction with an entity (other than a Related Organization) or individual in which a Responsible Person or Family Member has a financial interest or is an Agent.

Example: Approval of the Finance Committee of AAHA is sought for a banking relationship with a company of which an AAHA director is the Vice President.

25.5.3 When a Responsible Person engages in activities competing with AAHA or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.

Example: An officer of AAHA agrees with a national governing body other than USA Hockey to promote the other national governing body in negotiations with potential sponsors or licensees.

25.5.4 When a Responsible Person has a financial interest in an entity or individual that competes with AAHA or a Related Organization, including in the provision of services for, or in any other transaction or arrangement with, a third party.

Example: The spouse of an officer of AAHA works for or is an investor in a company that competes with AAHA or a Related Organization, or in a company that provides services to a company that competes with AAHA or a Related Organization.

25.5.5 When a Responsible Person accepts gifts, excessive entertainment or other favors from any individual or entity that does, or is seeking to do, business with AAHA or a Related Organization, if it might be concluded that such action was intended to influence or might influence the Responsible Person in his or her duties to AAHA. This does not preclude the acceptance of items of nominal or insignificant value that are clearly tokens of respect or friendship and not related to any actual or potential transaction or activity of AAHA or a Related Organization.

Example: The chair of the Finance Committee of AAHA is offered free use of a lake home belonging to the President of an organization that has a financial proposal under review by AAHA.

25.5.6 When a Responsible Person has a financial interest, or is an Agent of, an organization that is reasonably likely to be impacted (financially or otherwise) by an action or decision made by the Responsible Person in his or her capacity acting on behalf of AAHA.

Example: A committee member who works for a league, program or other organization is called upon to vote or make a decision on a matter materially impacting the league, program or other organization.

Example: A director working or volunteering for a Tier I program serves on a committee for determining whether to grant Tier I status to competing programs.

25.5.7 When a Responsible Person's activities or interests, whether direct or indirect, interfere with, influence, or have the potential to interfere with or influence his or her responsibilities on behalf of AAHA or undermine the interests of AAHA.

Example: A director has a significant client that owns or operates a facility being considered as the host of an AAHA event.

Example: An officer serves on a hearing panel or appeal panel involving discipline against a member of the officer's program.

25.6 Policy and Procedure. The procedures in this Section are designed to help Responsible Persons identify situations that present potential Conflicts of Interest and to provide AAHA with a procedure for independent review and, when appropriate, approval of a circumstance in which a Responsible Person has or may have a Conflict of Interest. The policy is intended to comply with the procedure prescribed in the Arizona Non-Profit Corporation Act, A.R.S. § 10-3864, which governs conflicts of interest for directors and officers of nonprofit corporations.

25.6.1 **Reporting Conflicts of Interest**. Prior to Board, Executive Committee, or other action on a matter involving a Conflict of Interest (including any decision or any Transaction), a Responsible Person who believes he or she has a Conflict of Interest shall disclose all facts material to the Conflict of Interest as follows:

1. In the case of Board or Executive Committee action, to the President;
2. In the case of action by a council, committee, task force, other ad hoc committee, or hearing or appeal panel, to the applicable chair (for example, a member of a Committee who believes that he or she has a Conflict of Interest shall report the matter to the chair of the committee); or
3. In the case of action by AAHA staff, to the President.

Such disclosure shall be made by the person with the Conflict prior to or at the meeting. To aid in the process of identifying and reporting Conflicts, Responsible Persons shall submit a Conflict of Interest

Statement to the President on an annual basis.
The individual to whom the disclosure is made shall report the disclosure at the meeting prior to consideration of the matter involving the Conflict, and the disclosure shall be reflected in the minutes of the meeting. If the person having the Conflict of Interest is the President, then the required disclosure shall be made to, and the required report shall be made by, a Vice President or another officer.

For any other Conflicts of Interest not described above, the Responsible Person who believes he or she may have a Conflict of Interest shall disclose to the President the facts relating to the potential Conflict of Interest.

A Responsible Person with a Conflict of Interest shall refrain from any action that may affect AAHA's participation in the subject Transaction or other decision or action of AAHA, and such Responsible Person shall not attempt to exert his or her personal influence regarding the matter.

Individuals or bodies of AAHA with questions about procedures for disclosure and review of Conflicts of Interest may seek advice from designated legal counsel for AAHA, who may answer such question or refer such question to a member of AAHA or other designee.

25.6.2 **Unreported Conflicts of Interest**. At the direction of the President or designated legal counsel for AAHA, AAHA may review any matter to be considered by the Board, or a council, committee, task force, other ad hoc committee, hearing or appeal panel, or other body of AAHA, to determine whether a Responsible Person has a Conflict of Interest, and if it is determined that a Conflict exists the procedures herein shall apply.

25.6.3 **Review of Conflicted Transactions**. For matters in which a Responsible Person has a Conflict of Interest, the Board, Executive Committee, council, committee, task force, other ad hoc committee, hearing or appeal panel, or other body of AAHA, as applicable, shall review each Conflict of Interest that is reported to it, and may approve the matter if the material facts as to the matter and the Conflict of Interest are fully disclosed or known to the body considering the matter, and the body approves the matter in good faith by the affirmative vote (without counting the person(s) with the Conflict) of a majority of the disinterested members of the body at the meeting, even though the disinterested members constitute less than a quorum for such meeting.

25.7 A Responsible Person who believes he or she has a Conflict of Interest may participate in the body's discussion of the matter if they have disclosed the

material facts related to the Conflict and all parties related to the subject of the matter are present or represented; provided however, the chair of the body considering the matter may provide an opportunity for the body to discuss the matter without the person with the Conflict of Interest present. The person with a Conflict of Interest may not vote on the subject matter. The chair has the power to require the interested person to leave the room while the vote is taken and/or during deliberations.

25.8 The minutes of the meeting of the body reviewing a Conflict of Interest and making a decision on the underlying matter shall reflect (1) the matter under consideration, (2) the Responsible Person with a Conflict of Interest, (3) the Responsible Person's ineligibility to vote and/or absence from the meeting during any discussion or vote, and (4) the decision of the body on the matter under consideration.

25.9 For all other Conflicts of Interest, the President shall determine whether the Conflict of Interest should be reported to or acted on by the Board or other body of AAHA. The President may also determine whether review and resolution of a Conflict of Interest should be handled by another party or body of AAHA, including a special committee designated by the President. In each case, the President may direct and address review and resolution of the matter in the President's discretion, and shall make a written record of the disclosure of the Conflict of Interest and related decision on referral of the matter.

25.10 Questions: If it is not clear whether a Conflict of Interest exists, then a Responsible Person with a potential Conflict should err on the side of caution and transparency.

26.0 Locker Rooms

26.1 AAHA requires that all of its Member Organizations and Ice Hockey Facility Members adopt policies for managing locker rooms that comply with SafeSport. Such policies must consider that Member Organization's specific circumstances in light of SafeSport policies and guidelines, which are subject to change. Although AAHA does not dictate what policies must be adopted, below is an example of polices that may assist Member Organizations and Ice Hockey Facility Members in formulating their own policies. **References to "[insert name]" should be changed as necessary to reflect the adopting Member Organization or Ice Hockey Facility Member.**

26.2 Locker Room Monitoring

26.2.1 [insert name] Members have 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. 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.

26.2.2 [insert name] Members 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, so that 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.

26.3 Parents in Locker Rooms

26.3.1 Except for players at the younger age groups, 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.

26.3.2 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.

26.4 Mixed Gender Team Policy & Reporting Protocol

The Mixed Gender Team policy, as part of this overall AAHA Locker Room Policy, attempts to balance the social integration and camaraderie of a team sport while providing a safe and respectful environment for all of our participants. To comply with USA Hockey SafeSport's Co-ed Locker Room Policy, in addition to any other requirements under any other policy, any team that is mixed gender will select from one of the following three options prior to the commencement of the season:

26.4.1 Option 1: (Strongly Recommended)

Minimum attire required due to sharing one locker room. All players should be required to arrive at the rink wearing their hockey base layers or shorts and t-shirts under their street clothes. All members of the team must have this minimum attire before entering a co-ed locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress. This may mean that players need to go to the arena restroom to change into the minimum attire prior to entering the locker room.

26.4.2 Option 2:

Each gender dress/undress in separate supervised locker rooms. Then approximately ten to fifteen minutes before each game/practice, everyone is to be ready in gear in one designated locker room so the coach can address the entire team. If a player is not fully dressed by the time the coach arrives, that player must go to a separate locker room or restroom to finish dressing. The onus is on the player to be properly dressed when the coaches actually begin preparing the team for the practice or game.

26.4.3 Option 3:

Players of one gender dress in the locker room while players of the opposite gender wait outside. When the one group is ready, then the players switch places and the players in gear wait for players of opposite gender to get dressed. No coaching is to be done until all the players are together in full gear. Taking turns is a means of reasonable accommodation; neither gender group should be favored, nor should one group be the group who always has to wait to change. *This option is typically only used when the team if fairly balanced with both genders.*

NOTE: Please note that with mixed gender programs, it is important that the person(s) monitoring the locker room is of the same gender as the players being monitored. USA Hockey would consider it acceptable to have one locker room monitor immediately outside the locker room and regularly checking in on the locker room. If there are two monitors, then they can monitor form inside the locker room,

if necessary. Having only one person inside a locker room can expose that person to allegations, so a second person can help protect one another.

Any and all issues concerning or arising under this mixed gender policy must be brought to the attention of a representative of the AAHA Member Organization as soon as possible, documented in writing, and forwarded to the Hockey Director. Within a reasonable time after reporting the issue, the Hockey Director shall conduct a meeting, confirmed in writing, that addresses the issue, provides a recap, and insofar as possible provides a resolution. While issues arising under this policy will necessarily require the exercise of discretion, it is imperative that a Coach, Manager, or other representative reports and documents any and all issues brought to their attention arising under this policy in an effort to ensure the matter is dealt with in a respectful and professional manner in compliance with USA Hockey's SafeSport program.

26.5 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.

26.6 Prohibited Conduct and Reporting

AAHA Members prohibit 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 [insert name] 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.

27.0 Alcohol and Drug Abuse

27.1 In accordance with USA Hockey, AAHA takes the position that consumption/use/abuse of mood-altering substances is detrimental to a healthy state of mind, body, and spirit in an athletic participant. This is especially true for those participants aspiring to develop their talents in the furthering of their playing, or coaching, or officiating careers in the sport of ice hockey. Therefore, with the best interests of its participants in mind, USA Hockey prohibits use by any participant of alcohol or drugs, as these terms are defined below, during participation in its programs as follows:

27.2 Zero tolerance for possession or use of drugs by any participant unless participant is currently under a doctor's care and the medication is required for treatment of an illness or injury;

27.3 Zero tolerance for providing or condoning the use of alcohol or drugs to a minor athlete by a coach, assistant coach, manager, official or any other person who is in a position of authority over that athlete;

27.4 Zero tolerance for being under the influence of alcohol or drugs while supervising minor athletes or while participating in a USA Hockey practice, game or event; and

27.5 Abuse of alcohol by a participant while participant at a USA Hockey event other than that prohibited by 27.3 above.

27.5.1 Violation of this policy shall subject the participant to disciplinary action up to and including suspension or disqualification from membership. Further, USA Hockey hereby recommends that each and all of its teams, associations, programs and affiliates develop and enforce alcohol and drug abuse policies and practices that are consistent with this policy.

27.6 For purposes of this policy, the word "alcohol shall include the following:

27.6.1 Intoxicating beverages.

27.7 For purposes of this policy, the words "drug" shall include the following:

27.7.1 Any controlled substances.

27.7.2 Prescription or prescribed controlled substances when used to an excess in violation of doctors' orders, or to produce the state of intoxication in the participant.

27.7.3 Any mood altering or psychoactive substance that produces a state of intoxication in the participant.

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

28.0 Travel

28.1 AAHA's Member Organizations have some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena. USAH has established policies to guide travel, minimize one-on-one interactions, and reduce the risk of abuse or misconduct. Adherence to these

travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

28.2 LOCAL TRAVEL. Local travel occurs when an AAHA Member Organization or one of its teams does not sponsor, coordinate, or arrange for travel.

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

28.2.2 The employees, coaches, and/or volunteers of the AAHA Member Organization or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.

28.2.3 Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.

28.2.4 Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.

28.2.5 It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of AAHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

28.3 TEAM TRAVEL. Team travel is overnight travel that occurs when an AAHA Member Organization or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers

and chaperones will often travel with the players.

28.3.1 When possible, the AAHA Member Organization or one of its teams will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the Member Organization or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

28.3.2 The AAHA Member Organization or its team will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. The AAHA Member Organization or its team will make efforts to provide adequate supervision through coaches and other adult chaperones and will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, they may need to rely on parents to serve as chaperones and may be limited in providing this match.

28.3.3 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).

28.3.4 Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players but will not be permitted to have any one-on-one interactions with players.

28.3.5 If the circumstances require players to share rooms, players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations. If players are rooming with their parent/legal guardian, the parent/legal guardian will be responsible for their child and any other children they are the chaperone to.

28.3.6 The coach will establish a curfew by when all players must be in their

hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.

28.3.7 The team personnel shall ask hotels to block adult pay per view channels.

28.3.8 Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.

28.3.9 All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check-in phone calls initiated by either the player or parents.

28.3.10 Family members who wish to stay in the team hotel are permitted and encouraged to do so.

28.3.11 The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.

28.3.12 Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.

28.3.13 If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.

28.3.14 No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

28.3.15 In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

28.3.16 During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.

28.3.17 Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

28.4 Prohibited Conduct and Reporting

AAHA and AAHA Member Organizations prohibit 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 AAHA Member Organizations may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at usahockeysafesport@usahockey.org call 1-800-888-4656, or go to www.usahockey.com/makingareport.

29.0 Social Media and Electronic Communications Policy

29.1 AAHA realizes that communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is crucial. However, as part of USA Hockey's emphasis on safety, it realizes that the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to minor Participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to this Social Media and Electronic Communications Policy helps reduce these risks.

29.2 Adult Communication with Minors

29.2.1 All electronic communication originating from adults to minor participants must be professional in nature. Absent emergency circumstances, if an adult with authority over minor participants needs to communicate directly with a minor participant via electronic communications (including social media), the minor's parent must be copied. If a minor participant communicates to the applicable adult (with authority over the minor athlete) privately first, said adult should respond to the minor participant with a copy to another adult or the minor's legal guardian. When an adult with authority over minor participants communicates electronically to the entire team, said adult must copy another adult.

29.2.2 Pursuant to these requirements, all electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar

communication must also copy or include the player's parents.

29.3 Social Media

Social media makes it easy to share ideas and experiences. AAHA recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor Participants are involved. Coaches are prohibited from having minor Participants joined to or connected through their personal Facebook page, Instagram or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to the team through that site. All electronic communication of any kind between coach (and any Applicable Adult) and a minor Participant, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

29.4 Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and minor Participants must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor Participant must include a copy to the player's parents. Where possible, a coach should be provided and use the Member Organization's web site email center (the coach's return email address will contain "@organization.com") for all communications with the team, players, and player's parents, where applicable.

29.5 Social Media and Group Chats Among Players

Minor hockey players often create group chats through texting or other social media applications. Such group chats are concerning because minors may engage in bullying behavior, sexual misconduct, harassment, threats, discriminatory and other inappropriate conduct that may violate policies of AAHA. Group chats among minor hockey players should be supervised by an adult to mitigate these risks.

29.6 Request to Discontinue All Electronic Communications or Imagery with Athlete

Following receipt of a written request by the parents of a minor participant that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the program, team, coaches, and administrators shall immediately comply with such request without any repercussions for such request.

29.7 Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other Participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

30.0 Athletic Training Modalities

30.1 Due to the nature of the contact between an athlete and a person performing a massage, rubdown, taping, or other athletic training modalities, the potential for abuse or misconduct can occur. Any massage, rubdown, taping, or other athletic training modality must be conducted in an open and interruptible location. Any massage of a minor participant must be done with at least one other adult present and must never be done with only the minor participant and the person performing the massage, rubdown, or athletic training modality in the room.

Prior to any massage or rubdown of a minor participant, the person performing the massage or rubdown shall obtain the written consent of the minor participant's legal guardian. The consent must specify if it is for a specific treatment or for ongoing treatments over a period of time, and the nature of the treatment. If requested, parents must be permitted to be in the room as an observer.

30.2 One-on-One Interactions

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. USA Hockey and AAHA require that adults shall not engage in any prohibited one-on-one interactions with any minor participants. By reducing such interactions between minors and adults, USA Hockey and AAHA seek to reduce the risk of child sexual abuse in its programs.

30.2.1 Observable and Interruptible

1. One-on-one interactions between a minor Participant and an Applicable Adult at a Facility are permitted if they occur at an observable and interruptible distance by another adult and the other adult is made aware of the interaction. One-on-one interactions between minor Participants and an Applicable Adult at a Facility are prohibited, except for meetings with mental health care professionals and health care providers as described below, and under emergency circumstances.

2. Meetings

a. Meetings between adults and minor participants at a

facility may only occur if another adult is present and is advised the meeting is taking place, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult. If a one-on-one meeting takes place in an office at a facility, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

b. Meetings with mental health care professionals and health care providers

If a mental health care professional and/or health care provider meets with minor participants at a facility, a closed-door meeting may be permitted to protect patient privacy provided that: (1) the door remains unlocked; (2) another adult is present at the facility; (3) the other adult is advised that a closed-door meeting is occurring; and (4) written legal guardian consent is obtained in advance by the mental health care professional and/or health care provider, with a copy provided to the Member Program.

3. Individual training sessions

Individual training sessions between adults and minor participants are permitted at a facility if the training session is observable and interruptible by another adult. It is the responsibility of the adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

4. Out-of-program contacts

Coaches are prohibited from interacting one-on-one with unrelated minor participants in settings outside of the program that are not observable and interruptible (including, but not limited to, one's home and individual transportation). All other adults are prohibited from interacting one-on-one with unrelated minor participants in settings outside of the program that are not observable and interruptible (including, but not limited to, one's home and individual transportation), unless

parent/legal guardian consent is provided in advance. Nonetheless, such arrangements may raise risks of actual or perceived misconduct and are strongly discouraged.

31.0 Arizona Amateur Hockey Association Hall of Fame

The Arizona Amateur Hockey Association (AAHA) Hall of Fame Committee shall be responsible for identifying and honoring in a permanent manner those individuals and teams who have achieved excellence in the sport of amateur hockey while members of Arizona Amateur Hockey Association and those who have distinguished themselves by virtue of exemplary contributions to the advancement of the sport of hockey through their support of Arizona Amateur Hockey Association. There shall be five (5) categories of AAHA Hall of Fame recognition: (1) Athletic achievement, recognizing individual athletes; (2) Coaching achievement, recognizing individual coaches; (3) Officiating achievement, recognizing individual officials; (4) Builder achievement, recognizing contribution of individual administrators; and (5) Team achievement, recognizing the outstanding teams that have made significant achievements that have withstood the test of time. There shall be at least (7) members of the AAHA Hall of Fame Committee, comprised of the Chairman, the President, and at least five (5) more members appointed by the President. The committee shall be responsible for preparing and presenting to the full AAHA board for ratification a body of governing regulations which shall, at a minimum, set out the: (1) the honored categories; (2) the nomination process; (3) the selection criteria; (4) the selection process; and (5) the announcement timing and form of honor, such as permanent location, tangible award, including a physical location and web presence.

31.1 General Mission Statement

Pursuant to AAHA By-Laws Article VII, Section 7.15, AAHA has established The Arizona Amateur Hockey Association Hall of Fame Committee which is responsible for identifying and honoring in a permanent manner those individuals and teams who have achieved excellence in the sport of amateur hockey while members of Arizona Amateur Hockey Association and those who have distinguished themselves by virtue of exemplary contributions to the advancement of the sport of hockey through their support of Arizona Amateur Hockey Association.

31.2 Honored Categories
Athlete Achievement
Coaching Achievement
Officiating Achievement
Administrator
Achievement Team
Achievement

31.3 Number, Membership, and Responsibilities of Committee

There shall be at least seven members of the AAHA Hall of Fame Committee,

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

The Committee shall have the discretion to make the final approval for those individuals e AAHA Board meeting following the Committee's approval.

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

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

31.4 Selection Criteria

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

31.4.1 AAHA HALL OF FAME CRITERIA for Athletic Achievement

a. Individual nominated to receive induction into the AAHA Hockey Hall of Fame for Athletic Achievement by considering the following criteria:

1) The individual player nominated must have played minor

hockey in Arizona coming up through the various age levels to at least one e

2) The player must be at least 25 years old, so that at a minimum the athlete being a great USA hockey player, High School hockey player, junior, college, or professional player.

3) The player must have influenced other competitors with his or her performance through any, or all of the following: high performance and skill level, sportsmanship, fair play, competitive techniques and/or persistent and inspirational leadership through their play.

4) Whether the athlete was ever regarded as a dominant player in their era.

5) Whether the athlete had an impact on getting their teams to Nationals in youth hockey, or championships at any level.

b. In addition to the above, although not mandatory criteria, the Committee is recommended to also consider the following:

1) Whether the athlete displayed the spirit of the game, during and after their playing career.

2) Whether the athlete was held in high regard with their teammates during their playing career.

3) Whether the athlete under consideration retains high respect from the hockey community at large even after their hockey playing career has ended.

31.4.2 AAHA HALL OF FAME CRITERIA for Coaching Achievement

a. The Selection Committee shall evaluate whether an individual nominated to receive induction into the AAHA Hockey Hall of Fame for Coaching Achievement by considering the following criteria:

1) The minimum number of coaching years is not limited to head coaching positions. This minimum number of coaching years may be waived if there are extenuating circumstances.

2) The time a nominated coach has coached in other programs, such as Arizona High School Hockey association programs, U of A, ASU or NAU shall be considered if they have also coached AAHA teams.

3) The nominated coach must have made a significant positive impact on Arizona's youth and the sport of hockey.

4) Whether the nominated coach has had significant achievements in 2 or more of the following: league champs, state champs, district champs, national champs, athletic success of individuals coached, leadership roles in national/state/local organizations.

5) The selection committee shall only consider those nominated coaches that are in good ethical and moral standing in their community.

6) The time after a coach's retirement before they can be considered for nomination is not a factor. Whether the coach is active or inactive, all other requirements must be met.

31.4.3 AAHA HALL OF FAME CRITERIA for Officiating Achievement

a. The Selection Committee shall evaluate whether an individual nominated to receive induction into the AAHA Hockey Hall of Fame for Officiating Achievement by considering the following criteria:

1) Longevity/ Knowledge of Rules. An On-Ice Official nominated official shall have officiated a minimum of 10 years at multiple levels.

2) An On-Ice nominated official shall have shown a willingness to work at most levels of Youth Hockey and shall get credit for Officiating Non USAH events such as NCAA and Professional Hockey Leagues.

3) An On-Ice nominated official shall have reached a minimum of a Level 3 qualification under the USAH system of rating officials by testing of rules and skating skill level. Older aged Nominees may be inducted even if they were under a different system.

4) An On-Ice nominated official should have officiated at State, District, and National Tournaments at some time in their career. However, attaining a position at a District and National event is not always by choice and is at the discretion of the Referee In Chief of each state and this must be taken into consideration for all Nominees who were never given the chance to officiate at these levels but still meet most of the other criteria.

b. Personality and Consistency

1) An On-Ice nominated official must have demonstrated a willingness to work with coaches, players, and other officials in a manner that allowed all parties to enjoy the game of Ice Hockey.

2) An On-Ice nominated official must have demonstrated a consistent application of the rules to the appropriate age level and level of competition, and an on-ice temperament that advances both the application of the rules, and the competitiveness of the game.

3) An On-Ice nominated official must have maintained high ethical and moral standards during and after their Officiating career.

c. The Test of Time

1) In the effort to reach back in time to include those potential individuals that rightly should be nominated officials from different eras, the Committee shall be permitted to adjust the criteria to include those individuals to fit the "Standards of the Day".

2) The purpose is to allow membership into the AAHA Hockey Hall of Fame from before and after the adoption of all of the new USAH officiating requirements and qualifications were instituted.

31.3.4 AAHA HALL OF FAME CRITERIA for Administrative Achievement

a. The Selection Committee shall evaluate whether an individual nominated to receive induction into the AAHA Hockey Hall of Fame for Administrative Achievement by considering the following criteria:

1) The nominated individual must have been a volunteer in some administrative capacity for a minimum of 5 years.

2) The nominated individual must have successfully volunteered with a Youth Hockey Association or AAHA in the capacity of at least 2 of the following positions: Team Manager, Local Association President, Board of Director Member, Officer, or an Administrator.

3) The nominated individual must have demonstrated a willingness to expand their role in the support of Youth Hockey.

4) The nominated individual must have had a positive impact on the team/association for which they volunteered to include promoting youth hockey in Arizona.

5) The nominated individual must have exemplified some of the following qualities: Reliable, Responsible, Pleasant, Selfless, Respectful, Professional, Flexible, Tireless, Willingness to learn, Dedicated, Passionate, Good organizational and communication skills, Creative, Energetic, and Patient.

31.4.5 AAHA HALL OF FAME CRITERIA for Team Achievement

a. The Selection Committee shall evaluate whether a Team nominated to receive induction into the AAHA Hockey Hall of Fame for Team Achievement by considering the following criteria:

1) It is anticipated that absent exceptional circumstances, only those teams that have achieved significant achievement at the USA Hockey National level will be considered for nomination and induction into the AAHA Hockey Hall of Fame.

2) Included in the Committee's consideration is the level of achievement, and composition of the team, the contributions of the individual team members and coaching staff to AAHA and USA Hockey over time, and the character of the team as tested over time.

3) The Committee shall adopt additional criteria for considering the Team Achievement induction into the AAHA Hockey Hall of Fame as it deems appropriate and shall evaluate each team nominated on a case-by-case basis.

See Appendix C which showcases the individuals inducted into the Arizona Amateur Hockey Association's Hall of Fame.

APPENDIX A: AAHA TIER 1 APPLICATION

A. Name of proposed Tier I Member Organization

B. Description of the Tier I Member Organization

1. Member Organization Structure
2. Mission Statement
3. Personnel (include contact information, cell phone and email for each):
    i. Hockey or coaching director
    ii. Head coach of each team, including certification level, module completion, years of experience, background date and completion of USA Hockey's SafeSport program
    iii. Team manager of each team, including years of experience, background screening date and completion of USA Hockey's SafeSport Program
    iv. Member Organization Registrar
    v. Member Organization President
4. Team Rules and/or expectations

C. Practice plan that demonstrates the time slots and days of the week for its' proposed Tier I teams which shall include:

1. Name of home rink and/or practice facility
2. Number of planned practices per week
3. Letter of intent from home ice rink supporting ice needs for upcoming season
4. Scope and evidence of a supporting off-ice development program

D. A Fact Sheet as defined in Paragraph 13.2.4.5 of the above Youth Tier I Selection Process.

E. Compliance statement of intent, ability, and procedures to comply with:

1. USA Hockey rules, including complying with all USA Hockey's Coaching Certification requirements
2. AAHA Bylaws, Policies, Rules and Regulations
3. Hockey Operations Committee

F. Any other information determined to be necessary by the Tier I Selection Committee, The Hockey Operations Committee, or the AAHA Board of Directors.

APPENDIX B: AAHA PLAYING RULES

1.0 GENERAL RULES

1.1 All players must wear protective equipment required by USA Hockey during games and warm-ups, and practice. If a player is found to not have complied to this rule they will be suspended one game for the first offense, 2 games for the second offense, and referred to the Disciplinary Committee for a third offense.

1.2 Only players in uniform (up to the maximum number of skaters and goalies as defined in these policies and by USAH) and Team Officials (up to a maximum of four (4)) shall be permitted to occupy the bench during a game. A Team Official is any person on the players' bench who is not on the game score sheet as an eligible player. All Team Officials must be registered in the current season as a coach with USA Hockey, are background screened, safesport certified and must have attained the appropriate certification level as required by AAHA and USA Hockey.

1.3 A player or goalkeeper on the roster who is unable to play, other than through suspension, may be on the player's bench during warmups and the game without being considered a Team Official, if he/she is wearing all required head and face protective equipment.

1.4 All players or coaches who have been suspended cannot participate in any games during their suspension. Definition of participation includes "communications with the bench", or "sitting on the bench." Suspended coaches will not be in communication with their team for 1 hour prior to the game and 30 minutes following the game. Any infraction of this rule shall result in the mandatory appearance before the AAHA Disciplinary Committee.

1.5 The traditional handshake will take place after each game.

1.6 Team Officials are only allowed on the ice for the end of game handshake and/or if the Game Officials request them to come on the ice.

1.7 Any Player or Team Official appearing on an AAHA League or Exhibition scheduled game scoresheet who is not on the Team's approved 1T Roster and/or who does not have a properly filled out AAHA Commitment Letter on file before the game in question shall be deemed to have been ineligible at the time of the game and the properly Rostered Head Coach at the time of the game will be subject to a one game suspension and the results of the game subject to forfeiture.

1.8 Mercy Rule/"Running Clock"

1. At the point in which a five (5) goal differential exists anytime in the

third period, the clock should remain running with the following exception: Injury and/or Time-Out called by the Official(s) in which case the clock should be turned off until the ensuing face-off.

2. At the point in the third period when a five (5)-goal deficit first arises, the clock should be turned off to record the goal and not restarted until the ensuing face-off.

3. If/When the goal differential is narrowed to three (3) goals, the clock will be stopped on the whistle to record the goal, and not restarted until the ensuing face-off occurs, at which point normal stop time will resume.

4. If a play is stopped and a penalty expires, the penalized player should not return to the ice until play resumes.

5. Invoking the Mercy Rule is MANDATORY and is not subject to negotiation between opposing coaches, or officials.

1.9 Curfew Time

1. All games are curfew games and must run on time. Therefore, it may be necessary to adjust the time at the beginning of, or during the 3rd period.

2. Clock adjustments will be calculated using the following formula: **Total time left in the ice slot/2=time left in the 3rd period** for example, if there is 20 minutes left in the ice slot when the 3rd period begins, the clock operator should divide 20 by 2 and therefore 10 minutes should be reflected on the game clock. The decision to implement this formula will be at the discretion of the scorekeeper/timekeeper after consultation with the referees and/or rink facility personnel.

1.10 The home team is responsible for furnishing a scorekeeper, a timekeeper and referees, or referee and linesman. Officials age and level classifications are to follow USA Hockey suggested policy and AAHA policy.

1.11 The official USA Hockey Scoresheet or SportsEngine electronic scoresheet are the ONLY score sheets for league or tournament game use.

1. Each team manager is responsible for making sure that all copies of the official score sheet are filled out completely using the proper name of the team and is signed by both head coaches and all referees.

2. Each score sheet must contain all rostered players in numerical order.

3. The following designations must be entered on all copies of the score sheet next to the player's name when that player is not skating: Absent – ABS, Injured – INJ, Suspension – SUSP.

1.12 Play Up Rules

1. All 8U Travel age players (as defined by USA Hockey) shall only be eligible to participate on an 8U Travel aged team. No 8U Travel age player may play up to 10U Travel unless a Hockey Operations Committee Member recommends to the committee that said player has the ability and maturity to play at the 10U Travel level. Seventy-Five percent (75%) of the committee present at the time of the vote is needed to approve the player to move up to 10U. There must be a quorum of at least Seventy-Five (75%) of the committee present to take the vote. Any organization that requests to move an 8U player up to 10U for the following season must make that request at the **January** Hockey Operations meeting. Said player should be of exceptional status and have the skill and ability to play on the member organization's top team in that age division.

2. 10U and above

   a. All players may only be rostered within their own age division as defined by USA Hockey's Annual Guide. The allowed exceptions to this would be Tier I and Tier II 16U players who may be rostered in the 18U age division and any House League registered players playing up one age division with the exception of a 12U player playing in the 14U age division.

   b. No 12U team will be permitted to play at a higher age division.

   c. Youth and Girls Travel goalies can play up no more than one age division in accordance with USA Hockey's Annual Guide.

      (i) Prior to rostering the Travel player, a request for approval must be sent to the Hockey Operations Committee.

      (ii) The request must include evaluations by the head coach of the current team the player is trying out for as well as the head coach of the player's prior team along with a recommendation from the hockey director showing that the Travel player has the ability to play at this higher level.

   d. Girls 10U skaters may be rostered in the Girls 12U division under the following conditions:

1. The skater's name was submitted to the Hockey Operations committee on or before **January 15th.**
2. The skater was approved to have the skill and majority to play at the 12U level by 75% of the Hockey Operations committee present at the **March** meeting.
3. The skater is approved by the Board of Directors at the Board of Director's **April** meeting.
4. No more than four (4) 10U skaters can be rostered at the 12U age division.

1.13 Tie Breaker Rules - Should teams have the same amount of points the following tiebreaker(s) shall be applied:

1. Regular Season Games

   a. Most wins

   b. Head-to-Head

   c. Goal differential (Goals scored minus Goals allowed)

   d. Goal quotient (Goals scored divided by Goals allowed)

   e. A maximum of a seven-goal differential in any game shall be used in determining goal differential or goal quotient in tie-breakers at the end of the season.

   f. Coin flip

2. Tournament Games – follow USA Hockey Annual Tournament Guide rules.

2.0 TIER HOCKEY

2.1 Competition among Tier I Member Organizations and Teams

1. Procedures: Each Tier I Member Organization shall adhere to the following: If there is more than one (1) authorized Tier I team in any USA Hockey approved age division then each authorized Tier I Team shall play each other, in Arizona, a minimum number of times as determined outlined below in 2.1.4. Each Home team is responsible for the costs of the game, except for an odd number of games, or a neutral game, in which both teams will be responsible to split the costs evenly.

2. The scheduling of such games shall be the responsibility of the teams involved. Scheduling of the dates and locations of the required games shall be completed no later than **August 15th** of the season to be played. The dates of said games shall be given to the AAHA Hockey Operations Committee by **August 15th** of the season to be played. All such games shall be completed at least two (2) weeks prior to the first scheduled game of the Arizona State Tier I Championships.

3. All games played as competition between Tier I teams shall be in accordance with the following:

   a. All Tier I games (14U, 15UOnly, 16U and 18U) shall have a 5-minute warm up and 15 minutes stop time periods. There shall be an ice cut before each game and there shall be a 2-minute rest period between all periods. The game slot for all Tier I games shall be 1 hour and 15 minutes.

   b. All games shall utilize a 3 person on-ice officiating crew.

   c. Games may end in a tie.

   d. Two points will be awarded for a victory and one point for a tie.

   e. The team with the greatest amount of points in games played between the teams entered in the Arizona State Championships shall be considered the "Home" team during the Arizona State Championships. If there are only two teams in an age Division, the "Home" team shall host Game 1 and Game 3, if a third game is needed.

4. Regular Season Game Requirements (beginning with the 2018-2019 playing season and lasting through at least the 2022-2023 playing season):

   13O: vs all other AAHA 13O Tier I teams – 6 times (3 home – 3 away)

   14U: vs all other AAHA 14U Tier I teams – 6 times (3 home – 3 away)

   ****There shall be no requirement for 13O teams to play 14U teams during the playing season. ****

   15O: vs all other AAHA 15O Tier I teams – 6 times (3 home – 3 away)

   ****There shall be no requirement for 15O teams to play 16U teams during the playing season. ****

16U: vs all other AAHA 16U Tier I teams – 6 times (3 home – 3 away)

18U: vs all other AAHA 18U Tier I teams – 6 times (3 home – 3 away)

a. Failure of a Tier I team or Member Organization to agree and execute these requirements shall result in excluding the non-complying Tier I team or Member Organization from participating in USA Hockey's National Tournament at any level.

b. Penalties for non-compliance, in addition to the above, shall be as described in the AAHA Policies and Procedure Manual.

2.2 Competition among Tier II Member Organizations and Teams

1. Procedures: Each Tier II Member Organization shall adhere to the following:

   If there are more than one (1) authorized Tier II team in any age division then each authorized Tier II Team shall play a series of games, as determined by the Hockey Operations Committee, against all other teams in the same age division, in Arizona, each season (excluding any tournament games). If the season series of games is an even number, then each team shall host half of the games. If the season series is an odd number of games, then the Hockey Operations Committee shall determine the number of games each team hosts. The home team shall be responsible for the costs of the game. The Hockey Operations Committee shall determine the number of series games in age division no later than **August 15th** each season.

2. The scheduling of such games shall be the responsibility of the teams involved. Scheduling of the dates and locations of the required games shall be completed no later than **August 15th** of the season to be played. The dates of said games shall be given to the AAHA Hockey Operations Committee by **August 15th** of the season to be played. All such games shall be completed by a date established by the Hockey Operations Committee.

3. All games played as competition between Tier II teams shall be in accordance with the following:

   a. All Tier II games (14U, 16U and 18U) shall have a 5-minute warm up and 15-minute stop time periods. There shall be an ice cut before each game and there shall be a 2-minute rest period between all periods. The game slot for all Tier II games shall be 1 hour and 15 minutes.

   b. Games may end in a tie.

c. Two points will be awarded for a victory and one point for a tie.

d. During the Arizona State Tier II Championships:

(i) In a two-team division, the team with the greatest amount of points in games played between the two teams during the regular season shall be the "Home" team in Game 1 and, if needed, Game 3 in the 3-game series.

(ii) In a division with more than two teams, the regular season final standings will determine the seeding of the preliminary round games. The higher the seed team shall be the "Home" team in all the preliminary games. In case there is a tie, the seeding will be applied:

1) Most points earned

2) Most total wins (whether in regulation, overtime, and shootout)

3) Most regulation wins

4) Differential – subtracting goals against from goals for in these games, the positions being determined in order of the greatest surplus. A maximum goal differential of plus or minus eight (8) per game will be used in tie- breaking rules.

5) Lowest number of penalty minutes – calculate the number of penalty minutes accrued during the season. The teams shall be ranked low to high in ascending order of "penalty minutes for."

2.3 Tier I/Tier II State Championships

1. If there are more than one (1) authorized Tier I or Tier II teams in any age division, each playing season AAHA shall conduct Arizona State Championships at the following age divisions for the purpose of determining teams to represent Arizona in USA Hockey's National Tournament play according to a schedule approved each year by the AAHA Board of Directors.

Youth Division: 13O and above as defined by USAH; Tier I and Tier II for each age division.

Girls Divisions: 14U; 16U; and 19U; Tier I and Tier II for

each age division.

2. The AAHA Board of Directors will announce the Championship dates for each Division by the **December** Board Meeting of each year and post to the AAHA website.

3. The Arizona Champion of each Youth and Girls Tier (Tier I or Tier II) age Division shall advance to USA Hockey's next level of USA Hockey's National Tournament.

4. All final costs (ice, referees, score and timekeepers, awards, etc.) per division, related to the State Championships, shall be shared equally by the teams participating in the Arizona State Championships. All costs shall be subject to review and approval by the AAHA Board of Directors.

5. Each Member Organization wishing to participate in State Championships must be in good standing with AAHA.

6. If there are more than one (1) authorized Tier I or Tier II teams in any age division then each authorized Member Organization shall submit a $1,000 non-refundable fee, for **each** Tier I or Tier II team fielded for the playing season, no later than **August 15th** each year. The non-refundable fee for **each** team shall be paid by the Member Organization that is represented by the team and shall be used to offset the final State Championship fees due per division from each Tier I or Tier II team participating in the State Championships. The non-refundable fee shall be required for **ALL** Tier I and Tier II teams, even if they fail to qualify for the Arizona State Championships and regardless as to whether or not they register as a Nationally Bound team. Fee payment shall be made payable to AAHA and delivered to the AAHA Treasurer. Failure to make the non-refundable fee payment on or prior to **August 15th** shall result in a $500 penalty (per team not paid) to the delinquent Member Organization. Any Member Organization that has not paid their non- refundable fee plus penalty fee for a team or teams representing that Member Organization, prior to **October 1st** shall be referred to the AAHA Disciplinary Committee for review on the subject.

7. Each Member Organization may declare no more than one team in each division to participate in the Tier State Championships. Member Organizations that register multiple teams in a division with the AAHA Affiliate Registrar shall be free to determine which team may represent the Member Organization per Division in any manner they wish, but the Member Organization shall declare to AAHA, in writing, which team will represent that Member Organization in the State Championships no later than 10 days prior to the start of the Tier State Championships in which they will be participating.

8. A final cost per team per division to participate in the State Championships will be forwarded to each Member Organization no less than fifteen (15) days prior to the start of the State Championships.

9. A Credentials Meeting shall be held at a time designated by the State Registrar and must be prior to the start of the State Championships. All remaining fees due per participating team shall be due no later than this meeting. A coach and/or manager from each participating team shall be required to attend. No one person shall represent more than one team unless prior approval is granted by the Tournament Director. Failure of a team to have a coach and/or a manager present for the credentials meeting shall result in the suspension of the Head Coach of that team's first game of the State Championship Tournament.

10. Each team that represents AAHA at either the Rocky Mountain District Tournament and/or USA Hockey's National Championships shall be responsible for payment of their team's entry fee into the tournament.

11. All games shall be played in accordance with District/National requirements as outlined in the latest edition of the USA Hockey Championship Tournament Guidebook including all games being played to a winner.

12. Team Requirements

    a. Teams declaring to participate in the AAHA State Championships MUST have their final rosters submitted to the AAHA Affiliate Registrar no later than **December 31st** of each year.

    b. It shall be the responsibility of each team declaring for right to advance to the Rocky Mountain District Tier I Championships or the Tier II National Championships to review all items as required by USA Hockey with the AAHA Affiliate Registrar prior to AAHA State Championships. In the case of a team or teams advancing either to the Rocky Mountain District Championships or to the National Tournament without having to participate in the Arizona State Championships that team or teams shall be responsible for having all items required by USA Hockey to be reviewed by the AAHA Affiliate Registrar at a time designated by the State Registrar and must be prior to the first games of the District Championships or National Championships.

13. Tournament Formats

The Hockey Operations Committee shall determine an AAHA State Championship Tournament format for the division or divisions that will represent Arizona in the National Tournament. The Hockey Operations Committee shall determine, subject to AAHA Board of Directors approval, an AAHA State Championship Tournament format for the division or divisions that will represent Arizona in USA Hockey's National Tournament on a yearly basis no later than **December 31st** of that playing season.

3.0 NON - TIER HOCKEY

3.1 AZYHL

1. Playing times for all games (Pre-season seeding tournament, regular season and AAHA State Tournament) will be stop-time periods, as set forth below, unless the Mercy Rule/Running Clock or Curfew Time policies outlined above in Appendix B, Section 1.0 General Rules need to be invoked.

    a. For all age groups, games will be scheduled for at least seventy-five (75) minutes to accommodate three periods at 15-minute stop-time each.

2. The warm-up preceding the game shall be no less than three (3) minutes.

3. Each team shall be entitled to call one (1) thirty-second timeout. This is in addition to any "Official's Timeout." Teams shall not receive any extra timeouts during overtime periods in Tournament Qualifying Games or in Single Elimination Tournament games.

4. The officials must be qualified as follows:

    a. For 14U and below - Two (2) officials, at least one must be Level 2 and the other must be a Level 1 or higher.

    b. For 16U and above – Two (2) officials, the Referee must be at least Level 3 and the linesmen must be Level 1 or higher.

    c. Due to unforeseen circumstances, AAHA can modify and must approve any changes to the above guidelines.

5. Scoresheets for all Pre-Season Seeding Tournament games must be completed in Game Sheets within 12 hours after the game is concluded. Score sheets for all Regular Season games must be sent via email to the AAHA Admin within 48 hours after the game is concluded. Score sheets should be sent to the following email address: admin@azamateurhockey.org.

6. If any Home team fails to send the scoresheet to the AAHA Admin for the Pre-season Seeding Tournament or Regular Season as outlined above, to the AAHA Admin, the team could face consequences that could result in a loss for the Home team.

7. All AZYHL games will be played; forfeit games are not allowed.

   a. Any AZYHL game that is not played as originally scheduled is to be rescheduled within 7 days and must be played prior to the date established by AAHA.

   b. Any postponement of a game must be done at least 24 hours prior to game time (except in case of inclement weather or rink equipment malfunction).

8. League games shall mean those games that are scheduled at the annual scheduling meetings and count towards the AZYHL standings.

   Scheduling and playing of AZYHL League games shall take precedence over all other games, except AAHA State Championship games.

9. For each division, a minimum number of games will be played:

   a. For a division with six (6) or less teams, each team will play 2 HOME and 2 AWAY games against each team in that division.

   b. For a division with seven (7) or more teams, each team will play 1 HOME and 1 AWAY game against each team in that division.

10. All games must be scheduled during the annual scheduling meeting, at which each Member Organization can have a maximum of two (2) people in attendance. At least one of these attendees must have access to the master ice schedule and the other attendee may be the Team Manager. Any additional attendees may be asked to leave the scheduling meeting.

    a. All games will be submitted to AAHA no later than **September 15th** every season or the day after the annual scheduling meeting, whichever is later.

11. All regularly scheduled as well as rescheduled games are to be played on or before the final day of the regular season or a date as established by AAHA.

    a. In the event of a game cancellation, the team canceling or causing the scheduled game not to be played, shall have the greater responsibility to make concessions to the convenience of the non-canceling team. The cancelling team must make every effort to play the game at the originally scheduled home team's rink.

    b. The Home team is responsible to notify the AAHA Webmaster to update the AZYHL website on or before the date and time for which the game is rescheduled.

    c. Teams having difficulty in rescheduling a game should promptly notify their Hockey Director, who shall contact the opposing team's Hockey Director, to settle the matter between the Member Organizations.

    d. At no time will the regular season be extended to accommodate rescheduled games.

12. A player can be rostered on only one (1) AZYHL team except under the following circumstances:

    a. Goalies:

        (i) In addition to members of the second registered team who are identified as goalkeepers, a player may be rostered on the second team only as a Back-up goalkeeper (BUG). This must be clearly designated on the 1T roster approved by the State Registrar or the Member Organization's governing jurisdiction for Member Organizations outside AAHA. Designations for goalkeepers shall be "G" (Goalkeeper) and "BUG" (Back-up Goalkeeper) on the rosters submitted for league play.

        (ii) The Back-up Goalkeeper (BUG) can only play as back-up when the primary goalie is unable to play due to injury or illness.

        (iii) Additionally, the Back-up Goalkeeper (BUG) can only play in a maximum of four (4) league games.

        (iv) Back-up goalkeepers (BUG) may not play in any AAHA Tournament, Pre-season Seeding or State

Championship games, unless approved by the Hockey Operations Committee or the Tournament Committee, if applicable, prior to game play.

(v) The Back-up Goalkeeper (BUG) must be rostered on a team within the same Member Organization and playing at a skill level below the team level on which he or she is rostered as a BUG. The Back-up goalkeeper must come from a team at the same age group and next lower skill level. For the AZYHL team within a Member Organization at the lowest skill level of any age category, the BUG must come from the Member Organization's AZYHL team at the next lower age category and highest skill level.

(vi) If a Back-up Goalkeeper (BUG) is not available within the same Member Organization, the Hockey Director may reach out to other Hockey Directors at other AZYHL or House Member Organizations to inquire as to the availability of any goaltenders at the same skill level within the same age category to help fill the needed BUG role. In accordance with AAHA recruiting policies, no Coach, Manager or team official may initiate contact with another player, family or team for the purpose of recruitment outside of their own Member Organization during the times specified by policy. This contact will be limited to Hockey Directors only and then only for the purposes of locating an emergency Back- up goalie when all options within their own program have been exhausted.

(vii) All teams participating in an AZYHL League who have only one goalie rostered on their **August 15th** and/or Dec 31st State approved USA Hockey 1T Roster must identify and roster a Back-up Goalkeeper (BUG).

(viii) No 8U Select or House player can be used as a Back-up Goaltender (BUG).

b. Girls: If the Girls and Youth team are placed in the same AZYHL Division, the female player must declare their primary team to the Hockey Directors by October 1st of each season. The Hockey Director of the primary team must notify the AAHA Webmaster to confirm which team the female player has declared as her primary team.

13. Refer to Section 10.6.1.2.f of this policy regarding the deadline for submittal of the official 1T roster for AZYHL teams.

14. Players may not play up in an older age classification as outlined in the AAHA Play Up Rules found in Section 1.0 General Rules of this Appendix. AZYHL players may be called up to play up on a higher divisional team within the same age level; however, once that player has played five (5) games with the higher-level team, they must play with that team for the remainder of the season through the AAHA State Championships.

15. In order to add a new player to an existing AZYHL roster after **August 15th**, the Member Organization must send the request which includes, name, team name, level, division, approval from house director, and reason for the addition to the AAHA President for approval.

3.2 8U Select.

1. Teams can move a player up a division (House to Select) to cover for sick or injured players but cannot move a player down a division (Select to House).
2. All AAHA sponsored Select 8U League games will consist of games in a 4x4 half ice. No full ice games are permitted.

3. All nets used in 8U games should be medium sized nets.

4. Faceoff's will occur at the beginning of each new shift only (not after goals scored or stoppages in play)

5. Regardless of format, all shifts will be two minutes in length and will be signified by a buzzer initiated by the scorekeeper to indicate line changes.

6. 4x4 Format - A line will be painted/marked on the ice marking the half-way point (or center ice) of the playing surface. When a goal is scored or the defending goaltender freezes the puck, all players on the attacking team will be required to retreat past the half-ice line before again attacking. Referees will be required to blow the play dead if the team or players do not fully retreat to half-ice. The defending team that takes possession of the puck following a goal or stoppage in play will be required to take the puck behind their own net before attacking.

7. Play continues while the player committing offense goes to the bench for the remainder of the shift. In the event there is a 4th penalty (on 4 on 4 play) committed on the same shift and everyone has been sent to the bench—the opposing player who was the recipient of the 4th penalty will be awarded a penalty shot provided there is at least 20 seconds remaining in the shift.

3.3 Non-Tier (Travel) State Championships

1. AAHA will host an annual AAHA State Championship tournament at each travel non-tier age and competition level to determine AAHA State Championship Teams. All AAHA teams in good standing will be eligible for the tournament with final standings to be determined by points earned.

2. Game times and operations will remain the same as season league games.

3. League standings shall determine regular season Divisional Champions.

4. In order for a player, at all levels, to qualify to play in the AAHA State Championships (including a qualifying game to make the team eligible for the AAHA State Championship Tournament), a player must have participated in a minimum number of AZYHL league games with their designated team based upon the table below. Non-AZYHL and exhibition/scrimmage games will not be considered when determining eligibility. Protested games (or periods) which are replayed in whole or in part, will not be included toward the minimum game requirement if the player in question was not properly rostered at the time of the original game.

Team's # of AZYHL League Games	Games Played with team to be Eligible for AAHA State Championships
4	2
6	4
8	5
10	7
12	8
14	9
16	10
18	11
20	12
22	13

a. Any game in which a player is suspended will not be counted toward their minimum number of required games.

b. Any game in which a player is injured will be counted toward their minimum number of required games provided that they: were marked as injured (INJ) on the game score sheet(s) and provide a written medical doctor's note (outlining the injury date and return-to-play date) to the Hockey Operations Committee at least 7 days prior to the AAHA State Championship for review and approval to play.

c. Players who move from out of state and join an AZYHL team during the season or players who are injured during the season and do not meet the minimum number of games to qualify for the AAHA State Championships can submit a request to the Hockey Operations Committee for approval to participate in the State Championships. All requests must be submitted at least two weeks prior to the start of the AAHA State Championships.

d. If during tournament games, it is determined that a player has not met the applicable eligibility rule and has participated in these games, that player's team will be subject to the loss of any/all games in which the player in question has participated.

APPENDIX C: AAHA HALL OF FAME

Athlete Achievement:
Zac Larraza - 2026
Auston Matthews - 2026

Coaching Achievement:
Larry Gibson - 2026
Kurt Goar - 2026

Officiating Achievement:
Herb Haley- 2026

Builder Achievement:
Michael O'Hearn - 2026
Jim Rogers - 2026

Team Achievement:
2004 – 2005 Vosha Mustangs 14U Team - 2026